

YTSS RULES AND CONSEQUENCES

A. RULES

The following are mandatory rules that all YTSS students must observe.

1. National Anthem and Pledge

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.

Proper respect must be shown by all students during the ceremony.

2. School Uniform

2.1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed. (*Alteration to length is permissible to meet required grooming standards.*)

2.2 Students must not wear any form of jewellery, ornaments or any other accessories while they are in school uniform.

2.3 Students must be properly attired in the school PE Attire comprising the YTSS PE T-Shirt and YTSS PE shorts with appropriate shoes for PE lessons.
(Refer to the YTSS Physical Education Policy for details on accepted attire during PE days.)

2.4 Students must wear either predominantly white canvas shoes or sports shoes in any color. Sneakers, dress shoes (*leather, suede, etc.*) or court shoes are not allowed. Black or white socks must be worn and visible at all times.

Please see photograph in annex section for a guide on student's personal grooming.

3. Attendance and Punctuality

3.1 Students must be punctual for **ALL** school activities.

3.2 Students must report to school by 7.30am every weekday **EXCEPT** Thursdays on which they are to report by 8.30am **UNLESS** otherwise instructed.

3.3 Students who are absent from any school activity must produce medical certificates / official documentary proof of absence. Absence without valid proof will result in disciplinary action.

3.4 Students leaving the school premises during curriculum hours must seek the approval of their Form Teacher or Year Master.

3.5 Students must have at least 90% attendance in Semester I and II for eligibility to sit for the examinations and to be included in the year-end promotion exercise. Reason(s) for absence will be considered on a case-by-case basis.

4. Personal Grooming

- 4.1 Students must be well groomed at all times. This includes
 - a) Tidy and smart appearance with shirts / blouses / T-shirts neatly tucked in.
 - b) Neatly trimmed and clean fingernails. (*No nail polish is allowed.*)
- 4.2 Students must not wear colored or pupil-enhancing contact lenses.
- 4.3 Students must not have tattoos or henna on any part of their bodies or any form of makeup products at all times.
- 4.4 Students must have well-groomed hair that is not dyed, highlighted, tinted or chalked.
- 4.5 Students are not allowed to have any form of body piercings **EXCEPT** female students who are allowed to wear one matching pair of ear studs on the ear lobes **OR** 1 matching pair of ear sticks. Any type of earring is not allowed.
- 4.6 Boys must maintain a neat and short hairstyle with a medium slope on both sides and at the back. Fringe must not exceed the eyebrows. Sideburns are not allowed.
- 4.7 All male students must be clean-shaven at all times. Moustache and beards are not allowed.
- 4.8 Girls with hair touching their blouse collars must keep their hair neatly tied up at the back of the head.
- 4.9 Girls with fringe exceeding the eyebrows must comb and pin their fringe neatly behind their ears. Fringe must not hang loosely in front or the sides of the face.

5. School and Public Property

- 5.1 Students must not vandalise school or public property.
- 5.2 Students must handle with care all furniture and equipment in the school and return them to their proper place after use.

6. Conduct

6.1 Lessons

- 6.1.1 Students must always maintain a conducive learning environment in the classroom / special rooms.
- 6.1.2 Students must keep noise to a minimum and proceed in an orderly manner when moving from one place to another.

6.2 Canteen

- 6.2.1 Students must not consume food and drinks beyond the designated eating areas except for plain / mineral water.
- 6.2.2 Students must queue in an orderly manner for food and drinks.
- 6.2.3 Students must return all eating utensils to the receptacles provided and keep the tables and chairs clean after their meals.
- 6.2.4 Litter must be disposed of properly into the rubbish bins.

6.3 School Facilities

- 6.3.1 Students are not allowed to enter restricted facilities such as the Staff rooms, Armoury, school hall, CPA rooms, IT rooms and other special rooms **EXCEPT** with the permission **AND** presence of a teacher.
- 6.3.2 Students must adhere to the specific rules pertaining to the use of the particular school facility.

7. ICT Usage

- 7.1 Students are allowed to use computing devices, including PLDs, during school hours solely for educational purposes.
- 7.2 Students are allowed to use computing devices, including PLDs, during lessons only with the teacher's instruction.
- 7.3 Students must not use the internet to post unsubstantiated, insensitive, insulting or hostile materials or information against anyone.
- 7.4 Students must respect others and show responsibility by thinking carefully before giving comments. Do not use any form of vulgarities or expletives. (*This includes the suggestion of vulgarities or expletives, for example, writing the first letter of the word and replacing the rest of the letters with symbols or dashes.*)
- 7.5 Students must not post or access materials with pornographic or inappropriate content.

8. Mobile Phone Policy

8.1 During school hours,

- a. Students are not permitted to use their mobile phones and other communication devices.
- b. Students must switch off all mobile phones and other communication devices.

8.2 From the start of the first period to the end of the last period, including recess and lunch breaks, students must keep their mobile phones and other communication devices secured in the student lockers provided.

8.3 At all other times, students must keep their mobile phones and other communication devices in their school bags.

(To ensure that students are not distracted from learning, mobile phones not locked up by students will be safekept by the school. School will also inform parents/guardians for repeated violations.)

9. Assessments

9.1 Students caught for possession of non-authorised materials during the paper will be deemed to be cheating regardless of observed usage of said material.

9.2 Students observed to be looking towards another candidate, their papers or attempting communication with another candidate will be deemed to be cheating regardless of establishment of communication.

9.3 Students who disregard instructions from the invigilator in the conduct of the examination will be deemed to be cheating.

9.4 Students caught for cheating may be subjected to the following actions:

- 9.4.1 ZERO marks awarded for the paper
- 9.4.2 Refused entry / cancellation for subsequent papers
- 9.4.3 Disciplinary actions taken against the offender

10. Banned Items

The following items are banned in the school.

