



# St Andrew's Secondary School

## Saints Code of Conduct

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The foundational quality of a Saint is Exemplary Character. A Saint exemplifies the values of WISE and TRUE.<sup>1</sup> A Saint possesses the competencies to make responsible decisions. He is self-aware and has the ability to manage himself.

### 1. Decorum

A Saint takes responsibility for his own appearance and ensures he is well groomed.

- a. A Saint wears his uniform neatly with pride and respect. His uniform is ironed, and his shirt is tucked in at all times. He wears appropriate shoes<sup>2</sup> and socks. A well-dressed Saint represents himself well and upholds the reputation of the School.
- b. A Saint wears the prescribed uniform with no jewellery or accessories on them. He puts on his school tie smartly on Mondays during morning assembly. The wearing of school tie and uniform creates a sense of unity and belonging to the school, and an identity for the school in the community.



- c. A Saint keeps his hair short and neat; his hair will not touch his ears, collar, and eyebrows<sup>3</sup>. He also ensures that he is clean-shaven as no facial hair of any form is allowed.
- d. A Saint is a gentleman who speaks and conducts himself respectfully in and outside of school. He exercises self-discipline over his words and chooses not to use profanities.

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<sup>1</sup> **WISE:** Wonder, Integrity, Self-discipline, Excellence. **TRUE:** Thanksgiving, Resilience, Unity, Empathy.

<sup>2</sup> Sports shoes with laces must be based in white or grey in colour. Canvas shoes must only be white. The shoes should not have inappropriate designs.

<sup>3</sup> When the fringe is let down or combed down, it must not cover the eyes.

## 2. **Devices Policy in School**

A Saint adheres to the Devices Policy which serves to ensure that mobile phones and personal learning devices (PLDs) do not become a distraction from his learning. A Saint has self-discipline and regulates himself well.

- a. During curriculum time, the phone must not be visible unless prior permission has been given by the teacher. If a phone is found to be visible regardless of whether it is in use, the phone will be confiscated<sup>4</sup>.
- b. Mobile phones are only allowed to be used outside of curriculum time and during recess at the canteen.
- c. Confiscated phones can only be retrieved from the General Office between 4:00pm and 5:00pm. The student takes responsibility to inform his parents if his phone is confiscated. He could inform his parents by using the telephone at the General Office.
- d. Regarding PLDs, they can only be used under the supervision or permission of a teacher.
- e. Outside of curriculum time, the PLDs can only be used at the canteen, study areas or the library.
- f. Students who are caught using their PLDs for gaming or any non-learning related reasons will be addressed and be subject to being recorded for a disciplinary offence. Repeat offences will require further interventions to help the Saint better regulate himself.

## 3. **Responsible Use of Social Media<sup>5</sup>**

A Saint is a responsible and respectful online user. He shows empathy and practises good online etiquette.

- a. A Saint communicates respectfully on social media and is a positive contributor to the online community.
- b. A Saint is aware of both the social and legal implications<sup>6</sup> that could arise from social media or online abuse.
- c. A Saint does not engage in cyberbullying, nor will he post defamatory, divisive, and derogatory content on any form of social media.
- d. A Saint exercises extreme caution when giving out personal information.
- e. When a Saint encounters inappropriate content that could tarnish the name of the school or could cause harm to any person, he exercises moral courage to report to his teachers or the Discipline Committee.

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<sup>4</sup> Repeat offenders will have their phones confiscated for 3 days or more, with parents informed.

<sup>5</sup> Social media refers to any medium through which content is shared such as Facebook, Instagram, Discord, WhatsApp, Telegram, TikTok, WordPress, etc.

<sup>6</sup> It is important to be aware that online abuse could infringe the law, e.g., Protection from Harassment Act, Penal Code offences relating to religion or race, defamation, criminal intimidation, etc.

#### 4. Attendance and Punctuality

A Saint exercises self-discipline by ensuring that he reports punctually to school and for class.

##### a. Morning Assembly

A Saint values and respects time. He reports to school early by 7:50 a.m. for morning assembly.

If he reports to school late<sup>7</sup>, he will be issued a late slip at the Time-Out Room. He may be required to attend detention<sup>8</sup> if he is late.

##### b. Absence from School

A Saint attends school regularly unless he is sick. He takes responsibility to obtain a medical certificate from a registered clinic to account for his absence. Parent's letter is discouraged unless it is due to extenuating circumstances (e.g., bereavement, serious sickness in the family, etc.)

