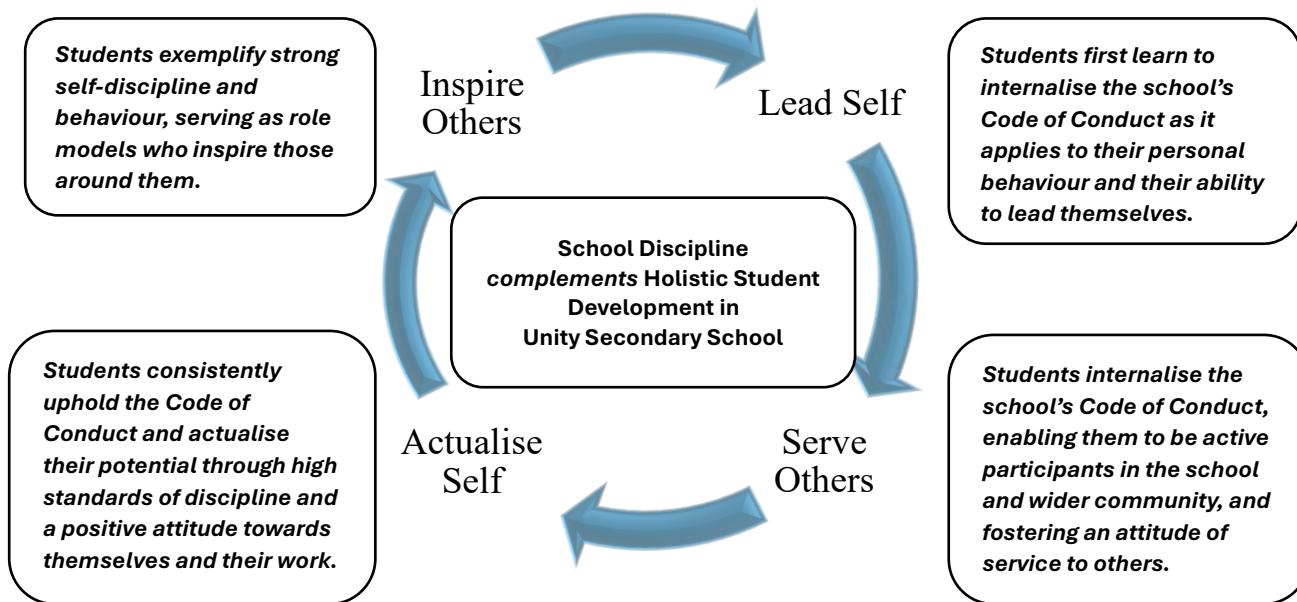


5.3 Discipline

5.3.1 School Rules & Code of Conduct

The School Rules and Code of Conduct are designed to inculcate good habits and internalise our school values of Respect, Compassion, Commitment, Integrity and Perseverance. As students apply themselves to the Code of Conduct, they will grow to be Unitians who can Lead Self, Serve Others, Actualise Self and Inspire Others.

Anchored in Restorative Practice, our discipline approach prioritises learning and responsible behaviour. We facilitate dialogues that help students acknowledge their actions, take accountability, and work to restore trust. Through this process, students develop essential skills in empathy, critical thinking, and self-regulation.



Actualising Self, Inspiring Others

1. Pride and Respect for Nation and School

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.

All students must attend the daily flag-raising and pledge-taking ceremony. Non-citizens must stand at attention during the entire ceremony. All students must sing the school song with pride.

2. Integrity for Self and Respect for Self and Others

- a. All students must put on their best behaviour both in and out of school at all times.
All students should behave in a respectful manner and be courteous to all staff members, visitors and their peers.
- b. All students are ambassadors of Unity Secondary School, both within and beyond the school grounds. Their conduct, including online behaviour, should consistently reflect the school's vision, motto, values, and competencies. Any word or action that brings the school into disrepute, such as misrepresenting the school, posting inappropriate content, being insensitive or inconsiderate towards members of the public will be regarded as an offence and will result in disciplinary consequences.

3. The G.R.E.A.T Routine

All students are expected to follow the G.R.E.A.T routine daily:

G - Greeting: Lead and participate in class greetings respectfully.

