



Our Code Of Conduct

I. THE COLLEGE DISCIPLINARY BOARD

The College Disciplinary Board is made up of the Principal, the Vice-Principals and the Discipline Committee. The Discipline Committee includes the HOD/Student Management, and all other teachers in the Student Management Committee.

The College Disciplinary Board reserves the right to amend or append any rule and regulation as and when necessary. These rules and regulations may enlarge or clarify the existing code. Such changes will be made known to all students.

II. OBJECTIVES OF THE CODE OF CONDUCT

The College sees the development of character as one of its major responsibilities.

The Code of Conduct serves to encourage positive student behaviour and empower students to exercise a high level of self-discipline and personal responsibility, and is based on the College Values.

College Values	Actionable Behaviors
<p>Integrity</p> <p>We are guided by the principle of integrity and are accountable for our actions.</p>	<p>Having courage to adhere to moral and ethical principles/ Showing clear sense of right and wrong through speech and action</p> <ul style="list-style-type: none"> • Displaying honesty at all times: • Behaviour stands up to scrutiny e.g. not giving in to negative peer pressure, showing fairness and objectivity in dealing with peers • Demonstrating accountability in daily affairs • Being more concerned about what is right than being right • Speaking up or acting when one is aware that peers are doing something dishonest/questionable
<p>Commitment</p> <p>We are dedicated to the fulfillment of our goals and responsibilities.</p>	<p>Persistence in the course of action and unwavering dedication to all one does</p> <ul style="list-style-type: none"> • Commitment to both process and outcome. Staying the course and going the distance e.g. during training, sports competitions, daily school work, projects, tests and exams, seeing a piece of work through to its completion • Rebounding from failures and setbacks e.g. not giving up when the going gets tough, having a “Never Say Die” attitude • Taking ownership of team/shared goals e.g. class SL project, CCA achievements, PW

College Values	Actionable Behaviors
<p>Learning</p> <p>We embrace learning opportunities to be adaptable in the face of constant changes.</p>	<p>Seeking and being open to opportunities for learning and self-improvement</p> <ul style="list-style-type: none"> • Taking charge of one's own learning and participating actively in learning endeavours and being unafraid to ask questions when in doubt • Submitting good quality and neat work on time • Having the confidence to try new approaches in doing things and seeing challenges as opportunities and exploring alternative perspectives/ approaches to questions/ issues/ problems • Seeing learning opportunities in every situation, and reflecting upon them for learning/ improvement • Being humble and receptive to constructive criticism, reflecting on how to improve for the better and acting upon it
<p>Social Conscience</p> <p>We consider others in our actions and act in the best interests of our community.</p>	<p>Acting in consideration of the college community and beyond while respecting others as unique individuals</p> <ul style="list-style-type: none"> • Empathizing with others and offering help when necessary • Being actively engaged in projects that contribute back to the community • Showing appreciation for others who have had a positive impact on us • Respect the right of others to common property, space and time • Adopting environmentally friendly processes and actions • Respecting differences, embracing diversity • Being mindful of the impact of one's actions on the college reputation
<p>Synergy</p> <p>We can achieve greater things together.</p>	<p>Harnessing the strengths of the individuals in a team to achieve more than what the individuals can do alone to scale new heights</p> <ul style="list-style-type: none"> • Being conscious of the team dynamics and having ownership of team outcomes • Having open dialogue and communication for greater clarity and transparency within the team • Respecting diversity and leveraging on individual strengths to achieve shared goals • Teaming up with new partners to create a wider impact on community • Being proactive and taking the initiative to address common problems/ challenges • Affirming efforts and successes of team members

AJCians are expected to uphold the Code of Conduct at all times, on and off the College campus, as this is aligned with the value that the College places on integrity and social conscience.

By upholding the Code of Conduct, students demonstrate:

Respect for Self

By taking pride in how they carry themselves and showing responsibility and accountability in their attitudes and actions, whether in or outside the classroom, students live out the College values of **integrity, commitment and learning**.

Refer to details in the sections:

- Attire & Appearance
- Attendance
- Punctuality
- Conduct in College

Respect for School & Community

When students act in consideration of others and are mindful that every member of the school community shares a common space, students live out the College values of social conscience and synergy. Everyone will feel a sense of respect, belonging and security, creating an environment that is conducive for all to learn and work in.

