

SCHOOL RULES

All serious offences will be recorded in students' **Pupils Record File**. These offences recorded will be used to grade students' **Conduct Grade** which will be reflected in the report book and testimonials. Repeated minor offences will also be considered as a serious offence and students may be given a Fair/ Poor Conduct Grade.

NO	OFFENCE	CORRECTIVE ACTIONS
1	<p><u>School Attire</u> Rationale: To cultivate good habits of personal grooming which reflect well on the individual, fellow Yusoffians and the school.</p>	
1a	<p>Students are to wear the prescribed school uniform and modification to the school uniform is not allowed. School uniform must be purchased only from the school approved vendor or school bookshop.</p> <p>1a.1 Shirt, Shorts and Pants for Boys</p> <ul style="list-style-type: none"> • Shirts should be plain white in colour with a pocket on the left. • School badge must be worn on the left collar at the designated spot. • Shorts should be dark blue (specified by the school) for the lower secondary students. • Pants should be dark blue (specified by the school) for the upper secondary students. • Shorts and pants must be worn at the waist level. <p>1a.2 Blouse and Skorts for Girls</p> <ul style="list-style-type: none"> • Blouse should be plain white in colour without any pocket. • School badge must be worn on the left collar at the designated spot. • Skort should be dark blue (specified by the school). It must be worn at the waist level. • Girls should wear only white / skin colour top undergarments. 	<ul style="list-style-type: none"> • Warning • Immediate rectification • Surrender of the improper attire • Purchase of new attire • Reflection • Detention • Parents to meet HOD SM • Suspension

NO	OFFENCE	CORRECTIVE ACTIONS
1b	<p>Proper Attire</p> <ul style="list-style-type: none"> • The school uniform and tie must be worn on School Assembly Day and other formal school functions. • Students must have their shirts / blouses tucked at the waist at all times. • Students who wish to wear an undershirt are only allowed to wear the school PE T- shirt. • Students who are in school on Saturdays or school holidays for remedial, make-up lessons, self-study or CCA, must be in the proper school attire. (School CCA T-shirts are allowed. However, students must be in proper school pants, shorts or skorts, and proper shoes). 	<ul style="list-style-type: none"> • Warning • Immediate rectification • Surrender of the improper attire • Purchase of new attire • Reflection • Detention • Parents to meet HOD SM • Suspension
1c	<p>Proper PE Attire</p> <ul style="list-style-type: none"> • During PE lessons, students should wear the school PE T-shirts and shorts. Students are to change back to their uniform by recess. 	<ul style="list-style-type: none"> • Warning • Student may be asked to buy a new PE T-shirt or shorts • Reflection • Detention for recalcitrant students
1d	<p>Prescribed Shoes and Socks</p> <ul style="list-style-type: none"> • Shoes worn must be predominantly white. • Only school socks are allowed. • Socks worn must be seen. • Students may wear track shoes during CCAs, if permission has been granted by the teachers-in- charge. • Students are allowed to wear only dark-coloured sandals when they have injured their feet. They are to get a permission slip from HOD SM, VP or P. 	<ul style="list-style-type: none"> • Warning • Non-prescribed shoes may be confiscated and returned at the end of the day • Student may be asked to buy a new pair of shoes • Reflection • Detention for recalcitrant students
1e	<p>Wearing of Accessories for Girls</p> <ul style="list-style-type: none"> • Only black / dark blue hair pins, ribbons, and hairbands are allowed. • Only one pair of plain, simple round ear-studs or transparent ear sticks can be worn. Ear studs must not be bigger than 3mm in diameter. • Students are only allowed to wear colourless contact lenses. Spectacle lenses must be non-tinted. 	<ul style="list-style-type: none"> • Warning • Accessories will be confiscated, after which it will be disposed of • Reflection • Detention for recalcitrant students
1f	<p>Accessories for Boys</p> <ul style="list-style-type: none"> • No accessories are to be worn by the boys. • Students are only allowed to wear colourless contact lenses. Spectacle lenses must be non-tinted. 	

