

**GREENFIELDS POLICY: PROMOTION OF GOOD BEHAVIOUR &
SANCTIONS FOR MISBEHAVIOUR**
(Reviewed September 2015)

Greenfields School Rules & Ethics System

INTRODUCTION

Ethics simply means what is the right thing to do for you and everyone else. Greenfields also has a department called Ethics where you can get help so you can continue your study without any distractions.

During your time at Greenfields, you should be aware that there are rules and agreements to be followed. If a group wants to work well together then there has to be an agreement within that group as to what is the right or the wrong thing to do. These are the school rules.

We expect all students to follow these rules in order to create a safe and friendly environment and help others to maintain these standards. We also expect you to use common sense in your conduct, which is not necessarily written down.

Note: The first senior students and their Class Tutor wrote the following rules in the first term of Greenfields, September 1981. They were reviewed and added to during the next years. The juniors have a shorter version of the rules and use a different ethics system.

LEVEL 1 RULES

GENERAL

- Have good manners at all times.
- Treat others as you want to be treated.
- Respect the religious beliefs and practices of others.
- Respect other people's possessions. Do not destroy, take or borrow them.
- School uniforms are expected to be smart and correct at all times.
- Do not play roughly or play-fight with each other.
- No discmans, walkmans, iPods, MP3's and the like are to be brought into school.
- No electronic games of any kind are allowed during school hours.
- Mobile phones are banned during school hours and must be kept in your locker.
- Be quiet in the corridors during lesson time. Do not run through the corridors or jump down the stairs at any time.
- Help your fellow students keep to the rules.
- If you have a complaint of any kind, take it up with your tutor, the Ethics Officer or Qual staff.
- Report any repeated level 1 rule violations (see ethics reports')

AS A STUDENT

- Students need to be well fed and rested. Make sure you get sufficient food and sleep.
- Be on time for buses and for classes.
- Hand in your homework and other assignments on time.
- When in class be a student and use the study technology you have learned.
- Follow the course room and classroom rules.
- Students must have their own materials.
- Don't interrupt or disturb other students or classes.
- Use toilets during breaks, not during class time.
- Students are not allowed to be absent from any class without written permission.

APPEARANCES

- Help to keep the grounds clean, use the bins for litter and don't leave your personal or the school's belongings lying around.
- Help to keep the school tidy and clean. Clear up any area you use and put materials back in their place.
- Keep your own space tidy and your materials and your own things in your desk or locker.
- Girls are allowed one stud or one sleeper per ear. No cologne or perfume or make-up, including nail polish. Boys are not allowed ear rings.
- No dying of hair with bizarre colours or cuts for boys or girls. Hair below shoulder length has to be tied back for girls and boys should wear their hair short.
- Religious jewellery requires a written request from the parents approved by the Ethics Officer.

HEALTH AND SAFETY

- Chewing gum, sugary foods and fizzy drinks are not allowed during school time.
- No food is to be stored in the classrooms. Only use the dining room/patio area to eat.
- No food or snacks brought to school may be shared with other students.
- If you are told to take any medication by a parent or doctor, let your tutor know.
- Stay within the school grounds. *
- The car park and turning circle are off limits unless you are with a staff member or parent.
- Play ball games in the grounds, not in the court yard or back entry.
- Stay away from machinery and staff work areas.
- A student is not allowed to walk home without written permission from the parent/guardian.
- No student is permitted to be in the boarding premises.

ANY STAFFMEMBER OBSERVING VIOLATIONS OF A LEVEL 1 RULE HANDLES THIS BY IMMEDIATE CORRECTION, WARNING OR SHORT AMENDS ACTION.

IF A STAFF MEMBER HAS TO REPEAT ANY CORRECTIONS A REPORT IS WRITTEN TO THE ETHICS OFFICER.

LEVEL 1 VIOLATIONS CAN BECOME LEVEL 2 VIOLATIONS WHEN THEY ARE SERIOUS, REPEATED OR OF GREAT HARM TO OTHERS.

LEVEL 2 RULES

- Do not lie or cheat. Be honest at all times.
- Do not destroy, damage, vandalize or take school property in any way. (E.g. graffiti, breaking furniture etc.)
- Do not tease, bully or hurt another's feelings, gang up against others or unreasonably exclude others from activities.
- No sexual activities are allowed whilst enrolled at school.
- Cigarettes, tobacco and any other smoking material are not allowed on school premises by any student, regardless of age. Off-site the law prevails.
- No student is allowed to consume alcohol in the 24 hours preceding school.
- No student is allowed to bring or consume alcohol on school premises. Off-site the law prevails.
- There is to be no excessive use of alcohol at any time whilst enrolled at school.
- Any student *deliberately* not using Study Technology after being trained on this will be immediately suspended from studies or sent for retraining
- At school or elsewhere, no student is allowed to log onto websites that are illegal or have an adult sexual content. Nor is a student allowed to view or listen to anything else that has an adult sexual content.
- Do not do anything that will damage or endanger the school or bring the school into disrepute.
- Always report a level 2 or a level 3 offence so that it can be corrected.

THE ETHICS OFFICER WILL GO OVER VIOLATIONS OF A LEVEL 2 RULE AND WILL WORK OUT A FULL CORRECTION PROGRAMME WITH THE STUDENT. THIS USUALLY INCLUDES MAKING AMENDS TO THE SCHOOL FOR TIME WASTED AND DISRUPTION CAUSED. THIS MAY INCLUDE INTERNAL SUSPENSION FROM CLASS.

THE ETHICS OFFICER ALSO HELPS TO SORT OUT THE RIGHTS AND WRONGS OF THE MATTER.

LEVEL 2 VIOLATIONS CAN BECOME LEVEL 3 VIOLATIONS WHEN THEY ARE SERIOUS, REPEATED AND/OR OF GREAT HARM TO OTHERS.

