

# **Catholic University School**



## **Code of Behaviour and Discipline**

## INTRODUCTION

This *Code of Behaviour and Discipline* has been drawn up and developed in line with the 2008 NEWB Guidelines.

### ***What is the Code of Behaviour?***

This code is a set of procedures and practices that aims to help students behave well so that they can learn well. The code outlines how students, teachers and parents can work together to create a safe and happy environment. In our school, high standards of behaviour are expected and supported and our students are encouraged to take responsibility for themselves, their learning and their behaviour. Good behaviour creates a good learning environment.

### ***Rationale for the Code of Behaviour?***

School rules are necessary to:

- Create a positive, caring and respectful atmosphere that encourages and reinforces good behaviour.
- Foster a positive and safe environment for teaching and learning.
- Encourage students to take personal responsibility for their learning and behaviour.
- Build positive relationships of mutual respect and support among students, staff and parents.
- Ensure that the Catholic University School's high expectations for the behaviour of all the members of the school community are widely known and understood.

### ***When does the Code of Behaviour apply?***

When students enrol in our school, the student and his parents or guardians are obligated to read and sign the Code of Behaviour. This means that the student agrees to behave well throughout the school day, including travelling to and from school, while wearing the school uniform and/or on any school-related activity.

### **Mission Statement**

The Catholic University School is a Catholic secondary school under the patronage of the Marist Fathers. The primary aim of the school, through its spiritual and humanistic endeavours, is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The school, through its academic, pastoral and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

## **Student Supports**

The first priority of the management and staff of the Catholic University School is that all students are happy and fulfilled during their time with us. There is a comprehensive support system, of personnel and structures, to assist all students who may be experiencing difficulties in either their personal or educational life:

### Internal

- Resource Teacher
- AEN Co-ordinator
- Guidance Counsellors
- Ember Team
- 6<sup>th</sup> Year Prefects
- Academic Monitors
- Class Head
- Year Head
- Care Team
- Deputy Principal
- Principal

## **Code of Behaviour and Discipline**

Our primary aim is to work together as staff and students to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of cooperation and challenge, where each member of the school community is treated with mutual respect.

The Code of Behaviour and Discipline covers the following areas:

1. System of Rewards.
2. Attendance / Punctuality.
3. Uniform /Appearance.
4. In the Classroom.
5. General.
6. Homework.
7. Outside the School.
8. Sanctions.
9. Procedure for Suspension.
10. Procedure for Expulsion.

## **1. System of Rewards**

### **Rationale**

It is the policy of the Catholic University School to recognise and reward good behaviour. Showing a commitment to school life, displaying a positive attitude and strong work ethic, being kind and respectful are behaviours that may be rewarded in the following ways:

### **Rewards**

- Teachers praise effort and behaviour as part of teaching strategy.
- Positive comments in Student Journal or Microsoft Teams.
- Telephone calls to Parents / Guardians to mark achievements.
- Recognition and praise for individual and group achievements by staff during interaction with students.
- Acknowledgement and praise for individual and group achievements via PA announcements.
- Highlighting the positive at morning Class Head Assembly.
- Highlighting the positive at Parent Teacher meetings.
- Certificates of Merit awarded to students for outstanding efforts either in or out of class.
- Prefect System.
- Recognition of individual or group achievements in our school publications.
- Outstanding Achievement Award for final year student who is deemed to have contributed most to the school.
- Cyril Walsh Award.
- Transition Year Awards Night recognises the commitment of students to the spirit and purpose of Transition Year.
- Internal award ceremonies recognise and reward both achievement and effort within year groups.
- Prize Night is designed to recognise and reward both achievement and effort in all areas of school life.

## **2. Attendance / Punctuality**

A direct relationship exists between students' daily attendance and academic performance, personal development and good work habits. The school is bound by law to record a student's attendance and inform The Educational Welfare Board if a student has been suspended for more than six days or if a student has been absent for 20 days.

