



SST SCHOOL RULES AND REGULATIONS

Content Page

STUDENT MANAGEMENT

3 Levels of Non-Compliance

1. OUR NATIONAL SYMBOLS

1.1 The Singapore Flag

1.2 Our National Anthem

1.3 Our National Pledge

2. ATTIRE AND GROOMING

Grooming Standards

3. ATTENDANCE POLICY

3.1 Attendance

3.2 Absence from School or official school activities (CCA, OLE, etc.)

3.3 Other Valid Reasons for Absence from school

3.4 Permission to leave the school campus early

3.5 Prolonged Absence from school during Term Times/ Leave of Absence

4. HOMEWORK SUBMISSION AND ASSIGNMENT SUBMISSION

5. TEST/ EXAMINATION RULES AND REGULATIONS

5.1 Conduct and Integrity

5.2 Punctuality

5.3 Absence from test/ examination

6. DIGITAL CITIZENSHIP

6.1 Advisory

6.2 Use of Smartphones and Smartwatches

6.3 Media Recording

7. SAFETY AND SECURITY

7.1 Safety

7.2 Security of Personal Belongings

7.3 Use of Lockers

7.4 Lost or Found Items

7.5 Responsibility and Care for School Facilities and Property

7.7 Use of School's Name & Logo



STUDENT MANAGEMENT

At SST, we strive to build a positive school culture and foster healthy relationships within the community. Our approach to discipline is character-based, with rules and regulations designed to promote self-management, moral reasoning, and a deep respect for others.

The school is responsible for addressing inappropriate behaviour through appropriate disciplinary actions. Restorative practices are a key part of our framework, allowing students to make amends and reintegrate into the community.

In cases of repeated misconduct or serious offences, the school reserves the right to take further measures, including caning, probation, suspension, or expulsion. Additionally, the school retains the right to amend or introduce new discipline-related rules and regulations as necessary.



3 Levels of Non-Compliance

	Examples of Non-Compliance	Level of Non-Compliance	Required Intervention	Other Consequences to be meted out as appropriate
Level 1	<ul style="list-style-type: none"> Late-coming Disruptive behaviour Not doing homework/ assignments Improper attire/ grooming Modification of school uniform Inappropriate use of learning device 	1st offence	Verbal warning to student by teacher	<ul style="list-style-type: none"> Reflection Detention Community Service Corrective Service Compensation Conduct Grade adjustment (where relevant)
		2nd offence	Warning letter to the student (Acknowledgement by parents) and a phone call by the Form teacher	<ul style="list-style-type: none"> Reflection Detention Community Service Corrective Service Compensation Ineligibility for Scholarships/ Awards, Leadership Appointments, Overseas Trips, School Team Representation Conduct Grade adjustment
		Subsequent offence	Face-to-face conference with parents Behavioural Contract (if needed)	
Level 2	<ul style="list-style-type: none"> Four or more Level 1 non-compliance Open defiance/ rudeness Assessment misconduct* (Includes, but is not limited to, cheating, plagiarism, and unauthorised alteration of marks or answers) 	1st offence	<ul style="list-style-type: none"> At least 1-day in-school suspension AND/OR <ul style="list-style-type: none"> 1 stroke of the cane (for boys only, with aggravating factors) AND	<ul style="list-style-type: none"> Notice of Disciplinary Consequences Behavioural Contract (if needed) Reflection Community Service Corrective Service Compensation Ineligibility for Scholarships/



