AL IMAN COLLEGE

Suspension and Expulsion Policy

Purpose

The purpose of this policy is to ensure that Al Iman College complies with legislative requirements when implementing student suspension and expulsion procedures.

The Act (s 4.3.1(6)) requires that our policies relating to the discipline of students are to be based on principles of procedural fairness and must not permit corporal punishment.

Discipline Policy

Every student has the right to a learning environment free from bullying and intimidation and to feel safe and happy at the college. They also have the right to be treated fairly and with dignity.

The Student Behaviour Management (Discipline) Policy sets the framework through which Al Iman College manages student discipline.

Suspension and Expulsion Defined

Suspension or expulsion may occur as a consequence of a serious breach of Al Iman College's rules, or serious disobedience.

A suspension is a temporary removal of a student from all classes that a student would normally attend at the college for a set period of time.

Expulsion is the permanent removal of a student from the college.

It is our policy that our procedures for the suspension or expulsion of a student are based on the principles of procedural fairness.

This Policy sets out the procedures to be followed when making a decision about the suspension or expulsion of a student.

Grounds for suspension

A student may be suspended if, whilst attending the college or travelling directly to or from college or engaged in any college activity away from the college, including travel organised by the college, the student engages in any of the issues mentioned in the red card.

Grounds for Expulsion

The Principal may expel a student from the college if, whilst attending the college or travelling to or from college or engaged in any college activity away from the college, including travelling to or from that activity:

- the student does anything mentioned under Grounds for Suspension AND
- the student's behaviour is of such magnitude that, having regard to the need of the student to receive an education compared to the need to maintain the health, safety and wellbeing of other students and staff at the college and the need to maintain the effectiveness of the college's educational programs, expulsion is the only available mechanism.

Decision Making

Suspension is a serious disciplinary measure and is best reserved for incidents when other measures have not produced a satisfactory response. The Principal may proceed directly to suspension where the seriousness of the behaviour warrants immediate disciplinary action, regardless of whether previous interventions have been applied.

The principal may also suspend a student if the location and nature of their behaviour meet certain conditions.

In determining whether the alleged conduct occurred, the Principal may consider student statements, staff reports, witness accounts, CCTV footage, electronic records and any other relevant information. Teachers and staff may request written statements from students where this assists in understanding an incident and determining an appropriate response. To protect the privacy and wellbeing of students, the College will not be providing any copies of the statements or investigations to the parents/carers.

Decisions under this policy will be made on the balance of probabilities after consideration of all relevant information.

Where accounts differ, the Principal may prefer one account over another after considering consistency, reliability and corroborating evidence.

The Principal may become involved at any stage where the matter involves serious misconduct, student safety, staff welfare, potential suspension or expulsion, or other matters requiring leadership oversight.

Procedural Fairness – Procedures

Al Iman College is committed to ensuring procedural fairness when considering disciplinary action against a student. All decisions relating to suspension or expulsion will be made in accordance with

the College's Discipline Policy and the principles of procedural fairness.

Where a suspension or expulsion is being considered, the Principal will:

- ensure that the student is informed of the concerns giving rise to the proposed disciplinary action, including:
  - the relevant allegations;
  - the relevant rules, policies or standards of behaviour alleged to have been breached; and
  - the possible disciplinary consequences under consideration.
- provide the student with a reasonable opportunity to explain their version of events and respond to the allegations before a decision is made.
- consider the student's explanation, together with all other relevant information available to the College, before determining an outcome.
- where appropriate and practicable, inform the student's parents/carers of the concerns and provide them with an opportunity to provide relevant information for consideration.
- determine the appropriate disciplinary response after considering all relevant information.

In circumstances where the facts are clear and the student's conduct has been directly observed by staff and/or other witnesses, the College may proceed to determine an appropriate disciplinary response after providing the student with an opportunity to be heard and considering all relevant information.

The College is not required to obtain the agreement or approval of the student or parents/carers before imposing a disciplinary consequence.

Parents/carers may be informed and/or invited to provide relevant information where appropriate. The final disciplinary decision remains the responsibility of the Principal.

Considerations

The Principal, after following the procedures set out in this Policy, will make a decision about the facts of the allegations against the student. The Principal will then decide whether to suspend or expel a student based on the following considerations:

- 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
- the student's age and stage of development
- whether the student has a disability or additional learning needs
- previous behaviour history
- whether alternative interventions have been attempted

- whether the proposed suspension or expulsion is proportionate to the conduct.

Alternatives to Suspension or Expulsion

Even though a student has been referred for suspension or expulsion, other consequences may be imposed. These are outlined in the Student Behaviour Management (Discipline) Policy.

Suspensions and Expulsion

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

Short Suspension:

A short suspension may be imposed as a consequence of things such as continued disobedience, or aggressive behaviour.

The student may be suspended from attending the college for a period of four (4) school days or less.

Long Suspension:

A long suspension may be imposed as a consequence of things such as physical violence, possession of a weapon, possession of a suspected illegal substance or serious criminal behaviour.

The student may be suspended from attending the college for a period of between five (5) to twenty (20) school days.

Expulsion:

Only the Principal may make a decision to expel a student. This should be considered as a last resort.

An expelled student will be unenrolled from Al Iman College and will not be allowed to re-enrol without the permission of the Principal.

Notification of Decision

The decision made under this Policy will be communicated in writing to the student and the student's parents/carers.

The Principal and/or Level Coordinator will also attempt to communicate this decision verbally.

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

Al Iman College maintains a register of suspensions and expulsions. This is maintained by Office Manager/Registrar.

Appeals

A student may seek a review of a decision of expulsion made under this policy. All appeals must be made in writing, setting out the grounds of appeal within 10 Business days of receiving the notice of

expulsion. An appeal must be made to the Principal. The appeal will be considered by a committee of three involving the Principal, and two other staff members (from Student Welfare officer, Student Counsellor, relevant Level Coordinator and/or The College Chaplain). The parent/carer will be notified about the outcome of their appeal within 10 working days after receiving the written appeal.

Implementation

This Policy is implemented by:

- staff professional development opportunities in behaviour management
- communicating this Policy to the Al Iman College community
- monitoring the effectiveness of the Policy
- reviewing and evaluating this Policy annually.

Related Policies

1. Discipline Policy
2. ICT Policy
3. Student Code of Conduct
4. Anti Bullying Policy - Prevention Plan and Procedures

Review:

This policy will be reviewed at least every two years and earlier if required by legislative, regulatory or operational changes.