



# MASADA COLLEGE

## Behaviour for Learning (Senior School)

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## Relevant Legislation

- Education Act 1990 (NSW)
- Child Protection (Working with Children) Act 2012 (NSW);
- Children and Young Persons (Care and Protection) Act 1998 (NSW);
- Civil Liability Act 2002( NSW)
- Work Health and Safety Act 2011 NSW
- Crimes Amendment (School Protection Act) 2002 NSW;
- Enhancing Online Safety for Children Act 2015 (Cth);
- Privacy Act 1988 (Cth)
- Privacy and Personal Information Protection Act 1998 (NSW);
- Young Offenders Act 1997 NSW
- Crimes Amendment (School Protection Act) 2002 NSW;
- Ombudsman Act 1974 (NSW)

## Related College Policies

- Anti-Bullying Policy
- Child Protection Policy
- Staff and Student Code of Conduct
- Student Guidelines for the Acceptable use of Information and Communication Technology Resources

The following guidelines recognise that from time to time individual circumstances may need to be considered and that the judicious use of flexibility is a reasonable and necessary part of any behaviour management system.

For this Behaviour for Learning Policy to be successful, it is expected that members of staff will communicate effectively with students, parents and between themselves, and that each member of staff will take personal responsibility for ensuring that the guidelines are implemented consistently and fairly.

## Background

### Masada College Ethos

Masada College is a Jewish co-educational school. Students from all backgrounds are welcome to our Jewish College, which prides itself on inclusivity. Our educational mission is to raise responsible individual thinkers with a strong sense of social justice and confidence in their ability to determine their own future.

Masada College is a close-knit community of individuals, each with their own desires, but all with one common goal: to live in a world where everyone has a place. It is about using insights to nurture our children's individual strengths, ensuring each becomes a stronger part of the whole. And by our children, we mean yours. It is part of the inclusive Jewish culture and a core value of the College.

### Masada Core Values

The College's educational endeavours are based on our Core Values: commitment (mechuyavut), respect (kavod), integrity (yoshra), kindness (chesed), Humility (anava), Harmony (shalom), Gratitude (hakarat hatov)

Pursuant to this philosophy, students at the College can reasonably expect to:

- a) Work in an environment where everyone is treated with respect, understanding and dignity.
- b) Enjoy the experiences and facilities provided by the College.
- c) Be able to participate fully in the College's programs.
- d) Work in an environment, which recognises and caters for their individual learning needs, where they can develop their knowledge, skills, and interests.
- e) Contribute ideas and have their views and contributions treated with respect.

The above expectations can only be fulfilled if students behave in an appropriate manner and demonstrate commitment, respect, kindness, integrity, humility, harmony and gratitude.

## Teshuva (Repentance)

The College has a whole school commitment to the principles of Teshuva and places a clear emphasis on the values of building positive social relationships, working and learning in teams and managing and resolving conflict. The aim is to support those who demonstrate inappropriate behaviour aware of the situation, change their behaviour and where appropriate repair the harm done. Students are encouraged to be accountable for their behaviour and take responsibility for their actions including where appropriate, by making amends to those affected.

Students are expected to: respect the College's policies; their fellow students; take responsibility for their own actions; intervene in support of others; actively discourage inappropriate behaviour by others; and generally to be an 'upstander', rather than a bystander.

The potential advantages of this approach in the College setting, include:

- a safer, more caring environment;
- a more effective teaching and learning environment;
- a reduction in bullying and other interpersonal conflicts;
- pride in the College, its uniform, environment and students;
- a greater awareness of connectedness to young people;
- the need to belong and feel valued by peers and significant adults; and
- greater emphasis on responses to inappropriate behaviour that seek to reconnect, and not further disconnect, young people.

## Definitions

'appropriate behaviour' - is any behaviour that contributes to a positive learning environment.

'the College' – Masada College

'College community' - comprises the College's employees, contractors or volunteers, students at the College, their parents and guardians and immediate and extended families and alumni of the College.

'document' or 'documentation' includes electronically stored information—including writings, drawings, photographs, sound recordings, images, and other data or data compilations—stored in any medium from which information can be obtained either directly or, if necessary, after translation

'inappropriate behaviour' – is any behaviour that challenges the day to day functioning of the College.

