



SUSPENSION MEETING PROCEDURE

(Safe School Policy Guideline 6)

Refer MOE Guidelines SSEE 03/07

INTRODUCTION

The rules [Education (SSEE) Rules 1999] allow for the Board to decide on the process that it will use to arrive at its decision on the outcome of a suspension meeting.

This procedure establishes the process the Board's Discipline Committee will adopt for any suspension meeting.

PROCEDURE

1. Prior to the commencement of the meeting the Principal's report, the incident report or the record of continual disobedience, as the case may be, a context report detailing any prior counselling and guidance given to the student (s77) and communication with the parent/s that has taken place (s77), and any other relevant information, will be provided to the committee members.
2. If the parent/s fail to attend the meeting but there is a genuine reason for not doing so, the meeting will be convened and the suspension extended to a future suitable date, otherwise the meeting will proceed in their absence.
3. The quorum for the Committee shall be three (3) members.
4. The Chairperson will introduce the Discipline Committee, and invite the student, the parents and their representatives to introduce themselves. The Chairperson will record the attendees and ensure that minutes are being kept.
5. Where appropriate and manageable, a person fluent in the home language of the parent(s)/caregiver(s)/ student will have been arranged to attend the meeting to provide translation.
6. The meeting will be constituted with prayer.
7. The Chairperson will ascertain whether there are any objections from the student/parents/representatives to any committee member(s) being involved in the meeting.
8. The Chairperson will explain the meeting procedure to be followed.
9. The Chairperson will establish that the required information has been received by the parent(s)/caregiver(s) within the prescribed 48 hour timeframe.
10. The issue from the Principal's report will be presented.
11. The issue from the student's perspective will be presented by those who wish to contribute.

12. The Chairperson will adjourn the meeting on the request of the student, a parent or any member of the Committee, as a result of new information being introduced at the meeting, which the person making the request needs time to consider (Rule 16).
13. The Committee will retire to determine the facts from the information presented.
14. The Committee will then determine whether the matter:
 - a. was fairly investigated
 - b. amounts to the s14 statutory category alleged
 - c. was appropriately responded to; and
 - d. warrants further action under s15 or s17, and if so what.
15. If further action is considered warranted the Committee will consider all s15 or s17 options available and in doing so will consider whether:
 - a. The school has fulfilled “its side of the bargain”
 - b. Has done everything it should
 - c. Has done everything it reasonably could
 - d. There has been a record of what has been done previously.
16. If conditions are to be set they will be specific conditions that are reasonable and able to be met by the student and parents and able to be seen by the Board to have been met.
17. Exclusion and expulsion are the response of last resort. They are serious outcomes, which can have far-reaching consequences for the student (and other members of the student’s family). They should be made only after considering all the implications for the educational future and life chances of the student.
18. For a decision to expel or exclude a student at least 3 of the members of the committee present must be in favour. In the absence of such support the committee must then make a decision as to which of the remaining options it will apply and that decision may be by majority.

A decision for any option, other than expulsion or exclusion, may be by majority.
19. The Chairperson will record in the minutes (sample minutes form attached) the Committee’s findings of fact, the decision and the reason the action ultimately taken was adopted and the other options were not.
20. The Chairman will deliver the minutes to the Principal and table a copy in the In-Committee section of the next meeting of the Board.

The Board of Trustees adopted this procedure at the May 2008 meeting.
This procedure will be reviewed on / before the May meeting 2011.

Signed: *Norman Johnston*
Chairperson

Date: 13 June 2008