Re - Ready for School: Report to school and class on time, be in proper and neat attire, keep smart phones in the electronic-device lockers, bring fully charged PLDs to class, and have valuables properly stored.

A – Active Learning: Participate (actively by paying attention, completing work and responding to questions);
Invest (by asking questions, taking notes and engaging in peer learning); and
Drive (by setting goals, seeking feedback and practising self-assessment).

T – Tidiness: Keep classrooms clean, neat and tidy at all times for a conducive teaching and learning environment.

Active learning behaviours during lessons are essential because they help students stay focused, learn effectively, and contribute to a positive learning environment. If students do not follow the G.R.E.A.T routine despite reminders, subject teachers may contact their parents, and students may be required to stay back for remediation, guided reflection, or other follow-up actions to support their learning.

4. Active Learning in Lessons, School Work and Assignments

a. Expected Student Behaviour

To promote an active and engaging learning environment, students must be self-directed and responsible in managing their learning. This includes paying attention in class, participating actively, and submitting all school work and assignments on time and to the best of their abilities.

b. Academic Integrity

Students must uphold academic integrity at all times by:

- Submitting their own original work,
- Avoiding all forms of plagiarism, and
- Not copying the work of friends or other students.

Failure to meet these expectations will result in disciplinary consequences.

5. Unstructured Play

- a. Unstructured play is allowed only during recess, after curriculum time, and after official school activities.
- b. Students must stop all play at least 10 minutes before the start of the next lesson or official activity.
- c. Students must respect school property and peers by using shared equipment responsibly. All items must be returned to their original storage in good condition. Damage or loss due to negligence will be addressed accordingly.
- e. All unstructured play must end by 6.15pm daily.
- f. During end-of-year examinations and national examinations, students must go home immediately after their papers to rest and prepare for the next paper. Recreational play is strongly discouraged to prevent injuries and ensure students are well-rested.

Failure to follow unstructured playtime rules may result in loss of privileges and disciplinary action.

6. Purchase of Food During School Hours

- a. For the safety and well-being of all students, food may only be purchased from the school canteen during official curriculum hours. This includes planned school holidays, cohort programmes, and intervention lessons conducted on school premises.
- b. If the canteen is closed, an official announcement will be made to inform students. Only then are students permitted to purchase food from outside the school.
- c. As a good practice, students are strongly encouraged to bring food from home to minimise safety concerns and ensure they remain prepared for lessons.

Leading Self, Serving Others

7. Personal Decorum

a. School Uniform

All students are to wear the prescribed school uniform and modification to the uniform is NOT allowed.

It consists of:

- i. School collared shirt and pants;
- ii. School blouse and skirt; [Only plain and simple sweaters are allowed during cold/rainy weather]
- iii. School collar badge (pinned on the left collar);
- iv. Only School or plain white socks and all black coloured shoes (with black laces) are allowed.

[Note: Students with medical conditions must seek special permission to wear special footwear. Students must submit a copy of the medical report to the character coaches.]

b. Dress code for school days and events

Mondays:	Full school uniform.
Tuesdays to Thursdays:	Half school uniform.
Fridays:	Approved CCA attire or school uniform.
Special Attire Days:	Specific attire mandated on sanctioned occasions (e.g. NDP, RHD, commemoration days)
Weekends or School Holidays:	Half school uniform (e.g academic lessons or consultations) or Specific attire (e.g CCAs).
National Examinations:	Full school uniform (unless otherwise informed)
School excursions and learning journeys:	Depending on the nature of the activity, as informed by teacher-in-charge.



Figure 1: Full School Uniform

c. Half school uniform

Girls must wear their school PE T-shirt **tucked in** at all times for a neat and modest appearance. Boys will wear their school PE T-shirt untucked, as permitted by the school's uniform design.



Figure 2: Half School Uniform

d. PE Attire

The PE attire should be worn during PE lessons and other official school events organised by the school, as prescribed by a teacher. It consists of:

- i. School PE T-shirt,
- ii. School PE shorts.