LEVEL 3 RULES

- Do not break the law.
- Do not take street drugs or solvents or un-prescribed medical drugs in or out of school.
- Do not withhold vital information whilst you or another student are under ethics investigation. This can be knowledge of a crime or a serious harmful situation.

WHILST THE ETHICS OFFICER INVESTIGATES VIOLATIONS OF A LEVEL 3 RULE, A STUDENT IS EXTERNALLY SUSPENDED FROM SCHOOL.

EXPULSION IS MANDATORY IF THE STUDENT HAS BEEN INVOLVED WITH DRUGS.

*Note: Additional information for understanding school rules is available in the Ethics Office.

LEVELS OF ETHICS & DISCIPLINARY ACTIONS

INTRODUCTION

Greenfields school rules and ethics system are written to make sure that students and staff can work together and achieve the purposes of the school. Breaking the rules of the school is never ignored but handled by using the “lightest touch” in the case of Level 1 violations. Any other non-optimum behaviour should also be handled, usually by good communication to bring about understanding. Further actions are only taken if the matter is not handled with the earlier “lighter touches”. However when a violation of Level 2 or 3 rules has occurred, the ethics officer will take up the matter, see ethics reports page 9.

REPORT CARDS

When a student has been to ethics and still needs more help in order to get to the point where he or she can be a student, a report card is issued by the Ethics Officer. Being on report means that the student’s production and behaviour is monitored for a limited period. This is not lightly taken and is usually done to give the student and extra opportunity to correct him or herself whilst back in class.

COMMUNICATIONS TO PARENTS OR PARENT ALERTS

It is important that the parents are kept informed of a continuing non-optimum situation with their child, whether homework, uniform etc. The child’s tutor needs to be informed of any non-optimum situation and in coordination, the tutor or any other staff member can contact the parents. The “lighter touch”, a word with the parents, is used first; then a written communication if the situation continues and finally, a Parent Alert.

Always route a copy of a Parent Alert to the ethics department.

ETHICS REPORTS

The students are expected to be responsible for themselves, their fellow students and for upholding the rules and standards of the school. Therefore if a student notices a rule is being broken, he is to mention this to the student involved. If repeated, the student has to write an ethics report with specific data, sending this via the tutor to the student involved. A copy is sent to the ethics department. Generally the Ethics Officer will take no action because of a level 1 violation, unless more than three reports are received. If a student feels that a report is incorrect, he/she can sort this out with the Ethics Officer to get this properly handled.

Level 2 violations are immediately handled by ethics.

When a Level 3 rule is reported, the report will be fully investigated by ethics, whilst the student is externally suspended, and it will be decided whether or not any further actions are necessary.

SUSPENSION OR EXPULSION

SUSPENSION

If a student is suspended from class (internal suspension) the parents are informed and are asked to come to the school as soon as possible. The student works on a programme under the ethics officer to help correct the violated agreements and harmful actions done.

Suspension from school (external suspension) may be necessary and return to school is after a full and satisfactory handling and correction of the violations. This is followed by a full review by Qual, which is charged for. Older students may work for the school in exchange for the Qual hours. A student will usually be put on probation for a period with clearly laid out steps to achieve normal status.

EXPULSION

Should the above not be sufficient to remedy the student's behaviour then the last step is expulsion. If a student is expelled it is possible that, should the student come to his or her senses, the student may regain the opportunity to return to Greenfields. The requirements would include:

1. Full compliance with any order made by the Head at the time of expulsion.
2. Full write-up of all the violated agreements and harmful actions done.
3. A public announcement to the school that the student realized that his or her actions were contra-survival, possibly including the influence or motivation that led to them.
4. A suitable amends project done for the parents and/or for the school.
5. Evidence of genuine ethics change would be needed.
6. A 6 months record of no further instances of return to the violations.
7. Positive evidence of honesty and exchange.
8. Recommendations from people who the student has worked for during the period of expulsion.
9. Once back at school the student would be on a probationary period, building up a record of acceptable behaviour and study

LEVELS OF DISCIPLINARY ACTIONS

1. Let the students know that you have noticed something non-optimum.
2. Tell the student what you have noticed and if they correct the situation leave it at that. Instant disciplinary action.
3. Point out the exact rule that has been violated and get the student's agreement to handle it.
4. Warn the student that any further violation of the rule will result in action being taken, such as communication to the parent.
5. Enforce discipline appropriate to the situation. Implement a small penalty, e.g. staying in over lunch or break time to complete some work, clean classroom etc.
6. Warn the student again and tell the student you are reporting the situation to Ethics. First ethics report.
7. A second ethics report is written for further violation of the rules.
8. Student is sent to Ethics on a 'Student in Trouble Routing Form' with a third ethics report attached.
9. The Tutor informs the student that a Parent Alert is being sent to the parents, routed via the ethics officer.
10. Tutor informs the parents that the student is taken out of some classes for a handling with the ethics officer.
11. Ethics officer implements the handling.
12. Ethics calls a meeting with the applicable Head of school, the tutor and the Qual Sec. to advise on further actions.
13. Parents and the Head are informed of the recommendations.
14. The student is officially suspended from class for a limited time with publication in the notices. Internal suspension
15. Ethics officer sends evidence and his/her recommendations of the situation to the Head. The Head informs the parents.
16. Suspension from school for one week. External suspension.
17. The Head meets with the parents and the student and advises that the next step is suspension for two weeks.
18. Suspension from school for two weeks.
19. Executive Council reviews the information and puts forward its recommendations.
20. The Head meets with the parents and the student and advises that the next step is expulsion.
21. Expulsion from Greenfields.

Reviewed September 2105 – Jeff Smith – Executive Head Teacher