'includes' and 'including' are to be given a non restrictive meaning parent/s' - includes 'guardian/s'  
'teshuvah' – literally means 'return' and envisages a process of returning to one's true goodness. The Jewish concept of teshuvah is based on an optimistic view of human nature that sees the true essence of each person as good. Teshuvah has four essential parts to it:

- Accepting ownership of one's actions (that is taking responsibility for them);
- Feeling genuine remorse for the action;
- Doing whatever can be done to repair any damage done, whether to property, human dignity or the feelings of others; and
- Revising one's actions and acting differently when faced with a similar situation in the future.

## Introduction

### Policy Statement

Masada College is committed to creating and providing an engaging and inclusive learning environment that will help to minimise inappropriate behaviours.

The College's behaviour management procedures are based on an approach derived from the principles of Teshuvah by acknowledging wrongdoing and taking responsibility, apologising, repairing relationships, and committing to change their behaviour.

## Expectations of Students and Associated Behavioural

### Responsibilities

**Students can reasonably expect to work in an environment where everyone is treated with respect, understanding and dignity.**

Students have a responsibility to:

- Develop positive and respectful relationships with peers, teachers and all other members of the College community, modelling the College's Core Values in all interactions;
- Speak appropriately and with respect, to others;
- Not tease, bully or belittle others;
- Behave in a manner that is empathetic, considerate and inclusive of others;
- Take responsibility for their actions, engaging positively in teshuvah when conflict/disagreement occurs; and
- Behave in a manner that will always uphold the good name of the College.

**Students can reasonably expect to enjoy the experiences and facilities provided by the College.**

Students have a responsibility to:

- Support the maintenance of an orderly learning environment;
- Take care not to damage equipment and facilities of the College;
- Not disrupt the learning of others;
- Work collaboratively with others – demonstrating an understanding that we can all learn from one another;
- Respect and care for the ‘environment’ of the College, placing rubbish in the appropriate bins, handling equipment carefully, maintaining lockers etc;
- Not bring any prohibited substance onto the school grounds; and
- Respect the property of others, ensuring that they do not interfere with the belongings of others.

### **Students can reasonably expect to be able to participate fully in the College’s programs.**

Students have a responsibility to:

- Attend College punctually each day, wearing the College uniform correctly and respectfully;
- Maintain their appearance in keeping with College expectations;
- Be prepared for class, arriving on time, listening to instructions, contributing appropriately in class and meeting all relevant deadlines;
- Jewish students participate in and contribute to Tefilla by:
  - Bringing the correct materials;
  - Maintaining a respectful tone; and,
  - Participating in Tefilla;
- Participate in co-curricular programs, contributing positively and demonstrating positive school spirit; and
- Participate in and contribute to the Experiential programs.

### **Students can reasonably expect to work in an environment, which recognises and caters for their individual learning needs, where they are able to develop their knowledge, skills and interests.**

Students have a responsibility to:

- Be reflective, continuously striving for improvement, and always working towards their personal best;
- Take responsibility for their own learning; and
- Co-operate with, and heed advice from their teachers

### **Students can reasonably expect to contribute ideas and have their views and contributions treated with respect.**

Students have a responsibility to:

- Offer their views in a respectful manner and an appropriate context; and
- Listen to and respect the opinions of others.

The expectations and responsibilities of students set out above, outline appropriate student behaviours that contribute to the functioning of the College as a safe, nurturing and inclusive learning environment. Students at the College will be taught, encouraged and supported in their learning, to demonstrate and abide by these expected behaviours, which are embedded within the College culture.

Parents and Carers have a responsibility to:

Positively support the College in upholding the behavioural responsibilities of students. Parents are asked to inform the College of any factors that may be impacting upon their children, resulting in any change in behaviour.

## **Attendance, Early Leave and Requests for Extended Leave**

Students are expected to arrive punctually, attend the College for the entire College day and not take leave during term time. Holidays should only be taken by students during term holidays and days when the College is closed, as outlined in the Term Dates on the College website.

Parents are required by the Education Act 1990 (Cth), to apply for leave from attendance at the College for all children of compulsory school age. All applications for leave must be made on the Application for Extended Leave form. Requests for periods of absence longer than one day are to be made in writing at least three weeks in advance of the proposed absence, unless extenuating circumstances apply. All requests should be submitted with supporting documentation and will be considered in accordance with relevant criteria. All extended absences will be approved or declined in writing (after consultation with parents), by the relevant Head of School. Any absence in breach of this policy, may jeopardise the enrolment of the student.

