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## SUSPENSIONS

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<b><u>RESPONSIBLE FOR REVIEW:</u></b>	BOARD OF TRUSTEES
<b><u>DEPARTMENT RESPONSIBLE:</u></b>	PRINCIPAL
<b><u>DATE OF LAST REVIEW:</u></b>	NOVEMBER 2016
<b><u>NEXT REVIEW DATE:</u></b>	NOVEMBER 2019

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Hearings, relating to suspensions, will be held in accordance with the principles of natural justice and within the requirements of the Education Act 1989 (Education Stand down/Suspensions Rules 1999).

1. When an incident which warrants suspension occurs, the Principal will follow the instructions of the Education Act 1989 to ensure that matters are investigated fairly, and to formally advise the student's family of the suspension, the reason, and their rights.
2. In accordance with Section 14 of the Education Act 1989, the Emergency Committee will convene and follow the procedures as outlined in the Act.
3. The Principal will inform the Board of Trustees delegated emergency committee, who shall meet with the student and family within seven school days or if the suspension occurs within seven school days before the end of Term, at the close of the 10<sup>th</sup> calendar day after the day of suspension.
4. The Principal will attend the suspension meeting and there may also be other staff deemed appropriate in attendance. The student may have in attendance appropriate, supportive representation.
5. The student and family will be advised of the Emergency Committee's decision before the end of the meeting.
6. Written confirmation of the decision and notes of the meeting will be sent to the family and Ministry of Education as soon as they are available.

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**Signature (BOT Chairperson)**

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**Date Ratified**