



Code of Behaviour



"le díograis 's le dílseacht"

The FCJ Code of Behaviour was reviewed and updated in February 2010 by the Board of Management , staff , parents and students of the FCJ Secondary School, Bunclody.

Our code is based on the FCJ ethos of Truth, Respect and Justice leading to a positive teaching and learning environment.

Our aim is to create a respectful, happy, safe and co-operative atmosphere built on a foundation of positive relationships among all in our school community. In this atmosphere students can participate fully in all school activities so as to further personal development, good citizenship and academic progress.

Our goal is the development and well-being of each member of our school community.

It is the responsibility of the Board of Management, staff, students and parents to ensure that our code is implemented, respected and supported in a just and fair manner.

The code of behaviour was ratified by the Board of Management in May 2010.

The Standards of Behaviour that shall be observed by all in our school:

Our school values respect for all, kindness and willingness to help others, fairness and forgiveness, courtesy and good manners.

Student Commitments:

- I will attend school punctually every day.
- I will respect all staff.
- I will respect other students and their learning.
- I will do my best in class and take responsibility for my attention, for my behaviour and for completing my homework and study.
- I will take responsibility for my books and equipment.
- I will keep the rules and follow classroom regulations.
- I will wear my school uniform properly.
- I will be honest and truthful.
- I will respect school property and help to keep my school clean.
- I will participate in school activities.
- I will help to create a safe and positive environment in my school.

Unacceptable Behaviour

- Behaviour that is hurtful
- Behaviour that interferes with teaching and learning
- Threats or physical hurt to another person
- Damage to property
- Theft
- Use, possession or distribution of cigarettes, e-cigarettes, alcohol and drugs or legal drug substitutes for illegal drugs
- Unauthorised absence (e.g. mitching)

The Measures that will be taken when a student fails or refuses to observe those standards:

When a student's behaviour is unacceptable disciplinary sanctions will be imposed. These measures will be a proportionate response to the behaviour causing concern and will be applied in a fair and just manner. The purpose of these measures is to bring about a positive change in behaviour. The following measures may be used:

- Verbal Warning
- Extra Homework/ Repeated Homework
- Repositioning in Class
- Referral to Form Teacher/ Dean/ Deputy Principal/ Principal
- Referral to Care Team
- Detention at break/ lunch time/ after school/ Saturday
- School Community Service
- Communication from subject teacher to parents/ guardians via journal/ homework slip
- Communication from Dean / Deputy Principal/ Principal to parents / guardians via phone/ letter
- Consultation/ Meeting with parents/ guardians
- "On Report" card
- Temporary Withdrawal from Class
- Fines
- Confiscation of Items
- Suspension
- Expulsion

Procedures to be followed before a student may be suspended/ expelled:

Serious and persistent misbehaviour may result in suspension or expulsion. Suspension and expulsion should be a proportionate response to the behaviour that is causing concern. The FCJ values of Truth, Respect and Justice should apply in all cases.

Fair procedures have two essential parts:

- The right to be heard.

This means that a student and his/ her parents are fully informed about an allegation and the processes that will be used to investigate and decide the matter; and that they must be given an opportunity to respond before a decision is made and serious sanction is imposed.

- The right to impartiality.

This means the right to an absence of bias in the decision maker.

On returning to school suspended students must first meet the Principal to reaffirm their commitment to the code of behaviour and to formally terminate the suspension.

The Grounds for Removing a Suspension

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary General of the Department of Education & Science directs that it be removed following an appeal under section 29 of the Education Act 1998.

The Procedures to be followed relating to notification of a child's absence from school.

School attendance is the single most important factor to enable students to achieve their full potential. It is the keystone upon which a child's education is built. Therefore it is essential that the school and parents work together to ensure that their child attends school every day.

