

TOPFLIGHT COLLEGE WHISTLEBLOWING & REPORTING POLICY

Approved by:	School Board
Last reviewed on:	30th July, 2024
Next review due by	31st July, 2025

Topflight College Whistleblowing Policy

INTRODUCTION: At Topflight College, we are committed to fostering a safe, inclusive, and conducive learning environment for all students and staff members. Our disciplinary policy is designed to address instances of misconduct promptly, fairly, and consistently, while also prioritizing the well-being and growth of everyone involved. This policy applies to all students and staff members and outlines the procedures for reporting misconduct and the corresponding corrective measures.

SCOPE: This policy applies to reporting all forms of misconduct, including but not limited to:

1. Academic dishonesty (e.g., cheating, plagiarism).
2. Disruptive behavior in the classroom or school premises.
3. Rudeness, Bullying, harassment, or discrimination based on race, gender, ethnicity, religion, sexual orientation, disability, or any other characteristic.
4. Vandalism or damage to school property.
5. Possession or use of prohibited substances or items.
6. Violent behavior or threats of violence.
7. Any other behavior deemed inappropriate or detrimental to the school community.
8. Lateness
9. Sexual Conduct
10. Theft and dishonest reports.

PROCEDURES:

1. Reporting: a. Any student or staff member who witnesses or becomes aware of misconduct should promptly report it to the appropriate authority (e.g., teacher, administrator, counselor). b. Reports can be made verbally or in writing using attached form and should include details such as the nature of the misconduct, date, time, and individuals involved.

2. **Investigation:** a. Upon receiving a report of misconduct, the school administration will conduct a thorough investigation to gather relevant information and evidence. b. All parties involved will be given an opportunity to provide their account of the incident. c. The investigation will be conducted with sensitivity and confidentiality to the extent possible. CCTV Camera footage can be presented as evidence where available.

3. **Determination of Misconduct:** a. Based on the findings of the investigation, the school administration will determine whether misconduct has occurred. b. Factors such as intent, severity, and past behavior may be taken into consideration in making this determination.

4. **Corrective Measures:** a. If misconduct is confirmed, appropriate corrective measures will be implemented such as Written warnings (issuance of 3 leads to dismissal) b. Corrective measures may include, but are not limited to: i. Counseling or mediation sessions. ii. Academic penalties (e.g., grade reduction, assignment redo). iii. Restitution for damages incurred. iv. Suspension from school activities or privileges. v. Suspension or expulsion from school, in severe cases. c. The choice of corrective measures will be determined on a case-by-case basis, with the goal of promoting accountability, learning, and positive behavior change.

5. **Appeals:** a. Students or staff members have the right to appeal the decision regarding misconduct and/or the imposed corrective measures. b. Appeals must be made in writing to the school administration within a specified timeframe. c. Appeals will be reviewed by an impartial panel or individual, and decisions will be made based on the merits of the case and adherence to school policies.

Conclusion: The disciplinary policy of our school is intended to maintain a safe and respectful learning environment where all members of the school community can thrive. By adhering to these procedures and corrective measures, we aim to foster a culture of responsibility, integrity, and mutual respect among students and staff. All members of the school community are expected to familiarize themselves with this policy and uphold its principles at all times.

Topflight College reserves the right to update or modify this policy as needed to ensure its effectiveness and alignment with the school's values and objectives.

Whistleblower Reporting Form

This form is designed for reporting unethical, illegal, or unsafe activities, including fraud, misconduct, harassment, or any violations of company/school policies. Reports are treated confidentially and handled with integrity.

1. Reporter Information (Optional: You may remain anonymous)

- Full Name: _____
- Position/Role: _____
- Department/Section: _____
- Email Address: _____
- Phone Number: _____

Note: Providing your contact information helps us follow up if necessary. You may leave this blank to report anonymously.

2. Type of Report (Check all that apply)

3. Details of the Incident

- Date(s) of Incident: _____
- Location of Incident: _____
- Individuals Involved: _____
- **Description of Incident:**

4. Evidence (Optional: Attach relevant documents, emails, photos, or recordings overleaf.)

Applicable _____

Not Applicable _____

5. Desired Outcome / Resolution

6. Confidentiality Agreement By submitting this report, you acknowledge that your identity will be kept confidential to the extent possible, and retaliation against whistleblowers is strictly prohibited.

