



Code of Conduct & Disciplinary Procedures

Ashfield College (hereinafter known as “the College”) is a co-educational institute where an ethos of respect for all members of the college community and conscientious effort in preparation for the state exams is paramount at all times.

It is essential that all students adhere to the following rules.

- i. Ashfield College strives to provide a warm and welcoming environment where students and academic staff work positively and harmoniously together. All students have the freedom to do their work, and study without having to suffer bullying or intimidation. Bullying will not be tolerated either in real-time or in any online environment. The College’s anti-bullying policy is rigorously enforced. This policy aims to eliminate all forms of bullying behaviour, to raise awareness of the effects of such behaviour on individuals and the learning environment and to promote a climate in which students feel able to raise complaints of bullying without fear of victimisation.
- ii. Consumption of any illegal substances is prohibited. If a student breaches this prohibition, it will result in expulsion.
- iii. Any registered student convicted of a criminal offence will be expelled from the College, irrespective of whether or not a term of imprisonment was imposed in the circumstances.
- iv. Consumption of alcohol is prohibited.
- v. Members of the College staff are to be treated with the utmost respect at all times. This rule applies whether in class, the study hall or outside the College environs (including online).
- vi. Ashfield College does not require students to wear a uniform, but it does impose a dress-code. Students are required to dress appropriately in a “smart casual” way. Excessive piercings will not be permitted, nor will inappropriate hair styles or colours. The decision of the Principal is final in all matters regarding this dress-code, subject to a right of appeal to the Appeals Board.
- vii. Ashfield College has a no-smoking policy. Students are not permitted to smoke anywhere within college grounds or in its immediate vicinity.

- viii. The College's study hall is of pivotal importance to our students' success and must be respected as a place for silent, focused learning at all times. The study hall supervisors are to be respected at all times and their decision is final in matters of discipline which may occur, subject to a right of appeal to the Principal.
- ix. The classroom is a place of learning and questions from students of an academic nature are wholeheartedly encouraged at all times. It is our goal to ensure that every student leaves the classroom with a clear understanding of the subject matter discussed during the class. Disruptions of any kind are therefore not permitted as they undermine our goals and affect the learning environment.
- x. Graffiti or defacement of College property is considered to be a serious breach of the College's disciplinary code. All members of the college community have a right to study and work in a clean environment. If a student causes any damage or defacement to College property they must compensate the College for same.
- xi. The College's code of conduct remains in force for the duration of all trips outside the College premises under the auspices of the College for academic or recreational purposes. All transport providers, or other persons involved in such trips, must be afforded the same level of respect as we would expect for any member of the College staff.

Attendance

Attendance at Ashfield College is compulsory for all students from 9.00 a.m. – 6.30 p.m. each day (Monday – Thursday) and 9.00 a.m. – 3.00 p.m. (Friday). Written permission must be given by parents/guardians for any absences from the college. Students will be requested to show appointment cards for Doctors, Dentists etc.

Students are permitted to leave the college grounds during lunchtime, but must promptly return to the college before the end of the break/lunch.

As excellent attendance is pivotal to success in the Leaving Certificate, it is essential that every student attends all their classes. Attendance at Ashfield College is monitored on an hourly basis and parents / guardians will be informed of any absenteeism immediately. If a student is absent from school we would ask that parents / guardians inform the school before 9 am on the day of absence. If a student is missing for two or more consecutive days, a medical certificate will be requested by the school. Unsatisfactory absenteeism from school will be deemed as a breach of Ashfield Colleges' code of conduct and will result in the following procedure;

Step 1 – Parents / Guardians will be contacted by the Principal of the college to discuss the reasons for the absenteeism. In a situation where a student is absent from the College without the consent of their parents and the college not having being informed, then this will result in suspension from the college.

Step 2 – For repeated unsatisfactory absenteeism from school, parents / guardians will be invited in for a meeting with the principal to discuss the reasons for the absence from school. At this stage a written commitment from the student and parent / guardian will be requested ; (a) for the student to attend school on a daily basis and (b) to complete any academic tasks that have been missed due to this absenteeism.

Step 3 – If issues relating to attendance persist, then the student and parents / guardians will be invited into another meeting with the principal . At this stage the action taken by the college may include suspension.

Disciplinary Procedures

Disciplinary Hearings

Ashfield College is committed to the application of fair, equitable and appropriate disciplinary procedures. The Student Disciplinary Procedure shall be invoked where a student has allegedly acted contrary to this Code of Conduct or has allegedly carried out some such other activity which has been harmful to the College

The Student Disciplinary Procedure is intended to ensure a speedy and efficient resolution of issues. The aim is to prevent unnecessary delay whilst ensuring a full and fair assessment of the particular circumstances of an individual case

Students are asked to familiarise themselves with the expectations of the College as described in the foregoing Code of Conduct, the Ashfield Student Handbook and in individual College policies and procedures to which they are subject, as well as the details of the Student Disciplinary Procedure and their rights under this procedure.

