

**PORT AHURIRI SCHOOL
STAND DOWNS AND SUSPENSIONS
(Procedures)**

RATIONALE:

The safety and well being of students and staff is of prime concern to this school. Children attending this school will learn for the future in a safe and supportive environment.

PURPOSES:

1. To provide guidelines and procedures which are appropriate for dealing with situations where:
 - a student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the school: *or*
 - because of the student's behaviour it is likely that the student or other students at the school will be seriously harmed if the student is not stood down or suspended for a specified period - (Section 14 Education Act 1989.)
2. To establish effective procedures which are legally and professionally sound and which focus on the safety and well being of all pupils.

GUIDELINES:

1. The guidelines to be followed are per the booklet "Guidance for Principals and Boards of Trustees on Stand-Downs, Suspensions, Exclusions and Expulsions" issued by the Ministry of Education in December 2009.

DELEGATIONS:

1. Disciplinary Committee.

Purpose: To ensure all processes relating to the suspensions of students adhere to the requirements of the Education Act 1989, and its amendments, Education Rules 1999 and Ministry of Education Guidelines.

Committee Members: All standing Board of Trustee members – excluding the Principal. A quorum shall consist of 3 members.

Duties and Responsibilities:
The committee will:

- act in fairness, without bias or prejudice and with confidentiality,
- act within legislation and the MoE guidelines
- act only on written and agreed information, not verbal hearsay,
- use processes of natural justice in discipline hearing procedures,
- make recommendations on discipline matters to the Board as necessary.

Delegated Authority: That the powers conferred on the Board under Sections 15 and 17 of the Education Act 1989, be delegated to the Disciplinary Committee of the Board of Trustees.

2. Deputy Principal.

Purpose: To ensure the continued safety of staff and students in the event of the Principal being absent from the school during a stand down or suspension incident.

Guidelines. For the purpose of this delegation, absent from the school shall be taken to mean that the Principal is not in a position to return to the

school immediately during a stand down or suspension incident, being that they may be out of the district and/or overseas, and the Deputy Principal is acting in and on their behalf.

Delegation: The Board formally delegates the powers of the Principal under the Education Act 1989 and its amendments in regards to Stand Downs and Suspensions, to the Deputy Principal in the absence of the Principal.

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