

Student Discipline Policy and Procedures

St Mark's Coptic Orthodox College

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Student Discipline Policy	2016	House patrons
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March 2021	Mary Williams	Head of College

Discipline Policy & Procedures

1. Objectives – Policy Statement

St Mark's Coptic Orthodox College is committed to maintaining a firm but fair approach to the discipline that will deal with disciplinary matters quickly and effectively to ensure that a positive and productive learning environment is maintained for all students.

The College's Discipline Policy also needs to be seen within the context of Christian beliefs and values, which is a fundamental element of the College's approach to the care of students. Underpinning this approach is the importance of discipline procedures that are based on *restorative practices*, through reconciliation and restitution, repairing and rebuilding relationships as an integral part of any consequences or penalties. The process of imposing sanctions must follow principles of *procedural fairness*, particularly for serious consequences such as suspension or expulsion.

The following policies and procedures have been formulated as part of a broad discipline policy aimed at providing support for staff, students and parents.

According to this policy, every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at school. They also have the right to be treated fairly and with dignity.

Discipline is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.

This Student Discipline Policy sets the framework through which St Mark's Coptic Orthodox College manages student discipline.

2. Procedural Fairness

Students have a right to procedural fairness in dealings that involve their interests. This includes disciplinary decisions.

The principles of **procedural fairness** include the right to:

- 2.1 know what the rules are, and what behaviour is expected of students;
- 2.2 have decisions determined by a reasonable and unbiased person
- 2.3 know the allegations that have been made, and to respond to them;
- 2.4 be heard before a decision is made; and impartiality in an investigation and decision making
- 2.5 to have a decision reviewed (only with the submission of additional information).
- 2.6 St Mark's Coptic Orthodox College is committed to ensuring procedural fairness when disciplining a student.

3. Audience and applicability

All students at St Mark's Coptic Orthodox College are required to abide by the College's Rules and to follow the directions of teachers and other staff with authority delegated by the College.

- 3.1 Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the College, staff members or other students, the student will be subject to disciplinary action.
- 3.2 The disciplinary procedures undertaken by the College vary according to the seriousness of the alleged offence and the age of the student. Where the allegation, if proved, may result in suspension or expulsion, the student and parents will be informed of the allegations and procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations.
- 3.3 The penalties imposed vary according to the behaviour and the prior record of the student. At the lower end of the scale, a demerit or detention may be appropriate. At the upper end of the scale, the behaviour could result in suspension or expulsion.
- 3.4 The College prohibits the use of **corporal punishment** in disciplining students attending the College.
- 3.5 The College does not explicitly or implicitly sanction the administering of **corporal punishment** by non-school persons, including parents, to enforce discipline at the College.
- 3.6 The College promotes a restorative justice approach to resolve conflict resolution in and outside the classroom
- 3.7 The College discipline policy may apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students.

4. Context

- 4.1 Schools and their communities work together to provide quality learning environments which are inclusive, safe and free from bullying, harassment, intimidation and victimisation.
- 4.2 All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination. Hence, it is the College's intent to maintain high standards of discipline.
- 4.3 When parents enrol their children at St Mark's Coptic Orthodox College, they enter into a partnership with the school and agree to support all our policies and procedures. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning. Collaboration between school staff, students and parent(s) or carer(s) is an important feature of discipline in our College.

5. Implementation of the Discipline Policy

5.1 Head of College and Deputy Head of College

This policy is implemented by:

- 5.1.1 staff induction given by the Deputy Head of College prior to the commencement of employment, the staff handbook which is handed out at the beginning of every academic year to all staff, and the SMC policies and procedures folder that is located on the College Google Drive;
- 5.1.2 continued staff training in staff briefings/meetings. Staff meetings are regular and scheduled at the beginning of each term.
- 5.1.3 professional development opportunities in behaviour management. Staff have the opportunity to undertake professional development with external providers and during college run staff briefings/meetings;
- 5.1.4 communicating this policy to the College community via the College Newsletter updates and on the College website: www.stmarks.nsw.edu.au. Newsletters are issued once a month to all parents electronically and in print; and
- 5.1.5 The Principal is responsible for the development, implementation and monitoring the effectiveness of the policy. This policy will be monitored by the College Executive as part of an annual review of all College policies;

5.2 Parents

- 5.2.1 are expected to support the school in the implementation of the College's discipline policy.

