HIGHER EDUCATION

EXCLUSION OF A STUDENT FROM THE CLASSROOM

Objectives

To set out specific guidelines as to when, and under what circumstances, an authorised WCIT staff member or student counsellor may, if required, exclude a student from the immediate classroom environment.

Guidelines

An individual student (or a group of students), may be excluded from the immediate classroom environment under the following conditions:

- When it has been determined by an authorised WCIT staff member or student counsellor that a student is in danger of harming themselves, a lecturer, other students, or any person in the immediate or extended WCIT environment.

- When a student is acting in an unusual or disruptive manner within the classroom environment and interrupts other students undertaking their required academic activities, or hinders them from attending to information being delivered by the lecturer or other students.

- When a student inhibits the lecturer from undertaking their teaching duties or from delivering lecture or any other academic material.

- When a student is consuming or has consumed alcohol or any illegal substances either whilst in the classroom or prior to entering the classroom.

- When a student either verbally or physically threatens another student or lecturer within the classroom vicinity or in the extended WCIT environment.

- When a student in the classroom is involved in any activity or behaviour deemed to be unlawful in Western Australia or contrary to WCIT policies and procedures.
Procedure

- When an authorised WCIT staff member has deemed that a student should be immediately removed from the vicinity of the classroom, the student will, if possible, be escorted by that staff member to the Director of Higher Education or the student counsellor who will interview the student and assess the nature of the behaviour considered to require exclusion from the classroom. If necessary, the student may be taken to the nearest hospital emergency department or placed in the custody of a police officer for their own safety.

- Alternatively, the staff member and other students should vacate the class room, and the student counsellor or police officer be called to attend to the student concerned. An authorised security person may be required to remain with the student whilst the student counsellor or police officer arrives. If necessary, an ambulance may be called to the campus to attend to the student.

- As soon as possible after the incident, the staff member involved is to give a written report to the Director of Higher Education explaining the nature of the incident, persons involved and procedures that were followed. The Director of Higher Education will forward a copy to the WCIT Board of Examiners for consideration and any further action. The report will also document any statements that may have been given by the student involved and/or any statements given by other students in the classroom. A copy of the report and any additional documentation will be made available to the student, and a copy placed on the student’s confidential file for legal reasons.

- The student will not be permitted to return to the classroom without written permission from the Director of Higher Education. The Director of Higher Education may require a letter from a registered medical officer before allowing the student to return to classes. When a student has been permitted to return to classes they may, if necessary, be required to meet regularly with the student counsellor for personal support.

- A student may appeal against exclusion from the classroom if they believe it to be unfair and without justification. The student should complete the appropriate WCIT appeal form and submit it to the Director of Higher Education within twenty-four hours of being excluded from the classroom, or of being notified of the exclusion. The appeal form will be forwarded to the relevant WCIT Appeal Committee to review the circumstances of the exclusion.

- The exclusion will remain in place whilst a decision is being made by the relevant Appeal Committee.

- Depending on the nature of the behaviour, the Director of Higher Education may notify a student in writing that they are to be excluded from future class attendance as a result of inappropriate behaviour. The Director of Higher Education will notify the student of the duration of the exclusion from the classroom and any other conditions that may apply to the exclusion. The Director of Higher Education will also notify the student that they have the right to appeal against the exclusion if they believe it to be unfair and unjust.

Administrative Procedures

- Any staff member involved in an incident where a student is required to be excluded from a classroom must report the incident immediately in writing to The Director of Higher Education.
• The report must be signed by both the staff member and the student concerned (if possible) immediately or within one business day of the incident of exclusion.

• If the student concerned is not available to sign the report immediately after the incident, they will be required to do so as soon as practical or when available. If the student concerned declines to sign the report, this should be noted on the report by the Director of Higher Education or staff member concerned.

• A copy of the signed report must be provided to the student, and the student notified of their right of appeal if they believe the exclusion to be without just cause.

• The Director of Higher Education will forward a copy of the report to the relevant WCIT Committee for consideration and any further action.

• A copy of the report and any additional documentation from the student will be placed on the student’s confidential file for legal reasons. It will not be placed on the student’s academic record.

• Any student wishing to appeal against an exclusion from a classroom or a continuing exclusion from the classroom, should complete the appropriate WCIT appeal form and submit it to the Director of Higher Education, if possible, within one business day of being excluded from the classroom.