



# ST MUNCHIN'S CATHOLIC SCHOOL

## Exclusion Procedure

### Rationale

To achieve its goals a Catholic School needs to be a community. As such, a minimum level of participation and cooperation is needed.

Exclusion is an extreme disciplinary step reserved for cases of gross misconduct, serious breaches of school rules, or behaviour that is persistently disruptive or contrary to the Vision Statement of the School:

*The Christian values of trust, respect and love for God and one another are nurtured within the whole person as they grow to his/her fullest potential.*

Exclusion means total withdrawal of the student's rights to attend the school. It involves termination of the verbal or written contract entered into by the school and the parents at the time of enrolment, in which a vision of the nature and objectives of the school community and of what makes the school Catholic, was shared and agreed.

### Suspension

Suspension is a temporary cessation of the student's rights to attend the school and will be applied in cases where exclusion is not warranted, as a precursor to exclusion while the incident is being investigated or where professional outside assistance is being sought to assist with the mediation of the case.

### Exclusion

The following are breaches of the enrolment policy warranting suspension or exclusion:

1. Openly and publicly opposing the Catholic beliefs of the school.
2. Persistent physical intimidation, bullying, racial vilification, fighting, coarse language against other persons in the school.
3. Placing other children or teachers in physical danger
4. Possessing or sharing prohibited substance
5. Persistent damage to school property
6. Continued disruptive behaviour at school

## Procedures

Following a serious breach of the enrolment policy, the Principal will meet with the parties concerned to investigate.

Should the breach be substantiated, a meeting will be arranged between the student, parent or guardian, the teacher involved, the Principal and where appropriate the Consultant for Students with Special Needs from the Catholic Education Office.

Written records of the incident must be kept. A record of the meeting will be recorded and placed in the student's file.

If a suspension is warranted, the Principal will personally inform the parents and the student of this. The suspension will range from one to five days with parents asked to take some action to remediate the problem during this time.

School work will be provided for the student to complete at home during the period of suspension.

Upon the completion of the suspension, the child must report to the Principal or his/her designate, before re-entering the class setting. The child will be placed on a Behaviour Management Plan.

In the event of a child being considered for exclusion, the same procedure as above will be followed; the Director of Catholic Education will be consulted through the Employment and Community Relations Team at CEWA, prior to any exclusion taking place.

The parents or guardian of the student shall also have the option of voluntarily removing the student from the school. The Principal shall work collaboratively with the parents or guardian to help find an alternative school for the excluded student.

As part of the Non Government Schools Registration Standards, the Director or the Director's representative must notify the Department of Education Services of any critical and emergency school incidents, including:

- circumstances that pose a critical risk to the health, safety or well-being of one or more students or staff

This policy is to be read in conjunction with the Catholic Education Commission of Western Australia Policy 'Exclusion of Students for Disciplinary Reasons'. (Handbook for Catholic Schools- Catholic Education Commission of Western Australia: Policy Statement 2-C7 *Exclusion of Students for Disciplinary Reasons*)