- Parents must inform the school of their child's absence for any reason .
- The student must present an absence note in their school journal to their Form Teacher on their return to school clearly stating the reasons for absence. The note must be shown to the subject teacher at 9.00.
- Medical certificates are accepted for long term absences due to illness and are recorded in the student's file. If a student is absent for 20 days or more the National Educational Welfare Board must be notified. If medical certificates have been presented this information will be passed on.
- In order to promote good attendance the school will on occasion text / contact parents regarding absences. If a parent has a query he/she should contact the school office.
- Failure to notify the school re absence will result in the matter being addressed by the Form Teacher. If the matter is not resolved the Dean of Year and Attendance Officer will be informed and the parents/guardians contacted.

School Rules

- Students must remain on the school premises for the entire duration of the school day. In cases of emergency parents must phone the Principal or the Deputy Principal to seek permission to take their child from school.
- When a student arrives late for school he/ she must report to the office with an explanatory note signed by parents or guardians. A late note is then given to the student before he/she enters the classroom.
- Notes in the school journal dated and signed by a parent or guardian stating the reason for leaving the school are required for Permission to Leave the school and must be given to the Dean of Year at 8.50am. Students must sign in / sign out on these occasions.
- Notes re. short term non-participation in Games/ PE should be addressed to the student's PE teacher in the school journal.
- Students who feel sick must go to the designated person at break/lunch- time. At other times they must seek permission from the class teacher to go to the Principal's or Deputy Principal's office. Parents will be contacted by the school if necessary.

- All students are expected to wear their full school uniform. In exceptional circumstances, a letter from parents or guardians may be given to the Dean of Year at 8.50am requesting permission to attend class without full uniform.
- Discreet jewellery and make-up must be in keeping with school uniform. Students must keep their hair neat and tidy, this excludes garish dyed hair and inappropriate styles.
- Students must not tamper with fire alarms /electrical equipment/sockets etc. It is an extremely dangerous offence as it endangers the safety of staff and students.
- Students are not allowed to have mobile phones in school as they distract students from full participation in school activities.

Sanction - Confiscation:

Students with phones during:

Breaks/lunchtimes will be confiscated for 2 weeks.

Class will be confiscated for 4 weeks.

School tests will be for confiscated for 8 weeks.

It is the students' responsibility to inform parents that their phones have been confiscated.

Parents must collect phones after confiscation.

- In school or while representing the school e.g. on school trips the following are forbidden:

Use, possession or distribution of cigarettes, e-cigarettes, alcohol and drugs or legal drug substitutes for illegal drugs.

- Students must remain in their own buildings except when going on business elsewhere. The laneway and riverside are out of bounds. Beyond the basketball courts is also out of bounds unless accompanied by a teacher for training etc.
- The school has the right to require a student to reveal the contents of his/her pockets /bag if the need arises.
- Bullying in any form or fighting is not acceptable.

Information for Students

- Students are not allowed to park their cars on the school grounds.
- Evening study for two hours after school each day is offered to 3rd, 5th. & 6th year students on a first come, first served basis, taking into account the student's record of attendance, application to study and must be paid for. Saturday study from 10.00 – 3.00 is offered to 6th year students at no cost.
- Property broken or damaged will have to be replaced by the student concerned.
- Sums of money and other valuables should be put in the "Safe Keeping Box" outside the main office. The management of the school cannot accept responsibility for lost or stolen property.
- Students must see to their own transport home after matches/school outings.
- Fines are imposed for: smoking, lost property, and maliciously damaged property.

Code of Behaviour Form



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When Parents/ Guardians & Students sign the Code of Behaviour Form, they are accepting it as their duty to support both the code and the sanctions employed when the code is broken.

Once a student enters this school, he/she is subject to the discipline of the school and is entitled to remain as a student only as long as he/she accepts and obeys the discipline and code of behaviour of the school.

The Board of Management reserves the right to add to or alter the Code of Behaviour, School rules.

Agreement to Abide by Code of Behaviour

I have read and understand the Code of Behaviour of FCJ Secondary School, Bunclody and I agree to abide by the Code of Behaviour and the School Rules.

Signed: _____ Date: _____

(Parent/ Guardian)

Signed: _____ Date: _____

(Parent/ Guardian)

Signed: _____ Date: _____

(Student)