For official use only:

Date received: _____

- Reference Number: _____
- Assigned Officer: _____

Thank you. This matter will be addressed with immediate effect and you will be contacted as soon as possible.

Thank you.

INTRODUCTION:

Discipline, in education setting, refers to the practice of maintaining order and controlling behavior in a classroom or academic setting. This can involve setting rules, enforcing consequences, and teaching students to manage their own behavior. Effective discipline helps students learn, focus, and succeed academically, socially, and emotionally.

Discipline plays a **crucial role** in maintaining order and building a good learning environment where students thrive academically and regulate their own conduct.

WHAT DISCIPLINE IS:

	DISCIPLINE IS...	DISCIPLINE IS NOT...
	the deliberate action to regulate behaviour.	Exaggerating offence and demonizing defaulters.
	the practice of frank and strict adherence to the guidelines, standards and values of the school;	Taking accusations based on face-value.
	the ability to control oneself or other people, even in challenging circumstances.	Is not taking revenge without
	means teaching acceptable behaviours and unlearning maladaptive behaviours	Gaslighting or manipulating to give forced confession.
	with support, guidance and direction in managing behaviour.	Rejecting or guilt-tripping someone for actions
	It is about setting limits, clarifying roles, responsibilities, and mutual expectations	Using strong or abusive language to demean or break self-esteem
	creating a predictable, orderly and stable life.	Restricting freedoms to the barest minimum.

WHY IS DISCIPLINE NECESSARY:

The Disciplinary Policy of our school allows for the school to be free to learn, grow, cohabit and tolerate, work diligently and serve one another.

In the same vein, the purpose of disciplinary action is **to correct**, not simply punish, undesirable behavior. Each student and employee is expected to maintain acceptable standards of performance and conduct and to comply with applicable policies, procedures and laws of the school. Discipline impacts the learning process by creating a stress-free environment for learning and exploring.

It improves planning through observing and maintaining a set daily routine and molds learner character and enhances their motivation, enables the setting of good examples and positively contributes to better grades.

The Disciplinary Policy is designed to ensure that students and employees achieve and maintain these standards of behavior and any failure to meet these standards is dealt with promptly, decisively and fairly through action under this policy.

RESPONSIBILITIES OF DISCIPLINARY COMMITTEE

1. Detecting and examining some behavioral problems among students and staff.
2. Meeting with misbehaving students and clarifying the negative effects of bad behavior on their life.
3. Promoting good behavior among students and rewarding those with good conduct.
4. Taking suitable action towards students' misconduct to ensure such action is not repeated.

Specific Behavioral Guidelines

1. It is against the rules to let the students enter the classroom without uniform.
2. It is against the rules to let the students enter the classrooms before the morning assembly. Their bags must be with them during the assembly.
3. It is impermissible to let the students enter the classroom during the breaks. Eating is not allowed inside the classrooms.
4. Students are to be permitted to Pray personal only during free time.

1. It is impermissible to bring telecom machines or cellular phones to the school premises. For urgent calls, students can contact their parents through the school administration.
6. Students are allowed to buy from the school canteen during breaks only.

7. It is not allowed for any student to leave the classroom without taking permission from the teacher.
8. After breaks, students must go directly to their classrooms.
9. Students accompanied with their teacher must lineup quietly and properly when they leave their classroom to Science Lab or P.E periods.
10. If the subject teacher does not reach his lesson on time or is absent, students must wait inside the classroom.
11. Students are not allowed to leave their classroom to the playground if they have a free period. The school administration should get a substitute teacher to cover that period.
12. Resting, napping or sleeping is not allowed inside the classroom.
13. Students should participate in the morning assembly and must take part in the physical exercises.
14. Students must bring all their required books, copybooks and pencil cases according to their timetable.
15. Homework assignments must be done as assigned on time.
16. Students are not allowed to touch or keep dangerous or harmful objects.
17. Students are not allowed to throw objects around the school.
18. Students respect other's feelings - no teasing, name calling, swearing, etc.
19. Students- respect other's person - no rough play, fighting, bullying, threats, harassing, etc.
20. Students-- respect other's property - no theft, vandalism, etc.
21. Gum chewing is not allowed inside school at any time.
22. Keep your school clean just as you would keep your house clean.
23. Throw rubbish in the bin, keep the place clean always.

