



YISHUN TOWN SECONDARY SCHOOL

YTSS RULES AND CONSEQUENCES 2023

A. RULES

The following are mandatory rules that all YTSS students must observe.

1. National Anthem and Pledge

Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with their right fist placed over their heart. Proper respect must be shown by all students during the ceremony.

2. School Uniform

2.1 Students are to wear the prescribed school uniform and modification of the uniform is not allowed. Alteration to length is permissible to meet required grooming standards.

2.2 Students must not wear jewellery, ornaments or any other accessories while they are in school uniform. *(Any religious item can only be worn on the neck using a string that is long enough to be concealed inside the school uniform at all times.)*

2.3 Students must be properly attired in the school PE Attire comprising the YTSS PE T-Shirt and YTSS PE shorts with appropriate shoes for PE lessons.
(Refer to the YTSS Physical Education Policy for details on accepted attire during PE days.)

2.4 Students must wear either predominantly white canvas shoes or sports shoes in any color. Sneakers, dress shoes *(leather, suede, etc.)* or court shoes are not allowed. Black of white socks must be worn.

Please see photograph in annex section for a guide on student's personal grooming.

3. Attendance and Punctuality

3.1 Students must be punctual for **ALL** school activities.

3.2 Students must report to school by 7.30am every weekday **EXCEPT** Thursdays on which they are to report by 8.30am **UNLESS** otherwise instructed.

3.3 Students who are absent from any school activity must produce medical certificates / official documentary proof of absence. Absence without valid proof will result in disciplinary action taken.



YISHUN TOWN SECONDARY SCHOOL YTSS RULES AND CONSEQUENCES 2023

3.4 Students leaving the school premises during curriculum hours must seek the approval of their Form Teacher or Year Master.

3.5 Students must have at least 90% attendance in Semester I and II for eligibility to sit for the examinations and to be included in the year-end promotion exercise. Reason(s) for absence will be considered on a case-by-case basis.

4. Personal Grooming

4.1 Students must be well groomed at all times. This includes

- a) Tidy and smart appearance with shirts / blouses / T-shirts neatly tucked in.
- b) Neatly trimmed and clean fingernails. *(No nail polish is allowed.)*

4.2 Students must not wear colored or pupil-enhancing contact lenses.

4.3 Students must not have tattoos or henna on any part of their bodies or any form of makeup products.

4.4 Students must have well-groomed hair that is not dyed, highlighted, tinted or chalked.

4.5 Students are not allowed to have any form of body piercings **EXCEPT** female students who are allowed to wear one matching pair of ear studs on the ear lobes **OR** 1 matching pair of ear sticks. Any type of earrings is not allowed.

4.6 Boys must maintain a hairstyle of short length with a medium slope at both sides and at the back. Fringe must not exceed the eyebrows.

4.7 Boys must be clean-shaven. Facial hair (*moustache, beard or sideburns*) is not allowed.

4.8 Girls with hair touching their blouse collars must keep their hair neatly tied up at the back of the head.

4.9 Girls with fringe exceeding the eyebrows must comb and pin their fringe neatly behind their ears. Fringe must not hang loosely in front or the sides of the face.

5. School and Public Property

5.1 Students must not vandalize school or public property.

5.2 Students must handle with care all furniture and equipment in the school and return them to their proper place after use.

6. Conduct



YISHUN TOWN SECONDARY SCHOOL YTSS RULES AND CONSEQUENCES 2023

6.1 Lessons

- 6.1.1 Students must always maintain a conducive learning environment in the classroom / special rooms.
- 6.1.2 Students must keep noise to a minimum and proceed in an orderly manner when moving from one place to another.

6.2 Canteen

- 6.2.1 Students must not consume food and drinks beyond the designated eating areas except for plain / mineral water.
- 6.2.2 Students must queue in an orderly manner for food and drinks.
- 6.2.3 Students must return all eating utensils in the receptacles provided and keep the tables and chairs clean after their meals.
- 6.2.4 Litter must be disposed of properly.

6.3 School Facilities

- 6.3.1 Students are not allowed to enter restricted facilities such as the Staff rooms, Armory, school hall, CPA rooms, IT rooms and other special rooms **EXCEPT** with the permission **AND** presence of a teacher.
- 6.3.2 Students must adhere to the specific rules pertaining to the use of the particular school facility.

7. ICT Usage

7.1 Students are to use the following electronic items **ONLY** during recess or after curriculum hours unless otherwise instructed by the teacher:

- a) Portable audio equipment
- b) Computing devices (*including PLDs*)
- c) Mobile phone or any other communication device

*The above devices must be kept **OUT OF SIGHT** during curriculum hours. Violation may result in disciplinary action and confiscation of the offending devices up to 30 days.*

7.2 Students must switch off or turn to silent mode all mobile devices during curriculum time.



YISHUN TOWN SECONDARY SCHOOL YTSS RULES AND CONSEQUENCES 2023

- 7.3 Students must not use the internet to post unsubstantiated, insensitive, insulting or hostile materials or information against anyone.
- 7.4 Students must respect others and show responsibility by thinking carefully before giving comments. Do not use any form of vulgarities or expletives. *(This includes the suggestion of vulgarities or expletives, for example, writing the first letter of the word and replacing the rest of the letters with symbols or dashes.)*
- 7.5 Students must not post or access materials with pornographic or inappropriate content.



