

校规

SCHOOL RULES & REGULATIONS

1. NATION AND SCHOOL

1.1 Nation

- 1.1.1 All students must attend the Flag-raising Ceremony punctually and observe it with respect and solemnity.
- 1.1.2 Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with their right fist placed over their heart.
- 1.1.3 All students are to be seated at the quadrangle no later than 7.30 am from Mondays to Fridays for the flag-raising ceremony which will commence at 7.35 am.

1.2 School

1.2.1 Weekly Assembly

- Assemble according to classes quickly and in an orderly manner.
- All students are expected to wear their school tie.
- Sing the School Song with fervor and pride

1.2.2 Cleanliness

- The cleanliness of the school is the responsibility of all students
- All students must participate actively in the “Love My School Deeds” (“爱校活动”); classrooms and all other school premises must be kept clean at all times.
- Proper care and usage of all school facilities and properties is to be observed at all times for the benefit of everyone; vandalism of any sort will not be tolerated and appropriate disciplinary follow-up will be meted
- All classes will have 10 min of snack time at 1.00 pm in the classroom and all students must ensure the cleanliness of the classroom after each snack time. For food safety and cleanliness reasons, all cooked food can only be consumed in the canteen.

2 DECORUM

2.1 Personal Conduct

- 2.1.1 Every student is an ambassador of the School; everyone is expected to project a dignified image and be proud of the school.
- 2.1.2 Be courteous, disciplined and respectful at all times, in and out of school.
- 2.1.3 Be attentive during lesson and conscientious in completing assigned work
- 2.1.4 Greet all teachers, non-teaching staff and visitors to the school with a bow.

2.2 Personal Grooming

2.2.1 Boys:

- Hair must be kept short and neat, not touching the eyebrows and ears and clearly above the collar.
- Must be clean-shaven and neat in appearance; moustaches, beards and long sideburns are not allowed
- Accessories of any sort is not allowed

2.2.2 Girls:

- Hair should not touch the eyebrows.
- Shoulder-length hair must be tied up neatly.
- Hair bands and clips must be either black or navy-blue.
- Only one simple and plain (black/silver/gold) pair of studs is allowed

2.2.3 Boys and Girls:

- Artificial colouring of the hair is strictly not allowed.
- All students are not allowed to wear jewellery and ornaments.
- Dark or tinted glasses are only allowed if medically certified by a medical doctor or ophthalmologist.
- Coloured contact lenses are strictly not allowed.
- Fingernails must be short, clean and unvarnished.
- All students are not allowed to use any form of makeup at all.

2.3 School Attire

- 2.3.1 All students are to wear the prescribed school uniform and modification to the uniform is not allowed. All students should be neatly and appropriately attired for all school activities.
- 2.3.2 Boys:
- Shirts must be tucked in at all times.
 - All buttons must be worn at all times.
 - Sleeves must not be folded at all times.
 - Shorts and pants must be worn at the waist level.
 - The full school uniform and tie must be worn on Weekly Assemblies and other formal school events.
- 2.3.3 Girls:
- Button must be worn 2 fingers above the cut at all times.
 - Sleeves must not be folded at all times.
 - Skirts must not be folded at all times.
 - Skirts must be worn at least at the knee level at all times.
- 2.3.4 Students are only allowed to wear shoes that are completely black in colour.
- 2.3.5 Socks must be worn in a way that the 'NC' logo is visibly 3 fingers above the back cut of the shoe.
- 2.3.6 Slippers, sandals, or other kinds of shoes are allowed to be worn only on medical grounds; in such cases, a letter from a medical doctor must be produced.
- 2.3.8 PE attire (PE T-shirt and PE shorts) must be worn for PE lessons. School / PE T-shirts must be tucked in at all times.
- 2.3.9 When students return to school outside normal school hours and during school vacation, they are expected to be in school attire (ie. school top and bottom) or CCA attire (ie. CCA top and school bottom).

3 ATTENDANCE

3.1 Late-coming Policy

- 3.1.1 The School regards punctuality as a reflection of a student's respect for school, teachers and learning. Attending lesson is, therefore, a privilege extended to students with the correct attitude and not an entitlement for all.
- 3.1.2 All students are expected to be seated at the quadrangle no later than 7.30 am (Mondays to Fridays) for the flag-raising ceremony which commence at 7.35 am. Students who are not with their class during flag-raising ceremony will be considered late.
- 3.1.3 Late-comers are also required to serve afternoon detention and they will have to find time to make up for the lessons or training that they might miss during detention. In addition, late-coming will also have a direct bearing on the student's conduct grade.
- 3.1.4 Students are expected to be punctual in attending classes, CCAs and other school activities; persistent late-comers will be referred to the Disciplinary Committee and dealt with accordingly.
- 3.1.5 Teachers' permission must be obtained for visits to the toilet or when leaving the classroom. Leaving the classroom / learning venues during the change-over of periods, without the teachers' permission, is strictly not allowed and disciplinary consequences will be meted out for such errant behavior.

