

SCHOOL RULES AND CODE OF CONDUCT

STUDENT MANAGEMENT FRAMEWORK



SCHOOL RULES & CODE OF CONDUCT

Springfield Secondary School strives to create a common place for all Students to learn and live in harmony with one another, regardless of race, language or religion.

While we respect diversity, the School strives to be a common place for all to live and learn together. Hence, the need to comply with a common code of conduct and behaviour in order to safeguard this harmony.

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A. RULES

The following are mandatory rules that all Students must observe:

1. National Anthem and Pledge

Students who are Singapore Citizens must sing the National Anthem and recite the National Pledge. Students will recite the National Pledge with the right fist placed over the heart.

2. School Uniform

2.1 Students must wear the prescribed school uniform. Modifications, alterations or additions of any forms to the uniform are **NOT** allowed. (*Please see photograph in Annex Section for a guide on how the school uniform should be worn*)

2.2 Students must wear the school uniform smartly with shirts/T-shirts tucked in at all times.

2.3 Students must not wear jewellery, ornaments or any items of religious significance while they are in school uniform. Only female students are allowed to wear only one pair of plain ear studs on the ear lobes and female students not wearing ear studs may wear only 1 pair of **transparent ear sticks** on the ear lobes.

2.4 During PE lessons, students must be properly attired in school PE T-shirt and shorts, and school approved sports shoes (optional). Students, who have PE lessons in the morning, are allowed to wear half uniform (**school PE T-shirt only**) after recess. Students, who have PE lessons after recess, are allowed to wear half uniform (**school T-shirt only**) after recess.

2.5 The school attire is as follows:

DAY	SCHOOL ATTIRE
MONDAY	<ul style="list-style-type: none">➤ Full school uniform with tie for morning assembly<ul style="list-style-type: none">- Sec 1 to 4 – New school uniform with school badge- Sec 5 – Options of either new or old school uniform and mix of both uniform (i.e. old shirt/blouse and new bottom)
TUESDAY to FRIDAY	<ul style="list-style-type: none">➤ Half school uniform<ul style="list-style-type: none">White polo T-shirt and school uniform bottom<i>*PE T-shirt and shorts are only allowed during PE lessons and CCA trainings.</i>
For hygiene purpose, ALL students are required to change out of their PE attire after PE lessons to half school uniform as described above.	

2.6 Students must wear only low-cut full white shoes with white socks that are **above and covers the ankle joint**.

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3. Attendance and Punctuality

- 3.1 Students must be punctual for all school activities including flag-raising ceremony, lessons, CCA and official school functions. Students who are absent from any of these activities must produce medical certificates / official documentary proof of absence.
- 3.2 Students leaving school premises during curriculum hours must notify their Form Teachers so that parents and the school are kept informed. Students leaving will need to receive a chit from General Office to give to the Security Guard before proceeding out of school.

4. Personal Grooming

- 4.1 Students must be well-groomed at all times.
This includes:
 - a) neat and tidy appearance with t-shirts / shirts / blouses neatly tucked in
 - b) well-groomed hair and
 - c) well-trimmed and clean finger-nails
- 4.2 Students must not dye, highlight or tint their hair.
- 4.3 Students must not have tattoos on any part of their bodies and are not allowed to have any kind of body piercing.
- 4.4 Boys must maintain short decent hair lengths with a slope at the back. Fringes must not touch the eyebrows. *(Please see photograph in Annex Section for a guide on student's personal grooming)*
- 4.5 Boys must be clean-shaven at all times.
- 4.6 Girls with hair reaching below their collars must keep their hair neatly tied up using black hair clips or black hair bands.
- 4.7 Girls with short hair must ensure that their hair is above the collar of the blouse.
- 4.8 Girls must comb and tuck their fringes neatly behind their ears and not allow the fringes to hang loosely in front. *(Please see photograph in Annex Section for a guide on student's personal grooming)*

Students wearing spectacles must take note that all brightly-coloured and flashy spectacles are **NOT** allowed. Only dark coloured frames for spectacles are allowed. In addition, coloured contact lens are **NOT** allowed.

