

Compassionate Discipline

CDS Overview



<https://www.cdschool.co.za>

Please note that Chrome is the CDS preferred browser on pc, tablet and smart phone.

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1.1 CDS Teacher Processes

Allocate Character Award



Learner chooses and executes behaviour that benefit the school community and exemplifies school values



Teacher records character award on CDS App



Learner report updated and character award limit increased on CDS App

Allocate Demerit



Learner chooses and executes behaviour that goes against the school values



Teacher records demerit on CDS App and communicates correct outcome to learner.



Learner corrects behaviour or chooses not to comply.



Learner report updated and demerit category limits increased on CDS App



Teacher escalates demerit on CDS App if learner does not comply and communicates escalation to learner.



1.2 CDS Discipline Team Processes

Allocate Character Reward



CDS App Limit list indicates which learners exceeded character award limit.



Discipline team decides on reward and allocates reward or special privilege to learner.



Learner receives special privilege or reward for excellent behaviour pattern.

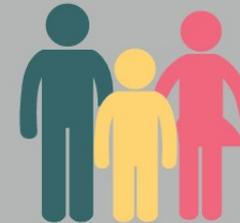
Facilitate Action Plan



CDS App Limit list indicates which learners exceeded a demerit category limit which indicates a problematic behaviour pattern.



Discipline team actions admin to schedule action plan meeting with learner and parents.



CDS Admin schedules action plan meeting and sends learner report to parents or notify parents to view online.



Discipline team checks if plan was implemented and reviews feedback. Discipline team monitors teacher usage and provides activity reports to governing body.



Discipline team meets with family to discuss report problem and jointly decide on improvement plan. Plan implementation is allocated to responsible adult and a deadline determined when feedback is due.



CDS Main Page

The screenshot displays the CDS Main Page interface. At the top left, the 'CDS' logo is visible. A search bar for 'Learner Name' is present. The page is divided into two main sections: the 'LEARNER DASHBOARD: TEST LEARNER IN GRADE 10' and the 'ME MARGARETHA MAUER DASHBOARD'. The learner dashboard includes buttons for 'New Character Award', 'New Demerit', 'View Behaviour Report', 'View Previous Reports', 'Update Learner', 'Remove Learner', and 'Send Parent Letter'. It also shows summary statistics: 'Total Rewards 1', 'Total Action Plans 2', and 'Number of days absent this year 0'. A progress bar for 'Character Awards' shows 1 award, and a 'Crisis limit of 1 has been reached' warning is displayed. The teacher dashboard includes buttons for 'Mass Work Demerit', 'Mass Late Demerit', 'Mass Unsigned Demerit', 'Mass Work Completed', 'Mass character award', 'Mass reward', 'New Learner', 'Grade Reports', 'View Reminders', and 'New Reminder'. It also features input fields for 'Enter class', 'Enter misbehaviour', and buttons for 'Show Class List', 'Mark Learners Absent', and 'Search for misbehaviours'. A 'Close' button and a 'schedule a reminder' link are at the bottom.

CDS

Sign out

Me Margare

Learner Name Search

LEARNER DASHBOARD: TEST LEARNER IN GRADE 10

AWARD AND DEMERIT POINTS CALCULATED FROM 01 JANUARY 2018 - 10 JANUARY 2019

New Character Award

New Demerit

View Behaviour Report

View Previous Reports

Update Learner

Remove Learner

Send Parent Letter

Total Rewards 1

Total Action Plans 2

Number of days absent this year 0

Character Awards

Crisis points

Penalty points

Crisis limit of 1 has been reached: Please schedule action plan meeting with parents.

