



CISTERCIAN COLLEGE

EXCELLENCE IN EDUCATION

insideat coelis animo sed corpore terris
let the mind be in heaven while the body dwells upon the earth

Substance Misuse Policy

1. Introduction

1.1 Rationale for Substance Misuse Policy:

The world in which we live presents young people with many challenges that affect their health and wellbeing and exposure to alcohol, tobacco and drugs has become a part of that reality.

Cistercian College as a health promoting school recognises that substance misuse takes place in the community and the College as part of the community can have incidents of substance misuse which need to be handled in a fair, consistent and sensitive way, with the health, safety, care, protection and welfare of students and the whole College community as its central concern.

We have reflected upon how we might provide for the needs of our students and respond appropriately to what are sometimes sensitive issues and recognise that it is important for us to have policies and procedures relating to substance misuse.

This policy is part of a general pastoral approach being adopted by the College to ensure a caring environment. This policy serves to strengthen, affirm and promote the College's ethos.

The College policy aims to co-operate fully with the strategic plan adopted by the government under the National Drugs Strategy 2001-2008 which was made mandatory for schools in Circular 18/02.

The Education Act 1998 provides that schools promote the social and personal education of students and provide health education for them.

The National Drugs Strategy, 'Building on Experience' is now government policy and it requires schools to have a substance abuse policy in place

Other reports from the National Advisory Committee on Drugs entitled 'Drug Use Prevention' underlines the importance of school developing a substance abuse policy and the 1999 European School Survey Project on Alcohol and other Drugs (ESPAD) highlighted the seriousness of the problem amongst 16 year olds in Ireland. Alcohol was identified as the dominant drug of misuse in Ireland.

As a result Cistercian College has developed this Substance Misuse Policy. This policy has been developed in conjunction with the entire College community, including Trustees, teachers, students, parents/guardians and users of the College campus.

Good conduct is expected at all times not only in the College but also whilst representing the College or clearly identifiable as a member of the College Community. Any student who by his conduct brings Cistercian College into disrepute whilst a student at the College may be subject to sanction under this policy even if such conduct occurs while the student is on leave or on holidays.

1.2 Relevant Resources, Documentation and Legislation

Walk Tall Programme: SPHE programme for the prevention of Substance Misuse (DES), **Child Protection Guidelines and Procedures for Post Primary School** DES (2001 and 2008), **On My Own Two Feet** Educational resource material for SPHE (DES), **Directory of Alcohol, Drugs and related services in the Republic of Ireland** Health Promotion Unit, Department of Health and Children.

1.3 Cistercian Philosophy of Education

The College community consists of parents, students, staff and management personnel, and the Monastic Community of Mount St Joseph Abbey, sharing a common vision of a Cistercian Education. The central purpose of the College community is the religious, moral, intellectual, physical and social education of the student. This community seeks to create a learning and teaching environment conducive to the holistic development of the student and the formation of right attitudes and values. Each member of this community participates in the educational process by example of a Christian way of life and by recognising the dignity of each individual.

1.4 Drug Definition:

For the purpose of this policy, a drug is any substance which changes the way the body functions mentally, physically or emotionally. It includes over the counter and prescribed medicines, tobacco, cigarettes, alcohol, creatine, solvents, aerosols and any product or device that may be used to attempt to tamper with a testing sample, and all illegal substances or controlled substances as defined in Irish

Law. Possession of any drug paraphernalia which is associated with the use of any Drug, substance, chemical or agent, the possession of which is unlawful in Ireland is strictly prohibited and is included in the definition of drugs.

1.5 Dissemination of Policy:

This Substance Misuse Policy will be available from the Principal, Head of Boarding or Secretaries' offices and on the College website. Students will be made aware of this policy as part of their drugs education within the context of the S.P.H.E. /C.S.P.E. and relevant curricular areas in other subjects.

- 1.6 In the event of their being a conflict between this policy and the College Code of Conduct, this policy will take precedence when dealing with an incident under this policy.

2 Use of Drugs at Cistercian College

2.1 Jurisdiction of Substance Misuse Policy:

This policy applies to all students enrolled in Cistercian College at all times during the day and night, during College organised/supervised activities/events, regardless of whether or not these activities/events are on or off the College premises and grounds. It also applies travelling to or from these College organised and supervised activities and events.

