



St Andrew's Secondary School

Saint's Code of Conduct

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

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 shoes² 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 and eyebrows. 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.

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

² Sports shoes with laces must be based in white or grey in colour. Canvas shoes with laces must only be white. Refer to the "Shoes Policy" poster in school.

2. **School Mobile Phone Policy**

A Saint adheres to the School's mobile phone policy which serves to ensure that the mobile phone does not become a distraction to him while he is in school.

- a. Mobile phones are only allowed at the Big Steps before 7.27am and after 2.00pm.
- b. Mobile phones can be used after 2pm only at the Student Centre. Francis Thomas Drive serves as a boundary between the school main block and Student Centre.
- c. At all other times and locations, the phone must be switched off and must not be visible unless prior permission has been given by their teachers. If their phones are found to be visible regardless of whether they are in use, their phones will be subject to confiscation.
- d. Confiscated phones can only be retrieved from the General Office between 3.30pm and 4.00pm. The student takes responsibility to inform his parents if his phone is being confiscated. He could do so by using the telephone at the General Office.

3. **Responsible Use of Social Media³**

A Saint is a responsible and respectful online user. He shows empathy to others' feelings and practices good network 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 implications⁴ that could arise from social media or online abuse.
- c. A Saint does not send or post any harassing, threatening or offensive messages online and refrains from using abusive language on social media.
- d. A Saint does not engage in cyber bullying, nor will he post defamatory, divisive and derogatory content through any form of social media.
- e. A Saint exercises extreme caution when giving out personal information.
- f. 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.

³ Social media refers to any medium through which content is shared such as Facebook, Instagram, Snapchat, WhatsApp, Telegram, BlogSpot, WordPress, etc.

⁴ It is important to be aware that online abuse could infringe on 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 by 7.27am for morning assembly.

If he reports to school late, he will be issued a late slip at the Time-Out Room. He will be required to attend detention class⁵ 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. Parents' letters are 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.

Materials	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.
Attendance	On time, every time. I will be punctual for all my lessons and remain in my class at all times.
Cleanliness	I will make this happen by keeping my classroom clean at all times because a clean classroom makes a good learning environment.
Homework	Done on time, every time. I will complete and submit my homework punctually.
Objective	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.

⁵All latecomers are required to serve up to 2 hours 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 to the school and staff 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. **Disciplinary Rule Book**

The discipline rule book spells out the consequences for Saints who infringe on the Saints Code of Conduct. The course of action taken varies depending on the severity of the offences committed by the child and in light of any mitigating factors or special consideration for the child. The school's primary approach to discipline is Reflective and Restorative Practice which aims at helping the child to take ownership of his action, considers the implication of his actions and taking constructive steps to correct his behaviour through a process of reflection and guidance by our teachers.

The discipline rule book is appended on pages 5 – 17.

Section	Offence	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	
1	<p>WEARING THE PRESCRIBED SCHOOL UNIFORM Students are to wear the prescribed school uniform and modification to the uniform is not allowed.</p> <p>During Curriculum Time 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>During Non-Curriculum Time 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>Shirt: To be purchased from the School's book shop; must be buttoned at all times and neatly tucked into the shorts or pants.</p> <p>Shorts: (For Sec 1 and Sec 2) To be purchased from the School book shop; bermers and hipsters are not allowed. The wearing of shorts with belt is not allowed.</p> <p>Long Pants: (For Sec 3, 4 and 5) To be purchased from the School book shop. Long pants that drop to the hip level are not allowed and they must not be altered into skinny-cut nor tapered.</p> <p>Belt: (For Sec 3, 4 and 5) Belt is optional, but if worn, only the school belt purchased from the School book shop is allowed.</p>						<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 non-compliance immediately.</p> <p>2) Parents will be called to render assistance for repeat offenders.</p> <p>*Students not properly attired may be denied entry into the school.</p>
		X					
			X				
				X			
					X		

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 student after parent has been informed.

* Letter of Warning will be given to parent when in-school suspension is to be served.

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		1 Parent Informed/ RP+	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
	<p>Shoes: Sports shoes, including shoe laces are limited to only white and grey colour. Any other coloured shoes or coloured shoe laces are not allowed. For non-sports canvas shoes, only plain white 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>Socks: Plain white socks are to be worn visibly above the ankle.</p> <p>Badge: All students must wear the school badge when in school uniform. The badge must be worn above the shirt pocket.</p> <p>School Tie: 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>Head Gear: 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 non-compliance immediately.</p> <p>2) Parents will be called to render assistance for repeat offenders.</p> <p>*Students not properly attired could be denied entry into the school.</p>

