

# Suspension, Expulsion and Exclusion Compliance Policy



CSO Operational Policy



Catholic Schools Office  
*Diocese of Armidale*



## SOURCE OF OBLIGATION

The NSW Registration Manual (5.7.1 and 5.7.2) requires that a registered non-government school must have policies relating to discipline of students attending the school that are based on principles of procedural fairness and do not permit corporal punishment of students.

## DISCIPLINE 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.

The Student Discipline Policy sets the framework through which CSO, Armidale manages student discipline.

## SUSPENSION, EXPULSION AND EXCLUSION DEFINED

Suspension, expulsion or exclusion may occur as a consequence of a serious breach of organisation rules, or serious disobedience.

A suspension is a temporary removal of a student from all classes that a student would normally attend at school for a set period of time.

Expulsion is the permanent removal of a student from one particular school.

Exclusion is the act of preventing a student's admission to other schools within the Diocesan School System.

It is our policy that our procedures for the suspension, expulsion or exclusion of a student are based on the principles of procedural fairness.

This policy sets out the procedures to be followed when making a decision about the suspension, expulsion or exclusion of a student.

## WHO MAY MAKE A DECISION TO SUSPEND, EXPEL OR EXCLUDE A STUDENT?

Where any teacher or staff member decides that an act or the behaviour of a student may warrant suspension, expulsion or exclusion, the teacher or staff member must refer the matter to the Principal, or an alternative, disinterested (independent and objective) member of the relevant school's executive/leadership team who can make a reasonable and unbiased decision.

In serious circumstances, a student may be summarily suspended, pending a final decision under this policy. In this case, a meeting with the student and the student's parents to review the suspension must be convened as soon as is practicable.

## PROCEDURAL FAIRNESS - PROCEDURES

CSO, Armidale is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with the relevant school's Student Discipline Policy.

Where a decision is being considered to suspend, expel or exclude a student, the Principal will:

- write to the student, and the student's parents/carers stating:
  - the reasons that the student is under consideration for being suspended, expelled or excluded;
  - the relevant rules, policies, standards of behaviour alleged to be breached;
  - the relevant allegations said to warrant suspension or expulsion;
- allow the student and/or the student's parents/carers to give a response, either in writing or verbally;
- allow the student to have a support person of the student's choosing;
- arrange a meeting with the student, and the student's parents/carers;
- arrange for an interpreter, if one is required;
- meet with the student and the student's parents/carers and/or support person; and
- ensure that such a meeting is recorded in writing.

## SUSPENSION, EXPULSION AND EXCLUSION - CONSIDERATION

The Principal, after following the procedures set out in this policy, will make a decision about the facts of the allegations against the student. The Principal will then decide whether to suspend or expel a student based on the following considerations:

- the safety of all students, staff and visitors;
- the seriousness of the student's acts;
- the response or remorse of the student, if applicable;
- the pastoral care and welfare of the student;
- the student's prospects for rehabilitation;

In the event that the exclusion of a student from the Diocesan system of schools is considered, the Principal will refer the matter to the Director of CSO Armidale.

## ALTERNATIVES TO SUSPENSION, EXPULSION OR EXCLUSION

Despite the fact that a student has been referred for suspension, expulsion or exclusion, other consequences may be imposed. These are outlined in the Student Discipline Policy.

## SUSPENSION AND EXPULSION - CONSEQUENCES

A decision under this policy may result in the following consequences:

### SHORT SUSPENSION

A short suspension may be imposed as a consequence of things such as continued disobedience, or aggressive behaviour.

The student may be suspended from attending school for a period of four (4) school days or less.

### LONG SUSPENSION

A long suspension may be imposed as a consequence of things such as physical violence, possession of a weapon, possession of a suspected illegal substance or serious criminal behaviour.

The student may be suspended from attending school for a period of between five (5) to twenty (20) school days.

### EXPULSION

A student may be expelled from the relevant school. This should be considered as a last resort.

An expelled student will be un-enrolled from the relevant school and will not be allowed to re-enrol without the permission of the Principal.

A decision to expel a student may only be made after consultation with the Principal and the Director of the Diocesan School System.

## EXCLUSION

In the event that the exclusion of a student from the Diocesan School System is considered, the Principal will refer the matter to the Director of CSO Armidale. This decision may be made in addition to a decision to suspend or expel a student.

## NOTIFICATION OF DECISION

The decision made under this policy will be communicated in writing to the student and the student's parents/carers. The Principal will also attempt to communicate this decision verbally.

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

## APPEALS

A student may seek a review of a decision made under this policy. All appeals must be made in writing, setting out the grounds of appeal.

An appeal from a decision to suspend a student must be made to the Principal.

An appeal from a decision to expel a student must be made to the Director of CSO Armidale.

An appeal from a decision to exclude a student from a system of schools must be made to the Director of the CSO Armidale.

## CSO ARMIDALE POLICY

The CSO Armidale has developed a policy statement with respect to the Suspension, Expulsion or Exclusion of Students in Catholic Schools in the Diocese of Armidale. This policy provides more detailed guidelines and must be followed by member schools.

## IMPLEMENTATION

This policy is implemented by:

- staff training and professional development opportunities in behaviour management;
- communicating this policy to the Armidale Diocesan System of Schools;
- monitoring the effectiveness of the policy; and
- reviewing and evaluating the policy annually.