

Section	Offence	Demerit Points					Remarks
		1	2	3	4	5	
1	<p><b>Uniform</b></p> <p>Students must wear the prescribed school uniform and modifications to the uniform are not allowed.</p> <p><b>During Curriculum Time</b>  <i>Students are expected to put on a clean and neat school uniform. The uniform must be in good condition and is to be replaced if worn out. This rule applies to students coming for lessons or for self-study. No coloured T-shirt is to be worn under the school uniform</i></p> <p><b>School Related Activities.</b>  <i>On Saturdays, non-school days, after-school hours and school holidays, students must only wear an approved school / CCA T-shirt with school pants or shorts, also known as the half uniform.</i></p> <p><b>Shirt :</b> To be purchased from the School's book shop; must be buttoned at all times and neatly tucked into the shorts or pants.</p> <p><b>Shorts :</b> (For Sec 1 and Sec 2) To be purchased from the School's book shop; Bermudas and hipsters are not allowed. The wearing of shorts with belt is not allowed.</p> <p><b>Long Pants :</b> (For Sec 3, 4 and 5) To be purchased from the School's book shop. Long pants that drop to the hip level are not allowed.</p> <p><b>Belt :</b> (For Sec 3, 4 and 5) Belt is optional, but if worn, only the school belt purchased from the School's book shop is allowed.</p>	X					<p>The following course of action is to be taken for all offences under <u>Section 1</u></p> <p>1) The student is to rectify the non-compliance immediately</p> <p>2) Disciplinary action will be taken and parents will be called in for assistance for repeat offenders</p> <p><b><u>1</u>* Students not properly attired will not be allowed into the school.</b></p>
		X					
		X					
		X					
		X					

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	<p><b>Shoes</b> : Sports shoes with (only) <i>white</i> or grey shoe laces are allowed. No colourful shoes laces are to be used to replace the original laces. Sneakers and slip-on shoes are not permissible. . <i>For medically certified cases, only strap-on sandals are permissible. <b>No slippers are allowed.</b></i></p> <p><b>Socks</b> : White based socks are to be worn visibly above the ankle.</p> <p><b>Badge</b> : All students must wear the school badge when in school uniform. The badge must be worn above the shirt's pocket.</p> <p><b>School Tie</b> : The school tie must be worn on Mondays and on specified school days/functions. It must be properly worn and can only be removed when the student has returned to the classroom or at the end of the school function.</p> <p><b>Head Gear</b> : No head gear such as a baseball cap is to be worn while in school uniform. Exceptions can only be granted by the Principal for certain official occasions.</p>	X					<p>The following course of action is to be taken for all offences under <u>Section 1</u></p> <p>1) The student is to rectify the non-compliance immediately</p> <p>2) Disciplinary action will be taken and parents will be called in for assistance for repeat offenders</p>
2	<p><b>GROOMING AND PERSONAL APPEARANCE</b></p> <p><b>Hair</b></p> <p>Hair must be short enough not to touch the ears, the eyebrows or the collar of the shirt, and must be neatly combed. The fringe must not go below the eyebrows when combed forward. Thick hair is unacceptable.</p> <p>Sideburns must not extend below the middle of the ears. Perming and/or colouring of the hair is not allowed. Outlandish hairstyles (such as, but not limited to, gelled spiky hair and over-gelled hair) are also forbidden. A clean shaven head is also not allowed.</p>	X					<p>The following course of action is to be taken for all offences under <u>Section 2</u></p> <p>1) The student is to rectify the non-compliance immediately</p> <p>2) Disciplinary action will be taken and parents will be called in for assistance for repeat offenders</p>

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	<p><b>Beard and Moustache</b></p> <p>Face is to be clean shaven. No wearing of beards and moustache is allowed.</p> <p><b>Accessories</b></p> <p>The following items are not to be worn to school,  a) rings of all kinds  b) chains/necklace  c) bracelets/wrist bands/string  d) broad and/or brightly coloured watch straps  e) tinted, photo-chromatic sun-glasses  f) tinted and/or coloured contact lens</p> <p><b>Wearing ear studs and ear sticks</b></p> <p>The wearing of ear sticks and studs through tongue, eyelids, lips and nose or any other part of the body is prohibited.</p> <p><b>Tattoo</b></p> <p>Any form of tattoo (including <i>Henna-dyed Tattoos</i>) is strictly prohibited</p>	X					<p>3) Letter of Warning may be issued should students fail to comply after being referred to Discom Members</p> <p>The item(s) may be confiscated and only returned to the parent in person. Unclaimed item(s) will be disposed off after the end of Term 4.</p> <p>Regarding tattoos and the piercing of body parts, parents will be informed from the first occurrence for assistance for rectification and compliance. Suspension may be imposed until the issue is rectified.</p> <p>Should a student be suspended, he will be required to show evidence of the removal before being allowed back to School</p>

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3	<p><b>EXPECTED BEHAVIOUR IN CLASSROOMS / LIBRARY</b></p> <p><b>Eating in Class</b> Eating and/or drinking in class is strictly prohibited unless permission has been granted by a teacher.</p> <p><b>Late coming to Class</b> Students have to be in their respective classroom before the 2nd bell rings (signaling the end of the changeover period).</p> <p><b>Misbehavior in Computer Labs (A501, A502, A503)</b> Students should present their Ezylink cards without demand to gain access to the lab. Checks will be conducted on site to ensure compliance to rules. ALL forms of games; social networking; online chatting are strictly prohibited.</p> <p><b>Misbehavior in the Library</b> All rules pertaining to the library are for strict compliance.</p> <p><b>Unauthorised Recordings</b> Any form of recording within the school compound (photography/video/audio) is strictly prohibited unless prior consent is given by the school.</p>	X					<p>Students who are disruptive during lesson despite warning will be sent out of the class or to the Time Out Room.</p> <p>Students who are late for class may be asked to stand outside the class until permission is granted by the teacher</p> <p>The Library is a learning environment for self reading. Hence no discussion / talking are allowed in the library.</p> <p>Students caught making unauthorized recordings will have the recording equipment confiscated and will be dealt with under section 8 of the School Rules.</p>

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4	<p><b>EXPECTED BEHAVIOUR AT SCHOOL FUNCTIONS/EVENTS/OUTINGS</b></p> <p><b>Attendance and Attire</b></p> <p>a) Attendance is compulsory unless prior permission has been granted by the Form Teachers.</p> <p>b) Students must be properly attired as instructed for the occasion.</p> <p><b>Unruly behaviour</b></p> <p>Students must not disrupt the function with unruly behaviour.</p>	X X	X				<p>Attendance at school events will be indicated in report book.</p> <p>Boys who bring disrepute to the school will be dealt with and may also be served with a letter of warning.</p>
5	<p><b>EXPECTED BEHAVIOUR AT THE CAFETERIA</b></p> <p>a) No food or drink is to be brought out of the cafeteria, demarcated by the yellow line drawn at the cafeteria exit point.</p> <p>b) Students are to queue up when purchasing their food.</p> <p>c) All crockery and cutlery must be returned to the designated bins of the respective stalls personally.</p> <p>d) No scraps of food are to be left on the table.</p> <p>e) The cafeteria must be kept clean and litter-free.</p> <p><b><i>No students are allowed into the cafeteria during Self-Study periods.</i></b></p>	X					<p>Students who fail to comply with this section and exhibit a pattern of repeated non-compliance will be required to participate in the School's cleanliness programme. Further disciplinary action will be taken as deemed necessary</p>

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6	<p><b>EXPECTED BEHAVIOUR DURING MORNING ASSEMBLY</b></p> <p><b>Singing the National Anthem and Reciting the Pledge</b></p> <p>Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students must take the Pledge with the right fist placed over the heart.</p> <p><b>Morning Assembly</b></p> <p>a) Attendance at Morning Assembly is compulsory, and order must be observed and maintained during these periods.</p> <p>b) When the 7.30 am bell is rung, all students must be with their class at their designated Assembly Area. Failure to do so will be considered as late-comers.</p> <p>c) Students who arrive between 7.30am to 7.50am will be asked to assemble at the foyer (Big Step) and report to the Discipline Coordinator at the Time Out Room for attendance taking. Late slip is to be collected and handed to their subject teacher.</p> <p>d) Students who arrive after 7.50am will be required to report to the Time Out Room <b>before</b> going back to their class for their lesson.</p> <p>e) All students (except Muslim students) are expected to have their hymnal with them throughout assembly.</p>	X					<p>Failure to sing the National Anthem and take the pledge is showing disrespect to the State. Students found not complying will be referred to the FT for counseling. Further disciplinary action will be taken if deemed necessary.</p> <p>Latecomers are to attend Reflection Class. Caning will be administered if students are late for 4 times or more in a term. Parents will be called in for assistance subsequently.</p>

