

DEVELOPMENTAL Discipline

Developmental Discipline is the development of our pupils' moral faculties, by instruction, facilitation and exercise, in accordance with established school rules. It is an educative process, which involves informed choices, responsible actions and logical consequences. The goal of developmental discipline is self-discipline.

Developmental Discipline is guided by 3 principles:

1. **Informed** – Students are informed of expected behaviours and logical consequences to learn to make the right choices.
2. **Responsible** – Students learn to be responsible to their choices and actions. Students learn to reflect and think before acting, so that they learn to make the right choices leading to responsible actions and outcomes. Students learn that responsible actions demonstrate respect for themselves, others, school, community and nation.
3. **Consequential** – Students learn that every choice and action leads to a logical consequence; because of the law of cause and effect in the natural world.

SCHOOL RULES & CONSEQUENCES (2011)

	RULES	CONSEQUENCES
1	SCHOOL UNIFORM	
1.1	Pupils are to wear the prescribed school uniform to school (including weekends and school holidays), and modification to the uniform is NOT allowed.	<p>1st offence: Parents to be informed. Pupil to be suspended immediately from lessons. Pupil to go home and change.</p> <p>2nd and subsequent offences: Referred to the Principal.</p>

	RULES	CONSEQUENCES
1.2	Upper Secondary boys are to tuck in the school shirt at all times.	<p>1st offence: Warning. Pupil to tuck in school shirt immediately.</p> <p><i>(Refer to next page)</i> <i>(Refer to previous page)</i></p> <p>2nd and subsequent offences: Parents to be informed. Pupil to stand at the front of the assembly ground the following morning.</p>
1.3	Boys are to wear the school shorts/pants (both long and short) at the appropriate waist level. Loose hanging or drop shorts/pants is not allowed.	<p>1st offence: Warning. Pupil to wear shorts/pants at appropriate waist level.</p> <p>2nd and subsequent offences: Parents to be informed. Pupil to be suspended immediately from lessons. Pupil to go home and change.</p>
1.4	Girls are to wear skirts of knee length.	<p>1st offence: Warning. Pupil to wear skirt at appropriate length.</p> <p>2nd and subsequent offences: Parents to be informed. Pupil to be suspended immediately from lessons. Pupil to go home and change.</p>
1.5	FOOTWEAR Pupils are to wear school socks with white shoes. White shoes with some coloured designs are allowed if they remain minimal (90% of shoe should be white). Outlandish designs are not permitted. Laces must be 100% white. School Logo on socks must be clearly visible.	<p>1st offence: Warning. Pupil to wear school socks with school logo clearly visible; else pupil to purchase new school socks from the school bookshop.</p> <p>2nd and subsequent offences: Parents to be informed. Shoes/socks to be confiscated for the day.</p>
1.6	SCHOOL BADGE & NAME-TAG Pupils are to wear their sewed-on school badge and name-tag at all times while in school uniform.	<p>1st and subsequent offences: Warning. Temporary name tags to be purchased.</p>

	RULES	CONSEQUENCES
1.7	<u>SCHOOL TIE</u> Pupils must wear the school tie on Mondays (may be removed after the morning assembly) and on special occasions specified by the school (may be removed after the event).	1st and subsequent offences: Pupil to stand at the tie counter throughout the morning assembly. Pupil to be barred from participating in the special event.
1.8	<u>SCHOOL BELT</u> (Optional) Only black-coloured belt with plain silver buckle is to be used. Buckles of outlandish designs are not permitted. (Available from school's uniform supplier).	1st offence: Pupil to remove belt immediately. 2nd and subsequent offences: Confiscation of belt.
1.9	<u>UNDERGARMENTS</u> (For Girls) Girls are to wear white or skin-tone undergarments under their school blouse. Dark or bright coloured undergarments are not allowed.	1st offence: Pupil to obtain a school T-shirt from the General Office and wear it under the school blouse. Parents to be informed. 2nd and subsequent offences: Parents to be informed. Pupil to be suspended immediately from lessons. Pupil to go home and change.
2	<u>HAIRSTYLE</u>	
2.1	All pupils are not allowed to perm, dye or tint their hair.	1st and subsequent offences: Pupil to straighten or re-dye hair to original colour before being allowed back to class. Parents to be informed. Pupil to be suspended immediately from lessons. Pupil to go home and change.
2.2	All pupils are not allowed to have outlandish hairstyles.	1st and subsequent offences: Parents to be informed. Pupil to be suspended immediately from lessons. Pupil to go home and correct hairstyle.

