



Swan Christian  
EDUCATION ASSOCIATION

# Suspension and Expulsion Policy

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# Policy Details and Document Management

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Policy Level		Dissemination	For Application	For Information
Board	<input type="checkbox"/>	Board	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CEO	<input checked="" type="checkbox"/>	CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School	<input type="checkbox"/>	Executive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Administrators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		All Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Open	<input checked="" type="checkbox"/>	Association Members	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Restricted	<input type="checkbox"/>	School Members	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Public	<input type="checkbox"/>	<input type="checkbox"/>

## Revision Information

Published	Version	Consultation	Revisions
21/02/2019	1.0		
16/10/2019	1.1		Notion of 'redemption' added to give students fresh start in other SCEA school if CEO approves
03/12/2019	1.2		Aligned to 2020 Registration Standards
29/11/2021	1.3	Reviewed by SLT	minor procedural changes p.6
27/05/2024	1.4		Reformatted in line with the "Board Requirements on Policy Development and Implementation" GV001-00-V2.0-B

## History

This Policy replaces: N/A

This Policy was cancelled and superseded by: N/A

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# Rationale

Swan Christian Education Association (SCEA) is committed to providing an educational environment where every child and young person enrolled can flourish, grow and begin the process of unlocking all of the potential that God has placed within them. Integral to achieving this aim for our network of schools is having a clear understanding of behaviour expectations, engaging in explicit teaching in the area of character development, and having in place structures that enable inappropriate behaviour to be effectively managed.

The intent of this policy is to establish the protocols required for concerns regarding unethical, unlawful and undesirable student behaviour can be raised by any member of the school community and can be addressed in a manner is compliant with the relevant legislation and regulations.

**Proverbs 10:17** *“Whoever heeds discipline shows the way to life, but whoever ignores correction leads others astray”*

For Christian schools the ancient Hebrew word ‘shalom’ provides insight into the nature of the community we seek to establish. In part, shalom is the sense of peace that an individual can experience with God, within themselves and in community. Our hope is to create school communities where students can experience shalom.

Where shalom is nurtured in community, every student is able to learn in an environment that is free from bullying and intimidation and where they can feel safe and happy to be at school. In this context they can be confident that every student will be treated fairly and with dignity.

If shalom is to be fostered within our school communities, there is a need to challenge students when their behaviour undermines it. At all times, the underpinning intent is to see each student develop and grow the kind of personal virtues that promote the formation of shalom, but there will also arise occasions when students must be suspended or expelled from the school.

Suspensions in schools can be either ‘internal’ or ‘external’ in form. For the purposes of this policy, only external suspension involving the temporary removal of a student from the school are discussed. Internal suspensions are dealt with at the level of school policy, rather than CEO policy. Importantly, suspensions within SCEA schools are not viewed as punitive, but as part of the social development of the student. They often provide an opportunity for the student to reflect on their behaviours and consider the changes that are needed for them to contribute to the formation of shalom.

Expulsion is the permanent termination of a student’s enrolment from a school, or the SCEA network of schools, and is viewed as a last resort. It is only undertaken when a student’s behaviour consistently and/or seriously undermines shalom and attempts to bring about behavioural change have been unsuccessful. Removing a child from the school permanently, is a decision taken following much prayer, restorative processes and opportunities, and much grace.

The SCEA Discipline Policy and the SCEA Managing Student Behaviour Policy set the framework through which SCEA manages student behaviour, discipline and punishment.

## Scope

This policy applies to the SCEA CEO, Principals and School Leaders at all SCEA learning sites.

## Context

**Standard 14 of the WA Registration Standards for Non-Government Schools (2018)** requires that schools ensure that they provide positive guidance and encouragement towards acceptable behaviour and students are given opportunities to interact and develop respectful and positive relationships with each other and with staff members and volunteers.

Permitted forms of behaviour management, discipline or punishment must conform to the principles of procedural fairness and the prohibition of unlawful discrimination.

This policy should be read in conjunction with:

- **SCEA Discipline Policy**
- **SCEA Behaviour Management Policy**
- **SCEA Student Code of Conduct**
- **SCEA Bullying Policy**
- **SCEA Complaints Management Policy**
- **SCEA Critical Incident Management Policy, and**
- **Standard 12 of the WA Registration Standards for Non-Government Schools (2020)**

## Definitions

### Suspension

This is a temporary removal of a student from all classes that a student would normally attend at school for a set period of time.

### Expulsion

This is the permanent removal of a student from one particular school or the SCEA network of schools.

### Redemption

The provision of grace that gives an expelled student the opportunity to 'start fresh' in a new environment, having been released from wrong actions, blame and guilt.