Refer to details in the sections:

- Attendance
- Morning Assembly
- Punctuality
- Conduct in College

The College believes that all AJCians can uphold the highest standards of conduct as specified in the College Code of Conduct. Where a student fails to comply with the Code of Conduct, the College will take disciplinary action against him/ her.

III. GOOD STUDENT NOTICES

To encourage all students to live out the College values, a “Good Student Notice” (GSN) can be issued by any member of the College staff to affirm students for actions that reflect the desired college values. Examples of these actions are summarised in the Actionable Behaviour column of the table on College Values. Students may also recommend their peers for a GSN by submitting a recommendation form at the General Office.

The Conduct Grade for students who receive ≥ 5 GSNs can be upgraded by one level if the student has not committed any serious offences.

IV. ATTIRE AND APPEARANCE

1. Students are to wear the prescribed College uniform. Modifications to the uniform are not allowed.

- The College collar pin must be displayed on the left corner of the collar at all times.
 - The College tie must be worn on Wednesdays until 12.15 pm.
2. There are four types of acceptable dress code:
- a. Full College Uniform**
College shirts/blouses neatly tucked into College pants/skirts, College collar pin, proper sports/school shoes with laces and socks.
- b. Half College Uniform**
College-approved T-shirt (i.e. blue-and-yellow PE t-shirt or class/ CCA/ event T-shirt) neatly tucked into College pants/ skirts, proper sports/ school shoes with laces and socks.
- c. PE Attire**
College-approved T-shirt neatly tucked into shorts, proper sports/ school shoes (unless special footwear is needed to play a particular game) and socks.
- d. Formal College Attire**
- College blazer over a white, long-sleeved dress shirt neatly tucked into College pants/skirts. The College tie must also be worn.
 - Boys must wear black dress shoes with black socks; girls must wear black court shoes.
3. All students are expected to abide by the various dress codes suited for its purpose as specified in the following table.

Days / Activities	Dress Code
Morning assembly, lectures, tutorials, remedials, practicals, talks and seminars	<ul style="list-style-type: none"> • Full College Uniform (for Monday and Wednesday) • Half College Uniform (for Tues, Thursday and Friday)
All common tests and examinations (internal/ external)	<ul style="list-style-type: none"> • Full College Uniform <p>Students who fail to do so will not be allowed to sit for the test and/or examination.</p>
PE lessons, games and CCA sports practices	<ul style="list-style-type: none"> • Morning PE lesson: PE Attire • Afternoon PE lesson: Any college-approved T-shirt
Official major college and external functions	<ul style="list-style-type: none"> • Full College Uniform or Formal College Attire
Saturday, Revision Days, holidays	<ul style="list-style-type: none"> • Full College Uniform or Half College Uniform <p>Students are NOT allowed to come to College in home clothes and/or in slippers</p>

4. All students are to ensure the following for their attire and appearance.



HAIR

short and neat
no sideburns
not coloured

FACE

clean shaven, no moustache
no ear studs

COLLAR

Collar pin on the left collar
College tie neatly tied with shirt buttoned up at the collar.
The tie knot should cover the button at the collar.

SHIRT

properly buttoned and neatly tucked in

BELT

should be black or brown with simple buckle if it is worn

PANTS

non-tapered

SHOES

proper sports/school shoes with laces and socks
no casual footwear and slippers

HAIR

tied up neatly if hair is shoulder-length or longer
not coloured

FACE

a pair of simple and identical ear studs
no dangling or large ear rings
no make up

COLLAR

collar pin on the left collar
College tie neatly tied with blouse buttoned up at the collar.
The tie knot should cover the button at the collar

BLOUSE

properly buttoned and neatly tucked in

SKIRT

knee-length and of an A-line cut

SHOES

proper sports/school shoes with laces and socks
no casual footwear and slippers



Consequences

- Students may be asked to return home to make the necessary changes if the attire and/or the appearance are not appropriate.
- A warning slip will be issued for subsequent offence related to attire and appearance. This includes improper attire for PE lessons.

V. ATTENDANCE

1. All students are required to attend all scheduled lessons, CCA sessions and college functions.
2. Absence from College
 - a. Students must scan their fingerprint at the biometric station when they arrive in College. A student whose attendance is not captured by the biometric system will be considered as being absent from College on that day.
 - b. Absence from College shall only be permitted when it is supported by
 - i. a valid medical certificate (MC), or
 - ii. a valid letter of excuse from their parents for a period not exceeding one day.

