



SCHOOL RULES AND REGULATIONS

Content Page (to be updated)

1. SCHOOL ATTENDANCE POLICY

- 1.1 Punctuality
- 1.2 General reporting
- 1.3 Absence from School or official school activities (CCA, OLE, etc)
- 1.4 Other Valid Reasons for Absence from School
- 1.5 Permission to Leave the School Campus Early
- 1.6 Truancy
- 1.7 Attendance Required for Promotion to the Next Grade Level
- 1.8 Leave of Absence

2. SST HOMEWORK POLICY

3. TEST/EXAMINATION RULES AND REGULATIONS

- 3.1 Conduct and Integrity
- 3.2 Punctuality
- 3.3 Absence from test/ examination

4. TECHNOLOGY@ SST: Digital Citizenship

- 4.1 Advisory
- 4.2 Media recording

5. SAFETY AND SECURITY

- 5.1 Safety Security
- 5.2 Security of Personal Belongings
- 5.3 Use of Lockers
- 5.4 Lost, Stolen or Found Items
- 5.5 Responsibility and Care for School Facilities and Property
- 5.6 Use of School's Name & Logo



Discipline in SST are character-based where rules and consequences are used to develop moral reasonings, self control and a generalised respect for others. Rules and consequences are established in a way that develops moral reasoning as students are able to understand the values (4R's of SST) behind the rules and the reason(s) why the rule(s) are needed.

SST also aims to create a more positive school culture and strengthen the relationship between individuals through the Restorative Practice Framework. Students must understand that actions carry consequences. They must learn to take responsibility for their actions, and make restitution to build and repair the relationship(s) that have been affected.

The school has a responsibility to take appropriate disciplinary action for inappropriate behaviour. Parents/guardians will be informed of the offenses committed by the students. The school reserves the right to take further actions such as probation, suspension or expulsion.

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



1. SCHOOL ATTENDANCE POLICY

1.1 Punctuality

- 1.1.1 Students are expected to be punctual and present physically at the stipulated time and venue for all classes, CCA sessions, examinations and all other school-organised activities.
- 1.1.2 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 Student Management committee will make a decision on whether the reason(s) provided is(are) approved.)
- 1.1.3 Students must remain on school premises until the official time of dismissal or until the end of including other official school activities including formal curriculum, whichever is later; except when they have been granted permission for early dismissal or for official reasons.

1.2 General reporting

Students are to be in the venues of morning assembly by 8.40 a.m. on Mondays and 7.40 a.m. from Tuesdays to Fridays to observe National Symbols.

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

- 1.3.1 The school should be informed for all students' school absence by parents/guardians before 9.00 am on Mondays and 8.00 am from Tuesdays to Fridays.
- 1.3.2 Students must notify the relevant Subject Teachers, teachers-in-charge and/or Form Teacher prior to their absence from official school activities.
- 1.3.3 Students who are absent must contact the teachers, to arrange for make up lesson(s) and/or submission of the work and assignments that they missed.
- 1.3.4 Absence without any valid reason(s) or unsubstantiated absence will be considered as truancy and students will face disciplinary consequences.
- 1.3.5 Students who are absent from official school-sponsored activities without any valid reasons may be asked to compensate for the full amount of the activity.
- 1.3.6 Students who are absent from official school activities such as inter-school competitions, field trips or OLE trips may be marked absent in their attendance record.
- 1.3.7 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 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 sick leave after MC ceases.



The supporting documents must be submitted to the student's form teacher upon the student's immediate return to the school.

1.4 Other Valid Reasons for Absence from School

- 1.4.1 Parents/guardians are urged to arrange non-urgent medical or dental appointments after school, during weekends or school holidays in order to minimise loss of school time.
- 1.4.2 Students who have planned absence, (e.g. Piano examinations) should inform the school in writing [here](#) at least one week in advance.

1.5 Permission to Leave the School Campus Early

- 1.5.1 Pre-planned to leave school campus early
Students must inform the school for early dismissal [here](#) with supporting documents at least one week in advance. A copy of the email notification must be given to the General Office at the point of release.
- 1.5.2 Unplanned to leave school campus early (sick, family emergencies, etc)
Students will report at the General Office and school staff will liaise with their parents/guardians for their release.

1.6 Truancy

- 1.6.1 Students who are not present in class or compulsory school activities; leaving school without permission will be considered truancy and will face disciplinary consequences.

1.7 Attendance Required for Promotion to the Next Grade Level

- 1.7.1 Unless there are extenuating circumstances, students who do not have at least 85% attendance may not be allowed promotion to the next grade level.

1.8 Leave of Absence

- 1.8.1 Parents / Guardians may apply for a leave of absence for example:
- Overseas posting of a parent / guardian
 - Temporary relocation overseas by family



2. 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.

- 2.1 Students must turn in assignments and homework on or before the deadlines set by their teachers.
- 2.2 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.
- 2.3 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.
- 2.4 Students are to exercise personal responsibility to get updates on school work missed in their absence for any reason. They must do so within 2 days upon their return to school.
- 2.5 Students who missed work or deadlines during truancy may not be given any mark for their assignments.