## **Leaving College Grounds**

Parents/Carers must notify the College in a timely manner for permission for students to be absent for part of the College day. Where possible, orthodontic and other medical appointments should be made outside College hours.

For safety and legal reasons students require parent and teacher permission to leave the school grounds. Students are expected to remain on College grounds during school hours. All students need to sign out before leaving, and sign in when returning to school so that in the event of an emergency their whereabouts will be known.

When an absence is unavoidable (e.g., through ill health), an explanation for the absence will be required. Senior School parents are asked to contact the relevant College Reception before school starts.

## **Punctuality and Organisation**

Students are expected to arrive at school on time and are to move promptly to and from all classes, particularly at the end of recess and lunch. Students are to arrive at lessons with all their required books and equipment.

## **Information and Communication Technologies**

Laptops may be used in the classroom under explicit instructions from classroom teachers. When no instruction is provided, computers need to screen off and put away.

The College will provide students with education regarding the responsible use of Information and Communications Technology (ICT), including social media, through Pastoral Care programs.

Senior School students are to bring a Laptop for educational purposes.

Students and parents in Years 7-12 are required to sign a hard copy of and comply with the related policy “Acceptable use of Information and Communication Technology Resources”, which sets out the appropriate student use of computers and the broader use of the internet.

Students must respect the rights, privacy and property of others, and ensure that they do not harass or offend another person. Students must not post any sensitive or private information on websites/social media platforms, without the express permission of the subject.

Students are to use their official College student emails and College software in all online communications with staff members.

Students are not permitted to use inappropriate material, on their laptops, during the school day.

The College enforces a limited use of computers during recess and lunch:

- Years 7 and 8 may not use their computers at all during recess and lunch times
- Years 9 and 10 may not use their computers at recess; they may only use their computers at lunch times, in the library
- Years 11 and 12 may use their computers at recess and lunch times for study purposes.

## Mobile Devices

The College recognises the ubiquitous nature of mobile devices (including: smart phones; tablets; ipads; and laptops) in the world today. At Masada College, students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer these across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

The College has rules (set out below) relating to the use of mobile devices at school, which will be strictly enforced including by confiscation of the device. Smart watches are not permitted on campus.

## Guidelines for Parents

- Parents play an important role in partnering with Masada College in helping their child develop these skills, while establishing and building positive relationships, making responsible decisions and working effectively in teams.
- In providing a mobile device to their child, parents accept that their child's safety is at risk as they are able to access the Internet away from direct parental or teacher supervision. Some of the risks that come with surfing the web unsupervised, or without adequate parental controls, include online predators, identity theft, cyberbullying, social isolation and access to pornography and graphic violence.
- If parents need to contact their child in an emergency, parents should contact the College Receptionist who will pass messages on through the relevant staff member. Should students need to contact a parent during the school day, they can use the phone in reception.

- Parents must note that the College accepts no responsibility whatsoever for any loss of, or damage to, mobile devices while on the College premises, or when attending College functions/activities at other venues.

### **Guidelines for Students Using Mobile Phone**

- Mobile phones must be “off and away” and have their passcodes set at all times during the school day including between classes and at all breaks, that is recess and lunch (exceptions for medical reasons to be communicated by the Head of School).
- Mobile phones may be accessed briefly at recess or lunch time at the lockers. They may not be taken into the school grounds at recess or lunch time.
- Mobile devices must not be used to bully or intimidate, or to transmit inappropriate material to others.

## **Inappropriate Behaviour**

The College will not tolerate inappropriate behaviour. Such behaviour will attract consequences, the precise nature of which will depend on the particular behaviour and the circumstances in which it occurs. In determining the appropriate consequences, the College will act without bias and apply the principles of due process, fairness and consistency.

Inappropriate behaviour may include, but is not limited to:

### **Inappropriate Language**

Swearing or using any form of derogatory language is unacceptable, either when on College grounds or whenever students are wearing the uniform of the College.

### **Bullying**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying can involve humiliation, exclusion, domination, intimidation, victimisation and all forms of harassment including those based on gender, sexual orientation, race or disability.

Cyberbullying refers to bullying through information and communication technologies.

Inappropriate sexual behavior by a student, being behaviour that involves sex – talking or texting about sex, touching another student in a sexual way or doing something sexual – in a context and way that is not appropriate for those students' age, or if the other student doesn't want it to happen, may constitute bullying.

