

# Expulsion of Students Checklist



Melbourne Archdiocese  
Catholic Schools

Schools may use this checklist to support procedural fairness and compliant record keeping. It does not replace the Student Behaviour Support Procedures or the Suspension, Negotiated Transfer and Expulsion of Students Procedures. A completed copy should be provided to the MACS Senior Manager, School Leadership (SMSL) in the relevant regional office.

|                           |  |
|---------------------------|--|
| <b>School name</b>        |  |
| <b>Student name</b>       |  |
| <b>Student year level</b> |  |
| <b>Student age</b>        |  |
| <b>Date</b>               |  |

|           | ACTIONS                                                                                                                                                                                                                                                                                         | CHECK                    |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| PRE-CHECK | This checklist is being completed by the principal (or delegate).                                                                                                                                                                                                                               | <input type="checkbox"/> |
|           | The <b>Student Behaviour Support Policy, Student Behaviour Support Procedures and Suspension, Negotiated Transfer and Expulsion of Students Procedures</b> have been reviewed.                                                                                                                  | <input type="checkbox"/> |
| AUTHORITY | The expulsion has been authorised by the principal (or delegate) – for students aged nine years or older.                                                                                                                                                                                       | <input type="checkbox"/> |
|           | The MACS SMSL and General Manager (Region) have been consulted.                                                                                                                                                                                                                                 | <input type="checkbox"/> |
|           | For students aged eight years or younger, approval has been received from the MACS Director, Education Excellence.                                                                                                                                                                              | <input type="checkbox"/> |
| CONTEXT   | The expulsion has been reserved for an exceptional circumstance and considered because:                                                                                                                                                                                                         |                          |
|           | (a) previous behavioural interventions and reasonable adjustments have not been successful, and the student continues to place themselves, other students, staff or members of the school community at risk                                                                                     | <input type="checkbox"/> |
|           | (b) the student has continued to display unacceptable behaviour following a suspension.                                                                                                                                                                                                         | <input type="checkbox"/> |
| GROUNDS   | The student has met the following grounds for expulsion:                                                                                                                                                                                                                                        |                          |
|           | (a) has breached the school's enrolment agreement, including but not limited to the MACS Student Code of Conduct, Student Behaviour Support Policy, Student Bullying Prevention and Response Policy, and ICT Acceptable Usage Policy – Students, which is determined to be sufficiently serious | <input type="checkbox"/> |
|           | (b) behaves in a way that poses a serious risk to the health, wellbeing or safety of any person                                                                                                                                                                                                 | <input type="checkbox"/> |



|                         | ACTIONS                                                                                                                                                                                                                                                                             | CHECK                    |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                         | (c) verbally or physically abuses another student, staff member or member of the community                                                                                                                                                                                          | <input type="checkbox"/> |
|                         | (d) engages in behaviour that vilifies, defames or humiliates another person who is identified or perceived by reference to any characteristics protected under the Equal Opportunity Act                                                                                           | <input type="checkbox"/> |
|                         | (e) does not comply with a clear and reasonable instruction from a staff member which disrupts class activities or places a person at risk                                                                                                                                          | <input type="checkbox"/> |
|                         | (f) causes significant damage or destruction to property                                                                                                                                                                                                                            | <input type="checkbox"/> |
|                         | (g) brings an item to be used as a weapon onto school property                                                                                                                                                                                                                      | <input type="checkbox"/> |
|                         | (h) commits, attempts to commit or is knowingly involved in the theft of property                                                                                                                                                                                                   | <input type="checkbox"/> |
|                         | (i) possesses, uses or sells, or deliberately assists another person to possess, use or sell, illicit substances or weapons                                                                                                                                                         | <input type="checkbox"/> |
|                         | (j) commits a serious offence which jeopardises the safety or security of other members of the school community, or which has the potential to seriously harm individuals and/or the reputation of the school                                                                       | <input type="checkbox"/> |
|                         | (k) engages in cyberbullying, exchanges violent imagery or text, and/or inappropriately uses artificially generated materials and/or deepfakes within online environments against others regardless of where the content was created                                                | <input type="checkbox"/> |
|                         | (l) engages in inappropriate conduct with, or in relation to, staff online or on social media platforms                                                                                                                                                                             | <input type="checkbox"/> |
|                         | (m) is alleged to have broken the law                                                                                                                                                                                                                                               | <input type="checkbox"/> |
|                         | (n) engages in behaviour that consistently disrupts the learning environment or impacts the safety and wellbeing of others, despite existing supports and reasonable adjustments.                                                                                                   | <input type="checkbox"/> |
|                         | Other exceptional circumstances requiring approval from the MACS General Manager (Region).                                                                                                                                                                                          | <input type="checkbox"/> |
| PROCEDURAL FAIRNESS     | Policy and procedures have been applied in a fair, reasonable and consistent manner, ensuring procedural fairness and non-discriminatory practices.                                                                                                                                 | <input type="checkbox"/> |
|                         | Any information provided to the student and parents and carers is accessible, age-appropriate and available in multiple languages and formats as required.                                                                                                                          | <input type="checkbox"/> |
|                         | The student and parents and carers have been given meaningful opportunity to be heard throughout the expulsion process.                                                                                                                                                             | <input type="checkbox"/> |
|                         | Information about the behaviour gathered from students, staff and/or parents and carers has been carefully reviewed and considered.                                                                                                                                                 | <input type="checkbox"/> |
| SUPPORT/ CONSIDERATIONS | In accordance with Child Safe Standard 5, the additional circumstances of students who may experience vulnerability have been carefully considered, and direction and support have been sought from the MACS Student Engagement unit and SMSL, prior to any expulsion being issued. | <input type="checkbox"/> |



|                        | ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CHECK                    |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                        | Alternative behavioural interventions and reasonable adjustments have been considered as opposed to expulsion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
|                        | Sufficient interventions and support strategies have been implemented prior to the expulsion decision, with documented evidence available.                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| INITIAL RESPONSE       | The MACS SMSL has been consulted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
|                        | The student/s, parents and carers have been notified that a behaviour incident has occurred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
|                        | If appropriate, the suspension process has been initiated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
|                        | <p>A letter has been prepared with the MACS SMSL to the parents and carers which:</p> <ul style="list-style-type: none"> <li>clearly states the allegations and the proposed grounds for expulsion</li> <li>includes an invitation to meet with the principal (online option available) and, where appropriate, regional office leaders</li> <li>informs them that the school will proceed with the expulsion procedures in the event that they are unwilling or do not wish to participate and a decision may be made without having the benefit of hearing from them.</li> </ul> | <input type="checkbox"/> |
| CONSULTATION           | <p>A meeting has been held with the student, parents and carers to:</p> <ul style="list-style-type: none"> <li>outline the allegations and the proposed expulsion</li> <li>provide all parties with an opportunity to respond to the allegations and to be heard.</li> </ul>                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
|                        | <p>The meeting has been conducted in a way that:</p> <ul style="list-style-type: none"> <li>ensures it is accessible and culturally safe</li> <li>enables meaningful participation and, if appropriate, allows for a support person to attend.</li> </ul>                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> |
|                        | If the student and parents and carers did not attend the meeting, the principal has sent a record (in an accessible format) of the key points discussed at the meeting to all parties.                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> |
| ADDITIONAL INFORMATION | <p>Following the meeting, the principal has:</p> <ul style="list-style-type: none"> <li>provided the student and parents and carers with an opportunity to provide further information in writing</li> <li>considered the additional information provided.</li> </ul>                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> |
| OUTCOME                | <p>The principal, in consultation with the MACS General Manager (Region) has considered all the information provided and:</p> <ul style="list-style-type: none"> <li>whether the proposed expulsion is a reasonable and proportionate response to the behaviour</li> <li>whether the proposed expulsion is an appropriate or reasonable intervention</li> <li>the behavioural history, age and educational needs of the student, and any vulnerabilities.</li> </ul>                                                                                                               | <input type="checkbox"/> |

|                             | ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                    | CHECK                    |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|                             | <p>The principal has communicated their decision in writing to parents and carers, and included reference to:</p> <ul style="list-style-type: none"> <li>the grounds for expulsion</li> <li>the allegations</li> <li>the information they have considered as part of the expulsion process</li> <li>the behavioural history, age and educational needs of the student, and any vulnerabilities.</li> </ul>                 | <input type="checkbox"/> |
| CONTINUATION OF LEARNING    | <p>In accordance with the <a href="#">Student Absence Guidelines for MACS Schools</a>, appropriate learning arrangements have been made for the duration of the student's suspension.</p> <p><b>Suspensions involving a recommendation for expulsion:</b> The principal arranges for the student to participate in a learning program that enables them to maintain progress in their education during the suspension.</p> | <input type="checkbox"/> |
| REPORTING                   | <p>Where there is reasonable suspicion that a criminal offence may have occurred, the matter has been referred to Victoria Police.</p>                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> |
|                             | Any incident resulting in injury has been reported via <a href="#">MACS Guard</a> .                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> |
| DUTY OF CARE                | Suspension procedures have been followed if it is not safe for the student to remain on school grounds during the expulsion process.                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |
|                             | The student has remained enrolled at the school until the expulsion process has been completed.                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| STUDENT SUPPORT             | Wellbeing and pastoral support has been provided to the student.                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| EXIT/TRANSITION             | The principal has supported the student's transition by sharing relevant information with the new education setting. ( <b>Note:</b> The sharing of information with the new education setting must follow the MACS Privacy Policy.)                                                                                                                                                                                        | <input type="checkbox"/> |
| RECORDING AND DOCUMENTATION | An accurate record of the expulsion is maintained in a register and kept on the student's file.                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
|                             | Any suspension during the expulsion process has been recorded as an approved absence in the school's learning management system.                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |

