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## CITY OF DUBLIN FET COLLEGE BALLYFERMOT

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### Student Code of Conduct

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### POLICIES AND PROCEDURES 2025 – 2027

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Version	Date	Revision Description	Originator
1	February 2022	New document. AP1 and AP11 consultation.	P/DP
2	May 2022	Updated document for general staff consultation	P/DP
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## **Introduction**

City of Dublin FET College Ballyfermot is a centre of learning committed to providing education and training of the highest quality. As a constituent College of City of Dublin ETB, the College strives to excel in responding to the educational needs of the community. The programmes on offer are student-centred and are provided in a friendly, inclusive, and supportive environment.

The maintenance and development of an inclusive learning community is greatly facilitated by a Student Code of Conduct which fosters relationships between its staff and students which are characterised by mutual courtesy, respect, and fairness.

## **Aim**

It is the overall aim of this Student Code of Conduct to cultivate an appropriate, respectful, and safe environment for all students during their time in the College, while aiming to work with students where possible towards mitigating against sanctions being imposed when an issue arises. The student is given every opportunity to engage with students supports (internal and external referral) throughout the entire process

## **This Student Code of Conduct aims to:**

- Support students in the achievements of their goals, be they educational, personal, or vocational.
- Protect the dignity and rights of other students or staff in a supportive, safe environment where each person can reach his or her full potential.
- Support the student who has failed to cope with the behavioural expectations for satisfactory participations as a student in a College of Further Education.
- Foster an atmosphere of trust and co-operation.

## **Objectives**

The objectives of this Student Code of Conduct are to:

- Promote good behaviour and respect for all members of the College community. All members have the right to be treated with respect and to work in a calm, safe, well-disciplined environment.
- Promote standards of behaviour which reflect standards and expectations of adult life, such as respect, consideration, co-operation, application, punctuality, and adaptability.
- Encourage students to take responsibility for their own behaviour and to understand the implications of their behaviour for themselves and others.
- Facilitate effective teaching and learning for all staff and students in a productive and safe learning environment.
- Maintain class morale and performance.
- To protect the rights of fellow students and all members of the College community.
- Apply sanctions when a student has failed to respond to advice or warnings from College staff.

## **Students' Responsibility**

- All students must cooperate with College staff when asked to do so.
- All students must have their College virtual/physical ID card with them at all times when attending this College. The ID card should be presented to any teaching and non-teaching staff member immediately on request.
- All students must comply with all aspects of health and safety on the College campus including all public health guidelines.
- Students must familiarise themselves with the Student Code of Conduct. Failure to comply with any of the above procedures will result in sanctions being imposed.
- Students must cooperate with College staff when asked to do so for the effective implementation of health and safety regulations and the Colleges policies and codes of conduct.

**Please note:        The College will consult with students and with parents (with the consent of the student if the student is over 18) at any time it deems appropriate**

## **College Responsibility**

- To administer the Student Code of Conduct fairly and consistently.
- To apply sanctions that match the penalties fairly.
- To record all incidents on the individual College student profile.
- To provide an accurate reflection of the student behaviour while attending the College in any references provided.

## **Board of Management**

This College is governed by a Board of Management (BOM), which is made up of nominees of the City of Dublin Education and Training Board (ETB), the local business community, educational nominees, teachers, and students. The BOM serves for five years. Each year two students sit on the Board of Management. The two student nominees are always the President and Vice President of the Student Council.

The overall responsibility for ensuring that a Student Code of Conduct is prepared in the College rests with the Board of Management. The Board has responsibility for the ethos of the College, as well as having overall responsibility for College policies.

The BOM has as its remit the management of the College on behalf of the City of Dublin ETB, in accordance with relevant legislation, Department of Education and Skills circulars, guidelines and procedures; and any policies or strategies that the City of Dublin ETB may establish regarding the operation of its Colleges.

*Please note in this document 'student' refers to any student of BCFE who is over the age of 18 or where a student is under 18 years old of age, it refers to student plus parents/guardians.*

The College's BOM aims to provide direction and oversight for the College while ensuring that the rights of all members of the College community are upheld and that the College is accountable for the work that it does.

## **Student Code of Conduct – Purpose**

The purpose of the Student Code of Conduct within the College is to ensure that the pursuit of the objectives of the College are not disrupted. To enable these objectives to be fulfilled in a satisfactory manner it is necessary that a suitable academic environment is maintained. The Student Code of Conduct offers guidelines as to the norms of behaviour expected of students and promotes concern and respect for people's rights and property. A student who registers for any course in the College will be expected to accept these objectives and to comply with the rules and regulations of the College.

- **Assignments:** Students are expected to submit all the required essays, projects, and other assignments on the stated deadline (on time) and in the style prescribed by the examining body. Students are expected to inform teachers promptly if they are having difficulties which are affecting their performance. No assignments will be accepted after the deadline has passed. In exceptional circumstances, allowances will be made, and the deadline may be extended (refer to the process in the Student Handbook). In such a case the student must apply for an extension (in writing) to the relevant subject teacher. Where possible, this should be done in advance of the deadline. Once submitted an assignment will be held by the College for inspection by the external examiner. Consequently, students are encouraged to keep a copy of all assignments submitted. Marked submissions are not returned to the student until the external examination process is complete. Students are asked to keep a soft copy of their assignment for personal use and in the event, it is requested by the College.
- **Attendance:** Students are registered as full-time students and are expected to participate fully on their course; this includes 70% attendance and participation in all classes. Continuous assessment is an intrinsic feature of all the College's courses, and this requires full participation, as learning is built on sequential blocks. Students are also required to be on time for every class. Students need to be aware that payment of the SUSI grant on a monthly basis is dependent on 70% attendance.
- **Books and Materials:** Students must purchase books, stationery, equipment, and materials as required for their course. These books and materials will be communicated to students prior to/on course commencement.
- **Bullying or harassment:** The College is proud of its tolerant and inclusive College environment. This is underpinned by the College's Anti-Bullying, Dignity and Respect Policy.
  - Any bullying, harassment, sexual harassment, racial harassment, or any discrimination on any grounds including disability, gender, marital status, family status, age, religion, race, sexual orientation, or ethnicity will not be tolerated.
  - Any violence or threats of violence or any abuse, physical, verbal, written or psychological will not be tolerated.
  - Any behaviour that endangers the welfare of individuals or others will not be tolerated.
  - Making derogatory comments or allegations against a member of staff or another student at the College or making defamatory comments about the College itself, either in person or utilising electronic media such as e-mail or social networking sites will not be tolerated.

- **Car Park:** The car park in the Art's Building is reserved for College staff and official visitors. However, there are exceptional cases when students are allowed to park there. If a student believes that they have an exceptional case, the student will need to put this in writing to the Porter in the Arts Building. The carpark for the main and Media building is available for all students to park, although there is limited availability.
- **City of Dublin ETB:** Students of the College are bound by the policies and procedures of the City of Dublin Education and Training Board as the College is a constituent College of the City of Dublin ETB. A copy of these policies and procedures is available upon request from the Deputy Principal or Principal. The City of Dublin ETB is a patron of the College, as laid down in the Education and Training Boards Act 2013.
- **Change of registration details:** All correspondence including examination results and certificates will be posted to the address on the student file in the Administration office. Students must immediately notify the College Administration Office of any change in registration details (e.g., address or telephone number.) The City of Dublin ETB or the College cannot be held responsible for any consequence due to any failure on the part of the student to make such notification.
- **College off campus activities, and residential excursions (Erasmus+):** While on College excursions students should behave in a responsible and co-operative manner. It is imperative that students follow the Colleges Code of Conduct and act responsibly. Students remain under the authority of the College during the excursions off campus and must follow the instructions of the activity leader and all staff with responsibility during the trip.
  - Punctuality and politeness from students will be insisted upon at all times.
  - Students must know where and how staff can be easily contacted. This will apply to all parts of the trip including the journey, free time and during the night.
  - Students remain responsible for their belongings and valuables while on trips.
  - Students should never deliberately put themselves at risk; however, they must also know what to do in the event of an emergency and will be made aware of the College emergency telephone number (given to them at induction).
  - On the trip, students must never possess, use or purchase drugs defined as illegal under Irish law.
  - Any damage incurred by students will be the financial responsibility of the student and/or their parents. In an extreme case of misbehaviour, parents/guardians will be contacted where relevant. If this results in a student being sent home, they will be required to bear the extra expense.
  - Any student who breaches the Student Code of Conduct while on College excursions risks his/her own place on future trips and/or suspension from the College.
- **Consumption of alcohol:** The consumption of alcohol by students on the College campus is not permitted.
- **Consumption of controlled substances:** The possession, consumption, or distribution of illicit or banned substances is illegal. Any student found in possession, consuming, receiving, or distributing such products or found under the influence of narcotics or other such substances on the College campus (or while involved in any College activities e.g., field trips, exhibitions, trips in country or abroad) will be immediately reported to the appropriate authorities and College disciplinary action will be taken.

