

**INTERNATIONAL SCHOOL LEARNER DISCIPLINE
STAND-DOWN AND SUSPENSION PROCEDURES****RATIONALE**

To provide the Principal, the Board and the parent or legal guardian with clear stand-down and suspensions procedures for International School Learners.

The International School Learner Coordinator is available to support the International School Learner if any of the following provisions are implemented.

Schedule 1 – Provisions for stand-down**Notice requirements for standing down an International School Learner**

1. Immediately after an International School Learner is stood-down, the Principal will advise a parent or legal guardian and the residential caregiver of the International School Learner:
 - (a) that the International School Learner has been stood-down; and
 - (b) the reasons for the Principal's decision; and
 - (c) the period for which the International School Learner has been stood-down.

Stand-down period

2. A stand-down may be for one or more specified periods, and the Principal may lift the stand-down at any time before it is due to expire.

An International School Learners attendance while the International School Learner is on stand-down

3. If an International School Learner has been stood-down, then the International School Learner does not have to, and is not permitted to, attend the school while stood-down, however—
 - (a) the Principal may require the International School Learner to attend the school if the Principal reasonably considers the International School Learner's attendance is appropriate;
 - (b) the Principal may allow the International School Learner to attend the school if the International School Learner's parents request that the International School Learner be permitted to attend the school and the Principal considers the request is reasonable:

Board meeting concerning stand-down

4. A Principal who has stood-down an International School Learner may arrange a stand-down meeting.
5. A Principal who, having stood-down an International School Learner, is asked by the International School Learner or a parent or legal guardian of the International School Learner for a stand-down meeting
 - (a) will arrange a meeting; and
 - (b) be available for the meeting as soon as is practicable for the International School Learner, the parent or legal guardian, and the Principal.

6. As a consequence of a stand-down meeting, if the Principal is satisfied that there are no reasonable grounds for the stand-down the Principal will—
 - (a) ensure that the stand-down is withdrawn; and
 - (b) ensure that the International School Learner, and anyone told of the stand-down under paragraph 1, is told that the stand-down has been withdrawn.

Schedule 2 – Provisions for suspension

Notice requirements for suspending a International School Learner

1. If the International School Learner has been suspended then the Principal will, immediately after the International School Learner is suspended, advise the board, a parent or legal guardian and the residential caregiver (if any) of the International School Learner—
 - (a) that the International School Learner has been suspended; and
 - (b) the reasons for the Principal's decision.

An International School Learners attendance while on suspension

2. If the International School Learner has been suspended, then the International School Learner does not have to, and is not permitted to, attend the school while suspended, however -
 - (a) the Principal may allow the International School Learner to attend the school if the Principal reasonably considers the International School Learner's attendance is appropriate:
 - (b) the Principal may allow the International School Learner to attend the school if the International School Learner's parents request that the International School Learner be permitted to attend the school and the Principal considers the request is reasonable.

Board meeting concerning suspension

3. The board will ensure the discipline meeting is held in accordance with the principles of natural justice.
4. If the International School Learner has been suspended, the International School Learner, the International School Learner's parents or legal guardian, and their representatives are entitled to attend a meeting of the board and speak at that meeting, and to have their views considered by the board before it decides whether to lift or extend the suspension or exclude the International School Learner and terminate the contract of enrolment.
5. The board will ensure that an International School Learner who has been suspended, and the International School Learner's parents or legal guardians are given the following as soon as practicable after the suspension:
 - (a) written notice of the time and place of the suspension meeting; and
 - (b) written information about the options available to the board under paragraph 3 to deal with the suspension at the suspension meeting.
6. The board will ensure that the following material is given (in writing) to the International School Learner and the International School Learner's parents or legal guardian within the time specified in paragraph 6:
 - (a) information on the procedures the board follows at suspension meetings; and

- (b) advice that the International School Learner and the International School Learner's parents, legal guardians or representative may attend the meeting and speak at it about the suspension; and
 - (c) information contained in the following material that, in the board's opinion, it would have no ground to withhold if the International School Learner made a request under the Privacy Act 1993 for:
 - (i) the Principal's report to the board on the suspension; and
 - (ii) any other material about the suspension to be presented by the Principal or the board at the meeting.
7. The material referred to in paragraph 5 must be given to the International School Learner and the International School Learner's parents, legal guardian or representatives in time to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

Adjournments to consider new information

8. The board will adjourn a suspension meeting if the International School Learner, a parent or legal guardian of the International School Learner, or any member of the board asks the board to do so if the person making the request needs time to consider new information, being any information—
- (a) that is referred to at the suspension meeting; and
 - (b) that is either—
 - (i) information that was not given, under paragraph 5, to the person making the request; or
 - (ii) information that is new to the person making the request for some other reason.
9. In deciding on the period of the adjournment, the board must have regard to the amount of time that the person making the request needs, in that person's particular circumstances, to consider the information.

