

Disciplinary Policy & Procedures *(Updated on 15 Apr 2026)*

The following policy and procedures, as outlined under Section 6.8 (Disciplinary Policy) of the Student Handbook, shall apply to any student alleged to have violated the Student Code of Conduct.

6.8.1 Definition of Misconduct

A student shall be deemed to have committed misconduct if involved in any of the following acts, whether on school premises or elsewhere:

1. Disruption of, or improper interference with, the academic, administrative, sporting, social, or other activities of the School, including offensive behaviour.
2. Obstruction of, or improper interference with, the functions, duties, or activities of any student, staff member, or official visitor of the School.
3. Behaviour that brings the School into disrepute.
4. Intentional or reckless damage to, or defacement of, School property or the property of any member of the School community.
5. Misuse or unauthorised use of School premises, facilities, or equipment.
6. Failure to comply with a previously imposed disciplinary penalty.
7. Failure to attend a disciplinary committee meeting when formally required.
8. Failure to treat others with fairness, courtesy, and respect.
9. Anti-social behaviour, including causing noise disturbances.
10. Acts of dishonesty, including theft, fraud, deceit, or deception.
11. Actions likely to cause injury, impair safety, or raise a false alarm on School premises.
12. Harassment of any student, staff member, or visitor.
13. Violent, indecent, disorderly, threatening, or offensive behaviour or language.
14. Conduct that constitutes a criminal offence under the laws of Singapore.
15. Failure to meet attendance requirements as stipulated by the School or the Immigration and Checkpoints Authority (ICA).

16. Obstruction of, or improper or fraudulent interference with, the School's attendance monitoring system.
17. Permitting or facilitating another student to copy assessed coursework, in whole or in part.
18. Academic dishonesty, including plagiarism, cheating, or collusion in assessments or examinations.
19. Failure to pay outstanding programme or course fees as stated in the Student Contract and Letter of Offer.
20. Violation of prevailing health and safety regulations imposed by the authorities or the School.
21. Any other conduct, act, or omission that may reasonably be interpreted as misconduct.
22. Absence without notice for a continuous period of seven (7) days.

6.8.2 Anti-Bullying Policy

Definition of Bullying

Bullying refers to any intentional act by an individual or group that causes physical, emotional, psychological, or social harm to another student. Bullying may occur as repeated behaviour or as a single serious incident.

Forms of bullying include, but are not limited to:

- **Physical bullying:** hitting, pushing, or damaging belongings
- **Verbal bullying:** name-calling, insults, or threats
- **Social/relational bullying:** exclusion or spreading rumours
- **Cyberbullying:** harassment through digital platforms or social media
- **Psychological bullying:** intimidation, coercion, or manipulation

Any form of bullying is strictly prohibited and will be treated as serious misconduct.

Alignment with Misconduct Clauses

Bullying behaviour shall be addressed in accordance with existing misconduct clauses, including but not limited to Clauses 8, 12, 13, and 14 above.

Reporting and Early Intervention

- All staff are required to take immediate action upon observing or receiving information related to bullying.
- All incidents must be formally documented and reported through official channels, regardless of perceived severity.
- Informal or undocumented resolution of bullying cases is not permitted.

Safeguarding Measures

Where necessary, the School may implement interim measures to safeguard affected students, including:

- Separation of involved parties
- Temporary suspension of the alleged offender

The safety and well-being of students shall be prioritised at all times.

Disciplinary Actions

Depending on the severity and recurrence of the behaviour, disciplinary measures may include:

- Behavioural contract or probation
- Letter of Warning (LOW)
- Suspension
- Expulsion

Serious cases involving violence, threats, or repeated misconduct may result in immediate escalation.

Support and Rehabilitation

The School adopts a balanced approach between discipline and education:

- Affected students may be provided with counselling and support
- Students found responsible may be required to attend behavioural intervention, counselling, or reflection programmes

Confidentiality and Non-Retaliation

- All reports shall be handled with appropriate confidentiality.

- Any form of retaliation against a reporting party or victim will be treated as a separate disciplinary offence.

Preventive Education

The School shall implement ongoing preventive measures, including:

- Student awareness programmes
- Character and citizenship education
- Staff training on early identification and intervention

6.8.3 Disciplinary Procedures

1. Reporting

Any member of the School community may report an incident of misconduct to the designated authority.

2. Investigation

The designated authority shall conduct a fair and objective investigation, taking into account all available evidence and documentation.

3. Disciplinary

Committee

A Disciplinary Committee shall be convened to review the case and determine the appropriate course of action.

4. Student Notification

The student shall be formally informed of the allegation(s), supporting evidence, and details of the disciplinary hearing.

