

SCHOOL RULES AND REGULATIONS

Discipline Philosophy

Every Tanglinian can be a responsible decision maker

We believe that every Tanglinian can be a disciplined individual who is able to make responsible decisions. This includes Tanglinians exhibiting exemplary conduct and upholding the school values.

Discipline Approach

The school believes in providing a quality school experience for our students and adopts an educative approach in managing student discipline while enabling Tanglinians to learn how to manage themselves and build positive relationships with others. The set of school rules and regulations serves to provide a clear common code of conduct in order to ensure a caring and enabling environment for all.

A. RULES

The following are mandatory rules that all Students must observe:

1. Flag-Raising Ceremony (FRC)

The Singapore flag, National Anthem and Singapore pledge are symbols of statehood, and reflects the ideals, beliefs and values of our nations.

Tanglinians must respect the Singapore flag, National Anthem and Singapore Pledge.

1.1. All Singapore citizens must sing the National Anthem and take the Singapore Pledge. The Pledge will be taken with the right fist placed over the heart.

1.2. Non-Singapore citizens are to stand at attention.

2. Attendance and Punctuality

Attendance and punctuality are important in order that Tanglinians learn well under the guidance of our teachers. Tanglinians need to have the curiosity to learn and be personally responsible to be in school punctually every day. Regular attendance enables every student to actively participate in school activities that enhance learning and promote personal development. Being in school on time helps to ensure that every student is ready for the day's programme(s).

2.1. Students must be present for all school activities including flag-raising ceremony (FRC), lessons, co-curricular activities (CCA) and official school functions.

2.2. Students who are absent from any of these activities must produce relevant document (such as a medical certificates) to explain their absence.

2.3. An SMS message will be sent by 8 am daily to inform parents should the student's absence from school is not accounted for.

- 2.4. Excuse letters from parents are strongly discouraged. The school permits a maximum of 2 letters per term to explain student's absence.
- 2.5. The school does not support students going for vacation before the close of a term or return after the start of a term. Such absences will be marked as Absence without Valid Reason(s).
- 2.6. A student whose attendance falls below 80% (excluding those with valid reasons) may not be eligible to sit for examinations.
- 2.7. Students who are unable to attend school during curriculum time due to involvement with personal commitments will need special permission from the relevant HOD, HOD/Discipline or Year Head.
- 2.8. School begins at 7:30 am with the flag-raising ceremony. All students are expected to assemble at the FRC venue by 7:30 am. Any changes to the venue will be announced via the public announcement system. Students who are not in school by 7:30 am will be marked late.
- 2.9. Students who arrive in school after 7:30 am need to report to the General Office for FRC, and for their attendance to be marked.
- 2.10. Students who are late for more than two occasions will face disciplinary actions. Students who are late more than 3 times per term will be recorded as a minor offence for late-coming.

3. Attire and Appearance

Appropriate personal grooming and appearance complements the school uniform to ensure that Tanglinians look smart and presentable at all times. Being appropriately attired enables Tanglinians to be ready for learning and is a disposition for students to be successful in life.

3.1. School Uniform

The school uniform is part of the identity of the school. Wearing the prescribed school uniform will ensure students identify with the school while committing to upholding the common space.

3.1.1 Students are to wear the prescribed uniform and no modification to the uniform is allowed.

FULL UNIFORM

Formal Uniform

Polo T-shirt and school pants/shorts/skirt



3.1.2 Students may report in school wearing half uniform (with school shorts/ trousers/skirt) to school on (i) odd week CCA Days (i.e. CCA T-shirt), and (ii) PE days (PE T Shirt).

HALF UNIFORM



- 3.1.3 Boys are to ensure that their shorts / trousers are not tapered / altered. The length of their trousers should cover their socks. No folding is allowed.
- 3.1.4 Girls are not allowed to alter or shorten their skirts.
- 3.1.5 All students are expected to wear the school's PE T-shirt and shorts during PE lessons. They are to change back to half uniform immediately after their PE lessons. For hygiene reasons, they are to change back into their full uniform during the recess after the PE lessons.

PE Attire



- 3.1.6 All students are to wear only plain white socks that must visibly cover the ankle, and completely black low-cut shoes.



- 3.1.7 Approved attire (plain white socks and black shoes with school uniform, CCA attire or approved school T-shirt) must be worn when students return to school on Saturdays or during school holidays for activities. Please reference above for approved attire.