- **Communication:** The College will communicate to students and/or parents/guardians through the appropriate channels; phone, text messaging or email. Students are asked to communicate to staff using their College email address.
- **Equality of treatment:** The College is an organisation of staff and students working together so that all students can make the most of the opportunities that arise and realise their full potential.

Students come from different parts of Dublin, different parts of Ireland and different countries. Such diversity enriches the College. Each person is entitled to equal courtesy and respect irrespective of disability, gender, marital status, family status, age, religion, race, sexual orientation, or ethnicity.

#### **Students are expected:**

- To treat members of the College including staff and other students with respect and courtesy.
- To be aware of and comply with the College regulations including this Student Code of Conduct.
- To conduct themselves in a professional manner while on work experience.
- To respect the property and facilities of the College and to always behave in a responsible manner.

Any student who feels unfairly treated should make this known to their course co-ordinator, Deputy Principal or Principal as appropriate.

- **Equipment:** Students are expected to treat all items of equipment with respect, as recommended and with care to ensure the longevity of the equipment. All equipment loaned to students will be recorded and must be returned to the College at the end of students' studies.
- **Erasmus:** Students are expected to maintain good standards of behaviour and citizenship when on Erasmus Trips. Students are required to complete an Erasmus Contract prior to participating in an Erasmus placements/trip. As there is competition for Erasmus places students who have continually breached this Students Code of Conduct and who have poor attendance will be prohibited from taking up an Erasmus placement/trip.
- **Examinations/Assignments:** Students must comply with the rules and regulations of the examining body relevant to the course being attended. Bringing notes or other unauthorised materials will not be allowed into the examination. Cheating or copying, plagiarism and circumstances where a student submits the work of another as his/her own or allows another person to undertake an assessment or assignment for him/her is not permitted. Use or attempted use of a mobile phone or any other electronic device during examinations are not allowed. Students with learning difficulties will be allowed to bring in certain devices supplied by the College (by prior arrangement with the College Disability and Learning Support Officer). Students are not allowed to remove scripts from the examination centre.
- **Field/External trips including Erasmus:**
  - While travelling from the College students are deemed to be representing the College and as such are expected to behave in a manner which will not bring the name of the College into disrepute.

*Please note in this document 'student' refers to any student of BCFE who is over the age of 18 or where a student is under 18 years old of age, it refers to student plus parents/guardians.*

