Student Conduct and Attendance

APPROACH

1. **Student Disciplinary Policy**

1.1 The School takes student disciplinary issues very seriously and the following would constitute student misconduct:

    a. Frequent Lateness for Classes / Leaving Class Early / Absent from Class Without Valid Reasons

    b. Foul / Abusive Language / Rumours Mongering / Slanderous allegations directed at fellow Students / Staff / Office Bearers / Business Associates with the School

    c. Consumption of Alcohol

    d. Smoking on Campus Grounds

    e. Disruptive Behaviour / Mischief During Lessons

    f. Inappropriate Dress Code

    g. Any Criminal Offences, including but not limited to fights, theft, and drug consumption.

    h. Vandalism or Mishandling of Office Premises / Assets / Properties

    i. Falsification of Information with regards to information given to the School and/or any authorities

    j. Students caught signing / marking attendance for friends.

    k. Working while on Student Pass (for international students)

    l. Infringement of any School Policies or Procedures, including the Student Academic Honesty Policy (Reference should be made to POM 5.5.1 Student Assessment)

1.2 Depending on the severity and at the sole discretion of the School, actions can and will be taken against students with misconduct and in violation of the Student Disciplinary Policy.

1.3 The Student Disciplinary Policy shall be communicated to all students via the Student Handbook.

2. **Student Attendance Policy**

2.1 The School requires all students to be regular and punctual for their lessons. The minimum attendance requirements and leave application policy guidelines are as follow.

    a. International Students on Student Pass – minimum 90% per month

    b. All Non-Student Pass Holders – minimum 75% per month

    c. Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the School whenever an International Students on Student Pass has a monthly attendance of less than 90%.

d.   Student Pass Holders who miss 7 consecutive days of class will be liable to have their student pass be cancelled with effect from the 8th day.

e.   Any student leave should be supported by Medical Certificates or justifications that need to be approved by the School. These should be submitted via the Student Leave Application Form to the Academic Department within 3 working days of the student's return to School.

2.2   The Student Attendance Policy shall be communicated to all students via the Student Handbook.

2.3   The School's attendance taking and monitoring processes will include classroom based, synchronous e-learning and a-synchronous e-learning as and when required.

a.   <u>For synchronous classes (e-learning)</u>

→   Class attendance is to be taken once at the start of each class. Students that enter the class within 15 minutes from the start of class will be considered late, while students that enter the class after 15 minutes from the start of class will be marked as absent.

b.   <u>For asynchronous classes (e-learning)</u>

→   The school does not have asynchronous classes.

c.   <u>For physical classes (classroom-based learning)</u>

→   Class attendance is to be taken once at the start of each class. Students that enter the class within 15 minutes from the start of class will be considered late, while students that enter the class after 15 minutes from the start of class will be marked as absent.

2.4   The Academic Department is to generate a Monthly Attendance Report for purpose of monitoring.

2.5   As attendance is monitored and tracked by the School's Attendance System, Attendance Reminder Letters / Warning Letters would be issued based on the procedures outlined in the 'Process' section of this manual.

3.   Intervention Measures and Evaluation of Intervention (Conduct and Attendance)

3.1   Intervention measures can take many various forms, and they would need to be suited to resolve student issues in areas of conduct, attendance, and learning.

3.2   Student Counselling Sessions are an important intervention measure for areas of misconduct, and attendance for students. These will be overseen by the Academic Department.

3.3   Intervention measures should be timely and evaluated for their effectiveness, including if there are improvements made, at least once a year. This is to allow the School to evaluate the various measures and consider other modes of intervention in the event that current measures are not effective.

PROCESS

1.   Student Disciplinary Process

1.1   Student conduct related policies, including the Student Disciplinary Policy, Attendance Policy and Student Academic Honesty Policy are communicated to students via the Student Handbook.

1.2   Any Lecturers or Support Staff that have identified students that have violated any of the student conduct related policies are to inform the Academic Department.

1.3   The Academic Department will conduct an investigation and to verify the allegations made against the student.

1.4   For misconduct, actions that could be taken against the student would be as follows:

No. of Offences	Type of Misconduct	Actions to be taken*
1	Student Misconduct as per the Disciplinary Policy in 'Approach Section" of this Manual	• Verbal Warning
2		• Warning Letter • Student to undergo Counselling
3		• Student Expulsion
	Criminal Offences	• Student referred to the Police • Student Expulsion

The Parent/Guardian is to be informed if student is below 18 years old. For procedures on handling academic dishonesty, reference should be made to POM 5.5.1 Student Assessment.

1.5   The decision of the Academic Department is final, and the School will not entertain any appeals. If students do not accept the outcomes, they are to go through the School's dispute resolution process.

