



# Student Behaviour Management Policy

2024

## Contents

<b>Student Behaviour Management (SBM) Policy</b>	<b>4</b>
1. Statement of purpose	4
2. Values and core rules	4
3. Strategies to promote positive behaviour	5
<b>4. Student Behaviour Management Plan (merit/demerit system)</b>	<b>5</b>
4.1 Merit	5
4.2 Demerit	6
<b>5. Consequences for unacceptable behaviour</b>	<b>6</b>
5.1 Correction in class	7
5.2 Demerit	7
5.3 Parent contact	7
5.4 Lunch detention	8
5.5 Restorative Justice Session – Secondary students only	8
5.6 Behaviour Management Contract (BMC)	8
5.7 Suspension	9
5.8 Expulsion	10
<b>6. Investigating disciplinary matters</b>	<b>10</b>
6.1 Investigation	11
6.2 Interviewing process	11
6.4 Appeal and review process	12

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
4.	Head of College	2022	Policy and procedure review	Head of College
5.	College Executive	2024	Policy and procedure review	Welfare Team

\*Next review of policy to take place in December 2024 by Welfare Team

# 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
- Being punctual to school and to class

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. Student Behaviour Management Plan (merit/demerit system)

The college uses a 'merit and demerit' system to track student behaviour. 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 Gold Award.

#### 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	= Principal Award	3 Merits	= Merit Award
5 Principal Awards	= St Mary & St Mina Awards Bronze Medallion	5 Merit Awards	= St Mary & St Mina Awards Bronze Medallion
10 Principal Awards	= St Mary & St Mina Awards Silver Medallion	3 Bronze Awards	= St Mary & St Mina Awards Silver Medallion
		2 Silver Awards	= *St Mary and St Mina's Gold Award

\*The St Mary and St Mina's Gold Award is the highest award attainable and is presented during the college's annual awards night 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 incidents, 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 / Executive.

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 / Executive. If a student receives three (3) detentions within a term, and after applying procedural fairness is observed, then they may be placed on a suspension by the Head of College and/or Deputy Heads of College. Parents may be contacted when a student receives their second (2<sup>nd</sup>) 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 impact their 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 and further action may be considered at the discretion of the Head of College. Further action includes the student being 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 15 minutes during recess or lunch), the following is to be used as a guide for the consequences of unacceptable behaviour. Unless further consequences are warranted, detentions will only be issued by a Head of Faculty or a member of the Welfare Team namely, a House Patron. This will be accompanied by a physical letter to the student and email to the parents/caregivers.

## 5.1 Correction in class

A teacher at the college, will first and foremost, always apply their professional standards in class if they 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 and contrary to the 'SMSM *Respect the Rules*' guidelines, or defying College's 'Non-Negotiables' - every student has the right to learn, free of harassment and interference; every teacher has the right to teach, free of harassment and interference.

The [first course of action](#) taken by the teacher will be to always reiterate their classroom expectations to the student, before taking any course of action. If the student continues to misbehave, the teacher will verbally warn the student. At this point, if the student continues to misbehave, the teacher should isolate the student within the class. Should a student need to be isolated, this will be recorded on the blue "Classroom Disciplinary Form". 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 will be made instantly to remove the student from the classroom. At no time should the student who is reprimanded be left unsupervised when removed from the classroom.

## 5.2 Demerit

As previously stated (in Section 4), a demerit should be issued to a student that is displaying behaviour which is contrary to the 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, discretionary to the teacher, where parent/caregiver contact is required. Otherwise, the College reserves the right to initiate parent contact if your child has progressed onto the 'minor, moderate or major' stages of the behaviour management flow chart. If a student's behaviour warrants contact to a parent/caregiver, the teacher will 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 will always be signed by the student and uploaded to their profile within 'SENTRAL'.

When contacted by a member of staff, they will often be in the presence of another staff member during the conversation. Should communication between a parent/caregiver and a member of staff become "disrespectful" and cannot be diffused, the conversation will end immediately and respectfully and the matter may be referred to the Deputy Heads of College.

