



BLAXLAND PUBLIC SCHOOL

**SUSPENSION  
and  
EXPULSION  
POLICY**

## SUSPENSION

### General Principles

In determining whether a student's misbehaviour is serious enough to warrant suspension, the principal will consider the safety, care and welfare of the student, staff and other students.

Prior to suspension, with the exception instances deemed serious misbehaviour that impact on the safety or welfare of students or staff, the principal will:

- ✚ ensure that appropriate school student welfare strategies and discipline options have been applied and documented
- ✚ ensure that appropriate support personnel available within the school system
- ✚ ensure that discussion has occurred with the student and parents regarding specific misbehaviour which the school considers unacceptable and which may lead to suspension
- ✚ develop, in conjunction with the school learning support team or appropriate school or departmental personnel, a specific behaviour management plan to assist the student to manage inappropriate behaviour
- ✚ provide a formal written caution detailing inappropriate behaviours, as well as clear expectations of what is required of the student in future, and
- ✚ record all action taken.

The Principal:

- ✚ may determine that a student should be suspended immediately. This will usually be due, but not limited, to reasons such as the safety of students or staff.
- ✚ must suspend immediately and consistently with these procedures (including procedural fairness) any student who:
  - is physically violent, resulting in injury, or whose violent behaviour seriously interferes with the safety and well being of others. The matter must also be reported to the School Safety and Response hotline on 1300 363 778 where advice will be provided on managing and reporting the incident.
  - is in possession of a firearm, prohibited weapon, (as defined by Schedule One of the Weapons Prohibition Act), or knife (without reasonable cause). The matter must be reported to the NSW Police Force immediately and the School Safety and Response hotline on 1300 363 778.
  - uses, supplies, or is in possession of, a suspected and or confirmed illegal substance (not including alcohol or tobacco) or supplies a restricted substance such as prescription drugs.
  - engages in serious criminal behaviour related to the school: The matter must be reported to the NSW Police Force immediately and the School Safety and Response hotline on 1300 363 778.

The Principal will:

- ✚ ensure that in meetings with school personnel, where communication difficulties arise due to a lack of understanding of English, parents have access to the use of an on-site or telephone interpreter and receive translated letters notifying of suspension
- ✚ provide the opportunity for a support person (if required) in order for a parent to participate fully in the suspension process, including suspension resolution meetings. The person is to be acceptable to both the parents and the principal. The responsibility for organising a support person rests with the parents. Parents may be referred to the student welfare consultant if they require assistance.

## **SHORT SUSPENSION**

The principal may choose to impose a short suspension of up to and including four school days. Short suspensions may be imposed for the following reasons and will be reported in the following categories:

### **1. Continued Disobedience.**

This includes, but is not limited to, breaches of the school discipline code such as: refusal to obey staff instructions; defiance; disrupting other students; use of alcohol or use of tobacco.

### **2. Aggressive Behaviour.**

This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including damaging the property of the school or students; bullying (including cyberbullying); verbal abuse and abuse transmitted electronically such as by email, SMS text messages or by other electronic means. In the case of Cyberbullying the school's Anti Bullying Policy will be implemented. Advice will be sought from the School Safety and Response Hotline as to whether the police should be informed.

A formal disciplinary interview will be held with the student prior to making the decision to impose a short suspension.

**The Principal will:**

- ✚ ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond. The key features of the interview will be recorded in writing.
- ✚ convene a suspension resolution meeting at the earliest opportunity where school regional and other resources may be sought in assisting the student to modify their behaviour.
- ✚ notify the school learning support team and school counsellor.
- ✚ negotiate, with the class teacher for student work to be completed during the suspension
- ✚ notify the School Education Director where two short suspensions have been imposed in a twelve month period.
- ✚ ensure suspensions are recorded in the suspension register and filed.

## **LONG SUSPENSION**

The Principal may impose a long suspension of up to and including 20 school days.

### **In implementing a long suspension the Principal will consider:**

- ✚ the safety of students and staff
- ✚ the merit and circumstances of the particular case
- ✚ factors such as the age, individual needs, any disability and developmental level of students.

### **The Principal will impose a long suspension for:**

- ✚ Physical Violence which results in injury or which seriously interferes with the safety or well being of other students and staff.
- ✚ use or possession of a prohibited weapon, firearm or knife. Weapons include laser pointers, or similar articles
- ✚ use of a knife or possession of a knife
- ✚ use or possession of a firearm of any type (including live ammunition and replica firearms – not including plastic toys).
- ✚ possession, supply or use of a suspected illegal substance: This does not include alcohol or tobacco, but does include supplying other students with illegal drugs or restricted substances such as prescription drugs.
- ✚ serious criminal behaviour related to the school: This includes malicious damage to property (school or community), or against the property of a fellow student or staff member on, or outside of the school premises. If the incident occurred outside the school or outside school hours, there must be a clear and close relationship between the incident and the school.
- ✚ use of an implement as a weapon. When a student uses an implement as a weapon to assault or injure another person (including use of an offensive implement, which is any implement made or adapted to cause injury to another person).
- ✚ persistent or serious misbehaviour. This includes, but is not limited to:
  - repeated refusal to follow the school discipline code;
  - threatening to use a weapon in a way that might seriously interfere with the safety and wellbeing of another person;
  - making credible threats against students or staff;
  - behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach including bullying, harassment and victimisation.

