



STUDENT SUSPENSION AND EXPULSION POLICY

REVIEWED: June 1, 2020

AMENDED: November 11, 2020

APPROVED: March 2, 2021

RATIONALE

The School recognizes, from time to time, it may be necessary to exclude a student, through suspension or expulsion from a class, one or more courses or programs, school sponsored functions, riding school buses, or indeed from school.

The School views such suspensions or expulsions as extreme penalties and believe it should be used only after alternatives have been considered to encourage the student to act responsibly. The School believes that a student's right to attend classes, school, ride a school buses or participate in an activity approved or sponsored by the School may be suspended where a student's conduct:

1. is injurious to the physical or mental well-being of others in the School;
2. causes a significant disruption to the learning of students;
3. demonstrates flagrant or continued disregard of rules or;
4. is injurious to the moral tone of the School.

Recommendations for expulsion shall be made to the Head of School by a Principal.

GUIDELINES

The act of suspension or expulsion should be based on the belief that the presence of the student in question would be to the detriment of the education of others.

1. Suspension and/or expulsion may be considered for but not limited to the following circumstances:
 - I. Failed compliance with the Student Code of Conduct;
 - II. The student's conduct or continued presence is injurious to the physical or mental well-being of others at the School;



- III. The student's conduct or continued presence is deemed to seriously threaten or disrupt the School's ability to provide a safe, secure and caring environment;
- IV. Open opposition to authority;
- V. Use of improper or profane language;
- VI. Deliberate or wanton destruction of property;
- VII. Smoking and all forms of tobacco (including e-cigarettes and all forms of vaping products) and the use or possession of or under the influence of illegal drugs, cannabis, alcohol at School and or at School sponsored events;
- VIII. Assault, threats, intimidation or fighting;
- IX. Possession of weapons; and
- X. Other conduct, misconduct, action, the results of which, regardless of the place of their occurrence, are injurious to the moral tone of the School or the physical or mental well-being of others at the School.

2. Suspension

- I. Suspension is defined as exclusion from attending school including all extracurricular activities or from riding School buses.
- II. A teacher who suspends a student from a class period shall inform the School administration of the class suspension. The class period suspension shall be recorded and reported to a parent as soon as possible by the teacher.
- III. When the Principal imposes a School or bus suspension, the Principal shall ensure:
 - the student's parents and the bus company have been informed immediately following the suspension;
 - A. the term and nature of the suspension;
 - B. the terms of reinstatement; and
 - C. the opportunity to meet and discuss these terms;
 - a suspension report in writing is sent to the student's parents outlining all the circumstances regarding the suspension;
 - the Student Suspension Report is completed and filed in the student discipline file with a copy of the letter sent to the parents; and



- suspension letters shall be under the signature of a Principal and reported to the Head of School.

3. Expulsion

- I. Expulsion is the removal of a student's right to attend TIS for classes and/ or educational programs. Expelled students will need to find a school other than TIS Macao.
- II. Where a Principal is recommending a student be expelled, a Principal shall:
 - inform the Head of School immediately;
 - file with the Head of School the *Student Expulsion Report* on the case including recommendations and copies of any other suspension reports; and
 - provide the parent or the student, in the case of a student who is judged to be a student, with a copy of the report filed with the Head of School.
- III. Where a student is recommended for expulsion, the Head of School will be responsible for the following:
 - the *Student Expulsion Report* and all letters of correspondence regarding the case have been received, including the Principal's recommendation;
 - the approval from the Board of Governors is required. Final expulsion must be approved by the Board.
 - the parent(s) have been notified in writing of the circumstances regarding the expulsion;
 - the parent(s) have been requested to be present at the expulsion meeting with the Head of School to discuss the circumstances leading to the recommendation;
 - in the event a student and/or his or her representative do not attend the meeting, the case will be reviewed by the Head of School with a letter outlining to the parent(s) or the student the procedures that need to be taken as follows;
 - following a meeting, the decision of the Head of School shall be sent, in writing, to the parent(s) or the student if judged to be an independent student and;



- an expelled student or his/her parent(s) will be notified, in writing, they may appeal the Head of School's decision to the Board of Governors.

IV. The Head of School will:

- I. ask the Principal or designate his or her to provide information pertinent to the recommendation for expulsion; and
- II. give an opportunity to the student or the parent(s) to make a presentation;

4. Students suspended or expelled from school are prohibited from being on School property or present at School activities; except for when meeting with the Principal, Head of School or the Board.

5. When students are expelled, the bus company shall be notified of the student's name and duration of the expulsion.

RELATED DOCUMENTS

- Student Suspension Report
- Suspension Letter - Principal
- Expulsion Letter - Head of School