



## **SUSPENSION AND EXPULSION POLICY**

### **1 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 Minaret College manages student discipline.

### **2 SOURCE OF OBLIGATION**

The Act (s 4.3.1(6)) requires that our policies relating to the discipline of students are based on principles of procedural fairness and must not permit corporal punishment.

### **3 SUSPENSION AND EXPULSION DEFINED**

Suspension or expulsion may occur as a consequence of a serious breach of school 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.

It is our policy that our procedures for the suspension or expulsion 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 or expulsion of a student.

### **4 WHO MAY MAKE A DECISION TO SUSPEND OR EXPEL A STUDENT?**

Where any coach and the Student Wellbeing Specialist decide that an act or the behaviour of a student may warrant suspension or expulsion they must refer the matter to the Deputy Head of School (DHOS) or Head of School (HOS) with all relevant details.

The Head of School will make a final decision in regards to short suspensions and the Head of Campus notified. The Head of Campus must sign off on all long suspensions. In case of expulsion, the HOS will inform the HOC who will consider the case and pass on all relevant information to the Executive Principal for a final 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/carers to review the suspension must be convened as soon as practicable.

## **5 PROCEDURAL FAIRNESS - PROCEDURES**

Minaret College is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with our Student Discipline Policy.

Where a decision is being considered to suspend or expel a student, the Head of School, or their delegate, will be responsible for the following:

- a) inform the student, and/or the student's parents/carers stating:
- b) the reasons that the student is under consideration for being suspended or expelled
- c) the relevant rules, policies, standards of behaviour alleged to be breached
- d) the relevant allegations said to warrant suspension or expulsion
- e) allow the student and/or the student's parents/carers to give a response, either in writing or verbally
- f) allow the student to have a support person of the student's choosing
- g) arrange a meeting with the student, the student's parents/carers and/or the support person
- h) ensure that such a meeting is recorded in writing.

## **6 SUSPENSION AND EXPULSION - CONSIDERATION**

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

- a) the safety of all students, staff and visitors
- b) the seriousness of the student's acts
- c) the response or remorse of the student, if applicable
- d) the pastoral care and welfare of the student
- e) the student's prospects for rehabilitation

## **7 ALTERNATIVES TO SUSPENSION OR EXPULSION**

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

## **8 SUSPENSION AND EXPULSION - CONSEQUENCES**

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

### **8.1 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. Students returning to the College after a short suspension will be placed on conditional enrolment.

## **8.2 LONG SUSPENSION**

A long suspension may be imposed as a consequence of things such as physical violence, bullying or stealing. The student may be suspended from attending school for a period of between five (5) to twenty (20) school days. Students returning to the College after a long suspension will be placed on conditional enrolment.

## **8.3 EXPULSION**

A student may be expelled from Minaret College. Due to the seriousness of such a consequence, a formal 'show cause' process will be followed. Parents and the student will be invited to a meeting and advised that the College is considering expelling the student. The rationale for the preliminary position will also be shared. Parents and the student will then be requested for a second meeting where they will share why enrolment should continue. The College will consider the information shared before making a final decision. Failure of parents and students to participate in the show cause process will result in the College making a decision based on the information immediately on hand.

An expelled student will be un-enrolled from the College and will not be allowed to re-enrol without the permission of the Executive Principal. A decision to expel a student may only be made after consultation and approval of the Executive Principal.

## **9 CONDITIONAL ENROLMENT**

Students are placed on conditional enrolment as a consequence to concerns about a student's behaviour. Any student who is suspended from school will have their enrolment made conditional. Conditional enrolment means that any further breaches of the College's expected behaviour will result in termination of enrolment (i.e., expulsion).

## **10 NOTIFICATION OF DECISION**

The decision made under this policy will be communicated in writing to the student and the student's parents/carers. The Executive Principal, or their delegate, 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.

## **11 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 Head of Campus.

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

## **12 REGISTER OF SUSPENSIONS AND EXPULSIONS**

Minaret College keeps a register of suspensions and expulsions.

### **13 IMPLEMENTATION**

This policy is implemented by:

- a) staff training and professional development opportunities in behaviour management
- b) communicating this policy to the College community
- c) monitoring the effectiveness of the policy
- d) reviewing and evaluating the policy annually.

### **14 RELATED POLICIES**

- Student Discipline Policy
- Student Code of Conduct
- Grievances and Complaints Policy

### **DOCUMENT CONTROL**

Doc ID: POL-SWB-02  
Version 2.0  
Reviewed: April 2024  
Approved: April 2024