

INTERNAL MERIT AND DEMERIT SYSTEM

Amended: 14 October 2014

Review date: September 2015

1. GENERAL

1.1 This document should be read in conjunction with the Code of Conduct of the school.

1.2 All disciplinary actions are to the discretion of the school. The school will acknowledge the age of the learners when deciding on a sanction.

1.3 The points:

- All learners will start with a credit of 150 points.
- If a learner reaches 60 points he/she will receive a detention for an hour on a Friday afternoon. During detention the learner might have to catch up on homework, do a chore, study the Code of Conduct, and do an applicable assignment relating to the transgressions. Parents will receive notification in writing of the detention date a week in advance. No exceptions will be made e.g. transport challenges etc. A learner's points will be re-adjusted to 150 once detention was done satisfactorily. **Please note that the points are to the discretion of the school.**

1.4 When a learner gets a new badge, the old badge will be taken in. The learner may keep the last badge of the year as reminder of his/her personal best of that year. The learner starts each year afresh and has to accumulate new points.

1.5 Learners will receive merit badges with a Latin name (to acknowledge both Eng. And Afr.) when they reach the following points:

Meritum (Red merit badge) - 300 points	Meritum (Achiever) Bronze badge - 800 points
Meritum (Green merit badge) - 450 points	Meritum (Leader) Silver badge - 900 points
Meritum (Blue merit badge) - 600 points	Meritum (Ambassador) Gold badge - 1000 points

2. POSITIVE REINFORCEMENTS

		Merits
	PERSONAL DEVELOPMENT	
A1	Good manners / politeness (Discretion of educators)	5
A2	Excellent behaviour even under difficult circumstances	5
A3	Neat and appropriate uniform and hair	5
A4	Neat work and books	5
A5	Co-operation e.g. return of reply slips, handing in of assignments etc.	5
A6	Birthday (may also wear civvies for the day)	5
A7	Class line up in an orderly manner (Discretion of educators)	5
A8	Setting and achieving a personal milestone (done in collaboration with an educator)	10
A9	Perseverance and commitment	10
	POSITIVE ATTITUDE TOWARDS THE SCHOOL	
A10	Any task/s well executed e.g. Community Service	5
A11	Positive attitude towards school work. (diligence, homework always done, etc.)	5
A12	Learner did more than was expected e.g. completed extra class work or homework	5
A13	Any positive or special support to an educator / therapist / coach	5
A14	Helpfulness after hours / weekends	5
A15	Supporting and / or participation of any sport or cultural event	5
A16	100 % School Attendance for Term	10
	ACADEMIC	
A17	Reading most books in grade per term	10
A18	Marks above grade average (Only awarded when not qualifying for any of A20 to A24)	10
A19	Improvement on assessment results (compare similar assessments)	10
A20	Highest marks in subject in the grade	15
A21	Highest average in Maths and Natural Science	20

A22	Highest average in both Afrikaans and English	20
A23	Highest mark for a project (No parent assistance)	10
A24	Excellent school report at the end of term with overall achievement of 80% and above. (Point for the report of term four may be claimed in the new year.)	20
	SPORT AND CULTURE	
A25	Great participation overall in both sport and culture (per activity) (Attend all practices as well)	20
A26	Great improvement in sport/culture (judged by coach)	15
A27	Great participation in both sport and culture (per term)	15
A28	Receive certificate for any sport or cultural achievement	20
A29	Elected for a provincial team: Sport or Cultural	30
A30	National representation: sport or cultural level	50
	LEADERSHIP	
A31	Elected as a class monitor / media/ tuck shop leaders	15
A32	Duties of monitor well performed	15
A33	Elected as captain of a team	20
A34	Elected as School Leader	30
A35	Elected as Head Leader	50
A36	Excellent duty as Leader	30

3. TRANSGRESSIONS

(Please note that not all transgressions are indicated: Refer: The Code of Conduct Policy)

Transgressions are allocated more points because, depending on the seriousness, a warning is normally issued first.

