

# Stand-downs, Suspensions and Exclusions Policy

## **Rationale:**

To ensure that all processes relating to the Stand-downs, Suspensions and Exclusion 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 BOT members (other than the Principal) are eligible to stand on the 'Discipline Committee'. The chair of the committee will be determined on a case by case basis by the 'Sitting Committee'. The quorum for the committee shall be three trustees.

## **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

The board will be kept informed of the number of Stand-downs, Suspensions and Exclusions on a per meeting basis as part of the report delivered by the Principal.

## **Delegated Authority:**

That the powers conferred on the board under Section 15 and 17 of the Education Act in 1989 be delegated to the Discipline Committee of the Board of Trustees.

## **Discipline committee terms of reference**

### **Purpose:**

To ensure that 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 BOT members (other than the Principal) are eligible to stand on the 'Discipline Committee'. The chair of the committee will be determined on a case by case basis by the 'Sitting Committee'. The quorum for the committee shall be three trustees.

### **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 recommendation on discipline matters to the board as necessary

The board will be kept informed of the number of stand-downs, suspensions, exclusions and expulsions on a per meeting basis as part of the report delivered by the Principal.

### **Delegated Authority:**

That the powers conferred on the board under Section 15 and 17 of the Education Act in 1989 be delegated to the Discipline Committee of the Board of Trustees.

**Approved:** April 2017  
**Review:** April 2020