Create Action Plan

ME MARGARETHA MAUER DASHBOARD

Mass Work Demerit

Mass Late Demerit

Mass Unsigned Demerit

Mass Work Completed

Mass character award

Mass reward

New Learner

Grade Reports

View Reminders

New Reminder

Enter class Show Class List

Enter class Mark Learners Absent

Enter misbehaviour Search for misbehaviours

Close

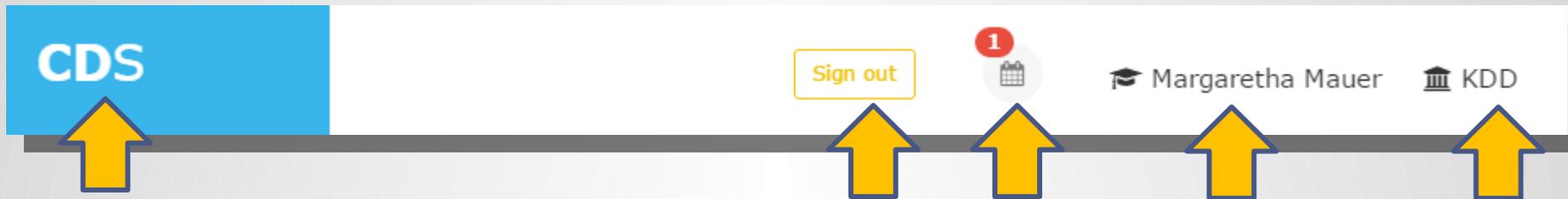
2018-01-10

schedule a reminder

Learner Dashboard

Teacher Dashboard

1. CDS Header



Selecting “CDS” will display main page.

The “Sign out” menu option is used to terminate your CDS session and you will be directed to landing page.

The reminder icon shows how many reminders you have due. Select reminders icon to show list of reminders.

Teacher name is shown next to teacher icon.

School name is shown next to school icon.

2. Learner Dashboard

and offers menu options to record learner behaviour.

LEARNER DASHBOARD: TEST LEARNER IN GRADE 10

AWARD AND DEMERIT POINTS CALCULATED FROM 01 JANUARY 2018 - 10 JANUARY 2018

New Character Award	Total Rewards 1 Total Action Plans 2 Number of days absent this year 0
New Demerit	
View Behaviour Report	
View Previous Reports	
Update Learner	
Remove Learner	
Send Parent Letter	

Character Awards

1

Crisis points

1

Penalty points

0

Tip: There will always be a test learner loaded for your school. Please feel free to practice on the test learner.

2.1 Learner search

Enter learner name and select search



The image shows a search interface with a white background. On the left, there is a small black icon of a person. To its right is a white text input field containing the word "Test". Further to the right is a yellow rectangular button with the word "Search" in white text. Below the input field, a blue arrow points upwards. Below the "Search" button, another blue arrow points upwards. The entire interface is set against a light gray background with a subtle pattern of concentric circles.

2.2 Select learner

	Name	Grade
<input type="button" value="Select"/>	Test Learner 1	2
<input type="button" value="Select"/>	Test Learner 2	3
<input type="button" value="Select"/>	test3	1
<input type="button" value="Select"/>	Test 4	1
<input type="button" value="Select"/>	test 5	1
<input type="button" value="Select"/>	test 6	1

2.3 Display learner dashboard

LEARNER DASHBOARD: TEST LEARNER IN GRADE 10

AWARD AND DEMERIT POINTS CALCULATED FROM 01 JANUARY 2018 - 10 JANUARY 2018

New Character Award	Total Rewards 1
New Demerit	Total Action Plans 2
View Behaviour Report	Number of days absent this year 0
View Previous Reports	
Update Learner	
Remove Learner	
Send Parent Letter	

Character Awards

1

Crisis points

1

Penalty points

0

Crisis limit of 1 has been reached: Please schedule action plan meeting with parents.

Create Action Plan

Learner dashboard contains options for character awards, demerits, learner reports, update of learner information and forms to parents.

A warning message is shown when learner exceeds character award or demerit limits and the action plan or reward option becomes available.

Learner's current award and demerit category totals are shown.

2.4 Learner menu options

LEARNER DASHBOARD: TEST LEARNER IN GRADE 10

AWARD AND DEMERIT POINTS CALCULATED FROM 01 JANUARY 2018 -
10 JANUARY 2018

New Character Award

New Demerit

View Behaviour Report

View Previous Reports

Update Learner

Remove Learner

Send Parent Letter

Total Rewards 1

Total Action Plans 2

Number of days absent this year 0

The “New Character Award” menu option is used to allocate a character award to a learner that is shown without being prompted or asked.

(Please note: Obedience does not deserve an award because it is the norm we expect from a learner.)

Please refer to CDS Guide 3 – Character Awards for more information.

a learner when learner has behaved in contradiction to school code of honour. Please refer to CDS Guide 4 – Demerits for more information.

