

Greenhills Community College Code of Behaviour



**Greenhills Community College
Limekiln Avenue
Greenhills
Dublin 12**

Greenhills Community College – Mission Statement

We, in Greenhills Community College, are committed to providing a comprehensive integrated education that will enable each individual to fulfil his/her potential in a positive, caring, respectful, learning environment where skills and attitudes for life-long learning are developed. We will promote equality, innovation and partnership in the delivery of our services.

Aims and Objectives

- To foster the growth of the students of the College morally, socially, academically, emotionally and physically regardless of their social background, education achievements or intellectual ability.
- To educate students from all religious and cultural backgrounds.
- To provide a comprehensive curriculum to assist each student to make the most of their talents, skills and abilities.
- To operate the College as a partnership between the staff, students, parents and the wider community in accordance with the Education Act 1998 and the Education Welfare Act 2000.
- We aim to establish an inclusive work environment free from discrimination in accordance with the Equal Status Act 2000.

Background

Greenhills Community College, an all-boys school, was opened in 1970 to serve the developing area of Southwest Dublin. The college seeks to stimulate and foster the physical, intellectual, moral, emotional and spiritual growth of the students. Parents who choose Greenhills Community College as a second-level school for their children do so in the knowledge that the college will value each student for his own personal gifts. Today the college is up-to-date and is well equipped to meet the challenge of preparing our young people for a successful future. The college is multi-denominational and welcomes students from all religious backgrounds and traditions.

Board of Management:

- Three nominees of Dublin & Dun Laoghaire Education & Training Board.
- Two parent representatives.
- Two teacher representatives.
- Three feeder school representatives.
- The college Principal acts as Secretary to the Board.

Current Management Structure:

- Principal: Ms. Ann Bray
- Deputy Principal: Ms. Noirin Lannon
- Assistant Principals: Ms. Regina Beirne
Ms. Margaret Brosnan
Ms. Angela Crowley
Ms. Mary McMahan
Ms Paula Needham
Mr. Ciaran Stone

CODE OF BEHAVIOUR

The behaviour and discipline policy of Greenhills Community College has been put in place through the collaboration of staff, students and parents/guardians and has been endorsed by the Board of Management. Parental co-operation is considered fundamental to the implementation of the school's policy.

By enrolling their children in the school, parents/ guardians indicate agreement with the aims and ethos of the school and accept all rules and regulations. Next follows a series of guidelines to help our students comply with our school rules.

Respect & Courtesy

The quality of relationships within the school depends to a large degree on respect for each other, on courtesy and on good manners.

- Students should treat each other and all members of school staff with respect and courtesy.
- All members of staff should be addressed and responded to in an appropriate manner.
- Students are expected to follow instructions from all members of staff.

Uniform & Grooming

An important aspect of education is learning to present oneself properly. Students are therefore encouraged to take pride in their personal appearance.

Uniform

Full uniform, as stipulated by the school authorities, is compulsory in school, while travelling to and from school and when representing the school. Students may not travel to and from school in their P.E. gear. Students will change into their P.E. gear before and after their P.E. class. The full school uniform consists of:

- Navy Crested Jumper
- Navy Slacks
- Blue Shirt with school tie blue and navy stripes for 1st, 2nd and 3rd years
- White Shirt & navy school tie for Senior Students
- Black Footwear with black soles and no logos
- All items of uniform should be marked clearly with the owner's name in indelible ink.
- Students not wearing the full uniform may be sent home.

Grooming

- Hair should be clean, well-groomed and tidy at all times.
- Earrings and other facial jewellery are strictly forbidden.
- It is the student's responsibility to look after his own property.
- Parent(s)/Guardian(s) should ensure that the complete school uniform is worn each day.
- Students are not permitted to wear hoodies in school or on the school grounds.
- School uniform will be provided for students who fail to wear their school uniform into school. Students may be sent home (following consent) who refuse to wear this uniform

Positive Behaviour in Greenhills Community College

Student's achievements, academic or otherwise will be recognised through school and class based initiatives.

School Wide Initiatives

- Student Incentive Programme Awards. (S.I.P. Awards)
- Class Card League
- Operation Zero
- Public affirmation through Twitter, Yearbook, website and on Tree of achievement.
- Class tours/outings.
- Other class initiatives such as student of the week, journal rewards and prizes.