- a) Pornographic materials
- b) Chewing gum / bubble gum
- c) Lighters / flammable substances
- d) Smart-watches (*with/without communication ability*)
- e) Cigarettes or any tobacco products
- f) e-Vaporisers or related paraphernalia
- g) Alcohol / Intoxicating Substances / Controlled Drugs / Inhalants
- h) Poker cards or other gambling paraphernalia that promotes gambling
- i) Students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is intended to be used to cause harm to others.

(Examples of weapons include knives, metal rods, scissors, penknives, metal rulers or any other item that may cause grievous hurt to others)

Any of the above items found in the student's possession will be confiscated and disciplinary action taken against the offender.

B. Consequences

Students are expected to adhere to a high standard of behaviour befitting a member of the YTSS community. In the unexpected case of deviation, the student will undergo the following consequences corresponding to the severity of the offence and / or recalcitrance of the offender.

1. Minor Offences Section

In this section –

Minor offence includes, but is not limited to:

- 1.1 Improper grooming, resulting in unkempt appearance to the detriment of school image; or
- 1.2 Latecoming for school, school related activities; or
- 1.3 Repeated non-submission / tardy submission of assignments; or
- 1.4 Infractions resulting in inconvenience / detriment to others including but not limited to:
 - (a) insensitive acts/ remarks;
 - (b) playful/ uncooperative behaviours;
 - (c) online misconduct
 - (d) use of vulgar/ abusive language or gestures; and
 - (e) negligent damage to property.

2. Consequences for Minor Offences

Any student who commits a minor offence or attempts to do such offence shall be liable to any of the following consequences in escalation of severity of offence –

- 2.1 Counselling / Guidance Session
- 2.2 Verbal Reprimand / Warning
- 2.3 Written Warning
- 2.4 Corrective Work
- 2.5 Detention after school
- 2.6 Conduct Grade adjustment (where relevant)

Repeated commission of minor offences even after administration of the above consequences may be considered as “Open Defiance” and constitutes a serious offence.

3. Serious Offences Section

In this section –

Serious offences include, but is not limited to:

- 3.1 Truancy
- 3.2 Pornography / Sexual Misconduct such as harassment, exploitation, abuse, assault
- 3.3 Damage / Infringement to Property and Resources (Cybersecurity Violations / Trespassing and unauthorised access / Vandalism / Arson / Possession of Flammable Substances)
- 3.4 Substance Abuse / Possession (Alcohol / Inhalant / Smoking / Vaping / Drug)
- 3.5 Dishonest Behaviours (Cheating in Assessments / Forgery / Scams / Frauds / Theft)
- 3.6 Gambling / Possession of Gambling Paraphernalia
- 3.7 Disruptive Behaviour / Open Defiance or Rudeness to Staff
- 3.8 Hurtful Behaviours, including but not limited to Bullying (cyber, physical, social, verbal), Gangsterism, Fighting, Assault
- 3.9 Possession of weapons

4. Consequences for Serious Offences

Any student who commits a serious offence or attempts to do such offence shall be liable to any of the following in escalation of severity of offence –

- 4.1 Suspension in school
- 4.2 Undertaking from student and parent
- 4.3 Caning (*for boys*), determined by severity of offence and recalcitrance of student
- 4.4 Suspension from school or school organised activities, duration of which is determined by the severity of offence and recalcitrance of student
- 4.5 Adjustment to Conduct Grade (*no better than “Fair”*)
- 4.6 Expulsion from school
- 4.7 Referral to relevant Authorities / Agencies

Offences not listed here will be handled by the school on a case-by-case basis. The school reserves full discretion on any consequences meted out.

GENERAL

These Rules and Consequences are subject to be reviewed by the school management.

Rules and Consequences pertaining to specific matters on various aspects of school activities will be issued by the school as and when necessary to supplement or reinforce the existing set of school Rules and Consequences.

C. CONDUCT MARKS

1. Conduct marks are awarded to a student to reflect his / her attributes and general conduct throughout each of the two semesters in a school year. Students will be appraised in the following areas which constitute the values of the school:
 - a) Integrity
 - b) Respect
 - c) Gratitude
 - d) Resilience
2. Observation of the above areas will be reflected alongside the conduct grades in the student's progress report according to the table below:

| | |
|---|---------------------------------|
| 1 | Demonstrated very strongly |
| 2 | Demonstrated strongly |
| 3 | Demonstrated adequately |
| 4 | Demonstrated to some extent |
| 5 | Not demonstrated (not observed) |

3. Conduct marks are the average of the marks given by three teachers of the class and approved by the SH CCA, YM and HOD Student Management.
4. Grades will be awarded according to the table below:

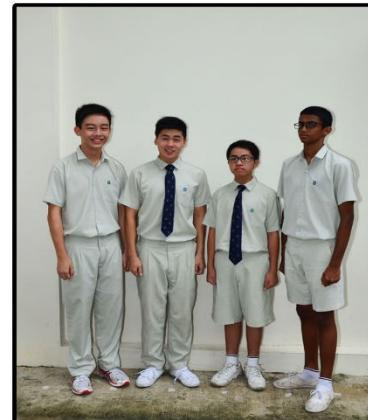
| |
|-----------|
| Excellent |
| Very Good |
| Good |
| Fair |
| Poor |

5. When a student commits any of the offences outlined in Section B3, his / her conduct marks will not be better than Fair. Failure to attend school events or low participation in CCA will also result in a Fair conduct grade being awarded.



YISHUN TOWN SECONDARY SCHOOL

School Uniform & PE Attire Pictorial Guide



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