



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 TRUE and WISE.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 of 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, without his hair touching his ears and eyebrows.
- 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 **TRUE:** Thanksgiving, Resilience, Unity, Empathy. **WISE:** Wonder, Integrity, Self-discipline, Excellence.

² Sports shoes with laces must be based in white or grey in colour. Canvas shoes with laces must only be white. You can refer to "Shoes Policy" posters 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 studying.

- 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 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. If the phone is visible, it will be confiscated even if it is not being used.
- d. Confiscated phones can only be retrieved at the General Office between 3.30 and 4.00pm. The student takes responsibility to inform his parents if his phone is being confiscated. He could do so by using the phone at the General Office.

3. **Attendance and Punctuality**

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

a. **At morning assembly**

A Saint values and respects time. He reports to the school courtyard by 7.27am for morning assembly.

If he reports to school late from 7.27am to 7.55am, he will be issued a late slip by the prefects at the Upper Court. If he reports to school late after 7.55am, he will report to the Time-Out-Room for his attendance to be marked and request for a late slip before reporting to class.

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 for extenuating circumstances (e.g. bereavement, serious sickness in the family, etc.).

He ensures that he catches up on his work by attending all 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 remains in class as expected at all times. He seeks permission from his teacher to visit the restroom or leave the classroom for valid reasons. He puts on the Exit Pass that is issued to him by the teacher when he is out of the classroom and returns the Exit Pass to the teacher immediately upon his return to the classroom.

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.

4. **Caring for School Property**

A Saint demonstrates a heart of thanksgiving to the school and staff for the opportunity to grow and develop into 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 make good any damage caused by him.

5. **Disciplinary Rule Book**

The discipline rule book spells out the consequences for Saints who infringes on the Saint's 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 mitigation 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 4 – 16.

Section	Offence	Course of Action In order of severity of offence				Remarks
		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
1	<p>WEARING THE PRESCRIBED SCHOOL UNIFORM</p> <p>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 time and neatly tucked into the shorts or pants.</p> <p>Shorts: (For Sec 1 and Sec 2) To be purchased from the School's book shop; bermudas 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's 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's 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>3) Disciplinary action including caning will be taken where student continue to show defiance.</p> <p>*Students not properly attired will 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 it deems necessary.

Section	Offence	Course of Action In order of severity of offence				Remarks
		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
	<p>Shoes: Sports shoes, including shoe laces are limited to <u>only white and grey colour.</u> Any other coloured shoes or coloured shoe laces are not allowed. For non-sports canvas shoes, only <u>plain white</u> 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 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 all offences under <u>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>3) Disciplinary action including caning will be taken where the student continues to show defiance.</p> <p>*Students not properly attired will be denied entry into the school.</p>

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
2	<p>GROOMING AND PERSONAL APPEARANCE</p> <p>Hair</p> <p>Hair must be short enough not to 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</p> <p>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</p> <p>The following items are not to be worn to school:</p> <ol style="list-style-type: none"> rings of all kinds chains/necklace bracelets/wrist bands/string broad and/or brightly coloured watch straps tinted, photo-chromatic sun-glasses tinted and/or coloured contact lens 	X				<p>Regarding <u>hair-related offences</u>:</p> <ol style="list-style-type: none"> The student may be sent home for unacceptable hair. Repeat offenders may be suspended from school until the hair issues are resolved. <p>The following course of actions is to be taken for <u>all offences under Section 2</u>.</p> <ol style="list-style-type: none"> The student is to rectify the non-compliance immediately. Parents will be called to render assistance for repeat offenders. Disciplinary action including caning will be taken where student continue to show defiance. Letter of Warning may be issued should students fail to comply after being referred to Discom Members. <p>Regarding <u>accessories</u>:</p>

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
	<p>Wearing ear studs and ear sticks</p> <p>The wearing of ear sticks and studs through tongue, eyelids, lips and nose or any other part of the body is prohibited.</p>	X				<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>
	<p>Tattoo</p> <p>Any form of tattoo (including <i>Henna-dyed Tattoos</i>) is strictly prohibited.</p>	X	X	X	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>

