



## Policy No. 8

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# SUSPENSION AND EXCLUSION POLICY

Policy adopted from Nambour Christian College 2011						
BOARD APPROVED	August 11, 2011					
REVISED:	Mar 2005	June 2006	29 July 08	12 May 2011	October 2011	Sept 2017



## 1. INTRODUCTION

An important facet of the Mission of Gulf 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. To be read in conjunction with the Child Protection policy.

## 3. DEFINITIONS

- a. *Child: is a person less than 18 years of age.*
- b. *Exclusion:* Where the College cancels the enrolment contract with the parents and student.
- c. *Expulsion:* see Exclusion
- d. *External Suspension:* This 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.
- e. *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:
  - i. that those making a decision are not biased and that;
  - ii. nobody should be assessed as being in the wrong unless they are given prior notice of any complaints against them and they have been given a fair opportunity to be heard in response.

*Note for clarity:*

*Natural justice necessitates that the person must be informed of any complaint against them and given the opportunity to respond. This implies sufficient and substantial opportunity. An assessor must be unbiased.*

- f. *Misbehaviours – Serious:* Is where a student displays persistent, repeated and disruptive conduct.

- g. *Misbehaviours – Extreme:* Is a single incident of an exceptionally disruptive nature or gross inappropriate conduct.
- h. *Parent* means either a biological, step parent and/or a person acting in the capacity of foster parent or guardian.
- i. *Teacher* is a person employed in the capacity of teacher at the College, and includes full time, part time, casual and relief appointments.
- j. *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.
- k. *Staff* includes teachers and general staff.
- l. *Student* means a person enrolled at the College regardless of age.
- m. *Suspension:* In house (internal)
- n. *Trial Contract:* 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.

#### 4. THE LAW

Legislative obligations and penalties in relation to this policy include those of

- Drugs Misuse Act (1984)
- Contract law
- Criminal Code of Queensland
- Education (Accreditation of Non-State Schools) Act 2001
- Workplace Health & Safety Act (1989)
- 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 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) Teachers have the responsible 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 Gulf Christian College, when, on campus, attending school activities, and travelling in school transport to school and to all actions which, in the opinion of the Head of College are unacceptable.

The policy may encompass circumstances and situations outside school hours and includes parties and functions, where numbers of Gulf Christian College students are present, when their behaviours and/or actions cause harm or brings 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 and CEO 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, emails and/or 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 repeated behaviours which will activate this policy; these can be described as 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) sexual behaviours
- (c) physical attack/s
- (d) cyber bullying
- (e) being in the possession of a weapon at school
- (f) wilful damage to property
- (g) being in the possession and/or distribution of banned substances/articles at school.

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

### **9.1 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 and CEO to determine action
- (d) Parents requested to attend interview to discuss allegations and why enrolment should continue. ("Show Cause" meeting)

A "show cause" opportunity may be offered.

- (e) If the "show cause" case results in a positive outcome, then
  - A Probation Period 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.

## **9.2 INCIDENTS OF EXTREME BEHAVIOURS BY STUDENTS**

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

Note. This may be a single incident, which necessitates an immediate & 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 will work with parents/police and other agencies to reach an appropriate outcome.

## **10. RESPONSIBILITIES**

### **10.1 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. May receive report from Head of College.

### **10.2 CEO (CHIEF EXECUTIVE OFFICER)**

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

### **10.3 PRINCIPAL**

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

The Principal is responsible :

- (a) to conduct interviews
- (b) to liaise with parents
- (c) to write reports
- (d) to make decisions in relation to the behaviour issues. Such decisions to be made in consultation with the CEO.
- (e) to provide students and parents with natural justice.
- (f) to maintain confidentiality
- (g) providing formal correspondence to parents advising cancellation of Enrolment Contract.

- (h) notify Business Office, Administration and relevant Teaching Staff of cancellation of Enrolment Contract

#### **10.4 STAFF**

Are required to:

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

#### **10.5 STUDENTS**

- (a) to comply and support the College in their management of this policy and these processes.

#### **10.6 PARENTS**

- (a) To keep their contractual agreement with the College. Show compliance with the processes and decisions made by the College Leadership outlined in College policies and Support the College ethos.

### **11. APPEAL**

There is no right of Appeal from Expulsion.

### **12. RECORD KEEPING**

Appropriate records will be maintained.

### **13. LENGTH OF TIME RECORDS WILL BE KEPT**

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

### **14. Review**

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