



# **STUDENTS CODE OF CONDUCT**

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## OUR NATIONAL SYMBOLS

The Singapore Flag  
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### The Singapore Flag



The National Flag is Singapore's most visible symbol of statehood, symbolising our sovereignty, pride and honour. It reflects the ideals, beliefs and values that we stand by as a nation amidst our rich and diverse make-up. It forms a crucial element of our national identity. As such, the national flag is to be treated with dignity and honour.

The National Flag of Singapore was unveiled on 3 December 1959 at the installation of the new Head of State, the Yang di-Pertuan Negara, at the steps of the City Hall. The National Flag was first conceived and created by a committee headed by Dr Toh Chin Chye, who was the Deputy Prime Minister at that time. Upon independence in 1965, it was adopted as the National Flag of Singapore.

The Singapore flag consists of two equal-sized horizontal stripes – the top stripe is red and the bottom one is white. On the left-hand side of the red stripe, there is a white crescent moon with five white five-pointed stars to its right. The five white stars form a circle. Each feature of the flag has its own distinctive meaning and significance. The red colour symbolises universal brotherhood and white signifies pervading and everlasting purity and virtue. The crescent moon represents Singapore a young nation on the rise while the five stars stand for Singapore's ideals of democracy, peace, progress, justice and equality.

## Our National Anthem

The National Anthem was written in the wake of nationalism during 1956-57. 'Majulah Singapura' was composed in 1958 by the late Encik Zubir Said. Then Mayor of the City Council of Singapore, Mr Ong Eng Guan, approached Encik Zubir Said to write an official song for the City Council to commemorate the newly renovated Victoria Theatre. It was first played by the Singapore Chamber Ensemble. It was performed again on 3 December 1959 as Singapore's National Anthem.

With a stirring melody and lyrics that echo the enduring hope and spirit of Singaporeans for progress, the National Anthem, "Majulah Singapura" (meaning "Onward Singapore"), is a musical expression of Singapore's identity as a nation.

<b><u>MAJULAH SINGAPURA</u></b> <b><u><i>Lyrics and Music by Zubir Said</i></u></b>	<b><u>ONWARD SINGAPORE (Translation)</u></b>
Mari kita rakyat Singapura	Come, fellow Singaporeans
Sama-sama menuju bahagia	Let us progress towards happiness together
Cita-cita kita yang mulia	May our noble aspiration bring
Berjaya Singapura	Singapore success
Marilah kita bersatu	Come, let us unite
Dengan semangat yang baru	In a new spirit
Semua kita berseru	Let our voices soar as one
Majulah Singapura	Onward Singapore
Majulah Singapura	Onward Singapore

## **Our National Pledge**

We, the citizens of Singapore,  
pledge ourselves as one united people,  
regardless of race, language or religion,  
to build a democratic society,  
based on justice and equality,  
so as to achieve happiness, prosperity and progress for our nation.

### ***Origin of Our National Pledge***

The National Pledge was first written by Mr S Rajaratnam in 1966. It was written against the backdrop of the racial riots in the 1950s and 1960s. Mr Rajaratnam revealed that the dream was about building “a Singapore we are proud of” and he believed language, race and religion were divisive factors, but the Pledge emphasised that these differences can be overcome if Singaporeans cared enough for their country. The draft text was handed to the Prime Minister, Mr Lee Kuan Yew, who polished the text before submission to the Cabinet.

Students who are citizens of Singapore must sing the National Anthem and recite the National Pledge.

Students will recite the pledge with their right fists placed over their left chest.

## **National Education Messages**

1. Singapore is our homeland; this is where we belong.

*We treasure our heritage and take pride in shaping our own unique way of life.*

2. We must preserve racial and religious harmony.

*We value our diversity and are determined to stay a united people.*

3. We must uphold meritocracy and incorruptibility.

*We provide opportunities for all, according to their ability and effort.*

4. No one owes Singapore a living.

*We find our own way to survive and prosper, turning challenge into opportunity.*

5. We must ourselves defend Singapore.

*We are proud to defend Singapore ourselves, no one else is responsible for our security and well-being.*

6. We have confidence in our future.

*United, determined and well-prepared, we have what it takes to build a bright future for ourselves, and to progress together as one nation.*

## **INTRODUCTION**

SST strives to encourage and develop moral character in all our students. As a community, SST students are responsible for conducting themselves in a respectful manner that promotes a healthy and conducive environment for learning. They will accept and abide by the 4R principles of conduct:

- **Respect:** To have respect for self and others.
- **Responsibility:** To be responsible for our actions.
- **Relationships:** To be active builders of positive relationships.
- **Reflection:** To be reflective learners.

