



## **NORTH VISTA SECONDARY SCHOOL** **RULES AND REGULATIONS**

### **INTRODUCTION**

Our school rules and regulations are crafted with the aim of teaching our students the school values of Care, Respect, Responsibility and Resilience. In enforcing the school rules, we want to educate our students about standards of behaviour that are acceptable in school and society. We seek the support of parents to ensure your child complies with the school rules, so that the school will be a safe and secure environment for learning.

### **CODE OF CONDUCT**

Every Vistarian is a caring, respectful, responsible and resilient student with a positive attitude towards school, work, and the community. Vistarians always keep to the following code of conduct:

- Show care for self, others, and the environment
- Be respectful to staff and peers
- Be responsible for your appearance, behaviour, speech and learning
- Be resilient in facing challenges and difficulties

## 1. SCHOOL ATTIRE

### FOR COMPLIANCE:

Students who do not comply with our school's attire standards will be required to make the necessary adjustments to their attire. We seek the cooperation of parents to ensure your child complies with the attire, hair and uniform standards of the school. Students who do not meet the required standards of attire are deemed unready for learning, and would not be allowed into classes.

Students are to wear the prescribed school uniform and modification (ie. tapering of pants) to the uniform is not allowed. The school uniform must be purchased from the school bookshop or from the official school uniform supplier.

Monday	Tuesday to Thursday	Friday
Students are to report to school in <b>Full School Uniform</b> consisting of shirt/blouse and pants/shorts/culottes.	Students may report to school in <b>Full School Uniform or School Polo T-shirt</b> with pants/shorts/culottes.	Students may report to school in <b>Full School Uniform or School Polo T-shirt or CCA/Class T-shirt</b> with pants/shorts/culottes.
<ul style="list-style-type: none"><li>• Students are to be in Full School Uniform / School Polo T-shirt with pants/shorts/culottes for all lessons except for PE/ESS.</li><li>• Students must wear PE/ESS attire during PE/ESS lessons. Our PE attire consists of the School Polo T-shirt and PE shorts. Students engaged in outdoor activities (e.g. CCA, games) must be in appropriate school attire.</li><li>• Sweaters and jackets, if worn, should not have objectionable words, messages or images.</li><li>• Students must be in appropriate school attire and proper footwear whenever they are in school, including weekends and during the school holidays.</li></ul>		

## HAIR AND UNIFORM STANDARDS

Standards	Male	Female
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair must be short and neat, sloped at the sides and back.</li> <li>• Hair at the sides must not touch the ears; hair at the back must not touch the shirt collar, and the fringe must be above the eyebrows when combed down.</li> <li>• No outlandish hairstyles are allowed. Outlandish hairstyles include, but are not limited to, mullets, undercuts, shaven lines, shaved eyebrows and permed hair.</li> <li>• The school reserves the right to decide the nature and definition of what renders a hairstyle outlandish, and students are expected to have their hair cut in a style that is accepted by the school.</li> <li>• Hair must be of its natural colour and not tinted.</li> <li>• Beard, moustache or long sideburns are not allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Hair that touches or goes below the collar must be tied up.</li> <li>• Fringe must be kept above and away from the eyebrows. Loose hair or fringe must be neatly pinned up.</li> <li>• Hair must be of its natural colour and not tinted.</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• No accessories (e.g. bracelets, rings, necklaces, chains or wristbands) are to be worn with the school uniform.</li> <li>• No earrings or ear studs are allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Only black hair clips, ribbons, hair bands or hair accessories are allowed.</li> <li>• No accessories (e.g. bracelets, rings, necklaces, chains, brooches or wristbands) are to be worn with the school uniform.</li> <li>• Only one pair of plain ear studs is allowed on the lowest piercing on the ear lobe.</li> <li>• Earrings are not allowed.</li> </ul>

<b>Shirt/ Blouse/ Polo T-shirt</b>	<ul style="list-style-type: none"> <li>• Neatly tucked-in at all times.</li> <li>• Students should not roll or fold up the sleeves.</li> <li>• School badge must be worn on the left collar of the shirt/blouse.</li> </ul>	
<b>Culottes/ Pants/ Shorts</b>	<ul style="list-style-type: none"> <li>• Pants must be of the appropriate length, touching the ankles.</li> <li>• Not allowed to taper or excessively shorten the pants.</li> </ul>	<ul style="list-style-type: none"> <li>• Culottes should cover the thighs and touch the kneecaps.</li> </ul>
<b>Shoes and socks</b>	<ul style="list-style-type: none"> <li>• Students are to wear white shoes with white laces.</li> <li>• School shoes can have single-coloured non-white brand logos. If in doubt whether a shoe is permitted in school, please consult your teachers.</li> <li>• Socks must be fully white.</li> <li>• Socks with printed designs and/or pictures are not allowed.</li> </ul>	
<b>Others</b>	<ul style="list-style-type: none"> <li>• Cosmetics, coloured lip gloss, coloured sunblock and spectacles/contact lens with tinted lenses are not allowed.</li> <li>• Transition lenses are allowed.</li> </ul>	

## 2. HYGIENE

- Students must keep short, clean and unvarnished fingernails.
- Students should always come to school in clean uniform.
- Students should consume food and drinks only in the canteen.
- Food and flavoured drinks are not to be brought out of the canteen.
- If students are found with food and flavoured drinks outside the canteen, these items can either be confiscated by a teacher or thrown into the nearest trash bin.
- Students should return all used utensils to the respective canteen receptacles after eating.
- Students should keep the school grounds clean.
- Students are to keep the toilets clean.

