

# **Hauraki Primary School Policy Document**

## **Stand-down, Suspension, Exclusion and Expulsion**

### **Rationale**

As part of its overall safe school policy, Hauraki School actively seeks to provide an environment that is physically and emotionally safe for all students and staff and is inclusive for students with differing needs. Hauraki School may need to stand-down, suspend or exclude a student to maintain a safe and effective learning environment.

### **Purpose**

To ensure that:

- when dealing with serious misbehaviour or serious risks to student safety, we approach any stand-down, suspension or exclusion in a fair and flexible manner.
- we consider all the circumstances and options available before making a decision, and comply with the principles of natural justice and sections 80 to 89 of the Education and Training Act 2020 (the Act).
- we minimise the disruption to a student's attendance at school and facilitate the return of the student to school when it is appropriate.

### **Definitions**

#### **Stand-down**

A stand-down is the formal removal of a student from school by the Principal for a specified period. Stand-downs can be no more than five school days in a term or ten school days in a year.

#### **Suspension**

A suspension is the formal removal of a student from a school by the Principal until the Hauraki School Board (the Board) decides the outcome at a suspension meeting.

### **Guidelines**

1. Hauraki School has a Discipline policy for day-to-day behaviour management. The decision-making process for when a student's behaviour requires action beyond that normally undertaken by a classroom teacher and/or the school is set out in this policy.
2. We follow the stand-downs, suspensions, exclusions and expulsions guidelines set out by the Ministry of Education (the Ministry). We do not use informal imposed absences for disciplinary reasons. The only way the school removes a student from Hauraki School is through this policy.
3. The Principal, or a person delegated by the Board with the authority to act as Principal, is responsible for standing down or suspending a student. To stand-down or suspend a

student, the Principal must be satisfied on reasonable grounds that the student's gross misconduct or continual disobedience is:

- Harmful to the student or others
  - A dangerous example to other students
  - Likely to be seriously harmful to themselves or other students.
4. In considering a possible stand-down or suspension, the principal will consider the factors set out in Appendix 1. At all times, the principles of natural justice apply.
  5. The Principal has a duty to students who have been stood down or suspended. The Principal must take reasonable actions to make sure the student has guidance and counselling, provide an educational programme to help the student returning to school, and minimise educational disadvantages from the absence.

### **Stand-downs**

6. The principal must inform the parents/caregivers of the student and the Ministry of the reason for the stand-down and the stand-down period.
7. After a student is stood down, the Principal, student, and/or their parents/caregivers may request a stand-down meeting. If the parent/caregiver requests the meeting, the Principal arranges the meeting as soon as practical. The purpose of this meeting is to discuss the stand-down and share information about it. They may also use the meeting to decide next steps for the student.
8. The principal can lift the stand-down early or shorten it for any reason.

### **Suspension**

9. After deciding to suspend a student, the Principal must inform the parents/caregivers of the student, Board and Ministry of the reason for the suspension. The Principal also provides the Board with a written report that includes all relevant information.
10. The action to be taken by the Board following the Principal's decision to suspend a student is set out in Appendix 2. The Board will convene a meeting to consider all circumstances relevant to the suspension and each available statutory option, as set out in the Act. The options the Board may consider are:
  - Lifting the suspension before it expires, either unconditionally or subject to any reasonable conditions.
  - Extending the suspension conditionally for a reasonable period determined by the Board and imposing reasonable conditions to facilitate the return of the student to school. If the student does not comply with the conditions, the board may reverse or modify the previous decision at the request of the Principal after holding a reconsideration meeting. The same rules apply to a reconsideration meeting as the first suspension meeting.
  - If the circumstances justify the most serious response, exclude the student by extending the suspension and requiring the student to be enrolled at another school.
11. If the suspension is lifted, the student must return to school on the next school day.

12. If the meeting is not held or a decision is not reached, suspensions automatically end after seven school days or 10 calendar days if the student is suspended within seven days before the end of the term.

**Exclusion**

13. If the Board excludes a student, the Principal must try to find a suitable and convenient school for the student to attend. If a school cannot be found after 10 school days, the principal informs the Ministry about the steps they've taken to find one.
14. Hauraki School may refuse to enrol a student who has been excluded from another school unless the Ministry directs otherwise. Our school complies with any direction from the Ministry to enrol an excluded student from another school.

