

## SCHOOL RULES

All serious offences will be recorded in Students Record File. (Repeated minor offences will also be considered as a serious offence). These offences recorded will be used to grade Student's Conduct Grade in the report book and testimonials

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

NO	OFFENCES	CONSEQUENCES	CORRECTIVE ACTIONS
1b	<p><b>Proper Attire</b></p> <ul style="list-style-type: none"> <li>• The school tie must be worn on School Assembly Day and other formal school functions.</li> <li>• Students should tuck in their shirts / blouses at the waist at all times.</li> <li>• Students are only allowed to wear school PE T- shirt underneath their school shirts / blouses.</li> <li>• Students who are in school on Saturdays or school holidays for remedial, make-up lessons, self-study or CCA, must be in their school uniform. (School CCA T-shirts are allowed. However, students must be in proper school pants, shorts or skorts, and proper shoes).</li> </ul>		
1c	<p><b>Proper PE Attire</b></p> <ul style="list-style-type: none"> <li>• During PE lessons, students must wear the school T-shirt and shorts. Students are to change back to their school uniform by recess.</li> </ul>	<ul style="list-style-type: none"> <li>• Student may be asked to buy a new PE T-shirt or shorts</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention for recalcitrant students</li> </ul>
1d	<p><b>Prescribed Shoes and Socks</b></p> <ul style="list-style-type: none"> <li>• Shoes worn must be predominantly white.</li> <li>• Only school socks are allowed.</li> <li>• Socks worn must be seen.</li> <li>• Students may wear track shoes during CCAs, if permission has been granted by the teachers-in- charge.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-prescribed shoes may be confiscated and returned at the end of the day</li> <li>• Student may be asked to buy a new pair of shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Reflection</li> <li>• Detention for recalcitrant Students</li> </ul>
1e	<p><b>Wearing of Accessories for Girls</b></p> <ul style="list-style-type: none"> <li>• Only black / dark blue hair clips, ribbons, hair- bands and hair accessories are allowed.</li> <li>• Only one pair of plain, simple round ear-studs can be worn. Ear studs must not be bigger than 3mm in diameter.</li> <li>• Students are only allowed to wear colourless contact lenses. Spectacle lenses must be non- tinted.</li> </ul>	<ul style="list-style-type: none"> <li>• The accessories will be confiscated and disposed of</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> </ul>

NO	OFFENCES	CONSEQUENCES	CORRECTIVE ACTIONS
1f	<b>Accessories for Boys</b> <ul style="list-style-type: none"> <li>• No accessories are to be worn by the boys.</li> <li>• Students are only allowed to wear colourless contact lenses. Spectacle lenses must be non- tinted.</li> </ul>	<ul style="list-style-type: none"> <li>• The accessories will be confiscated and disposed of</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> </ul>
2	<b>Hair and Nails</b> Rationale: To cultivate good habits of personal grooming which reflect well on the individual, fellow Yusoffians and the school		
2a	<b>Hair for Girls</b> <ul style="list-style-type: none"> <li>• Hair must be neat and tidy, without covering the forehead and without any outlandish hairstyle.</li> <li>• Fringe beyond the eyebrow must be cut or clipped.</li> <li>• Hair that touches the collar or longer must be tied up.</li> <li>• Hair must be kept off the face by using hair- bands.</li> <li>• Hair at the side must be tucked neatly behind the ears.</li> <li>• The school management reserves the right to reject any hairstyles deemed inappropriate for school.</li> <li>• Hair extensions are not allowed.</li> <li>• Hair must be of its natural colour, without any tinting, bleaching, and colouring.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate rectification</li> <li>• Student may be sent home and may only return to school after her hair has been corrected</li> <li>• Parents to meet HOD SM</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention or suspension if issue persists</li> </ul>
2b	<b>Hair for Boys</b> <ul style="list-style-type: none"> <li>• Hair must be neat and tidy, without covering the forehead and without any outlandish hairstyle.</li> <li>• Hair must be short and sloped at the sides and the back.</li> <li>• Hair at the back should be two finger-lengths above the collar.</li> <li>• Hair at the side must not touch the ears and sideburns are not allowed.</li> <li>• The school management reserves the right to reject any hairstyles deemed inappropriate for school.</li> <li>• Hair must be of its natural colour, without tinting, bleaching and colouring</li> <li>• Face must be clean shaven and with no facial hair (eg. Moustache / beard / goatee).</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate rectification</li> <li>• Student may be sent home and may only return to school after his hair has been corrected</li> <li>• Parents to meet HOD SM</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention or suspension if issue persists</li> </ul>

