

## 1. Initial Incident Review

- **Incident Occurs:** A student engages in behavior that violates the college's code of conduct.
- **Incident Reporting:** The behavior is reported by staff or observed by school personnel.
- **Initial Investigation:** A quick assessment is conducted by the relevant staff

## 2. Communication with the Student

- **Hui with the Student and where appropriate whānau:** A meeting is held with the student to discuss the behavior.
- **Explanation:** The student is given an opportunity to explain their side of the story.
- **Outcome of Discussion:** Depending on the severity of the behavior, it may be deemed necessary to proceed with a stand-down.

## 3. Decision to Stand-Down

- **Criteria Check:** Ensure the behavior falls within the MOE stand-down guidelines (e.g., violence, repeated misconduct).
- **Duration of Stand-Down:** The stand-down duration is determined (typically 1–5 school days, as per regulations).
- **Parent/Guardian Notification:** Inform the student's whānau of the decision to stand-down, the reason, and the length of the suspension.

## 4. Documentation

- **Written Record:** A written report is created detailing the incident, actions taken, and the stand-down period.
- **Review and Follow-Up:** If the stand-down is more than a couple of days, the school may schedule a follow-up meeting to discuss the student's return to class.

## 5. Student Return to School

- **Re-entry Hui:** Prior to returning, a meeting may be held with the student, their parents, and relevant staff to discuss expectations going forward. At this meeting a referral is made to Manaakiatanga.

## 6. Monitoring and Support

- **Ongoing Support:** Academic, behavioral, and/or emotional support may be provided to the student if needed.
- **Monitoring:** Staff monitor the student's behavior post-return and offer additional interventions if necessary.