

SCHOOL RULES AND REGULATIONS

DISCIPLINE AND CONDUCT

Students' discipline is paramount in creating a safe and conducive environment for effective teaching and learning to take place. Students' positive conduct is developed through an educative process that focuses on self-ownership and taking responsibility of their own actions. Therefore, the school rules and regulations are put in place so as to achieve this purpose. Through positive discipline, students' character will be developed by adhering to the rules and regulations provided as follows:

(A) SCHOOL ATTENDANCE POLICY

General Expectations

1. All absences must be accounted for with valid reasons, e.g. medical certificate (MC). Certificates from Traditional Chinese Medicine (TCM) practitioners are not acceptable as MCs.
2. All MCs and/or excuse letters from parents must be handed in to the form teacher on the next day the student is back in school. Students who fail to submit MCs or excuse letters within two days will be considered to have played truant.
3. Students who are sick while in school and have to go home must submit an MC or excuse letter from their parents to their form teacher by the next day.
4. Students who are absent regularly will be required to hand in work missed due to absence, or stay back after school for compulsory make-up or self-study sessions to catch up and complete missed school work.

Regulations on Excuse Letters from Parents

1. The school will accept a maximum of 3 excuse letters from parents each term for sickness. The limit on the number of excuse letters is to prevent abuse of the use of excuse letters, and to maintain a high attendance record. Students who do not provide MCs for absences after the three letter limit in the term may be considered as playing truant.
2. Excuse letters must be issued and signed by the parent or legal guardian.

Absence from Tests or Examinations

1. Students who are absent from school during an examination or common test must submit an MC. Excuse letters from parents are not acceptable to cover absences from exams or tests.
2. Absence from an examination or test that is not covered by an MC will result in a zero mark for the examination or test.

Leave of Absence from School for Reasons other than Sickness

- Parents whose child requires leave of absence from school for personal reasons other than sickness must inform the school in advance through the form teacher.
- Such leave of absence is approved by the Principal on a case-by-case basis.
- Students who flout this regulation (e.g. failure to obtain permission from the school in advance) may have their absence treated as truancy, and be liable to disciplinary action for truancy. In addition, any tests or examination papers missed as a result of the absence may be given a zero.

CONSEQUENCES FOR INFRINGEMENT

Disciplinary consequences for truancy may include:

- Counselling
- Detention
- Caning or in-house suspension
- Conduct grade of "Fair" or "Poor". This affects eligibility for school awards and MOE Edusave awards.

In addition, students who are willfully absent for long periods of time, have very irregular attendance and play truant regularly, may be liable to the following consequences:

- In-house suspension/Home suspension
- Barred from taking school exams
- Conduct grade of "Fair"/"Poor".

(B) SCHOOL ROUTINES AND PROCEDURES

School Reporting Time

Mondays to Fridays: To report at the Hall/Central Square by 7.25 a.m.

1. Students are to be seated according to index number to engage in silent reading before the commencement of the flag-raising ceremony.
2. The back gate closes at 7.25 a.m. daily.
3. In the event of wet weather or lightning risk alert, students are to report to their classrooms by 7.30 a.m.
4. It is the duty and responsibility of students who are Singapore citizens to sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.

Recess Time/Recess Assembly

1. Classrooms are to be locked during recess. Students are not allowed to stay behind in classrooms during recess. Loitering or playing outside the classrooms is not allowed. The classroom key must only be kept by the chairperson at all times.
2. Students are to queue up for food and drinks at the canteen.
3. Students are to clear their plates and cups at the end of their meals.
4. Students are to be mindful of their noise level at all times.

Recess Assembly

Students are to assemble at the Hall/Central Square five minutes before the end of recess time. Classes will be escorted by the following lesson subject teachers back to the classrooms. Students who report late for recess assembly will face disciplinary consequences.

Reporting Sick

1. Students who are unwell and need to go home must inform their form teacher who will acknowledge on the "Permission to Leave School Early" form.
2. Students will rest in the sick bay while waiting for their parents to pick them up.
3. Students who report sick during school hours and need to go home are required to see a doctor on the same day. They need to submit an MC for the day when they return to school.
4. For safety reasons, the school will not provide any form of oral medication to students.

Leaving School Premises Early

1. Students who need to leave school early for personal reasons (e.g. medical appointment) need to inform their form teacher who will acknowledge the "Permission to Leave School Early" form. Form teacher will verify the request with their parents. Students will also need to show documentary proof where applicable.
2. Leaving school premises early without permission is a major offence.

Weekly Assembly

1. Students are to be seated in the hall promptly upon arrival.
2. Students are to do silent reading while waiting for the start of the assembly programme.
3. Students are to behave themselves throughout the assembly session.
4. Students should remove all litter before being dismissed in an orderly manner, class by class.