YISHUN TOWN SECONDARY SCHOOL YTSS RULES AND CONSEQUENCES 2023

8. Assessments

8.1 Students caught for possession of non-authorized materials during the paper will be deemed to be cheating regardless of observed usage of said material.

8.2 Students observed to be looking towards another candidate, their papers or attempting communication with another candidate will be deemed to be cheating regardless of establishment of communication.

8.3 Students who disregard instructions from the invigilator in the conduct of the examination will be deemed to be cheating.

8.4 Students caught for cheating may be subjected to the following actions:

8.4.1 ZERO marks awarded for the paper

8.4.2 Refused entry / cancellation for subsequent papers

8.4.3 Disciplinary actions taken against the offender

9. Banned Items

The following items are banned in the school.

- a) Pornographic materials
- b) Chewing gum / bubble gum
- c) Lighters / flammable substances
- d) Smart-watches (*with/without communication ability*)
- e) Cigarettes or any tobacco products (*including e-cigarettes*)
- f) Alcohol / Intoxicating Substances / Controlled Drugs / Inhalants
- g) Poker cards or other gambling paraphernalia that promotes gambling
- h) Weapons e.g. knives, metal rods or any other items that may cause grievous hurt to others

(All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others. These include items such as scissors, pen-knife or metal ruler, etc.)

Any of the above items found in the student's possession will be confiscated and disciplinary action taken against the offender.



YISHUN TOWN SECONDARY SCHOOL

YTSS RULES AND CONSEQUENCES 2023

B. Consequences

Students are expected to adhere to a high standard of behaviour befitting a member of the YTSS community. In the unexpected case of deviation, the student will undergo the following consequences corresponding to the severity of the offence and / or recalcitrance of the offender.

1. Minor Offences Section

In this section –

“minor offence” means –

- 1.1 Improper grooming, resulting in unkempt appearance to the detriment of school image; or
- 1.2 Latecoming for school, school related activities; or
- 1.3 Repeated non-submission / tardy submission of assignments; or
- 1.4 Infractions resulting in inconvenience / detriment to others;

2. Consequences for Minor Offences

Any student who commits a minor offence or attempts to do such offence shall be liable to any of the following consequences in escalation of severity of offence –

- 2.1 Counselling / Guidance Session
- 2.2 Verbal Reprimand / Warning
- 2.3 Written Warning
- 2.4 Corrective Work
- 2.5 Detention after school

Repeated commission of minor offences even after administration of the above consequences may be considered as *“Open Defiance”* and constitutes a major offence.

3. Major Offences Section

In this section –

“major offence” means –

- 3.1 Truancy / Forgery
- 3.2 Theft / Vandalism
- 3.3 Pornography / Sexual Misconduct
- 3.4 Arson / Possession of Flammable Substances
- 3.5 Alcohol Abuse / Drug Abuse / Inhalant Abuse
- 3.6 Cheating in Assessments / Tests / Examinations



YISHUN TOWN SECONDARY SCHOOL YTSS RULES AND CONSEQUENCES 2023

- 3.7 Gambling / Possession of Gambling Paraphernalia
- 3.8 Smoking / Vaping / Possession of Tobacco Products
- 3.9 Disruptive Behaviour / Open Defiance or Rudeness to Staff
- 3.10 Bullying / Fighting / Assault / Gangsterism / Possession of Weapons

4. Consequences for Major Offences

Any student who commits a major offence or attempts to do such offence shall be liable to any of the following in escalation of severity of offence –

- 4.1 Suspension in school
- 4.2 Undertaking from student and parent
- 4.3 Caning (*for boys*), determined by severity of offence and recalcitrance of student
- 4.4 Suspension from school or school organised activities, duration of which is determined by the severity of offence and recalcitrance of student
- 4.5 Expulsion from school

Offences not listed here will be handled by the school on a case-by-case basis. The school reserves full discretion on any consequences meted out.

GENERAL

These Rules and Consequences are subject to review by the school management.

Rules and Consequences pertaining to specific matters on various aspects of school activities will be issued by the school as and when necessary to supplement or reinforce the existing set of school Rules and Consequences.



YISHUN TOWN SECONDARY SCHOOL YTSS RULES AND CONSEQUENCES 2023



YISHUN TOWN SECONDARY SCHOOL School Uniform Guidelines



- Slope at the back
- Hair not touching ears
- Sideburn not extended beyond earhole
- Neat and short haircuts, fringe above eyebrows



BOYS



Dark-framed spectacles.



GIRLS



- Fringe tucked away neatly without hanging loosely in front
- Fringe properly pinned up and not touching eyebrows



- Dark-coloured headband / clip

Black or white socks must be worn.
YTSS socks is optional.



Neatly-pressed and proudly worn uniforms with shirts tucked in at all times.

Knee-length skirts.

Note: All students should adhere to the uniform (including PE attire) guidelines stipulated in Stardate and no modification to the uniform should be made.

**Alteration of acceptable length of pants / skirts is allowed. Tapering of pants is not permitted.*



YISHUN TOWN SECONDARY SCHOOL

YTSS RULES AND CONSEQUENCES 2023



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YTSS RULES AND CONSEQUENCES 2023



YISHUN TOWN SECONDARY SCHOOL

School Uniform & PE Attire Pictorial Guide