5.3 Staff

- 5.3.1 All staff are expected to support in the implementation of the College's Discipline Policy and promote a learning environment that promotes safety, growth and dignity.

5.4 Students

- 5.4.1 Students are expected to show respect for teachers, students, staff and the wider community and not engage in any form of harassment, victimisation or intimidation.

6. Procedures for implementing effective discipline

Every student has the right to a learning environment that fosters social, academic, physical, emotional and spiritual growth. They also have the right to be treated fairly and with dignity.

St Mark's Coptic Orthodox College has developed specific procedures that must be followed by all staff when considering an appropriate consequence or reward for student behaviour.

6.1 Strategies to Promote Good Discipline

St Mark's Coptic Orthodox College seeks to develop a culture of positive discipline by setting clear expectations for students and encouraging positive behaviour.

6.1.1 Strategies for developing this culture include:

6.1.1.1 clearly setting behaviour expectations;

6.1.1.2 developing specific teaching and learning programs;

6.1.1.3 acknowledging positive behaviours in a range of ways including;

- Verbal praise
- Merits on **SEQTA**
- Merit certificates
- House Patrons awards
- Academic Awards
- Acknowledgment in college newsletter
- Awarded positions of leadership
- Principal awards – Presented at the annual speech night.

6.1.2 Maintaining records with respect to student behaviour. All records with respect to student behavior are kept with the Head of the Junior School for primary students and on SEQTA for senior school students.

6.2 Consequences

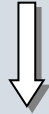
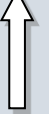











6.2.1 There are a range of consequences that students will face if they breach College rules and Student Code of Conduct. The consequences imposed will vary according to the seriousness of the behaviour, the age and the prior record of the student.

These consequences may include:

- warnings or reprimands (verbal and written);
- time outs;
- isolation desk;
- litter duties;
- demerits
- cancellation of privileges (senior school students);
- lunch time detentions;
- after school detentions
- suspension; and
- expulsion

STUDENT MANAGEMENT SYSTEM Discipline Levels

This Discipline level system seeks to establish appropriate standards of behaviour and to reinforce the role of the student in taking responsibility for their own behaviour and actions. At times, this may require students to provide leadership to their peers by encouraging them to meet the behaviour expectations of the College.

LEVEL	DESCRIPTION	DOCUMENTED	2 weeks duration		CONSEQUENCE	STAFF
Pre-referral	Inappropriate or unsuitable behaviour within the classroom context is managed by the classroom teacher through behaviour modification strategies	Behaviour of student and action taken by the teacher is documented in the Student Diary and SEQTA	Time given for student to modify their behaviour		Student spoken to; moved to different position; Parents informed via Communication on SEQTA if initial poor behaviour does not change	Teachers
1 Blue	After management strategies exhausted. HoF issues Level 1 Card and teacher and HoF monitor. Discipline Cards will describe problem behaviour/s and suggest strategies for the student to overcome their problem.	- Classroom teacher monitors behaviour on Level 1 Card (Blue) for the subject. - Record on SEQTA and in Student Diary - HoF records.	Unsat 	Sat 	- The student must follow all directions on the card and see teacher in their own time to discuss progress. - Teacher counsel student. - Failure to bring card results in Afternoon Detention.	Teachers
2 Pink  	- Failure to modify behaviour on Level 1. - Student who was previously on this level and has begun to repeat problem behaviours within 4 weeks. - Serious misbehaviour such as challenging teachers or constant disruption of class.	- HoF monitors behaviour on a Discipline Level 2 Card (Pink) for the subject. - Letter home. - HoF records.			- Student is isolated in class. - Not permitted to represent School. - Failure to adhere to agreed standards of behaviour results in immediate move to Level 3. - Student is counselled by Head of Faculty. - Receive Afternoon Detention.	HoF
3 Orange  	- Failure to modify behaviour on Level 2. - Student who was previously on this level and has begun to repeat problem behaviours within 4 weeks. - Serious misbehaviour such as extreme insolence, physical abuse, serious bullying.	- HP monitors behaviour on an Orange Card for all subjects. - Parental interview. - HP records			- Student maybe withdrawn from class and placed into a HoF's class. - Student counselled by selected member of the School community. - If applicable professional behaviour counselling may be offered/suggested. - Internal Suspension 2 days.	HP
4 Green 	- Failure to modify behaviour on Level 3. - Serious misbehaviour such as extreme insolence, physical abuse, serious bullying. - Severe physical violence to another student. - Severe damage to School property.	- Warning letter if behaviour continues. - Parental Interview.			- External suspension for one week. - 1-week probation on return. - Counselling a requirement for return to School.	HSS
	Continued failure to change behaviour.	Parental interview.			Expulsion	Principal

