



RULES AND REGULATION GUIDE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME



LEADERS FOR A BETTER TOMORROW



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

RUKUNEGARA

KEPERCAYAAN KEPADA TUHAN
KESETIAAN KEPADA RAJA DAN NEGARA
KELUHURAN PERLEMBAGAAN
KEDAULATAN UNDANG-UNDANG
KESOPANAN DAN KESUSILAAN

FALSAFAH PENDIDIKAN NEGARA

“PENDIDIKAN DI MALAYSIA ADALAH SATU USAHA BERTERUSAN KE ARAH MEMPERKEMBANGKAN LAGI POTENSI INDIVIDU SECARA MENYELURUH DAN BERSEPADU UNTUK MEWUJUDKAN INSAN YANG SEIMBANG DAN HARMONIS DARI SEGI INTELEK, ROHANI, EMOSI, DAN JASMANI BERDASARKAN KEPERCAYAAN DAN KEPATUHAN KEPADA TUHAN. USAHA INI ADALAH BAGI MELAHIRKAN RAKYAT MALAYSIA YANG BERILMU PENGETAHUAN, BERKETRAMPILAN, BERAKHLAK MULIA, BERTANGGUNGJAWAB DAN BERKEUPAYAAN MENCAPAI KESEJAHTERAAN DIRI SERTA MEMBERI SUMBANGAN TERHADAP KEHARMONIAN DAN KEMAKMURAN MASYARAKAT DAN NEGARA.”

WAWASAN THE MALAY COLLEGE

KESEPADUAN ANTARA KEBIJAKSANAAN DAN
ILMU YANG BERMANFAAT
ADALAH TERAS PEMBANGUNAN MANUSIA
YANG BERKUALITI, BERIMAN DAN BERTAKWA
YANG AKAN MEMBELA AGAMA, BANGSA, DAN NEGARA

1.0 INTRODUCTION

- 1.1 Pursuant to Sections 4 and 6, Education (School Discipline) Regulation 1959, I, the Principal of The Malay College Kuala Kangsar, do hereby formulate a regulation enforceable by the commencement of July 2011 session and shall be applicable to all students of International Baccalaureate Diploma Programme, The Malay College Kuala Kangsar.
- 1.2 This regulation is known as The Malay College International Baccalaureate Diploma Programme Rules and Regulations Guide (School and Hostel).
- 1.3 Any student or groups of students found to have broken any rules will be penalized accordingly.
- 1.4 Regulations in this book may be abolished or amended, with minor regulations added from time to time.

2.0 ENFORCEMENT

- 2.1 Wardens and teachers are empowered to enforce these rules.

3.0 AUTHORITY TO PENALISE

- 3.1 Only the Principal has the power to penalize any student found to have broken any school or hostel rule of The Malay College Kuala Kangsar.
- 3.2 However, for students who break the rules of the International Baccalaureate policies, International Baccalaureate penalty will be enforced.

4.0 GENERAL RULES

- 4.1 Every student is required to abide by the rules and regulations in the Regulations Guide and any other regulations produced by the school authority, Ministry of Education, State Education Department, International Baccalaureate Office, and any other authorities connected to the school, from time to time.
- 4.2 Every student is required to respect teachers, school workers, prefects, each other, and any guests of MCKK.
- 4.3 Every student must not behave in any ways that could be interpreted as
 - 4.3.1 going against the tenets of Rukunegara Malaysia
 - 4.3.2 slanderous or defamatory to any individuals or MCKK
 - 4.3.3 to have vandalized the properties of individuals or MCKK
 - 4.3.4 disrupting peace and unity in the school
 - 4.3.5 creating anxiety or dispute or both amongst students and/or teachers and staff
 - 4.3.6 insulting anyone
 - 4.3.7 torturing, threatening or bullying any person
 - 4.3.8 committing deeds that are inappropriate
 - 4.3.9 opposing the MCKK vision i.e. Excellence, Peace and Leadership
 - 4.3.10 refusing to participate in MCKK academic or extra-curricular activities
 - 4.3.11 harmful to himself and others
 - 4.3.12 failing to be present at designated places at designated times

- 4.3.13 disobeying the teachers, prefects and any person who has been given authority by the Principal.
- 4.3.14 conflicting with good moral values and common courtesy.

5.0 SCHOOL HOURS

- 5.1 Student activities during term time follow the MCKK official timetable.
- 5.2 Students are responsible for their own studies.
- 5.3 Students should get permission from the teacher before leaving the class except during recess.
- 5.4 Weekly assembly is conducted by the principal on Wednesdays.
- 5.5 Special assemblies may be held with the Principal's permission.
- 5.6 Attendance at weekly and special assemblies is compulsory for all students.
- 5.7 The dress code during weekly assemblies is formal IBDP MCKK uniform while during special assemblies the dress code is subject to the function.
- 5.8 Seating arrangement during assemblies or any other functions is subject to the Principal's orders.
- 5.9 Every student must be at his best behaviour in formal functions and at all times.
- 5.10 Students must make their beds before going to school or prep.
- 5.11 The dorm leader is accountable for the cleanliness in his dorm. The block leader has the responsibility to advise and ensure that dorms are always clean.

6.0 PRAYERS

- 6.1 All students are required to perform their prayers according to Islamic tenets.
- 6.2 For Friday prayers all students are required to wear formal Malay attire.
- 6.3 On the Fridays when students are allowed to go back home, they are allowed to wear either the full formal Malay or full travelling attire for Friday prayers.

7.0 MEAL TIMES

- 7.1 All students are required to be present at Carey Hall during dinner.
- 7.2 Dinners start and end with prayers.
- 7.3 All students must be punctual during meal times and have their meals at their own pre - assigned tables.
- 7.4 Early or late meal times will only be allowed if there is permission from the Principal or the IBDP Coordinator
- 7.5 Dress code for meal times is as follows:-

Day	Breakfast	Snack	Lunch	Tea	Dinner	Supper
Monday	IBDP MCKK uniform	IBDP MCKK uniform	IBDP MCKK uniform	IBDP MCKK uniform / sports attire	Malay casual	Malay casual
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday	Smart	Smart	Smart	Smart	Malay casual	Malay casual
Sunday	casual	casual	casual	casual	casual	casual

**During official dinners and high table dinners, students are required to wear MCKK formal Malay attire*

- 7.6 Dining hall utensils should not be taken out of the dining hall at any time unless the warden's permission has been sought and received.
- 7.7 Shirts and T-shirts worn in the dining hall should be neatly tucked in.
- 7.8 Complaints and/or problems should be forwarded to the Food Committee or the warden in charge.

8.0 GAMES HOURS

- 8.1 All games should end at 6.45 pm.
- 8.2 Sports attire:-
 - 8.2.1 MCKK House T-shirts / T-shirts
 - 8.2.2 Track bottom
 - 8.2.3 Socks and sports shoes.
 - 8.2.4 Bermuda shorts **are not** allowed
 - 8.2.5 Shirts with inappropriate designs are not allowed – e.g beer or cigarette company logos.

9.0 INSPECTION

- 9.1 Weekly inspections are carried out by wardens and teachers when required by IBDP Coordinator.
- 9.2 Students must ensure that the following items are in order:-
 - 9.2.1 **Cleanliness** in the dorm and outside; e.g. common room
 - 9.2.2 **Cleanliness** and **tidiness** of their respective beds
 - 9.2.3 Individual lockers should be neat and tidy and shoes should be neatly arranged.
- 9.3 Action can be taken on the dorm occupants if the cleanliness level is unsatisfactory.

10.0 GROOMING

- 10.1 Students must maintain a short, tidy and clean haircut. Hair must not extend below the eyebrows when straightened, must not touch ears and collar. Hair must be tapered, neat, clean, and well groomed. Sideburns may not extend below mid-ear.
- 10.2 Excessively gelled hair and spikes are not permitted. Partially shaven or dread-lock style haircuts and multi-colour hair are not permitted.
- 10.3 Students must be clean-shaven. Moustaches and facial hair are not permitted.

11.0 OUTING

- 11.1 Outing is a privilege, not a right.
- 11.2 Students are allowed to go to Kuala Kangsar town every Tuesday, Friday and weekend. They must adhere to the time limit given which is 6.45 pm.
- 11.3 On school days, no student is allowed to go out anywhere unless it is with the permission of the IBDP Coordinator
- 11.4 The dress code for outing is smart casual.

- 11.5 Students are prohibited to patronize places such as bars, karaoke and snooker centres. Other places deemed unsuitable for students are also prohibited.
- 11.6 No outing during school days is allowed without the permission of the Principal or IBDP Coordinator
- 11.7 No outing is allowed on public holidays unless it is with the permission of the Principal or IBDP Coordinator.

12.0 OVERNIGHT OUTINGS

- 12.1 Students are allowed to return to their respective homes during school holidays or other days determined by the Principal
- 12.2 Students must have their Matric Card all the time.
- 12.3 Written permission from parents / guardians who wish to take students for overnight outing should reach the IBDP Coordinator latest by Wednesday afternoon before the weekend.
- 12.4 After having received permission for overnight outing, the student must fill in the Outings Form and get it signed by the IBDP Coordinator.
- 12.5 The MCKK is not responsible on the safety of any student who returns home or leaves the college compound without the permission of the Principal or the IBDP Coordinator
- 12.6 After overnight outings, all students should arrive at the MCKK before or at 6.45 p.m. on the day before school resumes.
- 12.7 Inspections will be carried out from time to time to maintain adherence to this rule.
- 12.8 Students who fail to return to college without any acceptable reason are deemed to have breached college rule and will be imposed with disciplinary action.
- 12.9 Dress code for overnight outing is smart casual.

13.0 VISITORS

- 13.1 Parents are not allowed to enter students' room.
- 13.2 The MCKK reserves the right to prevent any visitors from seeing students without giving any reason.

14.0 OUT OF BOUNDS AREAS (IN KUALA KANGSAR)

The out of bounds areas are as follows:

- 14.1 Areas where there are centres for gambling, social clubs, liquor and/or drug sales and any areas considered to be black areas by the authority.
- 14.2 All rest houses, clubs, associations, snooker, gambling and other entertainment centres.
- 14.3 Restaurants and/or eating stalls that do not serve halal foods.
- 14.4 Any areas out of Kuala Kangsar.

15.0 OUT OF BOUNDS AREAS (IN THE COLLEGE)

- 15.1 The IBDP Coordinator's room, Office and Staffroom without permission and appointments.
- 15.2 Conference rooms or other special rooms, unless with permission.
- 15.3 The teachers' quarters, unless with the permission of the teacher-tenant.

16.0 ALLOWED/DISALLOWED ITEMS

16.1 SCHOOL UNIFORM

	Item	Allowed	Not allowed
16.1.1	Shirt	Plain, long-sleeved shirts	Short sleeved shirts or with designs; shirts with brand logos and/or logos of other schools
16.1.2	Trousers	Long, black slacks	Jeans, cargo pants, jogging bottoms, skinny trousers, faded pants, hip-huggers and any other trousers that are not suitable with the image of a student Trousers must fit properly, not to be worn baggy, oversized, or below the natural waistline and must be hemmed correctly
16.1.3	Shoes	Black leather shoes cut below the ankle, with or without laces. Laces must also be black.	Shoes of colours other than black. Boots or athletics shoes. High cut fashion and other fashions not suitable for school.
16.1.4	Socks	Black socks	Socks of colours other than black; socks with designs
16.1.5	Belt	Black belt, 3-3.5 cm in width.	Belts of other colours other than black; belts that are less than 3 cm or more than 3.5 cm in width. Buckles that is wider than the belt or those that have logos.
16.1.6	Neck ties	MCKK neck tie	Neck ties other than MCKK neck ties

- Students need to button up the sleeve at all times in the school.
- Shirts must be tucked in at all times.
- Blazer is allowed as an outerwear.
- Students must make sure that the tie is tied properly. The bottom of the ties should fall just above the belt area.
- Clothing must be the appropriate size, not baggy, sagging or tight.
- Students must maintain a tidy and clean uniform at all times.
- Students should always be in uniform unless otherwise specified.
- All students should strictly follow the school rules of "School Uniform" at all times.

