

## Rule 1: Be Present and Punctual for All School Activities

	<b>Rule 1 (Responsibility &amp; Passion)</b>	<b>Offence</b> (A-attendance M-Misconduct O-Other offence S-Other serious offence T- Theft)
1.1	Students must be least 15 minutes prior to school. Latecomers must report to the Attendance Office before going to class. The student will only be admitted to class by the teacher upon presentation of a "Late Pass" from the Attendance Officer.	Lateness <sup>A</sup>
1.2	Students must be present for all lessons. Students are not allowed to leave the classroom without a pass issued by teachers.	Skipping classes <sup>A</sup>
1.3	Students must be on time for CCAs, extra classes and all other activities.	Lateness <sup>A</sup>
1.4	Parents, please consider carefully the effect on learning and the consequences of asking for leave during school time. The process of applying for leave is for parents/guardians to write to the Principal well in advance, notifying dates and the reason for absence. Each application is considered fully by the student's teachers, before being granted or otherwise by the Principal. Absence from school must be accompanied by a <b>medical certificate</b> or * letter of excuse from parent/guardian. <i>Parents are not encouraged to plan for holidays, family activities or any trips during school term. Approval to be away from school must be sought in writing from the Principal at least one week prior to any absence otherwise the school will capture non-attendance as "Absent without Valid Reason".</i>	Truancy <sup>A</sup> Absence without Valid Reason
1.5	Students must remain within the school grounds once they have reported to school.	Leaving school without permission <sup>A</sup>

## Rule 2: Be Respectful and Gracious

	<b>Rule 2 (Humility &amp; Integrity)</b>	<b>Offence</b> (A-attendance M-Misconduct O-Other offence S-Other serious offence T- Theft)
2.1	Students <b>MUST</b> sing the National Anthem, National Song and Prayer Song. <b>Any inappropriate behavior during the song will not be tolerated.</b>	
2.2	Students must display respect when interacting and refrain from using vulgar/crude language or gestures.	Vulgarity <sup>M</sup>
2.3	Students must be attentive during lessons.	Disruptive behaviour <sup>M</sup>
2.4	Students must display integrity and honesty during tests/examinations.	Cheating <sup>M</sup>
2.5	Students must respect all official documents.	Forgery <sup>M</sup>
2.6	Student must respect property belonging to others.	Theft, shoplifting <sup>T</sup>
2.7	Students are not allowed to use physical violence on others.	Assault/Fighting/Bullying <sup>S</sup>
2.8	Students are not allowed to extort from others.	Extortion/Bullying <sup>M</sup>
2.9	Students must not engage in gambling activities such as playing of poker cards, with or without token, and betting.	Gambling <sup>S</sup>
2.10	Students are not allowed to bring, share or trade in any form of pornographic materials such as video, URL to porno websites, blogs, etc	Pornography <sup>S</sup>
2.11	Students are to respect the private space of others. No touching of others with or without consent.	Other offences <sup>O</sup>

## Rule 3: Be Properly and Appropriately Attired

	<b>Rule 3 (Responsibility &amp; Humility)</b>	<b>Offence</b> M-Misconduct
3.1	Students are to wear the prescribed school uniform/school attire when they are in school or	Improper attire and grooming <sup>M</sup>

	<p>when attending any activities organised by the school. <b>Modification to the school uniform is not allowed.</b></p> <p><b>Uniform</b></p> <ul style="list-style-type: none"> <li>• Students whose uniforms deviate from the prescribed design/ cutting or are not of the prescribed material must buy a new uniform or get it altered at their own expense.</li> <li>• Students must wear white canvas/track/sport shoes with sports dress. Track shoes can be worn only when special permission is given.</li> </ul>	
<p><b>3.2</b></p>	<p><b>Appearance – Hair</b></p> <p><b>Boys</b></p> <ul style="list-style-type: none"> <li>• <b>Boys are to keep their face clean shaven, without any moustache.</b></li> <li>• Boys must keep their hair short and neat. Hair must NOT reach the collar and cover the ears. Fringe must be short and neat.</li> <li>• Sideburns must be neat and short (no longer than half the length of ear)</li> <li>• Hair must not be artificially coloured.</li> <li>• Line up Haircut, High &amp; Tight Haircuts and Faded Haircuts are to be avoided.</li> </ul> <p><b>Girls</b></p> <ul style="list-style-type: none"> <li>• Girls must keep their hair neat and tidy.</li> <li>• Long hair (touching the shoulder) must be tied.</li> <li>• Fringes must not touch the eyebrows (long fringes must be pinned up or tucked behind the ears)</li> <li>• Hair accessories must be simple and inconspicuous and be confined to the school colours.</li> <li>• Hair must not be artificially coloured.</li> </ul> <p><b>Others</b></p>	<p>Improper attire and grooming<sup>M</sup></p>