Self-Study Period or Relief Period

1. Students should remain in their assigned seat and not move about in class.
2. Students are to complete the assignment given and hand it in at the end of the period.
3. No sleeping is allowed.

(C) SCHOOL UNIFORM

1. The prescribed school uniform consists of the following:
 - White shirt and white PE tee shirt.
 - Dark blue shorts (lower secondary)/long pants (upper secondary) or tartan skirt.
 - Black canvas/sports shoes with plain black shoe laces/velcro straps are acceptable. Boots, leather shoes, slippers and sandals are not permitted. The base/sole of shoes should be black or dark-coloured. Shoes must be plain in design. Where there is a dispute, the decision of the school's Discipline Committee is final.
 - Plain white socks, which should be covering the ankles.

Please refer to the inside back cover for illustrations of the prescribed school uniform. Attire that does not follow the design of the school uniform is not acceptable, e.g. pants with belt loops.

2. Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
3. The school uniform must be respectfully worn. Shirt needs to be tucked in. Girls need to ensure that their skirts are at least at knee-length (touching the knee cap).
4. Students are to wear the school uniform when coming to school or going home from school. Students must be in full school uniform, half uniform or PE attire when they are in school at all times, including the school holidays.
5. Class tee shirts are allowed only on Fridays and special days where permission is granted. CCA tee shirts are only allowed during CCA activities.

CONSEQUENCES OF INFRINGEMENT

1. For not tucking in shirt/tee shirt, students will be given detention.
2. For all other issues related to uniform:
 - Students are to rectify the problem on the spot or after school and report for checking on the next day.
 - Students may be given detention.
 - Recalcitrant students may be suspended from lessons until the issue has been rectified.

(D) GROOMING

1. General Grooming

- Finger nails need to be kept short. Painting of finger nails is not permitted.
- Shaving of eyebrows is not permitted.
- Use of cosmetics of any kind is not permitted.
- Tinted contact lenses are not permitted.
- Male students are to be clean-shaven. Wearing of beard or moustache is not allowed.

2. Hairstyles

- Tinted or coloured hair is not permitted.
- Fanciful hairstyles are not permitted. Fanciful hairstyles include layered cuts, asymmetrical cuts, long spiky or "punk" styles, "skinhead", V-shaped hairstyle, etc. Students need to maintain appropriate hairstyles and the school reserves the right to decide whether a hairstyle is acceptable or not.

Boys' hairstyle:

- Expected to keep short and neat hairstyles.
- Fringe should not extend over the eyebrow.
- Sides and back should be above the ears and collar.
- Thick and messy hair need to be trimmed for neatness.
- Sport hair bands are not allowed.
- Use of hair gel is permitted.

Girls' hairstyle:

- Expected to tie long hair up neatly.
- Long fringe need to be pinned to the sides.
- Hair bands and pins need to be dark blue or black in colour.

3. Accessories

- Only girls are allowed to wear a pair of simple studs at on the ear lobes. Only one stud at each ear lobe is allowed.
- Ear rings are not allowed.
- Boys are not allowed to wear any form of ear accessories including ear sticks.
- Students are not allowed to wear friendship bands, rings, chains, jewellery or other fashion accessory items.
- Religious objects should be kept out of sight at all times.

4. Body Piercing and Tattoos

- Body piercing and their associated accessories (e.g. studs, rings or small plastic sticks) are not allowed.
- Students are not allowed to sport tattoos on their bodies, whether visible or not.
- The use of henna for "body art" is not allowed.

CONSEQUENCES OF INFRINGEMENT

The table below shows the disciplinary actions that may apply for infringement.

NO	APPEARANCE ISSUES	DISCIPLINARY CONSEQUENCES
1	Coloured hair or fanciful hairstyles	<ul style="list-style-type: none"> Student may be placed on in-house suspension or sent home. Parents will be informed to assist in rectifying it. Student may not be allowed to return to class until the issue has been resolved.
2	Long hair (boys)	<ul style="list-style-type: none"> During curriculum time, student will have his hair cut at a barber shop outside school. Fee for the haircut will be borne by the student. After curriculum time, student will get a haircut on his own and report for checking on the next day. Student will be placed on in-house suspension until the issue has been resolved.
3	Girl's hair (neatness issues)	<ul style="list-style-type: none"> Student to correct the identified problem promptly. Recalcitrant students may be given detention or in-house suspension. Hair accessories that are unacceptable may be confiscated.
4	Accessories	<ul style="list-style-type: none"> Disallowed items will be confiscated and only returned at Discipline Committee's discretion. Recalcitrant students will be given detention.
5	Body piercing	<ul style="list-style-type: none"> All body piercing accessories found will be confiscated. Student to sign an undertaking to allow the existing piercing to "close" by natural healing and not to spot new piercing while studying in the school.
6	Tattoos or body art	<ul style="list-style-type: none"> Parental involvement to address the issue. Student will not be allowed to go to class if tattoos are visible. Student must also not show the tattoos to school mate. Student may be suspended from school if he/she shows non-compliance in ensuring the tattoo is not visible.