NO	OFFENCES	CONSEQUENCES	CORRECTIVE ACTIONS
2c	<b>Nails</b> <ul style="list-style-type: none"> <li>Nails must be kept clean, short and not coloured (without nail polish).</li> </ul>	<ul style="list-style-type: none"> <li>Long fingernails will be cut</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> </ul>
2d	<b>Make up, Body piercing and tattoo</b> <ul style="list-style-type: none"> <li>Students should be free from any form of cosmetics, body piercing or unnatural body markings made with ink, paints etc.</li> <li>Students must have natural eyebrows that are not shaved, shaped, trimmed or plucked.</li> <li>Students must have natural eyelashes that are not extended or modified.</li> </ul>	<ul style="list-style-type: none"> <li>Make-up will be cleaned off and the make-up kit will be confiscated</li> <li>Student will be asked to remove body piercing and tattoo</li> <li>Student may not be allowed to return to school until the tattoo has been removed</li> <li>Parents to meet HOD SM</li> </ul>	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention or suspension if issue persists</li> </ul>
<b>3</b>	<b>Attendance, Punctuality, Truancy and Absenteeism</b> Rationale: To develop students to be responsible for their own learning.		
3a	<ul style="list-style-type: none"> <li>Attendance in school is compulsory. All absentees must produce a Medical Certificate or valid reason deemed acceptable by the school.</li> <li>This includes CCA Attendance as it is part and parcel of school life.</li> <li>It is compulsory for every student to join a CCA.</li> </ul>	<ul style="list-style-type: none"> <li>Parents will be informed of absenteeism</li> <li>Absent without valid reason 1 or 2 times: <ul style="list-style-type: none"> <li>Detention</li> </ul> </li> <li>Absent without valid reason 3 to 4 times: <ul style="list-style-type: none"> <li>Detention</li> <li>CM to meet parents</li> </ul> </li> <li>Absent without valid reason 5 times and above: <ul style="list-style-type: none"> <li>Parents will be asked to meet HOD SM / VP / Principal</li> <li>Internal or external suspension</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Caning (Boys)</li> <li>Suspension if the problem persists</li> <li>Fair conduct grade</li> </ul>
3b	<ul style="list-style-type: none"> <li>Attendance is compulsory at all school activities organised for students. This includes all enrichment and post exam activities.</li> </ul>	<ul style="list-style-type: none"> <li>Parents will be informed of absenteeism</li> <li>Parents may be asked to meet HOD SM / HOD CCA / VP / Principal</li> </ul>	<ul style="list-style-type: none"> <li>Caning (Boys)</li> <li>Suspension if the problem persists</li> </ul>

NO	OFFENCES	CONSEQUENCES	CORRECTIVE ACTIONS
3c	<ul style="list-style-type: none"> <li>• Students who wish to leave before the end of school hours 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.</li> <li>• Leaving school without permission is a serious offence.</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Parents will be informed</li> <li>• Parents may be asked to meet HOD SM / VP / Principal</li> <li>• Fair conduct grade</li> </ul>	<ul style="list-style-type: none"> <li>• Caning (Boys)</li> <li>• Suspension if the problem persists</li> </ul>
3d	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Students who report to school after 0845hrs.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will be informed by Class Mentor (CM)</li> <li>• <u>Late 1 to 2 times:</u> <ul style="list-style-type: none"> <li>- Given advice and warning</li> <li>- Corrective work</li> </ul> </li> <li>• <u>Late 3 to 4 times:</u> <ul style="list-style-type: none"> <li>- Detention (min 2 hrs)</li> <li>- Corrective work</li> <li>- CM to meet parents</li> </ul> </li> <li>• <u>Late 5 times and above:</u> <ul style="list-style-type: none"> <li>- Parents will be asked to meet HOD SM / Principal.</li> <li>- Internal or external suspension</li> </ul> </li> <li>• <u>1 to 2 times:</u> <ul style="list-style-type: none"> <li>- Detention</li> <li>- Parents will be informed by HOD SM</li> </ul> </li> <li>• <u>3 times or more:</u> <ul style="list-style-type: none"> <li>- Parents will be asked to meet HOD SM / VP / Principal.</li> <li>- Internal or external suspension</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Caning (Boys)</li> <li>• Suspension if the problem persists</li> <li>• Students who are late for 5 times and above per semester will be given a Fair conduct grade</li> </ul>

