



# Kardinia International College

## Suspension & Expulsion Protocols

Version: March 2018

Kardinia International College is committed to the restorative practice model in addressing behaviour management issues. There are of course very serious offences, which require a more severe response than restorative conversations, behaviour plans or detention. These include incidents involving graffiti, harassment, theft, vandalism, the possession or consumption of drugs, alcohol or tobacco, social media abuse including publication of sexting images, extremely violent behaviour and truancy.

When students offend in relation to these matters, they may receive a penalty ranging from a detention to suspension or expulsion.

The decision to suspend or expel a student is made by the Principal, in accordance with College protocols and following a review of the facts pertaining to the event.

### **Due Process**

In all instances, disciplinary measures will be applied only after careful consideration of the student's actions, past record and any extenuating circumstances.

The decision to suspend or expel a student will be made after deliberations by the relevant House Co-ordinators, Head of School and the Principal. The Principal is in charge of the day-to-day running of the College and will ultimately make the decision to suspend or expel a student.

The student and the parents of the student will be fully apprised of the process. If necessary, parents may make use of the College grievance policy should they harbour concerns around the incident.

### **Investigation & Decision Making**

Expelling or suspending a student is not a decision that the school takes lightly. It is also a critical decision point for parents and the student, so formal processes including a thorough investigation of the facts will take place.

Following the principles of procedural justice, a student will be presented with the opportunity to present their actions and beliefs relating to an incident, prior to a final decision being made.

The expected length of time for an investigation will vary depending on several factors including the complexity of the incident, individuals involved from outside the College, the demeanour of the individuals involved, how many individuals need to be interviewed etc. Most of investigations will be measured in days.

## **Advice to parents**

On the day the school becomes aware that a significant incident has occurred, parents of a student identified as having caused the concern will be verbally advised of the issue and possible events around the incident. While an investigation process is underway the student may be suspended pending the outcome of enquires.

Following the investigation and associated deliberations, the school will call a meeting with parents and student where the position of the school is shared. Following this meeting, parents may request a formal letter outlining the issue and the subsequent action taken by the school. This would then become part of the school's official records.

Where serious issues are initially raised with a family, parents may seek alternative educational settings so that they have other options pending the investigation. In many cases, the best outcome may be giving the student a fresh start at another educational setting.

## **Substance Abuse**

Students who provide, possess or consume drugs within the College or at College functions will normally be expelled.

Possession and consumption of alcohol will minimally incur a period of suspension.

Students who smoke while at school, in College uniform or at a College function will, as a minimum penalty, incur a Saturday Detention for a first offence and suspension for subsequent offences.

## **Behaviour Issues occurring outside of the School environment / Programmes**

Increasingly the line between the school day and home life continues to blur further and further. The school's child safe responsibilities and duty of care encompass facets of life that are outside the school day. Bullying through the use of social media including the forwarding and publishing of sexting related material is one example where the school must act regardless of the time or location of the incident. The use of drugs is a concern for all of society. Students buying/selling drugs, transporting or using drugs while at school or during a school program will be met with zero tolerance. Where the school is aware of a student potentially using drugs outside of school programs the parents will be notified, and the student offered counselling to help address the concern.

## **Provisional Enrolment**

Following either successive Saturday Detentions within a semester or a period of suspension, a student may be placed on a contract, which stipulates specific conditions under which the student's enrolment at the College will continue.

After a suspension, provisional enrolment will usually be a condition of a student's continuing enrolment at the college and may call on the student to-

- express their understanding of the consequences of their ill-considered decisions at a formal meeting,
- redress broken relationships with other students,
- undertake counselling.

### **Length of Suspension Period**

The length of a suspension must be proportionate to the offence however the length of time a student may be suspended for, varies according to many issues including – levels of seriousness / intentions / timing of re-entry back to school etc... Each incident and each student involved in an incident will be reviewed on a “case by case” basis.

A student may be placed on suspension “**pending investigation**” in order to allow follow up procedures and processes to occur, which may include interviewing additional students, contact with other families, reporting to police (in cases where a criminal act may have occurred).

### **Student learning outcomes and emotional wellbeing**

Should a suspension continue for over a week and where a determination has been made that the student’s enrolment is continuing, work set by teachers has been supplied and the offer of counselling made to the student via a school counsellor upon the students return.