



SUSPENSION & EXCLUSION POLICY

ISSUED	October 2003	LOCATED	T:\Admin\Executive\1.College Policies - All major College policies\College Policies		
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1. Introduction

An important facet of the Mission of Nambour Christian College Ltd, herein referred to as the College, is to provide a secure and supportive, Christ-centred learning community for every student. In such an environment, students will feel secure and be encouraged to reach their full potential and mature into effective members of society. The Suspension & Exclusion Policy is one of a number of policies formulated to protect students and staff which provide a foundation whereby the Mission is translated into reality.

2. Purpose

This particular policy refers to suspension, and exclusion issues, and is written for the protection of all students and staff and provides appropriate responses to serious and extreme behaviours. It is to be read in conjunction with the Child Protection policy.

3. Definitions

Show Cause describes the situation whereby parents and students will be asked to provide exceptional reasons and evidence to support the student’s continued enrolment at the College.

External Suspension is a defined period where the enrolment of the student is not cancelled, but where the student will be requested not to attend classes at the College. Parents will be required to make arrangements for the student to stay at home.

Suspension: In house (internal)

Exclusion Where the College cancels the enrolment contract with the parents and student.

Expulsion see Exclusion

Trial (Probation) Period A defined period of time, usually occurring after *suspension* and *show cause* where a student will be allowed to return to classes under specific guidelines and behaviour requirements. The guidelines and behaviour requirements will be documented and provided to parents, students and teachers.

Student means a person enrolled at the College regardless of age.

Parent means either a biological, step parent and/or a person acting in the capacity of foster parent or guardian.

Teacher is a person employed in the capacity of teacher at the College, and includes full time, part time, casual and relief appointments.

Staff includes teachers and general staff.

Natural Justice The principles of natural justice will apply to decisions to be made under this policy. As the consequences of a decision for any individual become more serious (potential penalties) so the importance of a demonstrably fair process increases. A fair process should however, occur at all levels. The two fundamental principles of natural justice are that:

- That the person must be informed of any complaint made against them and given the opportunity to state their side of the story.
- That the person making the final decision must not be biased.

Serious Misbehaviours is where a student displays persistent, repeated and disruptive conduct.

Extreme Misbehaviours is a single incident of an exceptionally disruptive nature or grossly inappropriate conduct.

4. The Law

Legislative obligations and penalties in relation to this policy include those under:

- Drugs Misuse Act (1987)
- Contract law
- Criminal Code of Queensland
- Education (Accreditation of Non-State Schools) Act 2001
- Workplace Health & Safety Act (2011)
- Education (General Provisions) Act 2006

5. Principles

This policy is founded on the following principles:

- (a) The College and parents need to work together under their contractual commitments to achieve an environment conducive to learning
- (b) Every child has a right to learn and in a safe environment conducive to learning
- (c) All parents/students have rights to natural justice and a clear process for the handling of concerns regarding unacceptable behaviours
- (d) This policy applies to all students of the College
- (e) The welfare and best interests of the children and staff are paramount
- (f) Families have the primary responsibility for the upbringing, protection and development of their children
- (g) As part of its pastoral care commitments, the College will provide appropriate support to the child and family during the process of suspensions/expulsion
- (h) The College will not tolerate serious and extreme behaviours. Such behaviours will result in responses as outlined in this policy
- (i) The confidentiality of all parties will be respected
- (j) Every teacher has the responsibility and right to maintain an effective learning environment without repeated disruption.

6. Scope

This policy and the procedures contained herein apply to all students attending Nambour Christian College, when, on campus, attending school activities, and travelling to and from school and to all

actions which, in the opinion of the Head of College are unacceptable or brings the College into disrepute.

The policy may encompass circumstances and situations outside school hours and includes parties and functions, where numbers of Nambour Christian College students are present, when their behaviours and/or actions cause harm or brings the name of the College into disrepute.

7. Policy Statement

Partnership between the College and parents/students is a required commitment of the enrolment contract. Serious breaches of acceptable behaviour as discerned by the College leadership will be addressed in accordance with this Policy.