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
3	<p>BEHAVIOUR DURING MORNING ASSEMBLY</p> <p>Singing the National Anthem and Reciting of National Pledge</p> <p>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>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 Court Yard 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> <p>d) Students who arrive after dismissal of morning assembly will be required to report to the Time Out Room 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 (except Muslim students) are expected to have their hymnal with them throughout assembly.</p>	X				<p>Failure to sing the National Anthem and take the pledge is showing disrespect to the State. Students found not complying will be referred to the FT for actions. Further disciplinary actions will be taken if deemed necessary.</p> <p>Caning on hand or buttock may be administered from the 3rd occasion onwards. Parents will also be called to render assistance to their wards.</p>
		X	X	X		

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
4	BEHAVIOUR IN CLASSROOMS					
	<p>Eating and Drinking</p> <p>Eating and/or drinking in class are strictly prohibited unless permission has been granted by a teacher.</p>	X				Students who are <u>disruptive during lesson</u> despite warning will be sent to stand outside the classroom and eventually to the Time Out Room when disruptive behaviour continues.
	<p>Punctuality for Class</p> <p>Students have to be in their respective classroom before the 2nd bell rings (signalling the end of the changeover period).</p>	X	X	X		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.
	<p>Leaving the Classroom</p> <p>Students are not allowed to leave the classroom during change-over periods without teacher's Exit Pass.</p>	X	X			<u>Repeat offenders</u> for offences in Section 4 whose records are shown in the Patrol Book will be subjected to caning.
	<p>Behaviour in Computer Lab</p> <p>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			

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
5	<p>BEHAVIOUR IN THE SWIMMING POOL</p> <p>Attire: Students are required to be properly attired in swimming trunks while in the swimming pool. PE Shorts and Bermudas are not considered part of proper swimming attire.</p> <p>Respect for Others: Disrespectful behaviour which includes, but is not limited to, making lewd/suggestive remarks at other users is a disciplinary offence.</p> <p>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.</p> <p>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.</p>	X				<p>For safety reasons, disciplinary actions will be taken against students involved in rough play or found guilty of disrespectful behaviour within the swimming pool area.</p> <p>The School reserves the right to refer students to the Police for trespassing if deemed necessary.</p>
6	<p>BEHAVIOUR AT SCHOOL FUNCTIONS/ EVENTS/ OUTSIDE SCHOOL IN SCHOOL ATTIRE</p> <p>Attendance and Attire</p> <p>a) Attendance is compulsory unless prior permission has been granted by the Form Teachers.</p> <p>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				<p>Attendance at school events will be indicated in report book.</p> <p>Boys who bring disrepute to the school will be dealt with and may also be served with a letter of warning.</p>

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
7	BEHAVIOUR IN THE LIBRARY All rules pertaining to the library are for strict compliance.	X	X			The Library is a learning environment for self-study and reading. Hence no discussion / talking are allowed in the library.
8	BEHAVIOUR AT THE CAFETERIA a) No food or drink is to be brought out of the cafeteria, demarcated by the yellow line drawn at the cafeteria exit point. b) Students are to queue up when purchasing their food. c) All crockery and cutlery must be returned to the designated bins of the respective stalls personally. d) No scraps of food are to be left on the table. e) The cafeteria must be kept clean and litter-free. No students are allowed to be in the cafeteria during the changeover period and Self-Study periods. No students are allowed to buy food/drink from Junior School before 2pm.	X	X			Students who fail to comply with this section and exhibit a pattern of repeated non-compliance will be subject to further disciplinary actions.
9	BEHAVIOUR IN SCHOOL COMPOUND Students are to maintain a low noise level. There should be no running or playing along the corridor and no dangerous acts such as “parkour” and “birthday bash”. 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		Serious disciplinary actions will be taken against students who engage in dangerous acts. Further disciplinary actions will be carried out for repeat offenders.

