

## CODE OF CONDUCT FOR STUDENTS OF TOPFLIGHT COLLEGE

It is vital that the Code of Conduct for Students at TOPFLIGHT COLLEGE is read, understood and followed by both students and their parents.

The student should keep the Code of Conduct for reference. Additional copies are available in the school Office. The Code of Conduct will be enforced and it is expected that you follow it strictly.

Please sign and return this form to show that you have received and read the Code of Conduct for students at TOPFLIGHT COLLEGE.

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_ / Flat: \_\_\_\_\_

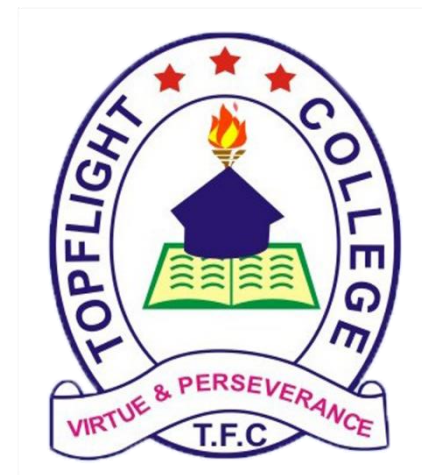
Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_



Topflight College

JUNIOR AND SENIOR  
SECONDARY SCHOOL

*The 21<sup>st</sup> Century School*

# Code of Conduct

Name: \_\_\_\_\_

It is important that you acknowledge your responsibilities as learners and parents towards your community including fellow students and parents, teachers and other school staff. These responsibilities apply in school, on a school outing, representing the school or when you are identified with the school.

Students are expected to:

- ◆ Be punctual and positive
- ◆ Establish realistic, clear and meaningful academic, spiritual, social and physical goals for each year's programme of study
- ◆ Establish and maintain a positive work ethic to ensure sustained academic progress
- ◆ Have respect for, and take pride in, the school environment
- ◆ Conduct themselves at all times in a manner that will bring credit to the school
- ◆ Be courteous and respectful in their conduct towards staff, fellow students, and visitors to the school.
- ◆ Follow the school rules
- ◆ Take advantage of all possible opportunities by getting involved in every possible sphere of school life

Outstanding examples of good behavior and positive conduct will receive due recognition. Any breach of the Code of Conduct must be seen as a breaking of the mutual trust and respect existing between us all within our school community. Students who do not conform to the school's expectations will be subject to disciplinary procedures. This document lays out some examples of negative behaviour and the sanctions that may be expected to follow.

The core values of TOPFLIGHT COLLEGE are R.I.C.H:

- Righteousness & Respect**
- Intelligence & Integrity**
- Confidence and Excellence**
- Healthy and Holistic Living**

S/N	CONDUCTS	CONSEQUENCES	OTHERS
14.	◆ Inappropriate display of affection. i.e. prolonged hugging, holding hands etc	<ul style="list-style-type: none"> <li>◆ Depending on the nature of the display students will be given service labour, but in extreme cases may be suspended.</li> <li>◆ Student isolated</li> <li>◆ Incident slip / statement</li> </ul>	<ul style="list-style-type: none"> <li>◆ Parents and student meet with the DSA, Principal or Head of School.</li> <li>◆ SMS to parent.</li> </ul>
15.	◆ Examination malpractice/ misconduct e.g. cheating	<ul style="list-style-type: none"> <li>◆ The student's exam paper will be cancelled.</li> <li>◆ In case of external exams, the student may be excluded from subsequent or even all exams.</li> <li>◆ Incident slip / statement</li> </ul>	<ul style="list-style-type: none"> <li>◆ SMS to parent</li> </ul>
16.	Serious breaches of discipline. (a) Fighting (b) Bullying (c) Smoking (d) Theft (e) Possession or use of alcohol or other drugs. (f) Assault. (g) Possession of dangerous weapons, sharp knives and the use of any other articles as a weapon or weapons.	<ul style="list-style-type: none"> <li>◆ Student isolated and writes a statement.</li> <li>◆ Incident slip</li> <li>◆ Suspension / Expulsion</li> <li>◆ Parents and student(s) meet with the Head of School and the Principal(s)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Persistent offending may lead to expulsion.</li> <li>◆ SMS to parent</li> </ul>
17.	◆ Defiant refusal	<ul style="list-style-type: none"> <li>◆ Removed from class</li> <li>◆ Incident slip / statement</li> <li>◆ Service Labour.</li> </ul>	<ul style="list-style-type: none"> <li>◆ The student may be suspended or expelled depending on how serious it is.</li> </ul>

**Note:**

- ◆ Students on service labour will work with support staff and disciplinary officer and may not be allowed into class for a specified period of time at the discretion of the Principal or Assistant Principal.
- ◆ Students on suspension will not be allowed into the school compound. The period of suspension is determined by the Head of School and Principal of the section which the student belongs..
- ◆ Two suspensions in a session may lead to expulsion.
- ◆ Breach of discipline remain in the student's file and may be referred to in references.