- While on external trips e.g. field trips, tours and Erasmus+ placements students should show the same respect for all staff and property they come in contact with as they would for those in BCFE. Students should acquaint themselves with any practices, codes of conduct or regulations applicable to the particular trip and should comply with all identified practices, regulations, or codes of conduct.
  - Students should comply with the reasonable and lawful instruction of personnel in charge of the trips and Erasmus+ placements at all times.
- **Good name:** The maintenance of the good name of the College is in the interest of the entire College community. It is the duty of all staff and students, at all times, to conduct themselves in a manner so as not to bring the name of the College into disrepute.
  - **Hygiene:** All students are expected to maintain good standards of good hygiene at all times in the College.
  - **Learning, Teaching and Attendance:** The College is committed to supporting high standards in learning and teaching. Our experience is that students who do best in their course work, in securing College places and in employment opportunities are those whose attendance is regular and punctual throughout the year.
    - Students are expected to fully participate and attend all scheduled classes and course work.
    - Students are expected to comply with the administrative arrangements for the course. If a student is absent, an explanation must be given to the Course Co-ordinator as soon as possible.
    - Students are expected to contact the Course Co-ordinator if they are going to be absent for a period of time. It should be noted that under City of Dublin ETB regulations, a student who has been absent without satisfactory explanation for any fifteen days will be deemed to have opted out of the course. In general, a minimum of 75% attendance is required. Re-affirmation of enrolment can occur only with the permission of the Principal. Absence for reasons covered by a medical certificate fall outside minimum attendance requirements.
  - **Making an audio or video recording:** Making an audio or video recording of staff or other students with any device such as a mobile phone without their prior explicit consent and knowledge is not permitted. It is also a further breach of the Student Code of Conduct to upload such files to either private or public platforms on the Internet.
  - **Mobile phones:** The use of mobile phones maybe permitted while in class, laboratories, workshops, or other teaching activity that is taking place. Use is defined to mean the operation of a mobile phone for any purpose including texting, web surfing and media streaming. Mobile phones should be placed on silent and not visible within a classroom, workshop, or laboratory environment while classes are in progress, unless with the express permission of the subject teacher delivering the class.
    - Mobile phone use is not permitted in any area of the College where a sign prohibiting use is displayed.
    - Mobile devices or similar electronic devices are not permitted inside an area where assessments are being conducted.
    - Mobile phones may not be used as calculators in examinations.

- **Online classes:** It is important to recognise that the online classroom is still a formal classroom environment. Certain behaviours are expected when you communicate with both your peers and your teachers online.
  - Students should be ready to join the class at the arranged time. Once a class is in session, bringing in late attendees can be disruptive.
  - During all online classes the student's camera should be switched ON (unless it is necessary to briefly turn it off for personal reasons) for the duration of the class and the student's face should be visible to their teacher and the class group unless otherwise directed by the teacher. Students are expected to participate actively in their learning.
  - Mute your microphone when not speaking to help keep background noise to a minimum.
  - Do not record or take photographs of the class unless you have prior permission from the teacher. If permission is granted to record classes or take photographs, these recordings and photographs cannot be shared in any way without the permission of Ballyfermot College of Further Education.
  - Limit distractions - you can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone. Please try to take your online classes in a private space where possible to respect the confidentiality of the classes.
  - Adhere to the same standards of behaviour in online classes as you would in face-to-face classes:
    - Treat all participants with respect.
    - Do not talk over others; wait your turn.
    - Post your question in chat and wait to be called on.
    - Don't use the chat room to socialise and avoid personal conversations in the chat room.
    - Keep the chat on topic.
    - Dress appropriately.
- **Personal Property:** The College does not accept responsibility for the personal belongings, books, and equipment of students while on College premises. Students shall not engage in any act of vandalism or other such act which would leave the College open to prosecution. Such occurrences may be considered a serious breach of the Student Code of Conduct and may lead to disciplinary action.
- **Photographic Devices:** The use of any device with photographic capabilities, including mobile phones with an integrated camera, is strictly prohibited except where authorised for the purposes of course work.
- **Professional Conduct:** Students are expected to communicate effectively with all members of the College community in a manner that is professional, collaborative, and supporting and which is based on trust and respects.
- **Respect:** Students are expected to have respect for the property of others and of the College. Students are further expected to always behave responsibly and not to engage in any activity that would interfere with the learning opportunity of their fellow students both in the College and on College activities outside of the College.

