

The Ministry of Education defines stand-down as: 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.

The Ministry of Education defines suspension as: The formal removal of a student from school until the board of trustees decides the outcome at a suspension meeting. Following a suspension, the board may decide to:

1. lift the suspension without conditions
 2. lift the suspension with reasonable conditions
 3. extend the suspension with reasonable conditions for a reasonable period
- exclude the student.

The Ministry of Education defines exclusion as: The formal removal of a student aged under 16 from the school.

What are the reasons for a stand-down: The principal has to be satisfied that:

- the student's behaviour is a harmful or dangerous example to other students at the school, or
- the student's continual disobedience is a harmful or dangerous example to other students at the school (**Section 14(1)(a) of the Education Act 1989**), 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 (**Section 14(1)(b) of the Education Act 1989**).

At Kamo Primary stand-down would only occur if the previous mentioned presents.

The school PRIDE Values ensure teachers and students conduct themselves in a reasonable manner at all times. The principal is usually the person with the delegated authority to stand-down or suspend a student, and there is a clear procedure which must be followed.

The principles of natural justice must be applied to any process leading to stand down or suspend a student. There must be sufficient grounds to warrant any stand-down or suspension, and the rights of the student and any parent/caregiver must be recognised throughout the process.

The following Resources support the School, the Board of Trustees and the student should a Stand-down, Suspension or Exclusion occur.

4. Guidelines for Principals and Boards of Trustees on Stand-downs, Suspension, Exclusions and Expulsions: **Part 1 Legal options and duties**
5. Guidelines for Principals and Boards of Trustees for managing behaviour that may or may not lead to Stand-downs, Suspension, Exclusions and Expulsions: **Part 2 Good practice**

CONCLUSION

The principal will ensure:

1. The student and whanau are supported and this relates to the person hurt and the student to be presented with stand-down, suspension and or exclusion.
2. All documentation is accurate and comprehensive.
3. The correct procedure has been followed.
4. All stakeholders have been heard and informed of the process.
5. The above documents Part 1 Legal options and duties and Part 2 Good Practice have been followed.

Reviewed:

..... Chairperson, BOT

Review date: