

SINGAPORE CHINESE GIRLS' SCHOOL
SCHOOL DISCIPLINE GUIDELINES 2018

INTRODUCTION

The SCGS School Discipline Guidelines is part of the school's Character and Leadership Excellence Framework which aims to help our students to:

- (i) develop self-awareness and self-management skills for personal well-being, growth and maturity;
- (ii) develop social awareness and manage relationships for one's social well-being, and
- (iii) make informed choices and responsible decisions so as to contribute positively to the community.

These aims are also guided by the Ministry of Education's 21st Century Competencies and CCE outcomes, as well as our desire for all SCGS girls to grow as *kim gek*s.

1.0 ATTENDANCE AND PUNCTUALITY - RULES AND EXPECTATIONS

To benefit fully from the rich educational programmes offered, attendance and punctuality in school are essential.

Students will attend all scheduled lessons and assigned structured activities such as lessons, CCA, enrichment programmes, supplementary and remedial classes on time and apply themselves diligently.

- 1.1 Students must register their attendance at the finger print points located in school when they arrive in school.
- 1.2 Primary students will report by 7.30am at the school hall (new holding site) and the Secondary students will report by 7.40am at the courtyard, classrooms or Shaw Hall (Secondary) for flag-raising ceremony. Students who are not assembled with the class for the flag ceremony in good time will be given a demerit point.
- 1.3 Late-coming without a valid reason and/or failure to register at the finger print points located in school before the stipulated time will be given demerit points.
- 1.4 Absence from school without a medical certificate/ guardian's or parent's letter will be recorded as an offence against the school rules and will result in demerit points.
- 1.5 Parents/guardians may write in for their daughter/ward who is unwell to be excused from school (except on days in which graded assignments/tests/examinations/enrichment programmes are conducted or are due for submission), up to a maximum of 2 letters per semester in the case of Secondary students, and 4 letters per semester in the case of Primary students. Each letter from parents/guardian will excuse the student for only a day of absence. All requests for excuse from school should be sent directly to the students' form/co-form teachers. A medical certificate from a certified doctor must still be submitted if the student is absent on days in which graded assignments/tests/examinations/enrichment programmes are conducted or are due for submission.
- 1.6 Leaving or skipping school during curriculum time or during official school programmes or events such as supplementary or remedial classes, CCA, Enrichment, Sports Day, would be considered as an act of truancy.
- 1.7 Students are to stay in school once attendance is taken for that day. Permission must be given by the Principal or teachers before students are allowed to leave school.
- 1.8 Students are to be punctual for all lessons and school activities. Students are to move briskly from one venue to the next.

- 1.9 Students are to attend school until the last official day for the year. Parents are to seek permission in writing from the Principal for their child to leave or be absent from school at least two weeks before the requested date.

The following steps are to be taken when a student is absent from school or needs to leave school for a valid reason

- 1.10 Parent/Guardian to notify the school (General Office: 62527966) of their daughter's/ward's absence by 7.30am.
- 1.11 When a student is absent, the medical certificate or parent's letter must be submitted to the form/co-form teachers by the next school day.
- 1.12 Students who are absent from a test or an exam without a medical certificate will be penalized with a zero mark given for that test or exam that she missed.
- 1.13 Students who are unwell in school will be given an 'Early Release Form' by her teacher and accompanied to the office by a classmate or teacher. Her parent/guardian picking her from school will have to sign the form before taking the child/ward out of school.
- 1.14 Medical certificates and letters submitted to the school are to be original copies.

2.0 DECORUM - RULES AND EXPECTATIONS

SCGS is a community of passionate and self-directed learners, guided by moral integrity and personal mastery. Students will observe decorum at all times and places.

Decorum is to have a behaviour that is respectful and correct for a particular place or situation. Students are expected to know how to behave with propriety.

- 2.1 The morning assembly is one of the few occasions where the community gathers as one. As a form of school respect and to the nation; all students shall participate actively during morning assemblies. This includes flag raising ceremony, singing of the National anthem and recitation of the Pledge and the singing of the school song. Singapore Citizens will take the Pledge with the right fist over the heart.
- 2.2 Students are to be courteous and respectful of each other and all members of the school community, including teaching and non-teaching staff, at all times and at all venues. Students are to be responsible in taking advantage of the learning opportunities provided, and conduct themselves in such manner as to receive the maximum benefit from these.
- 2.3 Students are to be respectful, attentive and active listeners to all presenters or speakers during assembly talks, learning journeys, local or overseas enrichment programmes.
- 2.4 Students to be honest and helpful in returning all valuable items found (wallets, handphones, watches etc) to the General Office. Other items such as books, stationery, water bottles, lunch boxes, clothing items may be deposited in the Lost and Found containers in the canteen. These other items will be disposed of at the end of each term.
- 2.5 Students are to show care and consideration by reporting and alerting the school about damages seen in the school. School facilities are to be used appropriately.
- 2.6 Students are to be responsible in looking after school property and to keep the school environment clean for all to enjoy at all times. Every student has the responsibility to keep the school compound litter-free and should dispose of any litter they may come across.
- 2.7 Students are to be responsible for the cleanliness of their classrooms and personal desk. They are expected to perform their duty according to the duty roster. Class Representatives are to ensure that the class is clean and well maintained throughout the year. Class cleanliness will be evaluated regularly and awarded class points which will go towards the Best Class/ Sparkling Class Award.
- 2.8 Students who attend lessons in other classes are expected to be responsible and considerate in the use of the equipment and personal desks of others.
- 2.9 Any defacing of furniture or misuse of equipment is vandalism and will be considered a major offence. Such behaviour may be reported to the police.
- 2.10 No consumption of food or drinks in all classrooms and special rooms such as the Lecture Theatre, Khoo Auditorium, library and school halls.

- 2.11 **Primary Division:** During recess, students are to consume food in the canteen only. On Wednesdays during extended recess, students may consume food in other common areas but effort must be made to maintain the cleanliness of the areas after use. During 10-min breaks, students will remain in class to consume their snacks.
- 2.12 **Secondary Division:** During recess, besides the canteen, food may be consumed at the 1st floor gallery or amphitheatre. However, effort must be made to maintain the cleanliness of the area. Students are to return all cutlery and food containers to the canteen after they have consumed their food. During 10-min breaks, students must consume their snacks outside their classrooms. Also, purchase of food from vending machines or canteen is not advised during this break to ensure punctuality for lessons.

3.0 DRESS CODE - RULES AND EXPECTATIONS

School pride begins with projecting not just in word and deed but also in projecting a positive image of yourself.

- Students attired in neat and clean uniform will reflect positively on themselves and the School. Students are to wear the school uniform and any school-based T-shirt in its entirety when on school premises including Saturdays, school holidays or any external functions where they represent the school. Students are to observe and maintain personal hygiene at all times.

| No | Item | Descriptors |
|-----|----------|--|
| 3.1 | Uniform | <ul style="list-style-type: none"> • Students are to wear the prescribed school uniform as reflected by the class timetable. • The full school uniform should be worn with the school badge, pinned at the same level as the collar line. • Leadership badges for office-holders are to be worn below the school badge. • The school belt must be worn at the waist at all times. • All school-based T-shirts other than the Secondary PE-shirt must be worn tucked into the skirt. • The length of the full school uniform and the skirt must not be more than 7cm above the back of the knee. • The skirt must not be folded at the waist. • To maintain modesty, undergarments must not be visible. • A jacket, if needed, must be the school jacket to maintain a common identity. • Alteration to the school uniform and skirt is not allowed. • School shorts must be worn for all PE lessons and other activities. |
| 3.2 | Footwear | <ul style="list-style-type: none"> • Students must wear either the school socks with 'SCGS' letterings or fully white socks. Socks must fully cover the ball of the ankle at all times • School shoes must be white and kept clean at all times. • Shoes with coloured logos at the tongue and/or heel are allowed. The logos must be dark blue/black/grey in colour and should not exceed 3 cm in size when measured in any direction. • Shoes with a single line or double lines on the side of the rubber sole of the shoes are allowed. The line(s) must be dark blue/black/grey in colour. • Students with medical conditions must seek permission from the school for the use of customized shoes. The recommended colours are white and blue. • For short term MC, in the case of a sprained ankle, sports sandals are to be worn and not slippers due to safety considerations. |
| 3.3 | Hair | <ul style="list-style-type: none"> • Hair must be neat and tidy. Fringe and bangs must not be lower than the eyebrows, otherwise it should be pinned up. Shoulder length hair must be tied up. • Hair accessories must be solid black, blue or white, i.e. no glitter or different shades. • Outlandish hairstyles, dyed, streaked or coloured hair are not allowed. |

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| 3.4 | Others | <ul style="list-style-type: none"> • No jewellery allowed, except for one identical pair of inexpensive solid black, blue, white, transparent, silver or gold stud earrings/ ear sticks worn at the lowest part of the earlobes. The studs must not exceed 0.5cm in diameter. • Nails should be kept short and clean according to guidelines given by the prefectorial board. No nail hardener or varnish may be used. Students are not allowed to wear make-up at any time except when performing during concerts. • Any requests for special consideration with regards to attire and grooming guidelines should be submitted in writing to the school. Such requests should be supported by relevant documentation and will be considered on a case-by-case basis by the school's disciplinary panel. |
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4.0 USE OF ELECTRONIC DEVICES – RULES AND EXPECTATIONS

(Note: Primary 1, 2 & 3 students are not allowed to bring electronic devices to school.)

Addressing the 21st century skill of digital citizenship is important; to help students to learn, communicate and collaborate safely and responsibly. Being a best digital citizen in the community includes having email etiquette, reporting and preventing cyber bullying, learning how to protect private information.

Extracted from Edtechreview

To train a disciplined mind, the school hopes to inculcate personal and social responsibility in the usage of electronic devices. The guidelines are seen below.