	RULES	CONSEQUENCES
2.3	Boys are to keep their hair short and neat at the sides and rear. Fringe must be above the eyebrows. Spiking of hair using gel or other hairstyling products is not allowed.	1st offence: Warning. Pupil to cut hair to approved standards by the next school day. Spiked hair to be washed down immediately. 2nd and subsequent offences: Pupil to be suspended immediately from lessons. Pupil to cut hair to approved standards before being allowed back to class. Hair to be cut by Discipline Master/Mistress.
2.4	Boys are not permitted to have moustache, beard or long sideburns.	1st offence: Warning. Pupil to shave moustache, beard or long sideburns to approved standards by the next school day. 2nd and subsequent offences: Pupil to shave moustache, beard or long sideburns immediately. Referred to the Principal.
2.5	Girls are to keep their hair neat and tidy. (Hair/fringe to be pinned up neatly).	1st and subsequent offences: Pupil to comb hair and keep it neat. Pupil to purchase hair pins from the School Bookshop.
2.6	Girls with shoulder-length hair must be tied with navy blue or black ribbon, band or clip.	1st offence: Warning. Pupil to replace with black or navy blue ribbon, band or clip. Pupil to purchase hair bands and clips from the School Bookshop. 2nd and subsequent offences: Confiscation of inappropriate items.
2.7	Girls with extra long hair must be plaited and tied with black or navy blue ribbon, clip or band.	1st offence: Warning. Pupil to rectify hairstyle appropriately by the next school day. 2nd and subsequent offences: Parents to be informed. Pupil to be suspended immediately from lessons. Pupil to rectify hairstyle appropriately.

	RULES	CONSEQUENCES
3	<u>SPECTACLES, CONTACT LENS, ORNAMENTS & JEWELLERY</u>	
3.1	Girls are allowed to wear only one pair of small, plain, gold or silver ear studs. Alternatively, only one pair of ear-sticks is allowed. Items to be worn on ear lobe only. Ear studs with outlandish designs are not permitted.	1st offence: Warning. Pupil to remove item immediately. 2nd and subsequent offences: Confiscation of inappropriate items. Parents to be informed.
3.2	All other forms of jewellery or ornaments are not allowed.	1st offence: Warning. Pupil to remove item immediately. 2nd and subsequent offences: Confiscation of inappropriate items. Parents to be informed.
3.3	Only plain coloured spectacle frames are allowed. Frames of outlandish designs and/or colours are not permitted. Lens should not be tinted.	1st offence: Warning. 2nd and subsequent offences: Confiscation of inappropriate items. Parents to be informed.
3.4	Only plain contact lenses are allowed. Coloured or cosmetic contact lenses are not permitted.	1st offence: Warning. 2nd and subsequent offences: Confiscation of inappropriate items. Parents to be informed.
3.5	Only plain coloured watch straps are allowed. Watch straps of outlandish designs and/or colours are not permitted.	1st offence: Warning. 2nd and subsequent offences: Confiscation of inappropriate items. Parents to be informed.
4	<u>MAKE-UP & FINGERNAILS</u>	
4.1	Pupils are not allowed to use make-up.	1st and subsequent offences: Pupil to remove make-up immediately.
4.2	Fingernails are to be kept short.	1st and subsequent offences: Pupil to trim fingernails immediately.
4.3	Pupils are not allowed to varnish or colour their fingernails.	1st and subsequent offences: Pupil to remove varnish or colour immediately.