Student Incentive Programme Awards, (S.I.P. Awards)

The SIP awards run under the School Completion Programme is a school wide initiative where students good work is rewarded. Each term a member of each tutor group is awarded the "Student of the Term" or "Merit Award". Recipients of the awards will be presented with a certificate, a small prize and a Greenhills SIP Awards pin to proudly wear on their school jumper.

Class Card League

The Class Card League is a school wide competition between junior and senior tutor groups. Each tutor class, focusing on weekly targets will compete against other classes throughout each term. Each group will focus on positive targets, behaviour and subject engagement. The winning class from each term will receive a pre agreed reward, voted by the students.

Operation Zero

Students record their attendance in the journal each Friday in tutor class. At the end of each term, students who have less than a pre agreed number of absent days will receive a school wide reward.

Public affirmation

Students work is showcased on various school platforms including twitter, website, Yearbook and on the schools Tree of Achievement.

Other School initiatives

Other class based positive behaviour initiatives will be run on a class to class basis, under the discretion of each class teacher/tutor.

Journal Credit System: If a student receives no behaviour notes over a 2 week period (*full attendance required for this to be measured*), the student would revert back one level on the ladder of referral. Continued good behaviour will result in further step backs on the ladder. This can only be applied by the Principal or Deputy Principal following a request by the Year Head. A detailed record of the Ladder of Referral will be maintained in the student's journal and on school files.

Creating a Positive Environment

In Greenhills Community College we believe in creating a positive environment, which inspires student to reach their potential, whilst also cultivating and nourishing a positive mental outlook.

Initiatives that encourage positive behaviour and attitudes.

- Breakfast Club
- Common Room
- Lunch Time Clubs
- Extra-curricular Activities
- Summer Camp
- 1st Year Transition Programme
- JCSP Initiative – D.E.A.R., Mobile Library,
- Gaeltacht Scholarship
- Class Trips
- Themed Weeks – Mind Your Mind, Science Week
- Mentoring Programme
- Check & Connect
- Student Council
- After School Study
- Book Clubs
- Parent & Grandparent Events
- Short Courses
- Restorative Practice



Positive Behaviour Posters

The students of Greenhills Community College have developed posters of expectations to support, in a positive way, things that students need to do to meet the behavioural standards in the school.

The chart was developed by the 1st year class of 2019 – 2020 during their Transition Programme with the help of SCP, Tutor and Year Head. The posters which can be seen around the school, use images from the different areas, to support student behaviour. Areas include classrooms, canteen, corridors, toilet, kitchen

- Respect others at all times
- Be mannerly
- Be polite
- Sit in your assigned area
- Encourage one another
- Work hard in all classes
- Support your friends
- Treat everyone equally
- Listen to teachers and staff
- Be safe
- Follow instructions
- Move quietly from class to class



SCHOOL ATTENDANCE:

We would like to inform you a little about the Education Welfare Act, 2000 (amended by the Child and Family Agency Act 2013) and about some of the responsibilities we share under the Act.

As you know, a good education gives your son the best possible start in life. A good education helps young people to obtain secure employment and develop into mature and responsible citizens. The purpose of the Education (Welfare) Act 2000 is to encourage regular school attendance and participation in education and training for as long as possible. It is desirable that every child stays in school and completes the Leaving Certificate.

Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school whichever comes later.

As a parent, you must let the school know if your son is absent and the reason why. It is school policy that reasons must be given in writing. This can be done through the slips which are provided at the back of the school journal. The school will notify Tusla (Child and Family Agency) if a child is absent for 20 days or more or where the absence gives rise to concern.

If your son is sick or is absent for other good reasons, no action will be taken by Tusla. However, if there is concern about your son's attendance at school or about the reasons given, you may be visited by an Educational Welfare Officer who will discuss your son's education with you. The Officer will work with you and take full account of the circumstances of the child and the family before deciding what further action is necessary to ensure that the child receives his entitlement to an education.

Further information concerning the new service and about school attendance matters generally can be obtained from the national Lo-Call Education Helpline - 1890 36 36 66.