### **Respect: To have respect for self and others.**

I will treat all members and guests of the SST community with respect.

I will be kind and courteous to all. I will not use any forms of violence or harsh language, bully, harass or intimidate anyone in and out of school and in cyberspace.

I will respect and strictly abide by the laws of Singapore.

I will respect and care for the environment by keeping it clean and conducive for learning.

### **Responsibility: To be responsible for our actions.**

I will take responsibility for my own learning.

I will adhere to the Acceptable Use Policy for technology use at all times.

I will adhere to the SST Student Code of Conduct at all times and I will observe exemplary behaviour both in and out of school.

I will put in my best effort to contribute positively to my classroom, my school and the environment.

I will be responsible for my conduct in and out of school. If I am unable to manage my emotions and actions and choose to behave poorly, I will accept the consequences.

### **Relationships: To be active builders of positive relationships.**

I will interact with others in a manner that builds and maintain positive relationships.

I will strive to be aware of my own and others' emotions and mental well-being, and interact with others accordingly.

### **Reflection: To be reflective learners.**

I will be reflective of my actions and behaviour.

I will think before I act.



## **CONDUCT OF THE SST STUDENT**

SST students are responsible for their own conduct and contributions to an orderly and conclusive learning environment. They must treat their schoolmates, school staff and visitors with courtesy and respect. They are required to embrace the school values and to be helpful to their schoolmates and the school.

SST students are expected to clean up after themselves and return the items to their respective locations. All library books, sports equipment, science apparatus, workshop tools, cutleries and food utensils should be cared for and promptly returned after use. Any form of destruction, defacing or stealing of school property and property of others will not be tolerated.

SST students wearing the SST uniform or any attire that represents the school are expected to behave in a way that represents SST well. They are expected to show appropriate levels of affection. Holding hands, embracing, kissing and sitting in compromising positions are unacceptable public displays of affection.

The expectations of the conduct of SST students are not limited to the perimeter of the school campus or within school hours. SST students are expected to behave in an appropriate and respectful manner off-campus and after school hours as well. Any behaviour or activity that threatens the safety and order of the community will not be tolerated.

The school has a responsibility to take appropriate disciplinary action for inappropriate behaviour which occurs on and off campus, including online behaviour. In addition to adhering to the school's code of conduct, SST students are definitely expected to abide strictly by the laws of Singapore, particularly those related to smoking, drinking alcohol, stealing, possession of weapons, drugs, gambling, violence and rioting. SST students who are involved in criminal or illegal activities will face severe consequences.

Parents/guardians will be informed of serious offenses committed by the students. The school reserves the right to take further actions such as probation, suspension or expulsion. In addition, all details of disciplinary offenses and disciplinary actions taken will be recorded in each student's dossier.

While SST does not have a thick rulebook, students are expected to know and follow the principles and guidelines which have been laid down. This document describes our expectations on students' behaviour. In all situations, common sense should prevail and every student should behave in a manner that will cast SST as a premier school in Singapore.

The school also reserves the right to amend, change, add or eliminate rules and regulations pertaining to discipline from time to time.

## **1. SST COURTESY CODE**

SST students are expected to be polite and courteous at all times, both in and out of school. As an act of courtesy, they must be helpful and greet all staff and visitors to the school.

