Quakers Hill High School

Suspension Policy

2015

Last Revision
Date: 20th August 2014
By: L Claus
It is the policy of this school to follow the policies, procedures and guidelines established by the NSW Department of Education and Communities. The guiding policy is *Student Discipline in Government School* (2006). *The Suspension and Expulsion of School Students-Procedures* (2011) provides guidance when serious disciplinary action against a student is being considered.

**Steps for Recommendation of Short Suspensions**

A short suspension is temporary removal of a student from school following a decision by the Principal or Relieving Principal for a period not exceeding four school days. Short suspensions may be imposed for the following reasons and are reported in the followed categories:

- Continued disobedience.
- Aggressive behaviour.

**Role of the Head Teacher**

In considering a suspension as the appropriate behaviour management action, the Head Teacher in consultation with the appropriate Deputy Principal for the year group should follow the procedure outlined below:

- Have all details recorded on SENTRAL and retain any statements taken for inclusion with other documentation.
- Ensure that Procedural Fairness has been followed.

**Role of Principal or Relieving Principal**

- The Principal or Relieving Principal to review other information that could be pertinent and a decision will be made concerning the student’s suspension.
- Ensure that Procedural Fairness has been followed. Check that the student has been issued with a Formal Caution or there has been previous interventions regarding the student’ behaviour.
- The Principal should inform the student of the precise grounds on which suspension is being considered. The student should have the opportunity to respond to this information. The student’s response must be considered before a decision to suspend is made.
- Once the decision has been made by the Principal or Relieving Principal to suspend the student:
  - The determination of suspension should be documented on Sentral.
  - The student will kept under supervision by the Deputy or the Principal until the letter has been issued to the student.
  - The parent or carer must be contacted to obtain permission to send the student home.
  - If contact is not possible the student is to remain supervised in STOR until the end of the school day.
If contact with the parent is successful the student should sign out through the front office and retain their receipt.

- The name of the student and details of the suspension should be entered onto ERN by front office staff.
- A hard copy of all the documentation should be placed in the students file.

When the student is sent home they should have the following:

- Suspension letter
- Package of Work, if available (or sent home at a later date)
- Copy of the Procedure for Suspension and Expulsion for School Students
- Copy of school SMART expectations

**Steps for Recommendation of Long Suspensions**

A long suspension is temporary removal of a student from school following a decision by the Principal or Relieving Principal for a period longer than four school days and not exceeding 20 school days. Long suspensions are only imposed for serious or sustained instances of misbehaviour. Long suspensions may be imposed according to the criteria in *The Suspension and Expulsion of School Students- Procedures* (2007). Long suspensions may be imposed for the following reasons and are reported in the followed categories:

- Physical violence.
- Use or possession of a prohibited weapon, firearm or knife.
- Possession or use of a suspected illegal drug (not including alcohol or tobacco).
- Use of an implement as a weapon or threatening to use a weapon.
- Serious criminal behaviour related to the school.
- Persistent misbehaviour.

**Role of the Head Teacher**

As per Short Suspension

**Role of the Principal or Relieving Principal**

- As per Short Suspension
- The student must be able to have an appropriate observer of their choosing present at the formal disciplinary interview. The Principal or Relieving Principal must inform the student of this right. This can be a teacher, Year Advisor or another student or the student’s parents or carers. The person needs to be readily available to the Principal. The observers’ role is to ensure that the student is able to participate in the meeting; they can take notes but may not participate in the meeting.
- The student is also entitled to a support person. The Principal or Relieving Principal informs the parents or carers of their option to have a support person present in the
notification of suspension letter. The support person can be anyone over 18 years of age. They must not be used as an interpreter and it is the parents or carers responsibility to organise their attendance. The support person may take notes, suggest a break in proceedings or seek further advice. They will not act as an advocate for the student or parent/carer in a suspension resolution meeting. However an advocacy role may be appropriate prior to the resolution meeting occurring.

- In some cases, parents or carers may choose to have a legal representative, a representative from the Federation of Parents and Citizens' association of NSW or a representative from a community organisation such as the Aboriginal Education Consultative Group (AECG) present as a support person. In these circumstances the role of the support person remains as outlined above.
- Copy of Long suspension notification to School Director

When the student is sent home they should have the following:

- Suspension letter
- Package of Work
- Copy of the Procedure for Suspension and Expulsion for School Students
- Copy of school SMART expectations

**Resolution**

The Principal or Relieving Principal must convene a suspension resolution meeting of personnel involved in the welfare and guidance of the student, including the parents/carers to discuss the basis on which the suspension will be resolved. Refer to DEC policy 7.3 if parents/carers are unable or unwilling to attend etc.

In the case of Long Suspension resolution meeting should be convened at the earliest opportunity. Recommendations of the school counsellor and Learning Support Team should be discussed. Referral to the School counsellor should be considered if it has not occurred.