Students are expected to attend daily in order to make the best use of the opportunities available.

- Attendance at school is a legal requirement in accordance with the Education (Welfare) Act 2000. Students must attend each school day. Under the Education Welfare Act, the school is obliged to report absences totalling more than 20 days to the Education (Welfare) Board.
- Students are not permitted to leave the school grounds, in the morning and at lunchtime.
- If, for any reason, a student has to leave school early, written permission from parent/guardian must be given beforehand in his journal. The journal must then be presented to the Year Head/Deputy Principal/Principal before leaving the school.
- In the notes section of the journal, a note signed by a parent/guardian and conveyed to the class tutor must explain absences from school.
- No student may leave the school premises during the school day without the correct authorisation.
- No student may absent himself from class without the class teacher's permission.
- Attendance at all school activities is obligatory for those involved.
- Students who arrive late to class in the morning or after lunch, where the register has been called (first class in morning and first class afternoon), must go to the Secretary's office to have their attendance recorded. Failure to do this may result in the student being marked absent for the full day. Lateness will be recorded by computer each morning and the class tutor will call registration each morning at 9a.m.
- Returning late after lunch (for senior students) will result in a detention

RESTORATIVE PRACTICE

Greenhills Community College is committed to including Restorative Practice to promote positive behaviour. We believe this will benefit the whole school and community as Restorative Practice is about developing good relationships and a strong sense of community. Restorative Practice is in its early stages of implementation in Greenhills Community College. Numerous schools across Ireland have embraced Restorative Practice and are benefitting from the experience. One of the aims of Restorative Practice is resolving conflict in a healthy manner when it does arise. Restorative techniques include circle time and mediation. These techniques have been proven in schools to improve on students' attitudes towards learning as well as boosting whole school morale.

PUNCTUALITY

Punctuality is essential to school life as it leads to a better learning environment for all. Students must arrive punctually for the start of the school day i.e. before 9am in the morning and before 2pm after lunch.

Consideration will be given to students relying on public transport or where there are any other extenuating circumstances.

All first, second and third year students must remain on the premises during lunchtime. Transition Year, 5th and 6th year groups are permitted to leave the school during the lunchtime break.

LOCKERS

- As part of the Book Rental Scheme, students may have access to a school locker. Lockers may only be visited before 9a.m, during small break and at lunch break each day. Students are required to have their books organised before the bell rings.
- Students should ensure that their locker is locked at all times.

TEXTBOOKS, EQUIPMENT

- All students must have the required textbooks, exercise books, pens, etc. for each class.
- Textbooks should be covered with students name on each book.
- Money or other valuable objects should not be left in lockers, coats or bags.

TOILET

- Students may not visit the toilets between classes. Students are permitted to use the toilets between 8.30 a.m. and 9 a.m., during morning break and at lunch time.
- Toilet visits are not permitted during class time owing to disruption to classes and loss of class time for the student. If a student needs to visit the toilet during class time, for exceptional/medical circumstances, a note is required from a parent/guardian.
- Students are not permitted to visit the toilet between class periods. Students must go from class to class without delay

LATE FOR SCHOOL

- Students who are regularly late at 9 a.m. (an accumulation of three lates) must attend detention.
- Students who are late back after lunch will receive an automatic detention.
- Parents/guardians of students who are regularly late will be invited to the college to discuss how their son's lateness can be resolved.
- The student journal should be signed each week by a parent or guardian.
- The student journal should be used only for the above purposes.
- It is the student's responsibility to catch up on any homework given during his absence.

COMMUNICATION

Communication is essential for the effective running of the school.

- Letters from the school addressed to parents/guardians should not be opened by students and should be delivered promptly.
- Telephone calls to and from parents/guardians should be made through the office and not on personal mobile phones.
- Mobile phones must be turned off during school hours. Breach of this rule will result in confiscation of the phone. (See mobile phone policy).
- **The use of all mobile phones is banned in school. Unauthorised filming/photography/ recording in school will result in a suspension from school.**

HOMEWORK AND JOURNAL

Homework reinforces school work and learning. It should be completed to ensure that students make the most of their opportunities to get a good education. The school journal is an important home/school link. Begin each week by identifying short term goals. It is important to record time spent on homework.