Board's decision at suspension meeting

10. Before deciding at a suspension meeting whether to lift or extend the suspension or exclude the International School Learner and terminate the contract of enrolment, the board must—
- (a) have due regard for all of the circumstance relevant to the suspension; and
 - (b) consider each option available to it.
11. The board may—
- (a) require the Principal, the International School Learner, the International School Learner's parents or legal guardian, any representative of the International School Learner, and any representative of the parents or legal guardian to withdraw from the meeting while the board makes its decision; or
 - (b) ask the Principal, the International School Learner, the International School Learner's parents or legal guardian, and any representatives of the School Learner and the parents or legal guardian to stay at the meeting while the board makes its decision.
12. Before making its decision, the board may try to get all the parties at the meeting to agree on what the decision should be.
13. The board must record its decision, and the reasons for it, in writing.

Board's powers when International School Learner suspended

14. If a International School Learner has been suspended, the board may—
- (a) lift the suspension at any time before it expires, either unconditionally or subject to any reasonable conditions the board wants to make;
 - (b) extend the suspension conditionally for a reasonable period determined by the board when extending the suspension, in which case paragraph 14 applies;
 - (c) if the circumstances of the case justify the most serious response, exclude the School Learner from the school and terminate the contract of enrolment.
15. If the board extends a suspension conditionally, the board may impose reasonable conditions aimed at facilitating the return of the International School Learner to school and will take appropriate steps to facilitate the return of the International School Learner to school.
16. If a International School Learner fails to comply with any condition imposed under this paragraph in respect of the lifting or extension of the suspension, the Principal may request the board to reconsider the matter and the board may confirm or reverse its earlier decisions or may modify its earlier decisions by taking any action specified in paragraph 13 (a) to (c).
17. If the board has not sooner lifted or extended the suspension or excluded the International School Learner under paragraph 13(c) and terminated the contract of enrolment, the suspension ceases to have effect—
- (a) at the close of the 7th school day after the day of the suspension; or
 - (b) if the suspension occurs within 7 school days before the end of a term, at the close of the 10th calendar day after the day of the suspension.

Extended suspension

18. The board will monitor the progress of the suspended International School Learner by ensuring that it receives, at each regular board meeting after the suspension, a written report on whether the International School Learner is meeting the conditions imposed and progressing with any educational programme provided.
19. The Principal must ensure that the International School Learner and a parent of the International School Learner are given a copy of any such report as soon as practicable.

International School Learner failing to comply with conditions

20. If the board agrees to a request made by the Principal under paragraph 15, the board must hold a reconsideration meeting about the International School Learner's case.
21. The meeting must be held—
- (a) within 7 school days of the request; or
 - (b) if the request is made within 7 school days of the end of term, within 10 calendar days of the request.

Information about reconsideration meeting

22. If the Principal makes a request under paragraph 15 that the board reconsider the suspension then the board will ensure that the School Learner, and a parent or legal guardian of the School

Learner is given written notice of the time and place of the reconsideration meeting as soon as practicable after the board decides to hold the meeting.

23. The board will ensure that the following material is given, in writing, to the International School Learner and the parent within the time described in paragraph 23:
 - (a) information on the procedures the board follows at reconsideration meetings; and
 - (b) advice that the School Learner, a parent or guardian or representative may attend the meeting and speak at it about the reconsideration of the suspension; and
 - (c) information that, in the board's opinion, it would have no ground to withhold if the School Learner made a request under the Privacy Act 1993 for:
 - (i) the Principal's report to the board on the reconsideration of the suspension; and
 - (ii) any other material about the reconsideration of the suspension to be presented by the Principal or the board at the meeting.
24. The material must be given to the International School Learner and the parent at a time that enables it to reach them at least 48 hours before the meeting (or within a shorter time agreed by all the parties).

This procedure was issued by the Principal November 2024.

This procedure will be reviewed on / before November meeting 2027.