Single incidents, conflicts or fights between equals, whilst not defined as bullying will be subject to disciplinary action.

**The College will not tolerate bullying, victimisation or harassment. Bullying is regarded as a serious offence and may lead to suspension or expulsion.**

Members of staff and students are asked to report all incidents of alleged or apparent bullying. All reports will be treated confidentially, taken seriously and thoroughly investigated.

Students are encouraged to report concerns to a member of staff if they either witness, or are subject to, allegedly bullying behaviour.

Reasonable disciplinary action conducted in a reasonable manner, does not constitute bullying.

### **Chewing Gum**

Chewing gum is not permitted on campus or when a student is involved in College activities.

### **Damage or destruction to the College property or any other property**

Students must not intentionally cause or attempt to cause, or intentionally commit any act, that causes damage or destruction to the College's property or the property of any other student, member of staff, parent/guardian or other member of the College community.

### **Disrespect**

Students must not disrespect College staff or peers.

### **Filming or recording of others**

Students are not permitted to film or record other staff or students without the express permission of a supervising staff member. Unauthorised recording/sharing footage with others will be treated very seriously.

### **Gambling**

Gambling, including online gambling and poker, or involvement in any such activity, is not permitted during the school day or College sanctioned events, including camps, trips or tours run by the College.

### **Physical Altercations**

Students must not indulge in, participate in, or resort to, physical violence.

### **Prohibited weapons**

Possession of a prohibited weapon or using or threatening to use any item/instrument as a weapon is prohibited.

### **Stealing**

Students must not take or obtain the property of any other person dishonestly, or by means of violence, force, threat of force, coercion, intimidation, fear or any other similar conduct.

### **Illicit substance Consumption**

Students must not possess, smoke, consume, use, deal or assist another person to obtain, consume, use, or deal in any of the substances set out below, on College premises including buildings, gardens, sports fields and car parks and at College sanctioned events, including excursions, camps, trips or tours conducted by the College. This includes the use of Tobacco; e-cigarettes; alcohol; prohibited drugs; and prescription or over the counter drugs that are not used for the medically prescribed or intended purpose.

The consumption of alcohol by adults is only permitted at College functions or events, where alcohol is served by the College, as part of the function or event. Students, regardless of age, are not permitted to consume alcohol at College functions or events.

### **Sanctions for breach**

of this provision of the Behaviour for Learning Policy may vary depending on the nature and circumstances of the breach, but will involve suspension and other consequences, possibly including expulsion.

If the breach occurs whilst a student is on an excursion, camp, trip or tour, they will be sent home with further action, and consequences pending, including reimbursement by the parents of the costs incurred.

The College reserves the right to administer or have administered by an appropriate third party, a breathalyser, or drug screen or test, in cases of a suspected breach.

If the student is on an excursion, camp or tour, they will be sent home and required to produce the results of such a test on arrival at the College.

### **Trading in goods**

Unauthorised selling of, dealing or trading in, goods or items while on College premises or on College activities or complicity in any such conduct is prohibited.

### **Truancy**

Students are expected to attend all scheduled classes, assemblies, special services, incursions and excursions and daily Tefilla/morning groups.

## **Representing the College**

Students who have been selected to represent the College in sport, debating or other activities, must attend and represent the College on all occasions when required. As ambassadors of the College, all students should ensure that their appearance and conduct is a source of pride to the College at all times.

Where it is unavoidable that students are unable to meet a particular obligation, permission must be sought in writing from the teacher in charge of the activity, giving sufficient notice in advance of the activity, to permit the College to make alternative arrangements.

Where student is engaged through external organisation on a request of representing the College, an prior permission must be obtained.

## **Tefilla and Religious Services**

Tefilla is an integral and mandatory part of the College curriculum for all Jewish students. The College day begins for all Senior School students, unless communicated otherwise, with Shacharit Service at 8:15 am. The College requires all Jewish boys over Bar Mitzvah age to wear Tefillin each day during Shacharit services. Furthermore,

the College requires all Jewish students of all ages to use their own Siddur during Tefilla. All boys are to wear kippot as part of the College ethos, where required.

## College Uniform

Wearing the College uniform appropriately is fundamental for the promotion and maintenance of school spirit and school pride.