Students are only permitted to wear the official school PE shorts; all other types of shorts are not allowed. Please note the following for wearing the PE attire:

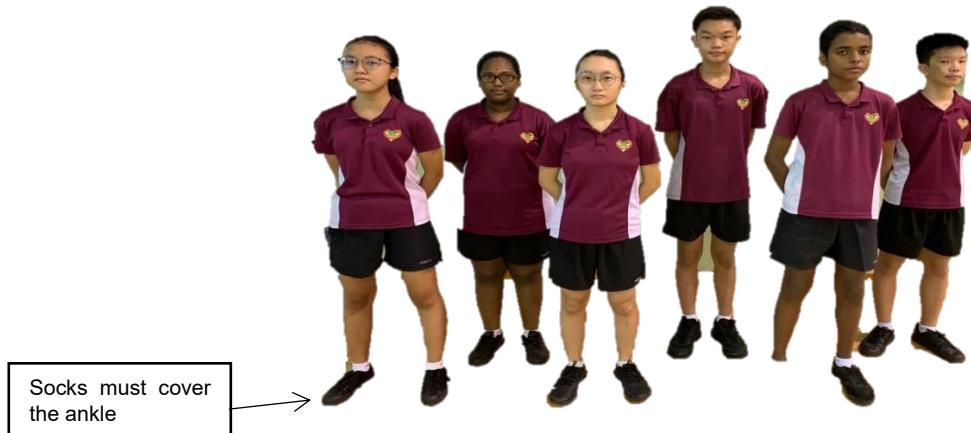


Figure 3: School P.E Attire

e. Class T-Shirt

- i. Class T-shirt must uphold the school's values and image at all times.
- ii. Designs must not contain any vulgar, offensive, or insensitive words, slogans, or gestures.
- iii. Images or graphics must be appropriate, respectful, and suitable for a school environment.
- iv. Class T-shirt should promote Unity, positivity, and class or school spirit.
- v. Class T-shirt designs must include the school name - "Unity Secondary School" or "USS".
- vi. All Class T-shirt designs must be vetted and approved by the student management committee.
- vii. Unapproved designs, even if printed, will not be allowed to be worn for any school events or activities.

f. Accessories and Make-up

All students are not allowed to wear jewelry or accessories when in school uniform/PE/CCA attire.

i. Ear Accessories

Girls are allowed to wear ONLY one pair of plain, simple ear studs of the same design, or one pair of translucent ear sticks on each earlobe.

Boys are not permitted to wear earrings, ear studs, ear sticks, or any form of facial studs.

No fanciful or decorative earrings are allowed for any student.

ii. Hair Accessories

Only Girls are allowed to use hair accessories such as hair clips, hairpins, or hair ties to keep their hair neat and secured. These accessories must be plain and black in colour only. Fanciful, decorative or coloured hair accessories are not allowed.

iii. Eyes & Lenses

Coloured contact lenses and tinted glasses are not permitted.

iv. Spectacles

v. Only simple, plain spectacle frames are allowed. Fanciful, colourful or decorative frames are not permitted.

vi. Make-Up & Body Art

vii. Make-up on the face or body is not allowed. Tattoos and body art of any kind are strictly prohibited.

Students who violate these guidelines may be required to remove the items/make-up immediately and have the items safekept for parent collection. Repeat offences will result in further disciplinary action to be taken.

g. HAIRSTYLE and Personal Hygiene

All students must adhere to the following guidelines at all times.

For boys

- i. Boys must keep their hair **short, neat, and tidy** at all times. Hair must not be coloured, tinted, or permed. The fringe must not cover the eyebrows, and hair must not touch the collar or ears. Side-burns and fanciful or unconventional hairstyles are not allowed.
- ii. **Boys must be clean shaven (no facial hair) and neat in appearance. Beard and moustache are not allowed.**



For girls

Girls must keep their hair neat, tidy and presentable at all times. Long hair must be tied up, and fringes should not cover the eyebrows. Hair must not be coloured, tinted, bleached, or permed. Simple hair accessories must be **black in colour only**.



Hair Grooming: Students with non-conforming hairstyles (e.g. long or unacceptable hair) must attend follow-up checks and will face further action if they fail to comply. Students with coloured, tinted, bleached or permed hair will be sent home to rectify the issue and cannot return to class until their hair meets the school standards.

