

CASTLEKNOCK COLLEGE

CODE OF BEHAVIOUR

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College Mission Statement

*To have a College which is concerned with the development of the
Whole person in a Christian atmosphere
Which encourages involvement in a balance of
Religious, Intellectual, Cultural and Sporting Activities
And which promotes the growth of Self-worth and Respect for
Others
In the spirit of St Vincent de Paul*

The College Rules form an important part of the College Code of Behaviour. The College Rules below provide the framework within which the members of the College can live and work together in a happy and secure environment. They help to promote the system of values on which life in the College is based. The Rules ensure that each individual is respected and that he is free to develop his own particular gifts and talents.

The Rules under each of their appropriate headings extend to every boy whether present in the College or as a recognisable member of the College outside its bounds. The Rules also extend to any College occasion in or out of term.

The College through its staff offers a variety of means and opportunities to support good behaviour.

In these Rules parents refer to parents/guardians. The College reserves the right of interpretation and revision of the Rules.

These Rules are redrafted in the spirit and meaning of the Education Act, The Education Welfare Act and The Equal Status Act. Cognisance has also been taken of DES Circulars M 34/91, M 33/91 and The Report of Committee on Discipline in Schools.

PROMOTING POSITIVE BEHAVIOUR

In line with the College Mission Statement it is policy to encourage and reinforce positive behaviour. Towards this end the College has a range of commendations and prizes to reward achievement and good behaviour and to ensure that they are recognised by the College Community.

At Assembly the opportunity is taken to commend publicly achievements by students. Examples of these are:

Academic or sporting achievements nominated by a member of staff

Any major positive contribution by a student or group of students to the life of the College.

After examinations those who have demonstrated standards of excellence and those who have shown significant improvement since the last examination.

The public address system is also used on a regular basis to commend achievement.

During the year competition is held for Music prizes, a general talent contest is also held.

Teachers award a merit line on a boy's record where he has demonstrated some spontaneous positive behaviour or gratuitous positive assistance to the College Community.

At the end of the academic year a range of prizes and awards are made as part of Union Day. These prizes include contribution and participation in the above named areas as well as winners' prizes.

Examples are:

Prizes for examination results

Prizes for project work, including three-dimensional work

Literary prizes

Prizes for contribution to specific co-curricular areas

Sports prizes

Debating, Music and Drama awards

Public Speaking and Debating Awards

Chess prizes

COLLEGE RULES

1. THE RELIGIOUS LIFE OF THE COLLEGE

- 1.1 Boys are required to participate fully in organised prayer, and in all formal liturgical services of the College. This requirement is without prejudice to the constitutional rights of parents.
- 1.2 Behaviour in the Chapel and at all liturgical services should be respectful and should not disturb others.
- 1.3 Boys must show respect and tolerance for other creeds and faiths.

2. DUTIES TOWARDS OTHERS

- 2.1 Boys shall respect their parents and shall speak with respect of the parents of other boys and show them every courtesy when they visit the College.
- 2.2 Bullying in any form is forbidden
- 2.3 Boys shall respect all College personnel and shall treat with courtesy all visitors.
- 2.4 Boys shall obey all staff placed in authority in the lawful discharge of their duties.
- 2.5 Boys shall treat other boys with great consideration. .
- 2.6 Good manners and courtesy must be shown at all times. Offensive habits are not acceptable. Gestures or comments, which may be construed as racially or sexually offensive, are expressly forbidden.
- 2.7 Rowdy behaviour and the use of bad language are forbidden.
- 2.8 Possession or display of offensive or unsuitable materials or publications is forbidden.
- 2.9 Possession of dangerous weapons e.g. pellet guns, air pistols, blowpipes, knives etc is forbidden.