- All students are obliged to have a student journal in which they must record homework, class work, and teacher's comments, notes regarding absences, late-coming and appointments. Students must have their journal with them every day. The journal must be kept free from graffiti. Defaced journals will be confiscated and students will have to replace them at a cost of 15 euro. Remember your journal is the most important item you have for school every day. Your journal reflects your commitment to school rules.
- Pupils must produce their journal at the beginning of each class and keep it on their desk throughout each class.
- Homework must be completed. If not, the homework journal must be presented to the subject teacher with an explanatory note. Two homework notes will result in a detention.

HEALTH AND SAFETY

All members of the school community have the right to work in a safe and healthy environment and each student has a responsibility to contribute positively to that environment.

- Students must adhere to all hygiene procedures in the college
- Cigarettes, matches, lighters, alcohol and other controlled substances are strictly forbidden in school, on school grounds or vicinity, during all school-related activities and on all occasions where the school uniform is worn.
- The use or handling of any illegal substance, or fireworks is strictly forbidden.
- Chewing gum is not allowed on the school premises.
- Using tippex or similar fluid and felt pens are strictly forbidden.
- All food and/or drink to be consumed in the school canteen only. Eating and/ or drinking is forbidden in classrooms or on corridors.
- Safety equipment and notices of any kind must not be interfered with.
- Students are asked to move between classes quietly, without running.
- Boisterous behaviour will not be tolerated.
- All pupils are responsible for the condition of the school building and grounds. Wilful damage to property or theft will result in severe disciplinary action and full compensation must be made by those responsible.
- Graffiti is prohibited.

- Littering is prohibited.
- Students bringing a moped, motor cycle or car to school must obtain permission from the Principal before entering the school grounds.
- Cycling is not permitted in the school grounds.
- Pupils must remain within the designated play areas assigned to them.
- During class time student movement throughout the school is only permitted by obtaining a note from the class teacher which is recorded in the journal.
- The Board of Management has adopted and implement fully the Department's Child Protection Procedures.
- Parents/Guardians are not permitted to drive onto the school premises to drop off or collect their son.
- Due to supervision, students ***will not*** be allowed into the school building until 8:30am each morning. Students arriving to the school before 8:30am will be required to wait in the designated yard to the rear of the college.
- Students may use the school gate adjacent to the bus terminus and the pedestrian gate at the main entrance to gain access to the school building.
- The Designated Liaison Person (DLP) is the Principal Ms Ann Bray.
- The Deputy Designated Liaison Person (DDLDP) is the Deputy Principal Ms. Noirin Lannon.

ELECTRONIC & DIGITAL DEVICES

- Mobile phones/electronic devices must be switched off as soon as you enter the school building and during the school day between 9a.m. until 4p.m., (1.10p.m. on Wed) (including morning break and lunchtime).
- All electronic devices are strictly forbidden during school hours. Phones may be switched on with the permission of the class teacher and when leaving the school grounds.
- The use of these items will result in their confiscation (see Mobile Phone Policy).
- If a student refuses to hand over a phone (***seen or heard during class-time, in the canteen, sports hall or on the corridors***) to the teacher the student will receive an automatic detention and will be referred to the Deputy Principal or Principal. At this stage any refusal to hand over the phone will result in the student automatically proceeding to Level 3. However, the overall is recorded as only receiving the next level on the ladder. If a student has their phone confiscated on any further occasions their parent/guardian must collect the phone the following working day.

See additional notes after the Ladder of Referral.

VERY SERIOUS BREACHES OF SCHOOL DISCIPLINE

Very Serious breaches of school discipline:

- Aggressive behaviour to staff either physical and/or abusive language.
- Fighting/Violence in school.
- Discrimination, harassment and/or sexual harassment in accordance with the Equal Status Act 2000.
- Bullying.
- Theft.
- Smoking/Vaping/ use or possession of alcohol and/or controlled substances.
- Un-authorized filming/photography in school.
- Failure to hand up mobile phone/personal stereo when requested to do so.
- Vandalism to school property or other student's property.

