



# SOMERSET CRESCENT SCHOOL STAND DOWN AND SUSPENSION OF STUDENTS POLICY

## **RATIONALE:**

From time to time it may be necessary to stand down or suspend a student from school if that student's behaviour is deemed to present a danger to her/ himself or to other students or if it constitutes gross misconduct or repeatedly unacceptable behaviour.

## **PURPOSE:**

1. To ensure that the learning and teaching environment at Somerset Crescent is orderly and safe
2. To ensure that the rights of all students are upheld
3. To ensure that all regulatory requirements are kept

## **GUIDELINES:**

1. The school will take all reasonable steps to modify a student's behaviour before standing them down or suspending them
2. Full advice, guidance and support will be given to students
3. The best interest of all students are considered in final decision-making
4. The rules governing stand downs and suspensions will guide all procedures developed for the school
5. The full Board will hear suspension cases
6. Families will be notified as soon as possible of stand downs or suspensions involving their children. They will also be told of the implications
7. Students will receive work to carry out while they are on stand down from school
8. The school's Discipline Plan does not include automatic suspensions for particular offences
9. Students who are stood down or suspended will be treated as individuals. That is, if a group of students is being heard, they will have their own hearing
10. The report presented orally by the Principal at a hearing must contain nothing substantially different from the written report given to parents and others. (For example, if the Principal has a recommendation to make to the BOT regarding as to whether the suspension should be lifted, extended, etc, then that recommendation should be included in the written report as well as the oral one.) The essence is that no one should get any surprises during a hearing.
11. Where a suspension has been given the Ministry may be invited to send an observer to the hearing
12. Only the Principal has the authority to suspend. The Board may delegate that authority in writing to an Acting Principal, in the absence of the Principal

## **CONCLUSION:**

When a student is stood down or suspended these guidelines and procedures will ensure that the student is dealt with in a fair and just way, according to legal requirements