	<ul style="list-style-type: none"> Smoking/ Vaping Gambling Leaving school campus - unauthorised Truancy Theft Possession of weapon or weapon-like item Forgery Bullying Other offences that are a breach of law Breach of AUP for ICT resources Vandalism Possession of pornographic materials 	<p>2nd offence</p> <p>Subsequent offence</p>	<ul style="list-style-type: none"> conduct grade adjustment (no better than 'Fair') <p>AND/OR</p> <ul style="list-style-type: none"> At least 3 days of school suspension Up to 2 strokes of the cane (for boys only) <p>AND</p> <ul style="list-style-type: none"> conduct grade adjustment (no better than 'Fair') <p>AND/OR</p> <ul style="list-style-type: none"> At least 5 home suspension Up to 2 strokes of the cane (for boys only) <p>AND</p> <ul style="list-style-type: none"> conduct grade adjustment ('Poor') 	<p>Awards, Leadership Appointments, Overseas Trips, School Team Representation</p> <ul style="list-style-type: none"> Input in MOE School Offence Module *Refer to 6.3.6
Level 3	<ul style="list-style-type: none"> Four or more Level 2 non-compliance Substance/ Alcohol abuse Vaping (with etomidate) Sexual misconduct Assault/ fighting Gangsterism Severe bullying Other illegal/criminal offences under s424 or offences which result in grievous hurt. 	1st offence	<ul style="list-style-type: none"> 3 days of home suspension <p>AND/OR</p> <ul style="list-style-type: none"> Up to 2 strokes of the cane (for boys only) <p>AND</p> <ul style="list-style-type: none"> conduct grade adjustment (no better than 'Fair') 	<ul style="list-style-type: none"> Notice of Disciplinary Consequences Behavioural Contract (if needed) Reflection Community Service Corrective Service Compensation Ineligibility for Scholarships/ Awards, Leadership Appointments, Overseas Trips, School Team Representation



		2nd offence	<ul style="list-style-type: none"> • 5 days home suspension AND/OR <ul style="list-style-type: none"> • Up to 2 strokes of the cane (for boys only) AND <ul style="list-style-type: none"> • conduct grade adjustment ('Poor') 	<ul style="list-style-type: none"> • Input in MOE School Offence Module
		Subsequent offence	<ul style="list-style-type: none"> • Up to 14 days home suspension AND/OR <ul style="list-style-type: none"> • Up to 3 strokes of the cane (for boys only) AND <ul style="list-style-type: none"> • conduct grade adjustment ('Poor') 	



1. OUR NATIONAL SYMBOLS

The Singapore Flag
Our National Anthem
Our National Pledge

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.

1.1. 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.

1.2 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.

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

1.3 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 the Prime Minister, Mr Lee Kuan Yew, who polished the text before submission to the Cabinet.

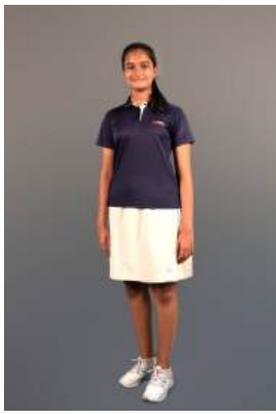


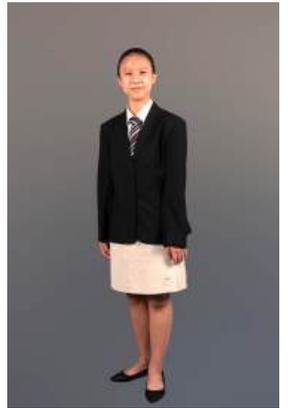
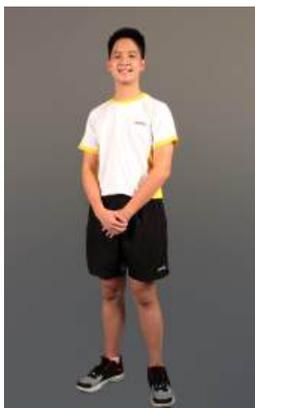
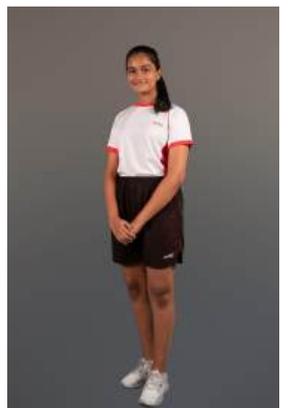
2. ATTIRE AND GROOMING

The school uniform is a symbol of distinction for SST students, who should wear it with pride and loyalty to the school they have chosen to be a part of. It must be kept clean, neatly pressed, and free from tears or frayed areas. SST students are expected to maintain a smart and neat overall appearance.

Modifications to the school uniform are not permitted, and it must be worn as prescribed.

The table below provides an overview of the different school attire in SST.