If a student fails a drugs test as a result of consuming a drug or drugs which he alleges were consumed outside the College grounds, or during a break or holidays from College then and in that event the College still has jurisdiction to deal with the failing of a drugs test as if the drugs were consumed on the premises.

2.2 Legitimate Medicinal use of Drugs:

Cistercian College does not accept the possession, use or supply of drugs in the College at any time during the school day or on College organised trips/activities during non-school time by any member of the College community. The only exception is for legitimate medicinal use and the College should be informed in advance. An increasing number of students are being prescribed a range of medications that need to be taken during the school day. Common examples are treatments for Asthma and Diabetes. The Head of Boarding and College Nurse should be informed of any students who are on prescribed regular medication and these students in some circumstances (e.g. diabetics) may be allowed to be independent managers of their own medicines.

Other than where those students are allowed to be independent managers of their own medicine, all prescription drugs must be administered by the College Nurse. Students are absolutely forbidden to share with others, prescribed/over-the-counter medication.

2.3 Supplements

Students at Cistercian College are encouraged to lead a healthy and balanced life-styles where exercise, recreation, rest, sleep and a healthy diet are valued.

A sports supplement is defined as the following:
Products that are used to enhance athletic performance that may include protein and caffeine supplements. These products are generally available over the counter without a prescription.

While there may be some instances in which protein supplements are approved as part of a regulated sports programme, our approach is that students (including those who are performance athletes) should generally be able to get all the protein they need as part of a balanced diet. Students are encouraged to eat a wide range of healthy foods and ensure they are well hydrated when exercising.

While we do of course encourage and promote exercise and physical fitness we are keen to ensure that students are not using supplements that may have a detrimental effect on their health, or as a substitute for a more balanced and nutritional diet.

Consequently the use of sports supplements is generally prohibited and any illegal supplements or those containing creatine are banned and are considered a drug under this policy.

Cistercian College will only permit the authorised use of sports supplement/s if written parental consent has been provided in advance.

Cistercian College does not recommend that any student take any sports supplement unless there is an identified need for the student in question and recommends that prior making any decision or granting consent, parents should consult with the Director of Sport and the College Nurse.

In the case of protein supplements, parental consent and the authorised use of these by students is limited to reasonable use. Where the Head of Boarding is concerned that the use of those protein supplements may be detrimental to the health of the student in any way, the Head of Boarding or Director of Sport should refer the matter to the College Nurse for advice, and can consult with his parents the continued use of those protein supplements.

3 Alcohol, Tobacco and Drug Education Programmes

3.1 Cistercian College is committed to providing a comprehensive timetabled drug education programme for all students. At Junior Cycle this will be incorporated into the S.P.H.E. and C.S.P.E. programmes currently running in the College.

At Senior Cycle level it will be incorporated into the R.E. and S.P.H.E. programmes and where possible as part of the Transition Year programme.

3.2 Our educational aims in relation to Drug Education are:

- To increase the self-esteem, confidence and well-being of our students.
- To equip our students with personal and social skills.
- To enable students to make wise, healthy, informed choices by increasing knowledge and by challenging attitudes.
- To increase understanding of the implications and possible consequences of use and misuse.
- To enable students to identify sources of support and intervention
- To help adult members of the College community to recognise the symptoms of substance misuse
- To minimise any harm which might be caused by involvement in a drug incident by offering supportive interventions
- Develop a planned and considered response to incidents involving substance abuse with a view to the protection of the person(s) involved and the maintenance of a safe environment for the wider College community. Due care will be taken in deciding on the balance between a pastoral and disciplinary response.

3.3 These aims will be met in the following way:

- All teachers who wish to be involved with SPHE/CSPE will be actively encouraged to seek appropriate training and will be given the opportunity to avail of it.
- Any teacher teaching any Drug Education Programme will be given the opportunity to avail of training.
- All teachers will be offered Drug Information and Drug Awareness training through dissemination of relevant information and any required in-service training.
- Use the outside supports available from the HSE to the College to provide a wide range of supports to the whole school community including health education & promotion, smoking or vaping cessation support and adolescence counselling services.

