

PADUA COLLEGE LIMITED
ACN 072 693 700 ABN 20 072 693 700

| Policy Title | Version Number | Date Issued |
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| Suspension and Exclusion Policy | 1.0 | February 2006 |
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1. INTRODUCTION

While Padua College would encourage students to 'work through' discipline issues and stay in the College, there is also recognition that in some cases where serious breaches of school rules or law occur, it may be necessary to have procedures for the exclusion of students from school.

The aim of the policy is to provide a framework for managing behaviour at Padua College, including guidelines for suspension and exclusion of students, so that the health, safety and wellbeing of all students and staff are protected.

2. SCOPE

This policy applies to all disciplinary action taken against students enrolled in Padua College, regardless of the reasons for such disciplinary action.

3. POLICY

- 3.1 Pursuant to the College *Enrolment* Policy, each student and parent/guardian shall, at the time of enrolment, enter into an agreement with the school in relation to the student's behaviour, including a requirement to ensure compliance with the College's policies and rules, and the law. Based on that agreement, students are expected to accept and participate in, disciplinary and pastoral measures arising from any breach.
- 3.2 The Rector or the delegated person shall be responsible for ensuring that students and teachers are made aware of all relevant College policies and rules relating to students and the consequences to students of breaching those policies and rules.
- 3.3 In the event of any student committing a breach of school policies or rules, or the law, which is of a major nature and not able to be adequately dealt with by the College's behaviour management procedures, the matter shall be referred immediately to the Rector or the delegated person, who shall determine what disciplinary and/or pastoral action shall be taken, having regard to all the circumstances of the case and the guidelines provided below. Where appropriate and in every case involving a breach involving illicit and illegal substances, a pastoral response to the breach should be made. The options which may be considered include:
 - 3.3.1 Disciplinary Options for Breach
 - Internal suspension, including lunchtime detentions, non-attendance at College social events, excursions and camps;
 - External suspension;
 - Police involvement.
 - 3.3.2 Pastoral Options for Breach
 - Meeting with the College Counsellor;
 - Undertaking an intervention program as specified by the College Counsellor.

4. INVESTIGATION PROCESS

To ensure procedural fairness and before imposing a disciplinary consequence or pastoral approaches under 3.3.1 and 3.3.2, the following process shall be followed by the Rector or the delegated person.

- 4.1 In circumstances of serious misconduct and in every instance where an allegation concerning illegal and illicit use of substances is made against a student, or where a student is a key witness to such a breach, the student's parent/guardian shall be contacted immediately, and informed of the allegation and invited to attend any meeting with the student.
- 4.2 In the event that a parent/guardian is unable to attend the College at all or within a reasonable period, for the purposes of such a meeting, an appropriate support person shall be appointed to support the student during any interview process.
- 4.3 The Rector or the delegated person shall meet with the student and in circumstances outlined in 4.1 above, his parent/guardian/support person, and explain to the student in detail what is alleged against him.
- 4.4 The student should be allowed the opportunity to admit or deny the allegation and to explain in his own words what he says actually occurred and/or the reasons why it occurred.
- 4.5 The Rector or the delegated person may investigate in whatever way he or she considers appropriate the allegation including interviewing relevant witnesses.

5. DECISION

- 5.1 After the proper investigation in accordance with 4.5 above, the Rector or the delegated person shall reach a decision in relation to the facts of the matter under investigation.
- 5.2 The Rector or the delegated person shall then communicate that finding of fact orally or in writing to the student and in writing to his parent/guardian. In the event that a finding is made that an act has occurred warranting disciplinary action, the Rector or the delegated person shall also set out what in his/her opinion is the appropriate disciplinary/pastoral action to be taken in accordance with 3.3 above and provide the student and his parent/guardian an opportunity to give reasons as to why that proposed action should not be taken.
- 5.3 After considering any submission by the student and/or his/her parent/guardian, the Rector or the delegated person shall make a determination as to the penalty to be imposed and shall communicate that penalty as soon as possible to the student and to his/her parent/guardian.
- 5.4 The Rector or the delegated person may decide to dismiss the allegation without imposing any penalty or sanction, whether or not he or she finds the allegation proven.

6. REVIEW BY THE RECTOR OR THE DELEGATED PERSON

In the event that a review of the Rector or the delegated person's decision is sought by a parent/guardian, the Rector or the delegated person shall reconsider his/her decision within seven (7) days or receipt of the written request and shall within that time advise the parent/guardian of the student in writing of the outcome of the review.