

# Behaviour Management Policy and Procedures

St Mark's Coptic Orthodox College

APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
Head of College	2016	Student Discipline Policy	Deputy Head of College
Head of College	2021	Policy and procedure update	Dean of Students
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**Our Mission** is to work together as one body  
with the hope and faith that we and our children  
come closer to our Lord and Saviour  
**JESUS CHRIST**



*"For as we have many members in one body, but all the members do not have the same function, so we, being many, are one body in Christ, and individually members of one another. Having then gifts differing according to the grace that is given to us, let us use them"*

Romans 12:4-6

*"Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things."*

Philippians 4:8

*"And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the Day approaching."*

Hebrews 10:24-25

## Behaviour Management Policy & Procedures

### 1. Objectives – Policy Statement

At St. Mark's Coptic Orthodox College, our behaviour management policy is grounded in the values of our Coptic Orthodox faith, guided by the teachings of Christ. Our objective is to instill virtues such as Respect, Unity, Service, Resilience, and Growth in our students. Discipline, within this context, serves as a means of fostering spiritual growth and character development consistent with our faith's principles. Through this policy, we aim to create an environment that promotes both academic excellence and spiritual enrichment, reflecting strong Australian Christian values.

This policy upholds the rights of every student to learn in an environment free from harassment and interference, ensuring they feel safe and content at school. Students also have the right to be treated fairly and with dignity. Additionally, it acknowledges that teachers have the right to teach without harassment or interference. This ensures that educators can effectively fulfill their responsibilities and cultivate a conducive learning atmosphere for all students.

Behaviour management plays a vital role in maintaining the safety and well-being of our entire school community and in fostering a conducive learning environment.



*'May the Lord be with you and may you prosper'*

NSW COPTIC ORTHODOX BOARD OF EDUCATION

## COLLEGE VALUES



### RESPECT

To treat each individual as one of God's honoured and precious children with utmost dignity and equity.



### UNITY

To recognise, seek out, and appreciate each member's unique contributions, while working collaboratively as one body of Christ.



### SERVICE

To serve those around us with the love, humility and dedication that our Lord Jesus taught us.



### RESILIENCE

To believe in the will of God in our lives, thereby strengthening our ability to bounce back up and attitude to push forward when facing adversity.



### GROWTH

To sow seeds enriched in the Coptic Orthodox ethos that bear fruits in our personal, professional, academic and spiritual lives.



## 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).

St Mark's Coptic Orthodox College is committed to ensuring procedural fairness when managing student's behaviour.

### 3. Audience and application

All students at St Mark's Coptic Orthodox College are required to abide by the rules of the College 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 offense 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.

When parents enroll their children at St. Mark's Coptic Orthodox College, they enter into a partnership with the school and commit to supporting all our policies and procedures. This partnership is founded on a mutual dedication to empowering students to take responsibility for their actions and participate in shaping their learning experiences. Collaboration among school staff, students, parents, and caregivers is a fundamental aspect of our disciplinary approach.

The college expects students to adhere to the following core rules:

- Embrace and uphold the Christian Orthodox beliefs and values of the college.
- Demonstrate respect towards all members of the college community and extend courtesy to fellow students, teachers, and community members.
- Abide by college and classroom regulations, including following the instructions of their teachers.
- Strive for academic excellence and uphold high standards in learning.
- Resolve conflicts respectfully, calmly, and fairly.
- Adhere to the college's uniform and dress code.
- Maintain regular attendance at the college (unless legally excused).
- Show respect towards all property and facilities.
- Refrain from engaging in violence or bringing weapons, illegal drugs, alcohol, or tobacco onto college premises.
- Never engage in bullying, harassment, intimidation, or discrimination against anyone.
- Be punctual for school and all classes.

By upholding these expectations, students contribute to a positive and conducive learning environment that reflects the values and ethos of St. Mark's Coptic Orthodox College.

## 4. Behaviour Management

At St. Mark's Coptic Orthodox College, every student is entitled to a learning environment that nurtures social, academic, physical, emotional, and spiritual growth while ensuring fair and dignified treatment.

### Discipline Procedures

St. Mark's Coptic Orthodox College has established specific procedures that guide staff in determining appropriate consequences or rewards for student behaviour.

### Strategies to Promote Positive Discipline

Our college aims to cultivate a culture of positive discipline by establishing clear expectations for students and fostering positive behaviour through various strategies, including:

- Clearly defining behaviour expectations
- Implementing tailored teaching and learning programs
- Recognising positive behaviour through:
  - Verbal praise
  - Academic Awards
  - Acknowledgment in college newsletters and social media
  - Leadership positions
  - Merits recorded on SEQTA
  - Each Merit = 10 House Points

Merits & Certificates	Recognition	Date
3 Merits within a week	Students receive a Merit Certificate	Weekly
5 Merit Certificates	Student receives a Year Coordinators' Award during Assembly	2-3 times a term
3 Year Coordinators Award	Student receives a Principal Award	Annual Speech night
All earned Merit points contribute to the House total. The house with the highest total will enjoy a special fun day outing during Term 4. Students with multiple demerits may be ineligible to participate in this event.		