(E) PERSONAL ITEMS

1. Items allowed under condition:

The following items are allowed under condition:

- Cameras & Video recorders (including camera and video on hand phones)
 - Students are not allowed to take pictures or record videos in school premises without permission. Permission to use such devices for school projects must be obtained from the relevant teacher-in-charge.
- Balls & Bulky Musical Instruments (e.g. Guitars)
 - Students are to ensure items are not used at inappropriate times or venues.
 - Students are not allowed to bring personal sports equipment to school. Otherwise, they may safe-keep them with the P.E department.

Note:

Students are reminded NOT to leave valuables such as wallets, purses, monies and mobile phones unattended at all times. School will not be responsible for the loss of these items.

CONSEQUENCES OF INFRINGEMENT OF CONDITIONS:

- Item may be confiscated and returned only to the parents.
- Student may be given detention.

2. Prohibited Items.

- Students are not allowed to have in their possession any weapon. This includes any weapon-like item which can be used or intended to be used to cause harm to others.
- In addition, the following items are also prohibited on school premises:
 - Electronic entertainment devices, including handheld computer games, MP3/4 players, CD players, and FM radio sets
 - Poker/Magic cards
 - Sharp objects and hardware tools which may cause injury such as pen knives and scissors
 - Cigarette lighters/boxes or any smoking/vaping-related items
 - Hair sprays and perfumes
 - Games and toys

CONSEQUENCES OF INFRINGEMENT:

- Items found in students' possession will be confiscated.
- Student will be given detention or in-house suspension for possession of weapons and smoking/vaping-related items.
- Student may be given detention or in-house suspension for possession of all other prohibited items.
- Parents will be informed.

3. Pornography and Smoking / Vaping-Related Items Products.

It is a major offence for students to be found in possession of pornographic materials or smoking/ vaping-related items products.

CONSEQUENCES OF INFRINGEMENT:

- For possession, viewing or sharing of pornographic materials in school:
 - Parents will be informed.
 - Obscene materials will be confiscated.
 - Student will be subjected to caning/suspension.
- Smoking / Vaping-related items found in students' possession or students found smoking/vaping.
 - Students will be referred to Student Health Adviser (SHA).
 - Parents will be informed.
 - Smoking/Vaping related items will be confiscated.
 - Offender will be caned (for boys) or be put on in-house suspension (for girls).

Note:

Students not smoking but in the company of others who are found smoking will face equal consequences as the smokers.

(F) MOBILE PHONES

1. Students are allowed to bring mobile phones to school. This is to facilitate parents who wish to contact their child in school. However, students are NOT ALLOWED to use their mobile phones in school in any way whatsoever at all times except at the only designated area for students to use their hand phone which is the Canteen (including the Concourse).
2. During curriculum time, parents should call the school office should they wish to contact their child for urgent reasons (e.g. bereavement).
3. Except for the Canteen mentioned in para 1, students with mobile phones in school must comply with the following regulations:
 - Mobile phones are not to be on the students during an examination or test.
 - Students are to submit their hand phones for safekeeping at the start of every lesson and to collect them at the end of it.
4. Mobile phones are the personal responsibility of the students. The school will not be responsible for any loss or damage of mobile phones.

CONSEQUENCES OF INFRINGEMENT OF MOBILE PHONE RULES:

- 1st offence: Mobile phone (including SIM card) confiscated by school for 1 working day.
- 2nd offence: Mobile phone (including SIM card) confiscated by school for 2 weeks.
- 3rd offence onwards: Mobile phone (including SIM card) confiscated by school for 1 month.

Note:

- The confiscated mobile phone will be placed at the General Office for safe-keeping throughout the duration of confiscation. Parents will be notified. Students may collect their mobile phone at the end of the confiscation period and also sign an undertaking form at the General Office.
- Phones found in student's possession during a test or exam will be confiscated. Student will be deemed to have the intention to cheat and is liable to get zero mark for the paper as per National Examinations regulations.
- Students under investigation for major offences, e.g. sharing of pornographic content via their mobile phones, will have their phones temporarily confiscated for investigation purposes.