NO	OFFENCES	CONSEQUENCES	CORRECTIVE ACTIONS
<b>4</b>	<b><u>General Conduct and Behaviour</u></b> Rationale: To provide a pleasant and conducive learning environment for everyone.		
<b>4a</b>	<ul style="list-style-type: none"> <li>It is the student's responsibility to keep the school premises litter-free and clean at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Students caught littering will be asked to perform community service</li> </ul>	<ul style="list-style-type: none"> <li>Corrective Work</li> </ul>
<b>4b</b>	<ul style="list-style-type: none"> <li>Food and drinks can only be consumed in the canteen area. Only plain water is allowed in the classrooms.</li> </ul>	<ul style="list-style-type: none"> <li>Students caught eating outside canteen will be asked to perform community service</li> <li>Drinks other than plain water will be confiscated and dispose of</li> </ul>	<ul style="list-style-type: none"> <li>Corrective Work</li> </ul>
<b>4c</b>	<ul style="list-style-type: none"> <li>Students must place the used utensils in the receptacles provided.</li> </ul>	<ul style="list-style-type: none"> <li>Students caught not returning the utensils will be asked to perform community service</li> </ul>	<ul style="list-style-type: none"> <li>Corrective Work</li> </ul>
<b>4d</b>	<ul style="list-style-type: none"> <li>Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the pledge with the right fist over the heart. All international students are to stand at attention and observe silence as a mark of respect.</li> </ul>	<ul style="list-style-type: none"> <li>Students who do not sing the National Anthem nor take the Pledge will be given detention.</li> <li>Students who fidget or show disrespect during the National Anthem and Pledge taking will be given detention</li> </ul>	<ul style="list-style-type: none"> <li>Reflection</li> <li>Detention</li> <li>Suspension</li> </ul>
<b>4e</b>	<ul style="list-style-type: none"> <li>Students are to assemble in a quiet and orderly manner. Students are to move quietly and briskly from one place to another in twos.</li> </ul>	<ul style="list-style-type: none"> <li>Students caught behaving in a disorderly manner will be given detention</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> </ul>
<b>5</b>	<b><u>Expensive and Prohibited items</u></b> Rationale: To safeguard the individual's property and ensure a safe environment for all.		
<b>5a</b>	<b><u>Valuables</u></b> <ul style="list-style-type: none"> <li>Valuables are strictly prohibited on the school premises at all times.</li> <li>Students who insist on bringing valuables to school face the risk of the items being stolen or misplaced. The school will not be held responsible for any loss of these items.</li> </ul>	<ul style="list-style-type: none"> <li>These items will be confiscated and collected by parents</li> </ul>	<ul style="list-style-type: none"> <li>Items confiscated and collected by parents</li> </ul>
<b>5b</b>	<b><u>Handphones and Electronic items</u></b> <ul style="list-style-type: none"> <li>Handphones must be switched off in school at all times. They can only be used after the last lesson of the day.</li> </ul>	<ul style="list-style-type: none"> <li>These items will be confiscated and collected by parents</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>Reflection</li> </ul>