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2	GROOMING AND PERSONAL APPEARANCE						
	<p>Hair Hair must not touch the ears, the eyebrows or the collar of the shirt, and must be neatly combed. The fringe must not go below the eyebrows <i>when combed forward</i>. Thick hair is unacceptable.</p> <p>Sideburns must not extend below the middle of the ears. Perming and/or colouring of the hair is strictly not allowed. Outlandish hairstyles (such as, but not limited to, under-cut hair, partial shaved hair, gelled spiky hair and over-gelled hair) are also forbidden. A clean-shaven head is also not allowed.</p> <p>Facial Appearance Students must be neat in appearance. Face is to be clean-shaven and strictly no facial hair (i.e. beard and moustache) is allowed.</p> <p>Accessories The following items are not to be worn to school: a) rings of all kind b) chains/necklace c) bracelets/wrist bands/string d) broad and/or brightly coloured watch straps e) tinted, photo-chromatic sun-glasses f) tinted and/or coloured contact lens</p>	X					<p>Regarding <u>hair-related offences</u>:</p> <p>1) The student may be sent home for unacceptable 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 stated deadline. If he has outrageous hairstyle or facial hair, he will be sent home immediately to rectify.</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 only to be returned to the parent in person. Unclaimed item(s) will be disposed at the end of Term 4.</p>

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	<p>Wearing ear studs and ear sticks The wearing of ear sticks and studs through tongue, eyelids, lips and nose or any other part of the body is prohibited.</p> <p>Tattoo 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>
3	<p>PUNCTUALITY TO SCHOOL & MORNING ASSEMBLY</p> <p>Singing the National Anthem and Reciting of National Pledge 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>Punctuality for Morning Assembly</p> <p>a) Attendance at Morning Assembly is compulsory, and order must be observed and maintained during these periods.</p> <p>b) When the 7.27 am bell is rung, all students must be with their class at their designated Assembly Area. Late-coming is defined by boundaries indicated by white line above Big Steps and Upper Court. Students are required to cross these boundaries into Courtyard by 7.27am.</p> <p>c) Students who arrive between 7.27am to 7.55am will be asked to assemble at the foyer (Big Step) and report to the Discipline Coordinator outside Upper Court.</p>	X	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 FT for action. Further disciplinary action will be taken if deemed necessary.</p> <p>For students late for morning assembly, they will be marked late, and they are required to attend DC on the day itself, unless they provide valid reasons to reschedule the DC. Repeated late-coming to school will render further actions.</p> <p>Caning on hand or buttock may be administered for being late for more than 2 times a month. Parents will be contacted to assist in their child's punctuality.</p>

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	<p>d) Students who arrive after dismissal of morning assembly will be required to report to the Time Out Room (TOR) for attendance taking before going back to their class for their lesson. Late slip is to be collected and handed to their subject teacher.</p> <p>e) All students are expected to have their Saints' Companion with them throughout assembly.</p>	X	X	X			Therefore, the class file must be updated accurately before morning assembly ends. Students arriving to the classroom without late-slip must be sent down to TOR.
4	BEHAVIOUR IN ALL LESSONS						
	<p>Eating and Drinking Eating and drinking are strictly prohibited in the classroom.</p>	X	X	X			<p>Students who are <u>disruptive</u> during lesson despite warning could be sent to the Time Out Room if disruptive behaviour continues. Disruptiveness will require prompt correction by the teachers during lesson.</p> <p><u>Repeated disruptive behaviour</u> will result in consequences up to suspension as the class learning environment has to be protected.</p> <p>Students who are <u>late</u> for class may be required to attend the lesson while standing outside the classroom until permission is granted by the teacher to enter the classroom. Being late by more than 10 minutes will constitute an offence of Truancy (Section 13).</p>
	<p>Respect and Cooperation Students must be cooperative and constructive towards the class learning environment.</p>	X	X	X	X	X	
	<p>Punctuality for Class Students must be in their respective classrooms/venues when the bell rings.</p>	X	X	X			
	<p>Class Truancy Students are not allowed to leave the classroom without teacher's permission.</p>	X	X	X			
	<p>Behaviour in Computer Lab 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	X		

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5	BEHAVIOUR IN THE SWIMMING POOL						For safety reasons, disciplinary action will be taken against students involved in rough play or found guilty of disrespectful behaviour within the swimming pool area.
	Attire: Students are required to be properly attired in swimming trunks while in the swimming pool. PE shorts and bermes are not considered part of proper swimming attire. Students should change at the appropriate toilets and not expose themselves at the canteen or other parts of the school.	X	X				
	Respect for Others: Disrespectful behaviour which includes, but is not limited to, making lewd/suggestive remarks at other users is a disciplinary offence.	X	X	X			
	Consideration for the safety of others: Students are expected to behave while at the pool. Rough play 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.	X	X	X	X		
	Safety of self: 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.	X	X	X	X		