The **original** supporting document must be submitted to the PD tutor immediately upon returning to College. Photocopies of the documents are to be submitted to the PE department, subject tutors and/ or CCA teachers where required.

3. Absence from lessons and CCA sessions
 - a. Students who have valid reasons to be absent from lectures, tutorials, PE lessons and CCA sessions must first obtain prior permission from the tutor/ CCA teacher concerned.
 - b. Students who are excused from physical activities are required to be present for PE lessons.
 - Students who submitted an MC (within 7 days) to be excused from PE lessons will not be required to complete a make-up PE lesson.
 - Students who submitted a valid letter of excuse (within 7 days) from their parents, not exceeding one day, to be excused from PE lessons, will be required to complete 1 make-up PE lesson.
 - c. Students who are not feeling well and need to rest at the sick bay in the General Office must inform the PD tutor and sign in at the office counter.

4. Leaving College Early

- a. Students are allowed to leave College after 12.15 pm only if they do not have lessons (including PE lessons) in the afternoon.
- b. Students should schedule personal appointments (e.g. medical appointments, etc) outside of curriculum hours. When this is not possible, students must seek permission from the PD tutor, the Vice-Principals or the Principal at least one week in advance.
- c. Students who have to leave the college campus during curriculum hours for valid reasons (e.g. illness, urgent personal matters, etc) must follow the following procedure:
 - i. Alert PD tutor and/or subject tutors, either personally or via your Class Leader.
 - ii. Fill up the details on an early-leave form, obtainable at the General Office.
 - iii. Seek permission and have the early-leave form signed by the Principal or the Vice-Principals.
 - iv. Pass the Teacher's Copy to any of the staff in the General Office before you leave College.
 - v. Ensure the Parent's copy is duly verified and counter-signed by their parent/guardian.
 - vi. Return the Parent's copy to the PD tutor immediately upon return to the college the next day with a supporting document (e.g. medical certificate).
- d. Students who wish to leave the Republic of Singapore during term time must seek approval from the Principal at least two weeks before departure. A formal letter from parents and/or relevant authorities must be submitted to the Principal.
- e. Prior to making plans to travel overseas during school holidays, students must check with the tutors and ensure that there are no lessons or activities.

Consequences

- If students forget to scan attendance by the stipulated time, they should do so immediately on the same day and will be considered LATE. Students who fail to do so will be marked as "Absent without Official Leave"/ AWOL.
- It is the responsibility of students to justify their absence from College or other college activities. If students fail to do so within seven days upon returning, they will be marked as "Absent without Official Leave"/ AWOL.

- Students will be considered to have committed an act of truancy when:
 - i. they are absent from lesson or other college activities without valid reason, or
 - ii. they left College without permission before the stipulated time, or
 - iii. they failed to submit the early-leave form and relevant document within seven days upon returning.
- Students who have committed an act of truancy would be issued a warning slip.
- Students who have > 3 uncleared make-up PE by the conduct grade cut-off period (JC2: 2017 T3W6, J1: 2017 T4W2) will be issued 1 warning slip.

VI. MORNING ASSEMBLY

Students' Reporting Time

	Mon	Tue	Wed	Thurs	Fri
Reporting Time	7.30am	8.10am	7.30am	8.10am	7.30am
Morning Assembly	Yes	No	Yes	No	No
Venue	AJ Square	1 st lesson venue	AJ Square	1 st lesson venue	PD Interaction venue

1. The Morning Assembly is to be taken seriously by all students with due respect given to the national flag, anthem and pledge.
 - a. Singapore citizens must sing the National Anthem and take the Pledge during the College morning assembly. They should take the Pledge with the right fist placed over the heart.
 - b. Non-Singaporeans are to stand at attention and show due respect during the ceremony.
2. On Wednesday, the College Anthem will be played and all students must sing the College Anthem.
3. Silence should be observed during speeches and announcements at Morning Assembly, so that all students can hear them.
4. In the event there is wet weather, Morning Assembly will be cancelled and students are to report directly to their first lesson venue.

VII. PUNCTUALITY

1. Late-coming

- a. A student whose attendance is not captured by the biometric system by the time specified in the table below is considered LATE or VERY LATE.