NO	OFFENCES	CONSEQUENCES	CORRECTIVE ACTIONS
5c	<p><b><u>Weapons</u></b></p> <ul style="list-style-type: none"> <li>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.</li> <li>The school management reserves the right to prohibit any item it may deem offensive.</li> </ul>	<ul style="list-style-type: none"> <li>Students may be referred to external agencies and the police</li> </ul>	<ul style="list-style-type: none"> <li>Caning (Boys)</li> <li>Suspension</li> </ul>
5d	<p><b><u>Possessions of Inappropriate Items.</u></b></p> <ul style="list-style-type: none"> <li>Prohibited items include pornographic literature, tobacco products, drugs and alcohol.</li> </ul>	<ul style="list-style-type: none"> <li>Students may be referred to external agencies and the police</li> <li>Parents to meet HOD SM</li> </ul>	<ul style="list-style-type: none"> <li>Caning (Boys)</li> <li>Suspension</li> </ul>
<b>6</b>	<p><b><u>Other Serious Offences</u></b> Rationale: To nurture students as law-abiding citizens.</p>		
6a	<ul style="list-style-type: none"> <li>Smoking / Vaping. Possession of lighters and/or tobacco products like cigarettes. The school is a smoke-free zone.</li> <li>This is a serious offence and students will be suspended if caught smoking / vaping in school or in school uniform in public places.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be referred to HSA</li> <li>HOD SM will Inform and meet parents</li> <li>Fair conduct grade</li> </ul>	<ul style="list-style-type: none"> <li>Anti-Smoking Program</li> <li>Caning (Boys)</li> <li>Detention (Girls)</li> <li>Suspension</li> </ul>
6b	<ul style="list-style-type: none"> <li>Persistent refusal to do homework.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be sent for detention to complete the schoolwork</li> <li>Fair conduct grade</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> </ul>
6c	<ul style="list-style-type: none"> <li>Cheating and forgery.</li> </ul>	<ul style="list-style-type: none"> <li>Parents to meet HOD SM</li> <li>Fair conduct grade</li> </ul>	<ul style="list-style-type: none"> <li>Zero mark for the paper concerned</li> </ul>
6d	<ul style="list-style-type: none"> <li>Disruptive behaviour, open defiance and rudeness. Defying and challenging school authority.</li> </ul>	<ul style="list-style-type: none"> <li>Inform and meet parents</li> <li>Students to do corrective work and pay for the damaged items</li> <li>Students may be referred to external agencies and the police</li> <li>Fair or Poor conduct grade</li> </ul>	<ul style="list-style-type: none"> <li>Caning (Boys)</li> <li>Detention (Girls)</li> <li>Students can be given suspension</li> </ul>
6e	<ul style="list-style-type: none"> <li>Vulgarity</li> </ul>		
6f	<ul style="list-style-type: none"> <li>Repeated minor offences.</li> </ul>		
6g	<ul style="list-style-type: none"> <li>Persistent and serious IT related offences.</li> </ul>		
6h	<ul style="list-style-type: none"> <li>Outrage of modesty, indecent behavior and public display of affection.</li> </ul>		
6i	<ul style="list-style-type: none"> <li>Theft. Stealing school property or property belonging to others</li> </ul>		
6j	<ul style="list-style-type: none"> <li>Vandalism, damage to public property and arson including classroom tables and chairs.</li> </ul>		
6k	<ul style="list-style-type: none"> <li>Gambling. Using money in games, betting etc.</li> </ul>		

NO	OFFENCES	CONSEQUENCES	CORRECTIVE ACTIONS
6l	• Glue sniffing / drug taking / substance / inhalant abuse. Offence include possessing, distributing or 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.



# STUDENTS' ATTIRE AND HAIRCUT

	Male Student	Female Student
School Uniform	 A male student standing, wearing a white short-sleeved shirt, a dark tie, and dark shorts.	 A female student standing, wearing a white short-sleeved shirt, a dark tie, and a dark skirt.
PE Attire	 A male student standing, wearing a dark t-shirt and dark shorts.	 A female student standing, wearing a dark t-shirt and dark shorts.
Haircut	 Three side-by-side photographs of a male student's haircut: a profile view, a front view, and a back view. He is wearing a white shirt and a dark tie.	