## **Rules**

- The academic day lasts from 8.40 am to 3.40 pm Monday, Tuesday, Thursday, Friday and 8.40 am to 1;10 pm on Wednesday. Students should be in the school by 8.35am every morning.
- Any student who is late for any class throughout the day will have this recorded by the class teacher on VS Ware.
- A Parent / Guardian must complete a note via the CUS School App if:
  - The student is late and has a valid reason.
  - The student must leave the school during the day for a legitimate reason.
  - The student has been absent from school or is due to be absent from school.
- Parents / Guardians will be informed if a student is persistently late without a valid reason. Students who are persistently late may make up this time through a detention.
- The student may also be returned to the care of their Parents / Guardians if he is persistently late without a valid reason. Parents / Guardians will then be required to meet both the respective Year Head and Academic Monitor.
- Students must arrive for class in time during the day.
- All students participating in extra-curricular activities must report for roll call prior to leaving the school.
- Students must never leave the school premises without first reporting to the Year Head. The student must first report to their Year Head, the Principal or Deputy Principal to present their permission to leave.
- Having been granted permission to leave the student must sign out in the office. Any breach of this rule is a very serious matter. Under the direction of the Board of Management no student may leave the school without permission from a Parent / Guardian.
- Parents / Guardians are requested not to make routine dental, optical or medical appointments during normal school hours.
- Family holidays, that would necessitate a student's absence from the school, should not be arranged outside official academic holiday periods.

## **3. Uniform / Appearance**

### **The Catholic University School Uniform Policy is as follows:**

- Students must be clean and tidy and wear the full, correct uniform coming to the school, when at the school and when returning from the school.

- Full uniform must also be worn on all school related activities unless otherwise instructed.
- All items of uniform should be labelled with the student's name.
- Jackets should be placed in lockers / bags when not in use.
- Students who repeatedly fail to wear full, correct uniform without good cause, may not be admitted to class or attend school activities on that day.

The uniform consists of:

- Virginian grey trousers, "regular" fit.
- School pullover (navy) – crew neck for 5<sup>th</sup> & 6<sup>th</sup> Year, v-neck for 1<sup>st</sup> – 4<sup>th</sup> Year.
- Plain white shirt.
- School tie – the tie must cover the top button of the shirt.
- Students from 1st. to Transition Year must wear the prescribed school jacket.
- Please note the hoodie does not form part of the daily school uniform, and must not be worn on the school campus, except during PE / sports activities.
- Formal black leather shoes. Leather runners or casual shoes, trainers, canvas shoes or boots are not acceptable.
- The CUS sports kit is compulsory for PE.

**Students should note the following:**

- No nose, tongue or visible body piercings permitted. Students who refuse to remove piercings will be sent home to rectify the matter.
- Non-school jackets are not permitted for students from 1st. Year to Transition Year. Non-school jackets will be removed and returned to the student at the end of the school day. Fifth and Sixth Year students are permitted to wear a navy or black plain jacket.
- Visible tattoos are not permitted.
- Wearing of symbols, badges that may be considered offensive or discriminatory to others are not permitted.
- Slits in trousers or frayed hems are not permitted.
- No skin cuts / lines / designs – Three blade minimum.
- Neat hair is essential and must be of a natural colour.
- Any other items deemed unsuitable.
- Students must be clean shaven.