- **Safety:** The College is committed to ensuring that all those who come onto College property can do so without any fear as to their personal safety. The College is required to comply with the terms of the Safety, Health and Welfare at Work Act(s), 2005, and any other legislative requirements to ensure a safe working environment.
  - **Smoking: Smoking or vaping is not permitted on the College campus.**
  - All public health notices and guidelines should be followed. Under the COVID-19 pandemic, the priority of the College is to keep the College community safe while continuing the operation of the College. Personal responsibility for your own safety is key for all students and staff. It is important for everyone to act together to protect each other. We strive to manage and mitigate risk as much as possible.
  - Use of aerosols such as fixatives, spray mount, spray varnish and spray paint is not permitted inside the buildings of the College.
  
- **Students' Resource Room:** Student resource rooms are located in both the Arts and main buildings and provide students with a calm atmosphere in which to complete assignments and necessary PC work. Students working in the Student Resource Room must have respect for fellow users and maintain a quiet atmosphere at all times. Students must not consume food or drink in the Student Resource Room and must leave the room in the condition in which they find it.
  
- **Timekeeping:** Students are expected to arrive on time for classes. Late attendance at classes is not acceptable for any other reason such as travel delays, part-time work, or childcare requirements. Frequent lateness to classes will lead to a review of the student's ability to complete the course on which he/she is registered.
  
- **Use of Information Technology and Computing Facilities:** The College provides access to Information Technology (IT) and computer resources for students within available resources and subject to the Colleges and City of Dublin's ETB Computer and Network Usage Policy. BCFE reserves the right to limit, restrict or extend access. The term IT and computing resources refers to all computers (PCs, laptops, embedded computers), servers, printers, cameras, scanners, and modems as well as other related peripherals and equipment. It also includes software, firmware and all types of audio-visual and multi-media equipment located throughout the College, access to the Internet and to online resources and to email services. Students using the College IT facilities are expected to do so in accordance with the City of Dublin ETB "Computer and Network Usage Policy" and the College Student Participation Policy 2022-2023.
  
- **Vetting Requirement:** All students who will have any access to children and/or vulnerable adults
  
- **WhatsApp Groups:** The College is not responsible for class WhatsApp Groups set up by students. Students are reminded that any irresponsible posting in class WhatsApp groups are subject to this Code of Conduct.
  
- **Work Experience:**
  - While on work experience students are deemed to be representing the College and as such are expected to behave in a manner which will not bring the name of the College into disrepute.

- Students should respect the staff, property, and the activities of the host workplace as they would the staff, property, and the activities of the College. Students should acquaint themselves with any practices, codes of conduct or internal regulations of the host workplace and should comply with such practices, regulations, or codes of conduct.
- Students should comply with the reasonable and lawful instruction of their supervisors.

### **Additional Notes:**

1. Any breach of the Student Code of Conduct will result in the College imposing appropriate sanctions.
2. Should any student feel that he/she has been unfairly treated he/she has the right to appeal to the Deputy Principal and the Principal, in that order.
3. The 'ETBI Adult Safeguarding Policy & Procedures 2021' outlines support for vulnerable adult students in the College.
4. The College reserves the right to contact the parents/guardian of any student where it is in the best interest of the student and with the consent of the student if the student is over 18.
5. It is the responsibility of the student to make himself/herself aware of the content of the Student Code of Conduct.

## **Disciplinary Procedure**

This disciplinary procedure is necessary to ensure that fair discipline is maintained in the College and that where such procedures are invoked measures can be applied in a fair and consistent manner.

Having a disciplinary procedure serves a dual purpose in that it provides a framework which enables College management to maintain satisfactory standards and to allow students to have access to a procedure whereby alleged failure(s) to comply with standards may be fairly and sensitively addressed.

The College will ensure compliance with the College's Student Code of Conduct and all City of Dublin ETB Policies, Procedures or Orders through the following Discipline Procedure:

### **Sanctions**

1. **Verbal Warning** - The student should be advised that this warning will be recorded on his/her file and will be considered in any further breaches.
2. **Written Warning** - The student should be advised that this warning will be recorded on his/her file and will be considered in any further breaches.
3. **Suspension** - Temporary exclusion of the student. The student should be advised that this suspension will be recorded on his/her file and will be considered in any further breaches.
4. **Recommendation to the Board of Management** - for permanent exclusion of the student.