3.4 Guest Speakers

We believe that trained teachers are in the best position to carry out drug education within the College community but sometimes it may

be appropriate to use an outside speaker to supplement or reinforce the work done in class.

3.5 Parent/Guardians

Opportunities to participate in Drug Awareness Programmes will be made available to parents.

4. Substance Misuse Incidents:

4.1 Examples

The following are examples of a substance misuse or suspected substance misuse incident:

- Failing a drugs test.
- Emergencies when the person may be unconscious or requires medical assistance
- Intoxication/unusual behaviour
- Suspicion/rumour of drug use, possession or dealing
- Disclosure by another person
- Failure to disclose knowledge of a drug incident to the appropriate authorities
- Possession of a legal/illegal drug on the College premises or on a school related activity
- Selling/supplying legal/illegal drugs
- Person attempting to procure drugs on College premises
- College grounds being used for drug or alcohol activity
- Drug paraphernalia found on College property
- Misuse of aerosols, including spray deodorants.
- Possession of Tippex thinners, petrol, lighters, or any other solvent.
- Possession of steroids, stimulants, etc.

4.2 Warning signs of Adolescent Substance Abuse

| Physical | Emotional | Family | College | Social Problems |
|----------------------------|---------------------|--------------------|--------------------|--|
| Fatigue | Personality change | Starting arguments | Decreased interest | New friends who make poor decisions and are not interested in College activities |
| Repeated health complaints | Sudden mood changes | Negative attitude | Negative attitude | Problems with the law |

| | | | | |
|-----------------|--------------------------|-------------------------|-------------------------|--|
| Red glazed eyes | Irritability | Breaking rules | Drop in grades | Changes to less conventional styles in dress and music |
| Lasting cough | Irresponsible behaviour | Withdrawing from family | Many absences | |
| | Low self-esteem | Secretiveness | Truancy | |
| | Poor judgement | | Lack of concentration | |
| | Depression | | Apathy | |
| | General lack of interest | | Giggly or high-spirited | |

5 Banned Substances and Disciplinary Procedures:

5.1 Smoking and vaping.

Smoking and vaping are absolutely prohibited as is the possession of cigarettes, lighters and matches on the College premises, its vicinity and during College functions and activities. For the avoidance of doubt smoking includes the use of any electronic cigarette or device whose function is to vaporise and deliver to the lungs of the user a chemical mixture typically composed of nicotine, propylene glycol and other chemicals. In this regard drugs paraphernalia includes the parts of any such a device, a cartridge containing a liquid of nicotine and/or other chemicals, a heating element and a mouthpiece.

5.2 Alcohol.

The possession, purchase, supply to another or drinking of alcohol is absolutely forbidden on the College premises, its vicinity and during College functions and activities.

5.3 Illegal drugs

In Cistercian College, the possession, purchase, supply to another, or consumption of illegal substances (drugs) during the school day or during school activities, events or trips is strictly forbidden and breaches of this rule leads to immediate suspension. The Board of Management will be informed and permanent exclusion may be

pursued. The Gardaí may be informed. Students found in the company of anyone consuming illegal substances may be subject to the same sanctions as the perpetrator.

5.4 Solvents.

Aerosols, tippex, solvents and indelible markers are not to be brought to school and are liable to be confiscated.

5.5 Suspicion of Misuse.

All staff will receive training and support so as to be aware of the signs of drug use. Insofar as possible staff are always alert to changes in behaviour. Adolescence is a period of great change and rumour will not be taken as evidence of drug use but it will be investigated. Where a student is suspected of being in possession of illegal substances, the College reserves the right to request students to empty pockets and to open lockers, bags etc. so that a search can be carried out. A full record of any confiscated items will be kept and they will be retained in a secure place pending the completion of any investigation. Parents/guardians will be informed.

5.6 Procedure to be followed in the event of a Substance Misuse Incident:

5.6.1 Where there is an immediate danger to the person concerned call a doctor and an ambulance immediately. If at all possible do not leave the person unattended.