3. TEST/EXAMINATION RULES AND REGULATIONS

3.1 Conduct and Integrity

3.1.1 A student will be given a zero mark for the paper and face disciplinary action if he/she commits 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. Examples of prohibited items include mobile phones, cameras, tablets, earphones/earpieces, fitness trackers, smart wrist watches/glasses and pens with image capturing capabilities;
- has in his/her possession any unauthorised reference material/notes even if he/she does not intend to use them. Students must also ensure they do not have any information or notes written on any parts of their body e.g. hands and thighs. Examples of prohibited items include conversion table/mathematical formula sheet enclosed in or printed on the mathematical instrument box, study notes;
- exhibits inappropriate personal conduct during test/examination
 - communicates or attempts to communicate with any other student/person inside or outside the test/examination room during the test/examination duration;
 - obtains or attempts to obtain or offers unfair assistance on the test/examination material (e.g. copying) during the test/examination;
 - commits or attempts any acts of dishonesty, or abetment of such acts;
 - writes any offensive or obscene messages in his/her question booklets and/or answer scripts;
 - behaves inappropriately during the test/examination e.g. disrupting other students, not obeying instructions from invigilator
 - takes away from the examination room, any writing paper (used or unused) or other examination stationery.

3.2 Punctuality

3.2.1 Students who are late will not be given extra time.

3.2.2 However, students who are late because of major train service disruption or inclement weather will be given the full duration of time allocated for the paper(s).

3.2.3 Students who are affected by such situations must report to the Presiding Examiner outside the General Office immediately when they reach school.

3.3 Absence from test/ examination

3.3.1 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.

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

3.3.3 Students with valid reason for absence from an exam paper will be required to sit for the missed paper as practice paper within 3 working days. Marks are not included in the computation for the subject.



- 3.3.4 Absence from any test/ examination without a valid reason will result in a zero **mark** for the paper.



4. TECHNOLOGY@ SST: Digital Citizenship

Computer equipment and high-speed broadband WIFI are made 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.

4.1 Advisory

- 4.1.1 Technology Break - Students are to rest their eyes and take a break from technology by refraining from using their Learning Device and other electronic devices during recess, lunch breaks and before school. Students may use their break time to engage in face-to-face interactions with their peers by having conversations, playing sports or playing board games which are available for loan outside the ICT helpdesk.
- 4.1.2 Students are to ensure that their learning devices are fully charged before arriving at school in the morning.
- 4.1.3 Students are advised to keep their learning device in their lockers when not in use, and not to leave it unattended at all times (even in a locked classroom).
- 4.1.4 SST provides some filtering of harmful Internet traffic (i.e. activities which have inappropriate content, impact internet access speed, etc). On request or suspicion, the ICT Department may also monitor network activity.

4.2 Media recording

- 4.2.1 No unauthorised audio, image or video recordings are permitted, unless approval is sought and given by school authorities. 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.
- 4.2.2 No unauthorised use, modification, uploading or distribution of the said audio, image or video recordings are allowed in any form, 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.



5. SAFETY AND SECURITY

5.1 Safety Security

- 5.1.1 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.
- 5.1.2 Students are not allowed to bring guests to the school campus without prior permission from the school.
- 5.1.3 All visitors to the school must register at the security guard post upon entry.
- 5.1.4 Students must move indoors immediately when the lightning alert is activated.
- 5.1.5 Students must leave the classrooms during recess. Students may go to the canteen/cafeteria, school field, Indoor Sports Hall, Atrium or library during recess.
- 5.1.6 ***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.***

5.2 Security of Personal Belongings

- 5.2.1 Students must be responsible and safe keep their personal belongings at all times. They must not leave their personal belongings unattended.

5.3 Use of Lockers

- 5.3.1 Students are responsible for the locker which is assigned to them and it is not to be used by any other person. Each student is assigned to a locker by the Form Teacher in the first week of school. At the end of each semester, lockers must be cleaned out.
- 5.3.2 Students are responsible for purchasing their own locks (combination or key).
- 5.3.3 Students must keep their learning devices, valuables and personal items in the locker when they leave the classroom for their breaks, S&W classes or any other activities.
- 5.3.4 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 conditions of the use.

5.4 Lost, Stolen or Found Items

- 5.4.1 Lost and found items by students must be turned in at the General Office immediately.
- 5.4.2 Students who have lost item(s) or whose item(s) were suspected to have been stolen must notify the Subject Teacher, Form Teacher, Head of Year or Discipline Master immediately. They must also check [here](#) for the list of lost and found items turned in.



5.5 Responsibility and Care for School Facilities and Property

5.5.1 Students must be responsible for the use of all school facilities, including classrooms, science laboratories, workshops and all other special rooms. Appropriate attire and footwear for the facility must be worn for at all times.

Students must ensure that all school facilities are clean and tidy after use. Students must not paint, wallpaper, mark, or deface any school property. Furniture must be returned to the original set-up and equipment returned after use. All lights, fans, air-conditioning and all other electrical appliances must be switched off before leaving the premises.

5.5.2 Student activity groups must plan and execute activities on school premises with the knowledge or permission of the teacher-in-charge. Students must seek the assistance of the teachers-in-charge of the respective activities and programmes in the booking of facilities.

5.5.3 Posters, flyers or other advertising materials to be used to promote activities must be reviewed and approved by the teacher-in-charge and an approval stamp has to be obtained from the Operations Department before they are posted up in the school premises.

5.5.4 All food and drinks must be consumed in the canteen/ cafeteria during the respective recess or before and after school hours; except during the snack break and special occasions supervised by staff.

5.5.5 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 cutlery are returned to the appropriate receptacles. Students must not leave any food or trash on the tables. Tables must be wiped down after use.

5.5.6 Deliberate or accidental loss or damage to the school facilities property or equipment including library books, science apparatus, sports equipment, workshop tools or computer equipment may require a replacement or reimbursement of costs by the student. The relevant departments will investigate the cause and extent of the damage and advise on the costs accordingly.

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.

5.6 Use of School's Name & Logo

Students must seek permission from the Communications and Engagement 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 and social networking platforms such as blogs, websites, Twitter, Facebook, Instagram, etc.
- Speaking to the media or participating in filming projects that are not assigned by the School.

