

School Rules and Regulations

1 DAILY SILENT READING PROGRAMME & FLAG-RAISING CEREMONY

- 1.1 Students are to report for the daily flag-raising ceremony at the following timings:

Mon : 7:45am

Tue- Fri : 7:30am

The venue will be at the school arena, otherwise in their respective classrooms on every Wednesday and wet weather day.

- 1.2 Students who are Singapore citizens must sing the National Anthem and take the pledge. Students will take the pledge with the right fist over the heart. The flag-raising ceremony is to be observed with solemnity and respect.

All students must sing the School Song with pride and respect every Monday.

- 1.3 The Silent Reading Programme will commence before the daily flag raising ceremony at 7:45am on Mondays and 7:30am from Tuesdays to Fridays respectively. Students should bring along a book or read an e-book on their iPads based on the following guideline:

Mon – Thu : English Language

Fri : Mother Tongue Language

The use of mobile phones is prohibited. Students are encouraged to report early and start reading to develop a good reading habit as a life-long learner.

2 WEEKLY ASSEMBLY

- 2.1 Students are to assemble in the school hall according to their classes in a quiet and orderly manner. The assembly programme for the lower secondary and upper secondary students will be conducted every even and odd Tuesdays respectively. They must be seated quickly and take out a book to read, prior to the start of the assembly programme.
- 2.2 During the assembly programme, students must respect the speakers and presenters. They must listen carefully and write down key learning points in the Student Handbook.
- 2.3 Class Chairpersons will take turns to lead the students in reciting the School Creed before the assembly ends.

3 ATTENDANCE

- 3.1 Every student must be punctual to school. Students must be present in their classes at 7:55am on Mondays and 7:40 on Tuesdays to Fridays, or they will be deemed as late. In addition, absence from school must be accompanied by a medical certificate. Any student who is late or absent from school without a valid reason will be subjected to disciplinary actions.
- 3.2 All students must seek permission from the Principal, Vice-Principals or Heads of Department if he/she needs to leave the school premises during school hours. The student will have to inform his/her Form Teacher and complete a permission slip which can be obtained from the General Office. Students who leave school during school hours must be accompanied by their parents/guardians for their own safety.
- 3.3 Students who are exempted from any subject and/or have study periods in their timetable are to remain in their classrooms and do their self-study. Refer to clause 4.5.
- 3.4 Students are not allowed to go on overseas vacation during term time as the school would like all students to participate in the school experiences curated for them.

4 GENERAL CONDUCT

- 4.1 Students must be exemplary in their conduct and demonstrate the school values of Integrity, Compassion, Resilience, Discipline and Respect at all times.
- 4.2 Students must be polite and mindful of their manners at all times. They must greet teaching staff, non-teaching staff and visitors upon meeting them.

- 4.3 Students must pay attention in class at all times during lessons. They are not to sleep, place their heads on the tables or engage in disruptive behaviour. Even when there is no teacher in class, they must show consideration for their classmates and maintain a conducive learning environment.
- 4.4 Students who need to leave the classroom for valid reasons must obtain permission from a teacher. If a student is unwell, a classmate should accompany him/her to the general office for immediate attention. His/Her parents will be informed.
- 4.5 Students must use their time efficiently and effectively during relief periods or when their teacher is absent from the class. They must remain in their seats to:
- complete the work given, if any;
 - do their own silent reading; or
 - do their revision
- They should not pass the time sleeping or chatting with classmates. Engaging in discussions or peer tutoring is also not allowed.
- 4.6 Students must complete and submit all assignments on time. Teachers may keep the students back after school to complete their assignments if they fail to do so. It is the responsibility of the students to inform their parents accordingly.
- 4.7 Students must keep the school premises and classrooms clean at all times. They must not remove furniture from any rooms without OM's permission. All the furniture that is borrowed must be returned to its original place.

5 RECESS AND LUNCH BREAKS

- 5.1 Students must leave the classrooms during recess time, and the Chairpersons are responsible for locking the classroom doors. When the bell rings to signal the start of recess, students should move to the canteen quietly. They should also begin returning to their classrooms 3 minutes before recess ends.
- 5.2 Students must queue in an orderly manner when purchasing food in the canteen.
- 5.3 Students must return used cutlery and clear all litter before leaving the canteen.
- 5.4 Students are not allowed to consume food and sweetened drinks in the classroom.

