



Te Tāhuhu o
te Mātauranga
Ministry of Education

Flow chart toolkit

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



New Zealand
Government
Te Kāwanatanga
o Aotearoa

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Purpose

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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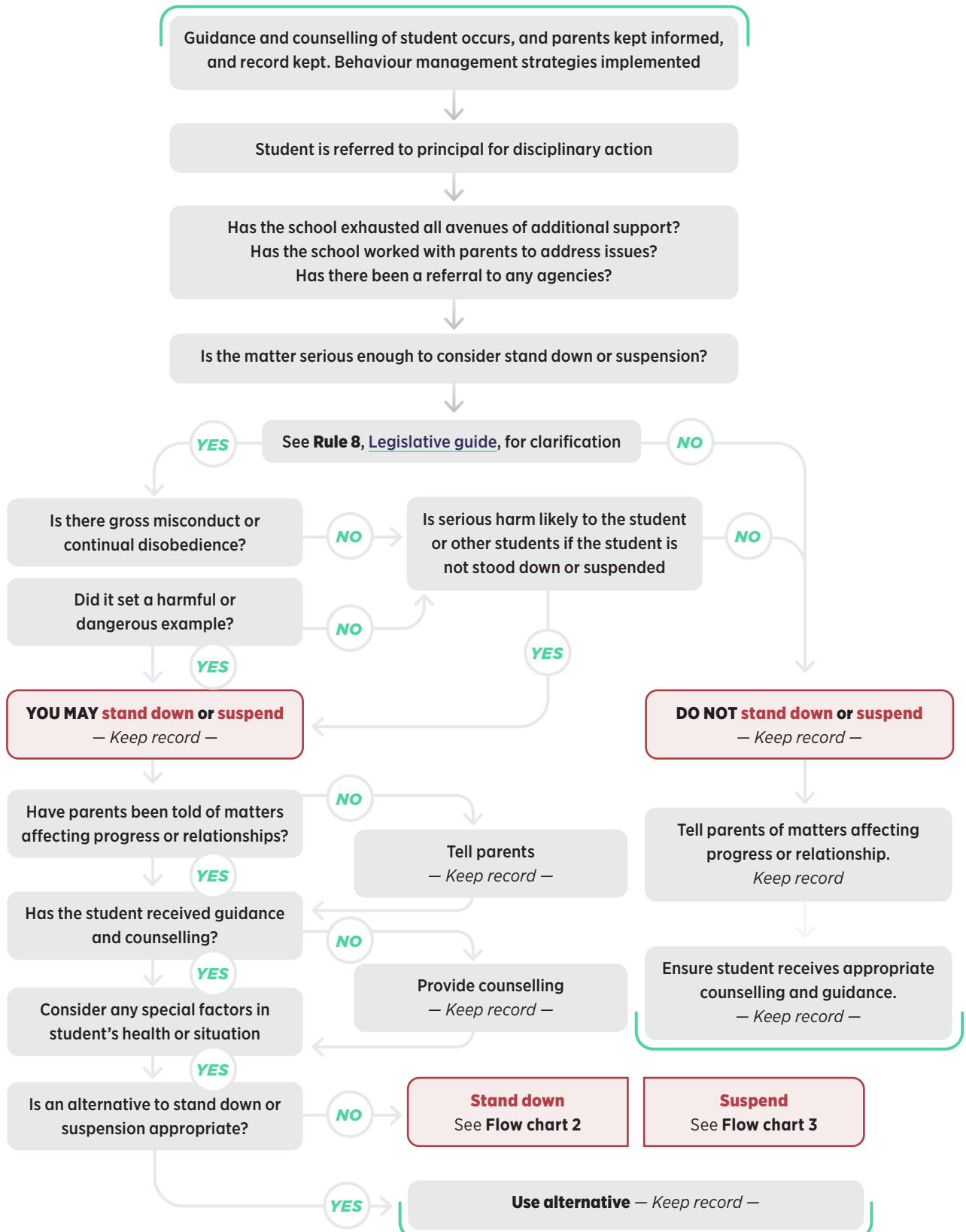
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Investigation