- 1.1 Beginning of School Day
  - The school day typically starts with the flag-raising and pledge-taking ceremony. All Singapore citizens must sing the National Anthem and recite the pledge. While reciting the pledge, the student will place his/her right fist over the heart. All students in the vicinity of the ceremony are to stand at attention and face the Singapore flag.
- 1.2 Beginning of Lessons/Activities
  - Class Chairperson or student leader asks class to stand at attention.
  - When everyone is at attention, class greets teacher “Good morning/afternoon, Mr/Mrs/Ms/Dr....”.
  - Teacher returns greeting and invites students to sit.
- 1.3 During Lesson
  - Ensure mobile phones are switched off.
  - Refrain from chatting on social media, except with permission from teacher.
  - Be fully engaged and participative.
- 1.4 Asking Questions / Giving Answers in Class
  - Raise hand.
  - Wait for teacher’s acknowledgment.
  - Stand up or answer from your seat (depending on class situation).
  - Ask questions or give answers in audibly using an appropriate tone and language.
- 1.5 End of Lessons/Activities
  - Class Chairperson or student leader asks class to stand at attention.
  - When everyone is at attention, class thank teacher “Thank you, Mr/Mrs/Ms/Dr...”.
  - Class waits for teacher to leave the classroom before sitting down.
- 1.6 Entering a Class When Lessons Have Begun
  - Knock on the front door of the classroom and wait to be acknowledged.
  - Greet teacher and explain why you are late - “Good morning/afternoon Mr/Mrs/Ms/Dr..... Please excuse me as I was....May I come in?” Wait for permission to enter the classroom. “Thank you, Mr/ Mrs/Ms/Dr ...”.
- 1.7 Leaving the Classroom During Lesson (for urgent and important reasons only)
  - Raise hand at an appropriate time.
  - Ask, with reasons, for permission to leave the classroom – “Excuse me, Mr/ Mrs/Ms/Dr ... May I ...? Thank you, Mr/ Mrs/Ms/Dr ...”.
  - Leave the class only if permission from teacher is granted.
  - Return to class as soon as possible.

- 1.8 Re-entering the Classroom
- Always re-enter from the front door.
  - Return to seat quietly and avoid disrupting the lesson.
- 1.9 Meeting Teacher or Visitor Around the School
- Establish eye contact, nod with smile and stand at attention.
  - Greet teacher/visitor politely – “Good morning/afternoon, sir/madam.”.
  - Step aside to allow teacher/visitor to pass.
- 1.10 Moving from One Venue to Another in the School
- Assemble quietly outside classroom (in an orderly manner).
  - Class Chairperson to give permission to move.
  - As a whole class, students are to walk in an orderly manner on one side of the corridor quietly and quickly.
- 1.11 Listening to Announcements through the PA System
- Listen attentively.
  - Do not talk.
- 1.12 As an Audience
- Listen attentively.
  - Do not interrupt or talk when someone is talking, presenting or performing.
  - Applaud appropriately and politely. Do not jeer, whistle or make catcalls.
- 1.13 During Assemblies
- Assemblies are special times in our school when everyone in the school gets together for a special event. Students should
- Enter the venue for assembly quietly, in an orderly fashion.
  - Sit quietly until the assembly begins.
  - Participate appropriately.
- 1.14 On the Phone
- When calling a teacher on the phone – “Hello, Good morning/afternoon Sir/Madam/Teacher, I am ... (name) from ... (Class). May I speak to Mr/Mrs/Ms/Dr....?”.
  - Say “Thank you” when asked to hold on and/or when you end the call.
- 1.15 At the General Office Counter
- Wait for acknowledgement from staff.
  - Greet staff member “Good morning/afternoon sir/madam, I am ... (name) from .... (class).
  - State purpose or request “I am here to .....” or “May I ....?”.
  - Say “Thank you.” when you leave.
- 1.16 Writing to a teacher /staff member through written notes, letters or email
- Begin with “Dear Mr/Mrs/Ms/Dr...”.
  - Use formal language and tone. Be polite and courteous.
  - End with “Thank you. Yours sincerely, (Full Name) and (Class)”.
- 1.17 Display of rudeness in any form (speech, body language or in any written

form) will not be tolerated.

1.18 Any form of violent acts, including fighting, verbal and non-verbal threats will not be tolerated. The possession of dangerous items is not permitted and any item used in a threatening manner will be considered a weapon.

## **2. SST ATTENDANCE POLICY**

### **2.1 Expectations**

2.1.1 Students must be in school by 8.40 a.m. on Mondays and 7.40 a.m. from Tuesdays to Fridays to attend morning assembly.

2.1.2 Students must be punctual and present for all classes, CCA sessions and all other school-organised activities. Students must be on time and ready to learn and participate..

### **2.2 Absence from School**

2.2.1 For all absences from school, parents/guardians must inform the school by 9.00 am on Mondays and 8.00 am from Tuesdays to Fridays.

