



Student Behaviour Management Policy

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VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Head of College	2013	Policy and procedure implementation	Head of College
2	Head of College	2017	Policy and procedure review	Head of College
3	Head of College	2020	Policy and procedure review	Deputy Head of College
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*Next review of policy to take place in December 2023 by Deputy Head of College

Student Behaviour Management (SBM) Policy

About this policy

St Mary & St Mina's Coptic Orthodox College's SBM Policy outlines how a child's wellbeing is **monitored** within the college. It informs **students, parents/caregivers** and **staff** about the **aims**, underlying **philosophy, expectations, strategies** and **responsibilities** to encourage positive student behaviours.

1. Statement of purpose

St Mary & St Mina's Coptic Orthodox College (the college) is committed to providing a safe, fair and honest environment. The college is dedicated to maintaining a rigid and fair approach towards student behaviour, dealing with matters quickly and effectively, to ensure that a positive and productive learning environment is maintained for all students.

The SBM Policy was written in the spirit of the college's Christian Orthodox values of love, respect and justice. The Bible verse which best encapsulates the intention of this policy is found within Proverbs 10:17, "He who keeps instruction *is in* the way of life, but he who refuses correction goes astray".

The SBM Policy sets the framework through which the college manages student behaviour and has been formulated to provide support for staff, students and parents/caregivers within the college. The policy fosters engagement in learning, sets clear limits, recognises and rewards positive behaviour, while providing an opportunity for self-reflection and restorative justice when dealing with inappropriate conduct. This is achieved by outlining a system of relationships, rules and recognitions, designed to develop self-adjustment within students.

Wellbeing initiatives and consequences play an important role in guiding students as they transition from a young age through to adolescence, in the hope that modelling 'Christ like' behaviour, will in turn foster a conducive and supportive learning environment for all students at the college.

2. Values and core rules

The college is committed to providing a safe, supportive and responsive learning environment for everyone. Students at the college are expected to uphold Christian Orthodox values, modelling their behaviour on the example demonstrated in the Bible by Christ Himself.

By agreeing to the policy, the college expects students to adhere to the following core rules:

- always uphold the Christian Orthodox beliefs and values of the college;
- respect all members of the college community and show courtesy to all students, teachers and community members;
- follow college and classroom rules, including the directions of their teachers;
- strive for the highest standards in learning;
- resolve conflict respectfully, calmly and fairly;

- comply with the college's uniform and dress code;
- attend the college every day (unless legally excused);
- respect all property;
- never be violent or bring weapons, illegal drugs, alcohol or tobacco into our college; and
- never bully, harass, intimidate or discriminate against anyone

The college will take appropriate measures in response to behaviour that is deemed to be detrimental to self, others, the achievement of high quality teaching and learning or actions that violate the Christian Orthodox ethos of the college.

3. Strategies to promote positive behaviour

The college seeks to develop a culture of positive wellbeing by setting clear expectations for students and promoting positive behaviour. Strategies for encouraging this culture include:

- setting clear expectations;
- integration within specific learning, wellbeing and pastoral care programs;
- acknowledging positive behaviour in a range of ways including;
 - verbal praise
 - merits (see section titled 'SBM plan (merit/demerit system)')
 - merit certificates and House Patron awards
 - academic awards
 - acknowledgement in assemblies and/or the college newsletter
 - awarding positions of responsibility and leadership
 - Principal's awards – presented at annual Speech Day event

The recording and maintenance of student behaviour is contained within the learning management system 'CENTRAL'. All records are reviewed by the respective classroom teacher within the primary school and House Patron within the senior school. This is to ensure that there is consistency when monitoring and tracking the progress of student behaviour across the college.

4. SBM plan (merit/demerit system)

The college uses a 'merit and demerit' system to track student behaviour. The system uses a scale of 1-8 to monitor student progression. Every student that enters the college starts on level 3 within the system. In order to promote positive behaviour, students are encouraged to receive merits which will enable them to progress along the scale. The aim for every student at the college is to work towards achieving a level 8.

4.1 Merit

A student at the college may earn a merit/class award from a teacher for displaying exemplary behaviour or going above and beyond what may ordinarily be expected. The process of attaining awards is outlined below.