Late-coming Status	Mon	Tue	Wed	Thurs	Fri
LATE	7.30am	8.10 am	7.30am	8.10 am	7.30am
LATE (Wet Weather)	7.45 am	-	7.45 am	-	7.45 am
VERY LATE	After 8.00 am	-	After 8.00 am	-	After 8.00 am

- b. A warning slip will be given for the third and every subsequent LATE status within the term.
- c. A warning slip will be given for every VERY LATE status.

2. Late for lessons

- a. Students are expected to be punctual for lectures, tutorials, PE lessons and official College functions.
- b. Teachers-in-charge will issue warning slips to students who are late without valid reasons.

3. Late submissions/ non-submission of assignments

- a. Students are expected to submit their assignments by the stated deadline.
- b. Teachers will issue a warning slip to students for every 3 late submissions/ non-submission.

VIII. CONDUCT IN COLLEGE

	What you should do and Why you should do it	Consequences if you don't
Respect for self and others	Be attentive during lessons as: ☺ You learn better ☺ You have a better rapport with your teachers and peers	⊗ You will find it difficult to keep pace with the subject
	Don't leave your belongings, even valuables, unattended in classrooms, lecture theatres, study areas and anywhere else in college as: ☺ You help others have a place to do their work ☺ You keep your valuables safe	⊗ Others might not know if certain rooms and areas are available for studying. ⊗ You might lose your valuables.
Respect your College	Refrain from buying food and drinks from canteen stalls and Good News Café from 7.20 am to 7.45 am (Mon and Wed) so that: ☺ You can be on time for Morning Assembly at AJ Square	⊗ You won't have sufficient time to consume your food and drinks by morning assembly
	Keep your classroom neat & tidy. Food and drinks are to be consumed only in the canteen, Ohana and umbrella area. Crockery, cutlery and litter are to be cleared after meal. Litter is to be cleared into bins around college. For bulky items, clear them at the collection bins outside the main gate near the guard house. ☺ You and others have a conducive environment to work ☺ You are considerate of others who have to clean up these areas.	⊗ You are inviting pests ⊗ You will be made to return to a designated area to consume your food and drink or ⊗ You may be asked to dispose of your food and drinks immediately.
	Switch off all lights & fans, air-conditioners, projectors when not in use. Report any faults to the Operations Manager at the General Office. ☺ You save electricity & slow down the wear and tear of these items	⊗ You are incurring unnecessary cost to the college
	Refrain from playing ball games or with any other equipment that has the potential to damage college property, in classrooms, lecture theatres and any other areas not designated for such play.	⊗ You are incurring unnecessary cost to the college ⊗ You are liable to pay for any damage caused ⊗ Other disciplinary action may be taken against you

IX. GUIDELINES FOR INTERACTIONS WITH EXTERNAL ORGANISATIONS

1. Before contacting external organisations, students should do the following:
 - Seek permission from the relevant teacher in charge
 - Find out the proper channel of correspondence
 - Check what is allowed and not allowed by the college with regard to your plans
2. When contacting external organisations, students should do the following:
 - Use the appropriate channel of communication
 - Use the appropriate tone and language
 - Keep the teacher in charge informed of the communication process
3. Before committing to any arrangements with external organisations, please take note of some activities that need prior permission from the college (this list is not exhaustive):
 - Talks, seminars, workshops
 - Sale of products or services
 - Sports activities
 - Participation in the organisations' programmes or activities as representatives of the college

X. RULES & REGULATIONS ON USE OF TECHNOLOGY

The College actively promotes the appropriate use of technology in education. To ensure that students, teachers and other community members can take full advantage of the technologies available, all use of technology must have proper authorisation from HOD/ ICT or teachers and adhere to the college rules and regulation.

1. The technology provided to students by the College shall include hardware, software and computing domains under the control of the College including the provision of technology to remote user.
2. All use of technology must be in support of and consistent with the purposes of AJC. It is the student's responsibility to keep all inappropriate materials and files, or files and software threatening or dangerous to the integrity of the system away from the college's technology. It is also the student's responsibility to ensure that use of personal ICT equipment such as handphones with cameras or video recorders, digital cameras, digital video cameras, personal digital assistants (PDAs), MP3 or mini-disc (MD) recorders and other intelligent devices are not abused in any way (e.g. uploading onto online social media) that would bring harm or inconvenience to others or damage the reputation of the college.