### **The Principal will:**

- ✚ advise the School Education Director with two days of the suspension and probable duration
- ✚ ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond. The key features of the interview will be recorded in writing.
- ✚ provide the student with the opportunity to have a parent present during the interview for suspension.

- ✚ convene a suspension resolution meeting at the earliest opportunity where school regional and other resources may be sought in assisting the student to modify their behaviour.
- ✚ notify the school learning support team and negotiate management of the student's welfare needs, including strategies to assess and manage risks.
- ✚ notify the school counsellor. The school counsellor will prepare a report to be filed.
- ✚ negotiate, with the class teacher for student work to be completed during the suspension
- ✚ ensure suspensions are recorded in the suspension register and filed.
- ✚ seek approval of the School Education Director in instances where more than two long suspensions are required.

In serious situations where a matter has not been resolved other strategies must be considered including alternative educational placements, expulsion from the school or expulsion from the school.

Alternative educational placements will be discussed with the School Education Director.

## **NOTIFICATION OF SUSPENSION**

A student will not be sent out of the school before the end of the school day without notification being made to their parents and, if necessary, agreement reached about arrangements for the collection of the child from school.

### **The Principal will:**

- ✚ ensure adequate supervision is provided for a student at school until those arrangements for suspension is made.
- ✚ Notify parents in writing within 24 hours following immediate verbal notification.
- ✚ notify the provider of special transport of arrangements if required.
- ✚ provide a copy of the Suspension and Expulsion Policy and Student welfare Policy, including appeal rights.
- ✚ note the intention to consider expulsion (if applicable)

### **The notification will include:**

- ✚ notice of the suspension
- ✚ the date and probable duration of the suspension
- ✚ reasons for the suspension
- ✚ the clear expectation that the student will continue with studies while suspended
- ✚ the importance of parents cooperatively working with the school in resolving the matter

- ✚ parental responsibility for the care and safety of the student while under suspension, and the clear expectation that the student should not be on school grounds without the prior permission of the principal
- ✚ information concerning appeal rights and other appropriate government or community agencies available to provide assistance where necessary.

## **RESOLUTION**

### **The Principal will:**

- ✚ convene a suspension resolution meeting of personnel involved in the welfare and guidance of the student, including the parents, to discuss the basis on which the suspension will be resolved.
- ✚ consider the individual merits of the case in the event a parent is unwilling or unable to attend the resolution meeting and attempt to ensure that the student is back at school on or before the concluding date of the suspension period.
- ✚ notify the School Education director in cases where a resolution is not attained (providing documentation) in order to facilitate resolution and the return of the student to school.
- ✚ Refer a student to the school counsellor in cases of long suspensions.
- ✚ Record and file the outcomes of the suspension resolution meeting. This should be retained on a file at the school. (Copy to parents).
- ✚ Implement risk assessments where a student may pose a risk to themselves or others on their return.

## **EXPULSION**

In serious circumstances of misbehaviour the principal may expel a student of any age from their school.

Students expelled from Blaxland Public School for misbehaviour may not re-enrol in our school without the approval of the regional director.

### **The Principal will:**

- ✚ ensure, except as a result of a most serious incident, that all appropriate student welfare and discipline strategies have been implemented.
- ✚ convene a formal disciplinary interview with the student.
- ✚ ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond to the allegation(s). The student must also have an appropriate observer of their choosing present at the interview. The interview will be recorded in writing.
- ✚ place the student on a long suspension pending the outcome of the decision
- ✚ notify the student and the parents, in writing, that expulsion from Blaxland Public School is being considered.

- ✚ obtain and consider a school counsellor report that includes recommendations for further action
- ✚ provide parents with a copy of all documentation
- ✚ provide seven school days for students and parents to respond
- ✚ consider any response from the student and parents before proceeding further
- ✚ discuss with the student and the parents the implications of expulsion and provide information relating to the right to, and process for, an appeal (if the expulsion were to proceed).
- ✚ advise the School Education Director prior to providing formal notification to the student and the parents.

In the event that a student is to be formally expelled the Principal will:

- ✚ inform the student and the parents in writing.
- ✚ arrange within ten school days, with support from regional staff, an alternative educational placement appropriate to the needs of the student.
- ✚ finalise the expulsion within 20 school days.

## **REVIEWS**

Reviews are systematic and may only be implemented by the School Education Director or Regional Director.

## **APPEALS**

Appeals may be directed to the School Education Director. Appeals should be in writing, stating the grounds on which the appeal is being made.