Contact details for College doctors:
Contact details for (afterhours) MidDoc: 1850 302702
Ambulance/Gardai 999 or 112

5.6.2 In any case where it is apparent that there is an immediate danger to other students or the whole College community, the College reserves the right (acting through the Principal or Head of Boarding) to temporarily suspend or remove any student from the premises and/or from any specific College activities.

5.6.3 In all cases where there is no immediate danger to the person(s), it is important to assess the situation thoroughly. Find out what has happened, who was involved, what was involved and where did the incident take place but do not attempt to analyse or taste unknown substances.

5.6.4 Inform the Principal, Head of Boarding, or Deputy Principal or a member of Senior Management.

5.6.5 The parents/guardians should be notified as soon as possible.

5.7.6 A drug incident report form should be completed and given to the Principal/ Head of Boarding /Deputy Principal. A written recording procedure will ensure that a fair process of challenging the student about behaviour of concern is in place.

5.6.7 Health and Safety Guidelines for dealing with a drug misuse incident.

5.7.8 Great attention should be taken for personal health and safety when dealing with a confirmed incident involving illegal substances and drug paraphernalia. In the event of an incident the area will be sealed off and secured until the arrival of the Gardai.

5.7 Returning to school

Returning to school following a confirmed Substance Misuse Incident
Any student accepted back to school following involvement in a confirmed substance misuse incident may be asked to comply with a period of assessment during which the student may be required to

- attend special counselling sessions, to be paid for by the parents/ guardians, a rehabilitation programme and/or therapeutic intervention and/or
- Provide regular blood and/or urine samples for drug testing

5.9 Confidentiality

The prime focus in any incident relating to a student is the wellbeing of the student, the teacher and the reputation of the College. No member of staff can ever offer total confidentiality. The need for great care in this area is recognised as the student may approach a teacher because they trust her/him and need help. How this situation is handled will have an important bearing on the outcome. It is important that in all suspected or confirmed drug incidents that a limited number of people are involved in managing the incident. People will be informed on a "Need to Know" basis. The Principal, Head of Boarding /Deputy Principal, Guidance Counsellor, Year Head and person/s directly involved in the case will be informed and all written documentation will be held confidentially by the Principal and/or Head of Boarding. The student will be informed about what is happening and why.

5.10 Parents/Guardians

Parents/Guardians will always be involved if there is a substance misuse incident in the College. In the case of tobacco the parents/ guardians will be involved after a preliminary investigation. In all other cases involvement will be immediate. This will be handled in a sensitive manner and whenever possible support and /or intervention

will be offered to the student(s) concerned to help them realise the dangers of substance misuse. In the first instance, this support will be offered by the Guidance Counsellor.

5.11 **Gardaí**

The Principal, Head of Boarding or a designated person reserve the right to contact the Gardaí or the Juvenile Liaison Officer (JLO) in the event of a confirmed incident involving illicit substances.

5.12 **Counselling and Pastoral Care:**

The College may ask that other agencies be involved once confirmation of an incident has taken place: i.e. HSE. Drug testing; Counselling; G.P. etc.

It is a natural reaction when faced with an incident to feel a range of emotions: anger, anxiety, disappointment with those involved etc. It may also appear very urgent to resolve the situation very quickly. The pastoral care of all students, parents/guardians, and staff involved with a drug incident must be a primary concern. In response to all incidents pastoral support will be offered and in some cases referral to a substance misuse counsellor may be required.

The College has an effective pastoral care system in place and reports of all incidents (wherever they may have been reported) will be filtered through the Housemasters, Year Heads Teachers and various auxiliary staff.

5.13 **The Media**

A drug incident in a school can draw adverse media attention. The Principal or his/her representative will act as spokesperson. No comment will be offered on individual cases but clarification where necessary will be given, for example: "The school has a policy in place to deal with any substance misuse related incidents and in all cases the appropriate support services will be provided or accessed."

6. **Training**

The Board of Management of Cistercian College has a strong commitment to ongoing staff training.

Up to date information and resources need to be available to the whole College community.

6.1 **Staff:**

The College will make available training to staff involved in delivering Social, Personal and Health Education Programmes. All staff will be offered drug information and awareness training on a regular basis. Detailed and specific training will be made available to key staff in relation to managing drug incidents. First-Aid training will be offered to all staff.