The “View Behaviour Report” menu option is used to view a learners current report. “View Previous reports” is used to view historical reports. Please refer to CDS Guide 5 – Learner Reports for more information.

The Update / Remove Learner menu options is used to update learner information. Only selected staff administrators have access to this function. Please refer to CDS Guide 8 – Learner Maintenance for more information.

notification letters containing return slips.

3. Teacher Dashboard

display teacher menu options

display reminders due

record new reminders

manage learners class and absenteeism

search for misbehaviours to determine misbehaviour category and subcategory

ME MARGARETHA MAUER DASHBOARD

Mass Work Demerit

Mass Late Demerit

Mass Unsigned Demerit

Mass Work Completed

Mass character award

Mass reward

New Learner

Grade Reports

View Reminders

New Reminder

Enter class

Show Class List

Enter class

Mark Learners Absent

Enter misbehaviour

Search for misbehaviours

Close

2018-01-10

schedule a reminder

3.1 Teacher menu options

Mass demerits are used to allocate demerits to multiple learners.

Please refer to CDS Guide 4 – Demerits for more information.

The “New Learner” menu option is used to add a learner to the CDS system. This is only available for staff system administrators. Please refer to CDS Guide 8 – Learner Maintenance for more information.

The “Grade Reports” menu option is used to print all reports in grade for the current year to date. This is only available for staff system administrators.

“View reminders” menu option is used to view past, current and future teacher reminders.

“Show Class List” and “Mark Learners Absent” is used for class maintenance.

“Search for misbehaviours” is used to lookup misbehaviour category with misbehaviour keywords.

ME MARGARETHA MAUER DASHBOARD

Mass Work Demerit

Mass Late Demerit

Mass Unsigned Demerit

Mass Work Completed

Mass character award

Mass reward

New Learner

Grade Reports

View Reminders

New Reminder

Enter class

Show Class List

Enter class

Mark Learners Absent

Enter misbehaviour

Search for misbehaviours

Close

2018-01-10

schedule a reminder

4. School Dashboard

School dashboard displays your school CDS consultant. Please use email link for any queries you might have.

incomplete plans, school policies and activity report (only available to administrative personnel)

The screenshot displays the 'LS KDDS DASHBOARD' interface. At the top, a dark brown header contains the text 'LS KDDS DASHBOARD'. Below this, the dashboard is divided into several sections. On the left, under the heading 'Your CDS Consultant is:', the name 'Margaretha Mauer' is listed with an email icon and the address 'margaretha@mauer.co.za'. Below this are four stacked buttons: 'View Limits List', 'View Incomplete Plans', 'View School Policies', and 'Activity Report'. To the right of these buttons are three large, light grey summary cards. The first card shows '0' for 'Learner rewards due' with a trophy icon and a 'View' button. The second card shows '2' for 'Parent meetings due' with a group of people icon and a 'View' button. The third card shows '12' for 'Incomplete plans' with a notepad icon and a 'View' button.

LS KDDS DASHBOARD

Your CDS Consultant is:
Margaretha Mauer 
margaretha@mauer.co.za

[View Limits List](#)

[View Incomplete Plans](#)

[View School Policies](#)

[Activity Report](#)

0
Learner rewards due

[View](#)

2
Parent meetings due

[View](#)

12
Incomplete plans

[View](#)

4.1 School menu options



“View Limits List” menu option is used to view a list of all learners who have exceeded their character award or demerit limits. Rewards or parent action plan meetings can be scheduled from this list. Please refer to CDS Guide 6 – Limits List for more information.

“View Incomplete Plans” menu option is used to view a list of all action plans that have not yet been executed. Plans can be completed from this list. information.

“View School Policies” menu option is used to view school policies, e.g. code of honour, bullying policy, electronic media policy, etc.

“Activity Report” show teacher activity for a given period. Only available to administrative personnel.

5. CDS Footer

[About CDS](#)

[Report Problem](#)

[Request new password](#)

The “About CDS” link is to provide information about CDS system.

The “Report Problem” link is used to log a problem report regarding the workings of the CDS system.

The “Request new password” link is used to reset CDS profile passwords.

If you encounter a problem:

Select “Report Problem” link and fill out the problem form.

A consultant will contact you to resolve the issue.

[About CDS](#)

[Report Problem](#)

[Request new password](#)