3.2 Absence

- 3.2.1 Students who are absent from school must produce a medical certificate on the day they return.
- 3.2.2 Parents' letters of excuse will be considered and accepted at the sole discretion of the Principal or Vice-Principal strictly under special circumstances only.

3.3 Early Leave

- 3.3.1 Students who need to leave the school during school hours need to seek permission from the Form Teacher, fill up the relevant form and subsequently get approval from the Principal, Vice-Principal or the Year Head.
- 3.3.2 At all times, students leaving school premises during school hours must be accompanied by an adult unless permission is otherwise given by the Principal, Vice-Principal or the Year Head.

4. PERSONAL BELONGINGS

- 4.1 Electronic gadgets of an entertainment/gaming nature are strictly not allowed to be brought to school.
- 4.2 The use of mobile phone is strictly not allowed during curriculum time (including remedial lessons) unless permission is given by the teacher for teaching and learning purposes. Errant students may have their mobile phone confiscated for up to one term depending on the severity of the misuse.
- 4.3 Security and safety of all personal belongings, including mobile phones, is the sole responsibility of the student who makes the decision to bring them to School.
- 4.4 All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.
- 4.5 Banned items will be confiscated and kept for up to one term or more by the school depending on the severity of the misuse.

5. VISITORS IN SCHOOL

- 5.1 All visitors, including parents, guardians and relatives of students, have to proceed to the General Office for assistance before proceeding further into the school compound.
- 5.2 Friends of students are not allowed to be brought into school without prior permission from the school.
- 5.3 Photograph(s) or video image(s) of students and their parents may be captured during school activities and events (egs. classroom lessons, CCA training, school camps, school concerts, Meet-the-Parents Session etc.). The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channel.