Records of Incident slip written by teacher, houseparent and students statements are kept in students file permanently.

Please refer to the Boarders Handbook if your child is a boarder for specifics as it relates to boarding.

S/N	CONDUCT	CONSEQUENCES	OTHERS
8.	<ul style="list-style-type: none"> <li>◆ Use of personal electronic gadgets e.g mobile phones, mp3 players, portable game consoles</li> </ul>	<ul style="list-style-type: none"> <li>◆ Item will be confiscated and will not be returned until end of session.</li> <li>◆ Incident slip</li> </ul>	<ul style="list-style-type: none"> <li>◆ Confiscated electronic gadgets will be put in a safe.</li> <li>◆ SMS to parent.</li> </ul>
9.	<ul style="list-style-type: none"> <li>◆ Misuse of internet/intranet and social network.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Depending on the nature of the misdemeanor, the student may be suspended.</li> <li>◆ On return, student access to internet / intranet will be limited and/or closely monitored.</li> <li>◆ Weekly report</li> </ul>	<ul style="list-style-type: none"> <li>◆ Parents and student meet with the Head of School and / or Principal.</li> </ul>
10.	<p>Lateness</p> <ul style="list-style-type: none"> <li>◆ (a) to lessons</li> <li>◆ (b) to school</li> <li>◆ (c) going home (after 5:30pm)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Incident slip</li> <li>◆ Student may be placed on report to YLH, Form Tutor (IB)..</li> <li>◆ Detention</li> <li>◆ Student is issued a fine of N5,000 at 5.30pm and for each additional hours: <ul style="list-style-type: none"> <li>◆ 5.30pm will pay N5000</li> <li>◆ 6pm will pay N10,000</li> <li>◆ 7pm will pay N15,000 etc</li> </ul> </li> <li>◆ (This does not include IB Day Students as their prep is up to 9:00pm)</li> </ul>	<ul style="list-style-type: none"> <li>◆ SMS to parent and / or letter</li> </ul>
11.	<ul style="list-style-type: none"> <li>◆ Truancy</li> </ul>	<ul style="list-style-type: none"> <li>◆ Student will be required to complete the work missed during recess and at other periods, do service labour and an incident slip is filled in.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Parents will be informed and meet with Principal, DHoS or HoS.</li> </ul>
12.	<ul style="list-style-type: none"> <li>◆ Dropping litter</li> </ul>	<ul style="list-style-type: none"> <li>◆ The student will be required to pick up litter around school.</li> <li>◆ Persistent offending will result in service labour.</li> </ul>	<ul style="list-style-type: none"> <li>◆ SMS to parent</li> </ul>
13.	<ul style="list-style-type: none"> <li>◆ Chewing gum in school</li> </ul>	<ul style="list-style-type: none"> <li>◆ The student is asked to remove the gum and put it in the bin.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Persistent offenders will be dealt with under Section 17</li> </ul>

Below are some of the expectations which support these values.

### GENERAL EXPECTATIONS

- ◆ All legitimate instructions given by members of staff and student representatives must be carried out willingly and promptly.
- ◆ Students must remain within the school premises during the day. The school campus may only be left with a signed permission from the Principal concerned.
- ◆ It is unacceptable to use any form of abusive or intolerant language at any other person.
- ◆ Property should be respected at all times, whether it belongs to the school, staff or fellow students. Lost and Found Items should be taken to security.
- ◆ Behaviour towards other students should be respectful and appropriate.
- ◆ Students must be on time for registration and lessons
- ◆ Classrooms or laboratories should only be entered with the permission of the teacher and students should wait quietly outside until invited to enter.
- ◆ Staff should be addressed by their title and surname e.g. 'Mr. Oluwole' or 'Mrs. Okon'. Visitors should be addressed by their title as 'Sir' or 'Ma'am'.
- ◆ Food and drink may only be consumed in designated eating areas
- ◆ Students may not bring mobile phones, personal music players, personal computer game players or any other electronic devices to school. Such items will be confiscated and not returned until the last day of the session.