St Marks College reserves the right to circumvent some or all of the levels outlined above at the discretion of the Principal.

- 6.2.2 Decisions made to **suspend** or **expel** a student from the College must only be made by the Head of College who is advised by Deputy Head of College (DHOC) and or Head of Secondary Student (HoSS).
- 6.2.3 **Exclusion** is the act of preventing a student's admission to a number of schools. St Mark's Coptic Orthodox College does not condone the exclusion of any student.

6.3 Dealing with Student Discipline matters of the less serious kind

6.3.1 Less serious disciplinary matters should be dealt with by classroom Teachers, Teachers on playground duty, Heads of Faculty, House Patrons and Executive staff as appropriate. Teachers will use the restorative justice (RJ) practice to resolve or reform student behavior to meet our student code of conduct.

6.3.2 Less serious offences may include;

- Inappropriate uniform
- Untidy uniform
- Inappropriate hair, grooming or jewelry
- Inappropriate language
- Lateness to school
- Lateness to lessons
- Unsettled behavior in class or playground
- Possession of a mobile phone

6.3.3 Staff dealing with these discipline matters must apply the consequences as listed previously in the policy. All teachers are reminded to follow the Discipline flow chart and Sent out of Class form (attached), throughout various staff and faculty meetings (conducted on a fortnightly basis), along with the induction of new staff prior to the commencement of their employment.

6.3.4 If staff are still unsure how to deal with the discipline of a student or need advice and assistance in dealing with a student discipline matter they should consult the Head of Primary, the students House Patron, Head of Faculty or HoSS.

6.3.5 Less Serious Matters

6.3.5.1 Student(s) involved will be interviewed by teacher/Head of Faculty/House Patron/Head of Senior Students. Teachers will predominately use RJ questions to drive student interview.

6.3.5.2 Student(s) will be given the opportunity to complete an Incident Report – if required or allegation is being denied.

6.3.5.3 Any other people involved or who have witnessed the incident must be interviewed and given the opportunity to complete an Incident Report

6.3.5.4 Where possible, the teacher will take disciplinary action in consultation with the Head of Faculty/House Patron/HoSS

6.3.5.5 If the student wishes to appeal the decision, they can take the matter to the following:

Curriculum Matter	Welfare Matter
Head of Faculty ↓ Direct of Teaching and Learning ↓ Deputy Head of College ↓ Head of College	House Patron ↓ HoSS ↓ Deputy Head of College ↓ Head of College

6.3.5.5.1 The matter will be investigated by the appropriate staff member

6.3.5.5.2 Once an impartial decision has been made, the outcome will be relayed to the student.

6.4 After School Detentions

6.4.1 Detentions are held each Friday afternoon for students from Years 7-12 from 3.15 – 4.15 in the B Block. The students will be supervised by a Head of Faculty or House Patron who is placed on a roster system. In the case that a student is unable to attend a particular afternoon, they must negotiate an alternate date through either the House Patron or Head of faculty that assigned the detention.

6.4.2 After school detentions can be issued in 2 ways:

- Accumulating 3 or more demerits on **SEQTA**
- Breaching a College rule that has a consequence greater than a demerit but less than a suspension

6.4.3 Detention resulting from demerits

6.4.3.1 Every Friday, House Patrons will check students Merit and Demerit on SEQTA. Students that accumulate 3 Merits will flash up as **GREEN** and students who attain 3 or more demerits will flash up as **RED**.

6.4.3.2 The House Patron will check students' profiles on the same day (unless absent from the College) and write up all Merit awards and Detention forms. Merit awards will be handed out to students at the next school assembly/ or Roll Call.