	<ul style="list-style-type: none"> <li>• Contact lenses must be transparent and non-tinted.</li> <li>• Girls are allowed one pair of simple, inconspicuous earrings (one on each ear). Boys are <b>not allowed</b> to wear earrings/ear studs.</li> <li>• Fingernails must be kept short and clean. No varnishing of fingernails is allowed.</li> <li>• Students are not permitted to wear any form of make-up.</li> <li>• Students are not permitted to wear ornaments of any sort: rings, bracelets or collar pins (except those approved by the school). Ornaments due to religious purposes are to be kept in the pockets.</li> <li>• Students are not permitted to keep moustaches and beards.</li> <li>• Students are not permitted to put on body paintings (eg. Tattoos) or festive markings (eg. Henna paintings).</li> </ul>	
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#### Rule 4: Pride in Work

	Rule 4 (Responsibility & Passion)	Offence
4.1	Students must complete and submit all assignments and project on time.	Not completing/submitting assignments <sup>M</sup>

#### Rule 5: Pride Towards My School

	Rule 5 (Resilience & Responsibility)	Offence (A-attendance M-Misconduct O-Other offence S-Other serious offence T- Theft)
5.1	Students must not possess, smoke tobacco products inside/outside of school compound.	Smoking <sup>S</sup>

5.2	Students must not engage in drug-taking, glue-sniffing and consuming of alcohol.	Other serious offence <sup>S</sup>
5.3	Students must not possess drug, alcohol or any other banned items.	Other serious offence <sup>S</sup>
5.4	Students must consume food and drinks only within the canteen. Consumption of food is not allowed in the classrooms.	Other misconduct <sup>M</sup>
5.5	Students are to keep the school compound clean.	Littering <sup>M</sup>
5.6	Students must not wilfully or maliciously destroy school or personal property or write graffiti.	Vandalism <sup>T</sup>
5.7	Students are not allowed to bring objects like knives, daggers or substances like acid and alkali to school.	Other serious offence <sup>S</sup>
5.8	Students must not join a gang or be engaged in gang activities.	Gangsterism <sup>S</sup>
5.9	Students are not allowed to bring electronic devices (such as Mobile phone, MP3/video Players, hand-held electronic games, GPS, camera, smart watches, TAB/tablet PC, laptops/notebooks etc.)	Other misconduct <sup>M</sup>
5.10	Student must not breach the Code of Conduct (which is issued to recalcitrant offender)	Other misconduct <sup>M</sup>

### Discipline Actions

- *Detention class*
- *Community service*
- *Confiscation of banned items*
- *Dismissal from position of responsibility (i.e. student leadership position)*
- *Exclusion from award of school testimonial*
- *Signing a bond of good behaviour witnessed by parent/guardian*
- *Suspension from school*
- *Expulsion from school*

**DAMAGE** of any kind must be reported immediately to The Principal or Manager. In the case of willful damage or negligence, boys will be expected to contribute part or all of the cost of repair.

## **GENERAL CONDUCT**

*Students are representatives of our school from leaving home until they return and are thus expected to set themselves a high standard of behaviour both inside and outside the school.*

*The school uniform should be worn tidily and correctly both at school and between home and school. The full school uniform must be worn at all times. Shirts are to be tucked in; socks are to be pulled up; heel straps in place. Where a situation arises concerning a student's uniform, written requests for temporary wearing of non-regulation items must be referred to a Dean or Deputy Headmaster.*

### **Students have the responsibility:**

- *To attend school regularly*
- *To respect the right of others to learn*
- *To respect their peers and teachers regardless of ethnicity, religion or gender*
- *To respect the property and equipment of the school and others*
- *To carry out reasonable instructions to the best of their ability*
- *To conduct themselves in a courteous and appropriate manner in school and in public*
- *To keep the school environment and the local community free from litter*
- *To observe the uniform code of the school*
- *To read all school notices and bring them to their parents'/guardians' attention*