## 4. In the Classroom

### Rules

- Students must enter the classroom quietly in an orderly manner and on time.
- Students must sit in their allotted seat unless requested by a teacher to change.
- Correct uniform must always be worn in class.
- Students should take out journal, books and materials for class immediately.
- Students should produce homework on time or present a legitimate excuse at the beginning of class.
- Representing the school in extra-curricular activities is a privilege and is not an acceptable excuse for not doing homework. It is the student's responsibility to catch up on work missed.
- Students should participate positively in the work of the class and co-operate fully with the teacher's instructions.
- Students should have a student journal in class, well maintained with no graffiti.
- If a student is late for class, this will be noted on VsWare.
- A sick student must notify the class teacher before absenting themselves from class and then he must report to the school office . Any unauthorised absence from class will be regarded as truancy and will be dealt with accordingly.
- If a student feels that he has been misunderstood, he should wait until the end of class and politely request the opportunity to discuss the matter.
- Disrespect and defiance to any member of staff, permanent or substitute, will be viewed as a very serious breach of discipline.
- Any attempt to intimidate or threaten any teacher, ancillary staff or student, be it physically, verbally or by any other means will be viewed as a most serious breach of discipline.
- Students must respect all students in their class or any student entering their classroom on a message.
- Drinking, eating and / or chewing gum is prohibited in the class.
- Intentional breaking, damaging or defacing of school furnishings is prohibited. Parents/Guardians will have to bear the cost of replacement and / or repair.
- Students must obey the specific rules and regulations governing specialist areas such as Science Laboratories, Technical Graphics, DCG, Technology, Art or ICT rooms as well as the Gym and Sports Grounds.
- Students must obey fire drill procedures during fire drills and / or fire evacuation. Students must be careful around fire alarms and any setting off (deliberate or otherwise) or tampering with fire alarms will be viewed as a serious offence.

## **Practical Classes**

Protective clothing and goggles must and be worn as instructed.

## **5. General**

### **Rationale**

The Catholic University School community consists of over five hundred individuals. The rules outlined below are intended to create a healthy, safe, orderly and enjoyable environment for all.

### **Personal Belongings**

- Students in CUS are responsible for their own belongings.

### **Respect**

- Students must show due respect to everyone in, or visiting, the school, including teaching and ancillary staff.
- Students should always stand back to allow adult employees priority on the school campus.
- If a student feels that he is being bullied, or is aware of other students who are being bullied, they should bring the matter immediately to the attention of a member of the teaching staff.

### **Health and Safety**

- Students must not run on corridors or on passages around the school.
- Students should avoid loud and unruly behaviour and walk on the left hand side at all times.
- Students must not leave bags in doorways, stairwells or within confined areas.
- Smoking is forbidden in the school uniform, on the school campus and on any school outing or activity.
- Alcoholic drink and drugs are banned and any breach will be viewed as extremely serious breach of the Code of Behaviour and Discipline.
- Any student who is known to be involved in the taking, possession, supplying or procuring of drugs either on the school premises or otherwise will be dealt with in accordance with the school's Substance Use/Abuse Policy.
- Drinking or eating is prohibited around the school except in designated areas.
- Chewing gum is prohibited in all areas of the school campus.

### **School Environment**

- Students should take pride in the school and its environment.
- All areas of the school should be kept clean and respected.



- Students should not litter but use the appropriate bins provided.
- Intentional defacing or damaging school property is a serious breach. Parents/ Guardians will be required to pay for the costs incurred by the school and the student may face serious sanction.
- If a student breaks or damages any part of the school property, even by accident, they should own up to it immediately.

### **Personal Devices**

- Students are permitted to bring their mobile to school. The mobile must be switched off, or on silent, during class time and students are only permitted to use their mobile before or after school or during their morning and lunch breaks. The exception to this, is if a student is required to use his mobile to access MS Teams during class time, under the direction of the class teacher. Please be assured that in case of emergency, or for any other important reason, you can ring the school office and we will pass the message to your son. Similarly, if a student needs to contact home, he may do so via the school office. Mobile phone confiscation is immediate and phone is given to Principal or Deputy Principal.

1<sup>st</sup> Offence: Warning, 2<sup>nd</sup> offence: Handed to Principal or Deputy Principal and returned at the end of the school day, 3<sup>rd</sup> offence: Handed to Principal or Deputy Principal and returned at the end of 3 days. sStudent is supplied with a replacement phone for the duration. Failure to hand up phone immediately or repeated offences may lead to further sanctions.

- The use of personal music devices, headphones, and other electronic devices are only permitted during break time. The misuse of any technological equipment will warrant its confiscation. Students using mobile phones/technology in such a manner as to bring the name of the school into disrepute is in direct breach of the school Acceptable Use Policy and sanctions will apply.
- Students are requested not to wear the school uniform while posting private non-school related activities on social media platforms which may bring the good name of the school into disrepute.