PRIMARY		SECONDARY	
10 Teacher Awards	= House Award	3 Merits	= House Award
5 House Awards	= Principal Award	5 House Awards	= Principal Award
5 Principal Awards	= St Mary & St Mina Awards	5 Principal Awards	= St Mary & St Mina Awards

The St Mary and St Mina's award is the highest award attainable and is presented during the college's annual speech day ceremony.

4.2 Demerit

A student at the college may receive a demerit for displaying behaviour which is contrary to core rules of the college or for committing a minor incident. While it is up to the teacher's discretion to determine when a demerit should be issued, it should not be used as the first tool of behaviour management within the classroom (please see 'correction in class' section). In all incidences, procedural fairness will be offered to students by allowing them the opportunity to discuss any demerits that they feel were unwarranted by speaking directly to the issuing teacher, at the correct time or the respective House Patron.

If a student receives three (3) demerits in one week, then the student may be placed on an after-school detention. This is at the discretion of the respective House Patron. If a student receives three (3) detentions within a term, and after applying procedural fairness, then they may be placed on a suspension by the Head of College and/or Deputy Heads of College. Parents will be contacted when a student receives their second (2nd) after-school detention within a term and a meeting will take place with the Head of College and/or Deputy Heads of College to discuss strategies to avoid the student being issued with a suspension. Every time that a student receives an after-school detention, they will proceed to the negative direction along the merit/demerit system. Should a student be suspended a total of three (3) times over the course of their enrolment at the college, their enrolment privileges may need to be assessed. Additionally, the student may be asked to move on to another school or expelled from the college if their behaviour does not improve.

5. Consequences for unacceptable behaviour

While it is up to the discretion of every teacher at the college to determine the type of consequence a student may receive as part of any behaviour management (e.g., demerit, lunch detention or being kept back for 10 minutes during recess or lunch), the following is to be used as a guide for the consequences of unacceptable behaviour.

5.1 Correction in class

A teacher at the college may determine that it is appropriate to rectify the behaviour of a student during class time if the student is displaying behaviour which is not conducive to the learning of their peers or defying the instructions of their classroom teacher.

The first course of action taken by the teacher should be to always reiterate their classroom expectations to the student, before taking any course of action. If the student continues to misbehave, the teacher should verbally warn the student. At this point, if the student continues to do the wrong thing, the teacher should isolate the student within the class. Should a student need to be isolated, this should be recorded within the student's profile in 'SENTRAL' as a negative incident. If the student is continuing to misbehave after being isolated, the teacher may send another student to find the Head of Faculty or the Deputy Heads of College to remove the student from the classroom. At this point, the student would have their parent/caregiver contacted and may be issued with further consequence as a result of their behaviour.

There are also instances that may require the student to be sent out of class immediately. In this instance, contact with the Head of Faculty or Deputy Heads of College should be made instantly to remove the student from the classroom. At no time should the student who is misbehaving be left unsupervised when removed from the classroom.

5.2 Demerit

As previously stated (in Section 4), a demerit should be given to a student that is displaying behaviour which is contrary to core rules of the college or for committing a minor incident. For more information, please read the merit/demerit section.

5.3 Parent contact

There may be instances where parent/caregiver contact is required. If student's behaviour warrants contact to a parent/caregiver, the teacher must always ensure that they have gathered the evidence, which may require the student that has erred to complete an incident report. A copy of the report should always be signed by the student and uploaded to their profile within 'SENTRAL'.

When contacting a parent/caregiver, it is advised to always have a colleague present that can overhear the conversation. Should communication with a parent/caregiver become 'heated' and cannot be diffused, it is recommended that you end the conversation as respectfully and quickly as possible and refer the matter to the Deputy Heads of College.

Any contact with a parent/caregiver must be recorded within the student's profile in SENTRAL. Under no circumstances is a member of the college staff to tolerate any threats or abuse from a parent/caregiver. If this is the case, the incident should be reported immediately to the Deputy Heads of College and the teacher should provide an incident report outlining the contents of the communication.

