

38. Epidemics:

(a) In the event of an outbreak of a disease of epidemic nature the teacher in charge shall communicate immediately with the medical officer of health for the district in which the school is situated, giving all details about the number of pupils affected and such other information as the officer may require. The Board and the school committee shall be notified also.

(b) If the medical officer instructs accordingly the school shall close for such time as directed and the principal shall immediately notify the Board and the school committee.

39. Irregular Attendance and Exemptions from Attendance:

(a) In cases of irregular attendance the principal shall take action in accordance with procedures set out in chapter IX of "The Principals Handbook on School Administration".

(b) Where irregular attendance persists following action under the preceding subclause, the principal shall report such cases to the Board with sufficient detail as to the number of absences and names and addresses of parents as will enable the Board to deal with the case and take proceedings if such action should become necessary.

(c) The principal shall report to the Board particulars of any pupil under 15 years of age who has left school and whose record card has not been applied for by another school within one month. The information to be supplied shall include the pupil's name, date of birth, class, and date of withdrawal; also the name and last known address of the parents.

(d) The principal shall notify the Board immediately of any case where a certificate of exemption from attendance has been issued in terms of section 118 of the Act.

40. Non-Enrolment:

The principal and the school committee should advise the Board of any known children over 6 years of age who have not enrolled at a school, or been granted a certificate of exemption under section 111 of the Act.

41. School Age and Employment:

The principal shall advise the Board of any cases coming to their notice where pupils are employed contrary to the provisions of section 121 of the Education Act.

Note: The Act forbids the employment of children where it would adversely affect either their school attendance or correspondence school requirements.

42. Private Property:

Cash or private property left in or stored at the school shall be at the sole risk of the owners.

43. Reports by Principals:

(a) The principal shall forthwith notify the General Manager of the Board whenever any teacher at the school of which he is the principal, is to the knowledge of the principal charged with or convicted of any offence under the Crimes Act 1961 or the Misuse of Drugs Act 1975 or any other Act as may be specified by the Board.

(b) The principal shall when requested by the Board, or where in his opinion the circumstances warrant, provide to the Board information regarding the conduct of any teacher which conduct may be considered by the Board and/or the principal to be unbecoming to a member of the teaching service or which tends to show his unfitness to remain in his present position or in the teaching service.

(c) The principal shall furnish to every regular meeting of the school committee a written report containing such details of the roll and other matters as are likely to be of use or interest to the school committee.

44. Teachers Escorting Pupils to Manual Centres:

Teachers escorting pupils from their own or adjacent schools shall be responsible to the principal of the school at which the manual school is located. Such teachers are required to assist in supervision of their own pupils during intervals and lunch breaks and unless they have a special teaching assignment approved by their principal in the school to which the manual centre is attached or in some other school, they are required to remain with their own classes.

45. Educational Tours and Visits:

(a) With the approval of the principal and subject to conditions laid down by the Board from time to time school visits of not more than one day involving pupils in no greater danger than those in or about the school are permitted without application or notification to the Board. The chairman of the committee should, however, be notified if the trip or visit involves a whole school day.

(b) For all other school visits whether day or overnight application for approval by the Board shall be made by the principal at least one month in advance. Such applications must include information on the following points:

1. Proposed programme.
2. Accommodation and transport arrangements.
3. Supervision arrangements.
4. An assurance that the proposal is integrated with current classroom activities.
5. Provision made for pupils remaining at school.
6. An assurance that the project has the support of the school committee.
7. Costs and details of how they are to be met.

46. Enrolment of Pupils:

The principal shall verify the date of birth of each child upon enrolment at the school. (This may be ascertained from birth certificates, or parents' passports, or ships' registers, or statements from the Department of Social Welfare, or from any other source which the principal considers authoritative.)

47. Smoking in Classrooms:

Smoking during pupil class contact time is strictly prohibited.

48. } Reserved for future use.
49. }
50. }

TEACHERS—APPOINTMENTS, RESIGNATIONS AND COMPLAINTS, ETC.**51. Application for Advertised Vacancies:**

Applications for appointment or promotion shall be made on the prescribed form and no application shall be considered which has not been received by the advertised time for the closing of applications: provided that in any case in which the Board is satisfied that it was impossible for the teacher to lodge an application by the advertised closing time a telegraph application will be accepted subject to the formal application being received by the first air or surface mail. Telegraphed applications must include the teacher's assessment where this is applicable.

52. Resignation and Retirement of Teachers:

(a) Relieving teachers wishing to resign shall give as much notice as possible to the Board and the committee.

(b) Any teacher resigning his position is required to carry out his duties up to and including the day on which his resignation takes effect. If he is to take up a position under another education board any leave required for travelling to the new position must be taken after that date.

(c) Except in special circumstances, of which the Board alone shall be the judge, all teachers in the service of the Board shall retire not later than the end of the term in which they attain the age of 65 years.

53. Absence of Teachers:

When a teacher is absent from duty the Board shall be notified by the principal without delay, and an indication given of the probable period of absence. The date of resumption of duty shall be notified by the principal on the day the teacher resumes.

54. Leave of Absence:

Except in cases of illness or accident, no teacher shall absent himself or herself from duty without the Board's permission. Where leave is required for any purpose other than illness or accident, an application shall be forwarded to the Board with the recommendation of the school committee and principal noted thereon, but in cases of sudden urgency—such as serious illness or death of a member of the teacher's family, or of a near relative, provisional leave may be granted by the principal, provided application is made to the Board by first mail.

Application for leave of absence on account of illness or accident for a period exceeding 5 days, must be accompanied by a medical certificate. This must state clearly the nature of the illness or accident and the period for which leave is necessary. The Board may—at its discretion and for periods of not more than 14 days—accept other satisfactory evidence in lieu of a medical certificate.

Applications for leave which can reasonably be foreseen shall be submitted to the Board at least 10 days in advance.

Also the Board may require, at its discretion, any teacher who is considered to have a history of frequent absences due to illness or accident to provide a medical certificate in support of such absence for periods of less than 5 days.

55. Overseas Leave:

Applications for overseas leave shall be submitted to the Board at least 2 months in advance (it should be noted that all such applications will be considered on their merits but in general overseas leave for a period of up to one year will be granted to teachers with 5 or more years of certificated service).

56. Complaints Against Teachers or Principals by Parents or Guardians:

(a) If a parent or guardian of a pupil desires to make a complaint against a teacher he must make such complaint personally or in writing to the principal of the school, but not in the presence or hearing of the pupils.