Flow chart 1

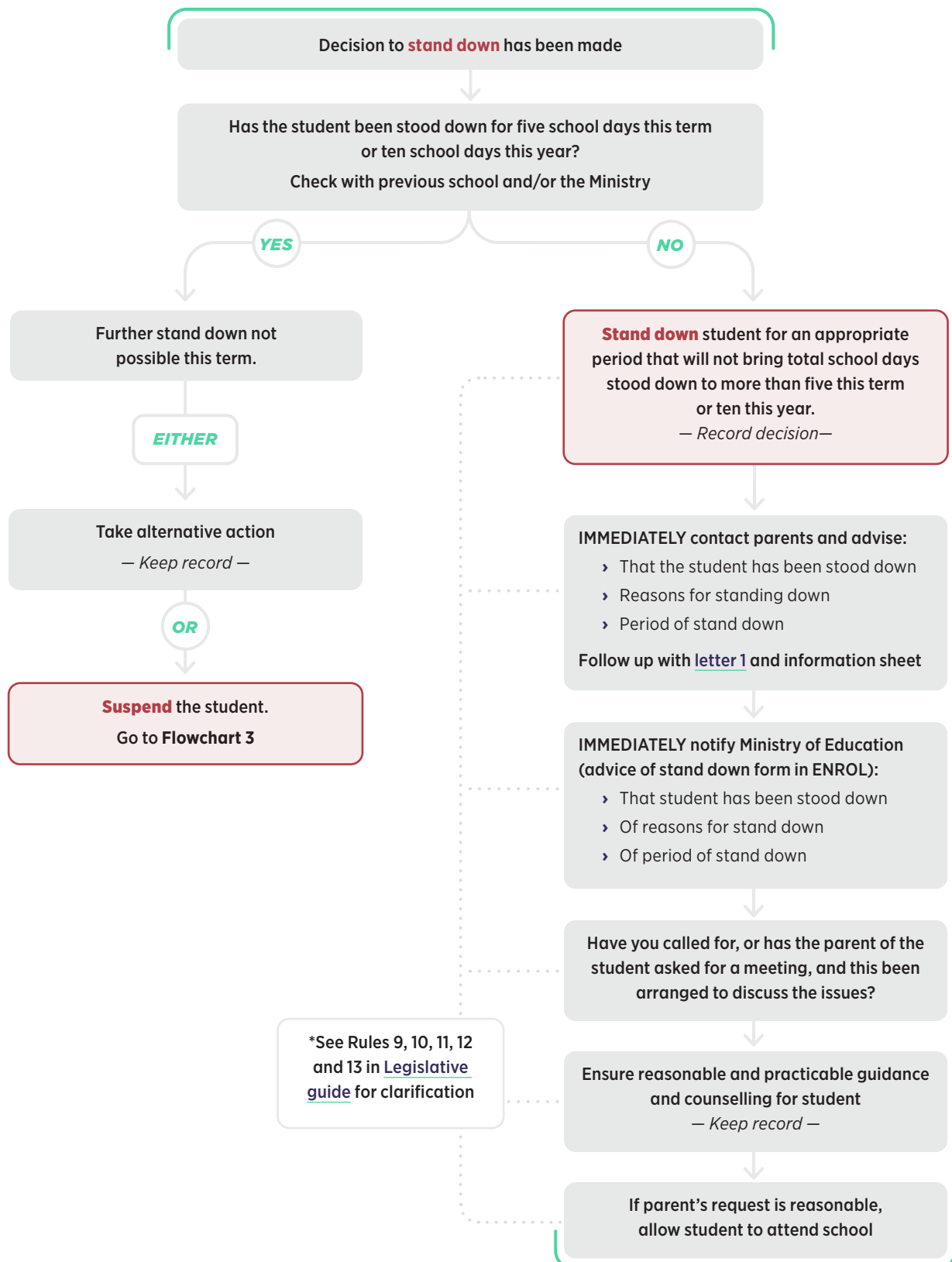
Principal – considers possible stand down or suspension (at all times, the principles of natural justice apply – act fairly and reasonably in the circumstances).



Stand downs

Flow chart 2

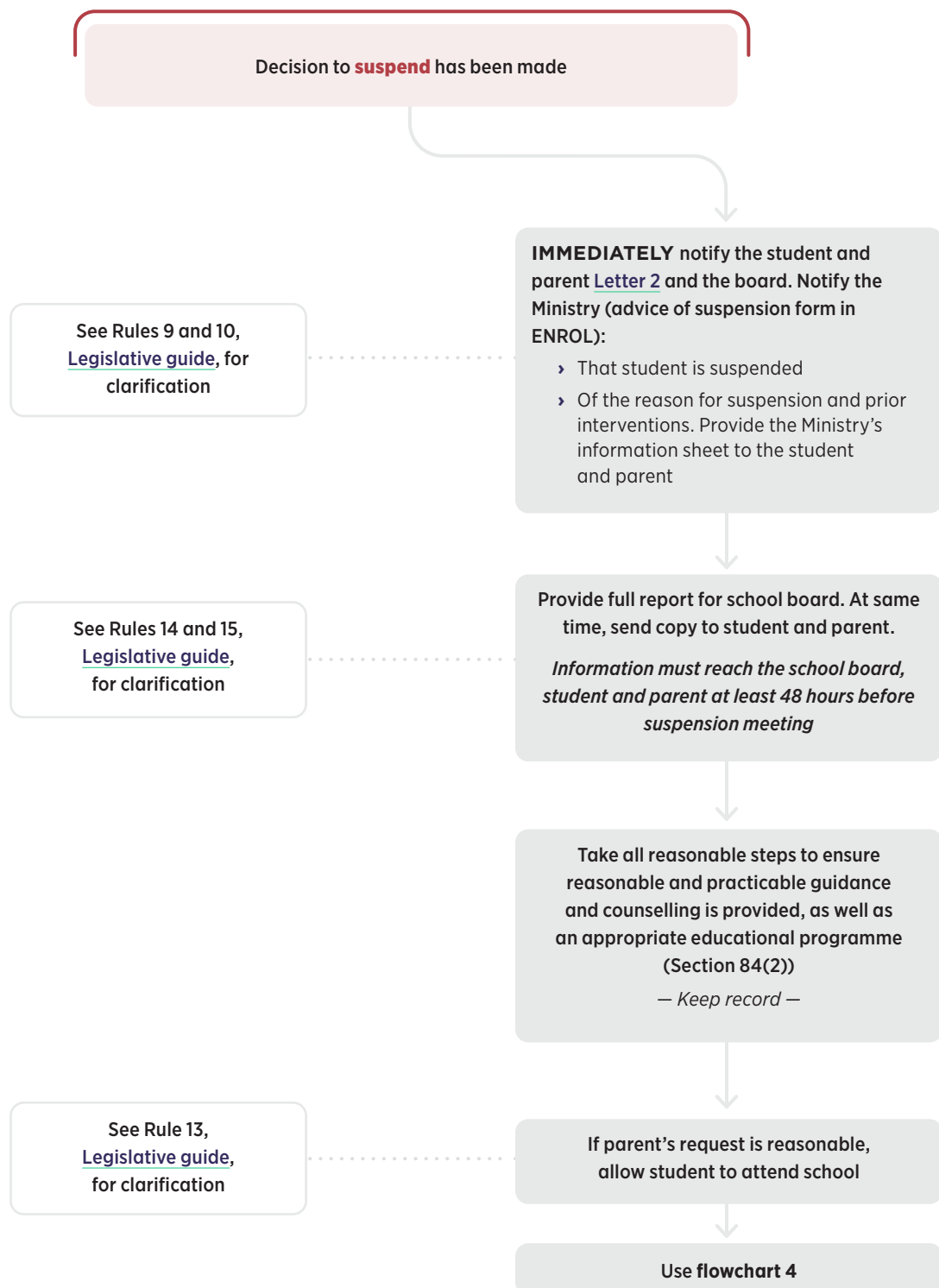
Stand downs: Action by principal following decisions to stand down



Suspensions

Flow chart 3

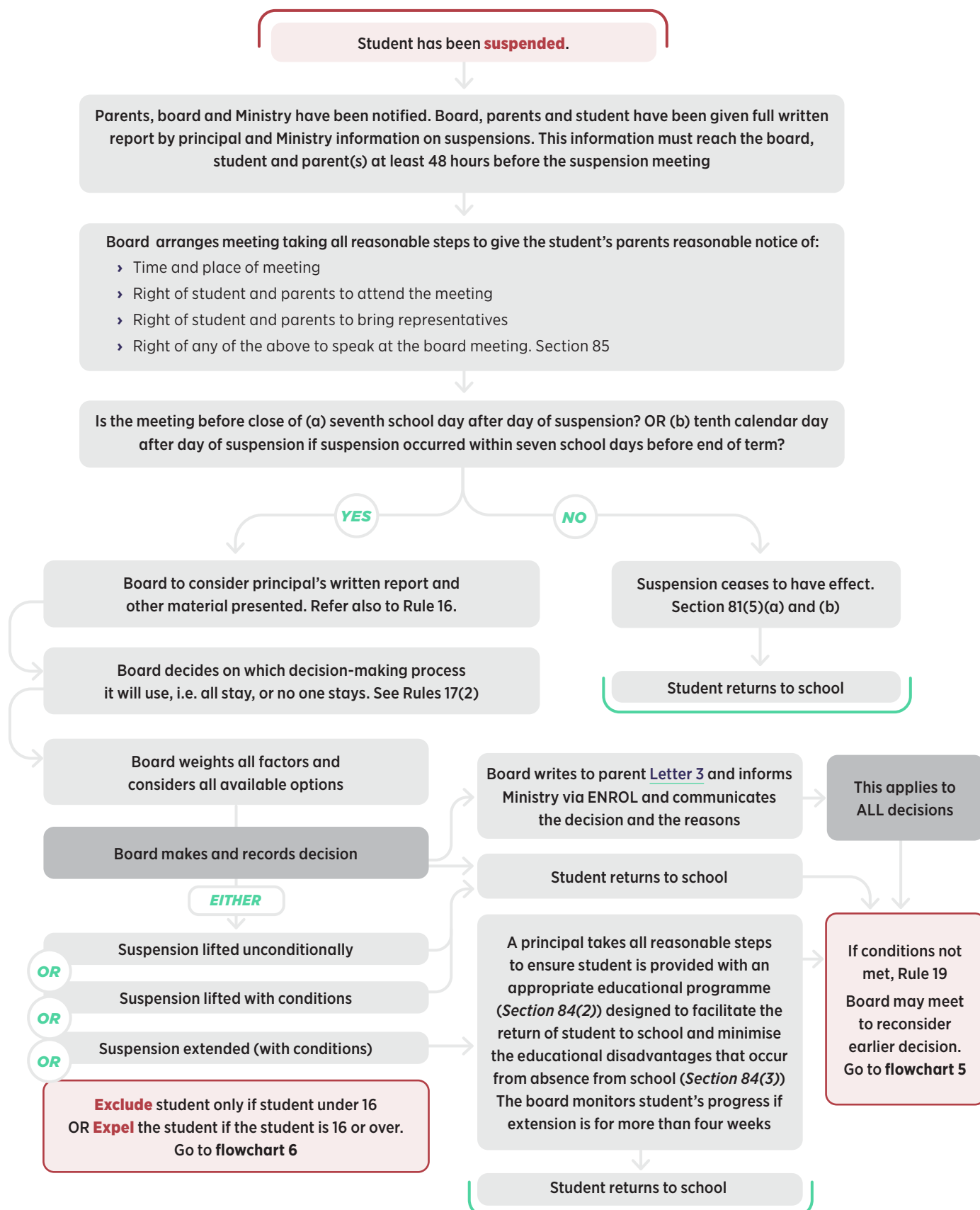
Action by principal following decision to suspend



