

Suspension and Expulsion Policy and Procedures

1. Purpose

The purpose of this policy is to outline the process for any students suspended or expelled from a course or unit of study at TEG. The policy also provides for the administration of suspension and expulsion.

2. Policy Scope

This policy applies to both full time and part time students enrolled in TEG courses from certificate to master programme.

3. Policy Content

TEG has a desire and a responsibility to provide a safe learning environment for its students and staff, and recognise excellence in good behaviour and academic performance. As a consequence, when guidelines about what constitutes misconduct, unacceptable behaviour, or poor academic progress are not followed students may be suspended or expelled from a course or unit of study.

Principal or the delegated Division Director may suspend a student or recommend expulsion as part of the *Academic misconduct*, or below the minimum required attendance, or the *General Misconduct Policy and Procedure*.

- There will be cases of unacceptable behaviour where it will be in the best interests of the school community or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are the options available to the Principal or the delegated Division Director in these situations.
- Collaboration between school staff, students and parents/guardians is an important feature of discipline in school. All should be fully aware of the suspension and expulsion procedures and their place in the context of that school's student welfare and discipline policies.
- In implementing these procedures, the Principal or the delegated Division Director must ensure that no student is discriminated against on any of the following grounds:
 - race, including colour, nationality, descent, ethnic, religious or national origin;
 - sex;
 - marital status;
 - disability, including HIV/AIDS;

- homosexuality;
 - transgender, or
 - age.
- The Principal or the delegated Division Director must also ensure that the implementation of these procedures takes into account factors such as the age, individual needs, any disability and developmental level of students.
 - The Principal or the delegated Division Director must ensure that records are made and retained of any action taken in relation to the implementation of these procedures.
 - Principal or the delegated Division Director has authority, consistent with the provisions of these procedures and associated documents, to suspend or expel a student from the school. He will exercise this authority having regard to their responsibilities to the whole school community and to the principles of procedural fairness.
 - The principles of procedural fairness are fundamental to the implementation of these procedures. Procedural fairness is generally recognised as having two essential elements. These are:
 - the right to be heard, and
 - the right of a person to a fair and impartial decision.
 - Where a serious disciplinary matter arises and the Principal or the delegated Division Director is considering suspension or expulsion of a student, the action should be taken irrespective of any action which may be taken by another agency, including Singapore Police Force or ICA.
 - If the behaviour that has resulted in consideration being given to the suspension or expulsion of a student may represent a risk to the student himself or herself, other students or staff (for example the incident relates to violent behaviour), the Principal or the delegated Division Director must ensure that steps are taken to assess that risk and develop any strategies consistent with departmental policies. This process should be commenced at the same time that any disciplinary action commences.

4. Suspension

“**Suspension**” means a temporary cessation or a temporary deprivation of the right to attend class or school. In practice, suspension may lead to a student studying at home for a period of time, determined as a joint decision among administration, teachers, parents and the student. The period of time ends when new strategies for

dealing with the problem(s) encountered at school are generated and the resources for such are put into place.

4.1 General Principles and Procedures

4.1.1 In determining whether a student's misbehaviour is serious enough to warrant suspension, the Principal or the delegated Division Director will consider the safety, care and welfare of the student, staff and other students.

4.1.2 In some circumstances the Principal or the delegated Division Director may determine that a student should be suspended immediately. This will usually be due, but not limited, to reasons such as the safety of students or staff.

4.1.3 Principal or the delegated Division Director must suspend immediately and consistently with these procedures (including procedural fairness) any student who:

- i. Any student who is physically violent, resulting in injury, or whose violent behaviour seriously interferes with the safety and well being of others, is to be suspended immediately.
- ii. Any student in possession of a prohibited weapon, firearm or a knife (without reasonable cause), is to be suspended immediately.
- iii. The Government firmly believes that schools must be places where are free of illegal drugs. Suspension is to occur immediately if the substance is being represented by the student as an illegal substance, or on confirmation that the substance is, in fact, illegal. Students who assist other students to obtain illegal substances or supply restricted substances, such as prescription drugs, are also to be suspended.

4.2 Short Suspension

In circumstances where measures mentioned in the above section, the Principal or the delegated Division Director may choose to impose a short suspension of up to seven (7) school working days. Short suspensions may be imposed for the following reasons and will be reported in the following categories:

- i. **Continued Disobedience.** This includes, but is not limited to, breaches of the school discipline code such as: failing to pay instalments (course fee) despite repeated reminder, refusal to obey staff instructions; defiance; disrupting other students; use of alcohol or repeated use of tobacco.

- ii. **Aggressive Behaviour.** This includes, but is not limited to: hostile behaviour directed towards students, members of staff or other persons, including damaging the property of the school or students; bullying (including cyber-bullying); verbal abuse and abuse transmitted electronically such as by email, SMS text messages or by other electronic means.