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5. Cleanliness

- 5.1 Students must not litter in and out of the school premises.
- 5.2 Students must do their part to maintain the state of cleanliness in the school premises.

6. School and Public Property

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

7. Conduct

7.1 Classroom / Special Rooms / Laboratories

- 7.1.1 Students must always maintain a conducive learning environment in the classroom.
- 7.1.2 Movement from one place to another must be done in a quiet and orderly manner.
- 7.1.3 Students must obtain the exit 'Pass' from the teachers and wear it and display prominently when they leave the classrooms.

7.2 Canteen

- 7.2.1 Consumption of food and drinks beyond the canteen is not allowed except for plain/mineral water which can be brought back to the classrooms.
- 7.2.2 Students must queue in an orderly manner for food and drinks in the canteen.
- 7.2.3 Students must ensure that tables and benches are kept clean during and after their meals.
- 7.2.4 Eating utensils must be deposited in the receptacles provided by the stalls. Disposable cups and food wrappers must be thrown into the rubbish bins.

7.3 Staff Rooms

- 7.3.1 The Staff Rooms are out of bounds to all students unless required by the teacher.

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7.4 School Facilities

- 7.4.1 Use of school facilities like the School Hall, Indoor Sports Hall, ITR Rooms and other special rooms must be with the permission and presence of the teacher-in-charge.
- 7.4.2 The specific rule pertaining to the use of the various school facilities must be strictly adhered to at all times.

8. Use of Smart Gadgets

The use of smart gadgets is NOT allowed during curriculum UNLESS permission is granted by the teacher. All mobile phones are to be switched off or turned to the silent mode and kept in the lockers during curriculum time. Students may ask for permission from the teacher to use their mobile phones should there be an urgent need.

9. Internet Rule & Social Media Etiquette

These rules apply to all types of communication, postings or pictures on the Internet:

- 9.1 To uphold integrity in the use of the internet. Do not use the internet to post unsubstantiated, insensitive, insulting or hostile materials or information against anyone, including the school, teaching and non-teaching staff and fellow Springfielders.
- 9.2 To 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.
- 9.3 Do not infringe any copyright law.
- 9.4 Do not post or access materials with pornographic content.

Students who have infringed any of the above rules will be dealt with accordingly either by the school or the relevant authorities.

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10. Banned Items

The following items are banned in school

- a) Chewing gum / Bubble gum
- b) Pornographic materials
- c) Lighters / Inflammable substances e.g. petrol, kerosene, gas cylinders
- d) Any Tobacco products / Imitation tobacco products
- e) Inhalant substances and other hazardous materials which pose a potential danger to both school environment and property
- f) Weapons e.g. knives, metal rods or any other items which may cause grievous hurt to others
- g) Poker cards or other card types that promotes gambling

Any of the above items found in the student's possession will be confiscated and the consequences will be meted out accordingly.

B. CONSEQUENCES

There are three forms of consequences in varying degrees of severity which will be administered to a student who has committed any offence:

1. Reflection time-out and/or Counselling

1.1 Students are liable for the above consequences if they commit any of the following offences :

- a) late for school
- b) skipping classes / lessons
- c) truancy
- d) persistent non-submission / late submission of assignment
- e) improper attire (*see Rule A4.1*)
- f) improper grooming (*see Rule A4.3 and 4.6*)
- g) other minor offences - failure to return eating utensils after eating, littering, etc.

1.2 Repeated offences will result with immediate suspension from class or school.

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2. In-House Suspension, Home Suspension, Counselling and/or Caning

2.1 Students will be liable for immediate suspension and/or caning (boys) if they commit any of the following offences :

- a) gambling
- b) smoking / possession of cigarettes / lighter
- c) fighting / hooliganism
- d) vandalism
- e) theft / shoplifting
- f) possession of pornographic materials
- g) use of abusive language / gestures
- h) defiance and rudeness to any members of the school staff
- i) infringement of Internet rules and etiquette

Offences not listed here will be handled by the school on a case-by-case basis.