6.2 Parents/Guardians and Board of Management:

The College sees parents/guardians as essential partners in relation to informing and educating their children regarding substance abuse. The College expects parents/guardians to be fully supportive of the College policy and approach in relation to substance abuse. Parents/guardians are expected to acknowledge the importance of this issue in the lives of their children and the importance of the College's programme in supporting their children. The College expects parents/guardians to assist and co-operate fully as it seeks to deal justly and effectively with any incidents that may arise and in the provision of educational programmes aimed at informing students of the dangers of substance abuse.

To assist parents/guardians in this the school will:

- Continue to provide opportunities through the school's Parents' Council to attend information evenings and workshops on issues relating to alcohol, tobacco and drugs and substance misuse.
- Keep them informed of initiatives and programmes in the school which relate to the area of substance abuse.
- Welcome consultation with parents/guardians on the best use of available resources in the community to support the school in its programme and policy implementation.
- Provide parents/guardians with up-to-date information regarding the school policy in this area.

Students:

- Cistercian College will continue to offer all its students drug education programmes within the context of their SPHE/CSPE classes and other classes as the opportunity arises.

7 Random and other Drug testing

7.1 Consent to and co-operation with drug testing by all students:

Full consent and cooperation with drug testing is required for all students who are enrolled in Cistercian College. Failing to consent to drugs testing by any Parent/Guardian or student, or the withdrawal of such consent at any time, without legitimate reason, is a serious matter and in such circumstances the Board of Management reserves the right to permanently exclude such student from the College.

Failure to report directly for a test, refusal to submit to a test, refusal to agree to disclosure of a test result, a confirmed attempt to tamper with a test sample, tampering with the taking of a sample or test result, failure to provide a legitimate sample, or failure to report involvement in an incident which may require testing, are a violation of this Policy and may be dealt with as a disciplinary matter..

7.2 Random drug and alcohol testing:

Testing on a random basis may be carried out on any student enrolled in Cistercian College. Students will be selected for testing on a random basis and in an unannounced fashion. All students will have an equal chance of being selected and will remain in the pool even after being tested. Any student who refuses to submit to the random testing, may be subject to permanent exclusion.

7.3 Drug and alcohol testing on the basis of a reasonable suspicion for all students.

- Cistercian College may require any student to undergo drug and alcohol testing if the College has reasonable suspicion that the student is under the influence of drugs or alcohol or may have violated the prohibited use or consumption, possession, selling, buying, manufacturing, transferring or dispensing of unauthorized drugs or alcohol.
- If any student is reasonably suspected of being under the influence of drugs or alcohol, the suspicious behaviour such as unexplained unusual behavior or unexplained unusual poor performance, other indicators of intoxication such as slurred speech, impaired mobility, will be documented by the Staff. A management representative will also be contacted to observe the student and confirm the documentation of suspicious behavior. The student will be given an opportunity to explain the suspicious behavior and the explanation will also be documented. The evaluation to determine if reasonable suspicion exists may or may not include administration of a breath alcohol test.
- Once it has been determined by the Principal, Head of Boarding or other member of Management that there is reasonable suspicion that a student is under the influence of drugs or alcohol, the student will be requested to submit to testing. Additionally, Cistercian College reserves the right to inspect any personal property, including lockers, vehicles, and any student personal property brought onto our premises for alcohol, intoxicating substances, controlled or illegal substances, or any other substance. The refusal to submit to an inspection, or a

refusal to cooperate in an investigation, will subject students to disciplinary action up to and including permanent exclusion.

7.4 Testing procedure:

- Random and reasonable suspicion testing will be organised and scheduled by the Head of Boarding or other member of Senior Management. The student will be asked to accompany a member of Senior Management to the Infirmary if possible or other private area.
- The Contractor engaged by them will test the student and in the event of there being reasonable cause reserves the right to observe the student while providing the sample, if the sample being tested is urine.
- Proper chain of custody is established and the specimens are sent to a licensed laboratory.
- If a student is unable to provide a suitable sample for testing, Cistercian College may require a medical examination, by a health care provider of its choice, including the College nurse to determine if there is a medical reason for the failure to provide a suitable sample. If there is no medical explanation, the failure will be treated as a refusal to submit to testing.
- A refusal without legitimate cause to submit to a drugs test may result in the permanent exclusion of a student. Any such action will be based upon the reasonable suspicion of being under the influence of drugs and/or alcohol and not solely upon refusal to undergo testing.
- A student who is reasonably suspected of being under the influence of drugs or alcohol will not be allowed to remain in the College, and after furnishing blood and urine specimens or refusing the test, will be sent home on a non-disciplinary suspension (the duration of which will not extend beyond three (3) work days after receipt of the test results) pending results of the drug and alcohol test. The student will be reinstated if the outcome of the test is negative.