He ensures that he catches up on his work by attending all the make-up lessons conducted and studying the materials that have been given to him. He completes any work that has been assigned to him during his absence.

##### c. During Curriculum Time

A Saint demonstrates a spirit of excellence by ensuring that he is ready for every lesson.

<b>Materials</b>	I am always ready. I will place all learning materials on my desk before the start of every lesson and hold a pen in my hand.
<b>Attendance</b>	On time, every time. I will be punctual for all my lessons and remain in my class at all times.
<b>Cleanliness</b>	I will keep my classroom clean at all times because a clean classroom makes a good learning environment.
<b>Homework</b>	Done on time, every time. I will complete and submit my homework punctually.
<b>Objectives</b>	I will keep the end in mind. I will take note of the lesson objectives and aim to meet them during the lesson.

A Saint is expected to report for his lessons punctually and must be in his classroom during curriculum time. He seeks permission from his teacher to visit the restroom or leave the classroom for valid reasons.

A Saint exercises Self-Discipline and demonstrates the value of Wonder in his learning by staying attentive during lessons and participates actively and constructively in classroom activities and assignments. He makes a positive impact on the learning of his classmates.

<sup>7</sup> Students are given a grace period of 5 minutes to report to school before being marked late after 7:55 am.

<sup>8</sup> Latecomers may serve up to 1 hour of after-school detention, on the day of late-coming itself. Detention could be rescheduled to another day if there is valid reason to do so.

## 5. **Caring for School Property**

A Saint demonstrates a heart of Thanksgiving for the opportunity to grow and develop into a fine man of good character.

- a. A Saint takes responsibility for the cleanliness of the school environment. He takes the initiative to pick up litter to keep the school compound clean and takes good care of school property such as desks, chairs, restrooms, IT equipment etc.
- b. A Saint exercises Integrity by admitting to his mistakes and makes good any damage caused by him.

## 6. **The Discipline Rule Book**

The discipline rule book spells out the consequences for Saints who infringe the Saints Code of Conduct. The course of actions taken varies depending on the severity of the offences committed by the student and considering any mitigating factors or special circumstances.

The discipline rule book is appended on pages 5 – 18.

## 7. **The Restorative Approach and The Rule Book**

The school's primary approach to discipline is Restorative Practice which aims at helping the student to take ownership of his actions and considers the implications of his actions; and taking constructive steps to correct his behaviour through a process of reflection and restoration under the guidance of the teachers.

Section	Description	Course of Action In order of severity of offence					Remarks
		1 Parent Informed/ RP+	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
<b>1</b>	<p><b>WEARING THE PRESCRIBED SCHOOL UNIFORM</b> Students are to wear the prescribed school uniform and modification to the uniform is not allowed.</p> <p><b>During Curriculum Time</b> 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 in school.</p> <p><b>During Non-Curriculum Time</b> 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.</p> <p><b>Shirt:</b> To be purchased from the school bookshop; 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 bookshop; berms 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 bookshop. Long pants that drop to the hip level are not allowed and they must not be altered into skinny cut nor tapered.</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 bookshop is allowed.</p>	X					<p>The following course of actions is to be taken for <u>all offences under Section 1</u>.</p> <p>1) The student is to rectify the error immediately.</p> <p>2) Parents will be called to render assistance for repeat offenders.</p> <p><b>*Students not properly attired may be denied entry into the school and be sent home for correction of their hair or their attire.</b></p>

The School reserves the discretion to amend the rules and recommend an appropriate course of action as deemed necessary.

+ Restorative Practice involves corrective actions to be carried out with the student.

\* A Letter of Warning may be issued to the student and his parents when a serious offence is committed.

