

Title: Forms for Due Process: Forms for Discipline		Version/Revision	1 of 2020
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	6/7/2020
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IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

Forms for discipline

Contents

FORM 3: Learner report form:	2
FORM 4: Parent Communication or Meeting	3
FORM 5: Disciplinary Committee Interview form	4
FORM 6: Allegations of Serious Misconduct referred to Principal	5
FORM 7: Appointment of Investigator by Principal.....	7
FORM 8: Investigation report from	8
NOTICE TO LEARNER AND PARENT OF DISCIPLINARY HEARING	9
MINUTES OF DISCIPLINARY HEARING	10
NOTICE OF A SANCTION IMPOSED BY THE GOVERNING BODY	11

Note that form 1 is the Daily Monitoring form & form 2 is the yellow card

- AMENDED IN LINE WITH:
 - THE NATIONAL HEALTH ACT 61 OF 2003
 - THE DISASTER MANAGEMENT ACT 61 OF 2002
 - THE STATE OF EMERGENCY 64 OF 1997.
 - THE RECOMMENDATIONS OF WHO AND THE NCCC.

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FORM 3: Learner report form:

Learner Name			
Class		Date	

Subject & Teacher			

Subject & Teacher			

Subject & Teacher			

Subject & Teacher			

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Subject & Teacher	

Subject & Teacher	

Subject & Teacher	

Subject & Teacher	

Subject & Teacher	

FORM 4: Parent Communication or Meeting

Learners Name	Class	Misconduct	
Date	Telephone <i>number</i>	Electronic media <i>platform</i>	Meeting <i>venue</i>

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Respondent/s (include relation)			
Educator/s Name and Signature			
Brief description of events (include dates) Attach learners report to this form. If description is to long also add as attachment			
Respondents response (and commitment if any) If description is to long also add as attachment			

FORM 5: Disciplinary Committee Interview form

Learners Name	Class	Misconduct
Date		

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Educator/s Name and Signature	
Brief description of events (include dates) Attach learners report to this form. If description is to long also add as attachment	
Learners response (and commitment if any) If description is to long also add as attachment	
Result of interview process with learner. If description is to long also add as attachment	

FORM 6: Allegations of Serious Misconduct referred to Principal

Learners Name	Class	Misconduct
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Date	
Referring Educators' Name and Signature	
Summary of events (include dates)	
Attachments (Tick all boxes)	Scan of daily monitoring report
	Yellow Card scanned
	Learner report form scanned
	Communication form Scans
	Disciplinary Committee Interview form.
	Allegations of Serious Misconduct

Please scan all the above into a single folder Bearing the learners class and name.

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FORM 7: Appointment of Investigator by Principal

Learners Name	Class	Misconduct
Date		
<p>I MF Fouche, the principal, hereby appoint: _____ To investigate the allegations of serious misconduct as described here in the attachments as indicated below. The investigation is to be completed by: _____ Based on the investigation the learner will be summoned to a full disciplinary hearing.</p>		
<p>Please fine the attachment here below as a background to the allegations. The documents here will also be made available to the guardian/parent of the learner concerned.</p>		
Attachments (Tick all boxes)	Scan of daily monitoring report	
	Yellow Card scanned	
	Learner report form scanned	
	Communication form Scans	
	Disciplinary Committee Interview form.	
	Allegations of Serious Misconduct	

Principal to scan additional forms into the folder of the learner concerned. A single hardcopy is kept by the Disciplinary Team.

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FORM 8: Investigation report from

Learners Name		Class	Misconduct
Date			
Investigator			
I have perused fully the information given to me by the Principal and Disciplinary team		<i>(please sign here if you agree with block on left)</i>	
Summary of corroborating evidence and testimony collected by investigator			
Recommendation by investigator			

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Form 9

NB on a formal letterhead

NOTICE TO LEARNER AND PARENT OF DISCIPLINARY HEARING

Notice to learner and parent of the learner on the institution of disciplinary proceedings against the learner for an alleged serious misconduct in terms of Holy Cross High School code of conduct and disciplinary procedures. .

Date:.....

Dear Mr/ Mrs/ Ms
Address:

NOTICE OF DISCIPLINARY HEARING

You are hereby informed that the Board of Governors intends to institute disciplinary proceedings against your child on

Your child is alleged to have *(State the nature of the alleged serious misconduct to enable the learner to identify the incident and to respond thereto at the disciplinary hearing).*

You and your child have the right to

1 have and be accompanied at the hearing by a legal representative or any other person or representative to make oral or written representations on behalf of your child;

2 request access to documents and any other information to be produced in evidence; and

3 to ask questions, cross examine witnesses, lead evidence, call witnesses and produce documentary

evidence to clarify issues relating to the allegation.

It is very important that you prepare yourself and attend the scheduled hearing.

You are advised to inform the governing body timeously if you and your child are unable to attend the date specified above so that a mutually convenient date and time can be arranged for the hearing.

In the absence of any communication from you, we will assume that you have agreed to attend the scheduled hearing and the necessary arrangements to proceed with the hearing will be made.

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Yours faithfully Board of Governors

Attached find proof of posting and/or acknowledgment of receipt

Form 10

MINUTES OF DISCIPLINARY HEARING

Learners Name	Class	Misconduct
Date		
Chairperson		
Prosecutor		
Tribunal member		
Tribunal member		
Tribunal member		
Tribunal member		
Board specialist		
Learner		
Learner rep.		
Learner rep.		
Formal allegations with dates		
Tick	Chairperson read allegations to entire committee	
	The learner was asked to plead guilty or not guilty to the charges	
	Disciplinary hearing procedure followed as it appears in the section on Due process of the disciplinary policy	
	The investigator is not present	
Minutes of the meeting. Please record detail of the entire proceedings. Starting with the plea of the learner.		
Separate sheets may be attached here and the back of this form may be used.		

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record: *Plea of learner*
Evidence from Investigators report
Implications by the prosecutor and any witnesses
Evidence and testimony of learner and any witnesses
Mitigating circumstances
Finding of the committee
Sanctions to be imposed.

Form 11

NB on a formal letterhead

NOTICE OF A SANCTION IMPOSED BY THE GOVERNING BODY

Notice of a sanction imposed by the Board of Governors, after finding the learner guilty of serious misconduct in terms of the code of conduct and disciplinary policy of Holy Cross High School.

Date:.....

Dear Mr/ Mrs/ Ms
Address:

NOTICE OF SANCTION IMPOSED BY THE GOVERNING BODY

Following the disciplinary hearing convened and held on [*Insert the date of the hearing*], and after deliberating on the evidence presented at the hearing, the governing body has found your child guilty of serious misconduct, and as a result, the governing has decided, as a sanction,

1 to suspend your child from attending school for a period of (*State number of school days not longer than seven school days*); and/or

2 to _____ (*Any other sanction contemplated in the school's code of conduct, where applicable*), for or based on the following reasons [*State reasons for imposing the sanction in 1 and 2*]

This sanction is effective from (*Insert date.*) until (*Insert date.*), and your child is expected not to attend school until after the expiry of the period in question

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