7.5 Cost of drug testing

The Board of Management do not believe that the cost of drug testing should be borne by families of students who comply with this policy and accordingly the College may impose a levy on the account of any student suspended as a result of failing a drugs test, subject to a maximum levy of €500 per test failed. This levy is not a penalty or sanction and will be imposed to partially recoup the cost of testing.

8 Disciplinary Procedure relating to breaches of the Substance Misuse Policy.

8.1 General

The Principal or Head of Boarding /Deputy Principal and the Board of Management are bound to exercise the authority to impose disciplinary sanctions in a fair and non-discriminatory manner, having regard to their responsibility to the whole College community and to the principles of natural justice.

In the investigation and adjudication process leading up to a possible disciplinary sanction, the College will respect the fact that the student in question has the right to be heard and the right to be treated impartially.

The student's right to be heard means that he has a right:

- To know that the alleged behaviour is being investigated.
- To details of the allegation and any other information being considered.
- To know how the issue will be decided.
- To an adequate opportunity for either the student or his parents/guardians to respond.
- To be heard by the decision-making body, whether that be the Principal, Head of Boarding or the Board of Management.
- To ask questions of the other party or witness where the facts are disputed.

Suspension imposed by the Principal should not usually exceed three days but, in exceptional circumstances, it may be extended to a maximum of five days. In the absence of the Principal or Head of Boarding, the Deputy Principal may act in their place in all the procedures below. The power to suspend for longer periods rests with the Board of Management alone.

Preliminary drug tests are reported by the testing company directly to the College. If the results are negative, the College informs student and if requested provides written notification to the parents subsequently. If the test is confirmed positive, the Head of Boarding or other member of senior management shall directly contact the parents of the student to give the parents and the student the opportunity to discuss the test result.

Within three (3) working days after receipt of a test report from the Head of Boarding or other member of senior management shall inform the parents/guardians in writing of a negative test result, and of his/her right to request and receive a copy of the test result.

In the case of a positive test result, the student may also submit, within five (5) working days, additional information (such as any over-the-counter or prescription medications that he/she is currently taking or has recently taken) which could explain the test result.

8.2 Suspension

In certain cases of breaches of this policy it may be in the best interests of the College community and/or the student involved to remove the student from the College or from class for a period of time. Suspension is a serious sanction and the Board of Management will be informed of all suspensions.

In exceptional cases, the Principal or Head of Boarding may consider an immediate suspension to be necessary. Such circumstances include cases where the continued presence of the student in the College could represent a threat to the safety of either the student himself or of others in the College community. Fair procedures must still be applied and a full investigation of the behaviour in question will take place.

In all other cases, the steps outlined below will be followed, even if this entails a significant elapse of time between the incident and a subsequent decision to suspend. No undertakings, threats or promises as to the potential outcome of the disciplinary process may be made by any staff member and no inference about the potential outcome should be drawn from the length of time which the process takes.

- The Principal or Head of Boarding will initially investigate the matter thoroughly and to make a detailed written record of the facts. Written statements from parties to the incident and/or witnesses will be taken where appropriate.
- The facts of the incident(s) will then be put to the student involved and he will be asked to give a response. The right of the student to be heard, as outlined above, will be respected. His response will be carefully noted and clarification sought/provided where needed.
- If the Principal or Head of Boarding judge that suspension should be considered, the boy's parents will be informed of the details of the case and given the opportunity to respond. In so far as distance allows, they will be invited to a meeting in the College, where both the boy and his parents will have an opportunity to engage with the Principal or Head of Boarding. If it is not practical for the parents to attend the meeting this engagement may be by telephone.
- When the Principal or Head of Boarding has stated the case and has heard the parents and the pupil, he will decide as to the sanction to be imposed, if any.
- Should the Principal or Head of Boarding decide to impose a suspension, the parents will be informed of the length of the suspension and of their right to appeal the basis of the suspension to the Board of Management at its next meeting. The suspension stands, pending such an appeal.
- Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents may appeal the sanction under Section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.
- If the boy is over 18 years of age he may exercise the right of appeal himself.