Following consultation with the Parent/Guardian, the above will result in an automatic period of suspension. The student along with their Parent/Guardian **may** be called in front of the Board of Management for final warnings

SERIOUS BREACHES OF DISCIPLINE

Serious breaches of school discipline include the following:

- Showing disrespect to any staff member.
- Refusing to follow direct instruction given by members of staff.
- Interference with fellow students' right to learn.
- Disruption of class e.g. continuous talking in class.
- Unruly behaviour.
- Copying at exams.
- Forging parents'/guardians' signatures.
- Failure to produce journal when asked.
- Not having school journal.

- Failure to produce punishment work.
- Failure to appear for detention (automatic suspension if a valid reason in writing from parent/guardian is not given).
- Failure to have note from teacher signed by parent/guardian.
- Defacement of school property.
- Vandalism to other student's property.
- Littering.
- Missing school/class without appropriate authorisations.
- Forging notes to explain truancy/absence.
- Continuous lateness.
- Eating and/or drinking in classrooms or corridors.
- Wearing earrings and/or facial jewellery.
- Inappropriate hairstyle.
- Chewing gum.
- Using tippex and/or markers.
- Leaving school premises at any time during the school day without permission.

In line with the **Ladder of Referral** protocol, a serious breach of school discipline will result in a period of detention. Continuous breaches will result in a period of Year Head/Deputy Principal Detention and at the discretion of the Principal, following consultation with all parties, a period of Suspension.

OTHER BREACHES OF DISCIPLINE

Other breaches of school discipline include the following:

- Failure to present homework.
- Incomplete work/homework.
- Copying of homework.
- Failure to have correct books for class.
- Late-coming (Consideration will be given to students relying on public transport or where there are any other extenuating circumstances)

- Failure to wear school uniform.
- Failure to provide relevant notes.

- Failure to have journal signed weekly by parent/guardian.
- Failure to have mobile phone turned off during school hours.
- Running on corridors.
- Tussling in line outside class.
- Visiting toilets between classes without permission/ or corridor pass.

Note: Persistent misconduct will be treated as a serious breach of school discipline. These lists do not claim to be comprehensive.

SOME PROCEDURES FOR DEALING WITH MISCONDUCT

1. Misconduct in the classroom will be dealt with by the class teacher in the first instance.
2. A note informing parents/guardians may be written in the homework journal. Poor behaviour notes will move students along the Ladder of Referral.
3. Repeated misbehaviours will result in a student moving further up the ladder of referral.
4. Persistent misbehaviour will be reported to the Year Head.
5. A student may be put on detention and/or report to closely monitor his attendance, behaviour and/or work effort.
6. A student may be given a programme of work to follow at home.
7. A student may be referred to the Deputy Principal/Principal/Discipline Board. Suspension may occur at the discretion of the Principal/Deputy Principal.
8. Certain circumstances may warrant the immediate removal of a student from class.
9. In line with the Ladder of Referral, graduated In School Suspension will be used to address poor behaviour.
10. In the event of very serious or a serious breach of discipline the process of sanctions may start at level 4 on the Ladder of Referral or the Disciplinary Committee or require the immediate referral to the Board of Management.
11. Suspension from class may occur when a student has been consistently uncooperative, disrespectful or disruptive.
12. The Board of Management reserves the right to expel students in extreme circumstances.

DAYS OF DETENTION

Detention may be used as a result of a breach of school discipline in line with the Ladder of Referral.

After School Detention will take place on Tuesday and Thursday from 4pm to 5pm.

Year Head/Deputy Principal Detention will take place on Wednesday's from 1.30 – 3.30.

Notification of detention outlining the reason for the detention will be given to the student by the Year Head/Deputy Principal/Principal.

A text will be sent to the parent(s)/ guardian(s) prior to the detention taking place.

Students must present promptly for detention at the allocated time and to the allocated room.

While on detention the student will be given work by the teacher in charge. This work must be completed fully during the period of detention failure to do so will result in further detention or suspension.

Any disruptive or unruly behaviour e.g. talking, disrupting the class, disrupting detention will be treated as a serious breach of discipline, which may lead to suspension.

Non-completion of detention at any level on the Ladder of Referral will result in a student being automatically moved to the next level on the Ladder of Referral.