### **ICT**

- The use of ICT is promoted in the school and is understood to play a valuable role in our students' education.
- Students are not permitted to use websites or other sites, which would be deemed inappropriate. Such sites include those with inappropriate material, social networking sites, mobile phone sites, texting/image texting sites or apps, video sites or gambling sites.
- All students must sign the school's Acceptable Internet and Mobile Phone Use Policy.
- Inappropriate use of ICT by students may lead to serious sanctions, up to and including expulsion.

## **Journal**

- The student journal is an important means of communication between teachers and Parents/ Guardians. Homework must be entered into the Journal and signed by Parents/Guardians weekly. Class Heads will monitor the journal on a weekly basis and it is imperative that parents sign the journal each week.
- Students must have their journal with them every day and with them in every class. It is designed to help them organise their work, manage their time and review their progress. Failure to produce the journal in class may incur a sanction. Using the journal for anything other than school related matters is prohibited. Students are not allowed to remove or alter any comment placed in the journal by a member of staff nor misuse another student's journal. Misuse of the journal will result in sanction and may lead to its confiscation, in which case the student must replace it at their own expense.
- If a student loses their journal they must report it to the Year Head. The student may request a photocopy from reception to allow some time to look for the journal. If it is not found the student will have to purchase a new one. Please note Journals are regularly checked by Class Heads, Year Heads and Senior Management.

## **Lockers**

- Students must put all items of value into lockers. The school cannot take responsibility for items of value that are left in public areas of the school.
- Students are permitted to go to their lockers at the following times only:
  - Before class begins in the mornings.
  - At break time
  - At lunchtime
  - At the end of the academic day
- Lockers may be inspected at any time by any member of the senior management team.

## **Other**

Respect is a cornerstone of the Ethos of the Catholic University School, to that end:

- Inappropriate physical contact between students is unacceptable during the course of the academic day or school related activities.
- Deliberately communicating in another language to the exclusion of others or for abusive reasons is unacceptable and will be dealt with by school management. Similarly, non-verbal communication using signals or gestures, which are intended to be abusive or rude, is unacceptable and will incur sanctions.

- The use of discriminatory language in any form will be deemed a serious breach of the Code of Behaviour and Discipline and will be treated accordingly.

### **Lunchtime and Break-time**

- Queue in an orderly fashion at the school canteen.
- Loud or unruly behaviour will not be tolerated.

## **6. Homework**

Homework is regarded as an extension of classwork and as a preparation for the next day's work. It is also seen as a way of measuring a student's progress. Students are expected to do all homework assigned each day by the teacher and to revise the work that is done in class to the best of their ability. *Homework* includes written homework, learning homework and revision.

- Following the DES guidelines, it is expected that the minimum amount of time spent at homework is as follows:
  - First Year: 1.5 hours
  - Second Year: 2 hours
  - Third Year: 2.5 to 3 hours
  - Fifth Year: 3 hours plus
  - Sixth Year: 3 - 4 hours
- All work set by teachers must be written into the School Journal by the student. Failure to complete assigned homework may result in disciplinary action. If for some reason the assigned homework is not done or completed a note in the journal from a parent explaining why is required.
- With the increased focus on student independent learning it is important that students recognise their responsibilities and adhere strictly to all guidelines around the submission of project and examination work.
- The school will support the students' efforts at homework through regular monitoring and assessment of the quality of homework presented. A study skills seminar will offered annually to each year group to shape good attitudes and habits in relation to homework and study.
- Parents/guardians are expected to foster and encourage a positive attitude in their son to homework and study through regular supervision of homework completion and monitoring of the student journal.