Classroom Rules

1. Arrive to class on time with the necessary equipment.
2. Listen to teachers or other students without interruption.
3. Complete all assignments on time.
4. Treat the teacher and other students with respect.
5. No eating or drinking is allowed in class (water is acceptable.)
6. Keep hands and feet to yourself.
7. Respect the property of the school. Don't draw on walls or tables.
8. Respect the rights and property of others.
9. Act in a safe and responsible manner.

2. Dress Code

Boys must keep their pants pulled up and use a belt if necessary. Pants are not to be dragging on the ground. Undershirts are to be tucked in at all times. Boys may not wear any jewelry.

- The wearing of chains is not permitted.
- Short trousers are not permitted.

Consequences for Dress Code Violation:

- 1st Offense: Student will wait in the office and parent will be notified to bring a change of clothes.
- 2nd Offense: Student will wait in the office and parent will be notified to bring a change of clothes. Student will receive a written warning.
- 3rd Offense: Student will wait in the office and parent will be notified to bring a change of clothes. The student will be suspended for at least one day.

Mobile Policy

1. Mobiles are prohibited within the school premises only educational tablet issued by the school.
2. Parents should discourage their wards from bringing mobile phones to school.
3. If a student is found using a mobile phone, for any purpose, the phone will be confiscated from the pupil.
4. As a general rule, students are not allowed to use the school telephones except for emergencies. To use the telephone, students should request permission from the Students' Counselor or a teacher. However, the student can refer to the Students' Counselor to request either a mobile or a land-phone number.

Lost and Found

A lost & found property box is located near the Student Counselor's office. If a student finds something, he/she is requested to put it in the box. So, the student is advised to refer to the Students' Counselor to check his/her missing properties.

WHAT FACTORS CAN SCHOOLS CONSIDER IN DISCIPLINING LEARNERS?

In applying positive discipline, teachers and parents should take the following into account, with a focus on maintaining a safe and dignified schooling environment for learners:

1. Does the action help the child to feel a sense of connection?
2. Is the action kind and firm at the same time, and mutually respectful and encouraging?
3. Is the action geared towards a long-term effect on the child? Does it consider what the child is thinking, feeling, learning, and deciding about themselves and the world?
4. Does the action teach important social and life skills such as respect, concern for others, problem-solving, and cooperation as well as the skills to contribute to the home, school or larger community?
5. Does the action encourage the child to discover how capable they are in terms of constructive use of personal power and autonomy?

IMPLEMENTING THE CARD SYSTEM



YELLOW CARD

RED CARD

GREEN CARD

GOLD CARD

Card system – an example of positive discipline: A child who misbehaves is given a “yellow card” as a verbal warning by the teacher. If the situation persists, they are given another card and are separated from their peers. If needed, the situation is escalated to a “red card” and the child sent to the head of the school.

On the other hand, the green card is shown when a child displays exemplary behavior such and the gold card is for EXAMPLARY that is unique and involving courage.

Ultimately, motivation is to be intrinsic i.e. students are to choose discipline and inner motivation.

Disciplinary PROCEDURES:

Disciplinary procedures refer to the steps taken to address employee misconduct or behavior that violates company policy. A disciplinary process flowchart is a visual representation of the steps involved in the disciplinary procedure. It typically includes the following steps: initiation of the disciplinary action, investigation, documentation and interviews, determination of the disciplinary course of action, and implementation and follow-up. The disciplinary process flowchart is designed to ensure that any disciplinary action is fair, consistent, and effective.

LIST OF POSSIBLE STUDENT/STAFF OFFENCES

This list provides examples of possible offenses that students might commit and shows the range of behaviors that can disrupt the learning environment and warrant disciplinary action.