PROCEDURES FOR INFORMING PARENTS/ GUARDIANS OF SUSPENSION

Parents/guardians will be informed in writing or by phone

- (a) Of the reason for suspension
- (b) Of the period of suspension
- (c) That the student will be regarded as being in the care of the parents/guardians from the end of the school day in which he was suspended
- (d) Students must complete all suspension work assigned at home.

The Education Welfare Board may be informed of a student's suspension in accordance with the Education (Welfare) Act, 2000, (24-(1)).

School management reserves the right to expel students in extreme circumstances in accordance with the Education (Welfare) Act, 2000, (24-(1)).

Should parents/guardians or students aged 18 or over wish to appeal against a decision to suspend or expel, procedures in accordance with the Education Act must be followed.

Suspensions may be appealed to the Principal in the first instance and thereafter to the Board of Management. The school may insist that the student remain at home while an appeal or suspension is being heard. Where a suspension may already have been served before the appeal is heard, in such cases where the appeal is successful, the record of suspension will be removed from the student's file.

In Greenhills Community College fair procedures will apply to the investigation of alleged misbehaviour that may lead to suspension or expulsion. Fair procedures are based on the right to be heard and the right to impartiality.

PHYSICAL EDUCATION

- Wear PE gear (runners, tracksuit/short and T-shirt)
- Present your journal to the PE teacher at the start of every class
- If a student has no PE gear a note is required from their parent/guardian.
- Gear will be provided by school, should student not use or return gear they will receive an automatic detention.
- If a student cannot participate in PE for medical reasons a note is required from the Parent(s)/Guardian(s) or GP.
- For health and safety reasons students must follow the teachers instructions at all times.
- Students are not permitted to be upstairs in the sports hall unless they are supervised or provided with permission.
- While in the changing rooms students must change quickly and quietly. Once students are changed, the changing rooms will be locked.
- Students are not permitted to use the showers.
- Damage to the sports hall and or equipment will be dealt with in line with sanctions outlined.
- At all times students must show respect to the teacher, Special Needs Assistants and classmates
- At all times the schools code of conduct will apply

PE teachers will operate a red and yellow card system:

Yellow Card: Note in Journal

Red Card: Referral to Year Head, Deputy Principal, Principal and immediate removal from P.E. if required.

ANTI-BULLYING STATEMENT

“Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others”. (Des, 1993)

One of our rules says:

“Pupils are expected at all times to show respect for themselves, for their fellow pupils and for all staff”.

The staff, pupils and parents of Greenhills Community College oppose bullying in all its forms.

The school actively endeavours to prevent bullying and adopts a zero tolerance attitude to any form of bullying. Students are encouraged to tell members of the teaching staff, or parents of any incidents of bullying, intimidation, or any other unwelcome attention. All incidents reported to the school authorities will be investigated. Parents are encouraged to inform school authorities of incidents of bullying of which they become aware.

You must not

- Push, kick or hit other students.
- Slag them or their families.
- Steal, mess with, or damage their property.
- Threaten them in any way e.g. verbally, e-mail, or through any on-line medium, texting or by gesture.

A record will be kept of all bullying incidents

1. If you need to talk to someone about bullying you will be listened to.
2. You can talk to your Tutor, Year Head, Principal, Deputy Principal, a member of the Student Council or any teacher.
3. If you are involved in bullying you will be warned to stop and invited to participate in a social skills programme -- your parents will be informed.
4. If the bullying incident is particularly serious the offender may be suspended or expelled.

If you are being bullied, or if you know someone else who is being bullied, you must tell somebody, a teacher or your parents and you will be helped.

You may also use the confidential letter box outside the canteen.

The College authorities recognise that the problem lies with the aggressor and the sooner the hostile behaviour is addressed the sooner it will stop.

The College will promote anti-bullying through an education programme, SPHE, Posters, Student Council, Parents Council and Journal.

The College adopted the new anti-bullying policy issued by DES review date 07/04/2015. A full copy our Anti-Bullying Policy and all our school polices are available on our website: www.greenhillscollege.ie

HEALTH & SAFETY STATEMENT

Students are expected to behave in such a way as not to put their own safety or that of anyone else at risk. To help ensure this they are required to:

- Take reasonable care in the school and the school grounds to ensure their own safety and that of others.
- Not to leave the school grounds during school hours without permission. If they must leave for any reason they must sign out at the school office.
- Familiarise themselves with the designated emergency exit route from each room that they use, and the congregation and counting area at safety drill.
- Refrain from interfering with safety equipment such as fire alarms, fire extinguishers and hose reels.