Signed: \_\_\_\_\_

*Greber*

**Presiding Member of the Board**

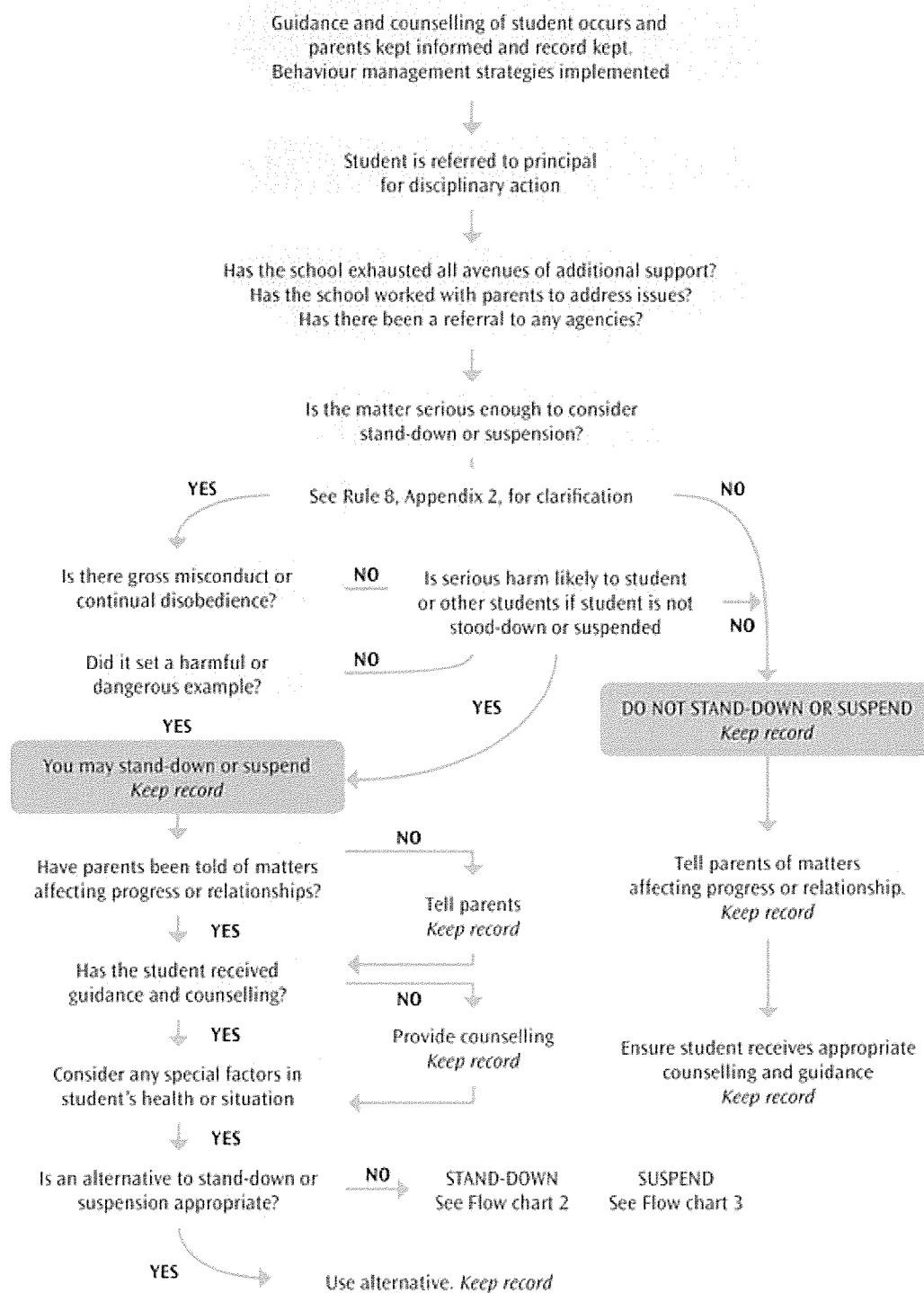
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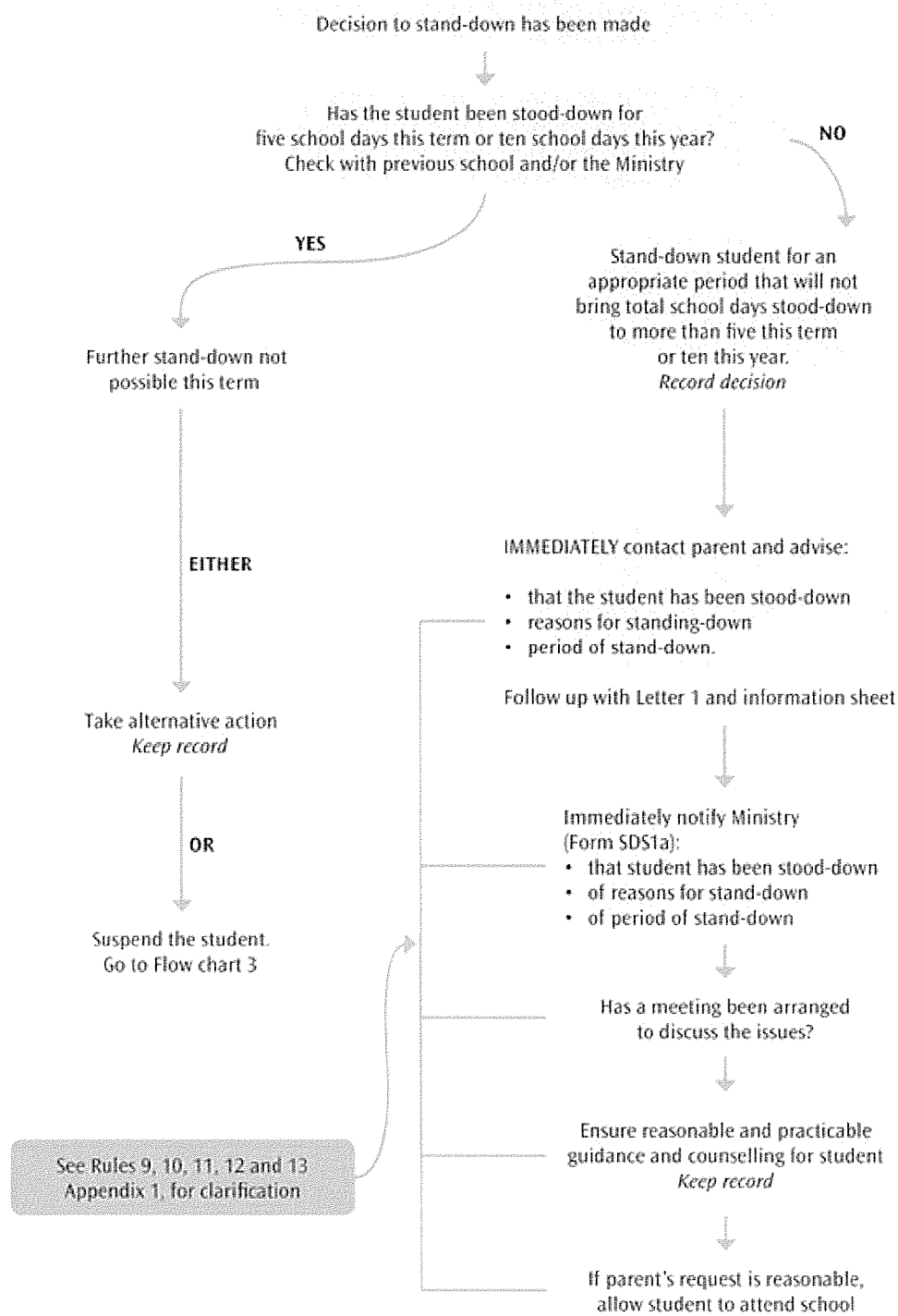
*7/11/2022*

Review Date: \_\_\_\_\_

*Term 4 2025*

## Appendix 1





## Appendix 2

Student has been suspended. Parents, board and Ministry have been notified. Board, parents and student have been given principal's full written report and Ministry information on suspensions. This information must reach student and parent at least 48 before the suspension meeting

Board arranges meeting to decide whether to lift or extend the suspension or exclude or expel the student, taking all reasonable steps to give the student's parents reasonable notice of:

- time and place of meeting
- right of student to attend the meeting
- right of parents to attend the meeting
- right of parents and student to bring representatives
- right of any of the above to speak at the board meeting. Section 17B

Is meeting before close of (a) seventh school day after day of suspension? **OR** (b) tenth calendar day after day of suspension when suspension occurred within seven school days of end of term?