(G) INTERNET USAGE & SECURITY

1. The internet is a public forum and students should be mindful of what they post online. The irresponsible posting of content on the internet, especially content which brings disrepute to the school name is an offence. Examples of irresponsible posting include posting of pictures and videos showing students committing offences, e.g. fighting, smoking, etc.

2. Other forms of cyber-related offences include cyber-bullying, cyber-abuse of school staff, impersonation, stealing passwords, hacking into school computer system, etc.

CONSEQUENCES OF CYBER OFFENCES

Depending on the severity of the offence, the following disciplinary consequences may apply:

- Apology to be posted on the same platform in which cyber bullying or abuse occurs
- Student may be reported to the relevant authorities
- Caning or in-house suspension
- Suspension from school.

Note:

Posting of pictures and videos (of commission of offences) including sharing with others of such materials OFFLINE will be considered as an infringement of mobile phone use in school. For such an offence, students will surrender their mobile phone for safe-keeping by the school during school hours for a minimum of 3 days.

(H) PROPER USE OF SCHOOL FACILITIES

Outdoor Sports Facilities

1. Outdoor sports facilities in the school include the Central Square, basketball & volleyball courts, school field and the concourse.
2. Students must wear proper attire for sports.
3. Students are to ensure venue is kept clean.
4. No outsiders are to be invited to join the games.
5. No soccer is allowed at the Central Square/concourse/hall.
6. No games are allowed during these times:
 - from 8 a.m. to 3 p.m. (hot weather) except for official PE lessons or structured programmes.
 - in the morning before school.
 - when it is raining or there is a lightning risk alert.
 - during exam period.

Gym

1. Students are to be in proper PE attire (PE or CCA tee and PE shorts, t-shirts are to be tucked) and are required to bring along a towel and water bottle.
2. Students are to deposit their ez-link cards, sign in their attendance and adhere to the instructions of the teacher on duty.
3. Students are to place their bags/belongings neatly on the shelf in the gym.
4. Students are to use gym equipment under supervision and in the intended manner.
5. Students should return used equipment to their original position.
6. Equipment with loose parts should be reported to the teacher on duty.

Student Lounge (X-Cape)

1. Bags are not allowed in the student lounge. Students are to keep their wallets and mobile phones with them at all times.
2. Students are to deposit their ez-link cards for in attendance and sign in the loan book for items taken out.
3. Students need to follow instructions from teachers and student leaders on duty.
4. Students need to respect the house rules and use the equipment responsibly.

Learning Hub

1. Bags are not allowed in the Learning Hub. Students are to keep their wallets and mobile phones with them at all times.
2. Students are to maintain silence in the Learning Hub. No playing is allowed.
3. No food and drinks are allowed in the Learning Hub.

Policy of Borrowed Books that are Lost

- Reminder chit will be given to students via FTs and an extension of 1 more week will be given (from the date when the reminder chit is served) for students to search for and return the books.
- If students have lost any borrowed books, students may need to make full payment for the cost of the books. The fine imposed for late return will be waived.
- Students and FTs will be notified with returned/payment receipt once payment is made.
- Students who fail to clear payment of lost books will be referred to HOD/ELL and face other consequences which may include temporary retainment of report book until payment of lost books is made.

Sick Bay

1. The sick bay is strictly for students who are:
 - sick and waiting for parents to take them home,
 - in need of first aid,
 - waiting for the ambulance to arrive.

The sick bay is NOT for students who complain of mild sickness and just need to rest.

(I) STUDENT CONDUCT

As a student of Marsiling Secondary School, I commit to uphold the school values and live up to the expectations of the Marsiling 4As that are imbued in them as follows:

- **A**ttendance (in school that includes punctuality to school, lessons and activities)
- **A**pppearance (refers to being in proper attire and grooming at all times)
- **A**ssignment (taking all tasks seriously and completing them diligently)
- **A**chievement (committed to giving your best through constant hard work)

	RESPECT	RESPONSIBILITY	RESILIENCE
Self	<u>Being a respectful student</u>	<u>Being a successful learner</u>	<u>Resilience for self-development</u>
	1. Display courtesy and kindness in my actions and words in communicating and interacting with others always.	1. Be regular in my attendance.	1. <u>Seek help</u> when faced with obstacles.
	2. Observe proper wearing of school uniform and official attire in respective activities so as	2. Be punctual for school, lessons and activities.	2. Persevere in overcoming challenges.
	3. to upkeep the respectable image of a Marsilian.	3. Have clear learning goals for each subject and work towards achieving the goals.	3. Accept that making mistakes is part of life and bounce back from adversity.
	4. Be neat and tidy in presentation of self at all times.	4. Maintain quality of work by committing to: a. Do it myself and hand in on time b. Learn from mistakes and not repeat them	4. Learn from mistakes and seek continuous improvements.