## **7. Outside School**

The Board of Management stresses that any behaviour by a student of the Catholic University School which takes place off the school premises and outside the academic day which impacts in a serious and negative way on individuals both inside and outside the school community is covered by the Code of Behaviour and Discipline and comes within the remit of the Board of Management. Such behaviours include but are not confined to:

- Intimidation, verbal attacks, threatening or bullying of another member of the school or likely to cause fear of school for this member.
- Interference with the property of any member of the school community, management or staff of the school.
- Involvement in the use or sale of illegal substances.
- Involvement in activities that bring the school into disrepute.

## **8. Sanctions**

### **Rationale**

Through its Code of Behaviour, and in line with the Mission Statement, the Catholic University School aims to create a calm and ordered atmosphere in a caring and supportive working environment based on respect for self and respect for others. When a student fails to observe the Code of Behaviour it may result in the student incurring sanctions including suspension or expulsion where warranted. This policy outlines the school's approach to suspension and expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in the Education Act 1998, Education Welfare Act 2000, Equal Status Act 2000, ESPEN Act 2004 and National Education Welfare Board Guidelines on Code of Behaviour 2008.

The school may apply a range of sanctions appropriate to the circumstances and seriousness of each individual case. These are tiered in nature to ensure a just and equitable approach that respects the dignity of all involved and depends on the seriousness of the breach of discipline in question. These include:

- A verbal warning.
- A note home to Parents / Guardians in the Student Journal.
- A phone call to Parents / Guardians.
- Additional appropriate written work.
- Evening detention.
- The student may be placed 'on report'.

- Internal suspension.
- Removal from school trips or extra-curricular activities
- Suspension.
- Expulsion.

The school has a referral system in place to address issues of on-going misbehaviour. Teachers will initially deal with disciplinary issues themselves within their own classroom. If this fails to resolve matters then the issue will be referred from the teacher to the Year Head and then to the Deputy Principal/Principal if deemed necessary. However, incidents of a serious nature may be referred directly to the Principal or Deputy Principal.

#### **Possible Interventions/Supports:**

The school has a range of interventions in place to support behaviour. The intervention(s) used will be appropriate to each case and may include:

- Contact with Subject Teacher.
- Contact with Class Teacher
- Meeting with student and Year Head to explore the circumstances of the incidents), giving the student an opportunity to be heard.
- Meeting with the Deputy Principal.
- Meeting with the Principal.
- Phone contact with Parents/Guardians.
- Meeting with Parents/ Guardians and student with a view to moving forward.
- Positive Support / Behaviour Plan.
- Referral to school Guidance Counsellor.
- Referral to school Care Team.
- Referral to appropriate support services in and/or out of school.

### **9.Procedure for Suspension.**

In certain cases of unacceptable behaviour it may be in the best interests of the school community and/or the student involved to remove the student from school or from class for a period of time. The Principal may impose a suspension of up to 3 days (up to 5 days following consultation with the Chairperson of the Board of Management). Alternatively, in cases where the student has seriously and/or persistently misbehaved the Principal may refer the matter to the Board of Management who would meet within a reasonable period of time. In such an event the student will remain at home until the Board of Management reaches a decision. The Board of Management's decision will be communicated to the Parents / Guardians and student by post.

The Principal/Deputy Principal/Board of Management exercise this authority in a fair and non-discriminatory manner having regard to their responsibility to the whole school community and to the principles of natural justice. Procedures followed will include two essential parts:

- The right to be heard; and
- The right to impartiality

It is the intention of the school that suspension allows students the time, under the supervision of their Parent/Guardians, to reflect on their unacceptable behaviour, to accept responsibility for their behaviour that led to the suspension and to change their future behaviour to meet the expectations of the school.

In the event that the Principal exercises his authority to suspend a student for a fixed duration, the following procedures will be used:

- The student and Parents/ Guardian will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised.
- In cases where the suspension is to take effect immediately, such as in the interests of health and safety, Parents/ Guardians will be informed by telephone, with written follow up.
- Students will not be sent home during a school day unless collected by a Parent/ Guardian or some other suitable arrangement is made. All suspension decisions include a formal letter of notification that will include:
  - Notice of the suspension.
  - Effective date of the suspension.
  - Duration of the suspension.
  - Procedure on return to school.
  - Reasons for the suspension.
  - A statement that the student is under the care and responsibility of Parents/ Guardians while suspended.
  - Confirmation of the parent's right of appeal against the suspension.