3. The college expects that students will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to, plagiarism, pornography, hate mail, unauthorised access (i.e. hacking), computer games, etc.
4. Individuals are responsible for adhering to the laws for copyrighted materials under Singapore and international guidelines. Students will accept responsibility for personal software when used on college premises. Such software must be appropriate for college use and conform to college policies and procedures. Students will also accept responsibility for illegal copying (i.e. copying software and works in digital formats) and for using printed material and graphics of others.
5. Students shall not intentionally seek information on, obtain or duplicate copies of, or modify files, other data, or passwords belonging to other users, or misrepresent others using the college's technology or other networks.
6. It is the student's responsibility to obtain written approval from HOD/ICT or proper authorisation from teachers prior to the addition, removal, or relocation of any equipment or software program.
7. It is the student's responsibility to make sure no equipment, data or software program is destroyed, deleted, altered, or abused in any way. Users must ensure that all food, drink and litter are kept away from all equipment.
8. Students are not allowed to use audio visual equipment and computers in the classrooms without the presence of a teacher, except those rooms which are open for free access.
9. The consequences for failure to adhere to the technology code of conduct may result in restriction or complete loss of access to all forms of technology. Disciplinary measures deemed appropriate by the school administration may also be taken against the student offender.

XI. RULES & REGULATIONS ON USE OF THE AJC LIBRARY

1. Loaning and Returning of Library Resources

Each student is entitled to borrow :

Type Of Library Resource	Duration
OPEN-SHELF BOOKS in English, Chinese, Malay or Tamil	2 Weeks
NON-PRINT RESOURCE e.g. Movies, Music CDs	
PERIODICALS e.g. TIME, NEWSWEEK	2 Days
RED SPOT ITEMS (include red-spot books, resource files and exam files)	MAXIMUM 2 hours (Overnight loans may be requested after 4 pm. Items must be returned before 10 am the next working day.)
IPAD AIR 2	Library Opening Hours (No Overnight loans)

- Students must present their EZ Link Cards when making Library loans. No borrowing or returning of Library materials will be entertained 10 minutes before the closing time.
- Check and report any damage of an item before borrowing it. Students will be held responsible if any unreported damages are found upon/ after return of the item.
- Students who have lost library materials should inform the College Librarian immediately & they will have to bear the full cost.
- Students who have lost their EZ Link cards must also inform the College Librarian immediately or they would be held liable for all Library materials borrowed, should their cards be used in the meantime.

2. Use of media resources

- Students are to register at the Library counter and surrender their EZ Link card before using the computers, players or headphones. The use of the Internet is restricted to 1 period. Priority will be given to users who need it to do their Project Work, tutorial assignments, and any other academic-related work.
- Library Media materials such as DVDs, VCDs must be checked out before they can be viewed in the library.
- Playing of computer games, messaging programs and accessing undesirable web-sites are strictly prohibited.

- Installation of unauthorised software and/or screensavers is prohibited as these may destabilise the operating systems & render the computers unusable.

3. Expected conduct

- **ATTIRE:** Full college uniform (Term Time); College T-Shirts (tucked in neatly) with College pants/ skirts (Holidays). NO PE attire (T-SHIRT & SHORTS) and sandals are allowed at all times.
- **PERSONAL BELONGINGS :** Leave these outside the Library. However, the Library will not be held responsible for loss of any personal item.
- Maintain the quiet ambience of the Library at all times.
- Reservation of seats , eating and drinking are strictly NOT permitted.
- Students found not obeying the rules, committing vandalism or theft will face disciplinary action.

XII. GUIDELINES FOR CONDUCT GRADE

The Conduct Grade reflects the school's assessment of the extent to which students have exhibited the following attribute of personal and social responsibility:

- The College Values of **INTEGRITY, COMMITMENT, LEARNING, SOCIAL CONSCIENCE and SYNERGY.**
- Traits of personal behaviour such as how they carry themselves, showing responsibility and accountability in their attitudes and actions, and punctuality.

The College Discipline Board reserves the right to amend and finalise a student's conduct grade upon reviewing the student's actions and behaviours.

