



Code of Behaviour



"le díograis 's le dílseacht"

The FCJ Code of Behaviour was first ratified by the Board of Management in May 2010 and reviewed and updated in 2023 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 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 teachers and 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/PE 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 use technology responsibly and respectfully in line with our Anti Bullying, AUP & BOYD policies.
- I will help to create a safe and positive environment in my school.

How positive behaviour & care of our students are promoted in our school:

- The 3 core rights are central to our Code of Behaviour:

The right to be safe and happy

The right to learn

The right to be yourself.

- Care Team which includes two qualified psychotherapists, our school chaplain, AEN Coordinator, Guidance Counsellor & 2 members of the SMT team.
- Anti-Bullying Team, Student Ambassadors, Co-ordinator and AP1 post holder to create awareness of bullying and its effects and to ensure the safety of our students.
- The work of Deans in the care System.
- Academic Monitors in fifth and sixth year to build positive relationships between students and teachers and support students in their learning.
- AEN Team to help and support our students with learning difficulties.
- Allocation of a teacher who specialises in Behavioural Management offering positive affirmation and one to one tuition time.
- Attendance Team to promote school attendance and punctuality.
- Home school liaison to build positive relationships with parents and follow up on long term absences.
- Student Well Being post accorded AP1 Status.
- Positive Behaviour post, accorded AP1 status.
- Teachers submitting positive behaviour comments on VShare.
- The building of links with outside agencies to support the promotion of positive behaviour, NEPS psychologists, Tusla social workers and the EWO (Educational Welfare Officer).
- Life Skills in our wellbeing curriculum.
- Induction team for new teachers to communicate the vision and ethos of our school including the promotion of positive behaviour and relationships.
- Emphasis on building positive relationships and the restoring of relationships when fractured among all in our school community, teachers, students and parents.
- Awards to promote positive behaviour & kindness in our school: e.g. Marie Madeleine medal, Sr. Madeleine Hayes kindness award & TY House Cup.
- Introduction of a nurture room for emotional and social support.

Unacceptable Behaviour:

- Behaviour that is hurtful.
- Behaviour that interferes with teaching and learning.
- Fighting, threats or physical hurt to another person.

- Damage to property.
- Theft.
- Use, possession or distribution of cigarettes, e-cigarettes/vapes, alcohol and drugs or legal drug substitutes for illegal drugs.
- Unauthorised absence (e.g. mitching).
- Inappropriate use of mobile phones.

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:

- Note on VShare.
- Verbal warning.
- Repositioning in class.
- Referral to Dean/ Deputy Principal/ Principal.
- Referral to Care Team.
- 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.
- 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.

However, in the event that your son/daughter is absent from school, for any reason you must inform the school.

Please note the following procedure:

- Full day absences should be logged on VShare by the parent/guardian or by contacting the school office by phone (053 9377308) or e-mail (office@fcjbunclody.ie) on the first morning of the absence to explain their son/daughter's absence. If you are unable to contact the school by VShare/telephone/e-mail, then your son/daughter must present a note explaining their absence, signed by a Parent/Guardian, on the morning of their return to school. This note must be handed into the main school office before 8.50am.
- 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 Child & Family Agency Tusla must be notified. If medical certificates have been presented this information will be passed on.
- In order to promote good attendance the school will regularly 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 Attendance Officer. If the matter is not resolved the parents/guardians will be 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 stamp 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 handed in at the school office by 8.40am. Students must sign out at the school office on these occasions.
- Notes re: short term non-participation in PE should be addressed to the student's PE teacher in the school journal.
- Students who feel sick must go to the school office 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/PE 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.

- All students' property - coats, bags, books, uniform, PE gear, lunch boxes & water bottles must carry the student's name.
- 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 use mobile phones on the school premises unless under the specific instruction by their class teacher for educational purposes. At all other times phones must be powered off.