- 3.1.8 No slippers or sandals are allowed to be worn in school at all times unless for medical reasons and with special permission from school.
- 3.1.9 Wearing any form of religious items or accessories is not allowed in school.
- 3.1.10 Only plain white, dark blue or black jackets should only be worn if a student feels cold (in the morning or during rainy weather). The jacket must not contain any designs (including designs or logos, offensive prints or words). Brand logos should be small.
- 3.1.11 All class or programme related attire (e.g. class T-shirt) must be approved by the HOD/Discipline. All CCA related attire must be approved by the HOD/PE&CCA.

3.2 General Appearance and Grooming

- 3.1.1 Students should look clean and neat at all times.
- 3.1.2 Coloured contact lenses / pupil-enlarging contact lenses are not allowed.
- 3.1.3 Fingernails must be kept short and clean, without nail polish.
- 3.1.4 Body art of any form is not allowed (e.g. drawings, tattoos, henna).
- 3.1.5 Body piercings, nose and tongue studs/rings are not allowed.
- 3.1.6 Students must not dye, highlight or tint their hair.
- 3.1.7 Girls are only allowed to wear white or neutral-coloured top undergarments.
- 3.1.8 Make-up of any form is not permitted.
- 3.1.9 Girls are allowed to wear a matching pair of small, simple plain ear studs (0.3 cm in diameter) at the lowest earhole of each ear.
- 3.1.10 Boys must be clean-shaven at all times. No facial hair (moustache, beard, side-burn) is allowed.**
- 3.1.11 Boys are strictly not allowed to wear ear studs / sticks / rings.

3.1.12 Students are to adhere to the following conditions pertaining to hairstyles:

Boys



- Short - Fringes must not touch the eyebrows; Hair at the sides must sloped gently and not touch the ears. Hair should be sloped gently and not touch the collar.
- Thin – The hair on the top of the head need to be thin and look presentable.
- No overlap / undercut styles allowed.

Girls



- Hair reaching below the collars must be tied up neatly with dark blue or black hair clips, hair pins or hair bands.
- Fringes that are long enough to cover the eyebrows must be combed back and secured with black hair clips, hair pins or a hair band. It should not hang loosely in front, or at the side of the face.

3.1.13 Students with improper and / or outlandish hairstyles will be allowed to return to class only after they have their hair properly cut, styled and approved by the school.

4 **Conduct**

Tanglinians should exercise consideration for others and practice responsible decision-making at all times. This is necessary to create a caring and enabling environment.

4.1 **Learning at Classrooms / Special Rooms / Laboratory**

- 4.1.1 Students must always contribute towards a conducive learning environment in the classroom.
- 4.1.2 Students are expected to keep their learning environment clean at all times.
- 4.1.3 Handphone must be deposited in the handphone deposit box or handphone deposit area.
- 4.1.4 Students are to remain awake and pay attention during lessons.
- 4.1.5 SMM guidelines must be observed.
- 4.1.6 Movement from one place to another must be done so in a quiet and orderly manner.
- 4.1.7 Students must obtain the 'student movement pass' from the teacher and wear it prominently when they leave the classrooms.
- 4.1.8 Specific rules pertaining to the use of special rooms must be strictly followed.

4.2 **Meal times at the Canteen**

- 4.2.1 Students are required to observe the SMM guidelines relating to recess.
- 4.2.2 Students must queue up when buying food and drinks. Placing orders on behalf of others is not allowed.
- 4.2.3 Food and drinks must only be consumed within the school canteen unless instructed otherwise.
- 4.2.4 Students are to do a wipe down of the table after eating.
- 4.2.5 All utensils must be returned to the respective receptacles after use.
- 4.2.6 Students are expected to dispose of all litter (cans, bottles, and plastic bags) found at the canteen into the bins provided.
- 4.2.7 Students must return to their classrooms before the bell rings.

4.3 **Access to the Staff Room**

- 4.3.1 The Staff Room is out of bounds to all students unless their presence is required by the teacher.

4.4 Use of School Facilities

- 4.4.1 Use of school facilities like the hall, gym and other special rooms must be with permission from the teacher-in-charge.
- 4.4.2 The rules pertaining to the use of various school facilities must be strictly adhered to at all times.
- 4.4.3 Students must take good care of all school facilities and equipment. This also includes maintaining the cleanliness of the spaces.
- 4.4.4 Students must not remove any furniture and equipment from any room without the permission of the school's Operations Manager (OM).