Students may bring electronic devices such as handphones, cameras and music players to school subject to the following:

- 4.1 Parents/Guardian have given their permission and the above devices are brought at their own risk. The school will not be responsible for any loss or damage. Students are reminded to keep all valuable devices with them or under lock and key.
- 4.2 Electronic devices are to be switched off during curriculum hours, including all school and structured programmes such as CCA, remedials or supplementary classes.
- 4.3 Students may use their handphones to contact their parents/guardians before or after curriculum hours **at the designated areas**.
- 4.4 All electronic/smart devices may be used only at the school lobby, parents' pick-up point outside the dance studio, corridor outside the band room, outside the Secondary school library and in the canteen. Apart from these areas, permission for usage must be obtained from teachers. When in use, students should adjust all devices to silent mode.
- 4.5 All electronic/smart devices/e-readers are to be used responsibly, for educational purpose and not as a device to hurt others or as a distraction from school activities.
- 4.6 Personal/ school electronic devices such as computers used during lesson time will need teacher's approval before use.

5.0 HANDPHONE – DISCIPLINARY ACTION

The school takes a very serious and purposeful view on the use of electronic devices. Students who breach any of the above rules will be given an offence booking and will have the device confiscated. Please see the table below for details on the confiscation of electronic devices.

For repeat offenders who fail to adhere to the school rules, the electronic device can be held in the office for up to 2 weeks. Students may subsequently be asked to surrender their electronic device upon arrival in school.

| Order of offence | No. of lock up days* | Collected by | Time for Collection |
|------------------|----------------------|-------------------------------|---------------------|
| 1 st | 1 | Student at the General Office | After 2.50pm |
| 2 nd | 2 | | |
| 3 rd | 3 | | |
| 4 th | 1 | Parent at the General Office | 7am – 5pm |
| 5 th | 1 | | |

6.0 MINOR AND MAJOR OFFENCES

6.1 Minor Offence (2 demerit points)

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| 6.1.1 | Attendance |
| 6.1.1.1 | Latecoming (for school or lesson)/ Failure to register at the finger print points before 7.30am (Primary) or 7.40am (Secondary) |
| 6.1.1.2 | Absence without a valid medical certificate / parent or guardian's letter |
| 6.1.1.3 | Not late for school but is late at flag raising ceremony with no valid reason. Not with class to observe flag raising ceremony (1 demerit point)* |
| 6.1.2 | Misconduct |
| 6.1.2.1 | Eating outside designated areas |
| 6.1.2.2 | Disruptive and unruly behavior |
| 6.1.2.3 | Misuse of electronic devices (e.g. mobile phones, cameras, music players) |
| 6.1.2.4 | Inattentiveness during lessons and assembly |
| 6.1.3 | Attire and Grooming |
| 6.1.3.1 | Wrongly-positioned belts |
| 6.1.3.2 | Hair is untidy and unkempt; dyed hair; outlandish hairstyles |
| 6.1.3.4 | Inappropriate Uniform (e.g short, altered uniforms, visible undergarments, socks) |
| 6.1.3.5 | No school badge |
| 6.1.3.6 | Inappropriate accessories for hair and ear rings |
| 6.1.3.7 | Inappropriate footwear (dirty, inappropriate colour/ design) |
| 6.1.3.8 | Wrong socks and uniform |
| 6.1.3.9 | Long, inappropriate fingernails |

6.2 Major Offence (8 demerit points)

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| 6.2.1 | Attendance |
| 6.2.1.1 | Truancy - Leaving school without permission |
| 6.2.1.2 | Truancy - Skipping lessons/classes |
| 6.2.1.3 | Truancy – Absence from school without valid reason |
| 6.2.2 | Misconduct |
| 6.2.2.1 | Defiance and rudeness to staff or prefect |
| 6.2.2.2 | Dishonesty - (cheating in test/exams, plagiarism etc) |
| 6.2.2.3 | Use of profanities in any medium |
| 6.2.2.4 | Abuse of IT (Misuse, online defamation of individuals/ organisations etc) and breach of intellectual property |
| 6.2.2.5 | Bullying or Cyberbullying |
| 6.2.2.6 | Behaviour that threatens the safety of others and/or acts which bring disrepute to the school name and community |
| 6.2.2.7 | Theft |
| 6.2.2.8 | Vandalism, arson |
| 6.2.2.9 | Smoking, substance abuse |
| 6.2.2.10 | Fighting, gangsterism |

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| 6.2.2.11 | Gambling |
| 6.2.3 | Inappropriate Possession |
| 6.2.3.1 | Possession of pornographic materials |
| 6.2.3.2 | Possession of weapon or weapon-like item which is used or intended to be used to cause harm to others |

7.0 STUDENT DEMERIT POINTS SYSTEM

With the above guidelines, students are expected to exercise responsible decision-making and to learn to evaluate the impact and consequences of her decision on self and others. Students are to take note in their personal school diary on the number of demerit points accumulated.

The demerit points system will also give an indication of a student's attitude towards school and will be reflected in the conduct grade.

The table below shows the demerit points system, how every offence would have its corresponding action to be taken.