1. Conduct Grade Rubrics (Refer to Annex 1)

Conduct Grade	Expected Behaviour
Excellent	Consistently behaves in an exemplary manner: <ul style="list-style-type: none"> • Self-disciplined and industrious • Humble, polite and respectful to fellow College-mates and teachers • Dependable as student leader/class leader/organiser/helper • Excellent attendance record [100%] • Work is of outstanding quality and is always submitted on time • Has not committed any minor, major or serious offence

Conduct Grade	Expected Behaviour
Very Good	<p>Consistently behaves well as demonstrated in more than one of the following ways:</p> <ul style="list-style-type: none"> • Self disciplined and industrious • Humble, polite and respectful to fellow college-mates and teachers • Dependable as student leader/class leader/organiser/helper • Good attendance record [98% or absent ≤ 3 times per year] • Work reflects good effort & is always submitted on time • Has not committed any major or serious offence
Good	<p>Behaves well as demonstrated in more than one of the following ways:</p> <ul style="list-style-type: none"> • Self-disciplined and industrious most of the time • Humble, polite and respectful to fellow college-mates and teachers most of the time • Dependable as student leader/class leader/organiser/helper most of the time • Fairly good attendance record [95% or absent ≤ 8 times per year] • Has not committed any serious offence • May have committed minor offences [≤ 3 times per year] • Has accumulated ≤5 warning slips.
Fair	<ul style="list-style-type: none"> • Requires monitoring by PD Tutor/ subject tutors • Attendance [92% or absent < 9 times per year] • Skips lessons occasionally, including PE lessons • Does not complete make-up PE lessons • Has occasional difficulty working with peers • Work does not always reflect effort and is usually not submitted on time • May have committed a few minor/ major offences [≤ 5 times] or a serious offence • Has accumulated ≥6 warning slips.
Poor	<ul style="list-style-type: none"> • Frequently shows unacceptable behaviour • Requires monitoring or counseling by P/ VPs / HOD SM • Attendance [<92% or absent 10 times or more per year] • Skips lessons frequently, including PE lessons • Does not complete make-up PE lessons • Has difficulty working with peers • Work is of poor quality and is often not submitted on time • Has committed a few serious offences or multiple occurrences of a single major offence • Has accumulated ≥8 warning slips.

2. Warning Slips (Refer to Annex 2 for Summary of Offences)

A warning slip is a written warning to students who have committed an offence/ offences and thus serves as a reminder that they are to comply with the Code of Conduct.

Students will be notified via email when a warning slip has been issued to them. The number of warning slips issued to a student is an indication of the conduct of the student. Students who commit repeated offences will be subjected to more serious consequences.

No. of warning slips	Consequence
1	<ul style="list-style-type: none"> • Counselling by PD tutor
2	<ul style="list-style-type: none"> • Counselling by PD tutor • The Discipline Board will meet JC2 students who were conditionally advanced and speak to parents/ guardians. The student may be required to repeat JC1
3	<ul style="list-style-type: none"> • PD tutor will inform parents/ guardians
4	<ul style="list-style-type: none"> • PD tutor will inform parents/ guardians • The Discipline Board will meet the student
5	<ul style="list-style-type: none"> • The Discipline Board will meet the student and speak to parents/ guardians • Student will be disqualified from representing the College in internal events, e.g. being an OHF/ OGL • Student will be disqualified from external enrichment programmes, internships, attachments etc. as student has shown poor self-management • JC2 students will not be eligible for the Outstanding Leadership/ Outstanding Contribution College Awards. • JC2 students will be given a truncated testimonial in the School Graduating Certificate (SGC).
6	<ul style="list-style-type: none"> • VPs will meet the student • Student will be disqualified from representing the College in external events, e.g. taking part in competitions, taking part in ISL. • Highest conduct grade will be a “Fair”. • JC2 students will not be eligible for all College awards. • JC2 students will be not be given a testimonial in the School Graduating Certificate (SGC). • JC1 students will be conditionally advanced/ asked to leave.
7	<ul style="list-style-type: none"> • VPs will meet the student and parents/ guardians • Highest conduct grade will be a “Fair”. • JC2 students will not be eligible for all College awards. • JC2 students will be not be given a testimonial in the School Graduating Certificate (SGC). • JC1 students will be conditionally advanced/ asked to leave. • JC1 students will be removed from their student leadership positions.
8	<ul style="list-style-type: none"> • P and/or VPs will meet the student and parents/ guardians • Highest conduct grade will be a “Poor”. • JC2 students will not be eligible for all College awards. • JC2 students will be not be given a testimonial in the School Graduating Certificate (SGC). • JC1 students will be conditionally advanced/ asked to leave. • JC1 students will be removed from their student leadership positions.

