



## **Good Samaritan Catholic College Guidelines for Suspension**

- ❑ In determining whether a student's misbehaviour is serious enough to warrant suspension ( ie. Exclusion from attending school), the Principal will consider the safety and welfare of the student, staff and other students in the class or school.
- ❑ Suspension means that a student's misbehaviour is serious enough to warrant exclusion from attending school. The Principal is the only person with the authority to suspend, or delegate the authority to suspend. At Good Samaritan Catholic College this authority is also delegated to the Assistant Principal.
- ❑ The full range of the Student Management Policy strategies will have been implemented, in most cases, before a suspension is imposed.
- ❑ Principals must suspend students immediately and consistently with the procedures in the CEO Guidelines document "Pastoral Care of Students in Catholic Schools" cases where students or staff safety has been compromised:
  - Possession of a suspected illegal drug;
  - Violence or threat of serious physical violence;
  - Possession of a prohibited weapon.
- ❑ Principals may also suspend, consistent with the procedures in the CEO Guidelines, any student whose behaviour includes:
  - Persistent disobedience;
  - Persistent disruption;
  - Breach of published school rules.
- ❑ In circumstances other than those outlined above, suspension will usually occur after the Principal has:
  - Ensured that all appropriate and available student welfare strategies and discipline options have been applied and documented;
  - Ensured that all appropriate support personnel available, within the school and externally, have been involved;
  - Taken reasonable steps to ensure that discussion appropriate to the circumstances has occurred with the student and/or parent/carers regarding specific misbehaviour which the school deems unacceptable and which may lead to suspension;
  - Provided to the students and/or parent/caregivers a formal written caution detailing these behaviours, as well as clear expectations of what is required of the student in the future;
  - Recorded in appropriate school files all action taken.
- ❑ **Suspension Procedure**
  - The Principal should inform the student of the precise grounds on which suspension is being considered. The student must be given the opportunity to respond.
  - The student's response must be considered before a decision to suspend is made.
  - The decision to suspend must be taken by the Principal or authorized delegate.

□ **Notification to Parents**

- A student will not be sent out of the College before the end of the day without notification being made to a parent / guardian and, if necessary, agreement reached about arrangements for the collection of the student from the College.
- Notification of suspension must be made to parents/guardians in writing.
- In all cases, the notification must include:
  - Notice of suspension
  - The reason for suspension
  - The clear expectations that the student will continue with studies while suspended
  - The importance of parental assistance in resolving the matter.
  - Parental responsibility for the care and safety of the student while under suspension
  - Parents/Guardians referral to the College's published Discipline Code

□ **Notification to Others**

- Where appropriate, the Regional Consultant would be advised of the decision to suspend by the Principal
- When relevant and appropriate, the Parish Priest may also need to be advised by the Principal.

□ **Resolution**

- At the earliest opportunity, the Principal or authorized delegate must convene a suspension resolution meeting with the student and the parent(s)/guardian(s) to discuss the basis on which the suspension will be resolved.
- If, despite the College's requests, parents or guardians are unable or unwilling to attend a suspension resolution meeting, the Principal should consider the individual merits of the case and refer the matter to the Regional Consultant. Alternative steps may need to be taken to resolve the suspension and facilitate the student's return to school.

□ **Expulsion**

In extreme circumstances, the Principal may transfer a student from the school to another Catholic School, or, make a submission to Executive Director of Schools, recommending the expulsion of a student from the Archdiocesan System of Schools.