16.2 SPORTS ATTIRE

	Items	Allowed	Not allowed
16.2.1	Shirts	White, yellow, black or maroon T-shirts, with or without collar with MCKK logos. T-shirts sold at the school cooperative shop. Any MCKK club or house T-shirts. MCKK Basketball shirts	Any shirt that is not of any of the house colours Sleeveless shirts. (Basketball shirts not included) T-shirts with unsuitable and/or derogatory messages Basketball shirts that are not of the four house colours.
16.2.3	Track Bottom	Black or blue black	Other than black or blue black. Branded and expensive. Must not be rolled up.
16.2.4	Shoes	Medium-priced	Expensive
16.2.5	Socks	White, yellow, black and maroon socks only	Socks that are expensive and of colours other than MCKK house colours
16.2.6	Jersey	White, yellow, black and maroon jerseys only, with MCKK logo and/or name	Of colours other than the house colours Jerseys that do not have MCKK logo or name

16.3 OTHER CLOTHING ITEMS

	Item	Allowed	Not allowed
16.3.1	National costume	Full white Baju Melayu, with buttons Baju Melayu of other colours, with buttons MCKK sampin Stiff black songkok	Sampin other than official MCKK sampin. Skull caps of any colours and foldable songkok
16.3.2	Hats/caps	Hats/caps with MCKK logos only	Hats/caps without MCKK logos or with logo that is not MCKK's
16.3.3	Trousers	Dark/black long trousers	Jeans and other unsuitable trousers e.g. baggy pants, tightskins, military-style pants, three quarter pants.
16.3.4	Blazer (for formal occasion)	Black with long sleeve white shirt	Any other colour

*The national costume should be worn during the following occasions:

- Friday prayer
- Dinner with special guests
- School formal occasion
- At any time when instructed by the Principal/ IBDP Coordinator

16.4 OTHER ITEMS

	Items	Allowed	Not allowed
16.4.1	Toiletries	Toiletries, talcum, cologne, shaver and shaving cream	Unsuitable cosmetic items
16.4.2	Jewelleries	Jewelleries are prohibited	Gold rings, bracelets, ear rings, necklaces and any amulets made from twine or thread.
16.4.3	Musical instruments	Guitars and other musical instruments are allowed only during free time	Electric-powered musical instruments
16.4.4	Hand phones	Students are allowed to bring and use hand phones	Use of handphones in class
16.4.5	Electrical appliances	Laptop, desktop, jug kettle and iron	Heater, toaster and any cooking appliances

16.5 The MCKK is not responsible for the loss or damage of any personal and forbidden items.

16.6 In order to ensure that only permitted items are used by students, and the regulations are respected by students and their parents, MCKK will confiscate any forbidden items found.

17.0 ACADEMIC

This shall be read together with **Academic Honesty Policy** and **Assessment Policy**.

17.1 Attendance

17.1.1 The obligations of attendance and punctuality extend to all classes and school activities.

17.1.2 All absences must be justified with the documented medical certificate and reasonable excuses. Persistent lateness may be considered as absences.

17.1.3 When a class is cancelled, it will be rescheduled at a later date. Attendance at this make-up session is mandatory, except in the event of a schedule conflict with another required class.

17.2 Eligibility

17.2.1 No candidate shall be eligible to be admitted to any examination unless:

- officially registered in such a subject;
- has paid the tuition fees; and

- achieved a minimum of 95% attendance at lectures, tutorials and laboratory classes.
- 17.2.2 Every candidate who is eligible to sit for an examination will be announced by the Examination Unit.

18.0 PUNISHMENT

- 18.1 Any student found to have broken any school and/or hostel rule will be dealt with accordingly, as follows:
- 18.1.1 A formal warning
 - 18.1.2 Student's name announced during school assembly
 - 18.1.3 The student will be sent to the IBDP Coordinator's office. Parents and sponsors will be notified by a letter and/or be required to come to school
 - 18.1.4 Attend counselling session
 - 18.1.5 Performing community service
 - 18.1.6 Suspension
 - 18.1.7 Expulsion
 - 18.1.8 Other punishments deemed suitable by the Principal
- 18.2 A report on any indiscipline case will be sent to the sponsors and Ministry of Education. In cases of serious breach of discipline, reports will be made to relevant authorities.
- 18.3 Punishment meted out to offending students is the prerogative of the Principal.

