

## ***STAND DOWNS***

As per Ministry of Education “Stand Downs and Suspensions Information” Booklet.

1. Principal gathers facts of incident from Teachers, Students (all involved) and decides the next step.
2. Contact parents to come to school and after discussion of the unacceptable behaviour – inform of stand down and reason
3. Electronic notification to Ministry of Education
4. Letter to MOE to inform
5. Inform Board Chairperson
6. Child returns with parent on date stated for discussion with Principal. Child returns to class if attitude is right.
7. Parent may request for child to return during stand down. This will be considered by Principal.

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## ***SUSPENSIONS***

1 to 5 as above

6. Letter to inform parent of BOT meeting to discuss unacceptable behaviour.
7. 48 hours before BOT meeting, parent must be given
  - meeting procedures
  - report on incident
  - possible outcomes. (lift, extend, exclude)

(Board meets within 7 days to consider actions to be taken. Full procedure in GUIDANCE BOOK – MOE)