Section	Description	Course of Action In order of severity of offence					Remarks
		1 Parent Informed/ RP+	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
	<p><b>Shoes:</b> Sports shoes, including shoelaces are limited to <b>only white and grey colour</b>. Any other coloured shoes or coloured shoelaces are not allowed. For non-sports canvas shoes, only <b>plain white</b> colour is allowed. Slippers, sneakers, slip-on shoes without laces, etc. are not permissible. <i>For medically certified cases, only strap-on sandals are permissible.</i></p> <p><b>Socks:</b> Plain white socks are to be worn <b>visibly</b> 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 pocket.</p> <p><b>School Tie:</b> The school tie must be worn properly on Mondays before school morning assembly. It can only be removed when the student has returned to the classroom. On specified school days/functions, the student must put on the school tie and only have it removed 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.</p>	X					<p>The following course of actions is to be taken for <u>all offences under Section 1</u>.</p> <p>1) The student is to rectify the error immediately.</p> <p>2) Parents will be called to render assistance for repeat offenders.</p> <p><b>*Students not properly attired may be denied entry into the school and be sent home for correction of their hair or their attire.</b></p>

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<b>2</b>	<b>GROOMING AND PERSONAL APPEARANCE</b>						Regarding <u>hair-related offences</u> :
	<p><b>Hair</b> Hair must not touch the ears, the eyebrows, or the collar of the shirt, and must be neatly combed. The fringe must not cover the eyes when let down or combed down. Unkempt or thick hair is unacceptable which should be thinned down appropriately.</p> <p>Sideburns must not extend below the middle of the ears. Perming and/or colouring of the hair is <b>strictly</b> not allowed. Outlandish hairstyles (such as, but not limited to, <b>under-cut hair, partial shaved hair</b>, gelled spiky hair and over-gelled hair) are also forbidden. A clean-shaven head is also not allowed.</p> <p><b>Facial Appearance</b> Students must be neat in appearance. Face is to be clean-shaven and <b>strictly</b> no facial hair (i.e. beard and moustache) is allowed.</p> <p><b>Accessories</b> The following items are not to be worn to school: a) rings of all kinds b) piercings c) chains/necklaces d) bracelets/wrist bands/strings e) broad and/or brightly coloured watch straps f) tinted, photo-chromatic sunglasses g) tinted and/or coloured contact lens</p>	X					<p>1) The student may be sent home or be sent to a nearby hair salon to rectify his hair.</p> <p>2) Repeat offenders may be suspended from school until the hairstyle is corrected.</p> <p>The following course of actions is to be taken for <u>all offences under Section 2</u>.</p> <p>1) The student is to rectify his grooming issues by the instructed deadline. If he has outlandish hairstyles or facial hair, he will be sent home immediately to rectify the matter.</p> <p>2) Parents will be called to render assistance for repeat offenders.</p> <p>Regarding <u>accessories</u>:</p> <p>The accessories may be confiscated and will be returned only to the parent in person. Unclaimed item(s) will be disposed at the end of the school year.</p>
		X					
		X					

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		1 Parent Informed/ RP+	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
	<p><b>Wearing ear studs and ear sticks</b> 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> Any form of tattoo (including <i>Henna-dyed Tattoos</i>) is strictly prohibited.</p>	X					<p>Regarding <u>tattoos</u> and <u>piercings</u>:</p> <p>Parents will be informed from the first occurrence for assistance for rectification and compliance. Suspension may be imposed until the matter 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>
<b>3</b>	<p><b>PUNCTUALITY TO SCHOOL &amp; MORNING ASSEMBLY</b></p> <p><b>Singing the National Anthem and Reciting the National Pledge</b> 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.</p> <p><b>Punctuality for 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 7.50 a.m. bell is rung, all students would need to be with their class at their designated Assembly Area. Late-coming is defined by the boundaries indicated by white lines at the two entry points to the school, which are at the Big Steps and the Upper Court. Students are required to cross these boundaries into the Courtyard by 7.55 a.m.</p>	X					<p>Failure to sing the National Anthem and take the Pledge is showing disrespect to the State. Non-compliance will be reported to the Form Teacher for action. Further disciplinary actions will be taken if deemed necessary.</p> <p>For students who are late two times or above per month, they are required to attend Detention Class (DC) on the day itself.</p> <p>Students who are found to be frequently late (more than 3 times a month) will be subject to further interventions, with parents informed.</p>