5 Use of mobile devices and mobile etiquette

Computing devices and access to the Internet have become a necessity for work, play and learning in the 21st century. In order to ensure a safe and conducive learning environment, students are to abide by the rules stated in the Acceptable Use Policy Agreement.

The policy applies to all students in TSS and the use of our school's ICT facilities, equipment and resources, as well as students' personal devices (e.g. mobile phones). ICT facilities, equipment and resources include the following, but are not limited to, school's internet network, IT Lab, hardware (e.g. laptops, tablets, computers), software (e.g. school's learning management system, productivity software, online tools) and peripherals (e.g. projector, visualiser, camera).

Students are also reminded that use of mobile phones are only allowed before school, during recess, and after school.

Students who have infringed any of the above rules governing the use of mobile devices will have their devices confiscated, and will be dealt with accordingly by the school or relevant authorities. All confiscated items (including items not mentioned in the list above) must be collected by parent(s) and at a mutually agreed time.

6 Prohibited Items

- 6.1 **Students are not allowed to have any weapons in their possession. They are also not allowed to bring any weapon-like items which can be used, or intended to be used, to cause harm to others.** (This includes bringing tools like pen knife, swiss-army knife, etc.)
- 6.2 The following items are also banned in school:
- a) Chewing gum / Bubble gum
 - b) Pornographic materials
 - c) Lighters / inflammable substances (petrol, kerosene, gas cylinders)
 - d) Any Tobacco products / Imitation tobacco products
 - e) Alcohol
 - f) Inhalant substances and other hazardous materials which pose a potential danger to both school environment and property
 - g) Poker cards or other card types that promotes gambling

Any of the above items found in the student's possession will be confiscated and consequences will be meted out accordingly. All confiscated items (including items not mentioned in the list above) must be collected by parent(s) and at a mutually agreed time.

7 Personal Data Protection Act (PDPA)

- 7.1 Photographs or video images of students and their parents may be captured during school activities and events. The school may use and publish such photographs and/or video recordings in school publications, websites, social media channels and other communication channels.

B. OFFENCES AND CONSEQUENCES

The school has zero tolerance for serious offences that are detrimental to the physical and emotional well-being of the school community. Tanglinians need to exercise care for self and others, and be responsible in making the right choices.

The following offences are classified as serious offences. Tanglinians who commit these offences will be dealt with severely by the school or relevant authorities. Consequences could include caning and suspension. Students will also be referred for counselling to support behavioral modification.

- 1.1. Bullying in all forms. These include (and not limiting to) any activity that causes distress to others and/or that brings disrepute to the school. (Offensive postings in social media, inappropriate text messages, theft, extortion, sexual misconduct)
- 1.2. Substance Abuse (including but not limited to smoking, vaping, inhalant / alcohol / drug abuse).
- 1.3. Any form of gang-related activity.
- 1.4. Any form of defiance towards authority.
- 1.5. Gambling in all forms.
- 1.6. Forgery and cheating in administrative and/or academic-related matters.
- 1.7. The use of violence in any form.
- 1.8. Sexual misconduct (including the possession and distribution of pornography).

Any student who breaches the School Rules and Regulations is liable to face (at the school's discretion) one or more of the following disciplinary actions (not listed in order of priority and not exhaustive) depending on the nature, frequency and severity of the offence committed:

- Warning
- Immediate rectification (includes sending home to change into proper school uniform) for inappropriate attire and appearance
- Corrective Work Order (CWO)
- Detention
- Confiscation of item(s)
- Apology / Public Apology
- Signing of contract of good behaviour (witnessed by parent /guardian)
- Personal Qualities and Conduct Grade will be adjusted accordingly
- Suspension
- Caning
- Removal from position of responsibility (i.e. student leadership position)
- Exclusion from National / MOE / School awards
- Expulsion
- Referral to Police
- Referral to external agencies
- Other actions as prescribed by the school

All offences committed will be entered into the School Cockpit. A student's conduct grade is awarded according to his/her demonstration of school values through his/her behaviour at the end of each semester. It would also be adversely affected by the severity and frequency of the offences committed.

A 'Fair' or 'Poor' conduct grade would affect his/her eligibility for awards, bursaries and scholarships, such as the Edusave Awards and Bursary.

Student Leaders who are undergoing discipline related follow up will be suspended from duty. The Student Leadership Development Committee will determine the student leader's suitability in their roles after the outcome is finalised.

*** The school reserves the right to introduce new rules and regulations to modify the existing ones as and when it deems appropriate and necessary.**