



SUSPENSION & EXPULSION PROCEDURES

Rationale

Suspension & expulsion procedures. At Galen College it is recommended that the Behaviour Management Plan be recorded in writing, signed by the parties involved and dated.

Galen Catholic College Vision Statements

Galen Catholic College is a nurturing community, where Faith and Integrity are at the core of our aspirations. Galen Catholic College strives to;

- Create a faith-centred and hope-filled community inspired by the teachings of Jesus.
- Provide quality education that challenges, supports and empowers students to explore and reach their full potential.
- Foster an inclusive and safe environment.
- Build authentic partnerships between school, parents and carers and the wider community.

Implementation

IN-SCHOOL WITHDRAWAL

Withdrawal from class and/or other school activities, if judged necessary as a behaviour management process, is best done in-school rather than out-of-school, as this maintains a student's connectedness and engagement with the school. It is recommended that school processes for the withdrawal of the student from some aspect(s) of the school program be structured positively to assist in the student's return to acceptable behaviours. An example is the provision of time, in an appropriate and supervised setting, for the student to reflect upon their behaviours and attitudes, the impact of these on themselves and others, reasons for preferring acceptable behaviours, and ways to find encouragement and assistance to achieve this goal. An allocated task in keeping with such a purpose is recommended.

OUT-OF-SCHOOL SUSPENSION

If out-of-school suspension is judged appropriate by the school, it is recommended that it be for the shortest time necessary. The school ought to notify the student's parent(s)/guardian(s), if possible by verbal communication initially and by confirmation in writing as soon as a decision is made to enact an out-of-school suspension. The communication ought to include the reason for the suspension the purpose of the suspension and the date(s) on which the suspension will occur.

It is also recommended that the parent(s)/guardian(s) be offered the opportunity to participate in a meeting to consider these and other related matters, including:

- the legal and pastoral responsibilities of the parent(s)/guardian(s) during the time of suspension
- the school's responsibility for providing learning material during the time of suspension
- possibly setting up a behaviour management plan or behaviour management support group if either or both is/are required
- the process of settling back into the school environment, and how this is to be facilitated
- arrangements for monitoring the student's progress following his/her return to school

The SSEB expects that a student shall not be suspended for a total of more than nine school days in any one school year.

STUDENT WRONGFUL BEHAVIOUR OF A SERIOUS NATURE

Galen College understands *student wrongful behaviour of a serious nature* to be activity or behaviour of a student which:

- seriously undermines the ethos of the Catholic school; and/or consistently and deliberately fails to comply with any lawful order of a principal or teacher; and/or is offensive or dangerous to the physical or emotional health of any student or staff member;
 - consistently and deliberately interferes with the educational opportunities of other students
 - Some wrongful behaviours of a serious nature are by definition *criminal offences*. These may include criminal damage of property, possession of a weapon, theft, assault, assault with weapons, use, possession or distribution of drugs, sexual assault.
- This list is indicative only and not all-inclusive. When a principal determines that a serious offence of a criminal nature has

occurred, the welfare needs of the offending student(s) and the whole community are paramount. The incident should be reported to the police at the earliest opportunity.

When it is judged by the school that a student has engaged in wrongful behaviour of a serious nature within the school community, it is recommended that a **Behaviour Management Support Group** be set up to:

- consider the behaviour of the student and the implications for the student and the school community
- consider the personal and social needs of the student, and how they may best be responded to
- determine what behaviour management action within the school's stated processes is most appropriate
- identify strategies to assist the student, following successful behaviour management, to re-establish his/her place satisfactorily in the school community
- ensure that decisions of the Behaviour Management Support Group are implemented
- access any relevant agencies, including CEO personnel, to provide support

In arriving at decisions, the Behaviour Management Support Group aims for consensus. Where this is not achievable, the principal (or principal's nominee) makes the decision, in accordance with school policies and directives. The decision of the Behaviour Management Support Group is recorded in writing and filed in the school records. Confidentiality should be honoured at all times.

A suggested membership is:

- the principal or his/her nominee as convenor and chairperson
- the student
- the parent(s) or guardian(s) of the student, who may be accompanied by a support person (not acting for fee or reward) nominated by the parent(s)/guardian(s)
- the class teacher (primary) or the teacher nominated as having responsibility for the student (e.g. year level co-ordinator or learning advisor secondary)
- a specialist person/s (as required) who may be of assistance, for example, the student counselor
- the parish priest or canonical administrator (optional)

In some instances, where the behaviour of a student is deemed to threaten immediate or ongoing harm, distress or danger to others, it may be necessary to withdraw or suspend the student temporarily from the student community, pending a meeting of the Behaviour Management Support Group. Responsibility for such a decision rests with the principal or the principal's nominee.

