

Compassionate Discipline

Demerits



<http://prod.cdschool.co.za>

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

Content

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Tip: Set a web bookmark for <http://prod.cdschool.co.za> to return to this web page.

CDS Main Page

The screenshot displays the CDS Main Page interface, which is organized into three main dashboard sections, each highlighted by a yellow callout box with an arrow pointing to the corresponding area:

- Learner Dashboard:** This section is titled "LEARNER DASHBOARD: TEST LEARNER 1 IN GRADE 2" and includes the subtext "AWARD AND DEMERIT POINTS CALCULATED FROM 01 JANUARY 2017 - 29 DECEMBER 2016". It features a list of actions on the left: "New character award", "New demerit", "View Learner Report", "View previous reports", "Update learner", and "Send parent letter". On the right, there are three summary bars for "Character Awards", "Crisis points", and "Penalty points".
- Teacher Dashboard:** This section is titled "MARGARETHA MAUER DASHBOARD". It includes a list of actions on the left: "View reminders", "Mass homework demerit", "Mass late demerit", "New learner", "Grade Reports", "Look up CD Topics", and "CDS Manuals". On the right, there is a form for adding a reminder, with fields for "Due date" (set to 29), "Description", and a "New Reminder" button.
- School Dashboard:** This section is titled "KDD DASHBOARD" and features three summary cards: "Learner rewards due" (0), "Parent meetings due" (0), and "Incomplete plans" (1). Each card has a "View" button and a corresponding icon (trophy, group of people, and clipboard).

1. Purpose of a Demerit

The purpose of a demerit is to record a learner's behaviour which goes against the school's code of honour and to expect the right outcome from the learner to make matters right.

The learner's behaviour falls into one of the following misbehaviour categories:

Attention Seeking



Irresponsibility



Manipulation



Abnormal behaviour



Inability and Accidents



Emotional Immaturity



Willful Disobedience and Defiance



Misbehaviour towards others



Purpose of a Demerit continued

The purpose of the misbehaviour categories is to identify a learner's behaviour pattern and remedy the pattern. Each misbehaviour category has actual misbehaviours associated and will suggest the correct outcome for every behaviour.

The teacher selects misbehaviour category and misbehaviour and the CDS system provides a correction activity for the learner and allocates demerit points.

Demerit points are allocated by the CDS system in three categories:

- **Crisis category:**
 - This category can indicate a serious problem with learner.
 - Parent action plan meeting should be scheduled as soon as possible usually with an external professional counsellor.
- **Penalty category:**
 - This category indicates that a learner does not submit to authority.
 - The limit in this category is 2 after which a parent action plan meeting is due.
- **Correction category:**
 - This category indicates a problem in the area of manipulation, irresponsibility, attention seeking, inability and accidents, emotional immaturity and misbehaviour towards others.
 - The limit is 10 points per category.

Misbehaviour Categories

Attention Seeking



Learner disrupts situation by insisting on personal attention or breaks other learner's concentration by being loud or restless

Learner is irresponsible with tasks, time, money, privileges, freedom or belongings.

Irresponsibility



Manipulation



Learner tries to change your decision by using different types of tactics.

Learner shows behaviour that does not change with normal, consequent discipline techniques by parents and teachers. Could have medical, neurological, emotional, psychological or spiritual origins.

-

Abnormal behaviour

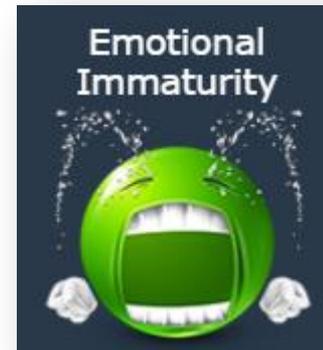


Misbehaviour Categories continued



Learner was only able to partially or fully complete task with help and support from teacher OR learner accidentally damaged property or injured someone.

Learner does not have the self control to control situation and loudly erupts, disengages from participating or is moody.



Learner knows what to do, is capable of doing it, has not forgotten but chooses not to do it.

Learner perpetrated unacceptable verbal communication or physical actions against learners or teachers.



2. Allocate Demerit

Step 2.1: Select “New Demerit” Menu Option

LEARNER DASHBOARD: TEST LEARNER IN GRADE 5

AWARD AND DEMERIT POINTS CALCULATED FROM 30 DECEMBER 2016 - 30 DECEMBER 2016

New character award

New demerit

View Learner has committed behaviour which does not comply with the school code of honour

Send parent letter

Character Awards

1

Crisis points

Penalty points

0



Learner has committed behaviour which does not comply with the school code of honour

Step 2.1: Select misbehaviour category

1 Misbehaviour Category

2 Misbehaviour

3 Consequence

4 Demerit note

Learner name Test Learner

Attention Seeking



Irresponsibility



Manipulation



Abnormal behaviour



Inability and Accidents



Emotional Immaturity



Willful Disobedience and Defiance



Misbehaviour towards others



Step 2.2: Select misbehaviour

Please note that this is an abbreviated list. Full list available on CDS.

1 Misbehaviour Category

2 Misbehaviour

3 Consequence

4 Demerit note

Learner name

Test Learner

Misbehaviour Category

Misbehaviour towards others

BULLY BEHAVIOUR

DISRESPECTFUL BEHAVIOUR

FIGHT

Select

Learner insults anyone directly or indirectly by any nickname or other derogatory remark about appearance, intellect, language, culture, religion, disability, weight or any other characteristic of the person.

Select

Learner curses another person with a word or phrase that is a sexual or vulgar reference to a person or body function or body part. Tone is aggressive, offensive or provocative. Can be expressed by means of writing, verbally or gestures.

Select

Learner hurts any adult or child physically with or without an object used as a weapon.

Select

Learner spreads lies about anyone.

Step 2.3: Select consequence

1 Misbehaviour Category

2 Misbehaviour

3 Consequence

4 Demerit note

Learner name

Test Learner

Misbehaviour Category

Misbehaviour towards others

Misbehaviour

Learner hurts any adult or child physically with or without an object used as a weapon.

	Escalation / Choice	Consequence	Correction point	Penalty point	Crisis point
Select	First escalation	1. Allocate one punishment point. 2. Learner should apologize in writing 3. Acknowledgment letter should be sent to parents and returned by due date. A copy can be given to offended person.	0	1	0
Select	Second escalation	For each day that acknowledgment letter is late, there is also 1 correction point for forgetfulness. Use memory techniques like cellphone alarms or colorful ribbons to help the learner to remember.	1	0	0

Step 2.4: Add demerit note

1 Misbehaviour Category

2 Misbehaviour

3 Consequence

4 Demerit note

Learner name Test Learner

Misbehaviour Category Misbehaviour towards others

Misbehaviour Learner hurts any adult or child physically with or without an object used as a weapon.

Escalation / Choice First escalation

Consequence 1. Allocate one punishment point. 2. Learner should apologize in writing 3. Acknowledgment letter should be sent to parents and returned by due date. A copy can be given to offended person.

Correction point 0

Penalty point 1

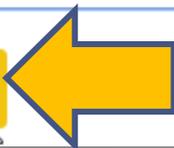
Crisis point 0

Short, factual note about the incident

Learner kicked John on the shin and it left a wound that was bleeding.



Save changes



Step 2.4 admin: Add demerit note

1 Misbehaviour Category

2 Misbehaviour

3 Consequence

4 Demerit note

Choose teacher who reported demerit

Margaretha Mauer

Learner name Test Learner

Misbehaviour Category Misbehaviour towards others

Misbehaviour Learner hurts any adult or child physically with or without an object used as a weapon.

Escalation / Choice First escalation

Consequence 1. Allocate one punishment point. 2. Learner should apologize in writing 3. Acknowledgment letter should be sent to parents and returned by due date. A copy can be given to offended person.

Correction point 0

Penalty point 1

Crisis point 0

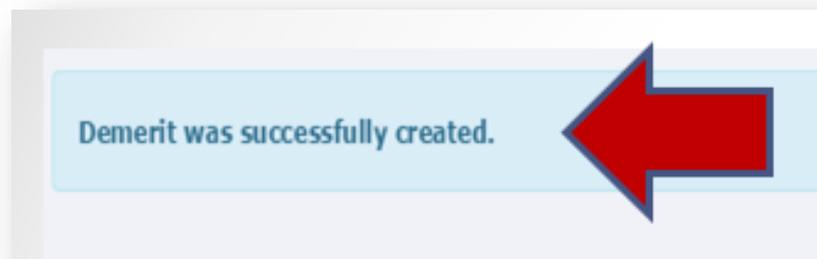
Short, factual note about the incident

Learner kicked John on the shin and it left a bleeding wound.]

