



**Te Tāhuhu o  
te Mātauranga**  
Ministry of Education

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# **Flow chart toolkit**

for principals and school  
boards on stand downs,  
suspensions, exclusions  
and expulsions

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**Te Kāwanatanga  
o Aotearoa**  
New Zealand Government

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## Purpose

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This toolkit draws together the process flowcharts for stand downs, suspensions, exclusions and expulsions and is designed as an additional resource for principals, boards and teachers.

Before using this toolkit, users should review and understand their legal obligations and duties as set out in the Guidelines for principals and school boards on stand downs, suspensions, exclusions and expulsions: <http://www.education.govt.nz/ssee>

This toolkit is not legal advice, and flowcharts are designed for information purposes only. For specific advice tailored to your situation, seek professional legal advice.

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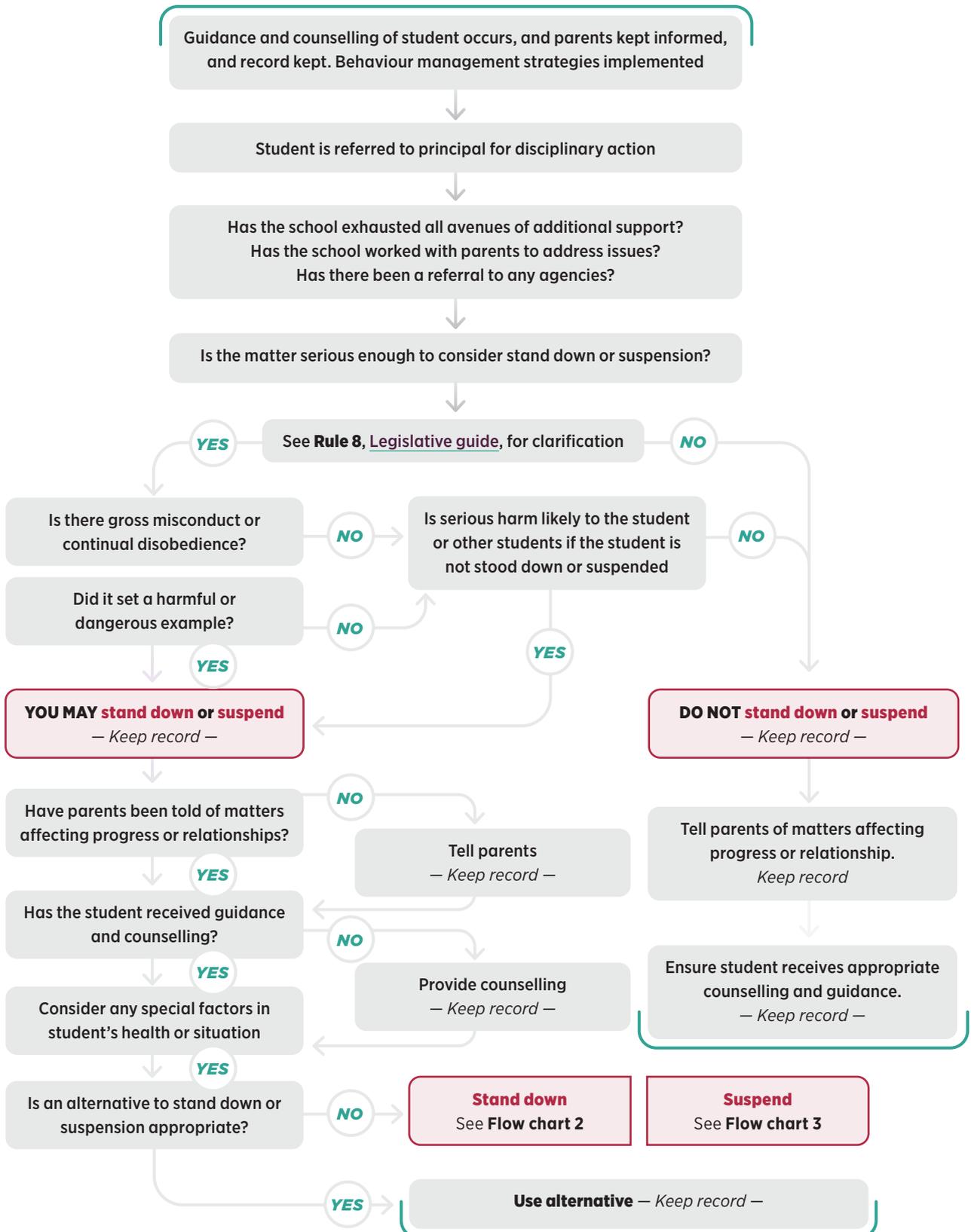
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# Investigation

## Flow chart 1

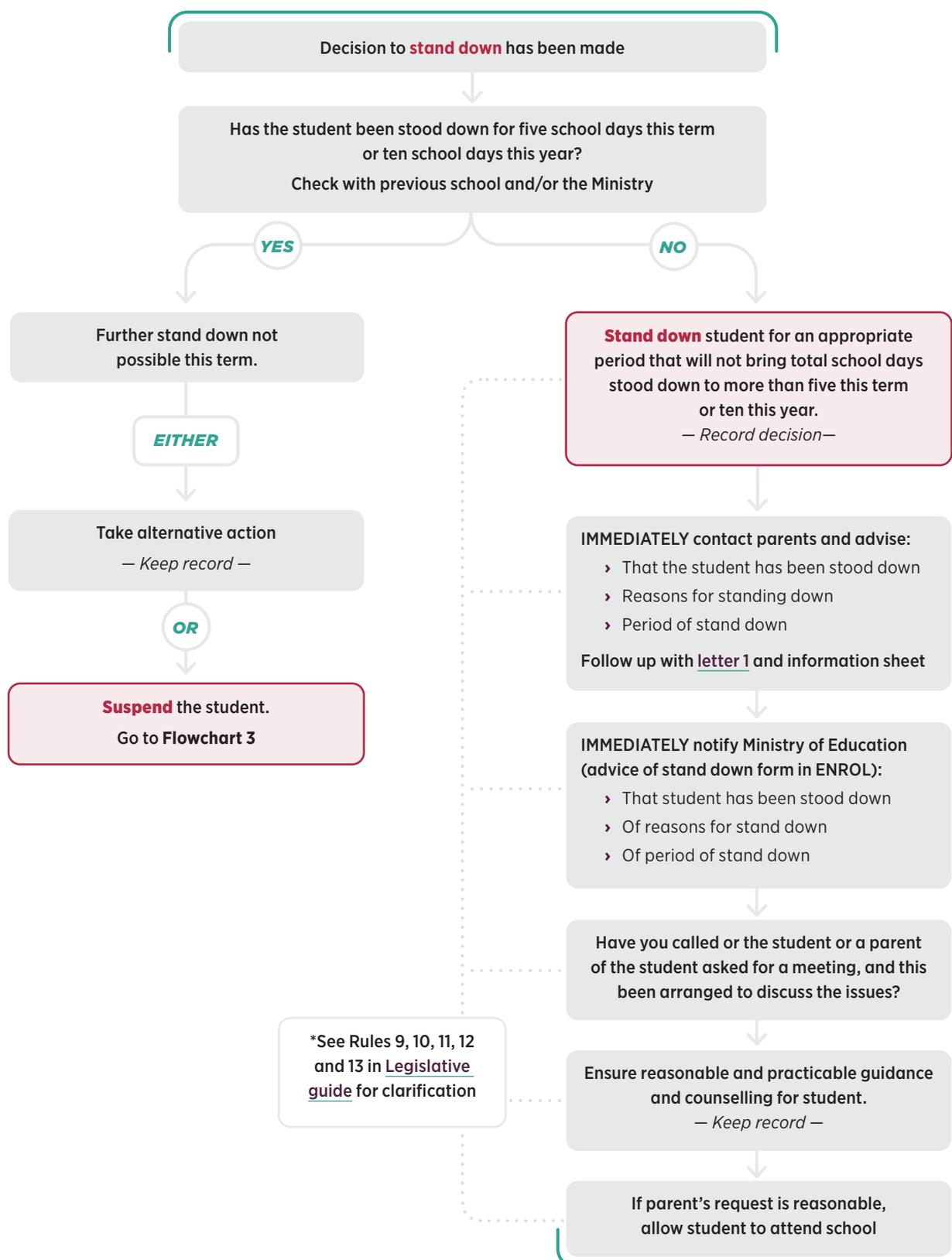
**Principal – considers possible stand down or suspension** (at all times, the principles of natural justice apply – act fairly and reasonably in the circumstances).



# Stand downs

## Flow chart 2

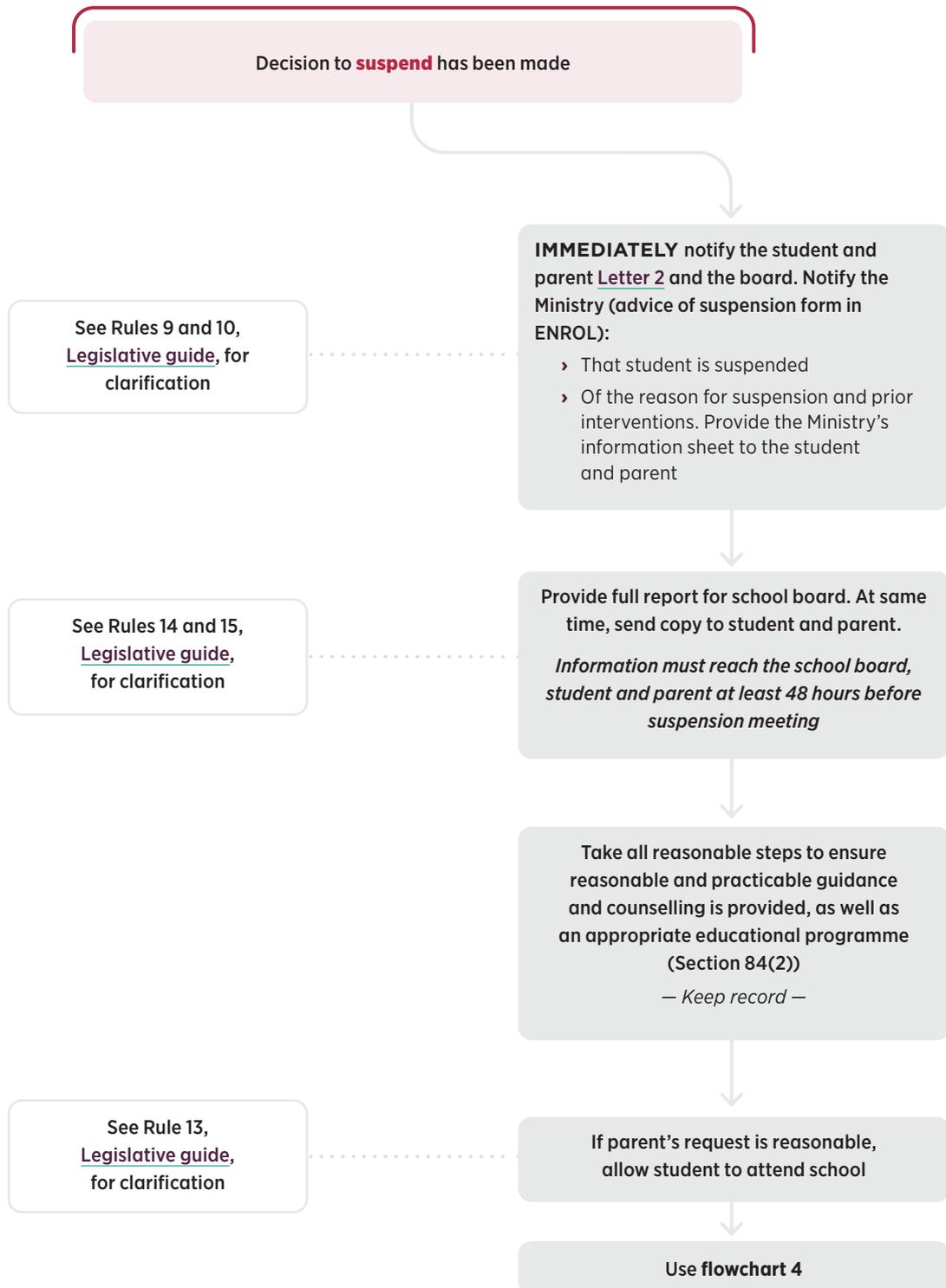
### Stand downs: Action by principal following decisions to stand down



# Suspensions

## Flow chart 3

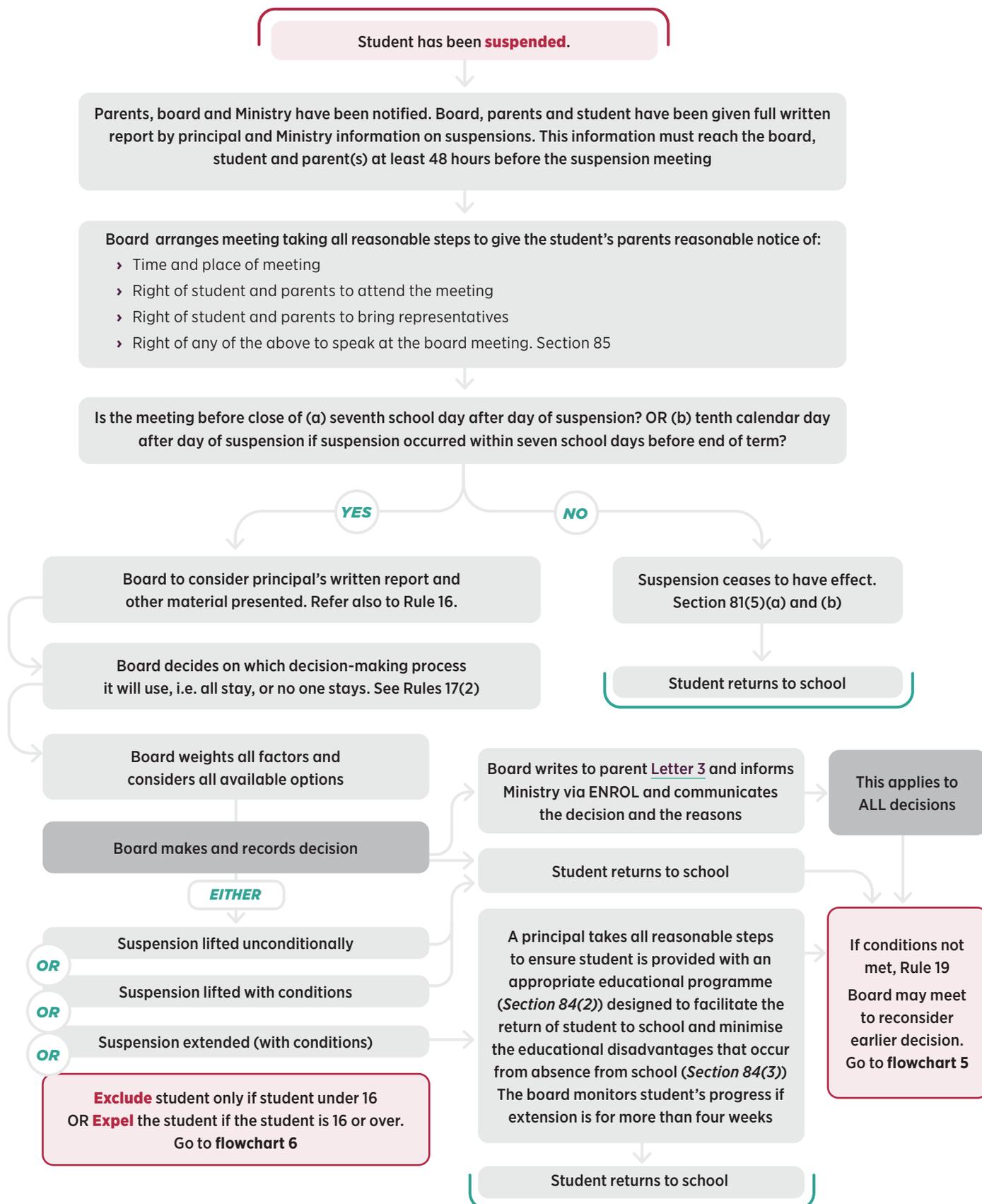
### Action by principal following decision to suspend



# Suspension meetings

## Flow chart 4

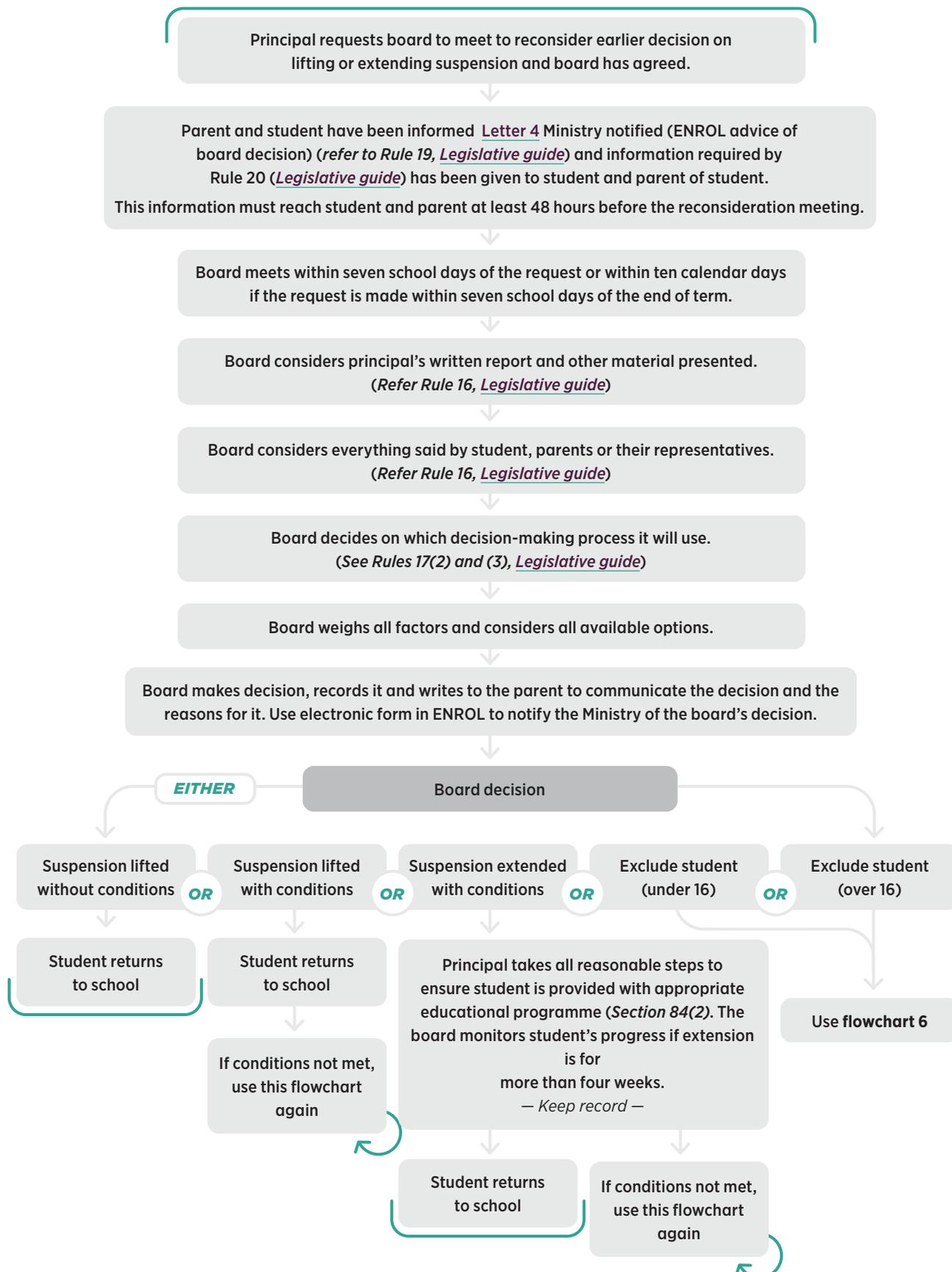
### Action by school board following decision to suspend



# Reconsideration meetings

## Flow chart 5

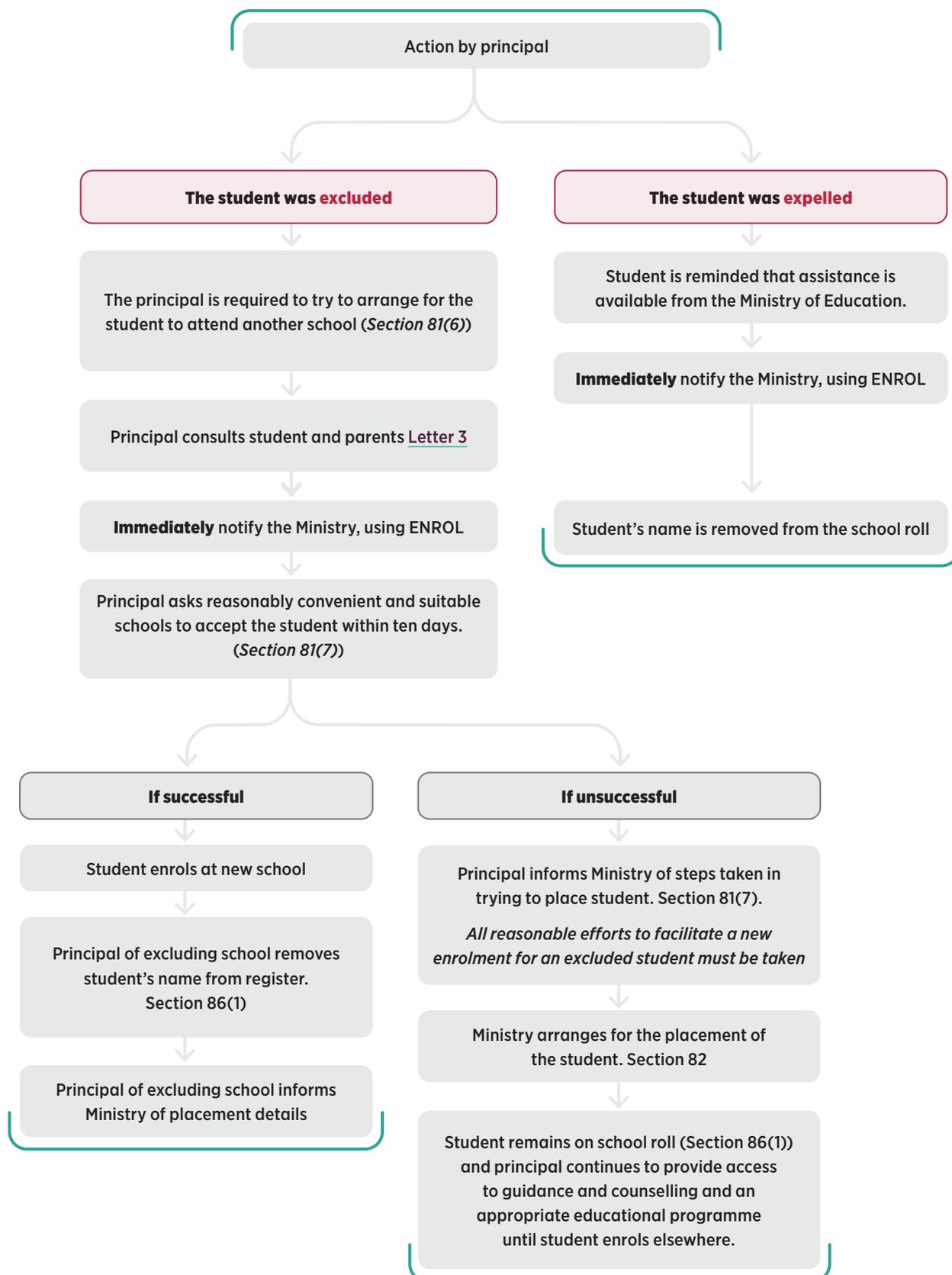
### Reconsideration of suspension: Action by school board



# Exclusion, expulsion

## Flow chart 6

### Action by principal when student excluded or expelled





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He mea tārai e mātou te mātauranga  
kia rangatira ai, kia mana taurite ai ōna huanga.

We shape an education system that delivers  
equitable and excellent outcomes.

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