THE PROCESS TO FOLLOW FOR A PRINCIPAL CONSIDERING EXPULSION AS THE MOST APPROPRIATE OPTION

The circumstances surrounding the possibility of expulsion of a student are defined as follows:

SSEB Guidelines for Student Behaviour Support and Intervention November 2011, page 4

The student's behaviour is of such magnitude that having regard to the need of the student to receive an education compared to the need to maintain the health, safety and wellbeing of other staff and students at the school and the need to maintain the effectiveness of the school's educational programs, an expulsion is the only available mechanism.

The following process must be followed before the expulsion of a student:

- The Canonical Administrator and the Director of Catholic Education are notified of expulsion as being a possible course of action
- The Director of Catholic Education appoints a nominee, usually an educational consultant, to review with the Principal all current support mechanisms in place and to explore additional options for the student.

These would include:

- 1.1. Review of the Behaviour Management Plan if in place to explore ways in which it can be modified or developed. If not in place a Behaviour Management Plan should be considered as a possible means of supporting the student to remain in the school
- 1.2. Review of the workings of the Behaviour Management Support Group (if in place) to explore additional means of supporting the student. If not in place, a Behaviour Management Support Group should be considered as a possible support for the student to remain in the school.
- 1.3. Exploring different modes of education which are available in the community including employment, learning at home, online learning, out of school hours learning opportunities, TAFE, flexible learning settings, etc. and the opportunities for the student in one or more of these.
- 1.4. Formal opportunities for the student and/or parents/guardians to respond to the circumstances, to outline their hopes for the future and to explore further options.
- 1.5. Review of the restorative practices that are in place in the community.
- 1.6. The identification of additional sources of professional advice, e.g. CEO personnel, psychologist, etc.
- 1.7. In circumstances where all of the above have been explored, expulsion can only proceed in consultation with the Director's nominee and after notification of the Canonical Administrator, the Director or the relevant congregational authority. This process requires a thorough briefing by the Principal and the Director's nominee.

NOTIFICATION OF EXPULSION

A formal Notice of Expulsion is provided to the parent(s)/guardian(s) of the expelled child. This is formally recorded on the school files. The Notice of Expulsion is to be issued before or on the day when the expulsion is to commence. The notice needs to include:

- The reason(s) for the expulsion
- The commencement date of the expulsion
- Details of the Appeal process

APPEAL PROCESS

Parent(s)/guardian(s) may within ten (10) days lodge a formal appeal. When a student is living independently from their parent(s)/guardian(s) the student also has the right of appeal. Valid grounds for appeal are that:
SSEB Guidelines for Student Behaviour Support and Intervention November 2011, page 5

- Proper procedures were not followed by the school in matters related to the expulsion decision, and/or that
- The full details of the case were not investigated at the time (additional details to be provided), and/or that
- The decision was too severe, and/or that
- The decision was unjust

The appeal must be in writing to the Director of Catholic Education or in the case of Congregation-owned school, to the relevant designated congregational authority. Upon receipt of this appeal notice the authority will appoint an independent person (footnote to be inserted to read – person of appropriate educational, legal or leadership experience not employed by any school or agency of the Sandhurst Diocese) agreed by both parties to investigate and decide the appeal.

When the process has been completed the independent person will deliver their findings to the Director of Catholic Education or the Congregational authority who will directly notify the principal and person(s) who made the appeal. If the grounds on which the appeal was made are found true, the expulsion will be repealed. Otherwise the expulsion will remain. The decision will be final and is not subject to further appeal with the Catholic Education System.

FOLLOWING AN EXPULSION

A student who is expelled will be offered the opportunity for counseling and will be assisted by the school to seek enrolment with another education provider. Where it is not appropriate for the school to provide this support, this role will be played by the Catholic Education Office or another service provider. Whilst enrolment with another provider may not be possible in some regions, every effort will be made to ensure continuity of learning for that student.

Where a student who is under seventeen is expelled, the school will notify the DEECD Regional Director by completing a DEECD Exit Form and providing a copy for the Regional Office and for the student/family.

Review

This document will be reviewed as part of the College's three (3) year review process.

Galen Catholic College School Board
Leadership Team
Relevant Committee(s)
General Staff
Relevant parent body (Parent Association)
Relevant student body (Student Leadership)

This document shall be reviewed within three years of the date of issue.

Principal:

Signature:

Date: 12 March 2014