6.4.3.3 Students who will be receiving a detention will be asked to meet with the House Patron to discuss the poor behavior and to determine if the detention is warranted.

6.4.3.4 Based on the information provided to the House Patron by the student, s/he will decide to issue the student with the detention form or to give the student a warning and place the form into the student file, stamped with a warning. The parents must be notified either way

6.5 Detention resulting from poor behavior

6.5.1 Any incident a teacher witnesses first hand which is in breach of a College rule that has a consequence greater than a demerit but less than a suspension, they must approach the Head of Faculty (HOF) or the House Patron (HP) to request that the student be placed on an afternoon detention.

6.5.2 The reporting teacher must either complete an incident report form or email a report to the Head of Faculty (HOF) or House Patron (HP) and cc the Head of Secondary Students.

The HOF or HP will request that the student in question and any witnesses also completes an incident report form (RJ).

Based on the information provided in all reports, the HOF or HP will decide and determine the consequence.

6.5.3 If the result is less than a detention, the HOF or HP will meet with the student in the presence of the reporting teacher and clearly state to the student which behaviors are not acceptable, how to deal with matters in future and the consequences of repeated incidences.

6.5.4 If the result is a detention, the HOF and HP will issue the detention to the student in the presence of the reporting teacher and clearly state to the student which behaviours are not acceptable, how to deal with matters in future and the consequences of repeated incidences. This is the restorative justice process to provide students with skills and options to prevent the reoccurrence of events that result in detentions.

6.5.5 If the HOF and HP feel that the consequence must be greater than a detention, then the matter and all reports must be presented to the HoSS and /or Deputy Head of College who will commence possible suspension procedures. (See Procedures for Suspension and Expulsion)

7. Procedures for Suspension and Expulsion

7.1 Suspension or expulsion 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: Head of Teaching and Learning (Curriculum) / Head of Senior Students (Welfare)/ Deputy Head of College.

7.2 Once the incident has been investigated, all reports will be forwarded to the Head of College who can make a reasonable and unbiased decision. The referral process is outlined in the Student Discipline Policy, under the section "Procedural Fairness Procedures".

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

7.3 If a student is suspended, the HP must organise work for the student by requesting the students' teachers to send the missing work for the vis google classroom or email. An alternative approach may be organised on request.

7.4 Plans will be made by the College Welfare Team (House Patrons, College Counsellor, College Chaplain, and Head of the Primary School and/or the Deputy Head of College) and negotiated between the College, students and parents/caregiver, taking into consideration the students:

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

7.4.1 Desired behaviour/goals of the student will be clearly described. The plan will outline changes required to the learning environment to support the student to modify their behaviour.

7.4.2 On the child's return from suspension, the College Welfare Team will provide a restorative justice (RJ) session that may include the HP, College Counsellor, HoSS, students affected and the College Chaplain.

8. Dealing with Student Disciplinary Matters that the College Regards as the Most Serious matters

8.1 Examples of what the College considers to be the Most Serious matters include:

- 8.1.1 Reckless or intentional behavior that causes injury to other students or staff members.
- 8.1.2 Repeat actions that could have caused injury to students or staff.
- 8.1.3 Bullying, harassment or vilification of students or staff.
- 8.1.4 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.
- 8.1.5 Theft of student or staff property.
- 8.1.6 Leaving the college grounds without permission.
- 8.1.7 Vilification of other students.
- 8.1.8 Criminal acts or the possession of illicit materials for minors such as tobacco, nicotine, vape, alcohol, drugs or weapons.

8.2 Staff Responsible for Dealing with Most Serious Matters

- 8.2.1 Head of College and the College Welfare Team – Head of Junior school, HP HoSS and DHoC