1 School uniform		
<p>Gentlemen</p> <ul style="list-style-type: none"> • SST polo Shirt: to be tucked into pants) • SST long pants: on Mondays and at school events • SST bermudas: can be worn from Tuesday to Friday • Plain black colour belt if necessary 		
<p>Ladies</p> <ul style="list-style-type: none"> • SST polo Shirt • SST culottes 		

2 Formal Attire		
<ul style="list-style-type: none"> • White long-sleeved shirt/ blouse • SST long pants/ culottes • Black leather shoes/ court shoes • SST tie and collar pin on the left collar of shirt/ blouse • SST Blazer 		
3 Semi-formal Attire		
<ul style="list-style-type: none"> • White long-sleeved shirt; sleeves may be folded up to the elbow • SST long pants/ culottes • Black leather shoes/ court shoes • SST collar pin on the left collar of shirt/ blouse 		
4 Sports and Wellness Attire		
<ul style="list-style-type: none"> • House T-shirt tucked in S&W shorts 		

5 Exceptions		
<ul style="list-style-type: none"> House T-shirt tucked in black track pants House T-shirt tucked in black/dark blue jeans 		

The table below outlines the events and the corresponding attire for each occasion.

Occasion	Attire allowed	Note
Normal school day on Monday (Formal Monday)	<ul style="list-style-type: none"> School uniform (gentlemen in long pants) 	<ul style="list-style-type: none"> Change from school uniform to S&W attire during the break if the S&W lesson is after the break
	<ul style="list-style-type: none"> S&W attire - if S&W lesson is before break 	<ul style="list-style-type: none"> Change from S&W attire into school uniform during the break if the S&W lesson is before the break
Normal school day on Tuesday - Friday	<ul style="list-style-type: none"> School uniform/ S&W attire 	-
Formal events	<ul style="list-style-type: none"> Formal Attire Semi-formal Attire 	-
Co-Curricular Activities (CCA)	<ul style="list-style-type: none"> S&W attire CCA attire 	-
<u>Exceptions</u> Programmes that may require students to participate in physical outdoor activities outside school	<ul style="list-style-type: none"> Other Attire - House T-shirt tucked in black track pants 	<ul style="list-style-type: none"> E.g. OBS
<u>Exceptions</u> Programmes that may require students to participate in laboratory work and learning camps outside school	<ul style="list-style-type: none"> Other Attire - House T-shirt tucked in black/ dark blue jeans 	<ul style="list-style-type: none"> S1 Cohort Camp S4 DISCOVER Camp Overseas Learning Experience (OLE) ARTC Camp

Grooming Standards

1. **Outerwear**
 - Only the SST sports jacket is permitted to be worn over the uniform.
2. **Jewellery & Accessories**
 - No jewellery or accessories are permitted, except a watch.
 - Ladies may wear simple, identical ear studs or earrings (one on each ear).
3. **Cosmetics**
 - Cosmetics, including foundation, sunblock with a foundation base, powder, lipstick, tinted lip balm, eyeliner, mascara, etc., are not to be used.
 - Colour or colour-enhancing contact lenses are not allowed.
4. **Nail Care**
 - Nails must be kept short and clean.
5. **Hair (Both Ladies & Gentlemen)**
 - Hair, including eyebrows and eyelashes, must remain in its natural colour—dyeing, tinting, or highlighting is not allowed.
 - Hair must not touch the collar.
 - Fringes must be kept above the eyebrows.
 - Fanciful hairstyles (e.g., very short, shaven, undercut) are not permitted.
6. **Hair (Gentlemen)**
 - Hair must be short and neatly combed.
 - Must be clean-shaven, with no long sideburns.
7. **Hair (Ladies)**
 - Hair must be kept away from the face and eyes.
 - Shoulder-length or longer hair must be tied neatly.
 - Long fringes must be neatly secured with simple black hairbands or clips.
8. **Footwear**
 - Shoes and socks must align with the casual smart dress code—socks must be visible but must not cover the calf.
 - Sports shoes must be worn during Sport & Wellness (S&W) lessons and sports activities to minimise the risk of injury.

3. ATTENDANCE POLICY

3.1 Attendance

3.1.1 **General Reporting**

Students are to be in the venues of morning assembly by 0840 on Mondays and Thursdays, and 0740 on Tuesdays, Wednesdays and Fridays to observe the National Symbols.

