RATIONALE

To ensure that the Principal and the School Board comply with all regulations and provisions of the Secondary Teachers' Collective agreement.

GUIDELINES

1. Where a breach of discipline appears to have occurred, the Principal and/or Board Presiding Member shall determine whether disciplinary procedures should be initiated.

2. Where the Principal and/or Board Presiding Member considers it appropriate, can delegate authority to another representative to make initial enquiries to establish whether disciplinary procedures should be initiated. In some cases, where the facts are clear and acknowledged, resolution may be achieved informally by discussion between the parties without the need for initiating the disciplinary procedures.

3. Questions of conduct or discipline will be conducted in a manner, which protects the mana and dignity of the teacher concerned. Teachers may seek whanau, family, professional and/or PPTA support in relation to such matters.

4. The teacher shall be informed of any allegation of breach of discipline and of her/his right to consult the PPTA and of the right to be represented by it at any stage.

5. Should the Principal and/or Board Presiding Member determine that substantive disciplinary action may be required it will:
   i. undertake an investigation
   ii. invite the teacher to attend any such investigation to make a statement concerning the matter either personally or through a representative.

6. Where the Principal and/or Board Presiding Member decides to initiate formal disciplinary procedures against a teacher, the following principles are to be observed:
   a) The Principal and/or Board Presiding Member shall advise the teacher in writing of the reason for the disciplinary procedures being initiated
   b) The Principal and/or Board Presiding Member will invite the teacher to respond in writing, and advise the teacher of her/his right to request PPTA assistance and/or representation at any stage.
   c) Notwithstanding 5.(b) above if the Principal and/or Board Presiding Member is satisfied that the welfare and interests of any student attending the school or of any teacher at the school so requires may at any time before the matter has finally been disposed of either:
      i. Suspend the teacher
         Note: suspension would normally be on pay except in exceptional circumstances); or
      ii. Transfer the teacher to other duties.
   d) Where a breach of discipline is held to have occurred, the Principal and/or Board Presiding Member shall not impose any penalty on the teacher without first:

i.   Giving the teacher the opportunity to make representations to it; and

ii.   Taking into account any period of suspension already imposed.

e) In the case of a finding of serious misconduct the Principal and/or Board Presiding Member may dismiss the teacher without notice.

f) Where a teacher has been suspended, and subsequently a breach of discipline is held not to have been proved, the teacher shall, unless the teacher has already resigned, be entitled forthwith to resume teaching duties.

7. The following are examples of matters that may warrant disciplinary action. This is not an exhaustive list nor is it intended that every such matter listed here must always be treated as a disciplinary matter. Each case will be assessed on its individual merits.

- Disobedience of lawful orders or instructions.
- Negligence, carelessness or indolence in carrying out her/his duties as a teacher.
- Gross inefficiency as a teacher.
- Misuse or failure to take proper care of school property or equipment in her/his custody or charge.
- Absence from duty without valid excuse.
- Conduct in her/his capacity as a teacher or otherwise which is unbecoming to a member of the teaching service.

8. Nothing above will preclude a matter being referred to the Police if the Principal and/or Board Presiding Member considers it necessary.

REVIEW

This procedure will be reviewed as appropriately or by August 2025.

_____   25 August 2022
PRINCIPAL   **DATE**