

# SCHOOL RULES AND REGULATIONS

## 1. SCHOOL OPERATING HOURS AND ASSEMBLY

- All students are to report to school by 0730h. The Flag-raising ceremony will commence at 0735h daily.
- All students (Singapore Citizens and Non-Citizens) must be present with their respective class and **stand at attention** during the ceremony.
- **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.**

## 2. ATTENDANCE, PUNCTUALITY, TRUANCY & ABSENTEEISM

- a) Attendance in school is compulsory.
- b) Students must be punctual for all school activities including flag raising ceremony, lessons, Co-Curricular Activities (CCA) and official school functions.
- c) Students who are absent from any of these activities must produce a medical certificate or relevant official documents to explain their absence within 5 working days, upon coming back to school. Failure to do so would mean that the student will be marked absent from school and face disciplinary action.
- d) Late-comers will be issued late-coming slips and action will be taken against them (refer to School Rules and Regulations).
- e) Students must seek permission from the teacher if there is a need to leave the class. Students will be allowed to leave the class only for urgent and/ or official reasons.
- f) Students are not allowed to leave the school premises during school hours without permission.
- g) Students are to stay in school while waiting for their after-school activities to commence (e.g. Consultation and Co-Curricular Activities). Students are to have their lunch in the school canteen.

# SCHOOL RULES AND REGULATIONS

## 3a. SCHOOL UNIFORM

- a) Students are to wear the prescribed school uniform and modification to the uniform is not allowed. (For example, there should be no tapering of pants, shortening of pants and skirt etc.)
- b) Students are to refer to the next page for the School Uniform and Decorum.
- c) Students must be in clean and appropriate school attire whenever they are in school, including Saturdays and during the school holidays.
- d) Students are to be in school uniform when reporting to school for FRC on Monday morning.
- e) Students may report to school in full school uniform, half uniform with their CCA T-shirt, class T-Shirt of the current year, an approved school T-shirt or PE shirt when reporting to school for morning FRC from Tuesdays to Fridays.
- f) Only school T-shirts and shorts are to be worn during PE lessons.
- g) After their PE lesson, students must change into their school uniform, or one of the following half uniform combinations with their CCA T-shirt\*, class T-Shirt\* of the current year, an approved school T-shirt or a fresh PE shirt.
- h) Students are to be in proper school attire when leaving school.
- i) Only dark blue or black-coloured jackets / sweaters are permitted to be worn on rainy days or in special rooms.
- j) Sweaters / jackets should be plain and not have objectionable words, messages or designs.

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

## 3b. SHOES AND SOCKS

- a) Students must wear white school shoes or predominantly white shoes with white laces.
- b) Students must wear the approved school socks with the word "YSS" above the ankle joint.
- c) Wearing of slippers or sandals will be permitted only with a doctor's letter. Students with foot injuries should seek permission from their Form Teachers before doing so.

# SCHOOL RULES AND REGULATIONS

## APPROVED SCHOOL UNIFORM

*For Girls:*



Fringe should not touch the eyebrows

Sleeves of the shirt must not be folded

Length of skirt must not be more than 5cm above the knee. Folding of skirt is not allowed.



*For Boys:*

### FOR LOWER SECONDARY BOYS

### FOR UPPER 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 or baggy)

Predominantly white shoes and YSS white socks are to be worn, with socks clearly visible. Only the logo of the shoes is allowed to be colored.



# SCHOOL RULES AND REGULATIONS

## 4. APPEARANCE

### a) For Boys

- Hair must be short and neat at all times. No outlandish hairstyles are allowed.
- The fringe must not cover the eyebrows. Hair must not touch the ears or shirt collar. Long sideburns are not allowed.
- Hair must be of its natural colour and not tinted or dyed.
- Boys must be clean-shaven. Facial Hair such as a moustache, long sideburns or beard is not allowed.
- Boys are not allowed to wear earrings or ear studs. All other forms of body jewellery (i.e. costume accessories such as necklaces, bracelets, multiple earrings or studs, tongue and nose piercing, eyebrow studs, lip studs) are not allowed for all students.

### b) For Girls

- Hair must be neat.
- Hair that touches the collar or beyond the shoulders must be tied up or braided.
- If ribbons are used, they must be of one colour (black/blue/white).
- The fringe must not cover the eyes. Hairband or hairpin (black/blue/white) must be used to hold back the fringe.
- Hair must be of its natural colour and not tinted or dyed.
- No make-up is allowed when in school uniform.
- Only black hair clips, ribbons, hair bands or hair accessories are allowed.
- Only plain and simple ear studs (one on each ear) are allowed for girls. All other forms of body jewellery (i.e. costume accessories such as necklaces, bracelets, multiple earrings or studs, tongue and nose piercing, eyebrow studs, lip studs) are not allowed for all students.
- Only plain, simple gold, silver or black ear studs can be worn.
- Only a pair of ear studs is permitted at any one time.
- Only colourless lipgloss is permitted.

c) Students with improper hair styles will only be allowed to attend classes after they have their hair properly trimmed and approved by the school. Students may be given a warning, detention or sent home to rectify their improper or outlandish hair styles.

d) Students must not wear coloured contact lenses.

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

f) Students must keep their fingernails 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 and cutlery must be returned to the designated bins 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.