Nail Grooming: Students with non-compliant fingernails (including long, dirty, painted, or decorated nails) will be required to trim their nails or remove the nail polish or nail art.

7. Punctuality and Attendance

Punctuality is an important habit to be cultivated among students.

a. Punctuality (in arriving at school)

- i. All students are to attend the morning assembly, scheduled lessons, CCA sessions & school events punctually.
A student is considered to be late for school when he/she fails to be with his/her class at the point of assembly at the prescribed time.
- ii. Students who are late must take responsibility for his/her attendance by:
 - Proceeding to the General Office (G.O) to obtain a late-coming slip from the G.O staff
 - Submitting the late-coming slip to the teacher for permission to join the class
 - Students who arrive more than 30 minutes late for school without valid reason may be internally suspended with parent notification.
 - On the third time (in a semester) that a student is late for school, the student will be required to do a reflection on replacement behaviour actions and/or work on a responsible thinking worksheet.
 - From the fourth to eighth late arrival, an escalated response may be activated. This includes contacting parents, implementing corrective measures, and requiring the student to sign a punctuality contract.
 - Students who are late nine times or more within a semester will have their conduct grade downgraded to FAIR for that semester.

Students' conduct grade will be renewed at the start of each new semester, with a default rating of GOOD.

b. Punctuality (for lessons and school activities)

Students who arrive **5 minutes or more** after the start of any lesson or school activity will be considered late.

- i. Subject/CCA Teachers will inform parents when a student is late.
- ii. On the third late incident, the student will be referred to the Student Management Committee for further support and appropriate follow-up actions to help the student improve punctuality.

c. Absence

Students who are absent from school must inform their character coaches or their parents to call up the school to inform the G.O. staff on the same morning of their absence.

- i. The School may seek clarification with parents and reserves the right not to accept explanation letters.
- ii. Letters of Excuse from parents/guardians are not valid for absence from a class test or examination.
- iii. Students must submit their medical certificates or parent's letter on the day they return to school.
Students will be considered playing truant if no supporting documents are submitted within **2** working days of their return.
- iv. Students who do not maintain at least 75% attendance within a school year may be deemed ineligible to take the school's examinations.

8. School Premises, Facilities and Properties

School property should be handled with pride and care. There must be no misuse or act of vandalism of school property. Students should report any damaged property to the Operations Manager immediately.

- a. Students must return all furniture, equipment, or instruments to their respective places/classrooms after use.
- b. Students are not allowed to enter the Staff Room, Staff Lounge, Staff Toilets, and Special Rooms such as the science laboratories, food laboratories, technical workshops, PE storeroom, gym, school hall, AVA, choir room, ISH, CCA rooms and learning labs at any time unless authorised by a teacher or school staff.
- c. School and safety rules must be adhered to when using the sports facilities.
- d. Students are not allowed to eat in the canteen during lesson time unless permission is granted by a teacher.
- e. Students must keep the school clean, refrain from littering, and encourage others to do the same by setting a good example.

9. Safety and Personal Belongings

Students are discouraged from bringing expensive items/gadgets, or large amounts of cash to school. To ensure personal safety, students must remain vigilant at all times.

- a. Personal valuables should not be left unattended in classrooms or other open spaces.
- b. It is the student's individual responsibility to ensure their belongings are secure and with them at all times.
- c. Students may use school lockers to safely keep their valuable belongings.

10. Cyber Wellness

All students are responsible for their actions and words online. Respect and compassion must be demonstrated in the use of social media and all online applications. Inappropriate use of online platforms and tools will not be tolerated.

- a. Students must protect themselves from cybercrimes by observing safe practices online and must report any inappropriate activities to the school.
- b. Any form of cyber-bully will be taken seriously by the school authorities.
- c. Disciplinary actions may be taken against the student(s) who engaged in cyber-bullying.

11. Electronic Devices

Effective 2 January 2026, Unity Secondary School will implement a comprehensive Electronic Device Policy to help students stay focused on learning and build stronger connections with their peers and teachers.