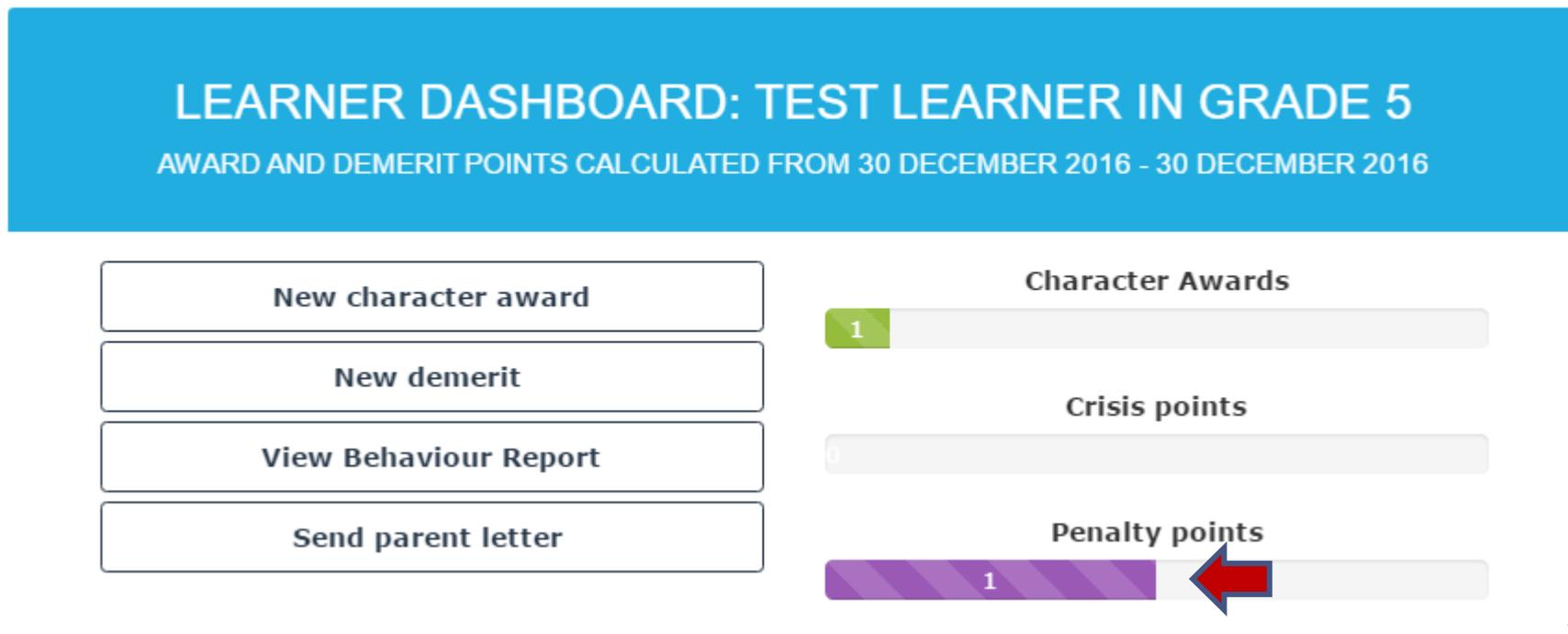
Save changes

Step 2.5: CDS success message

Success message is shown on parentletter or main page.



Learner dashboard displays additional demerit.

A screenshot of a learner dashboard. The top section is a blue banner with white text: "LEARNER DASHBOARD: TEST LEARNER IN GRADE 5" and "AWARD AND DEMERIT POINTS CALCULATED FROM 30 DECEMBER 2016 - 30 DECEMBER 2016". Below the banner are four buttons: "New character award", "New demerit", "View Behaviour Report", and "Send parent letter". To the right are three progress bars: "Character Awards" with a value of 1 (green bar), "Crisis points" with a value of 0 (grey bar), and "Penalty points" with a value of 1 (purple bar). A red arrow points to the "Penalty points" bar.

