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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: **1000**

POLICY NO: **1003**

ISSUE DATE: 09/04/10

TITLE: **STUDENT ROUTINES**

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## **Discipline**

### **RATIONALE:**

The school shall have a clearly defined discipline and pastoral care plan.

### **PURPOSE:**

To ensure that the school's code of conduct for students is applied fairly and equitably.

### **GUIDELINES:**

#### **The Board of Trustees' Place in the Referral System**

Discipline matters will only be handled by the Board of Trustees after they have been through the referral system as documented in the staff handbook. (See discipline and pastoral care plan)

Discipline matters referred to the board will be considered by the disciplinary subcommittee.

There will be regular liaison between the senior management of the school, (particularly the Associate Principal and Principal,) and the disciplinary subcommittee of the board.

#### **The Process of Referral**

Except for exceptional circumstances all students referred to the disciplinary subcommittee of the Board of Trustees will have gone through the earlier referral process. The Board of Trustees is the last place of referral for students who have committed major transgressions of the school rules, guiding principles and values. Occasionally, serious breaches of discipline are not progressive and under these circumstances they may be referred directly to the board.

The whanau house leaders and senior management will keep records of individual students whose discipline is causing concern, so that the disciplinary subcommittee can be assured that the correct procedures have been followed, and that referral of a student to them has only occurred when other forms of discipline have failed. Again, unless the circumstances are exceptional it would be expected that after five previous referrals to either the whanau house leaders, members of the senior management team, or other senior staff, a student's

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disciplinary record would be automatically passed on to the disciplinary subcommittee. The board would expect this information to be passed on before the student's behaviour deteriorated to the point whereby suspension was necessary. In these circumstances the disciplinary subcommittee can request that they meet with the student and the student's family to discuss the student's deteriorating behaviour, with the purpose of assisting the student and the family in correcting this behaviour before the disciplinary subcommittee has to consider suspension.

## **Standdowns**

When a student's behaviour and/or continues to cause concern, the Principal may consider a standdown.

The procedures governing standdowns are those outlined in the Ministry of Education documentation. Guidance for Principals and Board of Trustees on Standdowns, Suspensions and Exclusions – June 2003.

All standdown letters advising parents of the Principal's decision will contain a Principal's Report on the incident(s) that led to the standdown.

At the conclusion of the standdown, there will be a meeting of the student, parent(s), Guidance Counsellor, House Leader and Principal (or Senior Management Member representing the Principal). A letter will be sent to the parents at the conclusion of this meeting summarising the main points and outcome of the standdown.

## **Suspensions**

The Board of Trustees will follow the provisions of the Education Act 1989 and subsequent ministry advice on suspension procedures as documented in <sup>1</sup>MOE guidance booklet- June 2003. At each stage of a suspension, the board recognises its obligation to keep the family of the student fully informed as to the procedures being followed, and to offer continued advice and guidance to the family if so requested.

## ***Suspension***

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- 1 When a student's behaviour is such that the Principal considers that it warrants suspension, the Principal will immediately contact the convenor of the disciplinary subcommittee to inform him that the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students in the school.
- 2 The Principal in consultation with the disciplinary subcommittee convenor, will immediately contact the parents of the student concerned in writing, informing them of the decision to suspend. This letter will be formatted as per the advice contained in the MOE guidance booklet – June 2003. A copy of the letter will also be sent to all members of the disciplinary subcommittee, the board chairman, the guidance counsellor, the form teacher, house leader, and the senior management team. The Principal and the convenor of the discipline subcommittee will decide on the composition of the committee to attend the hearing.
- 3 The Principal will write a report on the circumstances that led to the suspension and a copy of this report will be sent to the student's family at least 24 hours before the hearing. The Principal's report will be distributed to the parents, chairman, convenor discipline subcommittee, guidance counsellor, Principal, and anyone on the staff or subcommittee who will be involved in the hearing.
- 4 An <sup>2</sup>SDS advice form will be filled out and sent to the ministry.
- 5 At the hearing, minutes will be taken and distributed to board members who attended the hearing, Chairman, the parents if they request them, and put on file. The board will be sensitive to the issue of confidentiality in the distribution of these minutes.
- 6 The suspension hearing will be conducted under the guidelines contained in MOE guidance booklet June 2003.
- 7 After the hearing parents will be notified by letter (within 24 hours of the hearing) of the outcome of the hearing. Copies will be sent to all members of the disciplinary subcommittee, the board chairman, the guidance counsellor, the form teacher, house leader, and the senior management team and board correspondence.

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## Notes to Policy

- 1 It is the policy of the board to consider carefully all the circumstances of an individual case before deciding whether or not to suspend.
- 2 In all instances the board will pause and consider whether in all the circumstances of a particular case, suspension for an unspecified period is warranted as a matter of discretion. It will consider whether, in all the circumstances of a particular case, the uplifting of the suspension (conditionally or otherwise) or the extending of the suspension, or expulsion, is warranted as a matter of discretion. At each of the latter discretionary stages, special circumstances and considerations of humanity and mercy may be brought into account.

## OTHER RELEVANT DOCUMENTATION:

- Board of Trustees Disciplinary Subcommittee Minutes
- Ministry of Education - Guidance for Principals and Boards of Trustees on Stand-Downs, Suspensions, Exclusions and Expulsions - June 2003