Suspension meetings

Flow chart 4

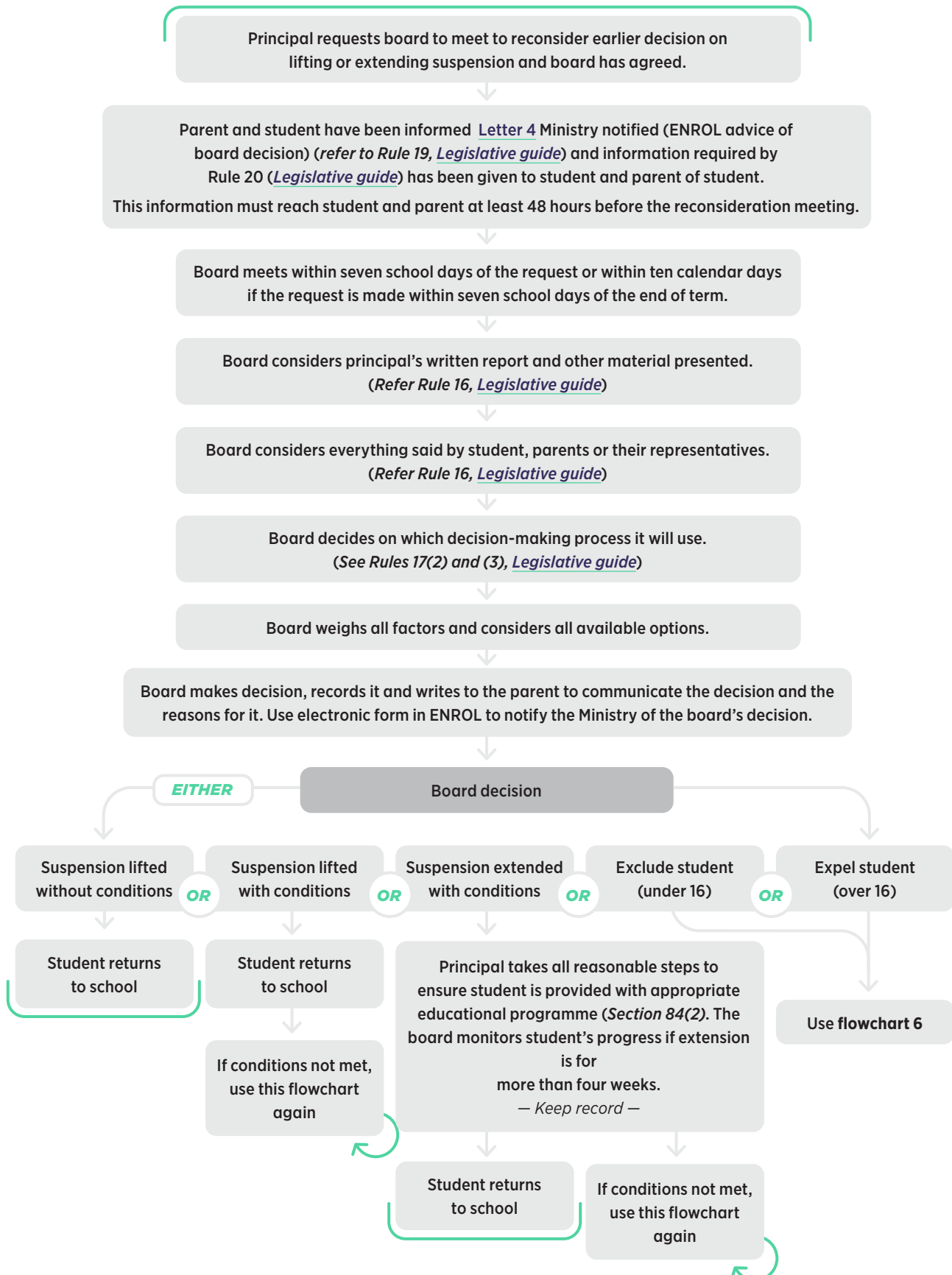
Action by school board following decision to suspend