	RULES	CONSEQUENCES
5	<u>ATTENDANCE</u>	
5.1	Pupils are to attend all school days and special functions and classes. Absence from school must be covered by medical certificate or letter of excuse from the pupil's parent/guardian, which should be handed to the form teacher upon the pupil's return to school. (*A maximum of 3 letters are accepted for each semester)	1st and subsequent offences: To produce MC or letter of excuse immediately upon return to school, failing which FT will inform parents of such absence by phone. Parents to see Discipline Master/Mistress. Offence Record to be raised. Caning/ n-school suspension to be meted out for truancy cases.
5.2	Pupils are to attend school and classes punctually.	1st to 3rd offences: To stand at late-comers' holding area. Parents to be informed. 4th to 6th offences: Pupils to serve detention. Offence Record to be raised. Parents to be informed. 7th and subsequent offences: Pupils to serve detention. Offence Record to be raised. Parents to be informed. Caning/In-school suspension to be meted out.
5.3	Pupils are to sit for all tests and examinations. Absence must be covered by MC.	A zero mark will be given to pupils who fail to produce MC. Parent's letter will not be accepted. Parents to be informed. Offence Record may be raised.
6	<u>ASSEMBLY CONDUCT</u>	
6.1	All pupils who are Singapore citizens must sing the National Anthem and recite the pledge. Pupils will take the Pledge with the right fist placed over the heart.	Action to be taken
6.2	All pupils are expected to sing the School Song and recite the School Code on every Monday.	Action to be taken
6.3	All pupils are required to bring the school song book and participate in the daily singspiration.	1st offence: Pupil to stand throughout the singspiration. 2nd offence: Parents to be informed. 3rd and subsequent offences: Pupil to purchase a new song book from the General Office.

	RULES	CONSEQUENCES
7	<u>CLASSROOM CONDUCT</u>	
7.1	Pupils are to be in their classrooms, laboratories, special rooms, P.E. areas punctually for all lessons.	1st and subsequent offences: School Standard Classroom Rules and Consequences* to apply.
7.2	Pupils are to stand up and greet the teacher when he/she enters or leaves the classroom.	Offence Record may be raised. Pupil to serve detention.
7.3	Pupils are to knock at the front door and wait for teacher's permission before entering any classroom.	For repeated offenders, pupil to report to Level Discipline Master/Mistress. Parents to be informed. Caning/In-school suspension may be meted out.
7.4	Pupils are to be attentive and respectful towards teachers during lessons.	
7.5	Pupils should sit at the assigned seat and not talk or move about unnecessarily during lessons. Pupils should not talk or pass comments to pupils walking outside the classroom.	
7.6	Pupils leaving their classrooms during curriculum time are to display their student passes prominently on their shirts or blouses.	
7.7	Pupils are not allowed to eat or drink in the classroom (drinking of plain water is allowed). Food and drinks (except plain water) should not be brought into the classroom.	1st offence: Warning. 2nd and subsequent offences: Repeated offenders to perform Detention or Corrective Work Order (CWO).
7.8	Pupils are to bring all necessary books and materials for their lessons.	1st and subsequent offences: School Academic Discipline Rules and Consequences to apply.
7.9	Pupils are to complete all given assignments by teachers punctually. Duplication of classmate's work is not permitted.	Offence Record may be raised. Parents to be informed.
7.10	Pupils are to leave the classroom during recess, except for those performing class duties. All lights and fans must be switched off when leaving the classroom.	1st offence: Warning. 2nd and subsequent offences: Repeated offenders to perform Detention or Corrective Work Order (CWO).
7.11	Pupils are to keep the classroom neat and clean at all times.	