8.3 General Procedures for Dealing with Allegations of Student Disciplinary Breaches for the Most Serious Matters

- 8.3.1 Student behavior is identified or brought to the attention of a member of staff. The Staff member must complete an incident report form with all the details of the poor behaviour and the names of any witnesses and present it to the Head of Primary School or House Patron as appropriate.
- 8.3.2 The report must be then forwarded to the HoSS who will commence an investigation. At all times the principles of procedural fairness will apply to the process.
- 8.3.3 The HoSS will arrange a timely meeting with the reporting staff member to discuss details of the report and to gather all the facts.
- 8.3.4 Depending on the behaviour presented in the report, the alleged student may be removed from class/playground by the HoSS / Deputy Head of College and placed on a temporary internal suspension if there are real concerns that they may cause harm to themselves, other students or staff if they remain in the classroom or playground areas or interfere with the integrity of the investigation. The student will remain in the administration building and supervised by either the HOC, DHoC or HoSS.
- 8.3.5 During the initial meeting with the alleged student s/he will be;
- 8.3.5.1.1 informed of the alleged infringement and given the opportunity to respond by completing an incident report form, provided by the HoSS
 - 8.3.5.1.2 informed as to who will make the decision on the penalty: HoSS / DHoC
 - 8.3.5.1.3 informed of the procedures to be followed during the investigation and
 - 8.3.5.1.4 afforded a right of review of appeal.
- 8.3.6 Once the HoSS has received the report from the staff or students reporting the incident, s/he will determine if any additional witnesses need to be interviewed. If this is the case, any students/teachers who witnessed the behaviour will be collected from the classroom or playground and provided with an incident report form to be completed within the office of the DHoC/HoSS. The ONLY question that the HoSS/DHoC will ask prior to a witness completing a report will be;
- Did you witness an incident involving (alleged student) on (date)?
If the answer is YES, the witness will be asked to complete the form.

8.3.7 The HoSS must then forward all reports with a recommendation to the Deputy Head of College, who based on the information presented will make a reasonable and unbiased decision to either support the recommendations of HOS or make other recommendations and inform the Head of College.

8.3.8 In the case that the decision is to suspend the student, the HoSS must then contact the parents via phone to request an urgent meeting to discuss the behaviour and consequences. The student must be present in the room when the parent is contacted. The following may occur;

A. Parent/s attends a meeting immediately

During the meeting the student will have the opportunity to present their version of the event. The HoSS/ DHoC will then inform the parents of the process that was followed and the information that was gathered. The parent/s will be presented with a letter of suspension form outlining the reason, length and the management plan for when the student returns. A copy of the letter of suspension will be placed in the student file with the House Patron and Front Office.

B. Parent/s contacted but cannot attend meeting immediately

The HoSS will inform the parent that the student will be suspended and that they are to meet with the HoSS/ DHoC before the student can return to class. The same process will apply as above.

C. Parent/s cannot be contacted

In the case that the parents cannot be contacted by phone, email or text, the student will be informed that they are to attend school the next day and will be placed in an in-school suspension until contact is made with the parent. The HoSS must continue to try and make contact. All attempts to contact parents via phone must be recorded by the DHoC and/or Office staff.

8.3.9 Following serious breaches, a review/assessment process must be undertaken involving the welfare team:

- The Head of College
- The Deputy Head of College
- The Head of Senior Students
- The Head of Primary
- House Patrons
- College Chaplain
- College Counsellor

The purpose of the review process is to ensure that the goals outlined in this policy are being met and ensuring that all opportunities to improve the effectiveness of dealing with discipline matters are adhered to and that a restorative justice meeting is scheduled on the child's return to school. This ensures a well supportive environment to encourage positive change and better choices available to the child.

9. Notification of Decision

9.1 The decision made under this policy will be communicated in writing to the student and the student's parents/caregiver. Dependent on the parent/caregivers preferred choice of contact, this will take place in the form of letter in person or by email and/or post.

9.2 The student, and the student's parents/caregiver must abide by the terms and conditions of the decision.

10. Appeal and Review Process

10.1 An appeal from a decision to suspend a student must be made to the Head of College for review.

10.2 The student/caregiver would be advised that if they wish this preliminary decision to be reviewed they must make an application for a review to the Head of College and submit any additional information they want to be considered during the review process. The request for a review must be made within two (2) weeks from the date of notification of the decision. The Head of College will investigate the matter by contacting the appropriate staff member: The Head of Teaching and Learning (Curriculum) or members of the Welfare Team. Based on the findings of this investigation, the Head of College will then either confirm the preliminary decision as final or amend the preliminary decision based on the additional information provided. During this process of considering an appeal the Head of College will:

10.2.1 deal with the appeal in a timely manner no longer than two weeks.