3. TOBACCO, ALCOHOL, DRUGS

- 3.1 Possession or smoking of tobacco is forbidden in the College and its grounds.
- 3.2 The possession or consumption of alcoholic drink is forbidden.
- 3.3 The possession, sale, assisting a sale, or use of illegal or unprescribed drugs is most strictly forbidden as is the abuse of any other substance.
- 3.4 It is forbidden for a boy to return to the College under the influence of alcohol or any illegal substance.

4. APPEARANCE

- 4.1 Dress shall be clean and tidy. A high standard of personal appearance and hygiene is required.
- 4.2 Clothes specified in the uniform list, as forwarded to parents at the beginning of each school year, must be worn in College or on College related activities. Particular attention should be paid colours to ensure that the items are the correct uniform colour, also that shoes are plain black.
- 4.3 Slogans or badges must not be worn on clothing. Jewellery is prohibited; examples of jewellery are rings, earrings, eyebrow studs etc. (This is also for safety reasons).
- 4.4 Hair must be kept clean, neat and tidy, in its natural colour. Boys shall be clean shaven - beards and moustaches are not allowed.

5. PROPERTY

- 5.1 (a) Personal property shall be stored as directed.
(b) It is forbidden to engage in the sale of mobile phones or to promote such sale.
- 5.2 Boys shall respect the property of the College and of other boys. They must not damage the property of others. Vandalism is regarded as a serious offence.
- 5.3 It is forbidden to open the desk or locker of another boy without his permission.

6. CLASS and EXAMINATIONS

- 6.1 Boys must be punctual for all classes. Boys must not enter the classhall until permitted by a teacher. In the event of a teacher being absent boys must report promptly as directed to the reading room or lecture hall for supervised study, and the attendance sheet must be presented to the supervisor.
When a student arrives late for morning or afternoon class he must sign the latecomer's book in the Secretary's Office. Where a boy is driven to school by his parent and arrives late the parent should furnish the boy with an explanatory note for the College.
- 6.2 Boys must be respectful and courteous to their teachers and act in a co-operative manner. They shall rise when a teacher enters the class hall. A boy shall sit in the desk appointed by his teacher. Any disruptive behaviour or offensive behaviour is a serious offence. A boy may not leave the classhall without specific permission from his teacher.
- 6.3 Boys must come fully prepared for each day's class with Homework Journal, the necessary books, necessary equipment (including gym kit for P.E. when timetabled).
- 6.4 Boys must have all their written exercises done and oral work prepared. If this is not possible a note from their parents or the Dean's office to the Form Teacher is required.
- 6.5 Dayboys will require a note from their parents (boarders from the Dean's office) to their Form Teacher if they wish to be excused from any classes. A boy excused from P.E. must present himself at class time to the P.E. teacher.
- 6.6 Each boy must enter his homework in his Homework Journal and present this Journal for inspection when requested.
- 6.7 Orderly behaviour is expected in the College corridors and stairways. Running and jostling must be avoided. Precedence should always be given to members of staff or visitors when passing through doorways.
- 6.8 Radios, mobile phones, personal stereos etc. may not be used in the class hall unless in exceptional circumstances the teacher taking the class has given specific permission. Where such specific permission has not been given it is an offence to have a mobile phone switched on. Picture phones (digital image phones) are banned in order to protect the privacy of others except in the exceptional circumstance where written permission has been received from the Headmaster and then only for the purpose specified by the Headmaster; such a phone may never be used in a dormitory or changing room. Specific permission from the Headmaster is also required to use a video camera.
- 6.9 Boys will keep the College tidy and free from litter. It is not permitted to eat or drink in the class halls or classhall corridors. Chewing gum and bubble gum are forbidden in College buildings.
- 6.10 Boys must wear the dress prescribed for class. Instructions on practice and safety must be carried out in practical classes. Scarves and overcoats/anoraks must not be worn in class. Boys must observe Laboratory Rules as displayed in the laboratories.

