



GLENOAKS SCHOOL
Where learning is nurtured and
potentials are reached



**OAK HOUSE
VOCATIONAL ACADEMY**
Brightening the future of
special needs children.

DISCIPLINE POLICY (MERITS AND DEMERITS)

Fifth Policy Revision February 2019

INTRODUCTION

Further to the Code of Conduct, this policy outlines rewards and consequences related to the School Rules and Code of Conduct.

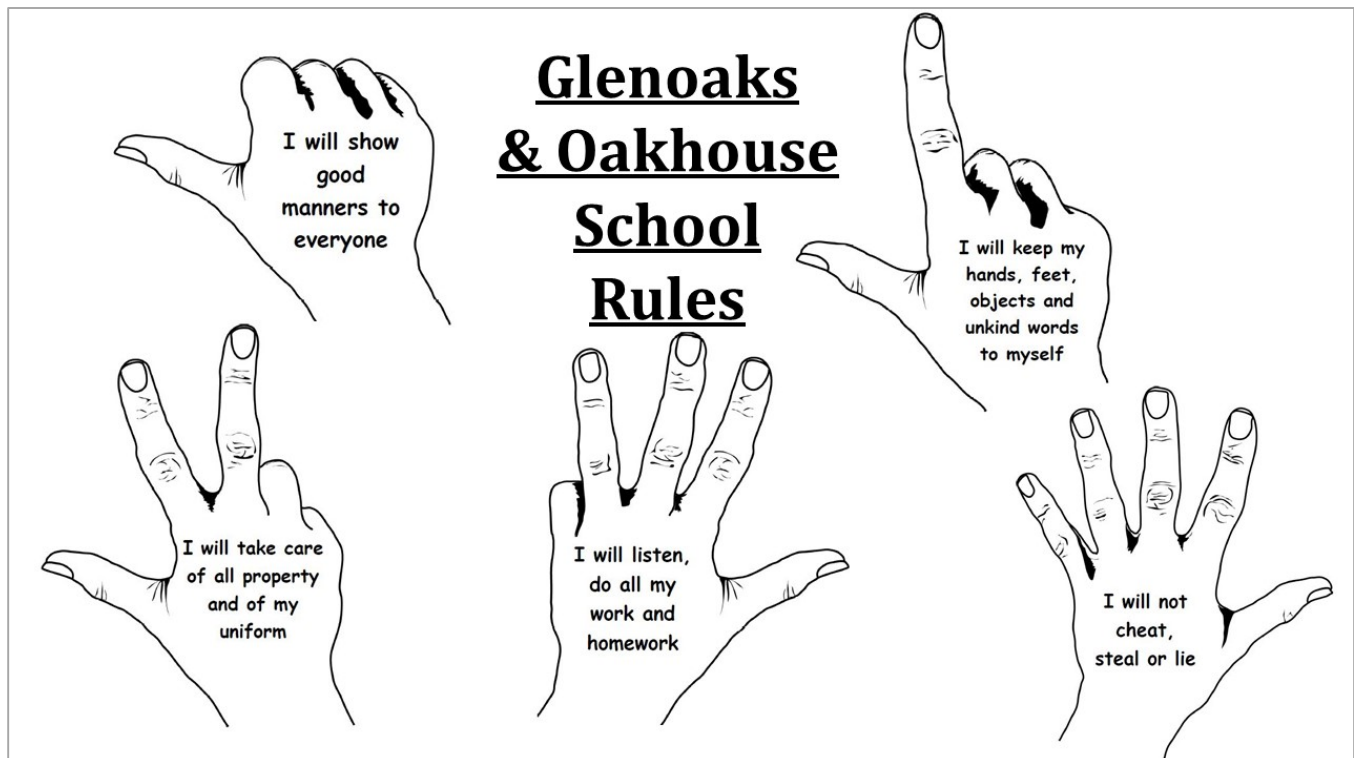
We also have various Achievement Awards that are presented at assembly to learners throughout the year when they reach their goals. These goals are set by the teaching and therapy staff in consultation with the child.