2.   Student Attendance Taking and Monitoring Process

2.1   For physical classes (classroom-based learning)

    a.   Respective Class Lecturers are responsible for marking student attendance and will do so at the start of each class. Students that enter the class within 15 minutes from the start of class will be considered late, while students that enter the class after 15 minutes from the start of class will be marked as absent.

    b.   Lecturers are to mark the attendance in the excel sheet (digital or physical hardcopy).

2.2   For synchronous classes (E-learning)

    a.   Respective Class Lecturers are responsible for marking student attendance and will do so at the start of each class. Students that enter the class within 15 minutes from the start of class will be considered late, while students that enter the class after 15 minutes from the start of class will be marked as absent.

b. Prior to joining the class, students must log in using their full name for verification. Students must keep the camera on throughout the class. Should the student turn off the camera for more than 1 minute, the lecturer is to remind the student to turn the camera on. After 3 reminders, if the student does not turn on the camera, the student will be marked as absent, even if the student was marked as present at the start.

c. Lecturers are to mark the attendance in the excel sheet (digital).

2.3 <u>For asynchronous classes (E-learning)</u>

a. The school does not have asynchronous classes.

2.4 Based on the review of student attendance from the respective learning modes, the following actions can be taken: -

a. Send the list of Student Pass Holders whose attendance for the month falls below 90% to ICA.

b. Student Pass Holders who miss 7 consecutive days of class will have their student pass cancelled with effect from the 8th day.

2.5 Monitoring of attendance

a. The Academic Department is to generate a Monthly Attendance Report for purpose of monitoring the attendance rate.

2.6 Intervention

a. <u>Local Students</u>

S/N	Scenario	Actions to be taken*
1	< 80% Attendance	• Attendance Reminder Letter
2	< 75% Attendance	• 1st Warning Letter
3	No Improvement in Attendance	• 2nd Warning Letter • Student to undergo Counselling
4	No Improvement in Attendance following 2nd Warning Letter	• Student Expulsion

The Parent/Guardian is to be informed if student is below 18 years old.

b. <u>International Students</u>

S/N	Scenario	Actions to be taken*
1	Miss 1 lesson	• Attendance Reminder Letter
2	Miss 2 lessons	• Warning Letter • Student to undergo Counselling
3	No Improvement in Attendance following Warning Letter	• Student Expulsion

The Parent/Guardian is to be informed if student is below 18 years old.

3. **Evaluation of Intervention (Conduct and Attendance)**

3.1 The Student Counselling Record Form has an in-built evaluation of the effectiveness of action plans, including if there are improvements made, that are customized for individual students. This is done for areas including conduct and attendance to ensure that students achieve the desired learning outcomes.

3.2 Evaluation of effectiveness is done by the respective Counsellors who as part of the sessions will set targets with their students. Further sessions will be held to ensure that this is an on-going process till all targets are met. This would then signal that the intervention measures of counselling sessions are evaluated as effective.

3.3 The above mentioned would need to be documented in the Student Counselling Record Form.

3.4 In addition to the customized and individualized student counselling sessions, the Academic Department would evaluate the effectiveness of all intervention measures that have been deployed once a year.

3.5 The evaluation of such will provide an overall summary of whether intervention measures are effective and whether there is a need for a review, revamp, and improvement of the intervention measures systems.

3.6 Evaluation of intervention measures is done using the Evaluation of Student Intervention Measures document, where the outcomes of all intervention measures are looked at. The following provides a guideline on how each student intervention is being evaluated: -

   a. The effectiveness is measured by the % of students that receive 1 warning letter, % of students that receive 2 warning letters and % of students that are expelled / terminated due to attendance and/or misconduct.

   b. As a matter of prevention, the actual results of % of total students receiving 2 warning letters and % of students that are expelled / terminated should be analysed and justified in the Evaluation of Student Intervention Measures Analysis Report. The mechanism of giving the first warning letter must be effective in driving improvements in attendance and conduct and that it does not proceed to further serious actions to be taken (i.e., 2nd Warning Letter and/or Termination).

3.7 For student counselling sessions, the purpose of it is to set interim targets to improve performance in students at risk and to resolve any issues as part of the early intervention process.

   a. The effectiveness of it would be measured by % of students that meet the interim targets after the 1st Counselling Session, % of students that meet the interim targets after 2 Counselling Sessions and % of students that require 3 or more Counselling Sessions for interim targets to be met.

b. As an early intervention process, actual results must be analyzed and justified in the Evaluation of Student Intervention Measures Analysis Report. By meeting interim targets, it would show the effectiveness of the intervention measures.

3.8 As part of the evaluation of effectiveness of student intervention measures, it is noted that based on the evaluation process, revised intervention measures should be considered if the current measures are deemed as not effective upon analysis and justification. These evaluation details should all be captured in the Evaluation of Student Intervention Measures document.