

STAND DOWN AND SUSPENSION

Reviewed at BOT Meeting 5/3/2012; Reviewed May 2014 (Tracy/Donal)

ACTION

1. To meet those aspects of the Charter relating to student progress and welfare.
2. To ensure that all regulatory and legal requirements are met (Refer to Education [stand down, suspension, exclusion and expulsion] Rules 1999).
3. To provide clear guidelines for cases where a child is to be stood down, suspended, excluded or expelled.
4. To ensure that the rights and best interests of all students are upheld.

GUIDELINES

1. The Principal will, after consultation with the AP/DP, make a decision to stand down a child and will document reasons for this action including prior behavioural management strategies that led to this decision being made.
2. The school should ensure that the families of the students concerned are informed as quickly as possible of the suspension, of its implications and of their rights and responsibilities.
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 and the Chairperson of the Personnel Committee of the action taken.
4. In the case of a stand down, the Principal will arrange a meeting with the Personnel Committee to discuss whether the stand down is to continue the full number of days, or whether the stand down can be shortened. 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. The stand down will not last more than three school days.
6. All relevant discussions and decisions will be documented.
7. 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 the Education (stand down, suspension, exclusion and expulsion) Rules 1999. 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.
8. The Ministry of Education will be informed of the decision made and the relevant information will be forwarded.
9. The school will assist the re-establishment of a child who is excluded from Fruitvale School.
10. The school will endeavour to work closely with the family concerned in any disciplinary action at all times.
11. The caregivers have the right to appeal to the Board of Trustees a decision made by a disciplinary committee.