Examples of where circumstances under which suspension may be imposed, but are not limited to:

- In cases where the health and safety of the student or of others in the school community could be a risk it may be necessary to suspend a student with immediate effect pending an investigation and the following of due procedures.

- Repeated less serious breaches of the Code of Behaviour and Discipline that have not been rectified by other interventions and disciplinary measures short of suspension.
- Abusive or threatening behaviour or language towards staff or other members of the school community.
- Persistent disruption of learning and teaching.
- Instances of bullying as per school Anti-Bullying Policy.
- The use of racist or discriminatory language.
- Smoking on school premises or at school events, tours or school related activities.
- The possession of alcohol or any illegal substances on school premises or at school events, tours or school related activities.
- Any interference with school security or fire alarm systems.
- Being involved in a physical fight on the school premises or anywhere in uniform.
- Failure to attend detention.
- Truancy i.e. unauthorised absence from school or classes.
- Damaging school property.
- Inappropriate use of camera/recording facilities on a mobile phone or personal device.
- A threat to the good order and/or safety of others in the conduct of school or state examinations.
- A serious breach of the Code of Behaviour that indicates that the student should be removed from the school.

### **Appeal**

The school will offer the opportunity to appeal the decision to suspend a student. A suspension imposed by the Principal may be appealed to the Board of Management. In this event, the suspension stands until the Board of Management makes a decision to revoke it. Where the total number of days for which the student is suspended reaches twenty days in the current school year, the parents may appeal the suspension under Section 29 of the Education Act 1998 as amended by the Education (Miscellaneous Provisions) Act 2007. At the time when the parents are being formally notified of such a suspension, they should be told about their right to appeal to the Secretary General of the Department of Education and Science and should be given information about how to appeal. See Circular letter M48/01 Appeal Procedures. Under Section 29 of the Education Act, 1998 at the Department of Education and Science website at [www.education.ie](http://www.education.ie) for full details.

Any suspension in excess of 6 days (cumulative) will be notified to the Educational Welfare Officer (EWO).

## **10 Procedure for Expulsion.**

### **Rationale.**

Expulsion is the ultimate sanction imposed by the school on a student and as such will only be exercised by the Board of Management in cases of extreme indiscipline. Expulsion will be considered in cases where the indiscipline of a student is so pervasive that teaching and learning become extremely difficult and where school authorities have tried a series of other interventions, and believe they have exhausted all possibilities of changing the student's behaviour. Such cases include but are not limited to:

- If the behaviour of the student is repeatedly preventing teaching and learning from taking place on an ongoing basis.
- If the student's behaviour is uncontrollable or grossly defiant to school management or other staff members and is not amenable to any form of school discipline or authority.
- If the behaviour of the student is such that other members of the school community are intimidated or threatened by the student's continued presence in the school.
- If the behaviour of the student poses a threat to the health and safety of any member of the school community.
- If the behaviour of the student is such that it brings the good name and reputation of the school into disrepute.
- When guarantees of reasonable behaviour following repeated suspensions are not forthcoming or being met.

### **Expulsion for First Offence.**

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that will result in a proposal to expel on the basis of a single breach of the Code of Behaviour include but are not limited to:

- A serious threat of violence against another student or member of staff.
- A serious act of violence or serious physical assault.
- A student who is known to be involved in the taking of illegal substances/drugs on the way to and from the school, on school premises, while representing the school, on school related events or in school uniform.
- A student who is known to be involved in the possession, supplying or procuring of illegal substances/drugs or drug paraphernalia in or out of school.



- The unauthorised and/or inappropriate photographing, videoing, recording of a staff member or other members of the school community, inside or outside of school, and/or uploading the material to the internet.
- The creating of offensive or abusive material and/or the posting of such on social media or other ICT platforms.
- Sexual assault.
- Sexual harassment.
- A serious one-off offence which brings the good name and reputation of the school into disrepute.

