

DOMINIC COLLEGE

A Catholic School in the Salesian Tradition



EXCLUSION FROM SCHOOL POLICY AND PROCEDURE

Date	October 2023
Responsible Position	College Leadership Team
Approved By	College Board
Next Review Date	2026
Related Documents	Behaviour Management Policy Child Safe Policy Complaints Policy Enrolment Policy General Terms and Conditions Privacy Policy Student Welfare Policy Student Code of Conduct Suspension Notice Wellbeing Policy Work Health and Safety Policy

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1. OUR PHILOSOPHY

Dominic College is a Catholic school in the Salesian tradition. The policies of the College, underpinned by the Gospel values, serve to promote the wellbeing, dignity and uniqueness of each human person.

The four central pillars in the Charter for Salesian Schools encapsulate our founder Don Bosco's vision and guides the College in all aspects of school life. Accordingly, Dominic College is:

- A HOME that welcomes
- A PARISH that evangelises
- A SCHOOL that prepares for life
- A PLAYGROUND where friends meet

Guided by our philosophy, the purpose of this policy is to manage the suspension and discontinuation of student enrolment and ensure procedural fairness is followed.

2. RATIONALE

Dominic College aims to work in partnership with students, families, and staff in all of its educational endeavours. The College aims to provide its students with a safe, supportive, and enriching environment to develop spiritually, physically, intellectually, emotionally, and socially.

In tandem with various College policies, including but not limited to the Behaviour Management Policy, Child Safe Policy, Student Welfare Policy and Student Wellbeing Policy, there is a commitment at the College to place the wellbeing of students at the centre of the way in which students are supported and nurtured.

The College is committed to sustaining consistent attendance by its students and inclusion of its students in its teaching and learning programs. However, in the 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 effective and 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.

The College also recognises that the parents/guardians of a student enter into a partnership with the College and commitment to and honouring of the agreed partnership is central to a student's ongoing enrolment at the College.

3. EXCLUSION FROM THE COLLEGE

Dominic College uses two avenues of excluding students – suspension and discontinuation of enrolment (expulsion).

SUSPENSION

Suspension refers to the temporary withdrawal of a student’s right to attend school, attend classes, or participate in an activity or event for a specified period of time. Categories of suspension are:

- Withdrawal from classes and activities for part of the day;
- Withdrawal from participation in an activity including but not limited to sport, excursions and camps;
- Internal suspension – Attends school but does not attend classes, participate in activities or events, or interact with other students (1+ days);
- External suspension – Cannot attend school, or participate in any activities or events representing the College (1+ days);

DISCONTINUATION OF ENROLMENT

Discontinuation of enrolment or expulsion, refers to the permanent withdrawal of a student’s right to attend the College.

4. AUTHORITY TO SUSPEND

Only the College Principal, has the authority to determine if a student will be suspended or discontinued. The Principal may delegate this authority to the Deputy Principal (Primary) or Deputy Principal (Secondary) in the Principal’s absence.

5. STUDENT BEHAVIOUR THAT WILL WARRANT SUSPENSION

Suspension of a student is at the Principal’s discretion. If a student breaches the College’s Expectations, Student Code of Conduct or other College policies in any serious way, the student will be suspended.

The Principal may determine if a student should be suspended immediately.

In determining whether a student’s misbehaviour warrants suspension, the Principal will consider the factors including the safety and welfare of the student, staff and other students in the class or school, or others in the broader community, outside of the College.

The full range of student welfare strategies will have been implemented, in most cases, before suspension is imposed, unless the action by the student warrants immediate exclusion from school.

If student management strategies are not sufficient for a student, the student will be suspended (i.e. excluded) from school.

- In all cases of suspension, the parents/guardians of the student will be notified verbally and in writing and the circumstances and reasons for the suspension of the student clearly outlined.
- In significant disciplinary situations, the parents/guardians of a student will be informed and, as deemed appropriate, involved in the consequences for the student and proposed means for resolution.
- The Principal may suspend any student whose behaviour includes:
 - a. 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.
 - b. Persistent disruption. Students who persistently disrupt and prevent the learning and teaching of others may be suspended.
 - c. Breach of the College policies, regulations, and guidelines. Students who breach the College's published policies, regulations and guidelines may be suspended.
 - d. 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.
- The Principal will suspend immediately any student whose behaviour includes the following:
 - a. Significant breach of the College's Expectations.
 - b. Possession of a suspected illegal drug or alcohol.
 - c. Possession and/or distribution of inappropriate images or materials regardless of the means or methods used.
 - d. Violence or threat of serious physical violence. Any student intentionally threatening, harassing, causing injury, or threatening physical violence against another student, staff member, or identified person beyond the College, is to be suspended immediately.
 - e. Possession of a weapon. Any student possessing a weapon (e.g. a knife) or using or threatening to use any item or instrument as a weapon is to be suspended immediately.

Where necessary, these matters will be reported to the police.

6. OTHER GROUNDS FOR SUSPENSION

Dominic College may also suspend a student's enrolment if any one of the following occurs:

- A student does not comply with the obligations set out in the General Terms and Conditions, Enrolment Application, Enrolment Offer or Enrolment Acceptance.
- A student's behaviour poses a risk to the health, safety, wellbeing and/or enjoyment of the services and facilities provided to the student, other students, staff, parents, or other visitors to or at Dominic College.
- If there is an outbreak of a vaccine preventable disease at Dominic College, and Dominic College does not have any evidence that the student is immunised against that disease.