LEARNER DASHBOARD: TEST LEARNER IN GRADE 5
AWARD AND DEMERIT POINTS CALCULATED FROM 30 DECEMBER 2016 - 30 DECEMBER 2016

New character award

New demerit

View Behaviour Report

Send parent letter

Character Awards
1

Crisis points
0

Penalty points
1

Step 2.6 alternative: Parent Letter

When a demerit outcome needs to inform the parents of the learner of the demerit incident, a parent letter is presented with the details of the demerit. If not, the main page is shown.

Enter missing information and select 'Proceed'

APOLOGY AND ADMISSION OF GUILT - MISBEHAVIOUR TOWARDS OTHERS

Date 30 December 2016

Dear

Mr Test father and Mrs Test mother

On

2016-12-30

Test Learner

has committed the offense of disrespect which violates our approach to respect the whole school community:

Learner kicked John on the shin and it left a wound that was bleeding.

We see conflict, healthy jokes and good-natured teasing as a normal occurrence among children and not as an offense. This event is more serious in nature. We expect learners to apologise in writing, in person or by telephone when someone is hurt or offended in any way.

We kindly request that you or your child submit within five days from this date a written apology, or telephonically or in person speak to the person to ask forgiveness by providing an excuse with which the particular behavior is recognized and a sincere apology offered. The other party has received a copy of this Acknowledgement Letter and when they have signed in response to your letter of apology, we regard the matter as closed. If no excuse is offered, daily correction points will be allocated to your child.

Victim contact details:

John Green Telephone 012 345 6789 jgreen@gmail.com

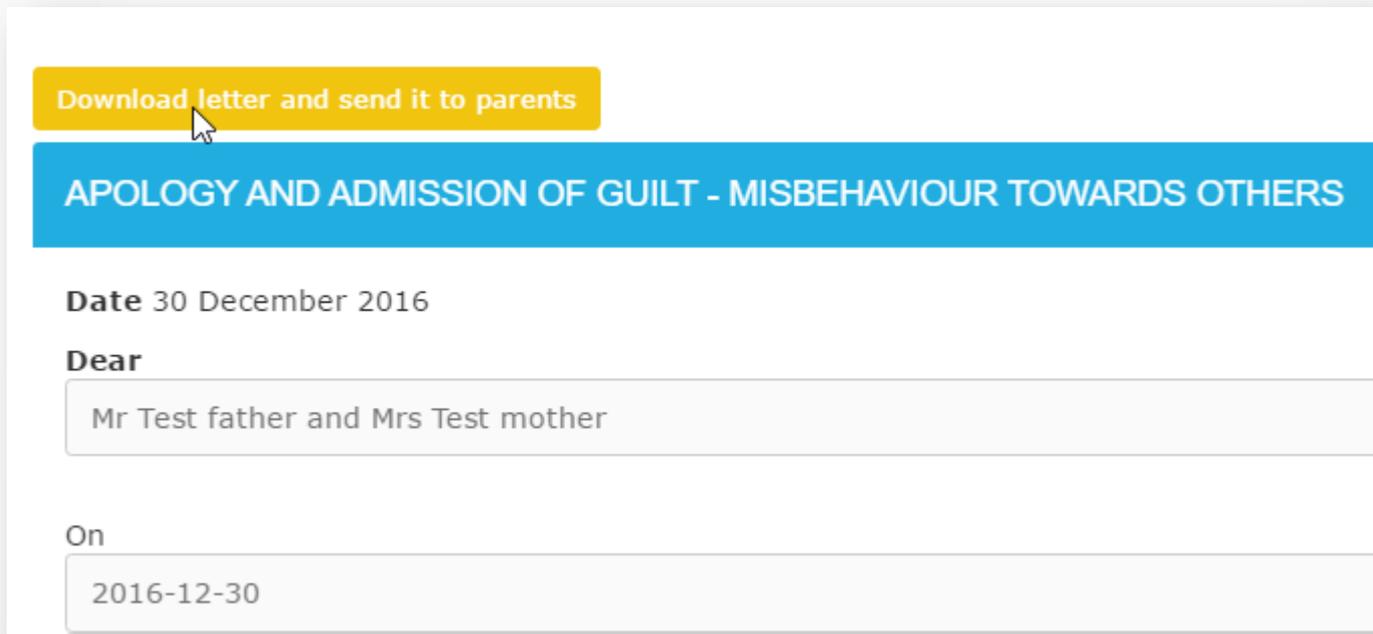
PLEASE DELIVER THE FOLLOWING REPLY SLIP ON OR BEFORE 30 December 2017

I, the undersigned, take note of this incident and will comply with its provisions by contacting the person concerned within five days.