	RULES	CONSEQUENCES
8	<u>PHYSICAL EDUCATION (PE)</u>	
8.1	Pupils are to wear the school PE T-shirt and shorts during PE lessons. (Refer to the section on School Uniform in the Students' Handbook for the approved design and specifications). T-shirt must be tucked in at all times. Pupil may remain in PE T-shirt for rest of the day after the PE lesson. However, pupil has to change back to the official school uniform bottom (School shorts/pants/skirt) after PE lessons.	1st offence: Warning. 2nd & subsequent offence: Action to be meted out to pupil by P.E teachers. Parents to be informed.
8.2	Pupils are NOT allowed to buy drinks either from the vendor and/or from the drinks-dispenser before and/or after the P.E. lesson.	1st offence: Warning. 2nd and subsequent offences: Pupil to be referred to Level Discipline Master/Mistress.
8.3	Pupils are to produce Medical Certificate if they are not well for P.E. lessons. Those who are not feeling well and do not produce M.C. must be in proper P.E. attire. Pupils who are unable to participate in the P.E. lessons are to be with their class during the lesson.	1st offence: Warning. 2nd and 3rd offences: Parents to be informed. 4th and subsequent offences: Parents to meet HOD PE/CCA.
9	<u>CO-CURRICULAR ACTIVITIES (CCA)</u>	
9.1	Participants in CCA and other school activities are to be in proper P.E. attire, uniform, jersey or other school approved sports attire. Attire top must be tucked in at all times.	1st and subsequent offences: Pupil to be suspended immediately from CCA. Pupil to go home and change.
9.2	Non-participants/supporters/spectators are to be in their school uniform or P.E. attire. Attire top must be tucked in at all times.	1st and subsequent offences: Pupil to be suspended immediately from CCA. Pupil to go home and change.
9.3	It is compulsory for all pupils to participate in at least one CCA. Students without CCA are to report to the HOD PE/CCA immediately.	1st and subsequent offences: Pupil to report to HOD PE/CCA.
9.4	Pupils are to attend their respective CCA when required	1st offence: Warning. 2nd & 3rd offence: Parents to be informed by CCA teacher-in-charge. 4th and subsequent offences: Pupil to be referred to HOD PE/CCA for follow-up.

	RULES	CONSEQUENCES
10	<u>MOBILE PHONES & ELECTRONIC DEVICES</u>	
10.1	Pupils are allowed to use mobile phones for calling and sending of SMS ONLY in the school canteen, before school begins or after the last period of the day. Use of mobile phones for other purposes is not allowed. Use of mobile phones after school begins, before the end of the last period or outside of the school canteen is NOT allowed.	1st offence: Confiscation for 1 week. 2nd offence: Confiscation for 2 weeks. 3rd and subsequent offences: Confiscation for 4 weeks. If confiscation involves the abuse of technology, item will be confiscated for 4 weeks from the 1st offence onwards. Any form of captured media will be deleted.
10.2	Pupils are not permitted to capture any form of photo, video or sound with any types of electronic devices including mobile phones.	(For mobile phone confiscation, the SIM card will also be confiscated).
10.3	Use of other electronic and audiovisual devices is not allowed in School.	
11	<u>INFO-COMMUNICATION TECHNOLOGY (ICT) POLICIES</u>	
11.1	All students are to exercise responsibility in the use of the school ICT equipment and resources.	1st and subsequent offences: Pupil to report to HOD ICT, Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal.
11.2	Pupils are not allowed to install illegal or unauthorised software, including freeware and shareware, into the school computers.	Parents to be informed. Offence Record to be raised. Caning/In-school suspension may be meted out.
11.3	Pupils must not use any storage devices for unauthorised copying of licensed application software, music CDs, movie VCDs/DVDs and game software.	Pupil to make good the damaged or stolen IT items. (* A Police report may be made)
11.4	Pupils are not to access inappropriate information on the Internet. Users are not to participate in any unauthorised access ("hacking") of computer systems or any unlawful technological activities.	
11.5	All hardware and software provided by the school or MOE should not be abused, copied, destroyed or modified in any manner.	
11.6	Pupils are not to post any irresponsible and inappropriate comments or any other recordings (e.g. videos and pictures) on the Internet (e-learning portal, blogs etc).	