** The word 'School' in this document refers to 'Glenoaks Remedial and Special Needs School' and 'Oak House Academy.'*

** Mention of school hours or activities include those where Academy students are at work sites.*

** Child may refer to children as necessary. The words child and learner may be used interchangeably.*

SCHOOL RULES



MERIT AND DEMERIT SYSTEM

Procedure:

1. All members of the Glenoaks and Oakhouse Community will have access to the Code of Conduct and various other relevant policies from the school office, but will also be able to access certain policies on our websites (www.glenoaks.org.za and www.oakhouse.org.za)
2. Each learner will receive a copy of the school rules and consequences for their homework diaries. Parents will read through these with their children and will sign them together.
3. Each staff member will receive a copy of the consequences schedule, a merit and demerit record page for each learner, and merit and demerit slips.
4. When a merit is given a merit slip must be filled in and given to the child to show his/her class teacher and then to be placed into the homework diary.
5. Demerits would require a staff member to follow up with the class teacher. Demerits also require a parent to be informed that the demerit slip is coming home.
6. These merit or demerit slips are to be shown to the class teacher and recorded by the class teacher on the learner's merit/demerit record.
7. The merit and demerit slips are then placed into a learner's diary for parents to sign.

Merit Rewards:

Badges are handed out in assembly on a Friday, to learner's who have earned 25, 50, 75 and 100 merits.

These badges can be kept by the learners and worn daily in recognition of their commitment to upholding The School Rules and Code of Conduct of Glenoaks and Oakhouse.

Merits are accumulated over the course of a year. Merits cannot be taken away, but will be reverted back to zero at the start of each new school year.

Demerits: Offences and Consequences Schedule

Demerits are accumulated over the course of a year. They revert back to zero at the start of a new school year.

Below is a table outlining the consequences for offences.

Consequences for offences committed that are not specifically outlined in the below table are subject to the discretion of the staff member concerned.

CONSEQUENCES SCHEDULE GLENOAKS AND OAKHOUSE

<u>Level</u>	<u>Rule</u>	<u>Offence</u>	<u>Consequences</u>
1/6	1 3 4	<ul style="list-style-type: none"> • Homework not done • Book / Diary left at home • Incorrect uniform • Playing in the incorrect place • Not listening or disobeying an instruction • Having bad manners • Late for school more than once in the week • Bringing toys to school • Being late for class • Test not signed 	<p>A repeated action should have consequences. At first action a warning may be given.</p> <p>1 Demerit The following break on the stairs</p>
2/6	1 2 4 5	<ul style="list-style-type: none"> • Using inappropriate / bad language / swearing / blasphemy • Lying/dishonesty • Disrupting a lesson/activity/break • Teasing or humiliating someone • Truancy/bunking • Being argumentative • Being disrespectful or rude 	<p>2 Demerits Two breaks on the stairs</p>
3/6	1 2 3 4 5	<ul style="list-style-type: none"> • Damage to property / vandalism • Cheating in a test or exam • Bullying <ul style="list-style-type: none"> ○ Verbal (taunting, teasing) ○ Emotional (intimidation, harassment, humiliation) ○ Physical (fighting) ○ Cyberbullying • Stealing / theft • Non-attendance for a detention • Forging a parent's signature 	<p>5 Demerits HOD informed Principal informed Parents called Stairs morning, breaks, afternoons for a week Friday detention from 1-2pm</p>
4/6	2	<ul style="list-style-type: none"> • Hitting, kicking, biting, scratching, pushing, shoving, throwing an object at a learner or staff member (one motion) 	<p>10 Demerits HOD informed Principal informed Parents called in 2 Friday detentions from 1-2pm Stairs morning, breaks, afternoons for a week</p>

TURN OVER FOR CONTINUATION OF TABLE

CONSEQUENCES SCHEDULE GLENOAKS AND OAKHOUSE CONTINUED

5/6	2	<ul style="list-style-type: none"> • Assaulting a staff member or learner (repeated hitting or punching, biting, kicking, scratching, shoving, pushing, throwing objects) • Having inappropriate material at school / attempting to search inappropriate material (physical or on a device) 	<p>15 Demerits HOD informed Principal informed Parents called in Internal suspension for a week (counselling as necessary for parents and child, referral to external professionals, external counselling or behaviour modification program recommendation)</p>
6/6		<ul style="list-style-type: none"> • Having weapons at school • Having cigarettes, alcohol, drugs at school • Being under the influence of drugs or alcohol • Actions of a sexual manner (improper conduct of a sexual nature) 	<p>20 Demerits Disciplinary Hearing with the parents, relevant HOD, Principal and Class Teacher (Suspension at home, external counselling or behaviour modification program recommendation, or a child may be asked to leave the school)</p>

POLICY: REVISION HISTORY

<i>Version</i>	<i>Date</i>	<i>Comments</i>
1	2010	First draft
2	January 2011	First Revision
3	March 2012	Second Revision
4	February 2014	Third Revision to include Oakhouse, Merit and Demerit Points and 5 Rules Revision
5	February 2019	Fourth Revision
6	February 2019	Fifth Revision (spelling, editing)