1. Academic dishonesty (cheating, plagiarism, fabricating data).
2. Disruptive behavior in the classroom (talking out of turn, interrupting, refusing to follow instructions).
3. Skipping classes or truancy./ Consistent Lateness.
4. Rudeness to teachers/Students and Bullying (verbal, physical, cyberbullying).
5. Harassment or discrimination based on race, gender, ethnicity, religion, sexual orientation, disability, or any other characteristic.
6. Vandalism or damage to school property.
7. Theft or unauthorized possession of school property or belongings of others.
8. Possession or use of prohibited substances (drugs, alcohol, tobacco) or items (weapons, dangerous objects).
9. Violent behavior or threats of violence towards peers or staff.
10. Disrespectful behavior towards teachers, staff, or fellow students.
11. Misuse of technology (hacking, accessing inappropriate content, cyberbullying).
12. Forgery (signing parental notes or documents).
13. Tardiness or repeated lateness to class or school.
14. Insubordination (refusing to comply with directives from teachers or staff).
15. Disruption of school events, assemblies, or activities.
16. Inappropriate dress or grooming.
17. Public displays of affection (PDA) in violation of school rules.i.e. non-sexual hugging, hand-holding etc.
18. Engaging in romantic or sexual behavior on school grounds i.e. kissing, hugging, inapp. touching etc.
19. Spreading rumors or gossip.
20. Defacing or altering school records or documents.
21. Gambling on school premises.
22. Engaging in cheating during examinations or assessments.

23. Forging signatures or documents.
24. Disrespectful behavior towards substitute teachers or temporary staff.
25. Engaging in excessive noise or disruption during quiet periods (e.g., library time).
26. Violating the school's internet usage policy (accessing inappropriate websites, downloading unauthorized content).
27. Failure to follow safety protocols (e.g., running in the hallways, tampering with safety equipment).
28. Defiance of bus rules or disruptive behavior during transportation to and from school.
29. Engaging in acts of vandalism or graffiti off school premises that directly impact the school community.
30. Creating or disseminating unauthorized publications or materials (e.g., unauthorized flyers, inappropriate posters).
31. Violating confidentiality agreements or sharing sensitive information about students or staff.
32. Falsifying or altering school documents or records.
33. Plagiarism in academic assignments or projects.
34. Tampering with fire alarms or other emergency equipment.
35. Engaging in inappropriate or disruptive behavior during school-sponsored events (e.g., dances, field trips).
36. Initiating or participating in food fights or other forms of reckless behavior in the cafeteria or dining areas.
37. Using profanity or vulgar language towards peers or staff.
38. Violating the school's dress code policy (e.g., wearing revealing clothing, clothing with offensive language or symbols).
39. Distributing or selling unauthorized goods or services on school premises.
40. Failure to adhere to any stated school policies or regulations.

HERE ARE RECOMMENDED ACTIONS OR DISCIPLINARY MEASURES FOR OFFENSES LISTED ABOVE:

1. Academic dishonesty (cheating, plagiarism, fabricating data):
 - Academic warning or reprimand.
 - Grade deduction on the assignment or exam.
 - Required completion of an integrity workshop or program.
2. Disruptive behavior in the classroom:
 - Verbal warning from the teacher.
 - Temporary removal from the classroom.
 - Detention or after-school study session.
 - Parent-teacher conference.
3. Skipping classes or truancy:
 - Parental notification.
 - Detention or assigned community service.
 - Counseling or intervention program.
4. Bullying (verbal, physical, cyberbullying):
 - Investigation by school administration.
 - Counseling for both victim and perpetrator.
 - Suspension or expulsion, depending on severity.
5. Harassment or discrimination:
 - Investigation by school administration.
 - Counseling for both victim and perpetrator.
- Suspension or expulsion, depending on severity.
6. Vandalism or damage to school property:
 - Restitution for damages.
 - Suspension and/or loss of privileges.
 - Legal consequences depending on the severity.
7. Theft or unauthorized possession of school property or belongings of others:
 - Restitution for stolen items.
 - Suspension and/or loss of privileges.
 - Involvement of law enforcement if necessary.
8. Possession or use of prohibited substances:
 - Counseling or substance abuse intervention program.
 - Suspension and/or loss of privileges.
 - Involvement of law enforcement.
9. Violent behavior or threats of violence:
 - Immediate intervention by school security or authorities.
 - Suspension pending investigation.
 - Counseling and mandatory anger management classes.
10. Disrespectful behavior towards teachers or staff:

- Detention or after-school study session.
- Written apology to the staff member.
- Parent-teacher conference.

