

CEWA Policy: Community
Executive Directive: Student Behaviour



The College School Exclusion Process must be read in conjunction with CEWA Policy and Executive Directives

Exclusion is defined as a disciplinary measure imposed in reaction to serious misbehaviour by a student that results in permanent removal from a Catholic school.

The decision to exclude a student from Mazenod College must be carefully considered and may occur if the alleged incident is deemed serious to a level that merits such action in the following circumstances:

- a) has adversely affected or threatened the safety or wellbeing of any person who is on the school premises or participating in an educational program of the school, and/or
- b) has caused or is likely to result in significant damage to property, and/or
- c) the student behaviour has consistently disrupted the educational instruction of other students, and/or
- d) the student behaviour is illegal and the seriousness warrants police investigation.

Process

1 The Principal actions an exclusion review process

- The College follows its behaviour processes to investigate and substantiate student behaviour issues. Once substantiated, if the matter is considered serious and pastoral care and restorative approaches have been exhausted, and following consultation with the Provincial, Missionary Oblates of Mary Immaculate or Delegate, the Principal may decide to proceed with an exclusion review process. During this review process pastoral support is still to be provided to the student and their family.

2 Parents are informed

- The Principal will write to the parents to inform them of the following:
 - the nature of the incident and specific behaviour of concern
 - how the behaviour breaches school policies or Code of Conduct
 - that because of this behaviour, an exclusion review will be undertaken
 - the likely duration of the process
 - when and how parents and the student will be given opportunity to respond
 - that the student is suspended from school until the review is completed
 - that during the suspension, the student will be provided with a teaching and learning program
 - the pastoral support available to the student during this time
 - that based on the review, the Principal may decide to exclude the student
 - that parents can withdraw their child at any time during the process
 - how the parents will be informed of this decision
 - information regarding how parents can appeal the process.

3 The exclusion review report is completed

- Where possible, the Principal assigns responsibility for an exclusion review to a member of the College Leadership Team.
- The Principal's delegate must provide a written report of the review to the principal with copies of any statements or other documents referred to by the reviewer.
- Where the recommendation to exclude is based on a continuing pattern of behaviour, the written history of that behaviour must be included.
- The report may or may not include recommendations.
- All attempts should be made to ensure that this is completed in a timely manner to ensure minimal disruption to the student's education.

4 The Principal meets with the parents and the student

- The Principal will meet with the parent/guardian, student, and any other person(s) deemed relevant e.g. Child Protection and Family Services case worker.
- The Principal will present the case and the family will have the opportunity to provide any additional information or reasons against the decision to exclude.

5 Principal review and consultation

- Careful consideration of the decision to exclude is undertaken by the College Leadership Team.
- If the Principal believes that exclusion may be warranted, consultation may be sought from the relevant School Improvement Advisor/ Regional Officer with CEWA's Chief Psychologist prior to making a final decision.
- Where appropriate, consultation should also be sought from the Team Leaders for Students with Disability and/or Aboriginal Education.
- A decision to proceed with exclusion will require the Principal to seek final consultation with the Provincial, Missionary Oblates of Mary Immaculate or Delegate.

6 Decision made to not exclude the student

- The parent/guardian is informed of the decision which will be communicated in person or via phone call and confirmed by written correspondence. The student will require actioning of a re-entry plan.

7 Decision made to exclude the student

- The parent/guardian is informed of the decision with consideration to first provide this information in person or by phone and then follow up with written correspondence. The letter will include the reason for the decision, as well as the College's Disputes and Complaint Resolution Pathway.
- The Principal offers support in finding an alternative school setting if this assistance is requested, as well as suggesting external support services where appropriate.

8 Records Management

- The Principal must ensure that detailed records of the events and discussions related to the decision to exclude the student from the school are documented and maintained.
- Records pertaining to the exclusion shall be regarded as restricted access records and be accessible only to employees specifically designated by the Principal.
- A student whose enrolment is terminated must not be removed from the School Register unless the school has been authorised to do so in accordance with the School Education Act 19.

Related Documents

- Behaviour Policy
- Disputes and Complaints Resolution Pathway
- Privacy Policy
- Student Code of Conduct
- Records Management Policy

Review

This procedure will be reviewed following an exclusion process and will be updated as required in line with CEWA and Department of Education WA guidelines.

Year	Approved	Amendments / Review
2017	CLT	Policy released
2018	CLT	Reformatting
2020	CLT	Minor edits. Related documents
2023	CLT and Board	Major review aligning with CEWA School Exclusion Process