

# **SCHOOL RULES AND REGULATIONS**

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## **1. SCHOOL OPERATING HOURS AND ASSEMBLY**

- (a) The Flag raising ceremony will commence at 7:30 am and the school will close at 6:30 pm daily.  
Students are to report to the assembly area by 7:20 am daily.
- (b) 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.
- (c) Non-citizens are to stand at attention during the singing of National Anthem and reciting of the Pledge.

## **2. ATTENDANCE**

- (a) Students must be punctual for all school activities including flag raising ceremony, lessons, Co-Curriculum Activities (CCA) and official school functions. Students who are absent from any of these activities must produce a medical certificate or relevant official documents to explain the absence.
- (b) Students must report to their form teachers for the morning Flag Raising Ceremony for attendance taking. All students must be punctual for all lessons.
- (c) Latecomers will be issued offence slips and action will be taken against them (Refer to Offences).
- (d) Student who do not achieve above 75% attendance may affect his or her eligibility for the Edusave Award. A 'Fair' or lower conduct grade will be given to students who do not meet at least 75% of attendance.
- (e) Any student who wishes to leave the school during school hours has to be accompanied by his/her parent who shall fill in and sign the 'Leaving School Early' Record Book in the General Office.
- (f) Students are to stay in school while waiting for their after-school activities to commence (eg: consultation and Co-Curriculum Activities). Students are to have their lunch in the canteen.

## SCHOOL RULES AND REGULATIONS

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### 3. SCHOOL UNIFORM

- (a) Students are to wear the prescribed school uniform and **modification to the uniform is not allowed.**
- (b) Students are to refer to page 15 for the approved school uniform.
- (c) Only approved school T-shirt and shorts are to be worn during PE lessons.
- (d) Students must be in appropriate school attire during school hours. Home clothes are strictly not allowed to be worn at all times.
- (e) The length of the skirt must not be more than 5cm above the back of the knee. Folding of the skirt is not allowed.
- (f) The hem of the school pants must touch the tongue of the school shoes.
- (g) Students must wear predominantly-white based shoes.
- (h) Students must wear the approved school socks with the word “YSS” above the ankle joint.
- (i) 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.
- (j) All students should put on their school uniform or school CCA attire on Saturdays and during school holidays should they return for activities, CCA, consultations or for any other matters.
- (k) On Wednesdays, Thursdays and Fridays, students may wear the current year’s school T-shirts\*, these include class T-shirts, CCA T-shirts and camp T-shirts. Students must change to PE attire for PE lessons on these days.
- (l) Students involved in Learning Journey after school are to wear full uniform or half uniform as instructed by the teachers.

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

# **SCHOOL RULES AND REGULATIONS**

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## **4. APPEARANCE**

### **(a) For Boys**

- (i) Hair must be short and neat at all times. No outlandish hairstyles are allowed.
- (ii) The fringe must not cover the eyebrows. Hair must not touch the ears or shirt collar. Long sideburns are not allowed.
- (iii) Hair must be of its natural colour and not tinted.
- (iv) Boys must be clean-shaven. Facial hair such as moustache and beard is not allowed.

### **(b) For Girls**

- (i) Hair must be neat.
- (ii) Hair longer than shoulder-length must be tied up.
- (iii) If ribbons are used, they must be of one colour (black/blue/white).
- (iv) The fringe must not cover the eyes. Hairband or hairpin (black/blue/white) must be used to hold back the fringe.
- (v) Hair must be of its natural colour and not tinted.
- (vi) No make-up is allowed when in school uniform.

(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) No bracelets, rings, necklaces, chains, brooches or wristbands are to be worn with the school uniform.

(g) Only girls are allowed to wear one simple pair of ear-studs on each ear lobe. Earrings are not allowed.

(h) Boys are not allowed to wear any ear studs or ear sticks.

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

(j) Students must keep their finger nails 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 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 phones' camera or video functions, or to access the internet during curriculum hours without the teachers' permission.
- (c) Mobile phones must not be brought into the examination rooms or hall during school examination and national examination.
- (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 ear piece when listening to music
- (e) Students are discouraged from bringing mobile phones to school. They are responsible for the safe-keeping of their mobile phone.
- (f) Student's mobile phone will be confiscated if he/she violates any of the above guidelines. Confiscated mobile phones will be returned on the Friday of each week after 2:30 pm by the Discipline Committee.

# **SCHOOL RULES AND REGULATIONS**

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## **7. ELECTRONIC DEVICES**

- (a) Students are not allowed to use any electronic devices during academic lessons unless permitted. All confiscated electronic devices will be returned on Friday of each week after 2:30 pm.
- (b) Students are discouraged from bringing any electronic device to school. They are responsible for the safe-keeping of their device.

## **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 the Operations Manager. 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 Stage 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) There should be no loitering along the corridors, in the canteen or at any part of the school premises. Students who wish to go to the toilet or who are running errands for teachers must display valid passes.
- (e) 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.
- (f) All offences committed will be entered into the School Cockpit System. This can severely impact the student's conduct grading, testimonials and the awards of Edusave Bursary and Scholarship.

