

# DOMINIC COLLEGE

*A Catholic School in the Salesian Tradition*



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## EXCLUSION FROM SCHOOL POLICY

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Approved By	
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Related Documents	PC Policies and Procedures

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## 1. Rationale

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The College undertakes every effort to sustain consistent attendance by its students and inclusion of its students in its teaching and learning programs. However, in the pastoral interests of individual students and the student body as a whole, the College recognises that there are situations and circumstances that require students to be excluded from school in order to ensure appropriate management and care of students.

The College also recognises that there are times when it is in the best interests of students individually and collectively for a student to have their enrolment discontinued at the College. Procedural fairness will always operate in such circumstances.

## 2. Exclusion from the College

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Dominic College uses two avenues of excluding students – suspension and expulsion.

### Suspension

Suspension refers to the temporary withdrawal of a students' right to attend school or activity for a specified period of time. Categories for suspension are:

- Withdrawal from class/activity for the remainder of the day;
- "In-School" suspension;
- Short term withdrawal from school and all school activities (1-5 days);
- Long term withdrawal from school and all school activities (5+ days);
- Withdrawal from participation in an activity;
- Automatic withdrawal from the school community.

### Expulsion- Discontinuation of Enrolment

Expulsion refers to the permanent withdrawal of a students' right to attend the College.

## 3. Authority to Suspend

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Where any teacher or staff member decides that an act by or the behaviour of a student may warrant suspension or expulsion the teacher or staff member must refer the matter in the first instance to the Principal, or the Deputy Principal who can make a reasonable and unbiased decision.

The Principal may delegate this authority to the Deputy Principal in the Principal's absence.

## 4. Student Behaviour that will warrant Suspension

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If student management strategies are not sufficient for any student, the student will be suspended from school. In these circumstances, suspension will only be made after the matter has been discussed between the Deputy Principal and/or the College Principal or their delegate.

**4.1** In all cases of suspension, the Parents/Caregivers of the student will be notified and the circumstances and reasons for the suspension of the student clearly outlined.

**4.2** In significant disciplinary situations, the parents/caregivers of a student will be informed and, as deemed appropriate, involved in the consequences for the student and proposed means for amendments.

**4.3** In determining whether a student's misbehaviour warrants suspension (ie: exclusion from attending school), the Deputy Principal and/or the Principal will consider the factors including the safety and welfare of the student, staff and other students in the class or school.

**4.4** The full range of school student welfare strategies will have been implemented, in most cases, before suspension is imposed.

**4.5** The Principal and/or Deputy Principal may suspend any student whose behaviour includes:

- i. Persistent disobedience. Students who, in their relationships with staff, are persistently disobedient, insolent, or engage in harassment and abuse of staff or students, may be suspended.
- ii. Persistent disruption. Students who persistently disrupt and prevent the learning and teaching of others may be suspended.
- iii. Persistent breach of school policies, regulations and guidelines. Students who persistently breach the school's published policies, regulations and guidelines may be suspended.
- iv. Persistent disruption of Sport and Co-curricular Activities. Students who persistently do not follow the rules set down for the activity may be suspended from that activity for a period of time.

**4.6** The Principal and/or Deputy Principal may determine that a student should be suspended immediately. This will usually be due to reasons such as the safety of students or staff because of violence, threats of violence, or the presence of weapons or illegal drugs.

**4.7** The Principal will suspend immediately any student whose behaviour includes the following:

- i. Possession of a suspected illegal drug,
- ii. Possession of inappropriate images, inclusive of within mobile devices.
- iii. Violence or threat of serious physical violence. Any student intentionally causing injury threatening physical violence against another student or teacher is to be suspended immediately.
- iv. Possession of a prohibited weapon. Any student possessing a prohibited weapon (eg a knife), or using or threatening to use any item or instrument as a weapon, is to be suspended immediately.

Where necessary and/or required matters will be reported to the police.

## **5. Process and Procedures for Notifying and Resolving a Suspension**

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### **Process**

**5.1** The Coordinator of Pastoral Care K-6/7-10 will conduct a thorough investigation surrounding the issue identified.

5.2 The student will be given the opportunity to respond.

5.3 The student's response will be considered and further investigation will be made if deemed necessary.

5.4 The decision to suspend will be taken by Deputy Principal or Principal.

5.5 The Coordinator of Pastoral Care K-6/7-10 will notify the student and call parents/caregivers to inform them.

5.6 Notification of suspension for a period of one or more days will be made to parents or caregivers in writing and include:

- Notice of the suspension.
- The reasons for the suspension, and where necessary,
- The importance of parental role and assistance in resolving the matter.
- An outline of actions that may be required before a re-entry to the College is considered,
- A reminder that parents/caregivers are responsible for the care and safety of the student while under suspension.

## Resolution

At the enrolment review meeting, the student and his/her parent/guardians will have the opportunity to respond.

Providing requirements for re-entry are fulfilled by the student and/or parents, the Principal or Deputy Principal will convene a suspension resolution meeting with the student and the parent's/caregivers to discuss the basis on which the suspension can be resolved.

If, despite the school's requests, parents or caregivers are unable or unwilling to attend a suspension resolution meeting, the Principal will consider the individual merits of the case. Alternative steps may then be taken to resolve the suspension and facilitate the student's return to school.

## 6. Student Behaviour that will warrant Expulsion

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In accordance with College policies the Principal may terminate the enrolment of a student. In determining whether a student's misbehaviour warrants expulsion the Principal will consider the factors including the safety and welfare of the student, staff and other students in the class or school. The full range of school student welfare strategies will have been implemented in most cases before expulsion is imposed.

The Principal may discontinue the enrolment of any student whose behaviour includes, but is not limited to, the following:

- Failure to fulfil attendance requirements;
- Seriously undermines the ethos of the College;
- Consistently and deliberately fails to comply with any lawful order of the Principal or teacher or staff member;
- Puts the well-being of the College and the College Community at risk;
- Possessing, selling or distributing illegal substances or materials;

- Engages in a serious breach, or repeated breaches of the College's code of conduct; inclusive of harassment and bullying of others;
- Consistently and deliberately interferes with the educational opportunities and endeavours of other students;
- Being found to be of a criminal nature by the courts.

(Where necessary and/or required matters will be reported to the police.)

## 7. Procedural Fairness

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Procedural fairness is understood to encompass the right to be heard and the right to a fair and unbiased hearing. These principles underpin the basic rights of students at Dominic College when dealing with the College as an authority. Dominic College will follow these principles when dealing with any matter that may involve exclusion of a student. Exclusion includes suspension and expulsion from the school. This means that those investigating a matter within the College will act fairly, in good faith, without bias, and exercise discerning judgement. Each party should have an opportunity to state their case adequately, correcting or contradicting any relevant statement prejudicial to their case.

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