### **Expulsion Procedures.**

When an expulsion is being considered:

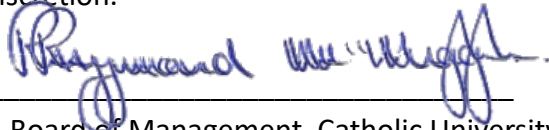
- A detailed investigation, in line with fair procedures, will be carried out under the direction of the Principal. Student and Parents/ Guardians will be informed of the alleged misbehaviour and given every opportunity to respond to the complaint before a decision is made and before a sanction is imposed. Parents/ Guardians will be informed that the Principal will refer the matter to the Board of Management who will consider sanctions up to and including expulsion.
- Parents / Guardians will be notified by letter and / or by registered post that the matter has been referred to the Board and of the sanctions the Board will consider, up to and including expulsion.
- Parents / Guardians will be invited to attend the Board meeting. The student may also attend. It is up to the Principal to arrange the time of the meeting.
- If Parents / Guardians decline to attend the meeting they will be invited to make a written submission.
- Principal will meet with Parents / Guardians prior to the Board meeting and explain procedure.
- Principal will inform Parents / Guardians of his intended statement.
- Written version of Principal's statement will be made available to Parents/ Guardians and board members prior to Board of Management meeting.
- During the hearing, the Principal and the Parents/Guardians (or the student if over 18) will put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. After both sides have been heard, the Board will ensure that the Principal, Parents/Guardians and student are not present for the Board's deliberations.
- Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for its decision. The Board will inform the Parent/Guardians in writing about its conclusions, the next steps in the process, and that the Education Welfare Officer has been informed. The student will remain suspended during this time if the Board forms the opinion that the student's presence in the school will seriously disrupt

the learning of others, or represent a threat to the safety of other students or staff.

- The Principal will make all reasonable efforts to take part in the consultation meeting arranged by the Educational Welfare Officer within the 20 days after the notification of the intention to expel. The Principal may assist, with the agreement of the parent/guardian and without prejudice to the case, in sourcing another school for the student.
- Where the 20 day period following notification to the Education Welfare Officer has elapsed, and where the Board of Management remains of the opinion that the student should be expelled, the Board of Management will formally confirm the decision to expel. Parents/guardians will be notified immediately that the expulsion will now proceed.
- Parents / Guardians will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. Permanent exclusion may be appealed by a parent/guardian. Any such appeal must be lodged within 42 calendar days of the decision of the Board of Management.

The National Educational Welfare Board will be notified of the Board of Management's decision to expel.

The school reserves the right to review and amend this policy from time to time entirely at its discretion.

Signed:   
Chairperson, Board of Management, Catholic University School

Dated: 16/12/2021

Signed:   
Principal, Catholic University School

Principal, Catholic University School

Date: 16/12/2021

## Parents / Guardians Agreement



(Please detach and return to the school Principal)

**We / I have read the Code of Behaviour and Discipline of the school and undertake to support it to the best of our / my ability.**

**We / I also understand that from time to time the school will need to update this Code and other policies. We / I accept that it is our / my responsibility to remain informed of these changes communicated to us by the school.**

**Signed:**

**Parent / Guardian:** \_\_\_\_\_

**Parent / Guardian:** \_\_\_\_\_

**Student:** \_\_\_\_\_

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

A student may not attend the school if the Code of Behaviour and Discipline is not signed.

## **School Contacts**

**Principal:** Mr. Clive Martin

**Deputy Principal:** Ms. Patricia Roberts Byrne

**Guidance Counsellor:** Mr. John Curran

**School Chaplain:** Fr. John O' Gara SM

**School Secretary:** Ms. Susan Kavanagh

**School Phone number:** 01 775 6800

**School email address:** [office@cus.ie](mailto:office@cus.ie)

**School Web address:** [www.cus.ie](http://www.cus.ie)