5. Disciplinary Interview

The student shall be given the opportunity to present their explanation, defence, or mitigating factors.

6. Decision and Outcome

The Disciplinary Committee shall make a fair and impartial decision based on the evidence. Where misconduct is substantiated, appropriate disciplinary measures shall be imposed.

7. Appeals

Students may submit an appeal in writing within the stipulated timeframe, in accordance with the School's Appeals Policy.

6.8.4 Penalties

Penalties for misconduct may include:

- Behavioural contract
- Letter of Warning (LOW)
- Suspension
- Expulsion

Penalties shall be proportionate to the severity and frequency of the misconduct.

6.8.5 Review and Continuous Improvement

The School shall review its disciplinary policies and procedures annually to ensure effectiveness, fairness, and alignment with regulatory requirements.

Feedback from students and stakeholders may be considered as part of continuous improvement efforts.

ICA's Terms & Conditions of Student's Pass (STP)

1. You are required to produce your STP Card (the "Digital Card") and your valid passport to the Immigration Officer at the Checkpoint each time you leave Singapore and return.
2. You are required to surrender any physical STP card issued to you, to the Immigration & Checkpoints Authority ("ICA"), if it is cancelled or has expired, or when a new STP is issued to you.
3. Should you intend to leave Singapore and not return on or before the expiry of the Pass issued to you, you are required to submit a request to ICA to cancel this STP, before your departure from Singapore. Those issued with a physical STP card are also required to surrender it to ICA before or at the time of your departure. Once the STP is cancelled, it shall be invalidated with immediate effect and will no longer be valid for entry into and remaining temporarily in Singapore.
4. While in Singapore, you are required to furnish the STP for inspection to an Immigration Officer or Police Officer within reasonable time when so requested.
5. If the STP card is lost or stolen (applicable only if you were issued a physical STP card), you are required to make a police report immediately and report to ICA within 7 days to apply for a replacement. Issuance and/or replacement fees will be payable. If you recover possession of your lost STP card after reporting such loss to ICA, you are required to surrender the recovered STP card to ICA for cancellation within 7 days from the date of recovery.

6. You are required to notify ICA if there is any change in your passport particulars and/or change in personal particulars (including name, sex or place of residence) within 14 days of the change, and seek a replacement STP with the updated particulars. For more information on reporting a change in passport or personal particulars for STP holder, please visit ICA website at www.ica.gov.sg
7. This Digital Card is issued to you based on the information provided vide application for which you have truthfully declared to be so or for which you had consented for a proxy to submit on your behalf and are fully aware of the information so provided by your authorised proxy. You are required to notify ICA of any change in your passport particulars.
8. You shall comply with the provisions of the Immigration Act and any regulations made under the Act, or any statutory modification or re-enactment in force in Singapore during your stay.
9. You shall not engage in any activities which are inconsistent with the purpose for which the Digital Pass has been issued.
10. You shall not engage in any activities during your stay in Singapore (political, or otherwise) which may make you an undesirable or prohibited immigrant under the Immigration Act.
11. You shall not contravene any laws which are for the time being in force in Singapore.
12. You shall not smoke, administer to yourself, consume or be in any way engaged in the trafficking of any controlled drug as defined in the Misuse of Drug Act or any written law in force relating to the control of dangerous or harmful drugs.
13. You shall abide by the conditions specified in regulations 14(1A) of the Immigration Regulations, where applicable. You must not engage in any form of paid employment or in any business, profession, or occupation in Singapore during the validity of your Student's Pass unless you also have a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).
14. You understand that if the Controller of Immigration is satisfied that you or any of your family members breaches the Terms & Conditions mentioned above, or becomes an undesirable or prohibited immigrant, he may cancel the immigration passes issued to you and/or your family, and you and/or any member of your family may be required to leave Singapore within 24 hours of such cancellation.

15. You are required to attend classes regularly. If you fail to attend classes for a continuous period of 7 days, your Student's Pass is liable to be cancelled with effect from the 8th day. The letter of cancellation will be sent to your place of residence as registered with ICA. Remaining in Singapore unlawfully after the cancellation of your Student's Pass is an offence under Section 15 of the Immigration Act and you would be liable for prosecution.
16. You understand that your Student's Pass will be cancelled by the Controller of Immigration if you fail to remain or cease to be retained as a student in your educational institution.
17. This Pass is issued to you on the condition that the Terms & Conditions mentioned above are complied with. Under regulation 40(2) of the Immigration Regulations, any person who without reasonable cause contravenes or fails to comply with any condition imposed in respect of or any direction endorsed on any pass or permit shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding 6 months or to both.