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
10	BEHAVIOUR OUTSIDE SCHOOL COMPOUND					
	Attire: Students wearing school uniform must not be found loitering around housing estates including Potong Pasir estate. Students must continue to present a neat image even when outside the school compound.	X	X	X		Boys who bring disrepute to the school may be served with a letter of warning.
	Traffic Rules: Students are expected to <u>observe all traffic rules</u> and regulations and must not pose a danger to other road-users.	X	X	X		Further disciplinary actions such as suspension will be given where appropriate.
	Activities: Students are <u>not to engage in illicit activities</u> and any other activities that may cause a nuisance to members of the public or bring disgrace to the School's name and image	X	X	X	X	
	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	
11	USE OF MOBILE PHONE					
	The guideline for usage of mobile phone is for strict compliance.	X	X			Please refer to Appendix A regarding the school's mobile phone policy.
	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	X		Students caught making unauthorised recordings will have the recording equipment confiscated and will be dealt with accordingly.

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
12	RUDENESS/DISRESPECT Displays 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 not acceptable. Vulgarities Students who are caught using vulgarities directly or indirectly at any member of the school staff will be severely punished.	X	X			Further disciplinary actions may be taken against the student as deemed appropriate.
		X	X	X	X	
13	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 Medical Certificates 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 Teachers upon returning to School.
		X	X	X	X	
14	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 (see Section 10) in the exam centre.	X	X	X	X	Student found cheating will be given a zero for that test or examination. Parents will also be informed.

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
15	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	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.
16	SMOKING a) It is against the law for anyone below the age of 18 to smoke. b) Possession of any tobacco products is also an offence.	X	X	X	X	Students caught smoking or found in possession of any tobacco products will be reported to the Tobacco Regulations Unit (TRU) of the Health Science Authority (HSA). Repeat offenders will also be subjected to caning on the buttock. TRU may impose a fine together with counselling. Offenders are also liable to be prosecuted in court.
17	PENAL CODE OFFENCES Inhalant Abuse/ Drug Abuse Students found to commit the above offence will be dealt with seriously.	X	X	X	X	Police will be notified by school. Subsequent offenders will face public caning accompanied by suspension and / or expulsion.

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
	<p>Theft</p> <p>Whoever dishonestly takes possession of any person's belongings without that person's consent is said to have committed theft / fraudulent possession of property.</p> <p>Assault / Extortion / Bullying / Fighting / Gangsterism / or other similar criminal / gang related offence / possession of weapons</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 evidence of bodily pain or bruising.</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 physical or emotional hurt is an acting of bullying.</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 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.</p> <p>Outrage of modesty</p> <p>Students found using any signs, gestures, lewd messages or uses 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.</p>	X	X	X	X	<p>The school reserves the right to refer theft cases to the Police. Subsequent offenders may face public caning.</p> <p>The students involved in fights will be caned in class for first offence. Repeat offenders may face public caning accompanied by suspension and/or expulsion.</p> <p>For extortion, the victim reserves the right to refer the incident to the Police.</p> <p>Secret Societies Branch (SSB) and CID may be called in for assistance should any student be found to display such behaviour.</p>
		X	X	X	X	<p>Student involved may face public caning accompanied by suspension and / or expulsion.</p>

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		1 Parent informed	2 CWO/ Caning	3 Letter of Warning	4 Suspension/ Expulsion	
	<p>Vandalism</p> <p>Vandalism includes, but is not limited to, defacing, destroying or removing without permission, any school property.</p> <p>Gambling</p> <p>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	<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>
18	<p>POLICE CASE</p> <p>This is defined as any student who is placed under arrest by the Police 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	<p>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.</p>

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

The 'X' is marked at the column indicating the severity of the offence with column 4 being the most severe offence.

It is also important to note that any Saints who does a wrongdoing learn from the past mistakes and make up for the harm or damage caused. Making the same mistake is unacceptable and is deemed to be an act of defiance. In such cases the consequence may be escalated to a higher level.

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