# SCHOOL RULES AND REGULATIONS

## 10. OFFENCES

Offences	Possible Action(s) To Be Taken (Per Semester)	
1. Latecoming (Disciplinary action against latecomers after Flag Raising Ceremony)	 <p><b>1st to 2nd offence</b></p> <ul style="list-style-type: none"> <li>• Warning (before 8:00 am)</li> <li>• 1 hr detention (after 8:00 am)</li> <li>• Offence slip issued by Discipline Committee</li> </ul>	FTs inform parents and conducts TSI
	 <p><b>3rd Offence</b></p> <ul style="list-style-type: none"> <li>• 1 hr detention</li> <li>• Offence slip issued by Discipline Committee</li> </ul>	FTs inform parents and conducts TSI
	 <p><b>4th Offence</b></p> <ul style="list-style-type: none"> <li>• 1 hr detention</li> <li>• Offence slip issued by Discipline Committee</li> </ul>	FTs inform parents and conducts TSI
	 <p><b>5th Offence</b></p> <ul style="list-style-type: none"> <li>• 1 hr detention</li> <li>• Offence slip issued by Discipline Committee</li> <li>• Sign Undertaking (late coming) with parents</li> </ul>	FT arrange to meet parents with Discipline Committee
	 <p><b>6th Offence onwards</b></p> <ul style="list-style-type: none"> <li>• 1 day Internal Suspension</li> <li>• Offence slip issued by Discipline Committee</li> </ul>	Discipline Committee to inform parents

# SCHOOL RULES AND REGULATIONS

Minor Offence	Possible Consequences
<ul style="list-style-type: none"> <li>• Littering</li> <li>• Latecoming</li> <li>• Skipping classes</li> <li>• Using vulgar language</li> <li>• Not doing assignments</li> <li>• Improper attire &amp; grooming</li> <li>• Unauthorised use of electronic devices during curriculum hours</li> <li>• Damage of school property due to mischief or irresponsible behavior</li> <li>• <b>Minor offences committed persistently will be considered as major offence</b></li> </ul>	<ul style="list-style-type: none"> <li>• Caning/Suspension</li> <li>• Apology to teacher concerned</li> <li>• Parents to be informed</li> </ul>
Major Offence	Possible Consequences
<ul style="list-style-type: none"> <li>• Skipping detention</li> <li>• Leaving School Grounds Without Permission</li> <li>• Theft</li> <li>• Forgery</li> <li>• Possession of illicit materials</li> <li>• Vandalism</li> <li>• Smoking</li> <li>• Fighting</li> <li>• Abuse of technology</li> <li>• Open defiance and/or rudeness</li> <li>• Disruptive behaviour</li> <li>• Cheating in weighted assessments/examination</li> <li>• Alcohol abuse</li> <li>• Truancy</li> <li>• Gambling</li> <li>• Drug/Inhalant Abuse</li> <li>• Arson</li> <li>• Possession of weapons</li> <li>• Assault</li> <li>• Gangsterism</li> <li>• Bullying or cyberbullying</li> <li>• Extortion</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling</li> <li>• Referral to external agencies including the Police</li> <li>• Suspension</li> <li>• Compensation</li> <li>• Corrective work</li> <li>• Informing parents</li> <li>• Awarding zero marks for cheating in weighted assessment/examination</li> <li>• Other appropriate disciplinary action deemed necessary by the school</li> </ul>

## SCHOOL RULES AND REGULATIONS

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**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.

# SCHOOL RULES AND REGULATIONS

## APPROVED SCHOOL UNIFORM

*For Girls:*

Sleeves of the shirt  
must not be folded



Fringe should not  
touch the eyebrows

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

## 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



## **EXPECTED STUDENT CONDUCT**

We have the right to a conducive classroom environment. We have the responsibility to be respectful and considerate to teachers and classmates. We also have the responsibility not to cause disturbance when others are learning.

1. Take pride in your work, hand in your assignments on time and do your corrections promptly.
2. Remain in the classroom in between periods. Seek permission from the teacher first when you have a valid reason to leave the classroom.
3. Keep the classroom clean at all times.
4. Take good care of the furniture. Do not draw or damage furniture.
5. Use equipment correctly, especially the computer, control panel and projectors.
6. Be enthusiastic in making your classroom attractive, warm and inviting. Decorate the display board and notice board only. Beautifying or hanging things from any window/wall/fan/projector/fitting is prohibited.
7. Make a conscious effort to conserve energy. Switch off all lights and fans when classroom is not used.
8. Clear all books, files and stationery from tables, straighten tables and chairs at the end of the last period.
9. Lock the classroom when leaving for PE, recess break or other lessons.

We have the responsibility to think and act right by having good manners, showing respect and care for others and the environment. We also have the responsibility of being good ambassadors for the school.

1. Be polite and well-behaved at all times.
2. Be respectful and considerate towards others, including non-teaching staff.
3. Take good care of school property and premises.
4. Uphold the good name of the school at all times, within the school and in any public space.