Proceed

Step 2.7: Download parent letter

A download button appears at the top of the letter. Select download button to download letter to your device. A pdf file will download with parents name and date.



The screenshot shows a user interface for downloading a parent letter. At the top, there is a yellow button with the text "Download letter and send it to parents". Below this is a blue header bar with the text "APOLOGY AND ADMISSION OF GUILT - MISBEHAVIOUR TOWARDS OTHERS". The letter content includes a "Date" field with the value "30 December 2016", a "Dear" field with the value "Mr Test father and Mrs Test mother", and an "On" field with the value "2016-12-30".

Download letter and send it to parents

APOLOGY AND ADMISSION OF GUILT - MISBEHAVIOUR TOWARDS OTHERS

Date 30 December 2016

Dear

Mr Test father and Mrs Test mother

On

2016-12-30

Step 2.8: Open parent letter

Select file to open.



Parent_Letter_Mr T....pdf

CD School letterhead

30 December 2016

Dear Mr Test father and Mrs Test mother ,

Apology and admission of guilt - misbehaviour towards others

On 30-12-2016 Test Learner has committed the offense of disrespect which violates our approach to respect the whole school community:

Learner kicked John on the shin and it left a wound that was bleeding.

We see conflict, healthy jokes and good-natured teasing as a normal occurrence among children and not as an offense. This event is more serious in nature. We expect learners to apologise in writing, in person or by telephone when someone is hurt or offended in any way.

We kindly request that you or your child submit within five days from this date a written apology, or telephonically or in person speak to the person to ask forgiveness by providing an excuse with which the particular behavior is recognized and a sincere apology offered.

The other party has received a copy of this Acknowledgement Letter and when they have signed in response to your letter of apology, we regard the matter as closed. If no excuse is offered, daily correction points will be allocated to your child.

Victim contact details: John Green Telephone 012 345 6789 jgreen@gmail.com

PLEASE DELIVER THE FOLLOWING REPLY SLIP ON OR BEFORE 30-12-2017

I, the undersigned, take note of this incident and will comply with its provisions by contacting the person concerned within five days.

PARENT SIGNATURE _____

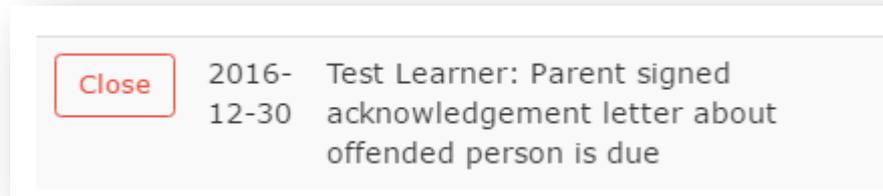
DATE _____

Right mouse click to bring up document menu. Save and send via email or print letter.

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P

Step 2.9: Automated reminder

An automated reminder is created when you download the report to remind you when the signed slip from parent letter is due.



When reminder is closed, the system records the date parent letter was received. The letter details is added to the demerit note and shown on the learners' report.

DEMERITS				
Date	Teacher	Misbehaviour Category	Misbehaviour	Note
30 Dec 11:56	Margaretha Mauer	Misbehaviour towards others	Learner hurts any adult or child physically with or without an object used as a weapon.	Learner kicked John on the shin and it left a wound that was bleeding. Parent Letter: Apology and admission of guilt - misbehaviour towards others sent on 30-12-2016 and signed slip returned on 30-12-2016

3. Cancel demerit

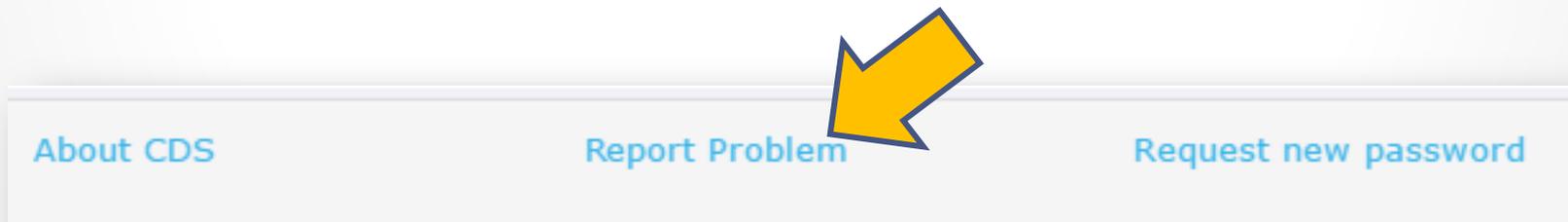
Select CDS icon or 'Home' link to cancel award and return to menu page instead of using the 'Save' button.

