



Roosevelt Academy Disciplinary Policy

Categories of Offences and Procedures

11. Categories of Offences

The offences are categorized by their level of seriousness and provide a framework for disciplinary measures.

Category A: General Offences

Examples of minor infractions:

- 11.1. Failure to observe school rules.
- 11.2. Tardiness (arriving late for school or class).
- 11.3. Misuse or improper care of school property.
- 11.4. Use of insulting, inappropriate, or offensive language.
- 11.5. Insolent or disrespectful behaviour toward staff or peers.

Disciplinary Actions:

- 11.6. Verbal warning or reprimand.
- 11.7. Detention.
- 11.8. Assigning minor constructive tasks (e.g., cleaning a classroom).
- 11.9. Additional educational assignments related to character development.

Category B: Serious Offences

These include behaviours that disrupt the school environment or are criminal.

- 11.10. Truancy or persistent unexcused absences.
- 11.11. Smoking on school grounds.
- 11.12. Bullying, harassment, or intimidation.
- 11.13. Physical altercations (fighting or violent behaviour).
- 11.14. Possession or use of dangerous weapons.
- 11.15. Vandalism or malicious damage to school property.
- 11.16. Assault, including attempted assault.
- 11.17. Possession, usage, or trafficking of drugs, alcohol, or prohibited substances.
- 11.18. Theft or possession of stolen property.
- 11.19. Distribution or possession of explicit or inappropriate material, including pornography.
- 11.20. Sexual harassment or gender-based misconduct.

Disciplinary Actions:

- 11.21. Written warning and counselling.

- 11.22. Parent or guardian involvement.
 - 11.23. Suspension from school activities or functions.
 - 11.24. Referral to the School Based Support Team (SBST).
 - 11.25. Final written warning with a signed acknowledgment by parents.
 - 11.26. Expulsion or suspension in severe cases (subject to procedural fairness).
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12. Offences That May Lead to Suspension

These offenses may necessitate the temporary removal of a learner:

- 12.1. Acts that endanger the safety of others or violate others' rights.
 - 12.2. Possession or use of dangerous weapons.
 - 12.3. Consumption, possession, or distribution of drugs or intoxicants.
 - 12.4. Violent physical altercations.
 - 12.5. Falsifying information or impersonation.
 - 12.6. Hate speech, sexism, racism, or offensive graffiti.
 - 12.7. Exam-related misconduct or plagiarism.
 - 12.8. Persistent, repetitive violations of the Code of Conduct.
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13. Suspension and Expulsion

Suspensions and expulsions are imposed only after a fair hearing in line with national and provincial regulations:

- 13.1. Suspension is limited to one (1) week unless the Head of Department grants an extension.
 - 13.2. Expulsions are recommended by the Governing Body to the Department of Education.
 - 13.3. Learners may appeal expulsion decisions to the Member of the Executive Council (MEC) within seven days.
 - 13.4. All disciplinary measures respect the constitutional right of learners to education (Section 29 of the Constitution of South Africa).
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14. Offenses and South African Law

Serious misconduct involving violations of national laws will be referred to the South African Police Service (SAPS). Such matters may result in criminal investigations or legal proceedings.

15. Due Process in Disciplinary Hearings

15.1. Learner Rights during Hearings:

- Receive written notice of charges at least five (5) school days before the hearing.
- Access all relevant evidence related to their case.
- The right to representation, including legal counsel if necessary.

- Present their side and be heard by an impartial panel.
- Be treated with respect and dignity.

15.2. Panel Composition and Procedures:

A Disciplinary Committee appointed by the Governing Body will oversee hearings. Records of the hearing and decisions will be maintained.

15.3. Notifications to Parents or Guardians:

Parents will be informed in writing of all hearings, suspensions, or expulsions.

16. Drug and Alcohol Policy

16.1. Search and Seizure:

Searches must be conducted with reasonable grounds, respect for dignity, and adherence to regulations in the South African Schools Act (Section 8A).

16.2. Possession or Use of Drugs:

Learners found guilty of drug or alcohol possession must:

- Attend counselling and participate in rehabilitation programs.
 - Face disciplinary actions, including suspension or expulsion for repeat offenses.
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17. ICT Code of Conduct

Learners agree to:

- Use school technology responsibly and access only age-appropriate content.
 - Refrain from cyberbullying, online harassment, or unethical use of technology.
 - Follow rules concerning ICT facilities (e.g., no food or drinks near computers).
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18. Social Media Discipline

The school recognizes the influence of social media in learners' lives and expects responsible digital citizenship. Misuse of social media platforms will result in disciplinary action.

Examples include:

18.1. Prohibited Actions:

- Posting defamatory, offensive, or inappropriate content about the school, staff, learners, or other stakeholders.
- Cyberbullying or harassment of any individual associated with Roosevelt Academy.
- Sharing false information, rumours, or misinformation that impacts the school's reputation.
- Posting pictures, videos, or any content taken on school premises without permission.
- Using social media to incite violence, threats, or discrimination.

18.2. Disciplinary Actions:

- Immediate removal of offending content (if feasible).
- Written warning and mandatory counselling.
- Suspension from certain school activities or privileges.
- Serious cases may result in suspension or expulsion.

18.3. Social Media Awareness:

Learners and parents are encouraged to attend workshops or sessions on responsible social media usage to build a safer digital environment.

19. Parental and Learner Agreement

This policy ensures that learners and parents/guardians understand the rules and commit to adhering to the disciplinary measures outlined in this document. All parties are required to sign the agreement below to acknowledge and accept the terms.

Acknowledgment Statement:

I, _____, in Grade _____, have read, understood, and agreed to comply with Roosevelt Academy's Code of Conduct, including all rules and disciplinary procedures outlined in this document.

I understand the consequences of failing to comply with the school's policies, including suspension, expulsion, or referral to external authorities.

Learner's Signature: _____

Date: _____

I, _____, as the parent/guardian of the above learner, acknowledge receipt of the Disciplinary Policy. I support the school's efforts to maintain discipline, ensure a safe learning environment, and agree to uphold its values and guidelines.

Parent/Guardian's Signature: _____

Date: _____