### Consequences

Students who [violate](#) college rules and the Student Code of Conduct may face a range of consequences, determined by the severity of the behaviour and the student's age and behaviour history. These consequences may include:

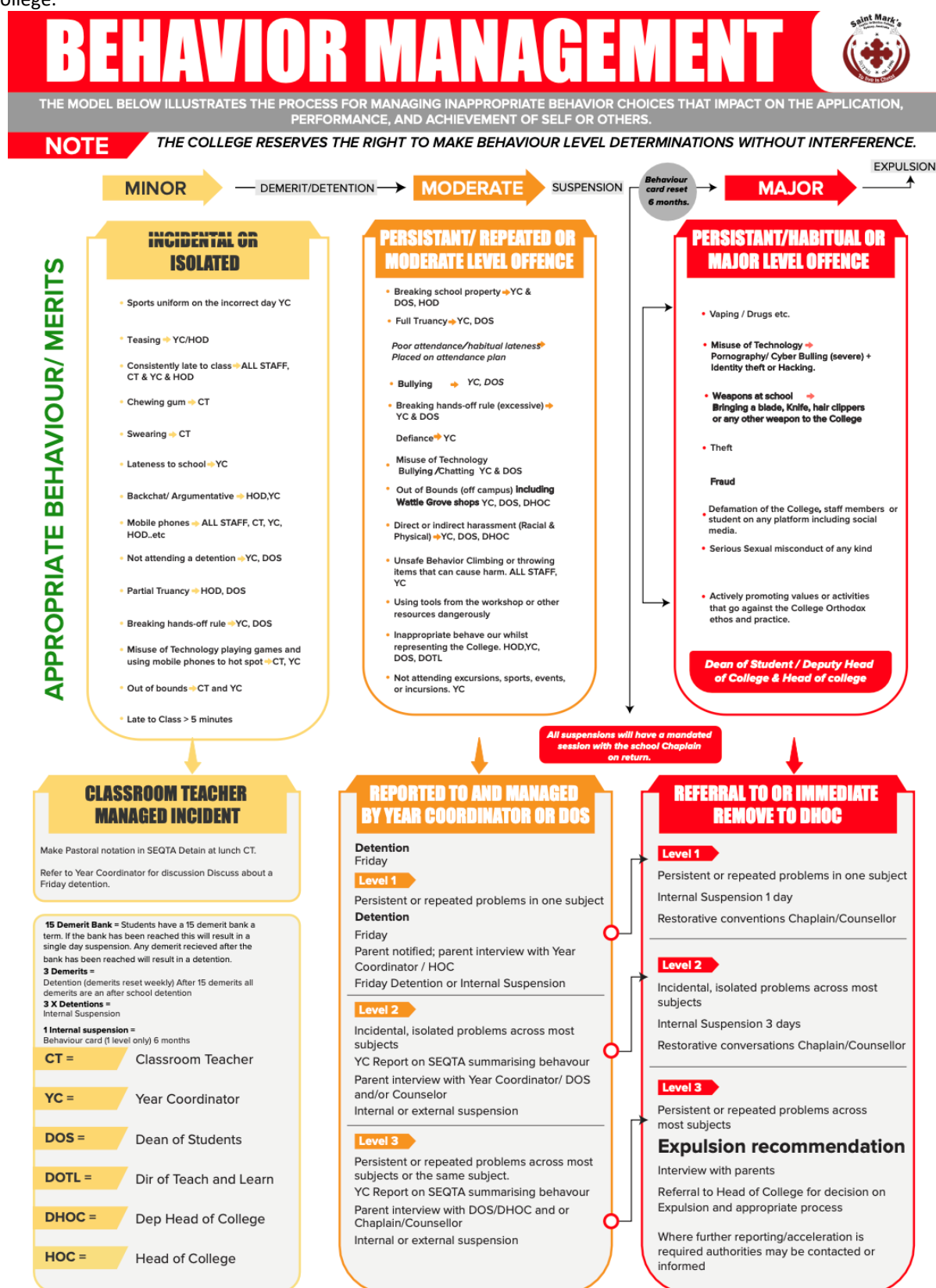
- Verbal or written warnings
- Time outs
- Isolation desk placement
- Litter duties
- Demerits - (3 Demerits=1 Afterschool Detention, 3 after school Detentions or 15 demerit/term = Suspension)

*If a student's demerits exceed a total of 15 within a term, a one-day suspension will be imposed. Subsequent detentions beyond this threshold will result in internal suspensions.*

- Privilege revocation
- Lunchtime or after-school detentions
- Withdrawal from school activities or privileges
- Suspension (*if suspensions accumulate more than 5 days, then the student may be expelled*)
- Expulsion - A decision to suspend or expel a student may only be made by the Head of College

## STUDENT MANAGEMENT SYSTEM Discipline Levels

This behaviour management flowchart 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.