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2	<p><u>Hair and Nails</u></p> <p>Rationale: To cultivate good habits of personal grooming which reflect well on the individual, fellow Yusoffians and the school.</p>	
2a	<p>Hair for Girls</p> <ul style="list-style-type: none"> • Hair must be neat and tidy, without covering the forehead and without any outlandish hairstyle. • Fringe beyond the eyebrow must be cut or pinned up. • Hair that touches the shoulder or longer must be tied up. • Hair must be kept off the face by using hair-bands. • Hair at the side must be tucked neatly behind the ears. • The school management reserves the right to reject any hairstyles it deems inappropriate for school. • Hair extensions are not allowed. • Hair must be of its natural colour, without any tinting, bleaching, and colouring. 	<ul style="list-style-type: none"> • Warning • Immediate rectification Student may be sent home to rectify, and they may only return to school after their hair has been corrected • Reflection • Detention for recalcitrant students • Parents to meet HOD SM
2b	<p>Hair for Boys</p> <ul style="list-style-type: none"> • Hair must be neat and tidy, without covering the forehead and without any outlandish hairstyle. • Hair must be short and sloped at the sides and the back. • Hair at the back should be two finger-lengths above the collar. • Hair at the side must not touch the ears and sideburns are not allowed. • The school management reserves the right to reject any hairstyles it deems inappropriate for school. • Hair must be of its natural colour, without tinting, bleaching, and colouring. • Must be clean-shaven and neat in appearance. 	<ul style="list-style-type: none"> • Warning • Immediate rectification. Student may be sent home to rectify, and they may only return to school after their hair has been corrected • Reflection • Detention for recalcitrant students • Parents to meet HOD SM
2c	<p>Nails</p> <ul style="list-style-type: none"> • Nails must be kept clean, short and not coloured (without nail polish). 	<ul style="list-style-type: none"> • Warning • Long fingernails to be cut
2d	<p>Make up, Body piercing and tattoo</p> <ul style="list-style-type: none"> • Students should be free from any form of cosmetics, body piercing or unnatural body markings made with ink, paints etc. • Students must have natural eyebrows that are not shaved, shaped, trimmed or plucked. 	<ul style="list-style-type: none"> • Warning • Make-up will be cleaned off and the make-up kit will be confiscated. • Student will be asked to remove body piercing and tattoo. Student may not be allowed to return to school until the tattoo has been removed • Reflection • Detention • Parents to meet HOD SM

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3	<p><u>Attendance, Punctuality, Truancy and Absenteeism</u> Rationale: To develop students to be responsible for their own learning.</p>	
3a	<p>Attendance in school is compulsory. All absentees must produce a Medical Certificate or valid reason deemed acceptable by the school.</p> <p>This includes attendance in CCA as it is part and parcel of school life.</p> <p>It is compulsory for every student to join a CCA.</p>	<ul style="list-style-type: none"> • Warning • Reflection • Fair conduct grade <p><u>Absent without valid reason for 1 to 2 times:</u></p> <ul style="list-style-type: none"> • CM to contact parents • Detention <p><u>Absent without valid reason 3 to 4 times:</u></p> <ul style="list-style-type: none"> • Parents to meet CM / YH • Detention <p><u>Absent without valid reason 5 times and above:</u></p> <ul style="list-style-type: none"> • Parents to meet HOD SM / VP / Principal • Internal or external suspension • Caning (for boys)
3b	<p>Attendance is compulsory at all school activities organised for students. This includes all enrichment and post exam activities.</p>	<ul style="list-style-type: none"> • Warning • Reflection • CM to contact parents
3c	<p>Students who wish to go home early must have a valid reason to do so. They must be escorted by the chairperson or vice chairperson to the General Office to complete an Early Dismissal Form. Approval from school authorities must be obtained before informing parents/guardians. Staff in the General Office will inform parents/guardians. The parents/guardian must accompany the student home. Students must return the Early Dismissal Form endorsed by parent/guardian the next school day.</p> <p>Leaving school without permission is a serious offence.</p>	<ul style="list-style-type: none"> • Parents may be asked to meet YHs / HOD SM / HOD CCA / Principal • Detention • Caning (for boys) • Suspension if the problem persists • Fair conduct grade
3d	<p>Students who turn up late for school or class without a good reason will face disciplinary action. All students must be punctual when reporting for school or class lesson or any school organised activities.</p>	<ul style="list-style-type: none"> • Warning • Reflection <p><u>Late 1 to 2 times:</u></p> <ul style="list-style-type: none"> • CM to contact parents • Detention <p><u>Late 3 to 4 times:</u></p> <ul style="list-style-type: none"> • Parents to meet CM / YH • Detention <p><u>Late 5 times and above:</u></p> <ul style="list-style-type: none"> • Parents to meet HOD SM / VP / Principal • Detention • Internal or external suspension • Fair conduct grade

NO	OFFENCE	CORRECTIVE ACTIONS
	Students who come after 0845hrs.	<u>1 to 2 times:</u> <ul style="list-style-type: none"> • CM / YH to contact parents • Detention <u>3 times or more:</u> <ul style="list-style-type: none"> • Parents to meet HOD SM / VP / Principal • Detention • Internal or external suspension • Fair conduct grade
4	General Conduct and Behaviour Rationale: To provide a pleasant and conducive environment for everyone.	
4a	It is the student's responsibility to keep the school premises litter-free and clean at all times.	<ul style="list-style-type: none"> • Students caught littering will be asked to perform community service
4b	Food and drinks can only be consumed in the canteen area. Only plain water is allowed in the classrooms.	<ul style="list-style-type: none"> • Students caught eating outside canteen will be asked to perform community service • Drinks other than plain water will be confiscated
4c	Students must place used utensils in the receptacles provided.	<ul style="list-style-type: none"> • Students caught not returning the utensils will be asked to perform community service
4d	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. All international students are to stand at attention and observe silence as mark of respect.	<ul style="list-style-type: none"> • Warning • Reflection • Detention
4e	Students are expected to move quietly and briskly from one place to another. There should be no running or playing along the corridor.	
4f	Students are allowed to use the lift only when accompanied or given permission by a teacher.	
4g	Any form of recording within the school (photography/ video/ audio) is strictly prohibited unless prior consent has been given by the school.	<ul style="list-style-type: none"> • Warning • Students caught making unauthorized recordings will have to delete the recordings immediately and the recording device may be confiscated • Reflection • Detention