10.2.2 ensure that communication lines are maintained with the appellant.

10.2.3 review all relevant material.

10.2.4 ensure all appropriate information is available to the student and parent or caregiver.

10.2.5 discuss relevant issues with the person(s) making the appeal and other parties as appropriate.

10.2.6 advise all the parties of the decision and the specific reasons for reaching the decision.

10.2.7 The HoC will then either confirm the preliminary decision as final decision or amend the preliminary decision based on the additional information provided.

11. This policy and procedures will be made available to all members of the college community via the College website www.stmarks.nsw.edu.au. Parents will be notified about any changes or updates through the college newsletter.

Bi -Annually, this policy and its procedures will be explained to staff by the Deputy Head of College at a whole school staff meeting in Term 1 and 3.



NOTICE FOR STUDENT SENT OUT OF CLASS

STUDENT NAME: _____ DATE: _____

CLASS: _____ YEAR: _____ HOUSE: _____

CLASS TEACHER: _____

Please indicate with a tick the steps followed: what prior action has been taken before the student has been asked to leave the class.

Step 1	Verbal Warning/ RJ	<input type="checkbox"/>
Step 2	Isolation within class	<input type="checkbox"/>
Step 3	Comment on SEQTA	<input type="checkbox"/>
Step 4	Litter Duty / Lunch Detention	<input type="checkbox"/>

Comment:

Work Set:

Please send this student to the respective Head of Faculty accompanied by a sensible student, with their diary and work.



Classroom Management/Discipline Flowchart

The following steps should be followed in dealing with student discipline.

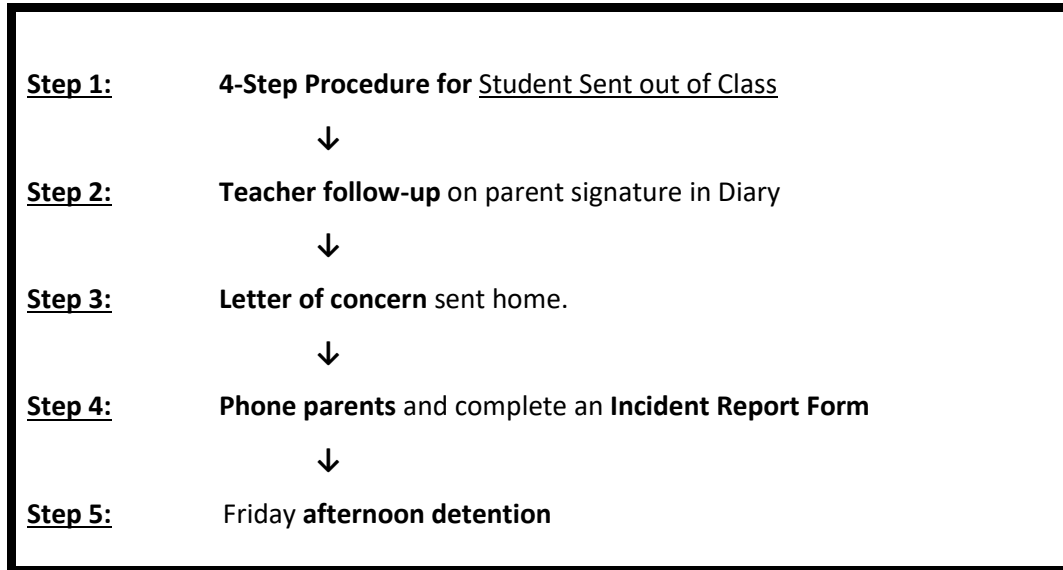
- Step 1:** Follow the **4 Steps** outlined on the Student Sent out of Class Form. – Student must be sent to the HoS / HOF's office or classroom ONLY.
- Step 2:** **Follow up** with a comment in SEQTA to ensure parents have signed.
- Step 3:** **Letter of concern** sent home by Teacher and HOF. Follow up to ensure the return slip has been signed/acknowledged by parents.
- Step 4:** **Phone parents** and complete an **Incident Report Form** to notify of behaviour. Pass onto HOF and House Patron.
- Step 5:** Friday **afternoon mindfulness session** - should be issued to the student by class teacher after consultation with House Patron or HOF. A restorative Justice worksheet is to be completed during the after school mindfulness session

Note:

1. These steps should be followed in order for the discipline policy to be **effective and transparent** – for both students and staff.
2. **Judgement** needs to be taken in relation to the order of the steps. For serious incidents, eg student fighting, swearing, non-submitting assessment task, stealing etc. students need to be dealt with in an appropriate manner and should also be referred to the HP, HoSS
3. Keep a personal record of **all** steps and provide a copy for the respective House Patron for **steps 1 & 3 – 5**.