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A. CONDUCT GRADES

1. Conduct grades 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 as follows:

Conduct Grade	Descriptors
Excellent	Exhibits ALL GRRID values No late-coming No discipline case No issues during attire check No absence w/o valid reasons Regular CCA attendance Role Model
Very Good	Exhibits most GRRID values (4 out of 5) Attends school regularly 1 day late coming AND cleared 7:11 Seldom have issues during attire check No discipline case Regular CCA attendance
Good	Exhibits some GRRID values (3 out of 5) Attends school regularly 2 – 3 late coming AND cleared 7:11 Some issues during attire check No discipline case Regular CCA attendance Attempts to improve and is improving
Fair	Seldom exhibits any GRRID values Attendance is below 80% Has discipline case(s) CCA attendance below 75% No attempt to improve
Poor	Out of school No attempt to be back in school Case by case basis to be discussed with HOD SM and YHs

2. Observation on 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 grades are given by the form teachers of the class and approved by the HOD PE/CCA, YHs and HOD/SM.

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4. When a student commits any of the offences outlined in B2.1, his/her conduct grade will not be better than Fair. Failure to attend major school events or non-participation in CCA will also result in a Fair conduct grade being awarded.

B. GENERAL

These rules and regulations serve as a guide and are subjected to review by the School Management.

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

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Annex for Attire and Grooming

Springfielders are expected to have a neat and tidy appearance, wear the prescribed School Uniform according to the School Rules and behave in a respectful manner. Any modification to the School Uniform is NOT Allowed.

The prescribed School Uniform must be worn by the Springfielder whenever in the School premises, or whenever they are out of School for School Activities.

School level T-Shirts and School PE Shorts are to be worn for PE Lessons ONLY. Students must change back to their Uniform shorts/skorts/pants/skirts after PE.

Guidelines for Full School Uniform

Hair (Boys)

Hair should be kept short (not touching the eyebrows, ears and collar) and not tinted or dyed. Male students must be clean-shaven.

Hair (Girls)

Hair should be kept clean, neat and not tinted or dyed. Long fringes should be pinned up neatly using black/dark green hairpins. Shoulder-length hair or any longer must be tied up using only black/dark green hair accessories.

Pants (Upper Secondary Boys)

Pants must not be tapered. Pants must cover to top of the shoes so that no sock or skin is seen while standing upright or walking.

Skirts (Girls)

Skirts must be of knee length (touch the top of the kneecap).

Accessories (Girls)

Female students are allowed to wear only one pair of plain ear studs on the ear lobes and female students not wearing ear studs may wear only 1 pair of **transparent ear sticks** on the ear lobes.

Shoes

Only covered laced low-cut full white shoes, together with a pair of plain white socks covering the ankles must be worn at all times.

Shoes must be kept clean. Sports shoes are allowed during sports-related CCA activities and during the school holidays. Students are allowed to wear sports shoes during PE lessons but they must change back into their white shoes after their PE lessons



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Guidelines for Half School Uniform and PE Attire

Hair (Boys)

Hair should be kept short (not touching the eyebrows, ears and collar) and not tinted or dyed. Male students must be clean-shaven.

Hair (Girls)

Hair should be kept clean, neat and not tinted or dyed. Long fringes should be pinned up neatly using black/dark green hairpins. Shoulder-length hair or any longer must be tied up using only black/dark green hair accessories.

Shoes

Only covered laced low-cut full white shoes, together with a pair of plain white socks covering the ankles must be worn at all times.

Shoes must be kept clean. Sports shoes are allowed during sports-related CCA activities and during the school holidays. Students are allowed to wear sports shoes during PE lessons but they must change back into their white shoes after their PE lessons.

Skorts (Girls)

Skorts must be of knee length (touch the top of the kneecap).

Uniform Shirt or T-shirt

Shirts must be tucked in neatly at all times.
PE T-shirts need to be tucked in after any physical activities or PE lessons.

Accessories (Girls)

Female students are allowed to wear only one pair of plain ear studs on the ear lobes and female students not wearing ear studs may wear only 1 pair of **transparent ear sticks** on the ear lobes.