2.2.2 All absences from school must be supported by a medical certificate or a letter by the parent/guardian. These supporting documents must be submitted to the student's form teacher upon the student's immediate return to the school.

2.2.3 Absence from school may be covered by a letter written and signed by parent/guardian for the following valid reasons:

- Any other family emergencies such as bereavement in the immediate family (grandmother, grandfather, father, mother, sister and brother) and court proceedings.
- One day leave after MC ceases.
- Leave of absence approved by Principal.
- Other reasons approved by Principal.

2.2.4 Students who are absent from school must contact the Subject teachers, make up and submit the work and assignments that they missed.

2.2.5 A maximum of three letters by parent/guardian is permitted per academic year. Students who exceed the number of letters permitted may face disciplinary consequences.

2.2.6 Absence without any valid reason will be considered truancy.

2.2.7 All absences will be included in the attendance record that is reflected in the students' yearly progress report.

### **2.3 Attendance Required for Promotion to the Next Grade Level**

2.3.1 Students who do not have at least 85% attendance may not be allowed promotion to the next grade level.

### **2.4 Absence from Tests/Examinations/Assessments**

2.4.1 Students who are absent from tests or examinations or other assessments will be subjected to the SST Tests/Examinations/Assessments Policy.

### **2.5 Absence during CCA**

2.5.1 All CCA training sessions and CCA related activities are compulsory.

2.5.2 All student absences from CCA training sessions and CCA related activities must be supported by a medical certificate or a letter by the parent/guardian. These supporting documents must be submitted to the student's CCA teacher-in-charge upon the student's immediate return to the school.

2.5.3 Absence from CCA may be covered by a letter written and signed by parent/guardian for the following valid reasons:

- Any other family emergencies such as bereavement in the immediate family (grandmother, grandfather, father, mother, sister and brother) and court proceedings.
- One day leave after MC ceases.
- Leave of absence approved by Principal.
- Other reasons approved by Principal.

2.5.4 Absence without any valid reason or unsubstantiated absence will be considered truancy and disciplinary consequences will follow.

## **2.6 Absence during school-organised activities**

2.6.1 Students must attend all compulsory school-organised activities.

2.6.2 Students must notify the relevant Subject Teachers, teachers-in-charge and/or Form Teacher prior to their absence from school-organised activities.

2.6.3 Students who are absent from school-sponsored activities without any valid reasons may be asked to compensate for the full amount of the activity.

2.6.4 Students who are absent from school-sponsored activities such as inter-school competitions, field trips or GCP trips may be marked absent in their attendance record.

2.6.5 Absence without any valid reason or unsubstantiated absence will be considered as truancy and disciplinary consequences will follow.

## **2.7 Leave of Absence**

2.7.1 Leave of absence during school time is strongly discouraged and will only be approved under extenuating circumstances. Written permission for any leave of absence during the school term must be sought from the Principal (through the student's form teacher) at least a week in advance.

2.7.2 Parents/guardians are urged to arrange doctor and dental appointments and family trips after school, during weekends or during school holidays in order to minimise loss of school time.

## **2.8 Permission to Leave the School Campus Early**

2.8.1 Students must remain on school premises until the official time of dismissal or end of other official activities, whichever is later.

2.8.2 During school hours, students must not leave the campus during the official school hours without a written release from the Principal or Vice-Principal as well as parental consent (Early Release Form). If students are representing the school at competitions or official functions, they may leave their classes only at the time

approved by the school.

2.8.3 Students who are ill during the school hours will rest at the school's sick bay. School staff will contact their parents/guardians to take them home. Students who are ill must only leave school accompanied by parents/guardians.

2.8.4 Students who need to leave early for a pre-arranged appointment, must seek written permissions from the Principal or Vice-Principal through the form teachers with at least one week's notice, except in the event of an emergency. A copy of the written permission must be given to the General Office at the point of release.

2.8.5 Students must inform their form teachers and all relevant subject teachers if they are to be released early from school.

2.8.6 Parents/Guardians must come to the school personally to pick up their children/wards when such permissions are granted.

2.8.7 Leaving school without permission will be considered truancy and disciplinary consequences will follow.

### **3. SST TARDINESS POLICY**

3.1 Students must be punctual and ready for school, including all lessons, CCAs and other school-organised activities. A student is tardy when he/she is not physically at the venue at the stipulated time.