11. Misuse of technology:

- Temporary or permanent loss of technology privileges.
- Counseling or digital citizenship education.
- Suspension in severe cases.

12. Forgery:

- Parental notification.
- Loss of privileges.
- Counseling or intervention program.

13. Tardiness or repeated lateness:

- Detention or after-school study session.
- Parental notification.
- Loss of privileges.

14. Insubordination:

- Verbal warning from the teacher.
- Parental notification.
- Detention or suspension depending on severity.

15. Disruption of school events:

- Removal from the event.
- Loss of privileges.

- Parental notification and possible suspension.

16. Inappropriate dress or grooming:

- Warning and request to change attire.
- Parental notification.
- Loss of privileges if repeated.

17. Public displays of affection:

- Verbal warning.
- Counseling on appropriate behavior.
- Parental notification for repeated offenses.

18. Spreading rumors or gossip:

- Counseling on the consequences of spreading rumors.
- Mediation between involved parties.
- Loss of privileges if repeated.

19. Defacing or altering school records:

- Suspension and loss of privileges.
- Counseling on the importance of honesty and integrity.
- Parental notification.

20. Failure to adhere to school policies:

- Verbal warning.
- Counseling on the importance of following rules.
- Loss of privileges if repeated.

These recommended actions aim to address the specific offense while also providing opportunities for education, rehabilitation, and accountability. The severity of the disciplinary measure should be proportional to the severity of the offense and take into account factors such as intent and previous behavior.

DISCIPLINARY MEASURES FOR STUDENTS

1. All students are subject to the same school disciplinary measures without preferential treatment. There shall be no “Sacred Cows”

- 1st Offence: Parents shall be invited
- 2nd Offence: Various disciplinary measures commensurate with the offence committed
- 3rd Offence: Suspension or expulsion

2. Disciplinary measures include the following:

- Public caning especially during school assembly
- Manual Labour, such as cleaning of the school compound and classrooms etc.
- Suspension
- Levying or replacement in case of damage/loss of school property Expulsion

3. Offender's name shall be entered into the school black book/bad conduct book as recommended by the school management.

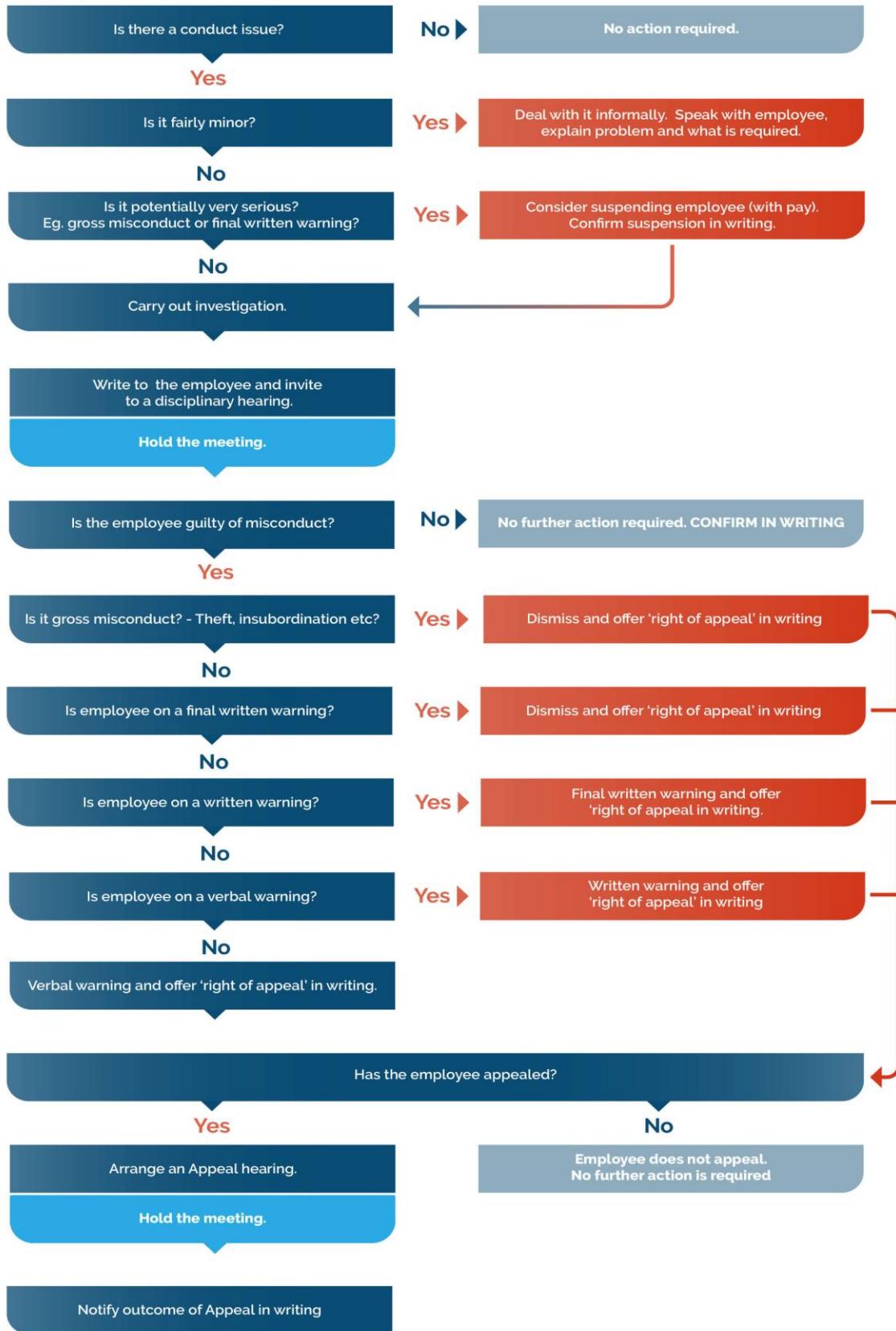
Every student on admission is expected to pledge that he/she will adhere strictly to the rules and regulations of the school and will not engage in damaging any school property or get involved in any unlawful demonstration/protest or any action that will hinder the peace and the progress of the school.