### Shalom

Hebrew word for peace having notions of totality or completeness, success, fulfillment, wholeness, harmony, security and well-being.

## Policy Statement

Leaders of SCEA schools and learning sites will

- Ensure that procedures determined and followed when making decisions about the suspension or expulsion of a student are based on the principles of procedural fairness and are tempered by grace, mercy and forgiveness
- On deciding, after a thorough investigation, that a student's act or behaviour warrants expulsion, the school Principal will determine if a student will be suspended or expelled from their school. If the behaviour of the student has significantly undermined shalom within the community, the Principal may recommend to the CEO that the student be excluded from all SCEA schools.

Alternatively, if the Principal is of the view that a fresh start in another SCEA school may assist the student's development, then this course of action may be recommended to the family and CEO.

## Procedures and Guidelines

The following procedure ensures procedural fairness:

Where a teacher or staff member decides that an act or the behaviour of a student may warrant suspension or expulsion of the student from the school, they should

1. Ensure details and dates of the incident/s are captured in writing
2. Report the incident/s to school leaders and/or Principal

School leaders and/or Principal should thoroughly investigate the matter and record in writing the facts, evidence and times in chronological order.

Principals should ensure that parents are advised and included -informally and in writing at each phase of the journey from the student's identified suspensible act to exclusion if it eventuates; this will ensure they are aware of restorative behaviour occurring and improvements required.

**Where a decision is being considered** to suspend or expel a student, the Principal will:

1. Write to the student, and the student's parents/carers, stating:
  - a. the reasons that the student is under consideration to be suspended or expelled
  - b. the relevant rules, policies, or standards of behaviour alleged to have been breached
  - c. the relevant allegations believed to warrant suspension or expulsion
2. Permit the student and/or the student's parents/carers to give a response, either in writing or verbally
3. Permit the student to have a support person of the student's choosing (usually the parent or guardian), present at all interviews following the decision to suspend or expel them
4. Arrange a meeting with the student, and the student's parents/carers
5. Arrange for an interpreter if one is required
6. Meet with the student and the student's parents/carers and/or support person
7. Ensure that the outcomes of such a meeting are recorded in writing

The Principal after following this procedure will make a decision about the facts of the allegations against the student, and then decide whether to suspend or expel the student based on the following considerations:

- the developmental needs of the individual student
- the safety of all students, staff and visitors
- the seriousness of the student's acts
- the response or remorse of the student, if applicable
- the pastoral care and welfare of the student
- the student's prospects for rehabilitation

**Note:** on considering all the facts and evidence, other consequences may be imposed as outlined in the **SCEA Student Discipline Policy**.

## Consequences

A decision under this policy may result in the following consequences:

Consequence	Period	Explanation
Short Suspension	Suspended from attending school for a period of four (4) school days or less	For acts/behaviours such as continued disobedience, aggressive behaviour, acts of defiance
Long Suspension	Suspended from attending school for a period of between five (5) to twenty (20) school days	For acts/behaviours such as physical violence, possession of a weapon, possession of a suspected illegal substance or serious criminal behaviour
Expulsion from the school	Unenrolled from the school	Expulsion from the school by the Principal. (This may also require the completion and lodgement of a Critical Incident Notification)
Expulsion from the school and SCEA	Unenrolled from the school and not be permitted to re-enrol at the same or other SCEA school without the permission of the CEO	The Principal of the school recommends to the CEO that the student should be excluded from all SCEA schools. Based on the evidence presented, the CEO determines if the expulsion should be from all SCEA schools.
Enrolled at another SCEA school	Unenrolled from the school and enrolled at another SCEA school	CEO discusses enrolment of the student at another SCEA school with the principal of that school. If the Principal is in agreement, arrangements are made for the transfer of enrolment to occur.

**The student and the student's parents/carers must abide by the terms and conditions of the decision**

## Appeals

A student may seek a review of a decision made under this policy. All appeals must be made in writing, setting out the grounds for appeal.

An appeal from a decision to **suspend** a student (short or long) must be made to the Principal.

An appeal from a decision to **expel** a student from a individual school must be presented to Principal. If the appeal relates to the CEO's decision to exclude a student from all SCEA schools, it must be lodged with the SCEA Board of Directors or the Education Committee of the SCEA Board of Directors.

## Record Keeping

The school/s should ensure all records of facts, procedures, and meetings/interviews, including communications from all parties, are accurate and maintained as per the **SCEA Records Management Policy**.

## Implementation

This policy is implemented by:

- staff training and professional development opportunities in discipline and behaviour management
- staff record keeping
- communicating this policy to the SCEA community
- monitoring the effectiveness of the policy
- reviewing and evaluating the policy biannually

## Contact Person

Chief Education Officer