

SCHOOL RULES AND REGULATIONS

1. SCHOOL OPERATING HOURS AND ASSEMBLY

- All students are to report to school by 0730h. The Flag-raising ceremony will commence at 0735h daily.
- All students (Singapore Citizens and Non-Citizens) must be present with their respective class and **stand at attention** during the ceremony.
- **Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.**

2. ATTENDANCE, PUNCTUALITY, TRUANCY & ABSENTEEISM

- a) Attendance in school is compulsory.
- b) Students must be punctual for all school activities including flag raising ceremony, lessons, Co-Curricular Activities (CCA) and official school functions.
- c) Students who are absent from any of these activities must produce a medical certificate or relevant official documents to explain their absence within 5 working days, upon coming back to school. Failure to do so would mean that the student will be marked absent from school and face disciplinary action.
- d) Latecomers will be issued late-coming slips and action will be taken against them (refer to Offences). They will also serve detention on the same day.
- e) Students must seek permission from the teacher if there is a need to leave the class. Students will be allowed to leave the class only for urgent and/ or official reasons.
- f) Any student who wishes to leave the school during school hours must be accompanied by his/her parent / guardian who will fill in and sign the 'Leaving School Early' Record Book in the General Office.
- g) Students are not allowed to leave the school premises during school hours without permission.
- h) Students are to stay in school while waiting for their after-school activities to commence (eg: Consultation and Co-Curricular Activities). Students are to have their lunch in the school canteen.

SCHOOL RULES AND REGULATIONS

3a. SCHOOL UNIFORM

- a) Students are to wear the prescribed school uniform and modification to the uniform is not allowed. (For example, there should be no tapering of pants, shortening of pants and skirt etc.)
- b) Students are to refer to the next page for the School Uniform and Decorum.
- c) Students must be in clean and appropriate school attire whenever they are in school, including Saturdays and during the school holidays.
- d) Students are to be in school uniform when reporting to school for morning FRC on Mondays.
- e) Students may report to school in full school uniform, half uniform with their CCA T-shirt, class T-Shirt of the current year, or PE shirt when reporting to school for morning FRC from Tuesdays to Fridays.
- f) Only approved school T-shirts and shorts are to be worn during PE lessons.
- g) After their PE lesson, students must change into their school uniform, or one of the following half uniform combinations with their CCA T-shirt*, class T-Shirt* of the current year or a fresh PE shirt.
- h) Students are to be in proper school attire when leaving school.
- i) Only dark blue or black coloured jackets / sweaters are permitted to be worn on rainy days or in special rooms.
- j) Sweaters / jackets should be plain and not have objectionable words, messages, or design.

** All school T-shirts must have the school logo and be approved by the school.*

3b. SHOES AND SOCKS

- a) Students must wear white school shoes or predominantly white shoes with white laces.
- b) Students must wear the approved school socks with the word "YSS" above the ankle joint.
- c) Wearing of slippers or sandals will be permitted only with a doctor's letter. Those with foot injuries should seek permission from their Form Teachers before doing so.

SCHOOL RULES AND REGULATIONS

APPROVED SCHOOL UNIFORM

For Girls:

Sleeves of the shirt must not be folded

Students must wear white school shoes or predominantly white shoes with white laces., with socks clearly visible



Fringe should not touch the eyebrows

The length of the skirt must not be more than 5cm above the back of the knee. Folding of the skirt is not allowed.

For Boys:

FOR LOWER SECONDARY BOYS



Fringe should not touch the eyebrows

Sleeves of the shirt must not be folded

No alteration of school pants (should not be tapered, baggy or worn around the hips)

Predominantly-white shoes and YSS white socks are to be worn, with socks clearly visible

FOR UPPER SECONDARY BOYS



SCHOOL RULES AND REGULATIONS

4. APPEARANCE

a) For Boys

- Hair must be short and neat at all times. No outlandish hairstyles are allowed.
- The fringe must not cover the eyebrows. Hair must not touch the ears or shirt collar. Long sideburns are not allowed.
- Hair must be of its natural colour and not tinted.
- Boys must be clean-shaven. Facial Hair such as a moustache, long sideburns or beard is not allowed.
- No bracelets, rings, necklaces, chains or wristbands are to be worn with the school uniform
- Boys are not allowed to wear earrings or ear studs.

