

## NELSON COLLEGE DISCIPLINE PROCEDURE

### Boarding Consequences

This is a graduated scale of consequences that are likely to follow the incident examples set out below, and incidents that are similar in seriousness. All possible incidents or their individual circumstances cannot be anticipated, so the incident examples are just that: examples.

<b>DETENTION</b>	<b>GROUNDED</b>	<b>BOARDING DOWN</b>	<b>STAND REMOVED FROM BOARDING</b>
<i><u>Incident examples</u></i>	<i><u>Incident examples</u></i>	<i><u>Incident examples</u></i>	<i><u>Incident examples</u></i>
<ul style="list-style-type: none"> <li>- untidiness</li> <li>- messy cube</li> <li>- not going to breakfast occasionally</li> <li>- swearing around the Houses</li> <li>- out of bed breaches</li> <li>- prep behaviour</li> <li>- minor/ brief disobedience</li> <li>- verbal unwanted hassling</li> <li>- Year 13 doors locked</li> <li>- male friends not signed in</li> </ul>	<ul style="list-style-type: none"> <li>- 3x detentions in a week</li> <li>- in a car without permission</li> <li>- moderate AWOL (no alarms!)</li> <li>- found with tobacco/vaping paraphernalia</li> <li>- smoking/vaping</li> <li>- drawn-out single-issue disobedience</li> <li>- gambling</li> <li>- verbal unwanted abuse</li> <li>- female friend(s) not signed in</li> <li>- bed flipping</li> <li>- Vandalism</li> </ul>	<ul style="list-style-type: none"> <li>- repeatedly in a car without permission</li> <li>- vehicle/use at school without permission</li> <li>- swearing at staff</li> <li>- found with alcohol/drinking/ drunk in boarding</li> <li>- found with personal cannabis</li> <li>- serious AWOL (phone calls necessitated)</li> <li>- Blatant theft</li> <li>- serious bullying</li> <li>- seniors inciting bullying</li> <li>- girls in cube</li> <li>- pattern of repeated unacceptable behaviour</li> <li>- ongoing/serious vandalism</li> </ul>	<ul style="list-style-type: none"> <li>- <b><i>possession/dealing of drugs</i></b></li> <li>- <b><i>persistent disobedience</i></b></li> <li>- <b><i>serious theft within House or between Houses</i></b></li> <li>- <b><i>repeated theft</i></b></li> <li>- <b><i>serious physical assault</i></b></li> <li>- <b><i>serious sustained &amp; targeted bullying</i></b></li> </ul>
<p style="text-align: center;"><b><u>Consequences</u></b></p> <ul style="list-style-type: none"> <li>- tidy up job, either instant or after school the following day</li> </ul>	<p style="text-align: center;"><b><u>Consequences</u></b></p> <ul style="list-style-type: none"> <li>- loss of leave for one week</li> <li>- uniform for one week</li> <li>- possible Housemaster contract</li> <li>- expectation of extra daily jobs</li> <li>- confiscation of contraband and returned to parents if requested</li> </ul>	<p style="text-align: center;"><b><u>Consequences</u></b></p> <ul style="list-style-type: none"> <li>- removal from boarding for 3 days or <b><i>Prep room Grounding</i></b> in some cases (in uniform and confined to prep room except for meals, sleeping, classes)</li> <li>- confiscation of contraband and returned to parents if requested</li> <li>- Headmaster contract</li> </ul>	<p style="text-align: center;"><b><u>Consequences</u></b></p> <ul style="list-style-type: none"> <li>- removal from boarding</li> <li>- re-entry to boarding dependent on BOT hearing</li> <li>- Headmaster contract</li> </ul>

## Discipline Flowchart

### Incident

Housemaster becomes aware of incident  
Housemaster collects statement(s) from student(s) & staff

### Possible Stand-Down/Removal

Director of Boarding reviews statements & decides the level of the incident

DoB determines incident is a House  
Disciplinary matter

Housemaster determines consequence & inform Whānau

### Stand-Down/Removal

#### Director of Boarding:

Evaluate evidence to date.  
Collect further evidence if necessary.  
Evaluate all evidence.  
Determine possible Stand-Down or Removal.  
Inform whānau by phone of incident & process to follow.  
Inform Deputy/Headmaster of incident.  
Provide whānau with written documentation summarising incident.  
Interview student(s) & staff (providing support person).  
Compile Final Investigation Report & in consultation with Deputy/Headmaster, decide to either Stand-Down or refer the Investigation Report to Deputy/Headmaster to consider Removal.

### Possible Removal

#### Deputy/Headmaster

Inform whānau by phone of investigation possible outcome & consequence(s)  
Provide opportunity for whānau to consider/respond.  
Decide final outcome.  
Provide whānau/DoB/Housemaster/Dean with final Investigation Report & consequence(s) in writing.

### Stand-Down

Inform whānau by phone of investigation outcome & consequence(s).  
Provide whānau/Deputy/Headmaster/Housemaster/Dean with final Investigation Report in writing.

### Application for Reinstatement

An application for reinstatement must be made by the parents within seven days of the boarder/ whānau being notified of the decision to remove.

The application must be made in writing and emailed or faxed to the Headmaster's secretary.

The application will be heard by the Headmaster and members of the Board of Trustees.

The Director of Boarding will be present and speak to the Investigation Report.

The Boarder may have a support person(s) present.

The panel hearing the application has three options:

- a. Reinstatement the Boarder – no conditions
- b. Reinstatement the Boarder – conditions
- c. Not reinstate the Boarder

The committee will retire to deliberate. The Boarder and his whānau will be informed in writing of the panel's decision, and the reasons for it, within 24 hours of the hearing concluding.

In this scheme some powers are reserved to the Director of Boarding, and to the Deputy/Headmaster. If either is not available, these powers are delegated to the person acting in the relevant position at the time.