Classroom Management / Discipline Flowchart Summary



Other Effective Management Strategies which may be applied:

- **Half Lunch Detentions** – classroom teacher to supervise or to hand out lines to be completed and returned by end of lunch.
- **Team Teaching** – working with adjacent classroom teachers to periodically remove disruptive students from lesson and placed next door (**must** be in a differing year level). This should **only** be used after consultation with the other teacher. The student should be given work to do in the lesson and should be **sent back** after signs of improvement.
- **Lunch time yard clean-up** – supervise yourself or inform the teacher on yard duty that students are on clean-up. There should be a note made in the student diary that the supervising teacher on duty must sign. Follow this up to ensure the student has completed Litter Duty.
- **A4 apology letter** - students write this lengthy and meaningful letter describing their misbehaviour and what they must do to improve their behaviour. A restorative justice approach is encouraged and discussed such that the student reflects on what was hurt and what choices are available if this situation occurs again. This is to be signed by parents and returned to the class teacher and kept as a record.

● **Note to student**

You have been placed on Level 1 in this subject for continually failing to adhere to school rules.

You will be on this level for 2 weeks.

While you are on this level you will:

1. **Sit on your own or in a position as directed by your teacher.**
2. **Not speak unless instructed to do so by your teacher.**
3. **Complete all work.**
4. **Focus on improving the following:**

Recommendation:

_____ has improved in attitude or application and will cease being on Discipline Level 1.

_____ has/has not improved in the areas of concern discussed at the beginning of the monitoring period and will be referred to the subject Head of Faculty and placed on Discipline Level 2.

● **SAINT MARKS COLLEGE**



DISCIPLINE LEVEL 1

Name: _____

Class: _____ Faculty: _____

This student has been placed on Level 1 because of:

This is to be monitored from _____ to _____

The student must:

- **Hand the card to the class teacher at the beginning of each lesson in and collect it at the end of each lesson. Failure to bring the card to class will result in an After School Detention.**
- **Have the back of this card signed by their parent/caregiver at the beginning and end of the monitoring period and return it to their teacher.**

1

Parental Signature _____

SUBJECT:		• STUDENT:		TEACHER:	
Day/Date	• S	• U	• Comments		Teacher's Signature

S=Satisfactory: The student has met the agreed behaviour/attitude standards as outlined on the back of this card. **U= Unsatisfactory:** The student has not met the agreed behaviour/attitude standards as outlined on the back of this card. Specific examples of this failure to meet the agreed standards are to be given in the “Comments” section.

● **Note to student**

You have been placed on Level 2 in this subject. This is a serious step and if not rectified, could place your place at the College in jeopardy.

You will be on this level for 2 weeks.

While you are on this level you will:

- 5. **Sit on your own or in a position as directed by your teacher.**
- 6. **Not speak unless instructed to do so by your teacher.**
- 7. **Complete all work.**
- 8. **Focus on improving the following:**

Recommendation:

_____ has improved in attitude or application and will cease being on Discipline Level 2.

_____ has/has not improved in the areas of concern discussed at the beginning of the monitoring period and will

● **SAINT MARKS COLLEGE**



DISCIPLINE LEVEL 2

Name: _____

Class: _____ Faculty: _____

This student has been placed on Level 2 because they have not been able to work out problems relating to behaviour and attitude with their teacher.