11.1 Electronic Device Policy Overview

Students are not permitted to use electronic devices (e.g. smartphones, smartwatches, AI glasses, gaming devices, etc.) during school hours, excluding Personal Learning Devices (PLDs) used for curriculum purposes.

This policy applies to:

- All timetabled lessons
- Recess and lunch breaks
- All school events (e.g. Chinese New Year, National Day celebrations)
- Co-Curricular Activities (CCAs), including Fridays and competition days
- Intervention sessions
- Examinations

11.2 Mandatory Electronic Device Storage

All electronic devices (excluding PLDs) must be stored in assigned Electronic Device Lockers (EDLs) during school hours. Students are required to:

- Store devices in their assigned EDL upon entering school
- Switch off devices or set them to silent mode before storage
- Retrieve devices only after the school day ends (after the last scheduled lesson, CCA, or intervention session)
- Keep locker passwords or combinations secure and confidential

11.3 Daily Routine

Morning Procedure:

- Proceed directly to the assigned EDL upon arrival
- Students are encouraged to keep all their electronic devices (except Personal Learning Devices) in the EDL at least 5 minutes before the official start time of the day.
- Ensure devices are switched off or set to silent mode before storage
- Lock the locker properly and proceed to morning assembly

For Students Arriving After the Official Time:

- Report to the designated late-coming area
- Place smartphones in the EDL under the supervision of teachers before proceeding to class

Dismissal Procedure:

- Retrieve devices only after school ends
- Leave school premises promptly after dismissal
- Limited device usage is permitted at the school foyer for students awaiting pickup

11.4 Special Circumstances

Students may retrieve devices during school hours only when:

- Dismissed early for medical reasons (verified by the General Office, G.O.)
- Released early for official school activities (e.g. NSG, SYF, competitions) and will not be returning to school
- Granted special permission by HOD/Student Management & Guidance or SH/Discipline

11.5 Student Responsibilities

Students are expected to:

- Keep EDL passwords secure and not share them with others
- Report technical or maintenance issues immediately
- Keep lockers clean and damage-free
- Take full personal responsibility for the safekeeping of their electronic devices

Tampering with another student's locker is a serious offence and will be dealt with firmly under the school's disciplinary framework.

11.6 School Safety Measures

While the school provides EDLs located in high-visibility areas under CCTV surveillance for safekeeping, Unity Secondary School will not be held responsible for the loss or damage of personal electronic devices.

11.7 Enforcement and Consequences

To ensure consistent adherence to the policy on the Unauthorised Possession or Use of smartphones During School Hours:

- e-Letter of Safekeeping (L.O.S.) will be issued for non-compliance
- Electronic devices found outside EDLs during school hours will be kept safely in the G.O. for Safekeeping.
- Parents will be notified in such cases
- Electronic devices that have been safekept can be retrieved from the G.O. at 5pm on the same day.
- The school reserves the right to access EDLs when required for investigations or student safety.
- Conduct rating may be affected for repeated offences

Summary of enforcement measures:

- 1st to 3rd count: The electronic device will be kept in the G.O. for safekeeping and is to be collected by the student at 5pm on the same day.
- 4th count and onwards: Parents will be contacted for a possible parent conference to guide the student further. The student's conduct rating may be affected.

Parents or guardians who need to contact their child/ward may call the school's G.O. at 67671070 extension 200.

11.8 Locker Access for Investigations

To uphold student safety and well-being, the school may access EDLs or request device handover when:

- Students are involved in disciplinary or cyber-related incidents
- Electronic Devices are required to support ongoing investigations

12. Use of School Lifts

School lifts are reserved for students who genuinely need them due to medical, special needs, or mobility conditions. This ensures their safety, supports their movement around the school, and prevents overcrowding or misuse.

12.1 Eligibility and Lift Pass

Students with verified permanent or temporary disabilities, injuries, or medical conditions that prevent them from using the stairs may use the lift. A lift pass, valid for the duration of the condition, must be obtained from the General Office. An assisting student is allowed to accompany the lift-pass holder, and this student must obtain a temporary lift pass from the General Office. All lift passes must be returned once the validity period ends.

Approval for issuing lift passes will be granted by the Operation Managers, HOD/SMG or school leaders, who have the final say.