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7	<p><b>UNAUTHORISED USAGE OF SCHOOL LIFT</b></p> <p>Any student caught using the lift without a School- issued lift pass is deemed to have used the lift without authorisation.</p>	X					Disciplinary action will be taken against students caught using the lift without an authorised lift pass.
8	<p><b>USAGE OF THE SWIMMING POOL</b></p> <p><b>Proper Attire</b> : Students are required to be properly attired in swimming trunks while in the swimming pool. PE Shorts and Bermudas are not considered part of proper swimming attire.</p> <p><b>Rough Play</b> : Students are expected to behave while at the pool. Rough play includes, but is not limited to, pushing, pulling or throwing another student into the swimming pool, or holding a student's head below the water forcibly.</p> <p><b>Ungentlemanly behaviour</b> : Ungentlemanly behaviour includes, but is not limited to, making lewd/suggestive remarks towards other users of the pool.</p> <p><b>Trespassing</b> : All students must be accompanied by their PE teachers while at the Pool during School hours. Students are not allowed in the pool area after school hours unless participating in a relevant CCA (i.e. Swimming/Waterpolo)</p>	X					For safety reason, disciplinary action will be taken against students caught trespassing, involved in rough play or found guilty of ungentlemanly behaviour within the swimming pool area. The School reserves the right to refer all such cases to the Police if deemed necessary.

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9	<p><b>EXPECTED BEHAVIOUR OUTSIDE SCHOOL COMPOUND</b></p> <p><b>Attire</b> : Students wearing school uniform must not be found loitering around Potong Pasir estate. Students must continue to present a neat image even when outside the school compound.</p> <p><b>Traffic Rules</b> : Students are expected to observe all traffic rules and regulations and must not pose a danger to other road-users.</p> <p><b>Illicit Activities</b> Students are not to engage in any activities, causing a nuisance to Potong Pasir residents or bring disgrace to the School's name and image</p>	X					Boys who bring disrepute to the school may be served with a letter of warning. Disciplinary action will be taken against the student as deemed necessary.
10	<p><b>Using of Contraband Materials</b></p> <p>Using of devices such as hand phones as well as personal entertainment or recording devices that are not part of the instructional programme are prohibited. These include, but are not limited to, Play Station Portable (PSP), Music Player (MP3 or 4), Game Boy. Card games of any form are also prohibited.</p> <p><b>Pornography</b></p> <p>Students must not be found possessing, displaying or distributing of obscene literature and materials in hard copy, handphone or portable media devices.</p> <p>*Refer to Appendix 'A' for Standard Operation Procedures for Hand-phone Usage.</p>		X			X	<p>The item(s) may be confiscated and only returned to the parent in person. Students may collect the items, where appropriate, in person at the end of term 2 or term 4. Unclaimed item(s) will be disposed of after the end of Term 4.</p> <p>This offence is not limited to the possession of said materials but includes any form of distribution. The School reserves the right to refer the matter to the Police.</p>

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11	<p><b>RUDENESS / DISRESPECT</b></p> <p>Displays of rudeness and disrespect in speech or body language (including but not limited to gestures, signs and remarks) to a staff of the School or a prefect is not acceptable.</p>			X			Disciplinary action will be taken against the student as deemed necessary.
12	<p><b>ABSENCE FROM SCHOOL</b></p> <p><b>Truancy</b></p> <p>Boys who are absent from lessons / assembly or have left the school premises without permission are deemed to have played truant</p> <p><b>Willful Absenteeism</b></p> <p>Boys who are away from school without valid reasons are deemed to be absent without permission</p>			X			All absenteeism must be supported by Medical Certificates or a letter from parents where applicable. Such letters must include the parents' name and contact number. Medical certificates and excuse letters are to be given to the form teachers upon returning to School.
13	<p><b>Dishonest behaviour during a test / exam</b></p> <p>A boy is considered have cheated if he has offered/ asked/ obtained any information related to the test/exam through deceitful means. This includes using of contraband items (see Section 10) in the exam centre.</p>			X			A boy found cheating will be given a zero for that test / examination.