3. Serious Offences

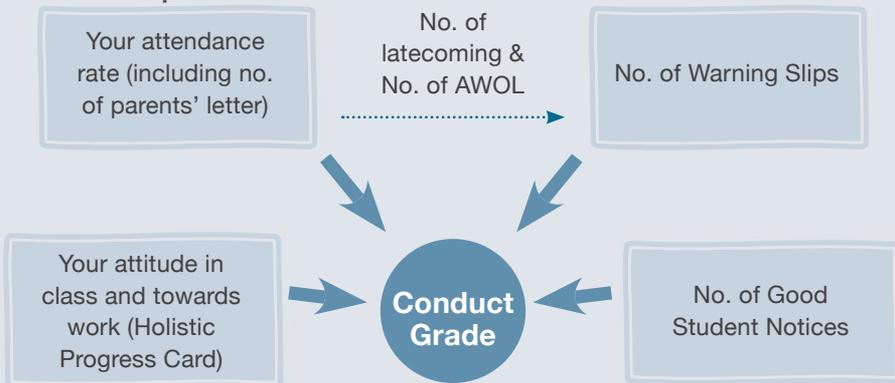
Warning slips will be issued for such offences, and parents/ guardians will be informed. Further restorative actions by the student, relevant to the offence committed, may also be required.

Examples of serious offences are, but not limited to the following:

- Showing of disrespect to teachers and staff of the College;
- Inappropriate conduct between and male and female students
- Damage to school property and/ or vandalism
- Cheating in tests or examinations
- Forgery
- Altering of College or other official documents
- Theft
- Smoking, drug/ inhalant abuse
- Possession of/ playing with poker cards and/ or gambling
- Possession of pornographic materials
- Possession of weapons, or weapon-like items which is used or intended to be used to cause harm to others
- Assault and fighting
- Acts of hooliganism
- Physical or emotional abuse, threatening the health, safety or well-being of any person

Criminal offences will be referred to the police.

Annex 1 Components of Conduct Grade



Annex 2 Summary of Warning Slip Offences

Examples of offence	No. of warning slip(s)	Further Action (where applicable)
<ul style="list-style-type: none"> Failure to address attire and/ or appearance issues 	1	<ul style="list-style-type: none"> Students may be asked to return home to make the necessary changes if the attire and/or the appearance are not appropriate.
<ul style="list-style-type: none"> Truancy: <ul style="list-style-type: none"> - they are absent from lesson or other college activities without valid reason, or - they left College without permission before the stipulated time, or - they failed to submit the early-leave form and relevant document within seven days upon returning. 	1	<ul style="list-style-type: none"> Counselling by PD Tutor Parents/ guardians will be informed
<ul style="list-style-type: none"> Students who have accumulated > 3 make-up PE by the conduct grade cut-off period (JC2: 2017 T3W6, J1: 2017 T4W2) will be issued 1 warning slip. 	1	<ul style="list-style-type: none"> PD tutor will inform parents/ guardians
<ul style="list-style-type: none"> 3rd latecoming in a term 	1	<ul style="list-style-type: none"> Counselling by PD Tutor
<ul style="list-style-type: none"> 4th and every subsequent latecoming in a term 	1	<ul style="list-style-type: none"> Counselling by PD Tutor Parents/ guardians will be informed
<ul style="list-style-type: none"> Reporting after 8.00 am to college during normal term time – i.e. “very late” status 	1	<ul style="list-style-type: none"> Counselling by PD Tutor
<ul style="list-style-type: none"> Late for lessons without valid reasons 	1	<ul style="list-style-type: none"> Counselling by subject tutors and/ or PD Tutor
<ul style="list-style-type: none"> 3 late submissions/ non-submission of assignments 	1	<ul style="list-style-type: none"> Counselling by PD Tutor Parents/ guardians will be informed
<ul style="list-style-type: none"> Possession and/ or playing of poker cards in college 	1	<ul style="list-style-type: none"> Poker cards will be confiscated
<ul style="list-style-type: none"> Each serious offence 	At least 1	<ul style="list-style-type: none"> Counselling by PD Tutor Parents/ guardians will be informed Restorative actions may be required – e.g. paying for damaged school property; restoring defaced school property, etc.