4.2.1 A formal disciplinary interview must be held with the student prior to making the decision to impose a short suspension. A Disciplinary Committee chaired by Principal or the delegated Division Director and comprising Academic Director, relevant academic staff and Programme Manager/or Admin Manager must ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond to the allegation(s). The key features of the interview must be taken down in writing. For very young children and students with certain disabilities it may be advisable to have a parent or guardian present during the interview.

4.2.2 A Disciplinary Committee meeting must be convened by the Principal or the delegated Division Director at the earliest opportunity. The Principal or the delegated Division Director in conjunction with the parents should utilise the school, regional and other available resources in seeking a means of assisting the student to modify his or her behaviour. The use of such resources should be discussed in the suspension resolution meeting.

4.2.3 If short suspensions have failed to resolve the issue of inappropriate behaviour, strategies such as further short suspensions, a longer suspension or alternative must be considered. Each case will be different and the action needs to be appropriate to the individual circumstances of the case.

4.2.4 The Principal or the delegated Division Director must ensure that the suspension is recorded in the suspension file and that all relevant documentation is retained on a file at the school. All documentation must be made available to CPE or CPE Mediation Centre or Singapore Arbitrators on request.

4.3 Long Suspension

If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the Principal or the delegated Division Director may impose a long suspension of up to and including twenty (20) school working days. In determining if a

student's behaviour is serious enough to warrant a long suspension the Principal or the delegated Division Director must consider:

- the safety of students and staff
- the merit and circumstances of the particular case
- factors such as the age, individual needs, any disability and developmental level of students.

4.3.1 Principal or delegated Division Director will impose a long suspension for:

- Physical Violence
- Use or possession of a prohibited weapon, firearm or knife
- Possession, supply or use of a suspected illegal substance
- Serious criminal behaviour related to the school
- **Persistent or serious misbehaviour.** This includes, but is not limited to:
 - repeated refusal to follow the school discipline code including payment of course fees;
 - threatening to use a weapon in a way that might seriously interfere with the safety and wellbeing of another person;
 - making credible threats against students or staff;
 - behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach including bullying, harassment and victimisation.

4.3.2 In cases where consideration is being given to imposing a long suspension from the school, the gravity of the circumstances require that particular emphasis be given to procedural fairness issues.

4.3.3 A formal disciplinary interview must be held with the student prior to making the decision to suspend. A Disciplinary Committee chaired by Principal or the delegated Division Director and comprising Academic Director, relevant academic staff and Programme Manager/or Admin Manager must ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond to the allegation(s).

4.3.4 The student must also be able to have an appropriate observer of their choosing present at the interview.

4.4 Deciding on and Notifying a Suspension Procedures

The following steps apply to both short and long suspensions.

- 4.4.1 The decision to suspend must be taken by the Principal or the delegated Division Director.
- 4.4.2 The Principal or the delegated Division Director should convene a Disciplinary Committee meeting during which the student is informed of the precise grounds on which suspension is being considered. The student must be given the opportunity to consider and respond to this information. The student's response must be considered before a decision to suspend is made. Where long suspension is being considered, the student must be able to have an appropriate observer of their choosing present at the formal disciplinary interview.
- 4.4.3 A student will not be sent out of the school before the end of the school day without notification being made to their parents. The Principal or delegated Division Director must ensure that adequate supervision is provided for that student at school until those arrangements are made.
- 4.4.4 Notification of suspension must be made to the parents in writing within three (3) working days following immediate verbal notification. Reasonable steps must be taken to ensure that the notification is delivered, if necessary in an alternative form. This may apply when parents have difficulty reading or understanding English due to cultural factors or disability. Suspension notification letters are available in a number of languages.
- 4.4.5 In all cases, the notification must include:
- notice of the suspension;
 - the date and probable duration of the suspension;
 - the category and specific reasons for the suspension;
 - the clear expectation that the student will continue with studies while suspended and, in the case of a long suspension, that a study program will be provided;
 - the importance of parents cooperatively working with the school in resolving the matter;
 - parents responsibility for the care and safety of the student while under suspension, and the clear expectation that the student should not be on school grounds without the prior permission of the Principal or the delegated Division Director ;
 - information concerning appeal rights and other appropriate government or community agencies available to provide assistance where necessary.

4.4.6 At the time of the suspension or expulsion notification parents must be provided with the abridged version of this document, as well as the school's discipline code and information about appeal rights.

5. Expulsion

“Expulsion” means the turning out of a student from the school, and a deprivation of the privilege to attend the school with the intention of permanence. In the case of expulsion, school course fees are non-refundable as indicated on the *Student Contract*.

5.1 General Principles and Procedures

In serious circumstances of misbehaviour, the Principal or the delegated Division Director may expel a student from school for failing to pay course fees one month after payment due, unsatisfactory participation in learning and those who are below the minimum required attendance requirement.