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14	<p><b>SMOKING</b></p> <p>a) It is against the law for anyone below the age of 18 to smoke.</p> <p>b) Possession of any tobacco products is also an offence.</p>				X		<p>Students caught smoking or found in possession of any tobacco products will be referred to the Tobacco Regulations Unit (TRU)/Health Science Authority (HSA). Repeat offenders will also be subjected to caning on the buttock.</p> <p>TRU may impose a fine together with counseling. Repeat offenders are also liable to be prosecuted in court</p>
15	<p><b>Inhalant Abuse / Drug Abuse</b></p> <p>Students found to commit the above offence will be dealt with seriously.</p>					X	<p>Police will be notified by school. Subsequent offenders will face public caning accompanied by suspension and / or expulsion.</p>
16	<p><b>PENAL CODE OFFENCES</b></p> <p><b>Gambling</b></p> <p>Any person engaged in any game of chance or mixed chance is deemed to be involved in gambling even when there is no exchange of monies.</p>					X	<p>The paraphernalia used will be confiscated. Repeat offenders will be caned in class.</p>

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	<p><b>Theft</b></p> <p>Whoever dishonestly takes possession of any person's belongings without that person's consent is said to have committed theft / fraudulent possession of property.</p> <p><b>Assault / Extortion / Bullying / Fighting / Gangsterism / or other similar criminal / gang related offences</b></p> <p>a) 2 or more students, by fighting in public or disturbing the peace are deemed to be involved in a fight even when there is no evidence of bodily pain or bruising.</p> <p>b) Extortion is defined as intentionally putting any person in fear of any injury and thereby dishonestly inducing that person to hand over any property or valuables</p> <p>c) Any verbal or physical action causing physical or emotional hurt is an acting of bullying.</p> <p>d) Gangsterism is termed as any person who is a member of any known gang</p> <p><b>Outrage of modesty</b></p> <p>Whoever uses any signs, gestures, lewd messages or uses physical contact on another person is deemed to have outraged the modesty of that person. Outrage of modesty includes, but is not limited to, usage of female toilets/showering facilities within the School/Village compound.</p>					<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>The school reserves the right to refer theft cases to the Police.</p> <p>Subsequent offenders will face public caning.</p> <p>The students involved will be caned in class for first offence. Subsequent offenders will face public caning accompanied by suspension and / or expulsion.</p> <p>The victim reserves the right to refer the incident to the Police. The students involved will be caned in class for the first offence. Subsequent offenders will face <b>public caning</b> accompanied by suspension and / or expulsion.</p> <p>Any student deemed to be a vandal will be required to make restitution to the affected parties in full. The affected party retains the right to refer the incident to the police</p>

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	<p><b>Vandalism</b></p> <p>Vandalism includes, but is not limited to, defacing, destroying or removing without permission, any school property.</p>						
17	<p><b>Police Case</b></p> <p>This is defined as any student who is placed under arrest by the Police resulting in the Police's request for the student's school report. This applies even when the offence is committed outside the School.</p>					X	The student will be subjected to <b>public caning</b> and his parents / guardians will be called in to be briefed by the Principal. Repeat offenders will face suspension / expulsion

#### GUIDELINES TO THE AWARDING OF DEMERIT POINTS

1 or 2 Demerit Point(s) are awarded to minor offences. The consequences can be a warning or/and attend Reflection Class (RC),  
3 or 4 Demerit Points are awarded to major offences. The consequences can be caning on the hand, or do Corrective Work action (CWO).  
5 Demerit Points is awarded to severe offences. The consequences can be caning on buttock.

Any student committing the same minor offences and accumulate 5 demerit points will face the consequences of a major offender.  
Any student committing the same major offences and accumulate 10 demerit points will face the consequences of a severe offender.  
Any student committing the same severe offences and accumulate 15 demerit points will result in the School issuing a letter of warning, which may lead to expulsion.

Parents of the student offenders will be required to see the principal or vice principal when the students commit 2 severe offences or more with a total accumulation of 20 demerit points.

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