



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 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, 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. He will be required to attend detention class³ 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 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.

³All 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.

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.

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 – 15.

Section	Offence	Course of Action In order of severity of offence					Remarks
		1 Parent Informed/ RP+	2 DC	3 Caning	4 In-school suspension *	5 Suspension/ Expulsion	
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 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>	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 will be denied entry into the school.</p>

The School reserves the discretion to amend the rules and recommend an appropriate course of action as it deems necessary.

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	<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 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 will be denied entry into the school.</p>

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2	GROOMING AND PERSONAL APPEARANCE						Regarding <u>hair-related offences</u> :
	<p>Hair 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, <i>under-cut hair, partial shaved hair</i>, gelled spiky hair and over-gelled hair) are also forbidden. A clean-shaven head is also not allowed.</p>	X					<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>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>	X					<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>Accessories The following items are not to be worn to school:</p> <ul style="list-style-type: none"> a) rings of all kinds 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 	X					<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 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>	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>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> <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>

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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 (except Muslim students) are expected to have their hymnal 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	<p>BEHAVIOUR IN ALL LESSON VENUES</p> <p>Eating and Drinking Eating and/or drinking in class are strictly prohibited unless permission has been granted by a teacher.</p> <p>Punctuality for Class Students must be in their respective classrooms/venues when the bell rings.</p> <p>Leaving the Classroom Students are not allowed to leave the classroom without teacher's permission.</p> <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				<p>Students who are <u>disruptive</u> during lesson despite warning will be sent to stand outside the classroom and eventually to the Time Out Room when disruptive behaviour continues.</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 to Truancy (Section 13).</p> <p><u>Repeat offenders</u> for offences in Section 4 whose records are shown in the Patrol Book will be subjected to caning.</p>

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5	BEHAVIOUR IN THE SWIMMING POOL						
	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.	X					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. The School reserves the right to refer students to the Police for trespassing if deemed necessary.
	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					Attendance at school events will be indicated in report book.
		X	X	X	X	X	Boys who bring disrepute to the school will be dealt with and may also be served with a letter of warning.
7	<p>BEHAVIOUR IN THE LIBRARY</p> <p>All rules pertaining to the library are for strict compliance.</p>	X	X	X			The Library is a learning environment for self-study and reading. Hence no discussion / talking are allowed in the library.
8	<p>BEHAVIOUR AT THE CAFETERIA</p> <p>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.</p>	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.

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9	<p>BEHAVIOUR IN SCHOOL COMPOUND</p> <p>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”.</p> <p>Unauthorised Usage of School lift</p> <p>Any student caught using the lift without a School-issued lift pass is deemed to have used the lift without authorisation.</p>	X	X	X	X		<p>Serious disciplinary actions will be taken against students who engage in dangerous acts.</p> <p>Further disciplinary action will be carried out for repeat offenders.</p>
10	<p>UPHOLDING AND RESPECTING THE SCHOOL’S NAME</p> <p>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.</p> <p>Traffic Rules: Students are expected to <u>observe all traffic rules</u> and regulations and must not pose a danger to other road-users.</p> <p>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</p> <p>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.</p>	X	X	X			<p>Boys who bring disrepute to the school may be served with a letter of warning.</p> <p>Further disciplinary action such as suspension will be given where appropriate.</p>

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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 Appendix A 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	RUDENESS/DISRESPECT Any forms 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	Further disciplinary actions may be taken against the student as deemed appropriate.
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 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 to truancy.

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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					Student found cheating will be given a zero for that test or examination. Parents will also be informed.
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	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	X X	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	X	Offences under this section are deemed serious and criminal. Police will be notified by school. Subsequent offenders will face public caning accompanied by suspension and / or expulsion.

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	<p>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.</p>	X	X	X	X	X	The school reserves the right to refer theft cases to the Police. Subsequent offenders may face public caning.
	<p>Assault / Extortion / Bullying / Fighting / Gangsterism / or other similar criminal / gang related offence / possession of weapons</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.	X	X	X	X	X	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.
	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 reserves the right to refer the incident to the Police.
	c) Any verbal or physical action causing physical or emotional hurt is an act of bullying.	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. Student involved may face public caning accompanied by suspension and / or expulsion.
	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.

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	<p>Outrage of modesty 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> <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	<p>The school reserves the right to refer the case to the police for any cases of outrage of modesty.</p> <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 <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	<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.

It is also important to note that any Saint 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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