- The Principal or Head of Boarding will confirm the suspension and the right of appeal in writing to the parents. The student may be set school work or other reasonable tasks to complete during the period of his suspension in order to help him reflect on his behaviour.

The College reserve the right to impose conditions on any suspension as an alternative to permanent exclusion.

8.3 Permanent exclusion

Permanent exclusion is the ultimate sanction in the College and will not be considered lightly. The authority to expel a pupil rests with the Board of Management alone. Permanent exclusion will be considered for very serious incidents, such as continuous serious disruption, violence or the possession or supply of illegal substances. However, the grounds for permanent exclusion may, in fact, be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that permanent exclusion is considered when the College authorities have tried a series of other interventions and believe they have exhausted all possibilities for changing the student's behaviour.

Procedure

In so far as they apply, the principles for suspension will also apply in the case of permanent exclusion.

- The Principal or Head of Boarding will interview the student about his behaviour, and give him the opportunity to respond.
- The Principal or Head of Boarding will write to the boy's parents/guardians, informing them that permanent exclusion is being considered and the nature of the evidence on which this is based. He will offer them the opportunity to consider this evidence, and to make a submission by way of rebuttal within fourteen days.

After fourteen days, and having considered the parents/guardians' response (if any), if the Principal or Head of Boarding still intends to recommend that the Board of Management expel the student, he will:

- Inform the student's parents/guardians by registered post of his intention to ask the Board to expel the student, stating the reason(s) for the recommendation.
- Give at least five days' notice of the Board meeting at which the recommendation will be considered.
- Inform the student's parents/guardians of their right to be present and heard at the Board meeting *or* to make a written submission to the Board. (In the case of a lone parent opting to attend the Board meeting, he/she may be accompanied by a friend or relative.)
- Prepare a report for the Board containing all the relevant material relating to the case.
- Send out a copy of the report by post to the parents/guardians of the student on time for the meeting.

- The Principal or Head of Boarding may suspend the boy from school pending the decision of the Board regarding permanent exclusion.
- Parents are required to give two days' notice to the Secretary of the Board of Management of their intention to be present and speak at the Board meeting, after which they will be invited to attend the meeting at a designated time.
- The Board will examine the report and may seek clarification from the Principal or Head of Boarding. The Chairperson will give the parents sufficient time to respond to the report and make representations on behalf of the student. The Principal or Head of Boarding will take no further part in the discussion other than to clarify matters raised in the parents/guardians appeal.
- After the presentations and any clarifications, the Principal or Head of Boarding and parents will leave the meeting. The Board makes its decision and communicates it to the parents/guardians by registered letter.

If the Board decides to expel the student: The National Education Welfare Board is informed.

The permanent exclusion does not take effect until at least twenty school days have elapsed after receipt of notification by the NEWB, though the Principal or Head of Boarding may suspend the student from school during that period.

The parents 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, within forty-two calendar days of receipt of written notification of the Board's decision.

- If the Board decides not to expel the student, it will decide on an alternative sanction, in consultation with the Principal or Head of Boarding.

9 Sanctions relating to breaches of the Substance Misuse Policy.

9.1 General

The following represents guidance on the range of sanctions to may be imposed in the event of their being a breach of this policy. The Principal, Head of Boarding and The Board of Management reserve the right to impose sanctions outside these guidelines, depending on the circumstances of the case. Any disciplinary action taken by Cistercian College against a student based upon a positive result of a drugs test will be in accordance with this Policy and the Colleges Code of Conduct.

