

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

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 designed as a prompt and is not a substitute for referring directly to the Procedures*</i>
4.0.5 4.0.6	The principal must ensure that the implementation of these procedures takes into account individual needs, disability, age and developmental levels			
6.1.1	Has the safety of all students and staff been considered?			
5.0.4	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?			
5.0.8	Need to contact Safety and Response Unit?			
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			
6.1.2	Formal written caution has been provided to parents, including clear expectations of what behaviour is required			
6.2.1	A short suspension may be imposed up to and including 4 school days for: 1. Continued Disobedience 2. Aggressive Behaviour (including bullying and online bullying)			
6.2.2 7.1.2	A formal disciplinary interview prior to decision making has been held with the student to give: – explicit details about the allegation – the student an opportunity to respond			
6.2.2 7.1.2	Parent or support person or observer has been present (where appropriate)			
6.2.2	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			

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7.2.2 7.2.3 7.2.5	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 			
6.1.6 7.2.2	Translated documents or interpreter required?			
6.1.5	Special program attended?			
7.2.4	Special transport arrangements?			
6.3.7 7.3.1	Principal convenes resolution meeting at earliest opportunity			
7.3.2	If unresolved by concluding date of suspension, notify Director, Public Schools NSW			
6.1.7 7.3.3	Student nominates a support person if parents are unwilling/unable to attend, or include parents via telephone <ul style="list-style-type: none"> – (interpreter if required) 			
5.0.10	Risk assessment required? Complete before resolution meeting date and activated for student return			
6.2.3	Resolution meeting convened; learning and support team and school counsellor notified of the suspension; liaison with parents; identification of support resources			
6.2.4	If strategies are unsuccessful, consider further options			
6.2.5	Advise the Director, Public Schools NSW, if a student has more than two short suspensions within 12 months			
4.0.7 6.1.2 6.2.2 6.2.6 7.3.5 7.3.6	The principal must ensure that the suspension is recorded in ERN and that all relevant documents are retained on file in the school			