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	<p>c) Students who are late between 7.55 a.m. and 8.25 a.m. will be directed by the prefects to report to the Time-Out Room for late-coming registration.</p> <p>d) Students who reach school later than 8.25 a.m. are required to report to the Time-Out Room for attendance taking <b>before</b> going back to their class for their lesson. Late slip is to be collected and handed to their subject teacher. Students may be denied entry into the school if they report later than 9 a.m.</p> <p>e) All students are expected to have their <b>Saints' Companion/Hymn Book</b> with them throughout assembly to participate in hymn singing.</p>	X	X				Students arriving at the classroom without the late-slip must be sent down to the Time-Out Room.
<b>4</b>	<p><b>BEHAVIOUR IN ALL LESSONS</b></p> <p><b>Eating and Drinking</b> Eating and drinking are strictly prohibited in any classroom.</p> <p><b>Respect and Cooperation</b> Students must be cooperative and constructive towards the class learning environment.</p> <p><b>Punctuality for Class</b> Students must be in their respective classrooms/venues when the bell rings.</p> <p><b>Class Truancy</b> Students are not allowed to leave the classroom without teacher's permission.</p>	X	X	X	X	X	<p>Students who are <b>repeatedly disruptive</b> during lesson despite warning could be sent to the Time-Out Room. Disruptive behaviour will require prompt correction by the teachers during lesson.</p> <p><u>Repeated counts of disruptive behaviour</u> will result in serious consequences such as suspension as the learning environment has to be protected. This is also tantamount to <u>disrespect</u>, which is <b>not</b> condoned in school.</p> <p>Students who are <u>late</u> for class may be required to stand inside the classroom until</p>

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	<p><b>Behaviour in the Computer Labs</b> Checks will be conducted on site to ensure students' compliance to rules. ALL forms of games, social networking, online chatting are strictly prohibited.</p>	X	X	X			<p>permission is granted by the teacher to be seated for good conduct. Being late by <u>more than 15 minutes</u> will constitute an offence of <u>Truancy</u> (Section 13).</p>
<b>5</b>	<p><b>BEHAVIOUR AT THE SWIMMING POOL</b></p> <p><b>Attire:</b> Students are required to be properly attired in swimming trunks while in the swimming pool. PE shorts and berms are not considered part of proper swimming attire. Students should change in the appropriate toilets and not expose themselves at the canteen or other parts of the school.</p> <p><b>Respect for Others:</b> Disrespectful behaviour which includes, but is not limited to, making lewd/suggestive remarks at other users is a disciplinary offence.</p> <p><b>Consideration for the safety of others:</b> Students are expected to behave while at the pool. Rough play which 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, is strongly prohibited.</p> <p><b>Safety of self:</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/Water Polo). Students found at the pool without the accompaniment of their teachers will be deemed as trespassing.</p>	X					<p>For safety reasons, disciplinary action will be taken against students involved in rough play or found guilty of violent/harmful behaviour within the swimming pool area.</p> <p><u>Repeated counts of disruptive and harmful behaviour</u> will result in serious consequences up to suspension as the learning environment has to be protected. This is also tantamount to <u>disrespect</u>, which is <b>not</b> condoned in school.</p>

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<b>6</b>	<p><b>BEHAVIOUR AT SCHOOL FUNCTIONS/ EVENTS/ OUTSIDE SCHOOL IN SCHOOL ATTIRE</b></p> <p><b>Attendance and Attire</b>  a) Attendance is compulsory unless prior permission has been granted by the Form Teachers.  b) Students must be properly attired as instructed for the occasion.</p> <p><b>Self-Respect and Regard for School</b>  When representing the school, students must always be on their best behaviour.</p>	X	X				<p>All absenteeism must be supported by a Medical Certificate (MC) or a letter from parents, where applicable. MC and excuse letters must be submitted to the Form Teacher. Failure to submit documents for absence will constitute Truancy.</p> <p>Boys who bring disrepute to the school will be dealt with and may also be served with a letter of warning.</p>
		X	X	X	X	X	
<b>7</b>	<p><b>BEHAVIOUR IN THE LIBRARY</b></p> <p>All rules pertaining to the library are for strict compliance.</p>	X	X				<p>The library is a learning environment for self-study and reading. Hence no discussion / talking is allowed in the library.</p>
<b>8</b>	<p><b>BEHAVIOUR AT THE CANTEEN</b></p> <p>a) No food or drink is to be brought out of the canteen, demarcated by the yellow line drawn at the canteen exit point.  b) Students are to queue up when purchasing their food.</p>	X	X				<p>Students who fail to comply with this section and exhibit a pattern of repeated non-compliance will be subject to further disciplinary actions.</p>

