



Student Management Guidelines 2012

1. Attendance

- 1.1 Punctuality and regular attendance are expected of every student.
- 1.2 Every student must attend the following:
 - 1.2.1 morning assembly and the flag-raising ceremony,
 - 1.2.2 lectures, tutorials, PE sessions, co-curricular activities (CCAs), and field and laboratory work;
 - 1.2.3 all college functions.

2. Assembly Procedures

- 2.1 All students regardless of nationality are to be present at their designated places at the assembly ground by the first command given by the parade commander at the designated timing.
- 2.2 Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.
- 2.3 Non-Singaporeans need not sing the National Anthem and take the Pledge but are to show due respect to the proceedings by standing at attention when the National Anthem is being sung and the Pledge taken.

3. Dismissal from College

- 3.1 A student is dismissed from college at the end of the last lesson for each day as stipulated in the timetable for his/her chosen course of study or by 1230 hrs, whichever is later.
- 3.2 On days when the student is scheduled to attend a co-curricular activity (CCA), he/she may only be dismissed upon conclusion of the activities conducted by the CCA.

4. Leaving College before End of Scheduled Curriculum Time

- 4.1 A student having to leave the college before the end of his/her scheduled curriculum time is required to obtain and fill up the Student Leave form made available from the General Office.
- 4.2 The Student Leave form must be endorsed by any one of the following personnel before the student leaves the college: the Principal, Vice-Principal, a Head of Department or the student's Civics Tutor.
- 4.3 The student is advised to inform the relevant tutors, PE teachers and/or CCA teacher advisors of his/her impending absence from the affected lessons prior to leaving the college. The student is also advised to inform his/her parent(s)/ guardian(s) that he/she is leaving college early.
- 4.4 The student will have to get his/her parent's endorsement on the form before returning it to his/her civics tutor (with other accompanying documents, e.g. medical certificates, official excuse slips, death certificates, etc.) on the day he/she returns to college.

5. Absenteeism

- 5.1 When a student is absent from College, he/she has to submit a medical certificate or a letter from his parent/guardian to the General Office within three working days of the day of absence.
- 5.2 The student who fails to produce the required document(s) would be considered as having committed an act of truancy and the errant students will be subjected to disciplinary action.

6. Attire

- 6.1 A student must be properly attired at all times, both within and outside the college premises.
- 6.2 Students are to wear the prescribed school uniform. Modification to the uniform is not allowed.
- 6.3 The college uniform and PE attire must be worn in accordance with college specifications.
 - Year One students admitted after the Joint Admission Exercise (JAE) will be given grace period of 2~3 weeks to purchase the college uniform. These students must wear their secondary school uniform in place of the college uniform and the college collar pin for identification purposes during the Orientation Period and grace period.
 - Year One students must wear the PE attire specified by the college after the second week of the first term.
- 6.4 The college pants must be worn and fit snugly at the waist. Boys are encouraged to wear a brown/black belt together with the college pants all times.
- 6.5 The college skirt worn by the girls must not be more than 2.5cm above the knee.
- 6.6 Shoes and socks worn should comprise colours that are deemed acceptable. Shoes and its components (eg. shoelaces) that are predominantly luminous in colour are deemed unacceptable.
- 6.7 Students are discouraged from wearing any form of jewellery or unauthorized accessories.
- 6.8 A student who is not correctly or fully attired (uniform, belt, collar pin, etc.) may be refused entry into tutorial rooms, lecture theatres and the library.
- 6.9 The college uniform must be worn at all times within the college premises except on “Dress-down Day” stipulated by the College. On those days, students are given the option to be attired in college pants/skirt with a college/official CCA/class t-shirt (half-uniform).
- 6.10 The college tie should also be worn on formal occasions both within and outside the campus upon the instruction of the Principal, Vice-Principal, Heads of Department or subject tutors.
- 6.11 Only college PE attire can be worn during PE lessons. Students are permitted to wear half-uniform when playing recreational games in the college.

7. Appearance

- 7.1 All students are expected to maintain a neat appearance and good personal hygiene.
- 7.2 Boys must sport hair that is well-groomed and neatly in place. Hair should be of acceptable length and not touch the collar. No beards, moustaches and long side-burns are allowed.
- 7.3 Girls with long (shoulder-length) hair must have it tied up neatly.
- 7.4 No colouring, tinting or highlighting of hair is allowed.
- 7.5 Students are not allowed to display tattoos or 'Body Art' designs.

8. General Conduct

- 8.1 Students must always conduct themselves in a responsible and considerate manner. Conduct that is deemed to be detrimental to the credibility of the individual or the image of the college will not be acceptable.
- 8.2 Lecture theatres, classrooms and tutorial rooms must be kept clean at all times. Littering is strictly prohibited.
- 8.3 No food or flavoured drinks are allowed to be consumed on the college premises except at the college canteen and cafe premises.
- 8.4 In the canteen, orderly queuing for food is necessary. After consumption, all used cutlery must be returned to the appropriate receptacles near the respective stalls. All litter must be disposed of properly. Littering is strictly prohibited.
- 8.5 Students are not allowed to represent the college in any external activities (sports, games, competitions, etc.) organized by external agencies or individuals unless official consent has been granted by the college or the teacher advisor. Students defying this rule will be severely dealt with and would be made to withdraw from the event immediately.
- 8.6 Students are not allowed to use the college facilities for unofficial events with/for outsiders without official permission from the college administration.

9. Departure/Withdrawal from College

- 9.1 A student who is leaving or withdrawing from the college has to make a formal withdrawal by completing the "Form for Withdrawal from college" form obtainable from the General Office.
- 9.2 A parent's letter of endorsement for the withdrawal is necessary and to be submitted together with the Form to the General Office.

10. Consequences of a Breach of College Rules

- 10.1 Ignorance of the college rules and regulations is not an acceptable reason/excuse.
- 10.2 It is the prerogative of the Student Management Committee or the people empowered by the college to mete out whatever disciplinary actions deemed fit against any student(s) caught breaching any of the college rules or any other offences committed inside or outside of the college