5.4 Lunch detention

A student at the college may receive a lunch detention from a teacher for an incident that may not warrant a demerit or parent/caregiver contact. If this is the case, the student must remain under the supervision of a teacher at all times for the duration of the detention, with the incident and the detention recorded in the student's profile in SENTRAL.

5.5 Restorative Justice Session – Secondary students only

A student may be issued a restorative justice session upon receiving three (3) demerits within the same week. Additionally, a restorative justice session may be issued as a consequence to a student for an incident that warrants more than a demerit, but is less than a suspension. A student that is blatantly disregarding the college's expectations around uniform or chewing gum; for example, may be issued with a restorative justice session. The session should be recorded in SENTRAL and the student is only permitted to sit the session once they have returned the session slip which has been acknowledged and signed by their parent/caregiver.

The restorative justice session will take place on Friday afternoons for students from Year 7-12 from 3:15pm-4:15pm. Should a student fail to attend the session they will receive an additional session, which they must also attend for failing to attend the initial session. On the third instance that a child fails to sit for their session without a valid reason from their parents/guardian, the student may be placed on a suspension by the Head of College and/or Deputy Head of Secondary.

The restorative justice session provides the student the opportunity to acknowledge their poor decisions and to work through strategies to prevent this from occurring again in the future.

5.6 Suspension

Suspension is the short- or long-term removal of a student from class. Based on the actions displayed and taking into consideration adequate supervision and wellbeing of the child, a suspension will either take place at school or at home.

Suspension will occur as a consequence of a serious breach of college rules, or serious disobedience.

Where any staff member considers that an act or the behaviour of a student may warrant serious consequences beyond detention, the staff member must refer the matter via writing or email to the appropriate senior member of staff. Dependent on the matter, the appropriate staff member will be: House Patron (Welfare), Head of Faculty (Curriculum) or the Deputy Heads of College.

Once the incident has been investigated, all reports will be forwarded to the Head of College who can make a reasonable and unbiased decision, using the principles of procedural fairness.

Where the level of misbehaviour is in breach of the College's Code of Conduct, individual behaviour management plans must be made.

If a student is suspended, work must be organised for the student by requesting the students' teachers to complete the 'Work for Student on Leave' - found on the appropriate google drive folder.

Plans will be made by the College Welfare Team and negotiated between the College, students and parents/caregiver, taking into consideration the students:

- age;
- developmental needs; and
- behavioural context.

The College Welfare Team will refer the student to other support available that may include the House Patrons, College Counsellor and the College Chaplain.

Upon returning to the college, the student may be placed on a behaviour monitoring card, where the desired behaviour/goals for the student will be clearly described. The plan will outline the changes required to the learning environment to support the student to improve their behaviour.

5.7 Behaviour monitoring card

A behaviour monitoring card may be issued to a student that has demonstrated similar misconduct across two or more classes or upon returning to the college from a suspension.

The behaviour monitoring card sets out the desired behaviour/goals for the student and outlines the changes required to the learning environment to support the student to improve their behaviour.

The length of time that the student will be placed on a behaviour monitoring card is to be determined by either the Deputy Heads of College or House Patron. At the end of each day, the student is to write a short reflection based on their day's performance and return the behaviour monitoring card to their House Patron signed by their parent/caregiver.

5.8 Expulsion

An expulsion is the cancelation of students enrolment from St Mary and St Mina's Coptic College.

A student is to be expelled from the college for incidents which the college regards as the most serious of incidents. Examples include, but are not limited to:

- reckless or intentional behaviour that causes injury to other students or staff members;
- repeat actions that could have caused injury to students or staff;
- bullying, harassment or vilification of students or staff;
- serious breaches of college procedures relating to the inappropriate use of technology, including but not limited to cyber bullying, accessing of inappropriate material of a sexual nature while in school and/or distributing material to other students, taking inappropriate photographs of other students or staff and or the distribution of the photographs;
- theft of student or staff property;
- leaving the college grounds without permission;
- vilification of other students; and/or
- criminal acts or the possession of illicit materials such as drugs or weapons.