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	c) All crockery and cutlery must be returned to the designated bins of the respective stalls personally.	X	X				
	d) No scraps of food are to be left on the table.	X	X				
	e) The canteen must be kept clean and litter-free.	X	X				
<b>9</b>	<b>GENERAL BEHAVIOUR IN SCHOOL COMPOUND</b>  Students are to maintain a low noise level. There should be no running or horseplay along the corridor. Students must be safety conscious and refrain from all dangerous acts such as parkour, 'birthday bash', jumping flights of stairs, etc.  <b>Unauthorised Usage of School Lift</b>  Any student caught using the lift without a School-issued lift pass is deemed to have used the lift without authorisation.	X	X	X	X	X	Serious disciplinary actions will be taken against students who engage in acts that endanger self and/or others.
<b>10</b>	<b>UPHOLDING AND RESPECTING THE SCHOOL'S NAME</b>  <b>Attire:</b> Students wearing the school uniform must not be found loitering around housing estates including Potong Pasir estate. Students must maintain their neat attire when they are outside of school.  <b>Traffic Rules:</b> Students are expected to <u>observe all traffic rules</u> and regulations and must not pose a danger to other road-users.  <b>Behaviour:</b> When in school attire, students represent the School and should therefore always be on their best behaviour, observing the school rules and reflecting respect for self, the school, and others.	X	X				Disrespect for the school and misconduct in public are deemed serious offences. Boys who bring disrepute to the school will be served with a letter of warning.  Further disciplinary actions such as suspension will be given, where appropriate. For offences under this section, public apology to the school could be required.

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<b>11</b>	<b>USE OF MOBILE PHONE</b>						
	<p>The guideline for usage of mobile phone is for strict compliance.</p> <p>Mobile phones must not be visible at all times except during recess at the canteen and after school.</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	X				<p>Please refer to Saints Code of Conduct regarding the school's mobile phone policy.</p> <p>Students caught making unauthorised recordings will have the recording equipment confiscated and will be handled accordingly. This will constitute a serious offence if it breaches the law.</p> <p>Repeat offenders of the mobile phone policy will have their phone confiscated for 3 days or more. Parents will be informed to support the intervention.</p> <p>Only personal learning device may be used in class unless otherwise instructed by the teacher. Secondary 1 students who have yet to receive their personal learning device may be allowed to use their mobile phone for lessons in the interim, under teacher's instruction.</p>

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<b>12</b>	<b>SOCIAL MEDIA POLICY</b>  The guideline for responsible use of social media is for strict compliance.  Students have a responsibility to be mindful of the content that they put up on social media. Students should not post or share any content of the following nature:  a) infringes the law b) vulgar and indecent c) harassing, threatening, and insulting d) bullying, divisive and derogatory e) brings disrepute to the school f) causes harm to any person	X	X	X	X	X	Serious disciplinary actions will be taken against students who repeatedly abuse the use of social media.  Mobile phones could be confiscated, and parents will be informed about the confiscation and to discuss the appropriate actions to be taken which may include deletion and suspension of accounts.  The school reserves the right to refer cases that infringes the Penal Code to the Police.  Recalcitrant offenders that commit such offences that cause harm to the school and/or others in the social media space (public) may be caned and be required to apologise in public to affected persons.
<b>13</b>	<b>RUDENESS/DISRESPECT</b>  Any form of rudeness and disrespect in speech or body language (including but not limited to gestures, signs, and remarks) to a member of the staff or a Student Leader is a serious offence.	X	X	X	X	X	The degree of consequences will be assessed based on the severity of the offence and the frequency of re-offence. Disrespect against authorities is deemed serious and is not condoned by the school.

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<b>14</b>	<b>ABSENCE FROM SCHOOL</b>  <b>Truancy</b> Students who are absent from lessons / assembly or have left the school premises without permission are deemed to have played truant.  <b>Wilful Absenteeism</b> Students who are away from school without valid reasons are deemed to be absent without permission.	X	X	X	X		All absences must be supported by a medical certificate 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 Teacher upon returning to School. Failure to submit documents for absence will constitute truancy.  Support and intervention will be given, where appropriate, to help the student improve his school attendance.
		X	X	X	X		
<b>15</b>	<b>DISHONEST BEHAVIOUR DURING A TEST/EXAM</b>  A student is considered to have cheated if he has offered/ asked/ obtained any information related to the test/exam through deceitful means. This includes using contraband items in the exam centre.	X	X	X			A student found cheating will be given a zero for that test or examination. Parents will also be informed.
<b>16</b>	<b>PORNOGRAPHY</b> Students must not be found possessing, displaying, or distributing obscene literature and materials in hard copy, mobile phone, or portable media devices.	X	X	X	X	X	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.