Students are expected to be punctual and physically present at the stipulated time and venue for all classes, CCA sessions, examinations, and other school-organised activities. Wilful absenteeism is a serious offence.

3.1.2 Students with 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 school will determine the validity of the reason provided.)

3.1.2 Students must remain on school premises until the official dismissal time or the conclusion of official school activities, including the formal curriculum, whichever is later. Exceptions are only allowed with prior approval for early dismissal or official reasons.

3.1.3 Students who are not present in class or compulsory school activities or who leave school without permission will be considered truant and will face disciplinary consequences.

3.2 Absence from School or official school activities (CCA, OLE, etc.)

3.2.1 Absence from school is to be supported by a medical certificate or a letter (up to 3 letters per academic year) written and signed by a parent/guardian. The following are the valid reasons:

- Family emergencies such as bereavement in the immediate family (grandparent(s), parent(s), sibling(s));
- Court proceedings;
- One day of sick leave after MC ceases.

3.3 Other Valid Reasons for Absence from school

3.3.1 Parents/guardians are encouraged to schedule non-urgent medical or dental appointments after school, on weekends, or during school holidays to minimise disruption to school time.

3.4 Permission to leave the school campus early

3.4.1 **Pre-planned early departure from the school campus**

Students must inform the school of early dismissal [here](#) with supporting documents at least one week in advance.

3.4.2 **Unplanned early departure from the school campus** (sick, family emergencies,



etc.)

Students will report to the General Office, and school staff will liaise with their parents/guardians for their dismissal.

3.5 Prolonged Absence from school during Term Times/ Leave of Absence

3.5.1 Parents / Guardians may apply for a leave of absence, for example:

- Overseas posting of a parent/guardian
- Temporary relocation overseas by family

4. HOMEWORK SUBMISSION AND ASSIGNMENT SUBMISSION

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 any assignment that needs to be completed out of class, individually or as a group.

4.1 Students must turn in assignments and homework on or before the deadlines set by their teachers. Students are to exercise personal responsibility to get up to date on schoolwork missed due to any absence. Students who miss work or deadlines due to truancy may not be given any marks for their assignments.

4.2 If any student feels that he/she cannot meet the deadline, he/she must request 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.

5. TEST/ EXAMINATION RULES AND REGULATIONS

5.1 Conduct and Integrity

5.1.1 A student will be given a zero mark for the paper and face disciplinary action if he/she commit any of the following:

- has in his/her possession within the test/examination room any unauthorised electronic devices (capable of capturing, storing and/or transmitting visual, audio or verbal information) and/or unauthorised reference material/notes, even if he/she does not intend to use them.
- exhibits inappropriate personal conduct during tests/ examinations. This includes and is not limited to:
 - communicates or attempts to communicate with other student(s);
 - commits or attempts any acts of dishonesty or abetment of such acts;
 - writes or draws anything offensive or obscene in his/her question booklets and/or answer scripts;
 - behaves inappropriately, e.g. disrupting other students, not obeying instructions from the invigilator;
 - takes away from the examination room any examination materials(s), writing paper (used or unused) or other examination stationery.

5.2 Punctuality



- 5.2.1 Students who are late will not be given extra time.
- 5.2.2 However, students who are late because of major train service disruption or inclement weather will be given the full time allocated for the paper(s).
- 5.3 Absence from test/ examination
 - 5.3.1 Absence from any test/ examination without a valid reason will result in a zero mark for the paper.
 - 5.3.2 Valid reasons for absence from a test/ examination include medical certificates, school-approved activities or other reasons acceptable by the school. A parent's letter will **not** be accepted as a valid reason.

6. DIGITAL CITIZENSHIP

Computer equipment and high-speed broadband WIFI are available on the SST campus to enhance students' learning. Students must comply with the SST Acceptable Use Policy (AUP). Click [here](#) for details of the AUP.

6.1 Advisory

- 6.1.1 Students are to exercise personal and social responsibility in using all electronic devices. These include ensuring their learning devices are fully charged before bringing them to school, keeping their electronic devices in the locker when not in use, and not leaving them unattended at any time.
- 6.1.2 Students are not to use smartphones and/or smartwatches during lessons unless explicit permission is given by the teacher.