Students should not eat in, or purchase food from, non-kosher premises while in uniform.

All students are required to conform to the College uniform standards while at school, travelling to or from school, when they are on school excursions and whenever they represent the College. Students representing the College in sport, music, debating etc, are to wear the correct designated uniform.

All students are required to wear the correct sports uniform, for all inter-House events and representative sport.

On occasions, the College will give permission for students to have a Mufti Day. In accordance with the College Ethos, students are required to wear modest clothing. Restrictions on footwear apply for WH&S reasons. Senior School students are not permitted to enter Practical classrooms without closed leather shoes.

The following should be taken as a guide as items that are not permitted, but not limited to:

- Thongs or open-toe sandals;
- Ugg boots;
- Leggings without a long shirt or dress covering the thighs;
- Skimpy singlet tops for girls;
- Tank tops for boys;
- Midriff tops;
- Miniskirts; and/or
- Jeans, shorts or pants worn so low that underwear can be seen.
- No swimming costumes / body suits

This is a guide only. If a student is not appropriately dressed, they will be asked to call home to have replacement clothes delivered to the College. That student will be denied access to lessons until the appropriate clothing is worn.

## Behavioural Interventions

In addition to inappropriate behaviour as dealt with above, when a student's behaviour generally raises concerns, or when a student is displaying chronic patterns of problem behaviour, a more targeted intervention may be required to support the student overcome those difficulties. The type of intervention used will depend on the behaviour and the student.

The College may intervene informally or formally. A formal intervention may, for example, include the assistance of the College Psychologist.

Refer to the flow chart of Managing Challenging Behaviours.

## Managing Challenging Behaviours (Years 7 to 12) Flowchart

<p><b>Level One – First Time Challenging Behaviour</b></p> <ul style="list-style-type: none"> <li>• <b>Classroom Teachers</b> will manage behaviour as to ways in which they are supporting/managing students.</li> <li>• These may include lateness to class, disruptive behaviours, lack of relevant equipment, homework/assignment issues, inappropriate uniform etc.</li> <li>• Major misdemeanours (including bullying or rudeness to a teacher) will be referred directly to the relevant Year Patron who will escalate appropriately.</li> <li>• Details will be recorded on the student profile on SEQTA.</li> <li>• Detention may be issued.</li> <li>• Parents may be informed.</li> </ul>
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<p><b>Level Two – Persistent Poor Behaviour</b></p> <ul style="list-style-type: none"> <li>• Academic specific – <b>Classroom Teachers will discuss persistent issues with the relevant Head of Learning Area (HOLA)</b> (e.g. persistent incomplete homework, persistent late submissions, persistent misbehaviours in class etc.).</li> <li>• Wellbeing – <b>Classroom Teachers will discuss these with the relevant Year Patron.</b></li> <li>• Tefilla matters – The teacher on supervision will discuss with the <b>Head of Jewish Learning and Informal</b> (e.g. lack of respect in Tefilla, no equipment etc).</li> <li>• Details will be recorded on the student profile on SEQTA.</li> <li>• Detention will be issued.</li> <li>• Parents will be informed and may be invited to a meeting.</li> </ul>
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<p><b>Level Three – Poor Behaviour following Intervention by Year Patron or HOLA</b></p> <ul style="list-style-type: none"> <li>• Interview arranged between the student and relevant Year Patron/HOLA</li> <li>• Consultation with other stakeholders if needed (i.e. School Psychologist/Head of International Affairs and Students' Liaison/Student Leadership Coordinator).</li> <li>• Details will be recorded on the student profile on SEQTA.</li> <li>• Detention will be issued.</li> <li>• Parents will be informed and will be invited to a meeting.</li> </ul>
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<p><b>Level Four– Referral to Head of Learning and Teaching and/or Head of Academic Care</b></p> <ul style="list-style-type: none"> <li>• After two detentions are issued and/or if <b>no improvement</b> demonstrated then the Year Patron/HOLA will refer to either <b>Head of Learning and Teaching and/or Head of Academic Care.</b></li> <li>• Details will be recorded on the student profile on SEQTA.</li> <li>• Parents will be informed and will be invited to a meeting.</li> </ul>
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<p><b>Level Five– Referral from Heads of Learning and Teaching/Head of Academic Care to Head of Senior School</b></p> <ul style="list-style-type: none"> <li>• Repeated misbehaviour and significant issues may result in suspension and then conditional return to the College.</li> <li>• Details will be recorded on the student profile on SEQTA.</li> <li>• Parents will be informed and will be invited to a meeting.</li> <li>• If measurable improvements are not demonstrated then the student's position at the College will be reviewed.</li> </ul>

## Corporal Punishment

The College does not support the use of corporal punishment under any circumstances. Neither College staff members, nor any other person, including parents, should use corporal punishment as a way of disciplining students. Any use of such punishment may force the College to act in accordance with Child Protection legislation.

