

WAITAKERE COLLEGE

SECTION F: LEGISLATIVE COMPLIANCE

POLICY: Reinstatement of Suspended or Stood Down Students

DATE OF REVIEW: November 2016

REVIEWERS: Board of Trustees, Brett Bradley, Olivia Fugmann

GOAL:

- To ensure following a Stand Down or Suspension that all parties have a clear understanding of what is expected of them when a student is reintegrated so that reintegration is smooth and has positive outcomes
- To minimise the likelihood of recidivism or failure to successfully reintegrate because of a lack of certainty of expectations

OBJECTIVES:

- No student should be reintegrated to the College after a Stand Down or Suspension without student and parent fully understanding requirements with respect to reinstatement and any reintegration undertakings
- Any staff or other students or others affected by the reintegration should be communicated with and where appropriate and necessary involved during the reintegration process.

GUIDELINES:

- Prior to or immediately after reintegration, a meeting should be held between the relevant executive staff member, student and where appropriate BOT member, and any other staff or students significantly influenced by the reintegration
- Where appropriate, caregivers should be invited to attend this meeting
- If decided on as part of a BOT suspension meeting, a restorative conference should occur between the student and other significant parties. This should occur before reintegration or immediately after return.
- A written record of these meetings should be made together with a statement of any expectations regarded as a written contract between the parties involved.
- Where a contract is made in respect of expectations of conduct on reintegration, it should be read, discussed and clarified and signed by the executive staff member present, student and caregiver.
- Copies of the signed contract should be placed in the student file; a copy given to caregiver and student; and a copy circulated on a 'need to know basis' to staff, particularly House Leaders and Deans.
- Any 'conditions' or undertakings set down as part of the reintegration process should be reviewed after a period of a month.
- Where Restorative Conferencing replaces formal Stand Down or Suspension procedures, similar written records should be kept and communicated as appropriate.

Chairperson

Date

Principal

Date