2. Action taken, depending on the individual circumstances, may be a warning, suspension, or permanent exclusion. The College reserve the right to attach such stipulations and conditions as it deems appropriate to all such sanctions.
3. Cistercian College will not normally permanently exclude a student who is found under the influence of alcohol, in possession of alcohol or for whom a positive test result was the first such result for the student (but reserves the right to do so) unless when the student was given an opportunity to participate in a suitable drug or alcohol counselling or rehabilitation program, and that student either refused to participate or failed to successfully complete such a program. In such an event the student may be permanently excluded from the school.
 - Any such counselling or rehabilitation programme must be paid for by the parents/Guardians.
 - Any student who has completed a drug/alcohol rehabilitation program or counselling must submit proper documentation to validate successful completion of such a program.
 - After successful completion of a drug/alcohol rehabilitation program, the student will continue to be subject to drug and/or alcohol screens for such period of time as the College believes appropriate.
- 9.4 A student who fails a second drugs test or is found under the influence of alcohol, or in possession of alcohol a second time is likely to be permanently excluded from the College.

9.5 Drugs, alcohol or other substances for sale or supply.

Students found in possession of drugs or alcohol that in the sole opinion of the Head of Boarding or the Principal that are such that it is reasonable to believe that they are for the purpose of sale or supply are likely to be permanently excluded from the College for a first offence. Students found to have sold or supplied drugs or alcohol to another student are also likely to be permanently excluded from the College for a first offence.

9.6 Smoking and vaping.

Smoking and vaping are absolutely prohibited as is the possession of cigarettes, vaping e-cigarettes, lighters and matches on the College premises, its vicinity and during College functions and activities.

- If a student is caught smoking or vaping within the college buildings or in any vehicle it will result in an automatic suspension for two days and will be considered as serious as a fourth offence. One further offence could lead to permanent exclusion from the College.
- 1st Offense – Warning to the student that next offense will result in his parents getting a letter in which it will state that if he is caught again he will be suspended for 2 days. Parents will be notified by telephone or

email. Advice/Guidance on how to give up smoking or vaping will be offered.

- 2nd Offense – Letter sent to parents warning a next offense will result in a two day suspension. Advice/Guidance on how to give up smoking or vaping will be offered.
- 3rd Offense- Automatic suspension for two days. Advice/Guidance on how to give up smoking or vaping will be offered.
- If a student is a persistent smoker and is caught smoking or vaping after his first 2 day suspension, he will be suspended for one final 2 day suspension.
- Following the second and final suspension the Board of Management will be informed and permanent exclusion will be considered where a student has been suspended twice.

9.7 Alcohol.

The possession, purchase, supply to another or drinking of alcohol is absolutely forbidden on the College premises, its vicinity and during College functions and activities. Breach of this rule may involve the immediate suspension from school for a first offence.

If there is any further offence involving alcohol the Board of Management will be informed and permanent exclusion will be considered.

10 Review and Evaluation of this Substance Misuse Policy

10.1 Reviews

The policy will be reviewed annually, or in the light of changing information, by the Colleges Student Support Team.

10.2 Evaluation:

Teachers, Parents, Students and Board of Management will be involved in the evaluation of this policy

Three main areas of the policy to be evaluated are:

- Drug Education Programmes
- Drug Related Incidents
- Parent, Staff and Management Training.

Adopted by Board of Management 09 /12/ 2019



CISTERCIAN COLLEGE

EXCELLENCE IN EDUCATION

insideat coelis animo sed corpore terris
let the mind be in heaven while the body dwells upon the earth

DRUG AND ALCOHOL TESTING

CONSENT TO TEST STUDENT

We have been allowed to read and inspect a written copy of this policy. We have read the entire contents of this policy and I/We am/are aware and fully understand:

- the policy and its contents;
- what conduct the policy prohibits and the consequences of such conduct;
- our rights under the policy and the consequences if we exercise certain rights; and
- That certain events as described in the policy may result in adverse disciplinary action, including the permanent exclusion from the College.

I/We hereby voluntarily consent to Cistercian College, or its health service providers, or other persons or entities acting for or with them, to collect a body component (blood, urine, breath, or any combination or specimens as requested) from me/our son for testing for alcohol and/or drugs. We further voluntarily consent to the laboratory's disclosure to Cistercian College of the results of my/our son's drug and/or alcohol test and other information related to the test.

Student

Parent /Guardian

Date