The screenshot displays a web application interface. On the left, there is a blue header with the text 'CDS' and a yellow arrow pointing to it. Below this is a green sidebar containing a white box with the text 'CDS Manuals' and a 'View' button. On the right, there is a white header with a 'Sign out' button and a calendar icon with a red '1' notification. Below the header is a breadcrumb trail 'Home /' with a yellow arrow pointing to 'Home'. The main content area shows a sequence of steps: '1 Misbehaviour Category' and '2 Misbehaviour'. Below this, there is a record for a learner named 'Test Learner' with a 'Misbehaviour Category' of 'Misbehaviour towards others' and a 'Misbehaviour' description: 'Learner hurts any adult or child physically with or without...'. The 'Escalation / Choice' is listed as 'First escalation'.

4. Change a saved demerit

Once the success message is shown, a demerit cannot be updated or deleted.

If the demerit was given in error, please report problem by selecting “Report Problem” link on CDS footer.



5. Mass Demerits

In order to lighten teacher administration, a mass demerit for homework and showing up late shortcut is available to allocate demerits to multiple learners.

Step 5.1: Select “New Demerit” Menu Option on Teacher Dashboard

The screenshot shows a teacher dashboard for MARGARETHA MAUER. The dashboard has a green header with the name. Below the header is a vertical menu of buttons: 'View reminders', 'Mass homework demerit' (highlighted with a red arrow), 'Mass late demerit' (with a tooltip that says 'Allocates incomplete homework demerit to group of learners'), 'Grade Reports', 'Look up CD Topics', and 'CDS Manuals'. To the right of the menu is a notification box with a 'Close' button, the date '2016-12-30', and the text 'Homework from 8G is due today'.

Step 5.3: Select grade and search. Select learners and 'Confirm Learners'

The screenshot shows a web interface for selecting learners. At the top, there is a 'Grade' dropdown menu with '5' selected, and a 'Search' button to its right. Below this is a 'Select' section containing a list of learners. The first learner is 'Test Learner' with a checked checkbox, and the second is 'Toets Leerder 1' with a checked checkbox. To the right of the list is a 'Confirm learners' button. At the bottom left of the interface is another 'Confirm learners' button. Yellow arrows point to the 'Grade' dropdown, the 'Search' button, the checkboxes for both learners, and both 'Confirm learners' buttons.

Select	
Test Learner	<input checked="" type="checkbox"/>
Toets Leerder 1	<input checked="" type="checkbox"/>

Tip: There are 2 'Confirm learner' buttons: 1 next to learners and 1 at the end of the list. Please use whichever is most convenient.

Step 5.4: Allocate mass demerit

MASS DEMERITS

Learner List

- Toets Leerder 1
- Test Learner

Misbehaviour Category: Irresponsibility

Misbehaviour: Learners homework is not up to standard (taking into account the child's past performance, not compared to other learners work but his or her own ability) or not quite finished.

Consequence: Allocate 2 correction points because learner can not complete or correct work before the end of the school day.

Correction points: 2

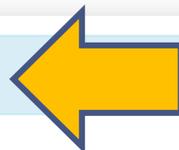
Note

Learners did not complete Afrikaans essay as instructed. They have to complete essay by tomorrow with 200 additional words.

Save

Step 5.5: CDS success message

Mass demerit successful["Toets Leerder 1", "Test Learner"]



Learner Name

Search

LEARNER DASHBOARD: TEST LEARNER IN GRADE 5

AWARD AND DEMERIT POINTS CALCULATED FROM 30 DECEMBER 2016 - 30 DECEMBER 2016

New character award

New demerit

View Behaviour Report

Send parent letter

Character Awards

1

Crisis points

Penalty points

1

Correction points:
Irresponsibility

2



Tip: If demerit was allocated to wrong learner, please report with problem reporting link.

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](#)