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11.7	Pupils are not to share their account information with any other person and to bear full responsibility for their accounts.	<i>(Refer to previous page)</i>
12	<u>SERIOUS OFFENCES</u> The school takes a very serious view of the following offences:	
12.1	<u>SERIOUS OFFENCES I</u>	
12.1.1	Rowdy and disruptive behaviour	For Boys: 1st offence: Pupil to report to Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. Parents to be informed. Caning may be meted out. 2nd offence: Caning and counselling to be meted out. Parents to meet Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. 3rd and subsequent offences: Pupil to be suspended from school for a period decided by Principal. Pupil to be referred for counselling. For Girls: 1st offence: Pupil to report to Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. Parents to be informed. Suspension may be meted out. 2nd offence: Suspension and counselling to be meted out. Parents to meet Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. 3rd and subsequent offences: Pupil to be suspended from school for a period decided by Principal. Pupil to be referred for counselling. <i>(Refer to next page)</i>
12.1.2	Wilful disruption of lessons	
12.1.3	Rudeness/Defiance to teachers/student councillors	
12.1.4	Abusive/vulgar language or sign	
12.1.5	Abuse/Misuse of technology	
12.1.6	Irresponsible postings on Internet	
12.1.7	Truancy/Skipping classes	
12.1.8	Persistent late-coming	
12.1.9	Leaving school without permission	
12.1.10	Bullying	
12.1.11	Intimidation of teachers/pupils*	
12.1.12	Threatening with bodily harm*	
12.1.13	Inflicting bodily harm*, assault* or fighting*	
12.1.14	Gangsterism/Secret-society related activities	
12.1.15	Possession of dangerous weapons*	
12.1.16	Possession of items related to pyrotechnics, fire-crackers, lighters, matches or any form of inflammable items*	
12.1.17	Possession of gambling-related items like poker cards.	
12.1.18	Possession of pornographic materials*	
12.1.19	Possession of tobacco-related items, cigarettes, lighters, matches^	
12.1.20	Smoking^	
12.1.21	Substance/Drug Abuse^	
12.1.22	Gambling*	
12.1.23	Extortion*	
12.1.24	Molestation/Outrage of modesty*	
12.1.25	Forgery/Impersonation/Cheating	

	RULES	CONSEQUENCES
		(Refer to previous page) Offence Record to be raised. (* Police report may be made) (^ Referral to HSA will be made)
12.2	<u>SERIOUS OFFENCES II</u> 12.2.1 Vandalism* 12.2.2 Arson* 12.2.3 Theft *	<p>For Boys: 1st offence: Pupil to report to Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. Parents to be informed. Caning may be meted out.</p> <p>2nd offence: Caning to be meted out. Parents to meet Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal.</p> <p>3rd and subsequent offences: Pupil to be suspended from school for a period decided by Principal.</p> <p>For Girls: 1st offence: Pupil to report to Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. Parents to be informed. Suspension may be meted out.</p> <p>2nd offence: Suspension to be meted out. Parents to meet Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal.</p> <p>3rd and subsequent offences: Pupil to be suspended from school for a period decided by Principal.</p> <p>Offence Record to be raised for all offences. (* Pupil to make good the damaged or stolen items and be referred for counselling) (* A police report may be made)</p>