Reconsideration meetings

Flow chart 5

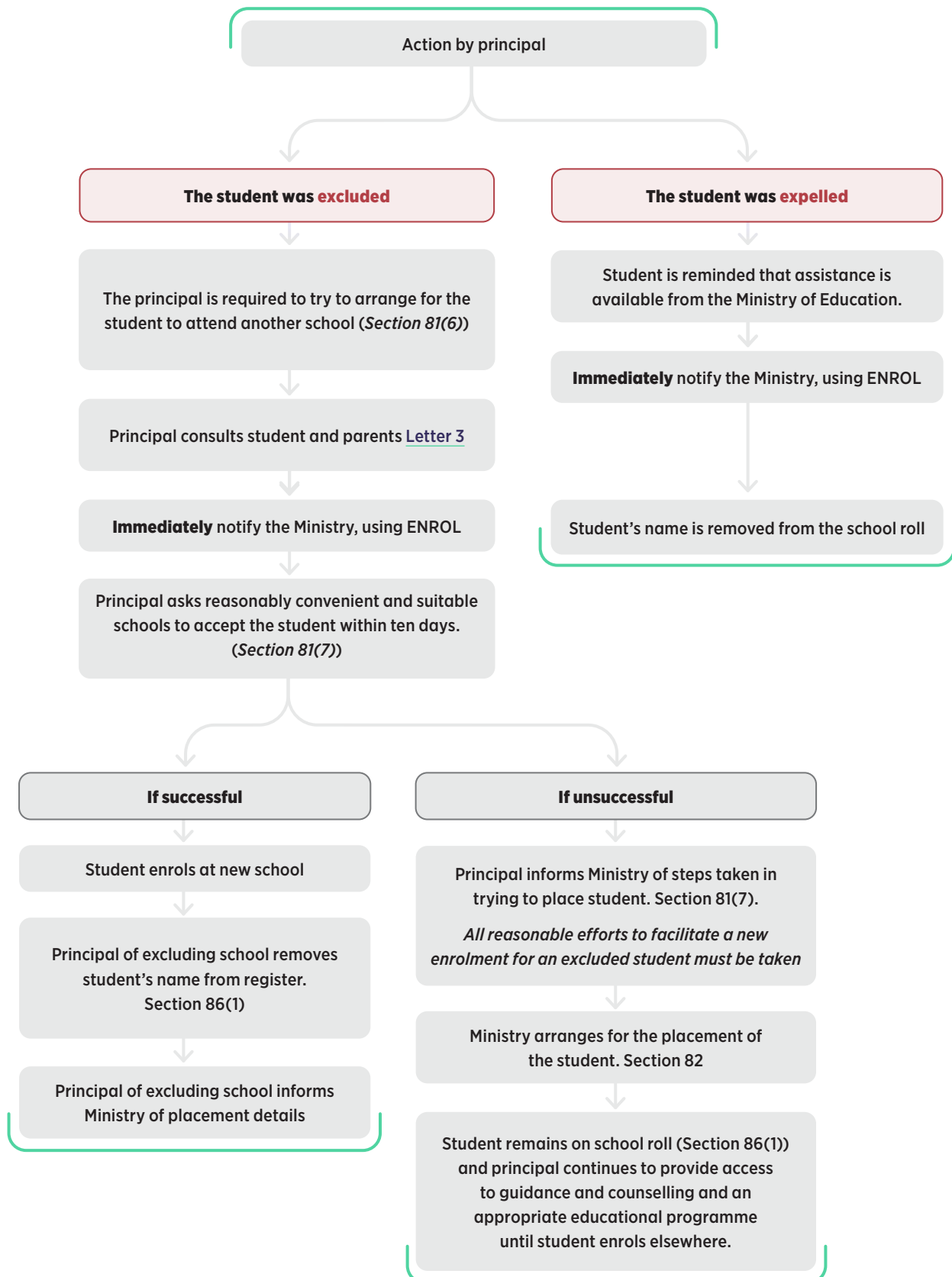
Reconsideration of suspension: Action by school board



Exclusion, expulsion

Flow chart 6

Action by principal when student excluded or expelled





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te Mātauranga**
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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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