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

#### 5.4 Lunch detention

A student at the college may receive a lunch detention (for a maximum of 15 minutes) from a teacher for an incident that may not warrant a demerit or parent/caregiver contact. If this is the case, the student will 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

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.

A restorative justice session may be conducted with a student/s upon breaching the core values and rules of the college. Additionally, an afternoon detention 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 asked to sit a restorative justice session. The session will be recorded in SENTRAL and the student is only permitted to sit the session once they have returned the permission slip which has been acknowledged and signed by their parent/caregiver, otherwise further actions may be necessary.

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 accumulate an additional session, which they must also attend consecutively. If a student continues to fail to attend their Restorative Justice Sessions without a valid reason from their parent/caregiver, contact may be made home and the student may be placed on a suspension by the Head of College and/or Deputy Heads of College.

#### 5.6 Behaviour Management Contract (BMC)

The Behaviour Management Contract (BMC) sets out the desired behaviour/goals for the student and outlines the changes that need addressing. The BMC may be issued to a student that has demonstrated a persistent breach of college values and core rules, policies and/or procedures. It will be the student's responsibility to ensure the BMC is presented to their respective teacher every period for an evaluation of the student's application and behaviour during that class.

The length of time that the student will be placed on a BMC is to be determined by either the Head of Faculty, House Patron or Deputy Heads of College. At the end of each day, the student is to write a short reflection based on their day's performance and parents/caregivers are expected to sign the BMC each evening. It is the students' responsibility to ensure the respective teacher (Head of Faculty, House Patron or Deputy Heads of College) signs the contract the following morning.

## **Behaviour Management Contract - Levels**

<b>Level 1- White BMC</b>	After persistent use of demerits and blue Classroom Disciplinary Forms, a lack of transformation will result in a White BMC. This will be issued for a total of two weeks.
<b>Level 2- Orange BMC</b>	In the case a student does not improve their behaviour and conform to the college values and core rules, policies and/or procedures, an orange BMC will be issued for two weeks.
<b>Level 3- Red BMC</b>	If the student continues to breach the college values and core rules, policies and/or procedures, a parent/caregiver meeting will be held to discuss the students' behaviour. A Red BMC will then be issued for an additional two weeks. In this case, significant student reflection and correction is required to avoid suspension and/or expulsion (see 5.7 and 5.8).

### 5.7 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 flagrant 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 will refer the matter to the appropriate senior member of staff. 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/Deputy Heads 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, a parent/caregiver meeting will take place and a suspension may follow.

If a suspension is issued, work will be organised for the student by their teachers. Additionally, students may be given a 'Return To School Reflection Booklet' which must be completed by the student. Non-completion of this may jeopardise the students' timely return to the college.

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 the students' return to the college, a Behaviour Management Contract (BMC) may be issued (see 5.6), where the desired behaviour/goals for the student will be clearly described.



## 5.8 Expulsion

*An expulsion is the cancellation of a student's 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 may include, but are not limited to:

- reckless or intentional behaviour that causes injury to other students or staff members;
- repeated 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 (*refusing duty of care*);
- vilification of other students; and/or
- criminal acts or the possession of illicit materials such as vapes, drugs, cigarettes and/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 will endeavour to assist parents/caregivers in the pursuit of alternative enrolments.

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. 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](http://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.

## 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 the alleged student is interviewed.

Part of the investigation process may require review of camera footage (*if available*). As per our Child Protection Policies, parents/caregivers are not privy to attaining any footage captured by the College's cameras.

## 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 and if further action is required.

## 6.3 Decision

Once the Deputy Heads of College have gathered all the evidence that is necessary to make a determination on the matter, details pertaining to the investigation will be passed on to the Head of College (or delegate) who will then make an informed and unbiased decision.

In the event that the decision is to suspend or expel the student, the Head of College (or delegate) 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. In the event that a parent/caregiver cannot attend the urgent meeting, then the student will not be permitted to attend the college until a meeting has taken place between the Head of College (or delegate) 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 the parent/caregiver will 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 note that the review will be conducted by a panel made up of the College Welfare Team. Additionally, the person reviewing the complaint cannot be the subject of the complaint in any way or have been involved in making a decision on the matter.