6 SCHOOL ATTIRE

- 6.1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- Both full uniform or half uniform must be worn with the school badge and name tag. Half uniform is defined as school-based T-shirt and school pants/skirts. School uniform must be tucked in at all times.
- 6.2 Students in Sec 2 to 5 must wear name tags that are colour-coded according to the level they are in. They should keep a spare name tag with them in school. Students without name tags will have to order a replacement from the bookshop immediately. They must collect the receipt as a proof of purchase from the bookshop and show it when requested.
- 6.3 Students in Sec 1 must wear their iron-on name tag 1 cm above the chest pocket.
- 6.4 Students must be in their full uniform with school tie on every Monday. They must button up the collar when the school tie is worn. The tip of the tie should reach the waist.
- 6.5 Students must wear white socks and white shoes, with the exception of coloured logos only. If the shoes come with laces, they must also be white. The socks must be visible and above (covering) the ankle-bone. Students wearing inappropriate socks will be required to buy a new pair from the school bookshop immediately.
- 6.6 Students must wear school PE T-shirt and school shorts during PE lessons. They must tuck in their t-shirts at all times. They must change to their half-uniform/ full uniform immediately after their PE lesson. They are not allowed to wear PE attire during any other curriculum time.

- 6.7 Students must be in full/half uniform and in appropriate footwear (no slippers or sandals) when they report to school for activities during school holidays or on Saturdays. Students will be asked to leave the school premises if they are found to be in inappropriate attire.
- 6.8 Students must not wear any jewellery, coloured contact lenses or religious ornaments to school. In addition, students must keep their fingernails short and clean and there must be no tattoos on any part of the body.
- 6.9 For Boys
- Students must be neat in appearance, clean-shaven and no facial hair is allowed.
 - The hair must not touch the collar and must be sloped at the sides and rear. Long sideburns and ducktails are not allowed. The fringe must not cover the eyebrows or/and the ears when combed down. There should be no fanciful haircut like gelled spiky hair, undercut or mohawk hairstyles. Students are also not allowed to tint or dye their hair.
 - Students are not allowed to pierce their ears or wear any plastic studs or sticks.
 - Students are not allowed to taper their pants. Tapered pants will be confiscated and the student would be required to purchase a pair of pants from the school immediately.
- 6.10 For Girls
- Students must be neat in appearance at all times.
 - The skirt should be at knee length, i.e. touching the knee caps.
 - Hair must be tied with a black hairband when it is longer than the shoulder. Any fringe must be above the eyebrows or pinned behind the ears with black clips. Students are also not allowed to tint or dye their hair.
 - Students are allowed to wear only a pair of simple round ear studs/ transparent ear sticks. The ear stud must not be more than 5mm in diameter.
 - Students are only allowed to wear simple white/ beige bras (including sports bra). Halter-neck bras or other outlandish bras are not allowed. The blouse should be buttoned up and tucked in neatly. Students who do not adhere to these requirements will be sent home to change.

7 MOBILE PHONE/PERSONAL LEARNING DEVICE(PLD) POLICY

- 7.1 Students are allowed to bring one handphone to school. They should not bring any expensive handphones to school because this may create temptation for theft. It will be costly if the handphone is lost or damaged.
- 7.2 Students must switch off their handphones and hand them to their form teachers for safe keeping in the classroom cabinet before the first curriculum period. The handphones will be returned to the students at the end of the curriculum for the day. Students may contact their parents by using the landline in the General Office if there is any urgent matter.
- 7.3 Students will be allowed to keep their handphones with them during the following times:
- after the official end of the curriculum day for the students in the respective levels
 - during co-curriculum activities
- 7.4 Students are not to use personal digital devices, including smartphones, during lessons unless explicit permission is given by the teacher. Students must be responsible to use their PLDs in an effective, ethical and lawful manner at all times. The PLDs can only be used for administrative, teaching and learning activities during the curriculum hours. For example, using the PLDs and school network for real-time video, music, and gaming is not allowed.
- 7.5 Students must bring their PLDs every day. They must fully charge their PLDs at home before the start of each school day. They are not allowed to charge their PLDs in the school and install software on the device, other than those approved by the school.
- 7.6 Students must place their PLD face down on the table and refrain from using it unless teachers have given permission for its use.

- 7.7 Students are encouraged to store their devices in the school-provided lockers for their safety during PE, recess, and lunch.
- 7.8 Students' handphones/PLD will be confiscated by the teachers if they are found to have breached the mobile phone/PLD policy. The duration of handphone/PLD retention will increase each time the handphone/PLD is confiscated. Parents/guardians will be required to personally collect the handphones/PLD from the school's Operation Manager (OM)/Administrative Manager (AM) in the General Office during school hours.
- 7.9 Student will need to surrender his/her handphone/PLDs for investigation if they are involved in mobile device/online offences, e.g. inappropriate content such as making derogatory or hurtful remarks, taking upskirt photographs or possession of pornography. The school reserves the right to confiscate students' PLD as a disciplinary measure if they contravene the school's mobile phone/PLD regulations for the purpose of investigation. School may report the case to the police for assistance and hand over the confiscated device to them, if the school has reason to believe that a law has been broken.

