



**Rationale:**

The College has a clear defined referral system in all disciplinary matters.

**Purpose:**

To ensure that the College's standards and Code of Conduct for students is applied fairly and equitably.


**Guidelines:**

1. The Botany Downs Secondary College discipline procedures are detailed in the Enrolment Information Handbook, the Parent/Guardian Handbook and Staff Notebook.
2. On enrolment, students and parent/guardian's sign that they will abide by and uphold the Botany Downs Secondary College Our Way – Behavioural Expectations (as detailed in the Enrolment Information Handbook).
3. Except in exceptional circumstances, all students referred to the Disciplinary Subcommittee of the Board of Trustees will have been through the earlier discipline and guidance referral systems, as documented in the Enrolment Information Handbook and Staff Notebook.
4. The college will comply with MOE Guidelines for the Surrender and Retention of Property and Searches (see attached document).
5. The Board of Trustees will adhere to MOE Guidelines for stand-downs, suspensions and exclusions.

**Other Relevant Documentation:**

- MOE Guidelines
- Parent/Guardian Handbook
- Enrolment Information Handbook

Review schedule: Within 3 years	New/Reviewed	Next Review Date
Initial table of document	August 2004	August 2006
	August 2006	August 2009
	August 2009	August 2012
	August 2012	August 2015
	August 2015	April 2019
	April 2019	April 2022
	April 2020	April 2023

Board Chair Signature	
Date	April 2020