NO	OFFENCE	CORRECTIVE ACTIONS
5	<u>Expensive and Prohibited items</u> Rationale: To safeguard the individual's property and ensure a safe environment	
5a	<u>Valuables</u> Valuables are strictly prohibited on the school premises at all times. Students who insist on bringing valuables to school face the risk of the items being stolen. The school will not be held responsible for any loss of these items.	<ul style="list-style-type: none"> • These items may be confiscated and collected by parents
5b	<u>Handphones</u> Handphones must be switched off in school at all times. They can only be used after the last lesson of the day at the canteen or foyer.	<ul style="list-style-type: none"> • Warning • Reflection • These items may be confiscated and collected by parents • Detention
5c	<u>Weapons</u> All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others. The school management reserves the right to prohibit any item it may deem offensive.	<ul style="list-style-type: none"> • Parents to meet HOD SM • Caning (for boys) • Suspension • Fair conduct grade • Students may be referred to external agencies and the police
5d	<u>Possessions of inappropriate items.</u> Prohibited items include pornographic literature, tobacco products, drugs and alcohol.	
6	<u>Other Serious Offences</u> Rationale: To prepare students to be law-abiding citizens.	
6a	Smoking/Vaping. Possession of lighters and / or tobacco products like cigarettes. The school is a smoke-free zone. This is a serious offence and students will be suspended if caught smoking / vaping in school or in school uniform in public places.	<ul style="list-style-type: none"> • Warning • Reflection • Detention • Parents to meet HOD SM • Students will be referred to HSA • Anti-Smoking Program • Fair conduct grade • Caning • Suspension
6b	Persistent refusal to do homework.	<ul style="list-style-type: none"> • Warning • Parents will be informed • Students will be sent for detention to complete the schoolwork
6c	Cheating and forgery.	<ul style="list-style-type: none"> • Warning • Reflection • Parent to meet HOD SM • Zero mark in the paper concerned • Fair conduct grade

NO	OFFENCE	CORRECTIVE ACTIONS
6d	Disruptive behaviours, open defiance and rudeness. Defying and challenging school authority.	<ul style="list-style-type: none"> • Warning • Reflection • Parents to meet HOD SM • Students to do corrective work and pay for the damaged items
6e	Vulgarity.	
6f	Repeated minor offences.	
6g	Persistent and serious IT related offences.	
6h	Outrage of modesty, indecent behaviour, and public display of affection.	<ul style="list-style-type: none"> • Detention • Caning • Suspension • Fair to Poor conduct grade • Students may be referred to external agencies and the police
6i	Theft. Stealing school property or property belonging to others.	<ul style="list-style-type: none"> • Warning • Reflection • Parents to meet HOD SM • Students to do corrective work and pay for the damaged items • Detention • Caning • Suspension • Fair to Poor conduct grade • Students may be referred to external agencies and the police
6j	Vandalism, damage to public property and arson including classroom tables and chairs.	
6k	Gambling. Using money in games, betting, etc.	
6l	Glue sniffing / drug taking / substance / inhalant abuse. Offence include possessing, distributing and selling of these prohibited items.	
6m	Fighting with or assaulting other students.	
6n	Extortion. Bullying, threatening others. Hurting, frightening or intimidating others to deliberately cause harm, distress or humiliation. It can be physical, verbal or psychological in nature.	
6o	Gangsterism, involvement in illegal assembly / secret societies and recruiting students into gangs.	
6p	Any acts of mischief that may cause serious physical or mental harm to any students.	
6q	Arson. Planting explosives or setting property on fire, whether attempted or actual.	
6r	Any other serious offences	

IMPORTANT NOTES

All confiscated items must be claimed within the year it was confiscated. Unclaimed items will be discarded.

All Yusoffians must know the school rules and regulations and observe them. These rules and regulations will also apply for school functions, CCAs and other school activities. Yusoffians must understand that if they violate any of the rules and regulations, they will be dealt with at the discretion of the School Management.

Students may be:

- sent for counselling;
- sent for detention;
- asked to perform school service;
- asked to sign contract of good behaviour;
- caned;
- suspended;
- expelled;

as deemed fit and appropriate by the School Management.

Students who commit very serious offences that involve violation of the law will be handed over to the Police. Yusoffians must consult their teachers when in doubt.