#### **4.1 Dealing with Student behaviour matters of Minor or Moderate offenses**

- 4.1.1** Less serious behavioural matters should be dealt with by classroom Teachers, Teachers on playground duty, Heads of Faculty, Year Coordinators and Executive staff as appropriate. Teachers will use the restorative justice (RJ) practice to resolve or reform student behaviour to meet our student code of conduct.

Less serious offenses may include;

- Inappropriate uniform
- Untidy uniform
- Breaches of the College Uniform & Grooming Policy
- Inappropriate language
- Lateness to school
- Lateness to lessons
- Unsettled behaviour in class or playground
- Possession of a mobile phone

#### **4.2 After School Detentions**

Detentions are monitored and issued by Year coordinators. Detentions are held each Friday afternoon for students from Years 7-12 from 3.15 – 4.15 . The students will be supervised by a Head of Faculty or Year Coordinator who is placed on a roster system.

After school detentions can be issued for:

- Accumulating 3 or more demerits with a week
- Habitual and / or repeated breaches of college rules
- Breaching a College rule that has a consequence greater than a demerit but less than a suspension

#### **4.3 Restorative Justice Session**

Restorative justice is a disciplinary approach that focuses on repairing harm caused by misconduct through dialogue, accountability, and problem-solving. It aims to address the impact of wrongdoing on individuals and the community by involving affected parties in meaningful discussions. This process emphasises empathy, responsibility, and learning from mistakes to foster positive behavioral change and maintain a supportive learning environment.

These sessions are conducted when a student breaches the core values and rules of the college. The session is documented in SEQTA and typically involves the College Counselor and Year Coordinator. For more serious offenses, the College Chaplain and Dean of Students may facilitate the session.



## 5. Procedures for Suspension and Expulsion

- 5.1 Suspension may result from moderate level offenses or repeated/persistent minor level offenses, expulsions may result from major level offenses or persistent/habitual moderate level offenses as set out in the Behavioural Management Chart.

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 Year Coordinator or senior member of staff. Depending on the matter, the appropriate staff member will be: Head of Academic Quality (Curriculum) / Dean of Students (Welfare)/ Deputy Head of College.

- 5.2 Once the incident has been investigated, all reports will be forwarded to the Head of College/ Deputy of College to make a final 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 behavioural management flowchart, individual behaviour management plans must be made.

- 5.3 In the event of a student suspension, the Year Coordinator is responsible for ensuring that classwork missed is made available to them during their suspension. They will request the student's teachers to provide the work through platforms such as Google Classroom or email. Upon request, alternative arrangements can also be made to accommodate the student's circumstances.

- 5.4 Upon returning from suspension, plans will be put in place by the College Welfare Team (Year Coordinators, College Counsellor, College Chaplain, and/or the Deputy Head of College) to resettle the student back into college life. The following will be put in place by the Year Coordinator:

- Session with College Chaplain
- Restorative Justice session when or where appropriate
- Behaviour Card to monitor student progress
- Additional support can be provided upon request for any academic needs

- 5.4.1 Desired behaviour/goals of the student will be clearly outlined. The plan will outline changes required to the learning environment to support the student to modify their behaviour. Both the behaviour card and input on SEQTA will be checked daily by the Year Coordinator and parents to ensure that the student is supported and integrated smoothly back into the classroom setting.

## 6. Appeal and Review Process

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

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 Academic Quality (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:

- 6.1.1 deal with the appeal in a timely manner no longer than two weeks.
  - 6.1.2 ensure that communication lines are maintained with the appellant.
  - 6.1.3 review all relevant material.
  - 6.1.4 ensure all appropriate information is available to the student and parent or caregiver.
  - 6.1.5 discuss relevant issues with the person(s) making the appeal and other parties as appropriate.
  - 6.1.6 advise all the parties of the decision and the specific reasons for reaching the decision.
  - 6.1.7 The HoC will then either confirm the preliminary decision as final decision or amend the preliminary decision based on the additional information provided.
7. This policy and procedures will be made available to all members of the college community via the College website [www.stmarks.nsw.edu.au](http://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.