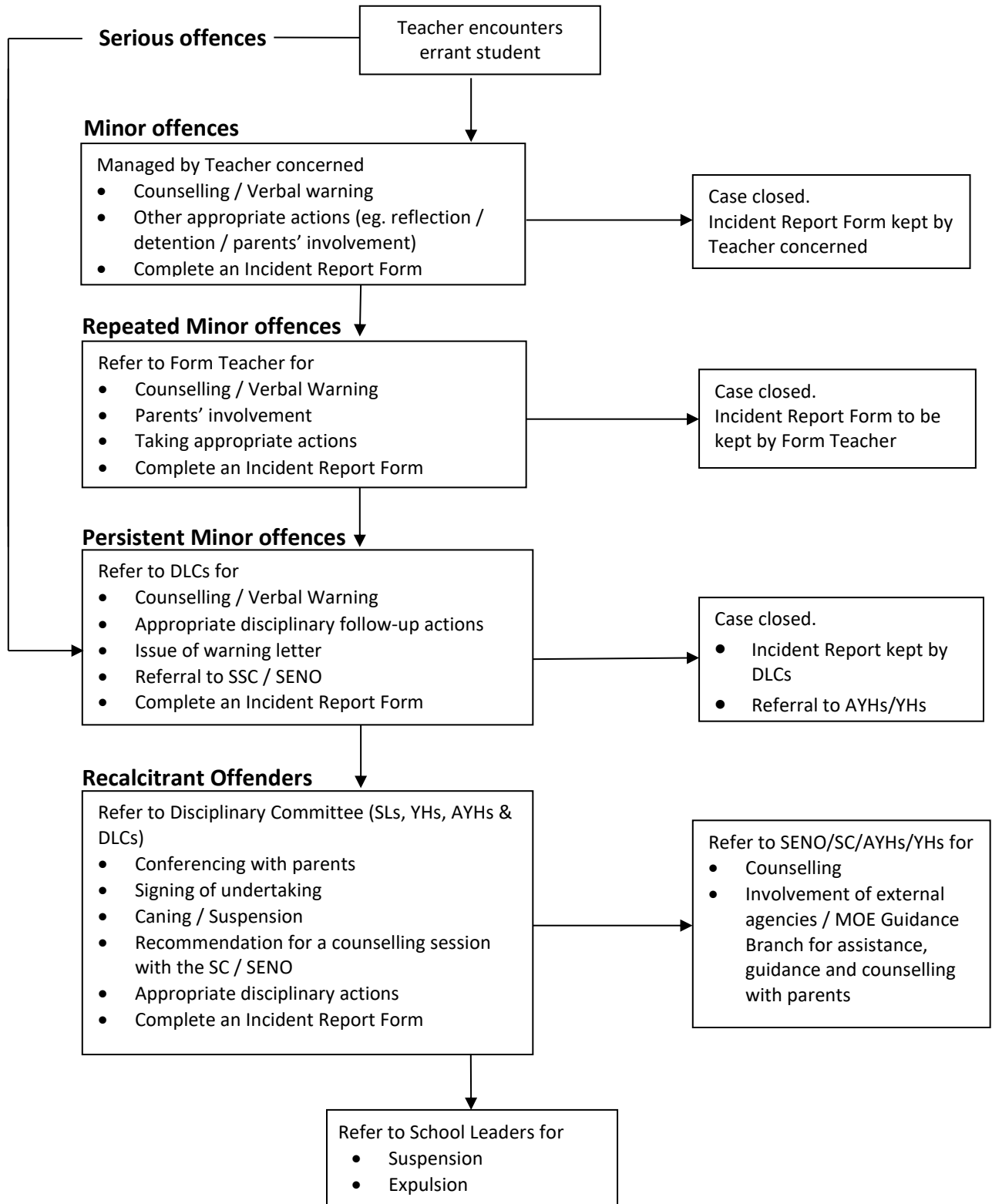
得体仪容范例

APPROPRIATE ATTIRE AND GROOMING



纪律处理流程

DISCIPLINARY REFERRAL SYSTEM



Terms of Reference:

SLs: School Leaders

YH: Year Head

AYH: Assistant Year Head

DLC: Discipline Level Coordinator

SENO: SEN Officer

SC: School Counsellor

懲處條例

OFFENCES & CONSEQUENCES

Level 1 (Minor Offences)

- Late-coming
- Littering
- Improper Attire
- Improper Appearance
- Rudeness to teachers
- Disruptive Behavior
- Consumption of food outside canteen
- Bringing banned electronic gadgets
- Misuse of mobile phone
- Incompletion of assignments
- Use of rude / vulgar / abusive language
- Any other offence(s) of similar nature

- Verbal warning
- Corrective Work Order
- Detention
- Moderation of Conduct Grade
- Warning letter (repeated offences)
- Confiscation of items related to grooming
- Confiscation of banned electronic gadgets (for one term)
- Recorded in MOE Offence Module
- Any other appropriate follow-up actions

Level 2 (Serious Offences)

- Persistent late-coming
- Skipping class
- Truancy
- Disruptive behavior
- Defiance
- Leaving school without permission
- Body piercing
- Hurtful behavior
- Misuse of electronic devices (eg. mobile phones & PLDs etc.)
- Any other offence(s) of similar nature

- Corrective Work Order
- Detention
- Moderation of Conduct Grade
- Warning letter
- Counselling (in-house / external agency)
- Parent Involvement
- Caning
- Suspension (in school)
- Signing of Undertaking
- Recorded in MOE Offence Module
- Any other appropriate follow-up actions

Level 3 (Serious Offences)

- Persistent truancy
- Forging of Signature
- Cheating during tests / exams
- Outright Defiance
- Vandalism
- Arson
- Stealing (in and out of school)
- Extortion
- Persistent Hurtful behavior / Bullying
- Assaulting / fighting
- Tattoo
- Blatant misuse of electronic devices (eg. mobile phones & PLDs etc.)
- Possession and/or distribution of pornographic or objectionable materials
- Possession / consumption of drugs, alcohol or cigarettes
- Possession of dangerous / prohibited objects
- Involved in immoral / illegal activities
- Any other offence(s) of similar nature

- Detention
- Moderation of Conduct Grade
- Warning letter
- Counselling (in-house / external agency)
- Parents Involvement
- Caning
- Police Assistance
- Signing of Undertaking
- Suspension (in / out of school)
- Expulsion
- Recorded in MOE Offence Module
- Any other appropriate follow-up actions

Further Note:

- Students who are caught using, possessing, or purchasing prohibited tobacco products will be referred to the Tobacco Regulation Branch under sections 15(1) and 16(1) & (2) of the Tobacco (Control of Advertisements and Sale) Act ("TCASA") where, upon conviction, a person can be fined not exceeding \$10,000 or an imprisonment not exceeding 6 months or both.
- Students found with tattoo on them will be suspended indefinitely until concrete steps (ie. appointment with a qualified doctor for laser / removal treatment) have been taken to remove them.
- The School has a strict anti-bullying policy. We are committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. Hurtful behaviour and bullying of any kind (including cyber-bullying) are unacceptable at our school. All student-offenders will be dealt with seriously. Anyone who knows that hurtful behavior or bullying is happening is expected to inform the School.