8 LIFT POLICY

- 8.1 Students are not allowed to use the lift at all times unless accompanied by a teacher/staff.
- 8.2 Students with verified disabilities that prevent them from using the staircase will be allowed to use the lift. This includes both permanent and temporary disabilities, such as broken limbs or medical conditions. A lift pass will be issued to the students for a specified time period.
- 8.3 Students may be suspended from using this facility if they misuse the lifts, depending on the nature of their disability. Only one student is allowed to assist the student with a disability in the lift.

9 LOCKERS POLICY

- 9.1 Students will be assigned a locker based on their registration number to securely store their personal learning devices (PLDs) and other essential items needed for school throughout the term.
- 9.2 Students are encouraged to purchase a suitably sized and strong padlock from the bookstore, though it is not mandatory. Number locks and digital locks are not permitted.
- 9.3 Students should avoid storing money or valuables in their lockers and are responsible for the items they keep there. The school will not be liable for any loss or damage to property stored in lockers under any circumstances.
- 9.4 Students are responsible for their own lockers and should not share or swap them. They are liable for any damage to their lockers and must not write, draw, paint, apply labels, or engage in any activities that could deface them. Additionally, students should not tamper with others' locks. The lockers will be inspected regularly for damage and vandalism.
- 9.5 Students must clean out and return their lockers, with locks removed, one week before the last day of school. After this date, the school will have the authority to open any remaining lockers and dispose of all items found inside.
- 9.6 Student lockers are the property of the school and are subject to inspection and search. The school reserves the right to search a locker if it has reason to believe that a student may be storing inappropriate items that could violate the school's behavioral policy and code of conduct.

10 DISCIPLINE

- 10.1 Students must not engage in any activity that will harm, inconvenience or disturb the other students in the school and members of the public in any way.
- 10.2 All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.

- 10.3 Students who commit major offences will have to face the consequences and this may include counselling and punishment. The Principal / Vice-Principals and the Student Management Committee will decide on the consequences. Only the Principal can give approval for suspension from school and/or caning.
- 10.4 The list of possible offences is not exhaustive. For offences which are not listed on the next page and for offences which may tarnish the school image, disciplinary action will be taken at the discretion of the Principal / Vice-Principals. This includes public caning and suspension from school. The school reserves the right to make amendments to any school rule as and when necessary.

(A) Attendance

Leaving school grounds without permission

Truancy / Wilful absenteeism

Late-coming

(B) Misconduct

Use of threat / physical bullying/ cyber bullying

Malpractice of Cheating in tests/assessments/examinations

Disruptive Behaviour

Forgery / tampering with official documents eg. medical certificates, results slip, exam papers

Open defiance and/or rudeness

Improper attire & grooming

Littering/Refusing to return crockery in the canteen/Dirtying common areas in the school

Staying in classroom during recess/ Bringing of food to the classroom

Not doing assignments

Use of vulgar language and gesture

Abuse of Technology

Giving false information / lying

Repeatedly flouting school rules

(C) Theft/Damage of property

Arson

Theft

Vandalism (Eg. Setting off fire alarm, breaking of school furniture, defacing school property)

(D) Other Serious Offences

Extortion

Substance Abuse (e.g consumption of alcohol, drugs)

Assault

Affray / Fighting

Gambling

Gangsterism

Inhalant abuse

Viewing / Possession of pornographic materials

Possession of weapons

Sexual misconduct, e.g voyeurism

Smoking / Possession of cigarettes and/or e-cigarette / vaping

Attire of a Gessian (Male)



Neat in appearance and clean-shaven at all times. No facial hair is allowed. The hair must not touch the collar and must be sloped at the sides and rear. Long sideburns and ducktails are not allowed. The fringe must not cover the eyebrows or/and the ears when combed down.

Embroidered Name Tag must be colour coded according to the level the student is in.

School top (shirt or T-shirts) must be tucked in at all times.

Tapered pants are not allowed. The pants may be altered to the appropriate length only.

White socks and white shoes, with the exception of coloured logos only. If the shoes come with laces, they must also be white.



Attire of a Gessian (Female)



Hair must be tied with a black hairband when it is longer than the shoulder. Any fringe must be above the eyebrows or pinned behind the ears with black clips.

Embroidered Name Tag must be colour coded according to the level the student is in.

School top(blouse or T-shirts must be tucked-in at all times.

Skirt should be at knee length, i.e. touching the knee caps

White socks and white shoes, with the exception of coloured logos only. If the shoes come with laces, they must also be white.



School T-shirts of a Gessian



Embroidered Name Tag must be colour coded according to the level the student is in.

School T-shirt

School T-shirts must be tucked in at all times.

School shorts

The socks must be visible and above (covering) the ankle-bone.