DISCIPLINARY MEASURES FOR STAFF

Disciplinary measures refer to actions taken by our school organization to correct or punish misbehavior or wrongdoing. These measures may include verbal or written warnings, suspensions, demotions, dismissals or other forms of discipline, depending on the severity of the offense and the policies of the organization. It's important for our school to apply clear and consistent disciplinary procedures in place to maintain a fair and productive workplace.

Find attached our flowchart of factors to be determined and a report case file that may be shared with the whistleblower after investigation is concluded.

Thank you.



TOPFLIGHT DISCIPLINARY CASE REPORT

SECTION A: REPORTING

Attention: Mr./Mrs./Ms. _____ **Designation:** _____

DATE OF REPORT : _____ **TIME:** _____

Who is making the report/complaint: STUDENT TEACHER PARENT OTHER

Rep. Name: _____ **Class/Design.:** _____

Other Witnesses: _____

Name offender(s): Student _____ Staff _____ **Class/Designation:** _____

1. _____
2. _____
3. _____
4. _____
5. _____

TYPE OF OFFENCE: _____ **(See listed offences)**

Describe the misconduct observed: _____

Were there other collaborators: **YES / NO** _____

Any Written Statements / Physical or Digital Copy of Evidence(s): YES / NO

If yes, describe and attach exhibits. _____

Is/Are the alleged offender aware of this report: **YES / NO** Were they caught in the act? **YES / NO**
If yes, describe the attitude when caught: a. Repentant b. Non-Chalant c. In Denial

SECTION B: INVESTIGATION INFORMATION

DESCRIBE MODE OF INVESTIGATION: (QUESTIONING/CCTV/) _____

STATE FINDINGS AND OBSERVATIONS:

(Attach Further report statements if necessary.)

SECTION C: DETERMINATION OF MISCONDUCT

IS/ARE THE ALLEGED OFFENDER(S) FOUND GUILTY ? YES/NO _____

LIST THE REASONS: _____

SECTION D: CORRECTIVE ACTIONS / DISCIPLINARY RECOMMENDATION:

CASE OFFICER : _____

DESIGNATION: _____ **SIGNATURE:** _____ **DATE:** _____

Other staff: