

## SCHOOL DISCIPLINE GUIDELINES 2021

### INTRODUCTION

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

- (i) develop self-awareness and self-management 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 21<sup>st</sup> Century Competencies and Character and Citizenship Education (CCE) outcomes, as well as our desire for all SCGS girls to grow as *Kim Geks*.

### 1.0 ATTENDANCE AND PUNCTUALITY

***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 Primary students will report by 7.30 a.m. and the Secondary students will report by 7.40 a.m. for flag-raising ceremony.
- 1.2 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. Leaving or skipping school during curriculum time or during official school programmes or events such as supplementary or remedial classes, CCA, enrichment and Sports Day would be considered as an offence.
- 1.3 Students are to be punctual for all lessons and school activities. Students are to move briskly from one venue to the next.
- 1.4 Absence from school must be covered with a medical certificate or parent's/ guardian's letter. Parents/guardians may write in for their daughter/ward who is unwell to be excused from school (except on days 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/guardians will excuse the student for only a day of absence. All requests for an 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 which graded assignments/ tests/ examinations/ enrichment programmes are conducted or are due for submission.
- 1.5 Students are to attend school until the last official day for the year. Parents/guardians are to seek permission in writing from the Principal for their daughter/ward 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:**

- 1.6 Parents/Guardians are to notify the school (General Office: 62527966) of their daughter's/ward's absence by 7.30 a.m.
- 1.7 When a student is absent, the medical certificate or parent's/guardian's letter must be submitted to the form/co-form teachers by the next school day or on return to school after absence.
- 1.8 Students who are absent from a test or an exam without a medical certificate will be penalised with a zero mark given for that test or exam that she missed.
- 1.9 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.
- 1.10 Medical certificates and letters submitted to the school are to be original copies.

## **2.0 DECORUM**

***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 respect to the school and to the nation, all students shall participate actively during morning assemblies. This includes the 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 a 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 are to be honest and helpful in returning all valuable items found (e.g. wallets, handphones, and watches) to the General Office. Other items such as books, stationery, water bottles, lunch boxes and clothing items may be deposited in the "Lost and Found" containers in the canteen. These 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 During recess, food may only be consumed at designated areas assigned to the class/level, and 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.
- 2.10 There shall be no consumption of food or drinks in all classrooms and special rooms such as the Lecture Theatre, Khoo Auditorium, library and school halls unless permission is granted.

### 3.0 DRESS CODE

***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 uniforms 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 weekends, school holidays or any external functions where they represent the school. Students are to observe and maintain personal hygiene and good social etiquette at all times.

No	Item	Descriptors
3.1	Uniform	<ul style="list-style-type: none"> <li>● Students are to wear the prescribed school uniform as reflected by the class timetable.</li> <li>● The full school uniform should be worn with the school badge, pinned at the same level as the collar line.</li> <li>● Leadership badges for office-holders are to be worn below the school badge.</li> <li>● The school belt must be worn at the waist at all times.</li> <li>● All school-based T-shirts other than the Secondary PE-shirt must be worn tucked into the skirt.</li> <li>● The length of the full school uniform and the skirt must not be more than 7cm above the back of the knee.</li> <li>● The skirt must not be folded at the waist.</li> <li>● To maintain modesty, undergarments must not be visible.</li> <li>● A jacket, if needed, must be the school jacket to maintain a common identity.</li> <li>● Alteration to the school uniform and skirt is not allowed except when it is outgrown.</li> <li>● School shorts must be worn for all PE lessons and other activities.</li> </ul>
3.2	Footwear	<ul style="list-style-type: none"> <li>● 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.</li> <li>● School shoes must be white and kept clean at all times.</li> </ul>

		<ul style="list-style-type: none"> <li>● 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 3cm in size when measured in any direction.</li> <li>● 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.</li> <li>● Students with medical conditions must seek permission from the school for the use of customised shoes. The recommended colours are white and blue.</li> <li>● For short-term MC, in the case of a sprained ankle, sports sandals are to be worn and not slippers due to safety considerations.</li> </ul>
3.3	Hair	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Hair accessories must be <b>solid black, blue or white</b>, i.e. no glitter or different shades.</li> <li>● Outlandish hairstyles, dyed, streaked or coloured hair are not allowed.</li> </ul>
3.4	Others	<ul style="list-style-type: none"> <li>● No jewellery allowed, except for one identical pair of inexpensive, <b>solid black, blue, white, transparent, silver or gold stud earrings/ear sticks</b> worn at the lowest part of the earlobes. The studs must not exceed 0.5cm in diameter.</li> <li>● 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.</li> <li>● 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.</li> </ul>

## 4.0 USE OF ELECTRONIC DEVICES

*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, and 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.**

**Primary 1, 2 & 3 students are not allowed to bring electronic devices to school.**

Students may bring electronic devices such as **handphones, laptops and tablets** to school subject to the following:

- 4.1 **Electronic devices** are to be used responsibly **for the purpose of education and communication**, and not as devices to hurt others or as distractions from school activities. Therefore, respecting the privacy of others is to be expected. Photos/videos of you and others should not be shared without the permission of teachers.
- 4.2 Parents/Guardians have given their permission and the electronic 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.
- 4.3** Electronic devices can only be switched on during curriculum hours (including CCA, remedials/supplementary classes, and school-organised activities) **with the permission of teachers for the intended learning purposes.**
- 4.4 **Beyond curriculum hours as stated in 4.3**, all electronic devices (except Personal Learning Devices [PLDs] - refer to Guidelines on Acceptable Use of PLDs) may be used only at following designated areas: school lobby, parents' pick-up point outside the dance studio, corridor outside the band room, outside the Secondary school library (only to contact parents) 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 You should not attempt to uninstall the DMA; disenroll the PLD from DMA; alter data, the configuration of the PLD or the files of another user, without the consent of the school administrator or ICT department. Any attempt to do so will be considered a major offence.

**All students are not allowed to wear/bring smart watches that have typical functions of a smartphone (e.g. messaging, emails, recording functions). Only step trackers issued by the Health Promotion Board as well as POSB buddy watch for contactless payment, are allowed.**

The school takes a very serious and purposeful view on the use of electronic devices. Students who are found to have abused their privilege of electronic device use will be given an offence booking. Their devices will also be confiscated.

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.

<b>Types of Electronic Device</b>	<b>Order of offence</b>	<b>No. of working day(s) confiscated</b>	<b>Collected by</b>	<b>Time for Collection</b>
All Electronic Devices except PLDs (e.g. Mobile phone, Smart watches etc)	1 <sup>st</sup>	1	Student at the General Office	Official dismissal time, the next working day
	2 <sup>nd</sup>	2		
	3 <sup>rd</sup>	3		
	4 <sup>th</sup>	1	Parent at the General Office	7 a.m. – 5 p.m, the next working day
	5 <sup>th</sup>	1		
Personal Learning Devices (PLDs)	NA	Day of confiscation	Student at the General Office	Official dismissal time of that same day