3.2 A student who is in school but not with his/her class during morning assembly at 8.40 a.m. (Monday) and 7.40am (Tuesday to Friday) is considered late.

3.3 Students who are late are required to obtain a late slip either from their Form Teacher or the General Office. The late slip must be submitted to the Form Teacher without delay.

3.4 Students who have a substantiated reason for being late for school or any school-related activities must produce, without prompting, the official documents to his/her form teacher, subject teacher, CCA teacher or discipline mistress/master. (A letter from parents/guardians for tardiness is not considered an official document. The discipline committee will make a decision on whether the reason provided is approved.)

3.5 Tardiness for school may be reflected in the student's semestral progress report.



## **4. SST HOMEWORK POLICY**

Homework is an integral feature of the academic curriculum that reinforces what has been taught or discussed in class. It also helps students deepen their understanding. Homework is defined as any assignment that needs to be completed out of class, either individually or as a group.

4.1 Students must turn in assignments and homework on or before the deadlines set by their teachers.

4.2 If any student feels that he/she is unable to meet the deadline given, he/she must initiate the request for an extension to the relevant teacher in person or in writing. Requests will be approved on a case-by-case basis.

4.3 Students who have a substantiated reason for being late in homework or assignment submission must produce, without prompting, the official documents to his/her subject teacher. A letter from parents/guardians for tardiness is not an official document. The subject teacher in consultation with the HOD for the subject will make a decision on whether the reason provided is approved.

4.4 Students, who have been absent from school, must find out from their teachers on the work that they have missed. They must do so within 2 days upon their return to school.

4.5 Students who missed work or deadlines during truancy may not be given any mark for their assignments.

4.6 Students who repeatedly do not turn in homework or assignments on time will face disciplinary action.

## **5. SST ATTIRE AND GROOMING POLICY**

Students wearing the SST uniform or any attire that represents the school are expected to behave in a way that is consistent with SST's good name.

### **5.1 School Uniform**

5.1.1 Students must be smartly dressed, in accordance to the dress code, when wearing the school uniform. For selected assemblies, students may be required to wear the school tie with a white shirt.

5.1.2 Modification of the uniform is not allowed.

5.1.3 Male students must tuck in their polo t-shirt and wear a belt if necessary. Belts (if worn) should be black with a simple buckle.

5.1.4 Only the SST sports jacket can be worn over the SST polo t-shirt or S&W t-shirt.

5.1.4 Attire worn must be clean and neatly pressed with no holes, tears or frayed areas.

### **5.2 Footwear**

5.2.1 Covered shoes, together with a pair of socks, must be worn at all times. Laces, Velcro or other securing devices must be present and used in an appropriate manner. Shoes and socks must be clean.

5.2.2 Appropriate shoes must be worn during S&W lesson or while playing sports so as to minimise injury.

5.2.3 Slippers, sandals or any form of sloppy footwear must not be worn at all times except when written permission is given by the discipline mistress/master.

### **5.3 S&W Attire and CCA Attire**

5.3.1 School S&W T-shirts and shorts must be worn during S&W lessons. S&W t-shirts must be tucked in at all times.

5.3.2 Students who have S&W lessons before recess time must report to school in their S&W attire. Students must change into their school uniform during recess.

5.3.3 Students who have S&W lesson after recess must change into their S&W attire during recess time. They may remain in their S&W attire for the rest of the day.

### **5.4 Hair**

5.4.1 Hair must be clean and well groomed. Hair must be neat and kept away from face and eyes at all times. Punk and fanciful hairstyles are not allowed.

5.4.2 Hair must be in its natural colour. Dyeing, tinting, bleaching or highlighting of hair are not allowed.

5.4.3 For male students, hair must be short and neatly combed.

5.4.4 For female students, hair that is shoulder length or longer must be tied up. Simple hair accessories such as hair bands, hair clips may be worn.