## Procedural Fairness

Students can expect to be treated in a fair, unbiased and consistent manner.

Where suspension or expulsion is being considered in relation to a student's behaviour the student can expect to:

- Know the allegations related to a specific matter and any other information which will be taken into account in considering the matter;
- Know the process by which the matter will be considered;
- Respond to the allegations; and
- Know how to seek a review of the decision made in response to the allegations.

In these circumstances, the student can also expect to have a support person present and parents/guardians or carers can expect to be involved, and to be kept fully informed. Parents and students can expect to be able to seek and receive advice.

Students can expect that the process will be undertaken and decisions made without bias, including an impartial investigation and decision.

## Suspension or Expulsion

Every effort is made to assess situations in a consistent, fair and transparent manner to achieve positive outcomes for the student. The College has clearly stated policies and procedures with which students must abide.

Suspension or expulsion measures are the responsibility of the Head of School and College Principal. The Head of School will consider the impact on the student and College community when considering suspension or expulsion measures. The length of any suspension is at the discretion of the Head of School.

### Suspension

The length of any suspension will be determined by the behaviour and the circumstances and will be assessed on a case by case basis.

Students may be suspended for inappropriate behaviour while attending school or school related activities; travelling to or from school or school related activities; and/or engaging in an activity away from school.

In certain cases a student may be 'suspended' from class while a comprehensive Risk Assessment is prepared and communicated to all relevant staff.

Students will **be suspended** on the following grounds:

- Behaving in such a way as to threaten or constitute a danger to the health or safety of any person;
- Possession of a prohibited weapon or using or threatening to use any item/instrument as a weapon;
- Committing an act of violence against a person, or causing significant damage to, or destruction of, property, or knowingly being involved in the theft of property; or
- Possessing, using or deliberately assisting another person to obtain or consume, prohibited drugs, or substances suspected to be prohibited drugs or alcohol or drugs not prescribed for them.

Students may be suspended for other behaviours or activities including without limitation:

- failing to comply with any reasonable and clearly communicated instruction of the College Principal, teacher or other member of staff;
- consistently behaving in a manner that interferes with the wellbeing or educational opportunities of any other student;
- consistent inappropriate behaviour;
- inappropriate sexual behaviour;
- bringing the College into disrepute; or
- failure to comply with College policies.

Students will only be suspended from classes when other measures have been implemented without success, or where immediate suspension is the only appropriate course of action given the nature of the student's behaviour. Procedural fairness will be observed in making any such decision, however the College reserves the right to suspend a student pending the investigation and ultimate decision making process.

All educational and teaching services and support will be suspended during the period of any student's suspension for extended periods of suspension.

In respect of a period of suspension, parents must come into the College to meet with the Head of Senior School or delegate to discuss the management of the student's return/reintegration into the College. A student will not be permitted to return to the College until such a meeting has taken place.

## **Expulsion**

Expulsion is the most serious consequence and is a step that will be taken by the College Principal, where it is deemed to be the only appropriate measure.

A student can be expelled if the student does anything for which they could be suspended, and the student's behaviour is of such a magnitude or occurs with such frequency that, for the health, safety and wellbeing of other students and/or staff at the College and the need to maintain the effectiveness of the College's educational programs, and/or reputation, expulsion is considered by the College Principal, as necessary.

If an expulsion is being considered the following will occur:

- The student will be suspended from the College;
- The student and his/her parents or guardians will be informed of the reasons why expulsion is being considered;

- The student and his/her parents or guardians will be given three (3) business days to respond to the allegations; and
- The student and the parents or guardians will be given the opportunity to attend a formal interview with the College Principal.

Once the College Principal has considered any response from the student and his/her family, and before the College Principal determines that expulsion is justified, the College Principal will notify the President and through him/her the Board of Management, of his/her decision before informing the student and his/her parents of the decision.