学生品行等级表

STUDENT CONDUCT GRADE

Grade	General Descriptors
Excellent	i. Exhibits the School Motto and School Values <u>all the time</u> ii. No Offence Record iii. Attains at least 75% in CCA Attendance
Very Good	i. Exhibits the School Motto and School Values <u>almost all the time</u> ii. No Offence Record iii. Attains at least 75% in CCA Attendance
Good	i. Exhibits the School Motto and School Values <u>most of the time</u> ii. No Offence Record iii. Attains at least 75% in CCA Attendance
Fair	i. Exhibits the School Motto and School Values <u>regularly</u> ii. Persistently commits Level 1 Offences or iii. Commits Level 2 Offence(s) or iv. Regularly late for school v. Attains between 50% - 74% in CCA Attendance
Poor	i. Exhibits the School Motto and School Values <u>occasionally</u> ii. Persistently commits Level 2 Offences or iii. Commits Level 3 Offence(s) or iv. Regularly late for school v. Attains below 50% in CCA Attendance

Note:

1. A student's conduct grade is derived from the assessment based on the 6 School Values (see the following page) assigned by a panel of teachers.
2. Late-coming and truancy will have an adverse consequence on the Conduct Grade which, in turn, will have a bearing on the student's eligibility for the Edusave Awards.

学生品行评量表

DESCRIPTORS FOR PERSONAL QUALITIES & CONDUCT GRADE

**School Motto:
Sincerity and Perseverance**

Sincerity

Values	Deliverables	Observables	Power of Positivity
Integrity	<ul style="list-style-type: none"> Abide by ethical principles during testing moments Intervene when inappropriate behaviour is observed Be honest in our words and actions 	<ul style="list-style-type: none"> Speaks the truth at all times Owens up to wrong-doings Does not stay silent or ignore the wrong-doings of others Does not cover up the wrongdoing of others Completes all homework by himself/herself Returns unattended items to the General Office / Teacher 	<ul style="list-style-type: none"> Power of ME
Humility	<ul style="list-style-type: none"> Respect and value the perspectives of others Recognise and work on personal shortcomings Modest in words and deeds 	<ul style="list-style-type: none"> Displays an earnest and positive attitude for learning Accepts differing points of views during discussions, projects or any given situation Does not impose own views on others Does not pass uncalled for comments on others 	<ul style="list-style-type: none"> Power of ME Power of GIVING
Gratitude	<ul style="list-style-type: none"> Show appreciation and kindness to others Serve and contribute back to the school, community and nation 	<ul style="list-style-type: none"> Shows politeness and care for all in and out of school Keeps classroom and school premise clean, neat and tidy Be thankful and appreciative of the things and help received Always ready to give back when the need arises 	<ul style="list-style-type: none"> Power of ME Power of GIVING Power of YET

Perseverance

Values	Deliverables	Observables	Power of Positivity
Resilience	<ul style="list-style-type: none"> • Have a never-give-up attitude • Active in trying alternative methods to handle challenging situations • Adopt a growth mindset. 	<ul style="list-style-type: none"> • Good management of time • Attends school and training without late-coming or truancy • Learns from each setback in order to make improvement • Always believes hard work will result in positive outcomes • Observes all school rules and regulation at all times • Conducts oneself properly in and out of school at all times • Believes in opportunity amidst adversity 	<ul style="list-style-type: none"> • Power of ME • Power of YET
Innovation	<ul style="list-style-type: none"> • Embrace diverse perspectives in order to improve • Identify opportunities and act on them • Take calculated risks by exploring new possibilities. 	<ul style="list-style-type: none"> • Takes the lead at brainstorming sessions or projects • Understands one's study habits and devise an effective study time-table accordingly • Undertakes ways to overcome obstacles or improve or enhance existing situations • Uses technology responsibly while enhancing effectiveness and efficiency 	<ul style="list-style-type: none"> • Power of ME • Power of YET
Excellence	<ul style="list-style-type: none"> • Set high expectations and targets • Take initiative and constantly work on self-improvement to soar for greater heights. 	<ul style="list-style-type: none"> • Always sets high expectations for oneself and strive towards them • Listens attentively in class • Diligent and daily revision of school work • Trains hard for non-academic activities • Seeks help for further improvement and development 	<ul style="list-style-type: none"> • Power of ME • Power of GIVING • Power of YET