12.2 Proper Use, Supervision and Damage

CCTVs are in full operation. Any student who damages, attempts to damage, vandalises, or interferes with the safe operation of the lift will face disciplinary action.

13. Possession of weapon and/or Unauthorised Items

All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon or weapon-like item which can be used or intended to be used to cause harm to self or others. **Possession of Weapons is a serious and reportable offence.** Students found in possession of these weapons within school grounds or outside school grounds will be reported to the police.

Unauthorised items such as weapons or weapon-like items, illegal substances, e-cigarettes and peripheral, cigarettes or lighters are strictly prohibited.

- a. All such items will be removed from the student.

Bullying	A repeated pattern of behaviour where a student or group intentionally targets others to cause distress. It can be cyber, physical, social/relational or verbal in nature.		
Cyber	Using technology to repeatedly harass, threaten or humiliate others	* Online targeting * Creating hate groups * Sharing of embarrassing content	* Coordinated online attacks * Digital harassment
Physical	Acts of causing physical harm, intimidation or property damage	* Pushing/shoving * Tripping of targeted individuals	* Damaging victim's belongings * Organised group physical intimidation
Social	Acts of intentional exclusion or causing reputation damage	* Engineering social exclusion * Rumour campaigns	* Relationship manipulation * Public humiliation
Verbal	Acts of name-calling, threats or spreading of rumours	* Name-calling * Mocking of personal traits * Threats/intimidation	* Degrading comments * Persistent insensitive remarks

- b. Students in possession of such items are deemed to have committed a serious offence.
- c. Disciplinary action will be taken accordingly to ensure the safety of the school community.

14. Bullying

Bullying is a **repeated pattern of behaviour** where a student or group **intentionally targets others to cause distress**. It can be cyber, physical, social/relational or verbal in nature.

The school does not tolerate any form of Bullying. It is a serious offence and appropriate consequences will be meted out to students who engage in bullying behaviours.

15. Sexual Misconduct

Sexual misconduct of any kind is strictly prohibited. This includes sexual harassment (e.g., insulting words or gestures), sexual abuse or assault (e.g., outrage of modesty), and sexual exploitation (e.g., creating or sharing indecent images of minors). Any such behaviour, whether in person or online, is unacceptable and **all sexual misconduct offences are reportable to the relevant authorities in accordance with the law.**

16. Serious and Minor Offences

An offence is considered serious when a student:

- a. causes **serious harm and/or disruption to self**, whether physical, psychological or social¹; and/or
- b. causes **serious harm and/or disruption to others**, whether physical, psychological or social²; and/or
- c. causes **serious damage to property or resources³**; and/or
- d. shows **defiance against authorities⁴**

For serious offences that involve a breach of the law (e.g., substance abuse, vaping, theft, possession of weapons, scams and frauds), the school will promptly report the matter to the relevant law enforcement agencies (LEAs). School-based consequences will also be administered in addition to any actions taken by law enforcement authorities.

Examples of **very serious** (egregious) and serious offences include the following:

1. Open defiance to school leaders/teachers/staff
2. Substance abuse, vaping, vaping (etomidate), pornography, leaving school grounds without permission, Truancy
3. Assault, Bullying, Fighting, Gangsterism, Sexual Misconduct,
4. Arson, Cybersecurity violations, Trespassing, Vandalism

Parent/Guardian-Teacher conferences will also be conducted as part of our efforts to partner with parents and guardians in the support of students.

Students who have committed major offences may not be allowed to represent Unity Secondary School for any events. They may not be eligible for any awards, incentives and/ or go on overseas trips.

