Swan View
SENIOR HIGH SCHOOL

Suspension Procedures

The Principal may suspend a student from attendance at school as part of a school's behaviour support plan. Suspension of attendance may be for the whole or part of each day during the suspension period.

Suspension is used when the breach of school discipline causes significant disruption to the student, other students or staff, and is for the purpose of providing an opportunity:

- for the student, other students and staff to calm and recover; and/or
- for all to reflect on and learn from the incident, including where appropriate participating in restorative processes; and/or
- for the school to evaluate existing behaviour support plans, meet with any internal or external stakeholders, seek advice on how better to support the student, and put in place any adjustments to plans, resources, staff or strategies that may be required; and/or
- for the parent to meet with the school to discuss how to improve coordination between school and home to help the student behave appropriately at school.

Notwithstanding the above, suspension is to be understood as a severe sanction, reserved for use in severe circumstances.

Relevant Legislation

Section 88 of the *School Education Act 1999* defines attendance for the purposes of suspension.

Section 90 of the *School Education Act 1999* and Regulations 43-46 of the *School Education Regulations 2000* provide the rules for imposing a suspension:

- sub regulation 43(1)(a) provides the maximum allowable period of suspension for a breach of school discipline;
- sub regulation 43(1)(b) provides the maximum allowable period of suspension for a serious breach of school discipline;
- sub regulation 44(1) provides the rules for imposing a suspension for a breach of school discipline;
- sub regulation 44(2) provides the rules for imposing a suspension for a serious breach of school discipline;
- regulation 45 provides consultation and planning requirements to prevent further suspensions; and
- regulation 46 provides the requirements for the provision of educational instruction for students who are on suspension.

Managing the Incident

Interview all student/s involved in the incident, including witnesses. Gather required evidence including student statements, staff statements and check CCTV footage.

Determine the consequence, if the consequence is a suspension then a discussion must be had with the Principal and Deputy Principal – Student Services.

Only the Principal has authority in the school to make a decision to suspend a student. This authority cannot be passed to another member of staff, except to a school administrator in circumstances where the Principal is unable to exercise the suspension. This temporary transfer of power is required to be authorised in writing, either prior to the circumstances arising or at the time, before the school administrator may exercise the power to suspend. Where the Principal is unable to provide this written authorisation, it may be provided by the Regional Executive Director.

Where the breach of school discipline is considered by the Principal to be a serious breach, the Principal will assign a provisional suspension period, and shorten or lengthen this period, subject to Regulation 43(1)(b), upon completion of an investigation into the incident and consider a loss of good standing.

An automatic suspension and loss of good standing will be applied to any student who:

- attacks or initiates a fight with another student; or
- records publishes/uploads to social media a video of fighting involving students of a government school.

The Principal will provide the student and parent/caregiver a reasonable opportunity to give reasons against the decision to suspend and/or the length of the suspension.

For breaches of school discipline, this will occur orally or in writing prior to the Principal's suspension decision.

For serious breaches of school discipline, this will occur in writing as soon as practicable after the provisional suspension decision.

The Principal or delegate will make a record of any reasons given against the decision to suspend or length of suspension, and in conveying his or her final decision will explain how any relevant reasons were taken into consideration.

For an opportunity to respond to be deemed reasonable, the Principal will take into consideration any language, cultural, medical or mental health factors and availability of the parent.

The Principal will not allow a suspended student to leave the school grounds before an agreement has been reached with the student's parent for how the student will get home. This must occur on every occasion, as it involves a transfer of duty of care from the school to the parent/caregiver. Where it has not been possible to reach such an agreement, and the student is continuing to pose a risk to staff, students or property, the Principal should consider calling the police to request that the student be removed.

Where a parent/caregiver is not able to pick the student up and asks that the student be allowed to walk home, the Principal will not allow the student into the community if the student is in an escalated state such that risk of harm to the student, community members or property is reasonably foreseeable. The Principal will take reasonable measures to calm the student before the student leaves the school grounds without a parent/caregiver.

Recording the Decision

The Principal or delegate will:

- enter the suspension into the school's information management system as soon as practicable following the decision to suspend;
- enter a report into the Online Incident Notification System (OINS) for any incident:
- deemed by the Principal to have involved a serious breach of school discipline;
- involving a notifiable incident, as defined in the *Emergency and Critical Incident Management Policy*; and
- record all absences due to suspension as authorised absences using the Z code.

Print suspension letter following the below steps:

- Find student's behaviour entry
- Click on 'Create customised letter' (two icons to the right from where you would normally create the letter)
- Ensure 'Send to all contacts marked as Family Mail Marker' is ticked and click OK
- It will open a dialogue box, double click on the 'Suspensions' folder. There is a letter each for Upper School and Lower School. Select the appropriate letter.
- Click OK (this pathway is where it saves the file before you edit it)
- Click Yes to add to the student's behaviour log
- Minimise SIS
- Open the Word document in the bottom left and you can edit this to suit
- When finished editing, please "Save As" with the student's name and date of the letter, in the following pathway:

S:\AdminShared\AdministrationStaff\SISKSTDocuments\Templates\2020Archive\SuspensionLetters

Administration staff to organise for letter to be emailed to parent or posted.
If student is in the care of CPFS they MUST also be informed of the suspension.

Relevant Program Coordinator - Student Services to complete a Positive Education and Expectation Plan (PEEP) or Individual Behaviour Support and place in the 'Return from Suspensions Meeting' file in the Front Office.

