



Garin College - NAG 5 Health and Safety

NAG 5

SCHOOL POLICY - 5.4 STAND DOWN AND SUSPENSION POLICY

RATIONALE

Garin College works to ensure that the college is a safe learning environment. When student behaviour is such that it compromises the safety of other or seriously damages the learning culture of the school, formal disciplinary procedures need to be followed.

PURPOSE

1. To ensure that the relevant sections of the 1989 Education Act (Section 27, Stand Down, Suspension, Exclusion and Expulsion) and the Education rules 1999 are complied with.
2. To ensure that the Ministry of Education 'Guidance for Principals and Boards of Trustees on Stand Downs, Suspension, Exclusion and Expulsions' July 1999 and November 2009 is complied with.

GUIDELINES

1. All incidents must be thoroughly investigated and documented before the decision is made to stand down or suspend a student.
2. The final decision to stand down or suspend is at all times, the Principal's.
3. All staff involved in the stand down or suspension of students must be familiar with the relevant sections of the Education Act and the Ministry Guidance.
4. The stand-down and suspension procedure in the Procedures Manual will be followed at all times.
5. Stand downs and suspensions cannot be predetermined as the school is obliged to take into account the circumstances of each case.
6. The Principal has a duty to ensure that all reasonable steps are taken by the appropriate delegated staff to:
 - offer students counselling services,
 - inform parents
7. All necessary documentation must be completed and kept on relevant files and offer students counselling services is subject to the the provisions of the Privacy Act.
8. The Disciplinary Committee of the Board of Trustees will consist of a minimum of two parent members of the Board of Trustee members. If at all possible, the Disciplinary Committee will include a member whose ethnicity and / or gender reflects that of the students appearing before it.
9. The Principal will report each term to the Board of Trustees on stand downs and suspensions data so that trends and issues are identified and addressed as appropriate.

10. The stand down and suspension policy and procedures should be implemented in line with the principles of Restorative Practice and the School's Values
11. Section 27 of the Education Act 1989 may be used by the Principal to withdraw a student from school for up to five days if deemed appropriate in accordance with our Restorative Practise principles.

References

1. Education Act 1989
2. Guidelines for principals and boards of trustees on stand-downs, suspensions, exclusions and expulsions
<https://education.govt.nz/assets/Documents/School/Managing-and-supporting-students/Stand-downs-suspensions-exclusions-and-expulsions-guidelines/17.5.18-SuspensionLegalGuideWEB-1.pdf>

Effectiveness Review

1. This policy will be reviewed every three years in accordance with the Board's self-review timetable.
2. The review will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members. Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....
(Principal/BOT Chairperson)

Date