Exclusion is the act of preventing a student's admission to a number of schools. St Mary and St Mina's Coptic Orthodox College believes that all children deserve a second chance and that a new educational environment may be helpful for the child. As such, the college does not condone the exclusion of any student.

The College prohibits the use of **corporal punishment** in disciplining students attending the College and does not explicitly or implicitly sanction the administering of **corporal punishment** by non-school persons, including parents, to improve wellbeing at the College. Any allegations of staff involved in corporal punishment will be investigated in line with the colleges Child Protection and Grievance and Complaints policy. www.stmary.nsw.edu.au

All illegal actions including the use of a weapon, sexual assault and inappropriate content being placed or sent via technology or the use of corporal punishment either inside or outside of the college will be reported to the NSW Police Force's local Student Liaison Officer, Sgt Rod SILVA
email: silv1rod@police.nsw.gov.au for further action/advice.

6. Investigating disciplinary matters

Prior to issuing a student with disciplinary action pertaining to breaches of college rules that are of the most serious in nature, the following general procedures must be adhered to for dealing with these allegations.

Once a matter has been identified by a student or a member of staff, an incident report must be completed immediately, which contains as much detail as possible about the alleged incident. The incident report must then be forwarded to the Deputy Head of College who will commence an investigation of the matter.

6.1 Investigation

The Deputy Heads of College will arrange a meeting in a timely manner with the individual/s reporting the incident to discuss the details of the report and gather all the evidence.

Depending on the severity of the matter and whether students pose a threat or harm to others, the Deputy Heads of College may choose to temporarily isolate the alleged offender, who must remain supervised at all times, until he/she interviews the alleged student.

6.2 Interviewing process

In keeping to the principles of procedural fairness, the alleged student must be provided with the opportunity to respond to the claims which have been made against them. The alleged student will need to:

- complete an incident report;
- be advised of the procedures which will be followed during the investigation;
- be informed of who will be making the decision if disciplinary action is required (the Head of College – or their delegate); and
- know the correct procedures of how they can appeal a decision that is made.

Once the alleged student provides their statement and is interviewed by the Deputy Heads of College, the Deputy Heads of College are to determine whether additional witnesses need to be interviewed. If additional witness statements are required, the Deputy Heads of College must first ascertain whether they actually did witness the event by asking: did you witness an incident involving (alleged student/s) at (date/time)? If the answer is YES, the witness will be asked to complete an incident report and then interviewed by the Deputy Heads of College regarding their statement.

6.3 Decision

Once the Deputy Heads of College has gathered all the evidence that is necessary to make a determination on the matter, they are to prepare a report which is forwarded on to the Head of College. Based on the information contained in the report, the Head of College is to make an informed and unbiased decision which is passed on to the Deputy Heads of College.

In the event that the decision is to suspend or expel the student, the Deputy Heads of College must inform the alleged student of the outcome and contact the student's parent/caregiver immediately (student to remain present in the room if appropriate) to request an immediate meeting. During the meeting, the Deputy Heads of College will inform the parent/caregiver of the incident, the investigation that took place and the determination of the consequence regarding the alleged event. The parent/caregiver will be advised of the review process and their right to raise an appeal. At the conclusion of the meeting, the parent/caregiver will be presented with a letter of suspension/expulsion, which will then be placed on the student's profile in SENTRAL.

In the event that a parent/caregiver cannot attend a meeting immediately, then the student will not be permitted to attend the college until a meeting has taken place between the Deputy Heads of College and the parent/caregiver.

In the case that parent/caregiver cannot be contacted, the student will be informed that they are to attend the college but will be placed on an in-school suspension until contact with the parent/caregiver is made. All attempts to contact with parent/caregiver must be recorded on the student's profile within SENTRAL.

6.4 Appeal and review process

In the event that a parent/caregiver or student would like to appeal a decision, they must refer to the college's Grievance Policy which is published on the college's website.

The steps to appeal and review a decision are explained more explicitly within the college's Grievance Policy, however, it is important to remember that the review is to be conducted by a senior member of staff. Additionally, the person reviewing the complaint must not be the subject of the complaint in any way or have been involved in making a decision on the matter.