3.1 SCHEDULE ONE OFFENCES TO BE HANDLED BY EDUCATORS

	Transgression	Demerit	Possible sanctions
B1	Littering in or outside of classroom	5	Warning; break detention to pick up litter; demerit ;contact parent
B2	Failure to return tear-off slips	5	Warning, Demerit ; contact parent
B3	Failure to return assessments	10	Warning, Demerit ; contact parent
B4	Electronic devices used without permission of educator e.g. cell phone, MP3, IPOD etc.	10	Warning; Confiscated and handed to the Phase Head to lock up in safe. Parents must come and personally fetch the device from school and demerit
B5	Homework, tasks, projects and assignments not done	5	Warning, demerit; contact parents
B6	Homework, tasks, projects and assignments copied	10	Warning, demerit ; contact parents
B7	Books or stationary left at home	10	Warning, demerit ; contact parents
B8	Tablet left at home (One deduction per day)	20	Warning, demerit ; contact parents
B9	Tablet not charged (One deduction per day)	10	Warning, demerit ; contact parents
B10	Tamper with another learner's books, tablet etc.	10	Warning, demerit ; contact parents
B11	Disruption of teaching and learning e.g. walking around without permission; deliberately slowing down work pace; disturbance from inside or outside class; late for class, eating/drinking in class etc.	10	Warning; demerit; contact parent, confiscating of food
B12	Untidy/ incorrect uniform or hair (Inappropriate appearance, civvies day's included)	10	Warning, demerit ; contact parent , confiscate clothes
B13	Unbecoming behaviour e.g. spitting; swearing;	10	Warning, demerit; contact parent

	rudeness		
B14	Gambling / wheeling and dealing	10	Warning, demerit ; contact parent , confiscate items
B15	Late for school without a valid reason	10	Warning; Incident recorded and demerit; contact parent
B16	Loudness or inappropriate changing of classes	10	Warning; demerit ; contact parent
B17	Playing with the class intercoms	10	Warning; demerit ; contact parent
B18	Outside a classroom without permission	10	Warning; demerit ; contact parent
B19	Insubordination towards Monitors/prefects.	10	Warning, demerit; contact parent
B20	General dishonesty e.g. cheating in test	15	Warning, contact parents and demerit
B21	Bullying: Aggression towards peers; swearing; teasing; taunting; (also via electronic media)	15	Warning; demerit; contact parent
B22	Vandalism (e.g. minor graffiti, minor damage to property etc)	15	Clean, repair, replace, contact parents and demerit
B23	In possession of prohibited/dangerous items e.g. fire-crackers, pee-shooters, skate boards, etc.	15	Confiscated handed to the Executive Head to lock up in safe and demerit
B24	Mocking / Taunting behavior towards educators	15	Contact; parents and demerit
B25	Transgression at school function	15	Demerit; Contact parents; remove from function; refuse learner future functions (serious transgressions can lead to disciplinary hearing)
B26	Transgression on school outing	15	Demerit; refuse learners future outing; inform parents

3.2 SCHEDULE TWO TRANSGRESSIONS HANDLED BY PHASE HEAD

	Transgression	Demerit	Possible sanctions
C1	Repeated Schedule 1 offences	50	Refer to Phase Head, demerit, contact parent, written warning
C2	Disrespect, objectionable behaviour, verbal abuse directed at educator, staff or peers (minor)	50	Remove learner from place of incident. Detention and contact parents. Reoccurrence – parent interview or referral to Deputy, written warning.
C3	Continuous disruption of classes	50	Demerit, contact parent, written warning.
C4	Failure to attend detention	50	Catch up on missed detentions. Reoccurrence will result in disciplinary discussion, written warning.
C5	Disruptive unacceptable behaviour during detention	50	Detention repeated and disciplinary discussion no points given to learner, written warning.
C6	Failure to attend class (after educator intervened)	50	Phase Head gives detention and contact parents; re-occurrence – report to Operational Head; written warning.
C7	Discriminatory behaviour	50	Detention; contact parents.
C8	Disregarding test / examination procedures	50	Start later; issued with new question paper no extra time will be given, contact parents; could forfeit marks (question paper will be used as evidence), written warning.
C9	Engaging in minor public indecency	50	Detention. Contact parents., written warning.
C10	Ongoing Fighting, bullying, teasing	50	Detention, refer to deputy, contact parents, written warning.

