

# DISCIPLINE HEARING MEETING - TEMPLATE

## Introduction by Chair of the Disciplinary Subcommittee

A suspension is the formal removal of a student from school by the principal under the Education Act 1989.

The disciplinary subcommittee (delegated by the Board of Trustees) then decides the outcome from this suspension meeting. The subcommittee may decide one of the 4 following outcomes:

1. lift the suspension without conditions;
2. lift the suspension with reasonable conditions imposed;
3. extend the suspension with reasonable conditions imposed; or
4. exclude or expel the student

You are \_\_\_\_\_ (age) so you could be excluded/ expelled.

At the conclusion of the meeting the subcommittee will make its decision based on the information with which we have all been provided and what we've heard at this meeting.

You will be notified as soon as possible of the outcome.

This meeting is held "in committee" to ensure confidentiality and to protect the dignity and mana of all parties, with only the outcomes made public.

## ASK

- Did you receive the paperwork at least 48 hours prior to the meeting?
- Is there any new information to be tabled that was not previously available?  
And if so is an adjournment required to consider it?

## **DISCIPLINE HEARING**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### **Subcommittee Members:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

☐ PAPERS SENT TO PARENTS

☐ PAPERS TO DISCIPLINE COMMITTEE

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**[SCHOOL NAME]**  
**BOARD OF TRUSTEES DISCIPLINE COMMITTEE CHECKLIST**  
**FOR SUSPENSIONS**

Name of student: \_\_\_\_\_

Age of student at date of suspension: \_\_\_\_\_

Date of suspension: \_\_\_\_\_

Date Ministry of Education advised: \_\_\_\_\_

Date parents received written notice: \_\_\_\_\_

School's Guidance services offered: \_\_\_\_\_

Incident type (e.g. violence, marijuana): \_\_\_\_\_

Suspended for **(select one)**

- ☐ Section 14 (1)(a): Gross misconduct that is a harmful or dangerous example to other students
- ☐ Section 14 (1)(a): Continual disobedience that is harmful or a dangerous example to other students
- ☐ Section 14 (1)(b): Because of the student's behaviour, it is likely that the student or other students will be seriously harmed if the student is not suspended.

Principal or Acting Principal  
at time of suspension: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_