



ST. JOSEPH'S COLLEGE

CATHOLIC EDUCATION IN THE BRIGIDINE
TRADITION



SUSPENSION AND EXPULSION POLICY

RELEVANT POLICY

Student Discipline Policy

Bullying Prevention & Intervention

Drugs - Illicit (Student Use Of)

Uniform Policy

Source of Obligation

The Act (s 4.3.1(6)) (CECV Guidelines ref 4.5) 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 school. They also have the right to be treated fairly and with dignity.

The **Student Discipline Policy** sets the framework through which St. Joseph's College manages student discipline.

Suspension and Expulsion Defined

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

A suspension 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 is the permanent removal of a student from one particular school.

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.

Who May Make a Decision to Suspend or Expel a Student?

Where any teacher or staff member decides that an act or the behaviour of a student may warrant suspension or expulsion the teacher or staff member must refer the matter to the Principal, the College Leader of Pastoral Care and Wellbeing or College Leader of Enrichment and Inclusion who can make a reasonable and unbiased decision.

In serious circumstances, a student may be summarily suspended, pending a final decision under this policy. In this case, a meeting with the student and the student's parents to review the suspension must be convened as soon as is practicable.

Procedural Fairness - Procedures

St. Joseph's College is committed to ensuring procedural fairness when disciplining a student. All decisions about the discipline of a student will be conducted in accordance with our **Student Discipline Policy**.

Where a decision is being considered to suspend or expel a student, the Principal and/or Principal's Delegate as mentioned above will:

communicate with the student, and the student's parents/carers stating:

- the reasons that the student is under consideration for being suspended or expelled
- the relevant rules, policies, standards of behaviour alleged to be breached
- the relevant allegations said to warrant suspension or expulsion

- allow the student and/or the student's parents/carers to give a response, either in writing or verbally
- allow the student to have a support person of the student's choosing
- arrange a meeting with the student, and the student's parents/carers
- arrange for an interpreter, if one is required
- meet with the student and the student's parents/carers and/or support person
- ensure that such a meeting is recorded in writing.

Suspension and Expulsion - Consideration

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.

Alternatives to Suspension or Expulsion

Despite the fact that a student has been referred for suspension or expulsion, other consequences may be imposed. These are outlined in the **Student Discipline Policy**.

Suspension and Expulsion - Consequences

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 school 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 school for a period of between five (5) to twenty (20) school days.

Expulsion

A student may be expelled from St. Joseph's College. This should be considered as a last resort.

An expelled student will be un-enrolled from St. Joseph's College and will not be allowed to re-enrol without the permission of the Principal.

A decision to expel a student may only be made after consultation with 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 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.

Register of Suspensions and Expulsions

St. Joseph's College keeps a register of suspensions and expulsions at the College **in electronic form on SIMON**.

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 of appeal.

An appeal from a decision to suspend a student must be made to the Principal.

An appeal from a decision to expel a student must be made to the Kildare Education Ministries, or an appropriate committee of the Kildare Education Ministries.

Implementation

This Policy is implemented by:

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