



NAG 6 POLICY – STAND-DOWNS, SUSPENSIONS, EXCLUSIONS AND EXPULSIONS

Introduction

Ruawai Primary School board of Trustees is required to provide a safe physical and emotional environment for students and to comply in full with any current legislation to ensure the safety of students and employees.

Definitions

Stand-down means the formal removal of a student from school for a specified period. Stand-downs of a particular student can total no more than five school days in a term or ten school days in a year.

Suspension means the formal removal of a student from school until the board of trustees decides the outcome at a suspension meeting.

Exclusion means the formal removal of a student aged under 16 from the school and the requirement that the student enroll elsewhere.

Expulsion means the formal removal of a student aged 16 or over from the school. If the student wishes to continue schooling, he or she may enroll elsewhere. This does not apply to us as we are a Primary School.

Guidelines

1. A staff member or the principal should investigate the incident fairly and thoroughly – What happened? How serious was it? What needs to be done about it? Invite the student to comment on all the facts. Was the incident seen by someone you think is credible? Was the student implicated by significant circumstantial evidence? Did the student freely admit involvement or responsibility?
2. Only the Principal may make the decision to stand-down or suspend. *The principal of a state school may stand down or suspend a student if satisfied that (a) the students gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school; or (b) because of the student's behaviour, it is likely that*

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the student, or other students, at the school, will be seriously harmed if the student is not stood-down or suspended.

3. If a decision has been made to stand-down or suspend, the decisions and reasons for it should be accurately recorded in writing.
4. Principal's obligation - A stand-down starts on the day after the decision is made, although the child can be sent home immediately if practicable. Calculate the length of the stand down. Immediately tell the student's parent that the student has been stood-down in letter form and consider telephoning, give the reason, and for how long. Ensure the Ministry of Education is told immediately - the "advice of stand-down" must be submitted on an electronic form in ENROL. The student and parent must be given a copy of the Ministry of Education pamphlet: *I've been stood-down*. Follow ministry guidelines *stand-downs, suspensions, exclusions, expulsions* in green *Student Support Handbook*.
5. Suspension conditions must minimize disruption to a student's attendance at school and facilitate the return of the student to school. The board of trustees is required to hold a meeting of the board, within seven days of the suspension, to decide the outcome of a suspension. Following a suspension the board may decide to: a) lift the suspension, b) lift the suspension with reasonable conditions for a reasonable period, c) extend the suspension with reasonable conditions for a reasonable time, exclude or expel the student.
6. Records of suspension meetings should be kept in a secure retrievable location in case parents or other agencies require student records.

The office manager will:

notify the ministry in the case of a student stand down, suspension or exclusion in ENROL

notify the ministry of the outcome of a board of trustees meeting to consider and decide on the outcome of a suspension

notify the ministry of a board of trustees decision after reconsideration of a suspension

notify the ministry after a board of trustees meeting following a further period of extension of suspension, or following an exclusion or expulsion

Conclusion:

Every effort will be made to reteach and redirect student behaviour using strategies within school before considering stand-down, suspension, or exclusion.

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