



MERIT AND DEMERIT POLICY

Date of review of policy

September 2023

Date of next review

September 2024

Review members:

- Ms L van Vuuren – Head of Human Resources
- Mrs L Moyo – Head of Academics
- Mr J Smit – Executive Discipline Manager

1. SCHOOL RULES

The rules of the school must be adhered to:

- When a learner is on the school premises
- During extra mural activities and school functions
- When a learner represents the school
- When a learner appears in public in school uniform.

2. DEMERIT SYSTEM

The main purpose of the Merit and Demerit system is to encourage learners to behave in line with the People; Integrity; Perversance; and Excellence (PIPE) values of the school, thereby creating a culture of discipline and value-based education and behaviour.

The system works as follows:

- Learners start with 0 points
- All Violations and Recognitions are logged on the conduct list (d6 Plus)
- Recognitions and Violations not logged on d6 Plus will not be considered
- Recognitions are given for positive behaviours for example: "Assisting Educator"
- Violations are given for misconduct and negative behaviour, for example: "Homework not done"
- Violations are classified according to levels
 - Level 1 transgressions (-1 to -49).
 - Level 2 transgressions (-50): Inform parents via email or a phone call and the learner must attend Detention.
 - Level 3 transgressions (-100): Disciplinary Discussion with parents. During this discussion certain decisions must be made in conjunction with the parents e.g. Daily Conduct Assessment, Final Warning, etc. and the learner must attend Detention.
 - Level 4 transgressions (-200): Immediate Disciplinary Hearing.

- Level 5 transgressions (-300): Suspension until Disciplinary Hearing.
- If the learner has two Level 2 transgressions it automatically leads to a Disciplinary Discussion
- If the learner has two Level 3 transgressions it leads directly to a Disciplinary Hearing
- Recognitions and Violations are indicated separately on the Conduct Report of the learner
- Some conducts are only for informative reasons for example “Informed parents about concerns regarding academics”
- The learner must attend detention if the Violations exceed -49 (-50 or more)
- Once the learner has attended detention, “Detention attended” is automatically added to the Violations column to reduce the negative marks
- Where a learner does not attend detention without a valid reason “Bunking Detention” will be added as a Violation
- Should the Violations again exceed -49 (-50 or more), the learner must attend detention for a second time
- If the Violations of the learner exceed -49 (-50 or more), for the third time during the year, the learner must attend detention for a third time and the parent(s) must be called in for a “Disciplinary Discussion”
- For certain serious Violations a Disciplinary Discussion or Disciplinary Hearing may be held immediately
- Should the Violations of the learner exceed -49 (-50 or more), for the fourth time during the year, a Disciplinary Hearing will be held after the learner attended detention
- For certain serious Violations a Disciplinary Discussion or Disciplinary Hearing may be held immediately. For certain transgressions a learner will be suspended until a Disciplinary Hearing is held.
- The Disciplinary Chairperson will decide on the appropriate outcome and sanction which could include, but is not limited to: Suspension, Conditional Admission, Conditional Re-Admission, Counselling, Expulsion with Notice or Immediate Expulsion
- If there are serious transgressions for example the possession of drugs, the learner will be suspended until a disciplinary hearing is held. The outcome of a serious transgression could be immediate expulsion.
- For certain transgressions, a learner will be suspended until the Disciplinary Hearing and if the sanction is suspension for the learner, the days the learner was suspended until the hearing will be subtracted from the total number of days for which the learner is suspended
- Parents can at any time request a copy of the Code of Conduct Report of a learner
- A summary of the Code of Conduct Report will be e-mailed to all parents once a term
- Parents can appeal the outcome of a Disciplinary Hearing in writing within 7 days of the outcome of the hearing. The grounds for appeal must be clearly indicated
The outcome of an appeal can be one of the following:

1. The Outcome is upheld
2. The Outcome is overturned
3. The Sanction can be changed.

3. RECOGNITIONS AND VIOLATIONS ARE AWARDED AS FOLLOWS:

Description	Type	Points
Academic good performance (Quarterly) 80%+	Recognition	30
Academic performance increased 10%+ (Quarterly)	Recognition	20
Assault - causing serious bodily harm (Suspension until Disciplinary Hearing)	Violation	-300
Assignment result 80%+	Recognition	20
Assignment (Formal) Submitted Late	Violation	-10
Assignment (Formal) Submitted Early	Recognition	10
Assist fellow learners	Recognition	10
Assist educator/staff member	Recognition	15
100% School Attendance (Quarterly)	Recognition	20
Attention not paid in class	Violation	-5
Attended 3 Detentions (Disciplinary Discussion)	Informative	0
Attended 4 Detentions (Disciplinary Hearing)	Informative	0
Book(s) not with the learner during class	Violation	-5
Bunking class	Violation	-30
Bunking detention (Inform Parent)	Violation	-50
Bunking school (Inform Parent)	Violation	-50
Bullying (Disciplinary Discussion/Disciplinary Hearing if continuous behaviour)	Violation	-100
Classwork not done / incomplete	Violation	-10
Final Written Warning	Informative	0
Confrontation / Physically Fighting (Disciplinary Discussion)	Violation	-100
Disciplinary discussion held with parent(s)	Informative	0
Disciplinary hearing held	Informative	0
Discrimination (Disciplinary Discussion)	Violation	-100
Academics discussed with learner	Informative	0
Conduct and behaviour discussed with learner	Informative	0
Dishonest (Inform Parents)	Violation	-50
Disregard exam/test procedures	Violation	-15
Disregard Instructions and Rules (Specify)	Violation	-15
Disobey Instructions (Foundation Phase – Specify)	Violation	-5
Disrepute the name of the school (Disciplinary Hearing)	Violation	-200
Exam/test results 80%+	Recognition	20
Extra effort with school work	Recognition	15
Fraud (Disciplinary Hearing)	Violation	-200
Gambling	Violation	-25
Diligent Academic Work (Foundation Phase)	Recognition	5
Highest mark in subject (Quarterly)	Recognition	10