- Refrain from littering the school building or grounds, all accidental spills should be reported immediately to a member of staff.
- Must obey all verbal and written safety instructions given to them by staff members.

Fire Safety

It is the responsibility of each student to familiarise himself and to comply with the fire drill.

Fire Drill

When the alarm sounds:

Students beside windows close windows

Walk quickly in single file towards your exit

Do not take personal belongings

The last person to leave the room should close the door.

At the Assembly point

Look around for students who were with you in your class and if someone is missing inform the teacher immediately. All teachers will do a head count and roll call.

If in toilets...

Move with the traffic flow to the assembly point and join your class group. You must be aware of exit routes from every room in which you have a class.

You must never absent yourself from class.

SANCTIONS FOR UNACCEPTABLE BEHAVIOUR

Record in Journal - Teacher records and deals with as appropriate	Immediate Detention - Teacher to record in journal and Year Head issues detention.	Suspension – Some behaviours may warrant suspension (following investigation and contact with the Parent/Guardian, Principal or Deputy Principal)
<ul style="list-style-type: none"> • No homework • Copying homework • No books/equipment • Late for class/school (Consideration will be given to students relying on public transport or where there are any other extenuating circumstances) • Failure to wear full school uniform • Failure to get journal signed weekly • Inappropriate behaviour in corridor • On corridor with no permission • Disrupting class with poor behaviour • Not working in class • Using bad/inappropriate language in class/corridor/canteen • Constantly talking • Slagging other students (see Anti-Bullying Policy) • Chewing Gum • Eating/drinking in class/corridor without permission 	<ul style="list-style-type: none"> • Disrespectful to staff • Not following instructions – disobedient • Repeatedly preventing other students from learning • No journal in class • Refusal to hand up journal to the teacher when requested • Forging parent/guardian signature • Failure to produce punishment work • Missing from class without permission/note • Dangerous behaviour in class • Not leaving the canteen on time • Left class without permission • Defacing the journal • Returning late to school after lunch • Not returning to school after lunch without a valid reason • Refusing to hand up mobile phone to teacher 	<ul style="list-style-type: none"> • Any action that endangers the wellbeing of staff and students • Aggressive behaviour (Physical/verbal) • Verbal abuse of a member of staff • Intentionally coughing or spitting on staff and students • Bullying (After investigation) • Sexual Harassment • Discrimination • Refusal to hand up mobile phone to Principal or Deputy Principal • Cyber bullying of staff/student • Refusal to do Year Head's Detention • Fighting • Theft • Recording using any electronic device • Smoking/Vaping • Vandalism of school/student property • Leaving designated area of school without permission.

This list is not exhaustive and other serious misconducts will be dealt with at the discretion of the school management.

While wearing the school uniform, all students are expected to behave in line with the school's Code of Behaviour at all times.

Although Greenhills Community College operates a fair and incremental Ladder of Referral some cases warrant immediate sanction.

Greenhills Community College has laid out the Ladder of Referral on the following pages. Students and parents/guardians should read through the Ladder of Referral.

LADDER OF REFERRAL

The following Ladder of Referral is provided to inform staff, parents/guardians and students of the sanctions which will be applied if the school's Code of Behaviour is not adhered to. The Ladder of Referral sets out the level, sanctions and actions to be taken and the support measures which will be put in place to support the students of Greenhills Community College. At any level, internal and external supports will be offered to the parent/guardian and student. A record of the ladder will be maintained in the student's journal and on school files. School files will also record the supports offered. Students can buy back a level if their behaviour is monitored as good for a consecutive two week period.

Please note:

*In line with our code of behaviour **VERY SERIOUS BREACHES** will result in an automatic period of suspension.

Level 1

(3 behaviour notes in 1 week) class tutor will provide guidance at morning registration to students on 2 notes. Level 1 is broken down into level 1A, 1B and 1C.