5.4.5 Male students must be clean-shaven.

## **5.5 Jewellery**

5.5.1 Only female students are allowed to wear a simple identical stud or ear stick on each ear.

5.5.2 Other forms of jewellery are not permitted.

5.5.3 Any form of tongue, body piercing or body art are not permitted.

## **5.6 General Grooming**

5.6.1 Fingernails must be kept clean, short and unvarnished.

5.6.2 Students must take responsibility for their own personal hygiene.

## **6. TECHNOLOGY@ SST: Digital Citizenship**

Computer equipment and high-speed broadband wi-fi are available on the SST campus to enhance students' learning. Students must comply with the SST Acceptable Use Policy (AUP) and the guidelines and policies specified in the Student Handbook. See <http://media.sst.edu.sg/admin/terms.html> for details of the AUP. Failure to comply to SST rules may lead to disciplinary action including confiscation of the Learning Device.

### **6.1 Use of Learning Device**

6.1.1 The Learning Device is intended for educational purposes so as to assist and promote students' learning. Explicit permission from teachers must be obtained before its use during lessons.

6.1.2 Students are allowed to use the Learning Device only in designated places such as classrooms, study corners and library.

6.1.3 Inappropriate media images must not be used as a screensaver or background of the Learning Device or attached to other accessories.

6.1.4 Students must not display inappropriate/offensive images and language on the Learning Device.

### **6.2 Advisory**

6.2.1 Students are advised to take a break from the use of the Learning Device during recess, lunch breaks and before school.

6.2.2 Students are advised to ensure that their learning devices are fully charged before arriving at school in the morning.

6.2.3 Students are advised to keep their learning device in their lockers when not in use, and not to leave it unattended (even in a locked classroom).

### **6.3 Gaming**

6.3.1 Gaming is not allowed on the Learning Device. Failure to comply will result in disciplinary consequences which may include:

- Loss of network privileges.
- Inspection of the laptop (where necessary) and parents to be informed.
- Completion of a restitution programme which includes submitting a commitment statement.

### **6.4 Use of Social Media**

6.4.1 Students must not to access Facebook or other social networks during curriculum time unless with the explicit permission from the teacher.

6.4.2 Students must only use the school network for educational purposes.

### **6.5 Use of Mobile Phone**

6.5.1 Students must not use their mobile phones during curriculum time, except when the teacher's permission is given. Mobile phones must be switched off during

curriculum time.

6.5.2 Students may use their mobile phones during recess, before or after school hours.

## **6.6 Software**

6.6.1 All applications/software installed on the student's learning device must be legally obtained. (Refer to Singapore Penal Code.)

6.6.2 Students must adhere to the copyright laws of Singapore.

## **6.7 Media recording**

6.7.1 No unauthorised audio, image or video recordings are allowed, unless explicit permission has been given by the relevant parties involved. These may include, but not limited to, capturing images of your teachers or peers, video recordings of personal events within the school premises, and other similar contexts.

6.7.2 No unauthorised use, modification, uploading or distribution of the said audio, image or video recordings are allowed in any forms, unless explicit permission has been sought and given. These may include, but not limited to, uploading images of teachers or peers in unflattering poses, modifying extensively the images that were permitted to be taken initially but that may cause harm and embarrassment, and other similar contexts.

## **6.8 Internet Safety and Access to Online Resources**

6.8.1 SST provides some filtering of harmful Internet traffic. On request or suspicion, the ICT Department may also monitor network activity.

6.8.2 Students' laptops are not filtered off-campus. It is the responsibility of parents/guardians to monitor the software or sites that students access outside school.

6.8.3 SST is not liable for what the students do at home on the Internet as the school does not provide any monitoring software on the learning devices.

6.8.4 SST works to educate students to be good digital citizens and to make responsible choices. Parental support, monitoring and guidance are also required when students are working online at home.

## **6.9 Loaning or Borrowing Laptops**

6.9.1 Students must not loan or borrow laptops to other students. They must not share passwords or usernames with others as well.

## **7. SST TESTS/EXAMINATIONS/ASSESSMENTS POLICY**

### **7.1 Absence from Tests/Exams**

7.1.1 Valid reasons for absence from tests/exams include medical certificates, school approved activities or other reasons acceptable by the school. Letters from parents/guardians will not be accepted as a valid reason.

7.1.2 Students with valid reason for absence from tests/exams will be required to take re-tests/exams within a 5-day period, subject to test/exam papers not being released to other students. After the 5-day period, students will take the missed papers as practice papers and marks computation will then be based on remaining CA components.