This is to be monitored from _____ to _____

The student must:

- **Hand the card to the class teacher at the beginning of each lesson in and collect it at the end of each lesson. Failure to bring the card to class will result in an After School Detention.**
- **Present the card to the Head of Faculty at a time requested by the Head of Faculty.**
- **Have the back of this card signed by their parent/caregiver at the beginning and end of the monitoring period and return it to their teacher.**

SUBJECT:		• STUDENT:		TEACHER:
Day/Date	• S	• U	• Comments	Teacher's Signature

S = Satisfactory: The student has met the agreed behaviour/attitude standards as outlined on the back of this card. **U= Unsatisfactory:** The student has not met the agreed behaviour/attitude standards as outlined on the back of this card. Specific examples of this failure to meet the agreed standards are to be given in the “Comments” section.

- **Note to student**

You have been placed on Discipline Level 3. Failure to improve your behaviour and or attitude will lead to suspension from school. Your parents/caregivers have been advised that your place at the School is in jeopardy.

You will be on this level for 2 weeks.

While you are on this level you will:

9. Sit on your own and at the front of the class. You may be removed from your normal class.
10. Not speak unless instructed to do so by your teacher.
11. Complete all work.
12. Follow all instructions immediately.

Recommendation:

_____ has improved in attitude or application. The student will remain on the Daily Progress Card for the remainder of the monitoring period and if satisfactory, will be placed on Discipline Level 2.

_____ has not improved in the areas of concern discussed at the beginning of the monitoring period. If this continues the student will be placed on Discipline Level 4 and be internally suspended from all classes.

- **SAINT MARKS COLLEGE**



DISCIPLINE LEVEL 3

Name:

Class:

This student has been placed on Level 3 because of serious and continuing disruption to the learning environment of the School.

This is to be monitored daily in each subject

The student must:

- **Hand the card to the class teacher at the beginning of each lesson in and collect it at the end of each lesson. Failure to bring the card to class will result in an After School Detention.**
- **Present the card to the House Patron when instructed to do so.**
- **Have the back of this card signed by their parent/caregiver and present it to their House Patron before school the following morning.**

STUDENT:				TERM:	WEEK:	DAY & DATE:
Period	Subject	S	U	Comments	Teacher's Signature	
1						
2						
3A						
R						
3B						
4						
L						
5						

S = Satisfactory: The student has met the agreed behaviour/attitude standards as outlined on the back of this card.

U= Unsatisfactory: The student has not met the agreed behaviour/attitude standards as outlined on the back of this card. Specific examples of this failure to meet the agreed standards are to be given in the "Comments" section.

● **Note to student**

You have been placed on Level 4. This is a serious step and failure to improve your behaviour will lead to expulsion from school. Your parents/caregivers have been advised that your place at the School is in jeopardy.

You will be on this level for 2 weeks.

While you are on this level you will:

- 13. Be removed from your normal class.**
- 14. Not speak during normal period times, unless instructed to do so by your teacher.**
- 15. Complete all work.**
- 16. Be offered counselling about your behaviour and/or attitude.**

Recommendation:

_____ has improved in attitude or application and will be monitored for another 2 weeks on Discipline Level 3.

_____ has not improved in the areas of concern discussed at the beginning of the monitoring period. You will be contacted by the School and attend an interview with the Principal.

Deputy Head of College: _____

Student: _____

Parent/Caregiver: _____

● **SAINT MARKS COLLEGE**



DISCIPLINE LEVEL 4

Name: _____

Class: _____

This student has been placed on Level 4 because of serious and continuing disruption to the learning environment of the School.

This is to be monitored daily in each subject

The student must:

- **Hand the card to the class teacher at the beginning of each session: lesson, sport, recess & lunch break and collect it at the end.**
- **Failure to present the card to the relevant teacher will result in a After School Detention.**
- **Present the card to the Deputy Head of College when instructed to do so.**
- **Have the back of this card signed by their parent and present it to the Deputy Head of College before the commencement of roll call the following morning.**

7 Parental Signature _____

STUDENT:				TERM:	• WEEK:	DAY & DATE:
Period	• Subject	• S	• U	• Comments		Teacher's Signature
Roll Call						
1						
2						
3A						
R						
3B						
4						
L						

S = Satisfactory: The student has met the agreed behaviour/attitude standards as outlined on the back of this card.

U= Unsatisfactory: The student has not met the agreed behaviour/attitude standards as outlined on the back of this card. Specific examples of this failure to meet the agreed standards are to be given in the "Comments" section.