b) For Girls

- Hair must be neat.
- Hair that touches the collar or beyond the shoulders must be tied up or braided.
- If ribbons are used, they must be of one colour (black/blue/white).
- The fringe must not cover the eyes. Hairband or hairpin (black/blue/white) must be used to hold back the fringe.
- Hair must be of its natural colour and not tinted.
- No make-up is allowed when in school uniform.
- Only black hair clips, ribbons, hair bands or hair accessories are allowed.
- No bracelets, rings, necklaces, chains, brooches or wristbands are to be worn with the school uniform.
- Only plain, simple gold, silver or black ear studs can be worn.
- Only a pair of ear studs is permitted at any one time.

c) Students with improper hairstyles will only be allowed to attend classes after they have their hair properly trimmed and approved by the school.

d) Students must not wear coloured contact lenses.

e) Tattoos and body art (even stickers or non-permanent ink) are not allowed.

f) Students must keep their fingernails short, clean and unvarnished.

SCHOOL RULES AND REGULATIONS

5. CANTEEN CONDUCT

- a) Students must queue when buying food and drinks in the canteen. Students are not allowed to place order on behalf of their friends.
- b) Consumption of food and drinks is permitted and confined to the school canteen only, unless authorised by a teacher.
- c) All utensils and cutlery must be returned to the designated receptacles at the collection point. Litter on the table must be cleared.
- d) Dispose used cans, bottles, plastic bags and other containers into bins provided.
- e) All students are to proceed to their classroom promptly when the bell rings at the end of recess break.

6. USE OF MOBILE PHONES AND MOBILE PHONE ETIQUETTE

- a) Mobile phones must be switched off during school hours including recess break and may only be used after school. Students are to surrender their mobile phone to the teacher before the start of the lesson and will only collect it back after the lesson ends. Mobile phones must not be used during consultation, enrichment programmes, learning journeys, CCA activities and any other school functions and activities unless authorised by teachers. Parents/guardians are to call the General Office at 68767129 if they wish to contact their child/ward.
- b) Students are not allowed to use their phone's camera or video functions, or to access the internet during curriculum hours without the teacher's permission.
- c) Mobile phones must not be brought into the examination room or hall during weighted assessment, school examination and national examination. All mobile phones are to be switched off and kept in the students' school bags during examinations.
- d) Observe the following etiquette when using mobile phones after school:
 - Speak softly and politely in all conversations
 - Ask for permission when using it to take photos or videos
 - Use an ear piece when listening to music
- e) Students are discouraged from bringing mobile phones to school. They are responsible for the safekeeping of their mobile phone. The school will not be responsible for any loss or damages.
- f) Student's mobile phone will be confiscated if he/she violates any of the above guidelines.

SCHOOL RULES AND REGULATIONS

7. ELECTRONIC DEVICES

- a) Students are not allowed to use any electronic device during lessons unless permitted.
- g) Students are discouraged from bringing any electronic device to school. They are responsible for the safe-keeping of their device. The school will not be responsible for any loss or damages

8. USE OF SCHOOL FACILITIES AND CLEANLINESS

- a) Students must at all times observe the rules on the proper use of all school facilities and equipment.
- b) Furniture should not be removed from any room without the permission of any of the school staff. Any furniture borrowed should be returned to its original place.
- c) Cleanliness of the school must be maintained at all times.

9. OTHERS

- a) Students should be loyal to our country and show respect for the Head of State, the National Anthem, the State Flag and our country's leaders.
- b) Students are to greet the Principal, Vice-Principals and all staff upon meeting them.
- c) Students must not indulge in any activity that will harm, inconvenience or disturb the other students in the school in any way.
- d) Students can remain the school premises after school hours only if they are engaged in an organised or approved activity.
- e) During curriculum time, students should not be found loitering around school facilities where teaching and learning is taking place.
- f) Students who cycle to school are to wear proper headgear. No e-bicycle is allowed in the school premises.
- g) **All students are not allowed to have any form of weapons in their possession. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.**
- h) All offences committed will be entered into the School Cockpit System. This can severely impact the student's conduct grading, testimonials and the awarding of the Edusave Bursary and Scholarship.