8. Student Behaviours which activate this policy

It should be noted that a number of steps/interventions to address problem behaviours may have already taken place at classroom and middle management levels prior to this Policy being activated. These may have included one or a number of the following: teacher/parent interviews, and emails/phone calls to parents by teachers/school leadership. Deliberate pastoral care will support the student/family through all procedures to address.

There are a number of behaviours which will activate this policy; these can be described as repeated, serious and extreme behaviours.

8.1 **Serious behaviour** is where a student displays persistent, repeated and disruptive conduct, evidenced by:

- (a) disruptive and/or insolent behaviours
- (b) disregard for following school policy procedures
- (c) repeated and continual disobedience
- (d) interruption to learning processes
- (e) failure to complete assigned work
- (f) behaviours contrary to College ethos both within and beyond the College
- (g) non-compliance with College rules
- (h) passive resistance to directions from staff

8.2 **Extreme behaviour** is a single incident of an exceptionally disruptive nature, such as:

- (a) violence towards a teacher, staff member or student.
- (b) physical attack/s
- (c) being in the possession of a weapon at school
- (d) wilful damage to property
- (e) being in the possession of and/or distribution of banned substances/articles at school.
- (f) sexual behaviours
- (g) cyber bullying

9. Procedures/Responses

It should be noted that a number of steps to address problem behaviours may have already taken place prior to this Policy being activated. These may have included one or a number of the following:

teacher/parent interviews, and/or emails/phone calls to parents by teachers/school leadership. Deliberate pastoral care will support student/family through these steps.

A. Serious behaviours by students

In the event of serious misbehaviour patterns, the following procedures will be as follows -

- (a) Collection of information on the extent and details of the behaviours
- (b) Student interviewed by school leadership
- (c) Information collated into a report and school leadership to determine action
- (d) Parents requested to attend interview to discuss misbehaviours in relation to why enrolment should continue. (that is 'show cause' meeting)
- (e) If the "show cause" case results in a positive outcome, then
 - A probation contract is formulated and acted upon
 - Parent & student sign the plan
 - Pastoral Care procedures will be offered as part of the plan.
- (f) If the "show cause" case is not successful, then the enrolment of the student is cancelled.
- (g) Should the serious behaviours reoccur after "show cause", enrolment will be reviewed immediately.

B. Incidents of extreme behaviours by students

In the event of extreme behaviour, the following procedures are recommended -

Nb. This may be a single incident which necessitates an immediate and severe response.

- (a) Isolate student immediately
- (b) Contact parents/police/relevant agencies to collect student – immediate suspension.
- (c) Collect relevant information into written report
- (d) The College may work with parents/police and other agencies to reach an appropriate outcome.

10. Responsibilities

(a) College Board

The Board is required to discharge their duties in a manner which ensures that appropriate policies for effective management of the College are established and maintained.

(b) Principal

The Principal is to ensure the policy and procedures contained herein are available and communicated to staff, students and parents.

(c) Head of School is responsible to

- conduct interviews
- liaise with parents
- write reports
- make decisions in relation to the behaviour issues. Such decisions to be made in consultation with the College leadership team
- provide students and parents with natural justice
- maintain confidentiality
- provide formal correspondence to parents advising of the cancellation of the enrolment contract
- notify the Business Office, Student Office, and relevant teaching staff of the cancellation of enrolment

(d) Staff are required to

- promote and follow the requirements of this policy
- address low-level misbehaviours conscientiously
- alert College leadership to continued serious behaviour issues, when they become apparent and are an on-going problem
- make contact with College leadership immediately in the case of an extreme behaviour/incident
- maintain confidentiality.

(e) Students are required to

- comply and support the College in their management of this policy and these processes.

(f) Parent/s are required to

- keep their contractual agreement with the College
- show compliance with the processes and decisions made by College leadership as outlined in College policies, including the enrolment contract
- support the College ethos.

11. Record Keeping

Appropriate records will be maintained.

12. Length of Time Records will be kept

The College will keep all records for three (3) years beyond the child's 18th birthday.

13. Appeal

There is no right of Appeal from Expulsion.

14. Review

The policy will be reviewed at least every 3 years or in accordance with legal requirements.