

# STAND DOWN, SUSPENSION AND EXCLUSION

## Purpose

- To ensure that all regulatory and legal requirements are met (Refer to Education Act 1989 Part 2 Sections 13-19 Stand down, suspension, exclusion and expulsion of student).
- To provide clear guidelines for cases where a child is to be stood down, suspended or excluded.
- To ensure that the rights and best interests of all students are upheld.

## Guidelines

1. The Principal will document the reasons for standing down a child including prior behavioural management strategies that led to the decision.
2. Immediately after suspending a student the Principal shall inform the Board of Trustees Chairperson, the Secretary (Local office of Ministry of Education) and a parent of the student:
  - (a) That the student has been suspended and why.
  - (b) Whether the suspension is for a specified or unspecified period.
  - (c) If it is for a specified period, the period
3. The Principal has the power to stand down or suspend students without referral to the Board. The Principal will, however, inform the Chairperson of the Board of Trustees of the action taken.
4. In the case of a stand down, the Principal will arrange a meeting with the Management team to discuss the stand down period. Relevant possibilities and strategies will be set in place so that the child's education can continue positively. This meeting could include parents/caregivers, the classroom teacher and the child.
5. All relevant discussions and decisions will be documented.
6. In the case of a suspension a special Disciplinary Committee convened by the Board of Trustees will be held 'in committee' (public excluded) with the child, parents/caregivers and their support, according to the requirements of Section 13-19 (Standing down, suspension and exclusion of students) of the Education Act 1989. A decision will be made in the best interests of the child, and will be either that the suspension be lifted without conditions, or the suspension be lifted but with conditions attached, or the suspension be continued for a further period because of special circumstances, or the child be excluded.
7. The Ministry of Education will be informed of the decision to suspend and the relevant information will be forwarded.
8. The Principal will assist the re-establishment of a child who is excluded from Kaukapakapa School.
9. The school will endeavour to work closely with the family concerned in any disciplinary action at all times.
10. The caregivers have the right to appeal to the Board of Trustees a decision made by a disciplinary committee.