



Northern Cape Department of Education



LEARNER SERIOUS MISCONDUCT CHECKLIST FOR THE RECOMMENDATION OF EXPULSION In terms of SASA SECTION 9

| Nr | Activity | Y/N |
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| 1 | Did SGB consult Notice 10 of 2007 and Circular 74 of 2009? | |
| 2 | Does the SGB has a Code of Conduct for Learners approved by the SGB Chairperson? | |
| 3 | Is the alleged type of learner serious misconduct stipulated under Section 2 of Notice 10 of 2007 | |
| 4 | Does the disciplinary proceed happened within the stipulated timeframe i.e. within 7 days after the suspension of such learner | |
| 5 | Did the principal manage the serious misconduct charge sheet? | |
| 6 | Has the learner and parent personally accepted the charge sheet? | |
| 7 | Has the charge sheet been delivered by registered post? | |
| 8 | Does the charge sheet makes provision that parents may appeal against a recommendation for expulsion? | |
| 9 | Has the SGB constituted a Disciplinary Committee i.e. SGB minutes reflecting the discussion, notification of the members, SGB Member the Chairperson, Annexure H (1) or (2) completed? | |
| 10 | Did the principal provide the SGB with the charge and any admission from the learner? | |
| 11 | Did the disciplinary process continue despite an admission? | |
| 12 | Was the learner accompanied by a parent/guardian or an adult person? | |
| 13 | Can the SGB shown enough good cause (evidence of communication) for the disciplinary hearing to proceed in the absence of the learner, parent or a person? | |
| 14 | Did the Presiding Officer (Chairperson of the DC) make a finding on the guilt or innocence of the learner based on the evidence presented in writing? | |
| 15 | Has the learner been afforded an opportunity to present mitigating factors? | |
| 16 | Has the evidence leaders been afforded to present aggravating factors? | |
| 17 | Did the DC Chairperson presented the FINDINGS and RECOMMENDATIONS together with the RECORD OF PROCEEDINGS to the SGB? | |
| 18 | Evidence of SGB discussion and decision on the matter? | |
| 19 | Did the SGB Chairperson notify the parent of a sanction within 7 days of the hearing? | |
| 20 | Did the SGB decide to recommend an expulsion to the District Director within 3 days of the decision of the SGB meeting? | |
| 21 | Did the school attached the full record of proceedings? | |
| 22 | Did the SGB follow up with the District Director for a response with regard to the recommendation for expulsion within 7 days from submission? | |