- **Suspensions 1 & 2 - PEEP required for first and second suspension ONLY.**
- **Suspensions 3 onwards - An Individual Behaviour Support Plan (IBSP) to be completed and updated at every subsequent meeting.**

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Complete the re-entry with the parent/caregiver and student. Complete meeting record notes and ensure plans are signed by parent/caregiver/teachers.

Provide signed copies and all relevant documentation, statements and any other documents from the meeting to Student Services Admin Support, to add to student 'tags' file and store originals in the compactors.

Inform all staff that the re-entry is completed and attach plan (if applicable) and any other relevant documentation or information.

Responsibilities during and immediately following the suspension period

The Principal will conduct any required meetings in preparation for re-entry prior to the completion of the suspension period. The focus of the re-entry meeting is on restoring the harm to both the victim and the school community, the accountability of the offender and the impact on the individual's good standing in the school.

When a student comes onto school grounds without permission during a period of suspension, the Principal will:

- ascertain the reason for the attendance and offer the student assistance when the reason for attendance is genuine;
- where the student does not supply a genuine reason, discuss calmly and supportively with the student the need for the student to honour the suspension decision and leave the school grounds;
- make reasonable attempts to notify a parent to collect the student in circumstances where the student refuses to leave school grounds;
- notify the police if the student is acting in a way that poses a threat to staff, students or property.

For a student who commits a breach of school discipline while on suspension, the Principal may apply an extension to the suspension period, subject to Regulation 43.

- Where the maximum period of suspension is already in place, the Principal will consider alternative disciplinary sanctions for that breach, to be served after the student's return to school provided that this sanction does not further limit the student's attendance. This does not apply in the event of a recommendation for exclusion.
- A suspension under Regulation 43(1)(a) may not be extended to a suspension under Regulation 43(1)(b), except where the breach committed during the suspension period can reasonably be considered by the principal to be a serious breach.

The Principal will provide learning activity for the student to complete during the period of suspension where this period is for three or more consecutive days or totals more than five days in the school year (this is not dependent upon the parent or student asking for work to be provided). The Principal will:

- provide work that is genuine learning activity (not busy work), designed to help the student as much as possible to keep up with class during the enforced absence;
- provide any required remedial support upon the student's return should the student have difficulty with the learning activity; and
- not require staff to supervise the student whilst on suspension, except where the student attends the school site. The Principal may ask teaching and/or administration staff to maintain a reasonable level of phone or digital contact with the student or the student's parent/caregiver during school hours whilst the student is suspended, for the purpose of discussing the student's progress on learning activity.

Where the period of suspension is less than that stipulated in Section 21 above, the Principal will make reasonable endeavours to ensure the student keeps up with their classwork and maintains continuity of learning.

If a student accumulates eight suspensions or 20 days of suspension in a calendar year, whichever comes first, the Principal will:

- inform the Regional Executive Director and Principal, School of Special Educational Needs: Behaviour and Engagement as part of a case management approach; and

- work with Regional Education Office and Statewide Services staff, family and relevant agencies to formally review all aspects of the student's situation and jointly develop or improve personalised behaviour support.

Categories of Suspension

These categories are provided to facilitate state-wide consistency in systemic reporting about the bases for suspension; they are not a list of behaviours for which suspension is mandated.

Category 1: **Physical aggression toward staff**
Aggressive physical contact committed intentionally against staff.

Category 2: **Abuse, threats, harassment or intimidation of staff**
Verbal or non-verbal actions that are abusive, harassing, intimidating or threatening, including stalking, sexual harassment, sexual innuendo and manipulation.

Category 3: **Physical aggression toward students**
Aggressive physical contact committed intentionally against another student.

Category 4: **Abuse, threats, harassment or intimidation of students**
Verbal or non-verbal actions that are abusive, harassing, intimidating or threatening, including stalking, sexual harassment, sexual innuendo and manipulation.

Category 5: **Damage to or theft of property**
Direct or indirect damage to, or theft of, property.

Category 6: **Violation of Code of Conduct or school/classroom rules**
This covers student misconduct not addressed in any of the other categories that violate the school's Code of Conduct.

Category 7: **Possession, use or supply of substances with restricted sale**
This category covers use or supply of substances such as cigarettes, alcohol and prescribed medicines, that are not in themselves illegal, but the sale of which may be restricted to persons over 18.

Category 8: **Possession, use or supply of illegal substance(s) or objects**
The substances referred to in this category are those that are illegal under the Criminal Code. This includes weapons and illegal drugs.

Category 9: **Other**

Category 0: **E-breaches**
Breaches under the *Students Online* policy or *Personal Use of Mobile Electronic Devices* requirements. Includes breaches of an *Acceptable Use Agreement*; *Appropriate Use of Online Services Agreement*; and recording, distributing, or uploading of inappropriate images or messages of students, parents or staff with reasonable nexus to the school.

IMPORTANT: If the student is in the care of CPFS, Aboriginal and/or has a disability (official or imputed) then there are other considerations that need to be made prior to any suspension.

Document Control

Reference Number: **Owner:** **Created:** **Modified:** **Approved:** **Next Review:** **Links to Regulatory Framework:**	 Deputy Principal – Student Services 8 March 2020 Legislation/Authority • School Education Act 1999 (WA) • School Education Regulations 2000 (WA) Department Policies • Emergency and Critical Incident Management • Students Online	**Implementation and Review:** The Deputy Principal – Student Services is responsible to the School Executive for the continuous monitoring and review of the *Suspension Procedures*.