5.1.1 Students expelled from a school for misbehaviour may not re-enrol in the school without the approval of the Top Management.

5.1.2 In all cases where consideration is being given to expelling a student, the gravity of the circumstances requires that particular emphasis be given to procedural fairness.

5.2 Expulsion from School for Misbehaviour

When considering expelling a student for misbehaviour, the Principal or the delegated Division Director must:

- ensure, except as a result of a most serious incident, that all appropriate student welfare and discipline strategies have been implemented and documented.
- obtain and consider a report form from Programme Manager.
- convene a formal disciplinary interview with the student. A Disciplinary Committee chaired by Principal or the delegated Division Director and comprising Academic Director, relevant academic staff and Programme Manager/or Admin Manager must ensure that the student is given explicit information about the nature of the allegation(s) and is given the opportunity to consider and respond to the allegation(s). The student must also be able to have an appropriate observer of their choosing present at the interview. For young children and children with certain disabilities it may be advisable to have a parent or guardian present at the meeting. The key features of the interview should be taken down in writing.

- place the student on a long suspension pending the outcome of the decision making process (refer to section 4.4). This action should be taken irrespective of any action by another agency, including the Singapore Police Force or ICA.
- notify the student and the parents, in writing, that expulsion from the school is being considered, giving reasons for the possible action.
- obtain and consider a school counsellor's report that includes recommendations for further action.
- provide the parents with a copy of all documentation on which the consideration of expulsion is based.
- allow seven (7) school working days for students and parents to respond.
- consider any response from the student and parents before proceeding further.
- discuss with the student and the parents the implications of expulsion and provide information relating to the right to, and process for, an appeal (if the expulsion were to proceed). This could be done by tele-conferencing or in a meeting.

5.2.1 Having reached a decision to expel a student from the school, the Principal or the delegated Division Director will:

- inform the student and the parents in writing. This formal advice should also restate the right to appeal the decision;
- advise an alternative educational placement appropriate to the needs of the student (if requested).

5.3 Expulsion from School for Unsatisfactory Participation in Learning

5.3.1 This will generally be where a student has failed to apply themselves with diligence and sustained effort to set tasks and experiences and the lack of application is impacting on the good order of the school and learning of other students.

5.3.2 Prior to giving consideration to expulsion the student must receive at least one formal written warning that such action is being contemplated. A program of improvement should be developed in conjunction with the student to assist them to improve their participation in learning. The student must also be provided with a reasonable period in which to demonstrate improvement.

5.3.3 When considering expulsion in these circumstances, the Principal or the delegated Division Director will:

- notify the student and the parents, in writing, that expulsion from the school is being considered, giving reasons for the possible action. There is no necessity to place the student on long suspension pending the decision making process in these circumstances.
- obtain and consider a report from the learning support team or school counsellor, as appropriate, that includes recommendations for further action.
- provide the parents with a copy of all documentation on which consideration of expulsion is based.
- allow seven (7) school working days for students and parents to respond.
- consider any response from the student and parents before proceeding further.
- discuss with the student and parents the implications of expulsion and provide information relating to the right to, and process for, an appeal (if the expulsion were to proceed). This could be done by tele-conferencing or in a meeting.

5.4 Expulsion from School for Failing to Pay Course Fee

- 5.4.1 This will generally be where a student has failed to pay course fee despite reminders from the School.
- 5.4.2 Prior to giving consideration to expulsion the student must receive at least one formal written warning that such action is being contemplated.
- 5.4.3 When considering expulsion in these circumstances, the Principal or delegated Division Director will:
- notify the student and the parents, in writing, that expulsion from the school is being considered, giving reasons for the possible action. There is no necessity to place the student on long suspension pending the decision making process in these circumstances.
 - obtain and consider a report form from Admin Manager or Programme Manager
 - provide the parents with a copy of all documentation on which consideration of expulsion is based.
 - allow seven (7) school working days for students or parents to respond.
 - consider any response from the student or parents before proceeding further.

5.5 Expulsion from School for Failing to Meet the Minimum Attendance Requirement

5.5.1 This will generally be where a student has failed to meet the minimum attendance requirement despite repeated counsellings.

5.5.2 Prior to giving consideration to expulsion the student must receive at least one formal written warning that such action is being contemplated.

5.5.3 When considering expulsion in these circumstances, the Principal or delegated Division Director will:

- notify the student and the parents, in writing, that expulsion from the school is being considered, giving reasons for the possible action. There is no necessity to place the student on long suspension pending the decision making process in these circumstances.
 - obtain and consider a report form from Programme Manager.
 - provide the parents with a copy of all documentation on which consideration of expulsion is based.
 - allow seven (7) school working days for students or parents to respond.
 - consider any response from the student or parents before proceeding further.
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