

Requirements for a “Merit/Demerit” System as Currently Used by Academy Charter School

Academy Charter HS relies heavily on a system of merits and demerits to motivate students. It is concentrated on trading off negative actions (“Infractions”) against positive actions. This would be a change to our current “negative infractions only” model. The requirements are listed below.

Feature Requirements:

- Ability to record “Meritable Actions” for the student (opposite of Infractions) – student earns points.
 - An “Add Merit” screen to allow the “Meritable Actions” to be posted
 - “Merit Action Codes” table with descriptions of Actions and # points each is worth
- Ability to record “Demerit” value of an Infraction – to charge a student with a set number of “demerits” for an infraction – student loses points (could be penalty pts – but they have to be pre-configured and tied to infraction codes)
 - Slight change to the “Add Incident” screen to display/update demerit value
- Ability to record a “Demerit” without a full blown Conduct infraction/incident
- Teachers can initiate “meritable” and “demeritable” actions in the GB ([GB](#)→[GB](#)→[Student Summary](#)→[Conduct](#)) – teacher access to doing this.
- A screen on which to view a list of both Infraction and Meritable Actions – with their “merits” and “demerits”. This is either a change to the existing [Std Data](#)→[Modify](#)→[Conduct](#)→[List Incidents](#) screen as detailed below or a new screen entirely (w/printer icon).
- New Code of Conduct Reports:
 - Report summarizing a single student’s current merit/demerit situation (can mass print student reports)
 - Report summarizing an entire class’s merit/demerit totals by week (can print by std list)
- Add “Merit” count and controls to [Std Data](#)→[Modify](#)→[Conduct](#):
 - Add selector drop down to view all incidents/meritable actions/demeritable actions/infractions
 - Add “current merit count” in header of this screen

The screenshot shows a web application interface for Genesis High School. The browser address bar indicates the URL: <http://genesis.genesisedu.com/demo/sis/view/module=studentdata&category=modifystudent&tab1=conduct&tab2=listincidents&action=list&studentid=504495>. The interface includes a navigation menu with tabs like 'Student Data', 'Registration', 'Scheduling', and 'Next Year Scheduling'. A student profile for 'Daily, Ed' is visible, showing details like Student ID (504495) and Grade Level (12). Below this is a table titled 'List Incidents' with columns for Date, School, Time, Infraction, and Actions. The table contains five rows of incident data. Three callout boxes are present: one pointing to the 'Add Incident' button with the text 'Add "Add Merit" tab'; one pointing to the top navigation area with the text 'Add drop down for "All Incidents"/"Merits"/"Demerits"/"Infractions"'; and one pointing to the 'Date' column of the incident table with the text 'Add "Merit/Demerit" total(s)'. A fourth callout box points to the bottom of the page with the text 'Add "Penalty Pts" column'.

Date	School	Time	Infraction	Actions	Date
02/01/2007	2002	Lunch	1. Disrespectful to student	1. Conference with Parent, Teacher, and Administrator 2. Central Detention	1. 01/01/07 2. 02/02/07
01/25/2007	2002	Lunch	1. Insubordination	1. Conference with Parent, Teacher, Administrator, and Counselor 2. Central Detention	1. 01/01/07 2. 01/01/07
01/25/2007	2002	Lunch	1. Disrespectful to staff	1. Conference with Parent and Teacher 2. Central Detention	1. 01/01/07 2. 01/01/07
12/05/2006	2002	Period 6	1. Insubordination	1. Conference with Parent, Teacher, and Administrator 2. Central Detention	1. 12/05/06 2. 12/05/06
01/01/2006	2002	Period 1	1. Disrespectful to staff	1. Central Detention	1. 12/05/06 2. 12/05/06

Merits –Meritable Incident takes the following information:

- School Year
- School
- Incident/Action Type
- Description – Fixed description from table
- Comment/Free form text field
- # merits earned (default to stored value)
- Date
- Recorded by
- Last updated by

Non-infraction Demerits –Demeritable Actions *other* than a regular Conduct Incident take the following information:

- School Year
- School
- Incident/Action Type
- Description – Fixed description from table
- Comment/Free form text field
- # demerits earned (default to stored value)
- Date
- Recorded by
- Last updated by

Student Merit Summary Report contains the following information:

- Student Id
- Student Name
- School, School Year
- For each Incident, list:
 - Incident/Infraction Category
 - Incident/Infraction Code
 - Incident/Infraction Description
 - Merits/Demerits Value (+ & - points)
 - Recorder (name of teacher/administrator)
 - Running total of student merits/demerit count for the school year
- Current Merit/Demerit Sum
- Parameters:
 - Select students by:
 - Student id or
 - HR, Class Section, GR, Counselor
 - Sort by
 - Name
 - Counselor
 - HR
 - Course Section
 - Time Span:
 - Start & End Date – or
 - Month, MP, Sem, FY

Merit Summary Roster Report

- Select starting and ending week – minimally select by **month** or by MP or Sem (Attendance Cycles?). “Month” is their most imp’t time criterion.
- Multiple columns – each column represents 1 week
- For each student, it lists the Current Merit/Demerit Sum for each **week** displayed on the report
- Parameters:
 - Month/MP/Sem or
 - Start & End date
 - Student List or
 - Course Roster or
 - All students in gr/hr/school