Action: Text message will be sent to the parent/guardian

Sanction: After school detention (Tuesday or Thursday 4 to 5pm)

Follow up: Parent/guardian called to see Year Head if not completed within the week.

Non-completion of detention at level 1A, 1B or 1C student will be automatically moved to Level 2.

Level 2

(3 behaviour notes in 1 week) class tutor will provide guidance at morning registration to students on 2 notes. Level 2 is broken down into level 2A, 2B and 2C

Action: Text message will be sent to the parent/guardian

Sanction: After School Wednesday detention for 2 hours with Year Head/Deputy Principal

Follow up: Parent/Guardian informed by text the day before the sanction is applied.

Support

Measure: Students may be offered Restorative Practice with a trained member of staff, during this time.

Non-completion of Year head Detention at level 2A, 2B or 2C student will be automatically moved to Level 3.

Level 3, 4, & 5

(3 behaviour notes in 1 week) class tutor will provide guidance at morning registration to students on 2 notes.

Action: Parent required to attend a meeting or to discuss the issue over the phone with Year Head and or Deputy Principal or Principal.

Sanction: Suspension, duration of which to be decided by the Principal in line with the Code of Behaviour and NEWB Guidelines

Support measure: The student may be offered a session of Restorative Practice. The student, parent/guardian will be offered internal support and or referred to external agencies where necessary. The Student will be placed on a target card and will report to Year Head each day for a duration set with the parents/guardians. Students who are on Level

5 and then continue to breach the Code of Behaviour will be referred to the Disciplinary Committee.

Level 6: Referral to the Disciplinary Committee

(3 behaviour notes in 1 week) class tutor will provide guidance at morning registration to students on 2 notes.

Action: If a student is presenting with ongoing behavioural issues the parent/guardian and student will be required to attend a meeting with the Disciplinary Committee. Where appropriate the student's file will be available for the committee to review. Following this meeting, recommendations will be made and an individualised plan to support the student will be put in place. If there are further breaches of the Code of Behaviour the student will be referred to the Board of Management.

Level 7: Board of Management

Following referral to the Board of Management the student and parent/guardian will be required to attend the Board of Management meeting.

Additional points:

- The use of verbally abusive language towards a member of staff moves a student straight to Level 3 sanction. But the overall sanction is recorded as only receiving 1 level on the ladder.
- Refusal to hand up a journal results in an automatic Level 1 (and if already under sanction, the student proceeds to the next Level).
- Students found to be using an electronic device in toilets or changing rooms to record footage/take images of other students will be suspended and the case will be referred to the Board of Management.
- Students found to be using an electronic device to record footage/take images of staff without their consent will be referred to the Board of Management.
- Student's found to be uploading these images/footage to social media platforms will be suspended and the case will be referred to the Board of Management for consideration.
- Any students leaving school without permission will result in an automatic suspension. This will move students onto the next level on their ladder of referral.
- Any student who arrives late to class, without a valid written reason from their previous teacher, will receive a note in their journal. This will count towards their weekly notes.
- Students who do not vacate the locker area by 9am, 11:20 (11:10 on Wednesday) or 2pm will receive a late note in their journal. This will count as a behaviour note.
- 3 Behaviour Notes = 1 Level on the Ladder of Referral
- 3 Organisational Notes = 1 Behaviour Note
- 2 Homework Notes = 1 Detention

This list is not exhaustive and other serious misconducts will be dealt with at the discretion of the school management.

Ladder of Referral Personal Record

LEVEL	SANCTION	DATE COMPLETED	SIGNATURE (YR HD/DP/P)	SIGNATURE (PARENT/GUARDIAN)
1A	After School Detention			
1B	After School Detention			
1C	After School Detention			
2A	Year Head Detention			
2B	Year Head Detention			
2C	Year Head Detention			
3	Suspension			
4	Suspension			
5	Suspension			
6	Disciplinary Committee			
7	Board of Management			

Please note:

If a student does not receive a behaviour note for 2 consecutive academic weeks, he will move back 1 space on the ladder of referral. Please see following page for a record of this.

Parents/guardians are reminded to keep an eye on this page. Please sign each section in the appropriate column following a sanction.

Ladder of Referral Tracker 2020/2021

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
7																																			
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