SCHOOL RULES AND REGULATIONS

Our Discipline Policy (I)

- a)** Discipline is an educative process to guide students to develop self-management and good character. Disciplinary measures help them to learn the consequences of their inappropriate actions and poor choices and take responsibility not to repeat their mistakes.
- b)** Effective discipline helps students learn values and social and emotional skills to problem-solve and cope with challenges. This is achieved when:
 - There is a safe, caring and supportive environment at school and at home.
 - Teachers teach values, provide opportunities for students to exercise and reinforce good behaviour, and guide them to manage their behaviour and restore affected relationships.
 - School counsellors address underlying social-emotional issues.
 - Peers provide positive influence and support.
 - Parents, the community and other stakeholders work with schools to help students learn and grow.

SCHOOL RULES AND REGULATIONS

Our Discipline Policy (II)

Minor Offence	Possible Consequences
<ul style="list-style-type: none">• Littering• Late-coming• Skipping classes• Using vulgar language• Not doing assignments• Improper attire & grooming• Unauthorised use of electronic devices during curriculum hours• Damage of school property due to mischief or irresponsible behavior <p>Minor offences committed persistently will be considered as major offence</p>	<ul style="list-style-type: none">• Detention• School Restorative Programme• Informing parents• Reflection session• Confiscation of item• Counselling/warning• Partial or full payment for damages• Other appropriate disciplinary action deemed necessary by the school
Major Offence	Possible Consequences
<ul style="list-style-type: none">• Skipping detention• Leaving School Grounds Without Permission• Theft• Forgery• Possession of illicit materials• Vandalism• Smoking• Vaping• Fighting• Abuse of technology• Open defiance and/or rudeness• Disruptive behaviour• Cheating in weighted assessments/ examination• Alcohol abuse• Truancy• Gambling• Drug/Inhalant Abuse• Arson• Possession of weapons• Assault• Gangsterism• Bullying or cyberbullying• Extortion	<ul style="list-style-type: none">• Counselling / Referral to external agencies• Suspension from School• Compensation• School Restorative Programme• Informing parents• Partial or full payment for damages• Confiscation of item• Police assistance• No marks will be awarded for cheating in weighted assessment/examination• Other appropriate disciplinary action deemed necessary by the school

NOTE:

- a) For offences that are not listed, the school reserves full discretion on any consequences meted out.
- b) Students who commit major offences may not be considered for leadership positions, camps/overseas trips and school representation. They may also be removed from their position or withdrawn from a programme/competition.

EXPECTED STUDENT CONDUCT

RESPECT

- Show respect for your nation
- Show respect for your school
- Show respect to members of the school community and take good care of all school property and premises.

RESILIENCE

- Believe you can be a better version of yourself
- Learn from setback and come back stronger
- Be committed in your personal and academic growth. Seek help if you need to.

INTEGRITY

- Be ethical and behave in a honest and trustworthy behaviour.
- Be responsible and accountable for your actions, good and bad.
- Be reliable and trustworthy in all aspect of school and personal life

<div> G.R.A.S.P CLASSROOM ROUTINES </div>	
G reet your teachers	<ul style="list-style-type: none"> • Stand up and greet before and after lessons
R espect your teachers and friends	<ul style="list-style-type: none"> • Keep your classroom clean and neat • Accept different opinions • Speak politely
A ttentive in class	<ul style="list-style-type: none"> • Pay attention during lessons • Place bag on the floor/ Place books and file on the table
S ubmit mobile phone	<ul style="list-style-type: none"> • Place mobile phone in the collection box at the start of the lesson
P unctual for lessons	<ul style="list-style-type: none"> • Move quickly to another venue for lessons • Seek permission to go to the toilet
<div> RESPECT INTEGRITY RESILIENCE </div>	