	RESPECT	RESPONSIBILITY
Others	<u>Respect for teachers in class</u>	<u>Social Responsibility in the school community</u>
	1. Greet and thank teachers at the start and end of a lesson respectively.	1. Play my part to keep the class clean, tidy and beautiful.
	2. Be prompt and be cooperative when instructions are given.	2. Keep the school grounds and facilities litter-free.
	3. Be polite in my language when interacting with teachers.	3. Use equipment in classrooms and special rooms with care, as it is intended to be used.
	4. Ask for permission to leave my seat or obtain a pass to go out of class during lessons.	4. Be considerate about noise levels when lessons or exams are going on.

Respect for others

1. Remember my "pleases" and "thank yous" when interacting with others.
2. Accept that others may have different viewpoints from me.
3. Be considerate in my words and actions.
4. Be helpful and kind.
5. Seek peace and resolve conflicts through dialogue, not insults, threats or fights.

1. Commit time to help those who are less fortunate.
2. Be considerate about litter and noise levels when resting or playing in the neighbourhood.

(J) LIST OF DISCIPLINE OFFENCES AND CONSEQUENCES

OFFENCES	CONSEQUENCES
I) ATTENDANCE RELATED	
Major Offences 1. Truancy 2. Skipping lessons 3. Skipping detention class 4. Leaving school without permission Other Offences 1. Late coming to school 2. Leaving classrooms without permission	Major Offences a) Counselling b) Detention c) In-house suspension d) Parental involvement Other Offences 1) Late coming (per semester): 1st to 5th time: Running/Detention 6th time onwards: In-house suspension 2) Leaving classroom without permission: Detention
II) APPEARANCE: ATTIRE & GROOMING RELATED	
Major Offences 1. Sporting tattoos 2. Not wearing the prescribed uniform Other Offences 1. Not conforming to the requirements of the student dress code 2. Making modifications to the school uniform	Major Offences a) In-house suspension until the issue has been rectified b) Parental involvement Other Offences a) Detention b) Parental involvement
III) Misconduct in Classroom	
Major Offences 1. Using vulgar language at teacher 2. Defiance 3. Disruptive behaviour Other Offences 1. Tardiness in reporting for lessons 2. Not doing assignments 3. Rowdy behaviour during lesson 4. Sleeping in class 5. Not having <u>text books</u> and learning aids required for lesson 6. Rudeness to teachers 7. Using abusive or vulgar language	Major Offences a) Caning b) Counselling c) Detention d) In-house suspension e) Public apology Other Offences a) Counselling b) Detention c) Parental involvement

OFFENCES	CONSEQUENCES
IV) MISCONDUCT – DISHONESTY	
Major Offences 1. Forgery of official documents 2. Cheating in tests or exams 3. Theft 4. Slander/Falsifying evidence	Major Offences a) Caning b) Compensation for loss (for theft) c) Counselling d) Home suspension e) In-house Suspension f) Referral to the police
V) MISCONDUCT – INFRINGING ON OTHERS	
Major Offences 1. Outrage of modesty, sexual harassment 2. Bullying, threatening harm, harassing or abusive acts 3. Fighting or assault 4. Extortion	Major Offences a) Caning b) Counselling c) Home suspension d) In-house suspension e) Referral to the SPF/CNB/HSA
VI) MISCONDUCT – OTHER OFFENCES	
Major Offences 1. Involvement in gangs 2. Possession of weapons or potentially dangerous items 3. Possession, trafficking or abuse of glue or drug-related substances 4. Possession, trafficking or smoking of tobacco products (Inclusive of vaping) 5. Possession, viewing or sharing of obscene or pornographic materials in school 6. Vandalism of school property 7. Gambling in school premises 8. Reckless acts or acts of mischief 9. Cyber offences Other Offences 1. Taking videos and pictures inside the school without permission 2. Bringing banned items into the school 3. Infringing on mobile phone rules in school premises 4. Littering in the school compound 5. All other inappropriate or inconsiderate acts or behavior such as spitting, not returning utensils after eating, etc.	Major Offences a) Caning b) Counselling c) Home suspension d) In-house suspension e) Referral to the SPF/CNB/HSA Other Offences a) Counselling b) Detention c) In-house suspension

Note:

Offences committed by students outside the school will be dealt with by the school as per the consequences stated in the school rules and regulations regardless of the involvement of police report. The consequences meted out need not be in any particular order and will be applied accordingly based on the circumstances of each case.