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6	<p>BEHAVIOUR AT SCHOOL FUNCTIONS/ EVENTS/ OUTSIDE SCHOOL IN SCHOOL ATTIRE</p> <p>Attendance and Attire 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>Self-Respect and Regard for School In representing the school, students must always be in their best behaviour.</p>	X	X	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					
7	<p>BEHAVIOUR IN THE LIBRARY</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>
8	<p>BEHAVIOUR AT THE CANTEEN</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				
9	GENERAL BEHAVIOUR IN SCHOOL COMPOUND 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. Unauthorised Usage of School lift 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.
10	UPHOLDING AND RESPECTING THE SCHOOL'S NAME Attire: Students wearing 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. Traffic Rules: Students are expected to <u>observe all traffic rules</u> and regulations and must not pose a danger to other road-users. Behaviour: When in school attire, students represent the school and should therefore always be in their best behaviour, observing the school rules and reflecting respect for self, the school and others.	X	X	X	X	X	Boys who bring disrepute to the school will be served with a letter of warning. Further disciplinary action 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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		1 Parent Informed/ RP ⁺	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
11	USE OF MOBILE PHONE The guideline for usage of mobile phone is for strict compliance. Unauthorised Recordings Any form of recording within the school compound (photography/video/audio) is strictly prohibited unless prior consent is given by the school.	X	X				Please refer to Saints Code of Conduct regarding the school's mobile phone policy. Students caught making unauthorized recordings will have the recording equipment confiscated and will be dealt with accordingly.
12	SOCIAL MEDIA POLICY 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) infringement on the law b) vulgar and indecent c) harassing, threatening and insulting d) cyber bullying, divisive and derogatory e) disrepute to the school or cause harm to any person	X	X	X	X	X	Serious disciplinary actions will be taken against students who recalcitrantly abuse the use of social media. Mobile phones could be confiscated and parents will be informed about the confiscation and for discussion of restorative actions to be taken. The school reserves the right to refer cases infringing upon the Penal Code to the Police. Recalcitrant offenders may face public caning.

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13	RUDENESS/DISRESPECT 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 prefect 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.
14	ABSENCE FROM SCHOOL Truancy Boys who are absent from lessons / assembly or have left the school premises without permission are deemed to have played truant. Wilful Absenteeism Boys who are away from school without valid reasons are deemed to be absent without permission.	X	X	X	X		All absenteeism 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.
15	DISHONEST BEHAVIOUR DURING A TEST/EXAM A boy 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			Student found cheating will be given a zero for that test or examination. Parents will also be informed.
16	PORNOGRAPHY 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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17	SMOKING						
	a) It is against the law for anyone below the age of 21 to smoke.	X	X	X	X	X	Students caught smoking or found in possession of any tobacco products will be reported to the NEA and HPB. Repeat offenders will also be subjected to caning on the buttock. A fine could be imposed by the government agencies which will be accompanied with the Smoking Cessation Clinic. Students will also be enrolled under the School's I-Can-Quit Program to help them quit.
	b) Possession of any tobacco products is also an offence.	X	X	X	X	X	
	c) Possession of a lighter or matchsticks without a valid reason is an offence.	X					
18	PENAL CODE OFFENCES						
	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.
	Theft 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 reserves the right to refer theft cases to the Police in addition to the school's consequences.

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	Assault / Extortion / Bullying / Fighting / Gangsterism / or other similar criminal / gang related offence / possession of weapons						
	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.	X	X	X	X	X	The students involved in fights or causing hurt will be caned on first offence. Repeat offenders could face public caning with suspension.
	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.	X	X	X	X	X	For extortion, the victim and the school reserves the right to report to the Police.
	c) Any verbal or physical action causing regular physical or emotional hurt is an act of bullying. This includes cyber-bullying as well.	X	X	X	X	X	For cases of bullying, various levels of actions will be taken where appropriate.
	d) Gangsterism includes usage of slogans, associating oneself with any known gangs, calling of reinforcement and involvement in any related secret society activities.	X	X	X	X	X	Secret Societies Branch (SSB) and CID may be called in for assistance should any student be found to display such behaviour.
	e) Students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.	X	X	X	X		Item will be confiscated. Parents will be informed, and actions will be taken to deter the students.
	Outrage of modesty Students found using any signs, gestures, lewd messages or physical contact on another person is 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.	X	X	X	X	X	The school reserves the right to refer the case to the police for any cases of outrage of modesty.

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		1 Parent Informed/ RP ⁺	2 DC/ Corrective Work Order	3 Caning	4 In-school suspension *	5 Home suspension	
	<p>Vandalism Vandalism includes, but is not limited to, defacing, destroying or removing without permission, any school property.</p> <p>Gambling 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	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>19 POLICE CASE</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	The student will be subjected to public caning and his parents/guardians will be called in to be briefed by the Principal. Repeat offenders could face suspension/ expulsion.

It is our duty to educate all Saints that they must be a true gentleman and be responsible for their choice of action.

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 is unacceptable and is deemed as an act of defiance. In such cases, the consequence(s) may be escalated to a higher severity level.

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 student after parent has been informed.

* Letter of Warning will be given to parent when in-school suspension is to be served.