	RULES	CONSEQUENCES
12.3	<u>SERIOUS OFFENCES III</u> 12.3.1 Possession/consumption/trafficking in any controlled substance/drug* 12.3.2 Spotting a body tattoo.	<p>1st and subsequent offences: Pupil to report to HOD Dev. Discipline, Vice-Principal or Principal.</p> <p>Offence Record to be raised.</p> <p>(* A Police report may be made)</p> <p>1st and subsequent offences: Pupil to report to HOD Dev. Discipline, Vice-Principal or Principal. Pupil to be suspended with immediate effect until tattoo is clinically removed.</p> <p>Offence Record to be raised.</p>
12.4	<u>SERIOUS OFFENCES IV</u> Cheating in tests or exams. (Possession of a mobile phone and/or any electronic gadgets capable of storing information during a test or examination is deemed an act of dishonesty even if the mobile phone and/or electronic gadget was not used).	<p>1st and subsequent offences: A zero mark will be scored for that paper. Pupil to report to Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. Pupil may be referred for counselling.</p> <p>Offence Record to be raised.</p>
13	<u>OTHER REGULATIONS</u> 13.1 All food and drinks (except plain water) are to be consumed ONLY in the canteen, and not be brought out of the canteen. 13.2 All food and drinks receptacles and utensils must be returned to the proper vendors after use. 13.3 Littering	<p>1st offence: Warning.</p> <p>2nd and subsequent offences: Repeated offenders to perform Detention or Corrective Work Order (CWO).</p> <p>1st offence: Warning.</p> <p>2nd and subsequent offences: Repeated offenders to perform Detention or Corrective Work Order (CWO).</p> <p>1st offence: Warning.</p> <p>2nd and subsequent offences: Repeated offenders to perform Detention or Corrective Work Order (CWO).</p>

	RULES	CONSEQUENCES
13.4	Inappropriate behaviour while in uniform (in or outside school).	1st and subsequent offences: Parents to meet Level Discipline Master/Mistress, HOD Dev. Discipline, Vice-Principal or Principal. Pupil to be referred for counselling. Caning/In-school suspension may be meted out. Offence Record to be raised.
13.5	Pupils must report change of address and telephone numbers within 2 weeks of change.	1st and subsequent offences: Parents to be informed.
13.6	Pupils who commit any other acts of misconduct not stated in the School Rules and Consequences will be meted out with the appropriate form of consequences at the Principal's discretion.	

**An Offence Record will be raised for repeated and/or serious offences.

School Standard Classroom Rules & Consequences:

STANDARD CLASSROOM RULES
<ol style="list-style-type: none"> 1. I will be punctual for lesson. 2. I will have my lesson materials ready. 3. I will sit at my allocated seat. 4. I will not talk out of turn. 5. I will pay attention during lesson.
CONSEQUENCES
<i>Strike 1:</i> Verbal warning.
<i>Strike 2:</i> Name on whiteboard.
<i>Strike 3:</i> Send to back of class.
<i>Strike 4:</i> Send out of class.
<i>Strike 5:</i> Stay back after school.
<i>Strike 6:</i> Send down to office.

Academic Discipline

Constant learning and practice lead to the mastery of content matter and skills. Pupils are expected to put in conscientious effort and perseverance in their work.

Requirement for all students to complete and submit written work, assignments, projects, etc. on time.

Consequences for submitting incomplete or late assignments:

Offence Number	Actions by School	Consequences
1 st	Subject Teacher to warn/counsel pupil.	Pupil to submit completed work on the next school day.
2 nd & 3 rd	Subject Teacher to warn/counsel pupil. Subject Teacher to inform parents.	Pupil to be referred for academic detention class on the same day.
4 th	Subject Teacher to refer pupil to Level Dean for warning/counselling. Warning Letter to be issued by Level Dean. Subject Teacher to inform parents.	Pupil to be referred for academic detention class on the same day.
5 th	Level Dean and Subject Teacher to hold conference with pupil and parents.	Pupil to be referred for academic detention class on the same day.
6 th	Principal/Vice-Principal to hold conference with pupil and parents.	Pupil to be referred for academic detention class on the same day.
7 th & above	Principal/Vice-Principal to mete out disciplinary consequences.	Offence record to be raised. Pupil to serve disciplinary consequences.

* Academic Detention Class is held on every school day from 2.45 to 3.45 pm.