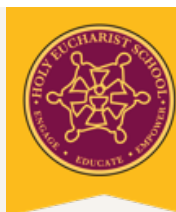


HOLY EUCHARIST SCHOOL

Checklist for Expulsion of Students



Holy Eucharist School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This checklist is designed as a prompt and tool to support compliance and best practice. It is not designed as a substitute for the Expulsion of Students Policy or the procedures set down within.

School: _____

Student: _____

Date: _____

Policy/ Procedure Reference	Action	Y/N	Date	Comment
Procedure				
1.2	The MACS Regional General Manager has been notified and consulted if expulsion is being considered for an international student or the student is identified as part of a vulnerable cohort.			
2.1, 3.1	A Behaviour Support and Intervention Meeting has been convened with support from the MACS Regional General Manager.			
4.1	The student and parent/guardian/carer/ relevant person have been advised of the details of the Behaviour Support and Intervention Meeting.			
5.1	Relevant personal and social circumstances of the student have been taken into account prior to the decision being made, including the student's cultural or linguistic background.			
5.2	The student and family/parent/guardian/carer/ relevant person have been notified of the decision to expel or not expel the student.			
5.3	<i>Notice of Expulsion of Students</i> and <i>Expulsion of Students Appeal Information and Form</i> have been provided.			
5.4, 5.5	<i>Expulsion of Students Report</i> prepared. A copy of <i>Notice of Expulsion of Students</i> and <i>Expulsion</i>			

Policy/ Procedure Reference	Action	Y/N	Date	Comment
	<i>of Students Report</i> have been provided to the relevant MACS Regional General Manager.			
6.1	Alternative education, training or employment options have been arranged.			
8.3	<p>The designated MACS Regional General Manager has contacted the Principal and obtained a copy of the following documents after receiving <i>Expulsion of Students Appeal Information and Form</i>:</p> <ul style="list-style-type: none"> • <i>Notice of Expulsion of Students</i> • <i>Expulsion of Students Report</i>. 			
Policy				
2.0	Sufficient grounds for expulsion have been determined.			
1.0	The expulsion has been authorised and the designated MACS Regional General Manager has been informed.			