6.2 Use of Smartphones and Smartwatches

- 6.2.1 Smartphones and smartwatches are allowed in school but must not be used during school hours. They should be kept on silent mode and placed in students' bags upon arrival at the morning assembly venue or at the start of the morning assembly.
- 6.1.2 Smartphones and smartwatches may only be used after dismissal or during lunch time (no gaming allowed) or when a teacher gives explicit permission for learning or in an emergency.
- 6.2.3 Students who do not follow this policy may have their smartphones or smartwatches temporarily confiscated, and further disciplinary consequences will be meted out for recalcitrant misuse.

6.3 Media Recording

- 6.3.1 No unauthorised audio, image or video recordings or use of them is permitted in any form unless explicit permission has been sought and given. These include, but are not limited to, capturing images of teachers or peers, video recordings of personal events within the school premises, and other similar contexts.

7. SAFETY AND SECURITY

7.1 Safety

- 7.1.1 The school campus is open from 0630 to 1900. After 1830, students should be in designated places if they are waiting for their parents to pick them up.



- 7.1.2 Students are not allowed to bring guests to the school campus without prior permission from the school. All visitors to the school must register at the security guard post upon entry.
- 7.1.3 Students must move indoors immediately when the lightning alert is activated.
- 7.1.4 All students are not allowed to have any weapon 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.
- 7.2 Security of Personal Belongings
- 7.2.1 Students must take responsibility for keeping their personal belongings safe at all times and must not leave them unattended. The school is not liable for any lost or misplaced items.
- 7.3 Use of Lockers
- 7.3.1 Students are responsible for the locker assigned to them and must provide their own lock. At the end of each semester, lockers must be cleared and cleaned out.
- 7.3.2 Lockers are the property of the school and, as such, may be subjected to search by the school authorities at any time. Permission to use the locker may be terminated when a student does not comply with the conditions of use.
- 7.4 Lost or Found Items
- 7.4.1 Items lost and found by students must be turned in at the General Office immediately. Students can check [here](#) for items turned in to the lost and found.
- 7.5 Responsibility and Care for School Facilities and Property
- 7.5.1 Students must exercise responsibility when using all school facilities, including classrooms, science laboratories, workshops and all other special rooms. Appropriate attire and footwear for the facility must be worn at all times. Damage or loss of school facilities, property, or equipment, whether intentional or unintentional, may lead to the student being responsible for covering repair or replacement costs and facing appropriate disciplinary consequences.
- 7.5.2 All food and drinks must be consumed in the canteen/ cafeteria during the respective breaks or before and after school hours, except during the snack break and special occasions supervised by staff. Students must act responsibly and clean up after eating.
- 7.5.3 During the designated operating hours of the canteen and café, students can only purchase food and beverages solely from these designated facilities.
- 7.5.4 Students who commute to school by bicycle must securely lock their bicycles in the designated parking area upon arrival.
- Additionally, students must dismount and push their bicycles within the school compound. Riding within the school compound is not allowed for safety reasons.
 - The use of kick-scooters and skateboards is strictly prohibited.



7.6 Guidelines for Unstructured Physical Activities

7.6.1 To ensure a safe and secure environment for all students, the following guidelines must be observed when engaging in unstructured physical activities on school premises:

During Term Time

- All unstructured physical activities must end by 6:00 p.m.
- Sports CCA students are not permitted to engage in unstructured physical activities after their CCA sessions.

During School Holidays

- All unstructured physical activities must end by 5:00 p.m.
- Students may only use Level 1 venues, including those at Block D.
- Students must return to school in groups of at least two persons if they intend to engage in unstructured physical activities.
- Upon arrival and before leaving the school, students must report to the guard post for registration.

7.6.2 All students are reminded to act responsibly, respect school facilities and comply with safety protocols. These guidelines are in place to mitigate risks and ensure a safe and positive environment for unstructured physical activities.

7.7 Use of School's Name & Logo

Students must secure prior approval from the Communications and Engagement Department through their teachers in the following instances:

- When using the school's name, logo, or any related representations in communications or branding materials, including posters, collaterals, apparel, stationery, and digital or social media platforms such as blogs, websites, Twitter, Facebook, and Instagram.
- Prior to speaking with the media or taking part in filming projects that have not been officially designated by the school.