C11	Truancy of any school events	50	Detention, contact parents, written warning.
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3.3 SCHEDULE THREE TRANSGRESSIONS (Refer Code of Conduct: Serious misconduct)

HANDLED BY OPERATIONAL HEAD / EXECUTIVE HEAD

	Transgression	Demerit	Possible sanctions
D1	Repeated Schedule 2 offences	100	Follow procedure as stipulated below
D2	Petty theft	100	Referred to Operational manager. Parents contacted. Final written warning. Disciplinary discussion with parents.
D3	Fighting (major)	100	Referred to Operational Head. Parents contacted. Final written warning. Disciplinary discussion with parents.
D5	Smoking / possession of cigarettes – on or off school property when wearing school uniform	100	Confiscate cigarettes and lighters. Refer to Operational Head. Parents contacted. Break detention for one week. Final written warning.
D6	Serious disruptive / unacceptable behaviour during outings and any school events (on or off the school property)	100	Refer to most senior staff member present. Banned from event and future events. Disciplinary discussion with parents. Final written warning.
D7	Cheating in tests (refer immediately)	100	Irregularity recorded. Refer to Operational Head /Executive Head. Disciplinary discussion with parents. Final written warning.
D 8	Inappropriate behaviour /comments in public or at school events that bring school in disrepute	100	Referred to Operational Head. Parents contacted. Final written warning. Disciplinary discussion with parents
D9	Playing demeaning/insulting/dangerous games	100	Referred to Operational Head. Parents contacted. Final written warning. Disciplinary discussion with parents
D10	Truancy: Absent from school without valid reason	100	Referred to Operational Head. Parents contacted. Final written warning. Disciplinary discussion with parents
D 11	Partaking in any form of gambling or similar gaming activities on premises	100	Referred to Operational Head. Parents contacted. Final written warning. Disciplinary discussion with parents
D 12	Extortion, bribery, corruption, fraud	100	Referred to Operational Head. Parents contacted. Final written warning. Disciplinary discussion with parents

3.4 SCHEDULE FOUR TRANSGRESSIONS (Refer: Code of Conduct : Very Serious Misconduct))

HANDLED BY EXECUTIVE HEAD

E1	<i>Repeated Schedule 3 offences</i>	POSSIBLE SANCTIONS (Discretion of the Executive Head) 1. Primary school learners will lose all their merit and monitors badges. The learner's points fall away and he/she will start at zero points. 2. Financial obligation by parents 3. Provisional suspension until disciplinary hearing 4. Suspension 5. Compulsory rehabilitation programme 6. Criminal charges laid at SAPS 7. Expulsion from school.
E2	Extreme vulgar / deviant/ unacceptable behaviour	
E3	Possession of dangerous weapons	
E4	Possession/under influence/suspicion of habitual use of alcohol / drugs	
E5	Possession/storage/creation of pornography /obscene /offensive material or distribution thereof	
E6	Sexual assault	
E7	Inappropriate sexual behaviour	
E8	Sexual harassment	
E9	Engaging in serious public indecency / exposing	

E10	Serious fighting (assault / injury)	
E11	Assault to educator – verbal or physical	
E12	Theft; in possession of another person's property without their consent, sale of another person's stolen property	
E13	Major vandalism /sabotage	
E14	Fraud – Examinations	
E15	Violent, abusive, intimidating or threatening behaviour (verbal or physical)	
E16	Transferring, selling or distributing, using or being in possession of a dangerous object including but not restricted to weapons (including guns, ammunition, knives, clubs or screwdrivers), fireworks, explosives or any object that may be considered as potentially dangerous	
E17	In possession of OR under influence of alcoholic, hallucinogenic or dangerous/prohibited substances; distributing, storing or consuming any of these.	
E18	Any gang related activity	
E 19	Actions that expose other or the school to danger, injury, loss	

Depending on the seriousness of a transgression, a situation may be referred directly to the Phase Head, Operational Head (when appointed) or Executive Head.