7.1.3 Absence from tests/exams without a valid reason will result in zero mark for the tests/exams.

### **7.2 Plagiarism and Cheating**

7.2.1 Plagiarism and cheating will result in zero mark for the assigned work and other disciplinary consequences will follow.

### **7.3 Penalty for Late Submission of Alternative Assessments**

7.3.1 Students who are unable to submit the Alternative Assessments and/or Performance Tasks by the deadline will be given an additional 7-day grace period to complete the work. This is subjected to the approval of the HOD of the respective subjects.

7.3.2 If students submit the work within the given 7-day grace period, they will only be awarded 50% of the marks scored or 1 grade lower than the grade scored.

7.3.3 Students who have not completed the Alternative Assessments and/or Performance Tasks by the end of the 7-day grace period will be given zero mark.

## **8. OTHERS**

### **8.1 General Security**

8.1.1 Students must not remain in the school premises after 6.30pm. After 6.30pm, students must wait for their parents/guardians at the designated waiting area (i.e. alighting area) if they are picking them up from school.

8.1.2 Students are not allowed to bring guests to the school without prior permission from the Principal or Vice-Principal.

8.1.3 All visitors to the school must register at the security guard post upon entry.

### **8.2 Security of Personal Belongings**

8.2.1 Students must safekeep their personal belongings at all times. They must not leave their personal belongings unattended.

### **8.3 Use of Lockers**

8.3.1 Each student is assigned to a locker by the Form Teacher in the first week of school.

8.3.2 Students should use their lockers to store books, learning device and other personal items. Students must ensure that their lockers are kept locked, clean and in order at all times.

8.3.3 Students must lock their learning devices and valuables when they leave the classroom for their breaks, S&W classes or any other activities.

8.3.4 Lockers are the property of the school and as such may be subjected to search by the school authorities at any time.

8.3.5 Should reasonable suspicion warrant it, the school authorities may open and search students' lockers without permission.

8.3.6 At the end of each semester, lockers must be cleaned out.

### **8.4 Lost, Stolen or Found Items**

8.4.1 Students must be responsible for their personal items at all times. They must carefully monitor and safeguard personal items such as laptops, iPods and money.

8.4.2 Lost and found items by students must be turned in at the General Office immediately.

8.4.3 Students who have lost items or whose items have been stolen must notify the Subject Teacher, Form Teacher, Head of Year or Discipline Master immediately. They must also inquire at the General Office.

### **8.5 Lost/Damaged Books or Materials**

8.5.1 School property and equipment lost or damaged by students, including library books, science apparatus, sports equipment, workshop tools or computer equipment, must be replaced or reimbursed by the student.

8.5.2 Deliberate or accidental damage to the school equipment may require a reimbursement of costs. The relevant departments will investigate the cause and extent of the damage and advise on the costs accordingly.

8.5.3 Students involved in the damage will complete a report. The form teacher and finance department will be informed.

8.5.4 Payment of the money as reimbursement of lost or damaged items must be made to the Finance Department promptly. Progress reports or transcripts will only be issued after all outstanding financial obligations have been settled.

## **8.6 Use of School Facilities**

8.6.1 Students must not use the lifts during or after school hours. Students who need to use the lift for valid reasons must seek permission from their Form Teacher. A list of names of students who have been granted permission to use the lift will be displayed in the lift for verification purposes.

8.6.2 Students must be responsible in the use of all school facilities, including classrooms, science laboratories, workshops and all other special rooms. Students must ensure that all school facilities are clean and tidy after use. All lights, fans, air-conditioning and all other electrical appliances must be switched off before leaving the premises.

8.6.3 Students must seek the assistance of the teachers-in-charge of the respective activities and programmes in the booking of facilities. Students must not use the facilities, other than common facilities, unless permission has been granted.

8.6.4 Student activity groups must plan and execute activities on school premises with the knowledge or permission of the teacher-in-charge.

8.6.5 Students must not eat or drink in the auditorium, classrooms, gymnasium, science laboratories or all other premises, except for special occasions supervised by staff. Students must eat or drink in the canteen/cafeteria only..

8.6.6 Students must take care and protect the floor when moving furniture/equipment. Furniture must be returned to the original set-up and equipment returned after use.

8.6.7 Students must not allowed to sit on tables.

8.6.8 Students must move indoors immediately when the lightning alert is activated.

8.6.9 Students must wear appropriate athletic shoes when using Indoor Sports Hall/ Mutli-Purpose Hall.

8.6.10 Students must not paint, wallpaper, mark, or deface any school property.

8.6.11 Posters, flyers or other advertising materials to be used to promote activities must be reviewed and approved by the Operations Department before being posted up in the school premises.



8.6.12 Students must leave the classrooms during recess. Students may go to the canteen/cafeteria, school field, Indoor Sports Hall, Atrium or library during recess.

8.6.13 When using the washrooms, students must keep the washrooms clean and to respect the privacy of others. Students must leave the washroom promptly after use.

8.6.14 When using any facilities, students must keep conversations at a reasonable volume.

## **8.7 Use of Canteen/Cafeteria**

8.7.1 Students must act responsibly and take extra care to keep the canteen/cafeteria clean. After eating, unfinished food must be cleared into the rubbish bin before the utensils and cutleries are returned to the appropriate receptacles. Students must not leave any food or trash on the tables.

8.7.2 Students are permitted in the school canteen/cafeteria during recess and after school hours. Only students who are having breakfast are allowed in the school canteen before the morning ceremony.

8.7.3 Students are only allowed to buy food or drinks during recess or breaks.

8.7.4 All food and drinks must be consumed in the cafeteria during the respective recess or before and after school hours. Students are not allowed to consume any food and drinks anywhere else in the school.

8.7.5 Students must queue up in an orderly manner. Students must not buy food for others.

8.7.6 Students must show respect to all students and staff, including canteen/cafeteria staff and cleaning staff.

## **8.8 Use of School's Name & Logo**

8.8.1 Students must seek permission from the Corporate Communications Department through their teachers prior to the following instances:

- Using the School's name, logo, or other representations, in communications and branding materials including but not limited to items such as posters, collaterals, apparel, stationery, as well as digital platforms and social networking such as blogs, websites, twitter, facebook.
- Speaking to the media or participating in filming projects that are not assigned by the School.

## **8.9 Prohibited Item**

8.9.1 Students must not bring anything that is prohibited by Singapore Law.

8.9.2 Students must not bring items that may cause bodily harm to someone e.g. knives, pellet guns, etc.

### 3 levels of Non-Compliance

<b>Level of Non-Compliance</b>	<b>Examples of Non-Compliance</b>
<b>Level 1</b>	<b>Late-coming Disruptive behavior Not doing homework Improper attire/ grooming Modification of school uniform Inappropriate use of learning device</b>
<b>Level 2</b>	<b>Forgery Truancy Plagiarism Open defiance/ rudeness Cheating in assessments Breach of AUP for ICT resources Leaving school campus - unauthorized Recalcitrant of Level 1 misbehaviors</b>
<b>Level 3</b>	<b>Bullying Stealing Smoking Gambling Vandalism Substance abuse Assault/ fighting Possession of pornographic materials Recalcitrant of Level 2 misbehaviors</b>

## Non-Compliances and Consequences

<b>Level of Non-Compliance</b>	<b>Required Intervention</b>	<b>Other Consequences to be meted out as appropriate</b>
<b>Level 1</b> - 1st offense (1.1)	Verbal Warning to student by teacher	Reflection Detention Corrective Service Compensation
Level 1 - 2nd offense (1.2)	Warning letter to student (Acknowledgement by parents) and phone call by form teacher	
Level 1 - 3rd offense (1.3)	Face-to-Face Conference with parents	
Level 1 - 4th offense (1.4) = <b>Level 2</b> - 1st offense (2.1)	Letter of Undertaking Notice of Disciplinary Actions	As per Level 1 Ineligible for Academic Awards Conduct Grade at best "Good" Scholarship reconsidered Privileges reconsidered 1 Day in-school suspension Withdrawal of Leadership Positions Input in MOE School Offense Module
Level 2 - 2nd offense (2.2)		
Level 2 - 3rd offense (2.3)= <b>Level 3</b> - 1st offense (3.1)	Suspension (in-school or home suspension)	As per Level 1 & 2 Conduct Grade at best "Fair"
Level 3 - 2nd offense (3.2)	Letter of Zero Tolerance to parents	