### UNIFORM AND PRESENTATION

- ◆ **All items of uniform must be clearly labeled using name tapes/markers on or near the labels.**
- ◆ All students must wear **their full school**, housewear or PE uniform in a smart and tidy manner. Shorts and trousers should be properly pulled up.
- ◆ Black school shoes must be worn with navy blue or black socks. No sneakers/canvas/slippers on uniform are allowed. **It will be seized.**
- ◆ Girls may wear one pair of silver or gold ear studs. No other jewelry may be worn.
- ◆ No makeup is permitted, including nail varnish and lip gloss.
- ◆ Watchstraps should be simple and plain.
- ◆ No hair colouring is allowed.
- ◆ Girls' hair should be neatly **plaited in corn rows of ten to forty at all times.** No hair extensions are permitted. No beads or colourful rubber bands are allowed.
- ◆ Modest dress is required for all occasions when uniform is not worn. No thin straps or low neckline dress is permitted.

## TOPFLIGHT COLLEGE BEHAVIOUR POLICY

We believe in the importance of high personal standards and seek to encourage pupils of all ages to make responsible decisions about how to behave. We expect our pupils to be well-behaved at all times and through their positive Behaviour to promote the public face of TOPFLIGHT COLLEGE.

### AIMS

- To develop a whole school behaviour policy, supported and followed by every member of the community.
  - To encourage good behaviour rather than to simply punish bad Behaviour, by providing a range of rewards for children of all ages and abilities.
  - To make clear to children the distinction between minor and more serious misbehaviour and the range of sanctions that will follow.
  - To treat problems when they occur in a caring and sympathetic manner in the hope of achieving an improvement in behaviour.
- To encourage firmness and fairness in handling students' misconduct.

S/N	CONDUCTS	CONSEQUENCES	OTHERS
1.	<ul style="list-style-type: none"> <li>◆ Homework/class work not done.</li> <li>◆ Unexplained late submission of homework.</li> <li>◆ Unexplained incomplete homework/class work.</li> </ul>	<ul style="list-style-type: none"> <li>◆ The student scores no mark</li> <li>◆ Student completes the homework/class work in school during recess or lunch time.</li> </ul>	<ul style="list-style-type: none"> <li>◆ SMS to parents</li> <li>◆ If homework is not done for two consecutive times, a letter is sent home.</li> <li>◆ If persistent daily report to YLH, Group Head (IB)).</li> </ul>
2.	<ul style="list-style-type: none"> <li>◆ Lack of equipment in class.</li> <li>◆ Books, P.E kits and writing materials (Regularly).</li> </ul>	<ul style="list-style-type: none"> <li>◆ The student must present the equipment to the teacher concerned the next day.</li> <li>◆ A consistent offender will be detained during recess to update his/her homework.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Any lost item must be replaced.</li> <li>◆ In case of lost books, he/she must buy a new one.</li> <li>◆ SMS sent to parent</li> <li>◆ If behaviour persists, daily report to YLH, Group Head (IB))..</li> </ul>
3.	<ul style="list-style-type: none"> <li>◆ Loss of Communications Book</li> </ul>	<ul style="list-style-type: none"> <li>◆ The student is placed on service labour and he/she buys a new one.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Communicate to parents.</li> </ul>
4.	<ul style="list-style-type: none"> <li>◆ Use of inappropriate language and swearing, including verbal abuse.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Incident slip for file, Detention / service labour.</li> </ul>	<ul style="list-style-type: none"> <li>◆ SMS to parent and / letter.</li> </ul>
5.	<ul style="list-style-type: none"> <li>◆ Vandalism/ Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>◆ Parents are informed by Principal and will be required to pay for replacement / automatic suspension.</li> <li>◆ Service labour.</li> <li>◆ Incident slip</li> </ul>	<ul style="list-style-type: none"> <li>◆ Destruction or defacing of school property or any other students' property.</li> <li>◆ SMS to parent and / letter.</li> </ul>
6.	<ul style="list-style-type: none"> <li>◆ Inappropriate uniform presentation,</li> <li>◆ (Blazers, hairstyle, jewelry, cleanliness top button undone, school shoes, socks, Sunday / house-wear and P.E Kits). Excesses of fashion are not acceptable</li> </ul>	<ul style="list-style-type: none"> <li>◆ The student would be isolated. Student will be required to present him/herself in full uniform as often as appropriate to Year Head/, IB Coordinator Principal weekly.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Parents are contacted and asked to collect the student.</li> <li>◆ Isolation of the student until parent arrives.</li> <li>◆ SMS to parent &amp;/ letter.</li> </ul>
7.	<ul style="list-style-type: none"> <li>◆ Disruptive behaviour</li> </ul>	<ul style="list-style-type: none"> <li>◆ A detention supervised by the teacher concerned.</li> <li>◆ Incident slip issued.</li> <li>◆ If the student persists, he/she is placed on weekly report and parents are informed.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Continuous disruptive behaviour may lead to suspension or expulsion.</li> <li>◆ SMS to parent and / letter.</li> </ul>