- 6.11 Boys must observe the College Internet Policy and the rules as displayed for the use of the Computer Room. Accessing pornographic sites is forbidden. Offensive use of e-mail is a serious offence. Any attempt to subvert the operation of the Computer Room is forbidden.
- 6.12 Boys are required to observe the College Rules for Examinations. These are published for each examination and are displayed in Examination Centres.
- 6.13 A boy will not be entered for any public examinations where that boy cannot meet the Department of Education's examination regulations for that subject.
- 6.14 Examinations are an integral and important part of the boy's education. Boys must attend all examinations for which they are scheduled. Any absence not authorised by the College may result in the boy being refused readmission until the issue has been resolved to the satisfaction of the College. College Rules apply to all examination periods including public examinations.
- 6.15 A boy may be required to repeat examination(s) in circumstances as outlined in the College Rules for Examinations. The time may be scheduled out of term.

7. ATTENDANCE

- 7.1 Boys must arrive at the College for morning class or afternoon class not less than five minutes before the scheduled commencement time.
- 7.2 A boy arriving late must sign in on the Late Book.
- 7.3 Dayboys must present promptly to their Form Teacher a dated explanatory note from their parents/ on returning to school after any absence from class.
- 7.4 Prior written notice must be given to the Form Teacher from the parent for all planned absences. A boy leaving early must sign out on the Exeat Book in the School Office. In other circumstances involving more than one day, parents are required to consult with the Headmaster where it is proposed that a boy be absent.
- 7.5 Requests for student to leave the College during a school day e.g. medical appointment, must be made in writing to the Form Teacher or Prefect of Studies or Headmaster by a parent before 8.40 a.m. on the same day. The note should specify reason, proposed time of departure and return, and the address for the appointment. The letter will then be filed and may be checked later. The boy must sign the Exeat Book before departing.
- 7.6 In a case where a boy who had been present for morning class and is absent for the afternoon class due to unforeseen but justifiable circumstances that absence must be communicated by a parent to the College promptly on that day.
- 7.7 A boy who has been placed on detention must attend at the scheduled time and for the scheduled period. He must present his detention card properly completed to the detention supervisor at the end of detention. An unexplained absence from detention will lead to a double detention, at the end of term it will lead to detention during the holiday period.

8. ATTENDANCE – Parent’s Duties and College Duties by Law.

The Education (Welfare) Act, 2000, Section 18

Where a child is absent from the school at which he or she is registered during part of a school day, or for a school day or more than a school day, the parent of such child shall, in accordance with procedures specified in the code of behaviour prepared by the school under section 23, notify the principal of the school of the reasons for the child’s absence.

The Education (Welfare) Act, 2000, Section 21 (4)

Where

(a) a student is suspended from a recognised school for a period of not less than 6 days

(b) the aggregate number of school days on which a student is absent from a recognised school during a school year is not less than 20

The principal of the school concerned shall forthwith so inform, by notice in writing, an educational welfare officer.

9. RECREATION AND GAMES

Games

- 9.1 Boys shall be punctual for all activities and have the proper equipment with the appropriate College gear.
- 9.2 It is College policy that boys participate in sport.
- 9.3 Spiked or studded boots must not be worn on the College corridors. It is forbidden to change for games in the class halls, dormitories etc. The College locker and changing rooms must be used. Boys must keep changing areas and shower areas clean and tidy.
- 9.4 When selected to play for a College team a boy must attend unless he has prior permission from his coach or Form Teacher. In the exceptional circumstances where a boy is unable to attend, he must immediately advise his coach. A formal note is also required from the boy's parents. A verbal message via another student is unacceptable.
- 9.5 When travelling to and from matches, boys must wear full College uniform and behave in an orderly fashion.
- 9.6 A player shall wear a clean and complete College kit on the field of play when representing the College. He must wear any safety equipment prescribed by his coach e.g. mouth guard in rugby, shin guards in soccer etc.
- 9.7.1 Players must behave respectfully towards referees/games' officials and maintain a high standard of sportsmanship in dealing with opponents. Supporters must behave in an orderly and sporting fashion and avoid any action that may risk injury to others or words that offend others. Supporters must stay off the field of play.
- 9.7.2 Students must avoid placing themselves or others at risk in sport e.g. in the weights room, shot and javelin, water sports etc. A swimming pool is out of bounds unless officially supervised. On pool visits boys are not allowed to assemble in or around the swimming pool building unless a teacher is present. A student is not permitted to enter the pool without permission. A student is not permitted to enter the pool unless a supervisor is present.

9. SOCIETIES

- 9.8 Members of College societies will abide by the rules and conventions of their society/club.
- 9.9 A boy commissioned to represent the College as a participant in a society or club activity must attend unless he has prior permission from the College.
- 9.10 When travelling to and from events, boys will wear full College uniform and behave in an orderly fashion. Students must avoid any action that may endanger the comfort or safety of others.

10. MEALS

- 10.1 Boys shall queue in orderly fashion and in the order directed by the staff on duty and are encouraged to say a prayer of thanks before meals.
- 10.2 Boys shall exercise the accepted norms of politeness and good manners at mealtime.
- 10.3 Boys shall co-operate with the refectory staff at all times. At the end of meals tables are to be left neat and tidy, each boy shall take responsibility for clearing his place and stacking his tray.
- 10.5 No food, milk or table-ware may be removed from the refectory.

11. HEALTH

- 11.1 If a boy feels ill or has been injured he should report to his Form Teacher. In the absence of the Form Teacher a boy who feels ill or injured may report to another Form Teacher, Headmaster or Prefect of Studies. Permission to go home may be granted following consultation between the boy's parents and the College. A boy must never go home without prior permission.
- 11.2 No one shall visit the infirmary without permission from the Form Teacher or Dean and the Sister in charge.
- 11.3 In the event of injury sustained in a College game or activity, the boy shall report such an injury to the teacher/charge in charge. An injured boy should not go home until there has been the relevant communication between his parents and the College.
- 11.5 To avoid irritation to others who suffer from respiratory conditions, boys are not permitted to use aerosol sprays or aerosol deodorants.
- 11.6 For reasons of hygiene chewing gum, bubble gum or other such items are not permitted. To assist in preventing the transmission of infectious illnesses spitting is strictly forbidden.

12. BOUNDS

12.1 During the school day, all boys are to remain within College bounds, apart from those dayboys who have prior written permission from the College to go their own home for lunch. Dayboys must abide by the conditions imposed by this permission.

12.2 The following areas are out of bounds:

- (a) the community areas and staff rooms;
- (b) the kitchen area.
- (c) Dowley and Cregan Houses outside class time except with prior permission;
- (d) The Castle and its environs except with prior permission and under supervision;
- (e) the Concert Hall and Gymnasium except with prior permission.
- (f) MacNamara House during class except for boys who are timetabled to be there.
- (g) The swimming pool and its environs unless supervised.

12.3 Dayboys staying for evening study, for sport or recreation may not leave the College grounds except for reasons as stated in 12.1.

12.3 Dayboys are not permitted to be present on College grounds after 6.30 p.m. unless they have been specifically invited to attend some College function, practice, study or training.

12.4 Dayboys may not be present on College grounds on Sundays, public holidays unless with specific invitation from the College.