## **Student Code of Conduct - Procedure**

It is the overall aim of this Student Code of Conduct to cultivate an appropriate, respectful, and safe environment for all students during their time in the College, while aiming to work with students where possible towards mitigating against sanctions being imposed when an issue arises. The student is given every opportunity to engage with students supports (internal and external referral) throughout the entire process

### **Informal Stage**

It would be normal practice for small day-to-day issues to be dealt with between the teacher and the student by unambiguous communications and clearly stated expectations. If a more focused discussion is required, it would be normal practice for the teacher to take the student aside and have a private word in an effort to clarify the situation. The student's point of view will be listened to and considered as a matter of natural justice.

### **Formal Stage**

#### **STAGE 1: Subject Teacher**

#### **Sanction: Verbal warning**

In the event of persistent minor misbehaviour or non-cooperation, e.g., rudeness, verbal aggression, bad language, the subject teacher should issue a formal verbal warning to the student. The student should be advised that this warning will be recorded on his/her file and will be considered in any further breaches.

#### **STAGE 2: Course Coordinator**

#### **Sanction: Formal Written Warning**

If there are recurrences, and the subject teacher considers it appropriate, the matter is referred to the course coordinator. This referral should be in writing and should include an account of the relevant incidents to date. Upon receipt of this referral the course coordinator will discuss it with the subject teacher and the student. Consultation may be sufficient to produce resolution. If considered necessary, the course coordinator may impose an appropriate sanction such as requiring the student to write a letter of apology or give a written undertaking of good behaviour. If deemed appropriate, the course co-ordinator may issue a formal written warning. The student should be advised that this sanction will be recorded on his/her file and will be considered in any further breaches.

#### **STAGE 3: Deputy Principal**

#### **Recommend Sanction to the Principal**

In the event that a student's misbehaviour is persistent despite receiving a number of sanctions, the matter is referred in writing to the Deputy Principal. The Deputy Principal invites the student to a meeting with the course coordinator or the subject teacher. The student is to be advised that they can be accompanied to the meeting if he/she chooses. In the event that it is deemed that a satisfactory explanation is not given and an assurance of cooperation into the future is not forthcoming, the Deputy Principal may recommend a sanction to the Principal.

#### **STAGE 4: Principal**

#### **Sanction: Suspension or Expulsion**

Following a written referral from the Deputy Principal the matter is discussed and the Principal decides on the appropriate sanction to impose. Such a sanction may include either suspension or to initiate exclusion proceedings in line with City of Dublin ETB policy and relevant legislation. The student is advised in writing of this decision. In the event of exclusion, the student has a right of appeal to the BCFE Board of Management and subsequently to the City of Dublin Education and Training Board.

## **Student Code of Conduct – Serious Breaches**

Immediate referral to the Principal/Deputy Principal (bypass stages 1-3). Examples of serious breaches of the Student Code of Conduct would include:

- Assault of any kind
- Behaviour deemed dangerous to the student and/or others
- Bringing illegal substances into the College
- Bullying and harassment (including sexual harassment) – in person or online
- Damage to property
- Intoxication
- Making repeated false claims against another member of the College community
- Racist and/or discriminatory behaviour in-person or online
- Theft

## **Suspension**

The City of Dublin ETB has devolved under Section 31 of the Vocational Education (Amendment) Act 2001 authority to its school or College Boards of Management the right to make the decision to suspend individual students, as appropriate, with reference to the Student Code of Conduct in the College and/or in relation to procedures as described in the CDET B Procedures in relation to Refusal to Enrol, Suspension, Exclusion (May 2017).

The Principal must conduct an investigation into the alleged incident. Students may be suspended while this investigation is ongoing. For all suspensions the parents of the student, or the student themselves if 18 or over, should be given a letter outlining:

- the reason for the suspension
- the period of suspension
- invitation to contact the Principal to set a date to discuss the alleged offence and suspension.

On concluding the investigation, the Principal should apply the appropriate sanction as outlined in the Student Code of Conduct or proceed to implement permanent expulsion procedures if this is deemed appropriate.