List of Serious Offences

Attendance	Defiant Behaviours			
<ul style="list-style-type: none"> • Leaving school grounds without permission • Truancy 	<ul style="list-style-type: none"> • Open defiance 			
Damage/Infringement to Property and Resources	Dishonest Behaviours			
<ul style="list-style-type: none"> • Cybersecurity violations • Trespassing and unauthorised access 	<ul style="list-style-type: none"> • Vandalism • Arson 	<ul style="list-style-type: none"> • Cheating in assessments • Forgery 	<ul style="list-style-type: none"> • Scams and frauds • Theft 	
Hurtful Behaviours	Sexual Misconduct *1			
<ul style="list-style-type: none"> • Bullying (cyber, physical, social, verbal) • Gangsterism • Fighting • Assault 	<ul style="list-style-type: none"> • Pornography • Sexual Harassment • Sexual Exploitation • Sexual Abuse/Assault • Other Forms of Sexual Misconduct 			
Substance Abuse	Others			
<ul style="list-style-type: none"> • Alcohol • Inhalant • Smoking 	<ul style="list-style-type: none"> • Vaping • Drug 	<ul style="list-style-type: none"> • Disruptive behaviour • Gambling 	<ul style="list-style-type: none"> • Possession of weapons • Other serious offences 	

List of Minor Offences

Attendance	Damage to property or resources	
<ul style="list-style-type: none"> • Latecoming • Skipping classes 	<ul style="list-style-type: none"> • Negligent Damage of Property 	
Inappropriate Behaviours	Others	
<ul style="list-style-type: none"> • Insensitive acts/remarks • Playful/uncooperative behaviours • Online misconduct • Using vulgar/abusive language or gestures 	<ul style="list-style-type: none"> • Improper attire & grooming • Littering • Not doing assignments • Other Minor Offence 	

17. School Baseline Disciplinary Consequences

School Baseline disciplinary Consequences for **Minor** Offences

<u>Examples</u>	<u>Minor Offences</u>
First-time offenders	<ul style="list-style-type: none"> • Corrective Work; and/or • Reflection Essays; and/or • Pledge of Good Behaviour; and/or • Research & Presentation to class on harms caused; and/or • Conduct Grade adjustment (where relevant)
Second-time offenders	<ul style="list-style-type: none"> • Formal Warning Letters; and/or • Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or • Conduct Grade adjustment
Subsequent offenders	<ul style="list-style-type: none"> • SRL/SEL • Service to School • Weekly reporting (check-in): at least for one month

The School has the autonomy to add to the baseline consequences, based on the school assessment of the case.

School Baseline disciplinary Consequences for **Serious** and **Very Serious** Offences.

<u>Baseline</u>	<u>Serious Offences</u>	<u>Very Serious Offences (i.e., egregious)</u>
First-time offenders	<ul style="list-style-type: none"> * 1 to 3 days of detention and/or suspension; and/or * 1 stroke of the cane * AND conduct grade adjustment * Responsible Thinking Workshop/Worksheet (RTW) * Restorative Practice (RP) session * Counselling * Social Regulation learning (SRL) and/or social emotional learning (SRL) * Weekly reporting (check-in); at least for one month 	<ul style="list-style-type: none"> * 3 to 5 days of detention and/or suspension; and/or * Up to 2 strokes of the cane * AND conduct grade adjustment (no better than 'Fair') * Mandatory RTW and RP Session * Mandatory Counselling * Parent Meeting & Case Conference * Restriction Orders * weekly reporting (check-in); at least one semester
Second-time offenders	<ul style="list-style-type: none"> * 3 to 5 days of detention and/or suspension; and/or * Up to 2 strokes of the cane * AND conduct grade adjustment (no better than 'Fair') * Mandatory counselling * School Service * Weekly reporting (check-in); at least for one term 	<ul style="list-style-type: none"> * 5 to 14 days of detention and/or suspension; and/or * Up to 3 strokes of the cane * AND conduct grade adjustment ('Poor') * Mandatory & Routine RTW/RP session * Enhanced counselling/therapy referrals * Mentorship Programme * External Agency Notification * Daily reporting (check-in); at least one semester
Subsequent offenders	<ul style="list-style-type: none"> * 5 to 14 days of detention and/or suspension; and/or * Up to 3 strokes of the cane * AND conduct grade adjustment ('Poor') * Mandatory and Routine Counselling * Restriction Order * Mentorship Programme * weekly reporting (check-in); at least for one semester 	

The School has the autonomy to add to the baseline consequences, based on the school assessment of the case.

The above list of rules and consequences is non-exhaustive. The school reserves the right to enact additional guidelines as necessary to safeguard the student community. The school retains full discretion to classify offences and to administer appropriate corrective measures.