

School: _____ Student: _____ Date: _____

Procedures Reference	Action	Y/N	Date	Comment
4.0.4	The principal must ensure that no student is discriminated against on any grounds including race, colour, nationality, sex, gender, transgender, homosexuality, disability or age			<i>This checklist is a prompt. It is not a substitute for referring directly to the Procedures*</i>
4.0.5 4.0.6 6.3.1	The principal must ensure that the implementation of these procedures takes into account individual needs, disability, age and developmental levels			
6.1.1 6.3.1	Has the safety of all students and staff been considered?			
5.0.4 6.3.4	Have the principles of procedural fairness been followed?			
5.0.5 5.0.11	Are there any child protection issues or considerations?			
5.0.7	Any online bullying behaviour?			
4.0.6 6.1.2	Personalised learning and support strategies and discipline options have been applied and documented			
6.1.2	Discussion has occurred with student and parent regarding specific behaviours that may lead to suspension			
6.3.1	A long suspension may be up to and including 20 school days, and is imposed with consideration of the safety of students and staff, and the merit of the particular circumstances			
6.1.3 6.1.4 6.3.2	Principals will impose an immediate long suspension for: <ul style="list-style-type: none"> – physical violence resulting in injury – possession of prohibited weapon, firearm or knife – possession of illegal substances – serious criminal behaviour 			<i>Read relevant Procedure items</i>
6.3.2	Principals may also impose a long suspension for: <ul style="list-style-type: none"> – use of an implement as a weapon – persistent or serious misbehaviour (including threats and bullying) 			
5.0.8 6.3.2	Incident reported to School Safety and Response Hotline 1300 363 778			
6.3.4	Focus on Procedural Fairness			
6.3.5 7.1.2	A formal disciplinary interview prior to decision making has been held with the student to give: <ul style="list-style-type: none"> – explicit details about the allegation – the student an opportunity to respond 			

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6.2.2 6.3.5 7.1.2	Parent or support person or observer has been present (where appropriate)			
6.3.5	Key interview points are documented			
7.1.1	Decision to suspend can only be made by principal (or relieving principal)			
7.2.1	Students must not be sent home before the end of the day without arrangement with parent			
6.3.5	Work program provided			
6.3.6 6.3.7	School counsellor informed (report) and available resources utilised			
6.3.6 6.3.7	Learning and support team advice			
7.2.2 7.2.3 7.2.5 7.2.6	Written notification to parent/carer within 24 hours (verbal notice immediately). Must include: <ul style="list-style-type: none"> – notice of suspension – date and probable duration of suspension – specific reason for suspension – study program – expectation of parent support and co-operation – expectation of care and supervision by parent – copy of school discipline policy – DEC suspension information for parents, including appeal process – other support agencies available, if appropriate – intention to expel? (see 7.2.6) 			
6.1.6 7.2.2	Translated documents or interpreter required?			
6.3.3	Director, Public Schools NSW advised within 2 school days			
6.1.5	Special program attended?			
7.2.4	Special transport arrangements?			
6.3.7 7.3.1 7.3.4	Principal convenes resolution meeting at earliest opportunity			
6.1.7 7.3.3	Student nominates a support person if parents are unwilling/unable to attend, or include parents via telephone (interpreter if required)			
7.3.4	Consider recommendations of school counsellor and learning and support team at resolution meeting			

Long Suspension Checklist Suspension and Expulsion of School Students – Procedures*

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7.3.2	If unresolved by concluding date of suspension, notify Director, Public Schools NSW			
6.3.8	Approval of Director, Public Schools NSW, for more than two long suspensions on individual student within 12 months			
6.3.9	If strategies are unsuccessful, consider further options			
4.0.7 6.1.2 6.3.10 7.3.5	The principal must ensure that the suspension is recorded in ERN and that all relevant documents are retained on file in the school			
7.3.6	Copy of outcomes to student and parents			
5.0.10 7.3.7 7.3.8	Risk assessment required? Develop strategies before resolution meeting and address risks prior to student's return			