Where necessary and in accordance with the law, the College will report matters to the Police and relevant governing authorities.

7. PROCESS FOR NOTIFYING AND RESOLVING A SUSPENSION

PROCESS

- A member of the College Wellbeing Team or the College Leadership Team will conduct a thorough investigation of the issue(s) identified.
- The student will be given the opportunity to respond to the identified matter.
- The student's response will be considered, and further investigation will be made if deemed necessary.
- The decision to suspend will be taken by the Principal.
- A member of the Wellbeing Team will notify the student and contact parents/guardians to inform them.
- Notification of suspension for a period of one or more days will be made to parents/guardians in writing and include:
 - a. Notice of the suspension
 - b. Type of suspension and any conditions
 - c. Duration of the suspension
 - d. The reasons for the suspension
 - e. The importance of the parental role including discussing the matter with their child, and assistance in resolving the matter if required
 - f. An outline of actions that may be required before an enrolment review meeting with the Principal is considered
 - g. Any other steps or actions deemed necessary.

RESOLUTION

An enrolment review meeting will be arranged with the student and their parents/guardians to discuss the suspension and the basis on which the suspension can or cannot be resolved, and at

which the student and their parents/guardians will have the opportunity to respond to the suspension.

The student and their parents/guardians will have the opportunity to respond to the reason for the suspension. The student will have the opportunity to make a statement in regard to their actions.

If, despite the College's requests, parents or guardians are unable or unwilling to attend an enrolment review meeting, the Principal will consider the individual merits of the case and determine the outcome.

8. STUDENT BEHAVIOUR WARRANTING DISCONTINUATION OF ENROLMENT

In accordance with College policies and the General Terms and Conditions, the Principal may terminate the enrolment of a student.

In determining whether a student's actions warrant discontinuation of enrolment, the Principal will consider the factors including the safety and welfare of the student, staff and other students in the class or College or members of the broader community.

The full range of student welfare strategies will have been implemented in most cases before discontinuation of enrolment is imposed.

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

- Failure to fulfil attendance requirements;
- Failure to fulfil the College Expectations or abide by the Student Code of Conduct;
- Serious undermining of the values and ethos of the College;
- Consistent and deliberate failure to comply with any lawful order of the Principal, teacher, or staff member;
- Putting the safety and wellbeing of members of the College and the College community or the broader community at risk;
- Possessing, selling, or distributing illegal substances or materials;
- Engaging in serious or repeated breaches of College policies and Codes of Conduct, inclusive of harassment and bullying of others;
- Consistent and deliberate interference with the educational opportunities and endeavours of other students; or
- Behaviour of a criminal nature.

Where necessary, these matters will be reported to the police.

9. OTHER GROUNDS FOR DISCONTINUATION OF ENROLMENT

Dominic College makes every effort to support and sustain student enrolment through compassion, joint communication and problem solving, and a commitment to work in partnership with families.

In situations where resolution to concerns in relation to the continuation of enrolment have not been achieved through the school-family collaboration or partnership, Dominic College may also end, in accordance with the College's General Terms and Conditions, a student's enrolment where a student, parent or guardian for the student has failed to fulfil their enrolment obligations and/or partnership with the College in the following circumstances:

- A student, or the parent/ guardian, whose details are set out in the relevant Enrolment Application or Enrolment Acceptance, fails to comply with an obligation set out in the General Terms and Conditions, Enrolment Application, Enrolment Offer or Enrolment Acceptance;
- A student, or the parent/guardian, whose details are set out in the relevant Enrolment Application or Enrolment Acceptance, fails to comply with Dominic College policies and publications set out on the Dominic College website;
- A student's behaviour poses a risk to the health, safety, wellbeing and/or enjoyment of the services and facilities provided to the student, other students, staff, parents, or other visitors to or at Dominic College;
- Adjustments are required to be made to the services provided by Dominic College to accommodate a student's particular additional needs and following reasonable consultation with the parent/guardian of that student about whether the adjustments can be reasonably provided, Dominic College considers that the College is unable to continue to provide the services to the student because:
 - i. the adjustments would unreasonably impact on the student, staff, other students, parents or other visitors to/at the College and their health, safety, wellbeing and/or enjoyment of the services or the College's facilities; or
 - ii. the adjustments would cause unjustifiable hardship to Dominic College, including but not limited to financial hardship which the College cannot be reasonably compensated for by agreed additional fees; and
 - iii. in the absence of those adjustments Dominic College cannot provide services that properly meet the student's needs;
- The fees and charges are not paid in relation to a student's enrolment by the due date; or the parent/guardian (and whose details are set out in the relevant Enrolment Application or Enrolment Acceptance) has provided misleading information or has failed to provide significant relevant information to Dominic College.

Where necessary, these matters will be reported to the police.

10. PROCEDURAL FAIRNESS

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 from the College, or discontinuation of enrolment (expulsion).

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.

When undertaking any decisions in relation to student exclusion, the College will always ensure that its Catholic and Salesian values are upheld, and that the decision does not contradict the College's Wellbeing Policy and any rights of the student under Antidiscrimination Laws and/or any other relevant legislation.

11. COMPLAINTS

Should any party involved in an exclusion from school matter at Dominic College have any concerns, they should refer to the College Complaints Policy which is available on the College website.