19.0 WRONGFUL BEHAVIOUR

19.1 DISHONESTY

- 19.1.1 Copying answers during tests or examinations
- 19.1.2 Copying another student's homework
- 19.1.3 Signature forgery
- 19.1.4 Lying
- 19.1.5 Changing marks awarded by a teacher
- 19.1.6 Truancy in any form
- 19.1.7 Maltreating any person
- 19.1.8 Untruthful
- 19.1.9 Deceiving friends, parents or anyone else
- 19.1.10 Stealing
- 19.1.11 Doing any work carelessly and without responsibility
- 19.1.12 Using any teacher's name without his / her consent
- 19.1.13 Leaving the college compound without wearing proper attire.
- 19.1.14 Spreading false news among students, teachers or parents/guardians.
- 19.1.15 Overnight outings at addresses not stated in the Outings Form

19.2 CRIMINAL ACT

- 19.2.1 Abusing and/or causing mental and / or bodily harm
- 19.2.2 Causing violence and / or causing mental and / or bodily harm
- 19.2.3 Extortion and blackmailing
- 19.2.4 Fighting
- 19.2.5 Stealing
- 19.2.6 Possessing, buying and selling of stolen goods
- 19.2.7 Cheating or deceiving
- 19.2.8 Causing unrest among students
- 19.2.9 Drug abuse
- 19.2.10 Intimate sexual relationship
- 19.2.11 Vandalism in any form
- 19.2.12 Possessing or owning pornographic material in any form
- 19.2.13 Keeping and possessing weapons of any kind
- 19.2.14 Any criminal acts under the Malaysian Criminal Law

19.3 ANTI-SOCIAL BEHAVIOUR

- 19.3.1 Avoiding social interaction
- 19.3.2 Making loud noises
- 19.3.3 Screaming
- 19.3.4 Disturbing others
- 19.3.5 Writing
- 19.3.6 Littering
- 19.3.7 Spitefulness, bearing grudges
- 19.3.8 Foul language
- 19.3.9 Rudeness, snobbery, arrogance

19.4 IMPROPER CONDUCT

- 19.4.1 Using harsh language
- 19.4.2 Showing disrespect to teachers
- 19.4.3 Smoking and / or possessing cigarettes
- 19.4.4 Keeping long hair
- 19.4.5 Not paying attention during lessons
- 19.4.6 Late arrival at functions
- 19.4.7 Talking during functions when the guest is speaking
- 19.4.8 Leaving before a function ends
- 19.4.9 Making fun of teachers
- 19.4.10 Wearing inappropriate attire
- 19.4.11 Behaving in ways that do not conform with societal values

19.5 OBSCENE ACTS

- 19.5.1 Cursing
- 19.5.2 Close proximity
- 19.5.3 Lewd behaviour
- 19.5.4 Watching / reading / borrowing pornographic materials
- 19.5.5 Drawing / writing pornography materials
- 19.5.6 Being an accomplice to inappropriate behaviour
- 19.5.7 Wearing inappropriate clothes
- 19.5.8 Public nudity
- 19.5.9 Making obscene gestures

20.0 VEHICLE USE

- 20.1 Students of IBDP MCKK are not allowed to use any vehicle except bicycle.
- 20.2 Parents'/ guardians' vehicles are allowed inside the college compound only until 6.45 p.m. during visiting periods.
- 20.3 Taxis and other public transports are only allowed to drop students at the guard post.

21.0 REGULATIONS OF THE PERAK STATE EDUCATION DEPARTMENT, THE MINISTRY OF EDUCATION OF MALAYSIA AND INTERNATIONAL BACCALAUREATE ORGANISATION POLICY.

- 21.1 These rules and regulations guide (school and hostel) may not exceed the circulars and directives from the Perak State Education Department, The Ministry of Education of Malaysia and International Baccalaureate Organisation Policy.
- 21.2 These regulations should also be read together with the circulars and directives from the Perak State Education Department, The Ministry of Education of Malaysia and International Baccalaureate Organisation Policy.

THE MALAY COLLEGE SONG

OH THE MALAY COLLEGE
HARAPAN BANGSAKU
DENGAN SEJARAH YANG CEMERLANG
HARUMLAH NAMAMU

KOLEJ ISTIMEWA
DIDIKAN UNTUK SEMUA
KELUAR MEMBIMBING NEGARA
MAJU TERUS MARA

BANGGA KURASAKAN
KHIDMAT KUBERIKAN
TAK KU LUPAKAN JASA-JASAMU
OH THE MALAY COLLEGE

- KECEMERLANGAN , KESEJAHTERAAN, KEPIMPINAN -