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		1 Parent Informed/ RP+	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
<b>17</b>	<b>SMOKING/ VAPING</b>						
	a) It is against the law for anyone below the age of 21 to smoke.	X	X	X	X	X	Students caught smoking or vaping or found in possession of any tobacco products will be reported to the NEA and HSA. Offenders will also be subjected to caning on the buttocks. All contraband items will be confiscated.  A fine could be imposed by enforcement agencies which will be accompanied with a referral to the Smoking Cessation Clinic.
	b) Students are not allowed to use, possess or purchase prohibited tobacco products.	X	X	X	X	X	
	c) Possession of a lighter, matchsticks or any paraphernalia relating to smoking/vaping will be confiscated.	X					
<b>18</b>	<b>PENAL CODE OFFENCES</b>						
	The Penal Code of Singapore sets out general principles of the criminal law of Singapore, as well as the elements and penalties of general criminal offences such as assault, criminal intimidation, mischief, grievous hurt, theft, extortion, sex crimes and cheating.	X	X	X	X	X	Offences under this section are deemed serious and criminal.  Police will be notified by school. Repeat offenders may face public caning, in addition to suspension.
	<b>Theft</b> Whoever dishonestly takes possession of any person's belongings without that person's consent is said to have committed theft / fraudulent possession of property.	X	X	X	X	X	The school and/or the victim(s) reserve the right to refer theft cases to the Police in addition to the school's consequences.

The School reserves the discretion to amend the rules and recommend an appropriate course of action as deemed necessary.

+ Restorative Practice involves corrective actions to be carried out with the student.

\* A Letter of Warning may be issued to the student and his parents when a serious offence is committed.



Section	Description	Course of Action In order of severity of offence					Remarks
		1 Parent Informed/ RP+	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
	<p><b>Assault / Extortion / Bullying / Fighting / Gangsterism / or other similar criminal / gang related offence / possession of weapons</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 visible injury.</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 regular physical or emotional hurt is an act of bullying. This includes cyberbullying as well.</p> <p>d) Gangsterism includes usage of slogans, associating oneself with any known gangs, calling of reinforcement and involvement in any related secret society activities.</p> <p>e) Students are not allowed to possess any weapon. They are also not allowed to bring any weapon-like item to school which is used or intended to be used to cause harm to others.</p> <p><b>Outrage of modesty</b> Students found using any signs, gestures, lewd messages, or physical contact on another person are 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>	X	X	X	X	X	<p>The students involved in fights or causing hurt will be caned on first offence. Repeat offenders could face public caning with suspension.</p> <p>For extortion, the victim and the school reserve the right to report to the Police.</p> <p>For cases of bullying, various levels of actions will be taken where appropriate.</p> <p>Secret Societies Branch (SSB) and CID may be called in for assistance should any student be found to display such behaviour.</p> <p>Item will be confiscated. Parents will be informed, and actions will be taken to deter the students.</p> <p>The school reserves the right to refer the case to the Police for any cases of outrage of modesty.</p>

The School reserves the discretion to amend the rules and recommend an appropriate course of action as deemed necessary.

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Section	Description	Course of Action In order of severity of offence					Remarks
		1 Parent Informed/ RP+	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
	<p><b>Vandalism</b> Vandalism includes, but is not limited to, defacing, destroying, or removing without permission, any school property.</p> <p><b>Gambling</b> 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	X	X	X	X	<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> <p>The paraphernalia used will be confiscated. Repeat offenders will be caned in class.</p>
<b>19</b>	<p><b>POLICE CASE</b></p> <p>This is defined as any student who is <u>placed under arrest by the Police</u> 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	X	X	X	X	<p>The student will be subject to caning and suspension depending on the nature of the case. Parents/guardians may be called for a conference with the Principal. Repeat offenders could face suspension/ expulsion.</p>

**It is our duty to educate all Saints to be men of grace and polish and Servant Leaders who are responsible for their choices and actions.**

**It is also important to note that any Saint who does a wrongdoing learns from the past mistakes and makes up for the harm or damage caused. Repeating the same mistake could be deemed as an act of defiance, which will result in more severe consequences.**

The School reserves the discretion to amend the rules and recommend an appropriate course of action as deemed necessary.

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