The Rights of Students or Applicants at Disciplinary and Appeal Hearings

Students or applicants shall have the following rights in relation to disciplinary and appeal hearings:

- i. To be given 10 days advance notice of the hearing (or less if agreed by all parties) in order to ensure that he/she can attend and, should he/she wish, organise representation. The notice shall state the time and venue of the hearing and shall specify the student's rights in relation to the hearing.
- ii. A student who is the subject of disciplinary proceedings or a disciplinary hearing in relation to academic misconduct is entitled to a clear statement of the alleged offence or alleged academic misconduct. In the case of any offence or misconduct that could lead to the expulsion of the student from the College or him or her being compelled to withdraw from a programme within the College, this statement shall be given to the student at least 10 days (or such shorter notice as shall be agreed by the student and the disciplinary board) in advance of the disciplinary hearing. In all other cases the statement must be given on or before the commencement of the disciplinary hearing. In all cases where a student is presented with a statement of the alleged offence or alleged academic misconduct on the date of the hearing the student shall be entitled to request adjournment of the disciplinary hearing to prepare his or her defence.
- iii. The right to attend the hearing. If a student fails to attend the hearing, the hearing shall proceed in the absence of the student.
- iv. The right to be represented at a hearing by a parent/guardian, fellow student, a staff member, a friend, an adviser or a legal representative. Any costs associated with legal representation of the student or applicant shall be borne by the student or applicant unless the Disciplinary or Appeal Board otherwise determines.
- v. A representative may speak on behalf of the student. A student who chooses not to be represented shall be requested at the hearing to confirm in writing that he/she has been informed of his/her right of representation and has declined to exercise it.
- vi. The right to request sight prior to the meeting of evidence to be presented at the relevant hearing, to hear and see the evidence presented, to challenge the evidence on cross-examination and to present his/her own evidence

Grounds for Appeal

Appeals are heard by an Appeals Board constituted by the College's Chief Executive. The grounds for appeal are as follows:

- a) There was an irregularity in the manner in which a query or an application for admission was considered,
- b) There was a breach of natural justice or a significant procedural irregularity in the handling of the allegation that the applicant was guilty of a breach of the College's Code of Conduct.
- c) The student wishes to appeal against a decision to penalise him/her on the grounds of misconduct,
- d) That the penalty imposed was too severe bearing in mind the circumstances of the case,
- e) The student wishes to present information of mitigating circumstances which were not known at the time of the initial determination. In this case, the student must also show good reason why such circumstances could not have been made known prior to determination.
- f) That the appellant would be reasonably entitled to an appeal on the merits of his/her case.

Appeals procedure

The decision of the Appeal Board may only be appealed where the sanction imposed results in expulsion from the College. A student or applicant wishing to appeal the outcome of an Appeal Board process may do so normally under the following grounds;

1. There is a material procedural irregularity which, had it not occurred, might have impacted significantly on the validity of the original hearing and the subsequent penalty.
2. That the penalty imposed by the disciplinary or appeal hearing was too severe bearing in mind the circumstances of the case
3. The student wishes to present information of mitigating circumstances which were not known to the relevant Appeal Board. In this case the student must also show good reason why such circumstances could not have been made known prior to or at the Appeal Board or in any previous correspondences made in respect of the Appeal.
4. There has been a breach of natural justice

Confidentiality

This section refers to appeals that have been made as a result of an allegation of misconduct made by the College against a student. Where the College is satisfied at any stage within these procedures that misconduct has not taken place, no documentation relating to the alleged misconduct and the associated investigations shall be retained in the student's file. The disciplinary process, once entered into, is confidential to all parties. Therefore, it is essential that any individuals involved in the process respect this

Responsibilities

The Student/Applicant/Appellant should become familiar with the appeals procedure and, if he/she has grounds, should appeal the decision made within the requisite timeframe of 28 days.

Chair of Appeal Board

The Chair of Appeal Board informs the student/applicant/appellant of the outcome of the appeal hearing.

We, the undersigned, agree to the terms of this code of conduct. We agree that success in the Leaving Certificate is dependent on the core ethos of the College and that we all have a responsibility to ensure that this ethos be maintained.

Parents/Guardians: _____ Date: _____

Student: _____ Date: _____

Signed on behalf of the college: _____ Date: _____