## 6. USE OF MOBILE PHONES AND MOBILE PHONE ETIQUETTE

- a) Mobile phones must be switched off during school hours including recess, breaks, CCA and after-school programmes (e.g. consultation, enrichment programmes and learning journeys). Students are to place their mobile phones in the handphone storage pouch at the front of the classroom before the start of lessons, and will only collect them back after the end of lessons.
- b) Parents/guardians are to call the General Office at 68767129 if they wish to contact their child/ward.
- c) Mobile phones must not be brought into the examination room or hall during weighted assessment, school examination and national examination. All mobile phones are to be switched off and kept in the students' school bags during examinations.
- d) Observe the following etiquette when using mobile phones after school hours:
  - Speak softly and politely in all conversations
  - Ask for permission when using the mobile phone to take photos or videos
  - Use an earpiece when listening to music
- e) Students are discouraged from bringing their mobile phones to school. They are responsible for the safekeeping of their mobile phones. The school will not be responsible for any loss or damages.

# SCHOOL RULES AND REGULATIONS

## 7. ELECTRONIC DEVICES

- a) Students are not allowed to wear smartwatches to school.
- b) Students are not allowed to use any electronic devices except their personal learning devices (PLDs) during lessons.
- c) Students are discouraged from bringing any electronic devices other than their PLDs to school. They are responsible for the safekeeping of their devices. The school will not be responsible for any loss or damages.

## 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 any of the school staff. Any borrowed furniture 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 the country and show respect for the Head of State, the National Anthem, the State 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) Students can remain in the school premises after school hours if they are engaged in an organised or approved activity.
- e) During curriculum time, students should not be found loitering around school facilities where teaching and learning is taking place.
- f) Students who cycle to school are to wear proper headgear. No e-bicycle is allowed in the school premises.
- g) All students are not allowed to have any form of weapons in their possession. They are also not allowed to bring any weapon-like items which could be used or intended to be used to cause harm.

# SCHOOL RULES AND REGULATIONS

- h) All serious offences committed will be entered into the School Cockpit System. This can severely impact a student's conduct grading, testimonials and the awarding of the Edusave Bursary and Scholarship.

## Our Discipline Policy (I) – Framework

- a) Discipline is an educative process to guide students to develop self-management and good character. Disciplinary measures help them to learn the consequences of their inappropriate actions and poor choices and take responsibility not to repeat their mistakes.
- b) Effective discipline helps students learn values and social and emotional skills to problem-solve and cope with challenges. This is achieved when:
- There is a safe, caring and supportive environment at school and at home.
  - Teachers teach values, provide opportunities for students to exercise and reinforce good behaviour, and guide them to manage their behaviour and restore affected relationships.
  - School counsellors address underlying social-emotional issues.
  - Peers provide positive influence and support.
  - Parents, the community and other stakeholders work with schools to help students learn and grow.

## Our Discipline Policy (II) – Minor Offences

Minor Offence		Possible Consequences							
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<p><b>Minor offences committed persistently will be considered as serious offences</b></p>									

### 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

## Our Discipline Policy (II) – Serious Offences

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<p>An offence is considered serious when a student:</p> <p>a) causes serious harm and/or disruption to self and/or others, whether physical, psychological or social; and/or</p> <p>b) causes serious damage to property or resources; and/or</p> <p>c) shows defiance against authorities</p>																	
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# SCHOOL RULES AND REGULATIONS

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## Our Discipline Policy (III) – Anti-Bullying

- a) Bullying is defined as persistent, intentional hurtful acts that cause physical, emotional or psychological harm. It may take different forms: verbal, physical, social or cyber.
- b) This school maintains a zero-tolerance approach to any form of bullying. Every member and staff of our school community has the right to feel safe and respected. Hence, no one should be bullied or engage in any forms of bullying behaviour.
- c) Reporting procedures: Students may report any forms of bullying to teachers, counsellors or school leaders. All reports will be taken seriously and treated with the utmost confidentiality.

# EXPECTED STUDENT CONDUCT

## RESPECT

- Show respect for your nation
- Show respect for your school
- Show respect to members of the school community and take good care of all school property and premises.

## RESILIENCE

- Believe you can be a better version of yourself
- Learn from setbacks and come back stronger
- Be committed in your personal and academic growth. Seek help if you need to.

## INTEGRITY

- Be ethical and behave in a honest and trustworthy behaviour.
- Be responsible and accountable for your actions, good and bad.
- Be reliable and trustworthy in all aspects of school and personal life

<b>G.R.A.S.P.</b> CLASSROOM ROUTINES	
<b>G</b> reet your teachers	<ul style="list-style-type: none"> <li>• Stand up and greet before and after lessons</li> </ul>
<b>R</b> espect your teachers and friends	<ul style="list-style-type: none"> <li>• Keep your classroom clean and neat</li> <li>• Accept different opinions</li> <li>• Speak politely</li> </ul>
<b>A</b> ttentive in class	<ul style="list-style-type: none"> <li>• Pay attention during lessons</li> <li>• Place bag on the floor/ Place books and file on the table</li> </ul>
<b>S</b> ubmit mobile phone	<ul style="list-style-type: none"> <li>• Place mobile phone in the collection box at the start of the lesson</li> </ul>
<b>P</b> unctual for lessons	<ul style="list-style-type: none"> <li>• Move quickly to another venue for lessons</li> <li>• Seek permission to go to the toilet</li> </ul>
<b>RESPECT      INTEGRITY      RESILIENCE</b>	