### **3. MORNING ASSEMBLY**

- All students must attend the Flag-raising and Pledge-taking ceremony in the morning.
- Students are to assemble at the parade square/classrooms in a quiet and orderly manner for the Flag-raising ceremony.
- Students must stand at attention with their respective classes during the ceremony.
- 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.
- Non-citizens will stand at attention.

### **4. ATTENDANCE, PUNCTUALITY, TRUANCY & ABSENTEEISM**

- Attendance in school is compulsory.
- A medical certificate must be produced to account for absence from school.
- Parents' letters to account for absence from school will only be accepted for up to 2 days of absences in a term.
- Any other absences beyond the above conditions would be an absence without valid reason, and poor attendance will affect a student's conduct grade
- Students are not allowed to leave the school premises during school hours without permission.
- Any student who wishes to leave the school during school hours must be accompanied by his/her parent. Any alternative arrangements made for students to leave school will only be accepted upon receiving parental consent.
- All students must be punctual when reporting for school, lessons or any other school activity.
- Students will be considered late if they are not in the parade square/classroom block when the chime sounds at 730am every morning.
- Students who are late for school will have to serve detention from their second instance of late coming.
- Students who are recalcitrant latecomers (more than 7 times in a term) will have their conduct grade affected.
- Students who report to school after 830am may have to serve an hour of immediate detention before being allowed to class. Recalcitrant students would be placed on in-house suspension.
- For classroom lessons, students are given 5 minutes after the chime sounds, before they are considered late for a class. Students who are late for class will face disciplinary actions by their teachers.
- Students with poor attendance and punctuality will face disciplinary actions.

## **5. USE OF ELECTRONIC DEVICES (NOT INCLUDING PERSONAL LEARNING DEVICES)**

- Students may bring electronic devices to school only if their parents/guardian have given them permission to do so and the devices are brought at their own risk. The school will not be responsible for any loss or damage.
- Electronic gadgets such as music players and games should not be used during curriculum hours.
- Mobile phones will be stored for safekeeping during curriculum hours. They may be retrieved for use during lessons with teachers' permission.
- No charging of electronic devices in school.
- Students caught breaching the rules above will have their devices confiscated.

## **6. GENERAL**

- Students should always be careful with their own personal items.
- Do not leave valuable items such as wallets, mobile phones and cameras unattended.
- Tattoos and body art (even stickers or non-permanent ink) are not allowed.
- Students are to leave the classroom during recess.
- Students who cycle to school are to wear proper protective headgear.
- All students are not allowed to have in their possession any weapons.
- Students are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.

## OFFENCES AND CONSEQUENCES

Level 1 Offences	Possible Consequences
<ul style="list-style-type: none"> <li>• Late coming</li> <li>• Skipping classes</li> <li>• Improper attire &amp; grooming</li> <li>• Unauthorised use of electronic devices during curriculum hours</li> <li>• Refusing to complete assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Informing parents</li> <li>• Detention</li> <li>• Reflection session</li> <li>• Confiscation of item</li> <li>• Counselling/warning</li> <li>• Other appropriate disciplinary action deemed necessary by the school</li> </ul> <p><b>The conduct grade of students who repeatedly commit Level 1 Offences will be affected.</b></p>
Level 2 Offences	Possible Consequences
<ul style="list-style-type: none"> <li>• Theft</li> <li>• Forgery</li> <li>• Possession of illicit materials</li> <li>• Vandalism</li> <li>• Truancy</li> <li>• Gambling</li> <li>• Smoking/Vape offences</li> <li>• Fighting</li> <li>• Abuse of technology</li> <li>• Open defiance and/or rudeness</li> <li>• Disruptive behaviour</li> <li>• Cheating/assisting to cheat in assessments/tests/exams</li> <li>• Leaving school grounds without permission</li> </ul>	<p>All consequences stated in Level 1 and</p> <ul style="list-style-type: none"> <li>• Counselling/Referral to external agencies</li> <li>• Corrective work</li> <li>• In-house suspension</li> <li>• Suspension from school</li> <li>• Compensation</li> <li>• Police assistance</li> <li>• Awarding zero marks for cheating/assisting to cheat during tests/exams</li> <li>• Caning (for boys)</li> <li>• Other appropriate disciplinary action deemed necessary by the school</li> </ul> <p><b>Level 2 Offences will be recorded permanently. The student's conduct grade will also be affected.</b></p>

Level 3 Offences	Possible Consequences
<ul style="list-style-type: none"> <li>• Drug/Inhalant Abuse</li> <li>• Arson</li> <li>• Possession of weapons</li> <li>• Assault</li> <li>• Gangsterism</li> <li>• Bullying or cyberbullying</li> <li>• Extortion</li> <li>• Sexual Misconduct</li> <li>• Other serious offences that do not fall in the above categories</li> </ul>	<p>All consequences stated in Levels 1 and 2, and</p> <ul style="list-style-type: none"> <li>• Transfer out</li> <li>• Expulsion</li> <li>• Other appropriate disciplinary action deemed necessary by the school</li> </ul> <p><b>Level 3 Offences will be recorded permanently. The student's conduct grade will also be affected.</b></p>

\* Students who commit Level 2 and 3 offences may not be considered for leadership positions, camps/overseas trips and school representation. They may also be removed from their positions or withdrawn from programmes/competitions.

**NOTE**

The final decision for disciplinary consequences will be decided at the school's discretion. Our school believes in taking the necessary educative measures to help our students learn from their mistakes. We conduct thorough investigations for every disciplinary case and decide on consequences with the goal of helping our students grow to be better individuals as they strive to avoid repeating their mistakes.