Sanction - Confiscation:

- 1st & 2nd Offense: Phone taken from student & must be collected by parent/guardian at a time of their discretion.
- On the 3rd offense the phone is taken from the student for 5 school days & collected by parent/guardian at the end of that period.
- Phone used during School House Exams will be confiscated for 8 weeks

It is the student's responsibility to inform parents that their phone has been confiscated.

- The Schools code of behaviour and rules apply on all school trips.
- The laneway and riverside are out of bounds.
- 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.
- Students are not allowed to park their cars on the school grounds & should be aware of busy school traffic in the evening.

Examination Regulations:

- Students may not communicate in any way during the tests.
- If any communication takes place, a report is made to the Dean.
- Each student must have his/her own writing material - pencils, pens, eraser, ruler, log tables, graph paper etc.
- Writing materials must be kept in a transparent bag.
- Work must be presented tidily.
- No borrowing is allowed.
- Full uniform must be worn (no jackets/hoodies/PE uniform).
- Each pupil must have paper clips or a stapler.
- Foolsap, question paper and all rough work must be clipped together with paper clips or stapler.
- Use of tipp-ex is not permitted.
- No eating is permitted in the exam centres.
- Students will be asked to remove their books before each test commences. No folders, files, notebooks etc. must be kept on the desks - a reasonable number of pages for working on are allowed (if pages are not provided in exam).
- No student may leave the centre during a test except in the case of an emergency.
- Classes will be seated in order of alphabetical class lists. Students must sit at the places assigned to them and must remain in the centre until the end of the test.
- Students must be in centres at 8.50am in the morning and at designated times in the afternoons.
- Students sign the roll at the beginning of each morning and afternoon session.

Classroom Regulations:

- Students must be prepared for class and seated in their assigned places.
- The fabric of the building must be treated with care especially classroom furniture, white boards, notice boards and lockers.
- The classroom must be kept clean and tidy at all times.
- At the end of the day, chairs must be put on the desks, lights must be turned off and windows closed.

Internet Acceptable Use Policy

Please review the school Internet Acceptable Use Policy, available on our website.

Acceptable Use Policy

Purpose:

The 'Bring Your Own Device' (BYOD) programme involves allowing students to bring their own 'mobile devices' to school to support learning activities. In an effort to support student centred learning and allow students to take more control of their own learning, the school will allow students to use certain mobile devices in the school. Students and parents/guardians wishing to participate in the BYOD programme must accept the responsibilities stated in the BYOD Acceptable Use Policy (AUP) as outlined below and must read and sign.

Types of mobile devices allowed under this policy:

For the purpose of this program, a 'mobile device' refers to a student owned device such as a tablet, laptop, netbook, iPod touch, or suitable phone. Personal gaming devices are not allowed under the BYOD programme. The school decides on the type of allowed device.

BYOD Acceptable Use Policy (AUP) Summary:

1. Any student who wishes to use a personally owned, mobile device within school must read and sign this BYOD AUP document.
2. A parent /guardian of the student must also read and sign this BYOD AUP document.
3. Students take responsibility for appropriate use of their device at all times. The school is not responsible in any way for the device or for its use.
4. Students/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.
5. The school reserves the right to inspect or monitor student mobile devices during school hours.
6. Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.
7. During school hours students are allowed use their device for learning related activities only.
8. Students will comply with teachers' requests regarding use of devices during school hours, and classes.
9. Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.
10. Students may not use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers.
11. Student must use the school wireless network and content filtered broadband. Use of other 'unfiltered' public wireless connections, such as mobile networks, is not allowed during school hours.
12. The school reserves the right to change the AUP in line with overall school policy.

Mobile Device Details: _____
(eg. Tablet – include manufacturer, type of device here)

As a student I understand and will abide by this BYOD AUP. I understand that any violation of this AUP may result in not being able to use my mobile device in school, and could mean other disciplinary action.

As a parent I understand that my child accepts the responsibilities outlined in the BYOD AUP. I have discussed the AUP with them and we both understand our responsibilities.

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 and School Rules.