12.5 Dormitories and study bedrooms are out of bounds to dayboys.

13. (a) Bounds – Parents’ Support

(b) Parents – security (CCTV cameras are in use throughout the College)

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14. FIRE AND SAFETY

- 14.1 The College will deal severely with anyone endangering the lives or safety of others.
- 14.2 Everyone shall be familiar with the fire regulations of the College and shall attend all organised fire drills. Failure to co-operate with fire-drill will be treated as a serious offence.
- 14.3 Interference with fire fighting equipment, alarm systems or emergency keys is strictly forbidden.
- 14.4 The unauthorised use of specified electrical appliances such as water heater, toasters etc. is forbidden.
- 14.5 Possession of highly flammable substances e.g. lighter fluid, fireworks, and bangers is a serious offence.
- 14.6 Students must not indulge in activities likely to injure others e.g. throwing stones or gravel or other objects.
- 14.7 Students must observe all safety instructions for sports activities.
- 14.8 As spectators at College events a student must behave in a manner, which will avoid placing himself or others at risk of injury.
- 14.9 Students must ensure that there is clear access on all corridors. When queuing for a class or event students must not crowd the corridor at the doorway. For safety reasons students must not run, jostle or indulge in horse-play on corridors.
- 14.10 Students travelling on buses must observe College Rules. They must co-operate with the driver or teacher in charge in ensuring the comfort and safety of all passengers.
- 14.11 In the event of a liquid spillage or a glass breakage on a corridor the first student on the scene should alert others to the risk and take reasonable precautions to prevent injury to himself or others.
- 14.12 Those students driving a motor vehicle on College roads must do so with the utmost care. Only students who have permission from the College may drive a motor vehicle on College grounds.
- 14.13 All students must observe Laboratory Rules when in a laboratory. No student may enter a laboratory unless a teacher or supervisor is present.

15, STANDARD DISCIPLINARY PROCEDURES

A record is maintained for each student. When a teacher wishes to record a breach of discipline by a student he/she records a line in the student's record. The number of lines indicates that consideration of certain sanctions will be triggered. For sake of clarity in dealing with students these numbers are presented as automatic. In the practice of issuing sanctions all relevant information will be taken into account.

After five disciplinary lines the Form Teacher will consider a Detention on Saturday morning as a suitable sanction. A card indicating this is sent home with the student for signing by the parent/guardian. This signed card is presented at Detention.

At ten lines a copy of the record is sent by the Form Teacher to the student's parents/guardian stating that the student is required for detention and the student's parents/guardian are invited to contact the Form Teacher for consultation. The signed card is presented at Detention.

At fifteen lines, in addition to detention the copy of the record is sent by the Form Teacher to the student's parents/guardian and they are required to contact the College Secretary for an appointment with the Prefect of Studies. The signed card is presented at Detention.

At twenty lines the student is faced with the prospect of suspension. The student's record is brought by the Form Teacher for discussion to the Headmaster. The Headmaster may at this stage suspend the student. The record is sent to the parents/guardian. Prior to the student's return the boy and his parents/guardian are required to meet with the Headmaster to include signing a Letter of Undertaking.

After Christmas all students begin again at 0 report lines except those who reached twenty in First Term who begin at 5 report lines. This part of the procedure is to encourage a fresh start.

The procedures above outline the sanctions policy arising from cumulative acts of indiscipline. Other sanctions may be used by class teachers for individual offences e.g. penalty sheets, writing of text, repeating of homework etc. The College considers the non-completion of assigned homework to be a serious offence as it does any other acts or omissions which disrupt the teaching/learning process in a class.

In extreme circumstances a student may face immediate suspension arising from a particular type of offence. These circumstances are outlined below in the section dealing with suspensions.

The detention policy on Saturday morning involves a burden on supervising teachers and on parents. It does however have the major advantage of being highly visible and provides a stark reminder to boys to improve their behaviour as they could be on a path to suspension.

16. SANCTIONS

- A Boys may be reprimanded by the appropriate College official and when necessary they will be referred to higher authority.
- B The infringement may be noted and the record will be consulted when making reports.
- C Privileges may be withdrawn, extra work assigned or in specific cases fines will be imposed.
- D Detention may be imposed for all boys. A standard detention time is Saturday morning 8.15a.m. and on half days. A boy may be required to report out of term.
- E Suspension from class(es) may be imposed while still being required to remain within the College.
- F Boys may be called before an Internal College Disciplinary Committee. Its function is to determine if the offence warrants a sanction other than suspension. If the Committee is of the view that the offence may warrant a suspension it will refer the case to the Headmaster for his consideration.
- G Parents may be asked to visit the College for consultation.
- H The Headmaster may suspend a boy from the College for a period which he considers suitable. A second suspension means automatic referral to the Governing Body.
- H The Headmaster may call a boy to appear before the Governing Body Disciplinary Committee.
- I The right to expel a boy is reserved to the Governing Body. Should the Headmaster consider the expulsion of a boy to be justified, he will make recommendation to the Governing Body and the boy will remain suspended while awaiting the decision.

GENERAL PRINCIPLES APPLYING TO SANCTIONS

1. All students and teachers have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, the College needs to maintain high standards of student behaviour.
2. There will be cases of unacceptable behaviour where it will be in the best interests of the College community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and expulsion are the options available to the Headmaster and/or the Governing Body in these situations.
3. Collaboration between Governing Body, school staff, students and parents is an important features of Behaviour Management in schools. All should be fully aware of the suspension and expulsion procedures and their place in the context of the College's Code of Behaviour.
4. Suspension is only one strategy within the College's Code of Behaviour. It is most effective when it highlights the parents responsibility for taking and active role, in partnership with the College, to

work with their child to enable the child's behaviour to change. The College will work with parents with a view to assisting a suspended student to rejoin the College community as quickly as possible.

5. Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour, which led to the suspension, and to accept responsibility for changing their behaviour to meet the College's expectations in the future. It also allows time for College personnel to plan appropriate support for the student to assist with successful re-entry.

6. The Headmaster has authority to suspend any pupil for a limited period, such suspension to be reported to the next meeting of The Governing Body.

7. If in the judgement of the Headmaster a pupil should be expelled, the Headmaster shall refer the matter to the Governing Body.

8. The Governing Body and the Headmaster will exercise this authority having regard to their responsibilities to the whole College community and the principles of procedural fairness.

9. In implementing these procedures, the Headmaster and Board will ensure that no student is discriminated against on any of the nine grounds specified in the Equal Status Act.

10. The Board will also ensure that the implementation of these procedures will take into account such factors as; (a) age and health of the student; (b) the student's previous record at the College; (c) any particular circumstances unique to the student which might sensibly be taken into account in connection with the behaviour, e.g. serious domestic situation; (d) the extent to which parental, peer or other pressure may have contributed to the behaviour; (e) the degree of severity of the behaviour, the frequency of offences and the likelihood of its recurring; (f) whether or not the behaviour impaired or will impair the normal functioning of the student or other students in the College; (g) whether or not the behaviour occurred on the College premises or when the student was otherwise in the charge of the College staff or when the student was on the way to or from the College. An important consideration in cases of doubt is the extent to which behaviour away from the College had a serious impact on the life of the College or the extent which the general discipline of the College may be adversely affected if such behaviour outside the College premises is seen to be treated leniently; (h) the degree to which behaviour was a violation of one or more College Rules and the relative importance of the rule(s); (I) whether the incident was perpetrated by the pupil on his own or as a part of a group.

11. Depending on the nature and extent of the misbehaviour the support of other agencies such as the National Education Welfare Board or the National Educational Psychological Service may be sought by the Board.

12. The Principles of Natural Justice are fundamental to the implementation of these procedures.

17. SUSPENSIONS

1. The Headmaster may suspend immediately in some circumstances e.g. violence, threat of violence, presence of illegal drugs, presence of weapons, persistent refusal to obey an instruction, persistent disruption of class, the use of foul or abusive language to a supervisor or teacher or other member of staff, leaving the College premises without prior permission from the College.
2. In other circumstances suspensions will only occur after the Headmaster has (a) ensured all discipline options under the Code of Behaviour have been applied and documented; (b) ensured all appropriate support personnel have been involved; (c) ensured that communication has taken place with the student and parent/guardian regarding the breaches of discipline which the College considers may lead to suspension; (d) provided a written copy of previous breaches of discipline to the parent/guardian and advice that if continued will lead to suspension;
3. When a boy has been suspended he will be required with his parents to meet the Headmaster to sign a Letter of Undertaking. This will be witnessed by the Headmaster and the boy's parents. A boy will not be allowed to return pending this being completed.
4. If a student is suspended for 6 days or more the Headmaster shall inform the Education Welfare Office. If a student is suspended for a cumulative total of 20 days or more in one school year, the Headmaster shall inform the Education Welfare Officer.

GROUND FOR REMOVING A SUSPENSION

Section 23 (2) d of the Education Act requires schools to publish the grounds for removing a suspension

Such grounds may include (a) new circumstances come to the Headmaster's notice; (b) other factors as described in (10) above; (c) act of clemency.

FORMAL APPEAL AGAINST A SUSPENSION

A parent, or student aged 18 or more, may appeal against a suspension. For an appeal against a short suspension the Headmaster shall invite the parent/guardian to meet. Where the suspension is under paragraph 1 of Suspension above, the Headmaster must also exercise his duty under the College obligations to provide a safe environment for other students and teachers. For an appeal against the cumulative misbehaviour of the student, the Headmaster will take due cognisance of the new information brought by the parent.

For an appeal against a longer suspension, the parent shall appeal in writing to the Chairman of the College Disciplinary Committee (a sub-committee established by the Board). The Committee will meet within three days of receipt of the appeal.

18. EXPULSION

Expulsion is the ultimate sanction. Authority to expel is reserved to the Governing Body. It is a sanction to be used for an extreme case of indiscipline or a case of a student persisting in repeated disruptive or offensive behaviour even after warnings and short suspensions. Where there has occurred a serious case of indiscipline the Headmaster will organise a full investigation shall take place and a report prepared. The results of the investigation will be made available to the Board.

In the extreme case where the Headmaster considers that the student's indiscipline warrants a recommendation to the Governing Body that the student be expelled he shall;

Ensure that the Code of Discipline has been applied and documented.

Ensure that the parents are informed of his intention to recommend expulsion to the Board.

Invite the parents to the Board hearing.

Invite the parents to make a written submission prior to the Board meeting.

Provide the parents in writing with the allegations against the student and a summary of the case being made at the Board hearing.

Make a formal expulsion recommendation to the Board with supporting recommendation.

Expulsion may only occur after the Board has

- (a) heard the Headmaster's case for expulsion, this case must be made at the Board meeting to which the parents has been invited.
- (b) Heard the parents' response, and the student's where he so desires.
- (c) Examined all the documentation presented.
- (d) Considered the student's total record in the College.
- (e) Considered all the factors listed in Suspension (10) above.
- (f) Made a final formal decision to expel.
- (g) Communicated the decision in writing to the parents/guardian formally through the Board Secretary.
- (h) Informed the Education Welfare Officer under Section 24 (1) of the Education Welfare Act.

19. APPEAL TO DEPARTMENT OF EDUCATION AND SCIENCE AGAINST EXPULSION

Under Section 29 of The Education Act a parent or student over eighteen may exercise the right of appeal to the Secretary General of the Department of Education and Science in a case where The Governing Body decides to expel a student. The Board shall advise the parents/guardian in writing of this right of appeal and shall furnish the parents/guardian with the Appeal Form.

If the Governing Body decides to expel a student from the school, it shall, before expelling the student concerned notify the relevant educational welfare officer or the National Educational Welfare Board in writing of its decision and the reasons for the expulsion. An expulsion shall not take effect before the passing of 20 school days following the above written notifications. The Governing Body is entitled to suspend the student during this process.

The College takes into consideration the rights of the individual student and balances these with the common good and rights of other students.