A proposal to suspend a student beyond 20 days (cumulative) can be appealed by the student if over 18 years of age or a parent if the student is under 18 years of age to the City of Dublin Education and Training Board. The City of Dublin ETB discusses the decision of the Board of Management and/or hears the appeal and makes its decision. The City of Dublin ETB informs the relevant parties of its decision and the fact that the decision is open to appeal to the Department of Education and Skills (Education Act 1998, Section 29).

If the decision following investigation is to permanently exclude a student, then the expulsion hearing of the Board of Management must occur before the cumulative period of suspension of 20 school days has expired.

## Expulsion

The City of Dublin ETB has devolved under Section 31 of the Vocational Education (Amendment) Act 2001 authority to its schools and College Boards of Management the right to make the decision to propose the expulsion of individual students, as appropriate, with reference to the Student Code of Conduct in the school and/or in relation to procedures as described in the City of Dublin ETB Procedures in relation to Refusal to Enrol, Suspension, Exclusion (May 2017)

City of Dublin ETB and the College believes that expulsion of a student should be a proportionate response to the behaviour causing concern. BCFE will take significant steps to address the conduct of the student and to avoid expulsion of a student including, as appropriate:

- Making sure the student understands the possible consequence of their behaviour if it should persist
- Ensuring that all other possible options have been tried
- Seeking the assistance of support agencies
- Meeting with parents and the student (with the consent of the student if the student is over 18) to try to find ways of helping the student to change their behaviour

City of Dublin ETB and the College recognised grounds for expulsion are as follows:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or the teaching process
- The student's continued presence in the school constitutes a real and significant threat to safety
- The student is responsible for serious damage to property
- The student has been found to have been involved in a serious incident that in some way affects the rights of other students or members of staff in the school

The outline expulsion procedure is a formal procedure and is regulated by the CDETB and involves the following steps:

1. A student cannot be expelled without having been suspended first.
2. The Principal proposes that the student should be expelled and prepares a report.
3. A meeting of the College's Board of Management is called to hear the proposal. The parent/guardian is invited to attend this meeting if a student is under 18 years of age.
4. The Board of Management informs the relevant parties of its decision.
5. The decision of the Board of Management is forwarded to the CDETB for approval.
6. The student if over 18 years of age or the parent/guardian if the student is under 18 years of age can appeal the decision to the City of Dublin Education and Training Board.
7. The Chief Executive (CE) of the City of Dublin ETB determines whether to admit an appeal.
8. The City of Dublin ETB discusses the decision of the Board of Management and/or hears the appeal and makes its decision.
9. The City of Dublin ETB informs the relevant parties of its decision and the fact that the decision is open to appeal to the Department of Education and Skills (Education Act 1998, Section 29).

## Appeals to the College's Board of Management

Appeal to the Department of Education and Skills (Education Act 1998, Section 29) refer to appeals by a student against the sanction of suspension or expulsion. In the event that a student feels that they have been unfairly treated in relation to the Student Code of Conduct process or the sanction (excluding suspension or expulsion) they may appeal the decision and/or action to the Principal.

A meeting of the Board of Management will be convened to consider an appeal of a student. At the commencement of the meeting, the Chairperson will inquire whether any member of the Board has a conflict of interest in relation to the recommended sanction. Where the board is satisfied that a conflict of interest or a bias exists, the member involved shall withdraw from the meeting.

The Chairperson will nominate a member of the Board to act as recording secretary and to minute the meeting. The student will present their case/submission and will be available to answer questions from the members of the Board of Management only at the end of the presentations. A student under the age of 18 should be accompanied by a parent/ guardian. The Principal will present the case against the student (normally from a written statement) and will answer questions from members of the Board of Management. Each of the parties will have the right of reply and each will have the right to question the other through the Chair.

### Determination of the Appeal:

When considering the appeal against the student, the Board will ensure that the following factors are all given due consideration:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether the sanction is an appropriate response
- The possible impact of the sanction

The Board will decide on the outcome of the appeal and record the reasons for its decision. The student will be notified of the decision by letter.