Homework not done	Violation	-10
Honesty	Recognition	20
Irregularity in exam(SAIC Discipline Hearing)	Violation	-200
Irregularity in Formal Test (SAIC Discipline Discussion)	Violation	-100
Intimidating / Threatening fellow learner(s)	Violation	-50
Intervention Attended	Recognition	5
Late for class (5+ minutes)	Violation	-5
Late arrival at school	Violation	-5
Letters /test / homework not signed	Informative	0
Management Recognition Merit	Recognition	15
Parent informed about academic issues	Informative	0
Parents informed about absenteeism	Informative	0
Parents informed about conduct/behaviour	Informative	0
Participate in school social activities	Recognition	20
Participate in school sport activities	Recognition	20
Participation in school culture activities	Recognition	20
Participate in Extra Curricular activities	Recognition	20
Petty theft - Value up to R100 (Disciplinary Discussion)	Violation	-100
PIPE values achieved monthly	Recognition	20
Cell phone / Tablet used during school hours(Device confiscated)	Violation	-15
Positive Behaviour (Foundation Phase)	Recognition	5
Positive drug test (1.Disciplinary Discussion/2.Hearing)	Violation	-100
Possession /distributing / using of drugs (Suspension until Hearing)	Violation	-300
Possession of inadmissible objects - Lighters, matches, medication etc. (Inform Parents)	Violation	-50
Possession of cigarettes / Vape (Disciplinary Discussion)	Violation	-100
Possession/Viewing of pornography (Disciplinary Hearing)	Violation	-200
Possession of a dangerous weapon (Knife, Brass Knuckles, Hammer, Knobkerrie etc.) (Suspension until Hearing)	Violation	-300
Possession of an imitation firearm, airgun or BB gun (Hearing)	Violation	-200
Possession of a firearm (Suspension until Hearing)	Violation	-300
Possession / Using of alcohol (Disciplinary Hearing)	Violation	-200
Possession/Using of Intoxicating substances – Specify (Disciplinary Hearing)	Violation	-200
Intervention bunked	Violation	-30
Grooming incorrect	Violation	-10
School Uniform Incorrect	Violation	-10
School Rules discussed (Quarterly)	Informative	0
Selling of goods and products on school property	Violation	-50
Sexual Intercourse (Disciplinary Hearing)	Violation	-200
Sexual Interaction-Mutual Kissing and fondling (Disciplinary Discussion)	Violation	-100
Sexual Interaction-Unwanted Kissing and fondling (Disciplinary Hearing)	Violation	-200
Sexual Violence / Attempted Rape / explicit unwanted physical contact (Hearing)	Violation	-300
Smoking cigarettes / Vaping (Disciplinary Discussion)	Violation	-100

Suspension Completed	Informative	0
Tampering with learner property (Inform parents and Disciplinary Discussion)	Violation	-100
Tampering with staff property (Inform parents and Disciplinary Discussion)	Violation	-100
Tampering with school property (Inform parents and Disciplinary Discussion)	Violation	-100
Textbook Lost	Violation	0
Test/Assessment/Examination failed	Informative	0
Theft/ Possession of stolen goods - Value above R100 (Disciplinary Hearing)	Violation	-200
Threaten any staff member verbally / written (Disciplinary Hearing)	Violation	-200
Top 10 Academic Performance (Quarterly)	Recognition	10
Physically assaulting a staff member (Suspension until Disciplinary Hearing)	Violation	-300
Threaten anyone with a weapon or firearm (Suspension until Hearing)	Violation	-300
Unacceptable social behaviour – verbal / physical	Violation	-15
Unsafe behaviour / Causing unintentional injury / or accident (Specify)	Violation	-10
Vandalism (Disciplinary Hearing)	Violation	-200
Verbal warning given (Specify)	Informative	0
Walking around outside class / Loitering	Violation	-10
Writing on any school property	Violation	-50

4. AMENDMENTS TO POLICY

The School reserves its right to deviate from this policy if it deems it necessary or appropriate and to amend this policy from time to time in accordance with any changed policy considerations of the School or legal developments.