



# **SST SCHOOL RULES AND REGULATIONS**

## Content Page

### STUDENT MANAGEMENT IN SST

#### 1. SCHOOL ATTIRE

#### 2. SCHOOL ATTENDANCE POLICY

- 2.1 Attendance
- 2.2 Absence from School or official school activities (CCA, OLE, etc)
- 2.3 Other Valid Reasons for Absence from School
- 2.4 Permission to Leave the School Campus Early
- 2.5 Prolonged Absence from school during Term Times/ Leave of Absence

#### 3. SST HOMEWORK POLICY

#### 4. TEST/EXAMINATION RULES AND REGULATIONS

- 4.1 Conduct and Integrity
- 4.2 Punctuality
- 4.3 Absence from test/ examination

#### 5. DIGITAL CITIZENSHIP

- 5.1 Advisory
- 5.2 Media recording

#### 6. SAFETY AND SECURITY

- 6.1 Safety Security
- 6.2 Security of Personal Belongings
- 6.3 Use of Lockers
- 6.4 Lost, Stolen or Found Items
- 6.5 Responsibility and Care for School Facilities and Property
- 6.6 Use of School's Name & Logo



## **STUDENT MANAGEMENT IN SST**

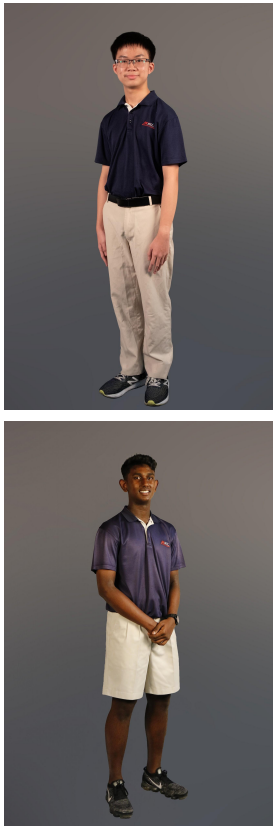
SST works to build a positive culture and healthy relationships in the school. Character-based in its approach to discipline, rules and regulations are established to develop self management, moral reasoning, and a generalised respect for others. The school has a responsibility to take appropriate disciplinary action for inappropriate behaviour. Its restorative practices allow students to make restitution and reintegrate in the community. In recalcitrant cases and serious offences, the school reserves the right to take further actions including caning, probation, suspension or expulsion. The school also reserves the right to amend or add rules and regulations pertaining to discipline from time to time.





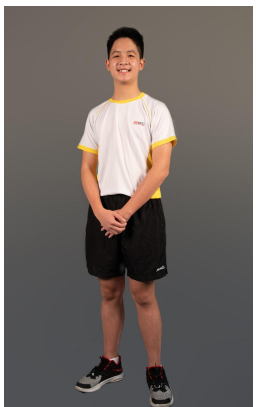



## 1. SCHOOL ATTIRE

The uniform distinguishes the SST students who should wear it with pride and loyalty for the school they have chosen to be part of. The uniform must be clean, neatly pressed with no tears or frayed areas. The overall appearance of an SST student should be smart and neat.

Modification of the school uniform is not allowed and is to be worn as prescribed.

<b><u>School uniform</u></b>		
Worn on normal school days		
<p><b>Gentlemen</b></p> <p>SST Polo Shirt (Tucked into pants)</p> <p>SST pants (Mondays and school events)</p> <p>SST Bermudas (may be worn on Tuesdays – Fridays)</p> <p>Plain black color belt if necessary</p> <p>Hair in its natural colour is short and neatly combed</p> <p>Must be clean-shaven without long sideburns</p>		<p><b>Ladies</b></p> <p>SST Polo T-shirt</p> <p>SST culottes</p> <p>Hair in its natural colour is kept away from the face and eyes. Hair longer than shoulder length is tied up.</p> <p>Kept neat by simple black color headband or hair clips</p> <p>Simple identical ear studs/ earrings (one on each ear)</p>
<p>Nails should be kept short and clean</p> <p>Only the SST sports jacket can be worn over the uniform</p> <p>Any form of jewellery and accessories are not permitted except for a watch</p> <p>Shoes and socks should commensurate with the casual smart dress code</p> <p>Sport shoes should be worn during SW lessons/sporting activities to minimize injuries</p>		

<p><b><u>Formal Attire</u></b></p> <p>Worn for formal events</p> <p>White Long-sleeved shirt/ blouse</p> <p>SST Tie and collar pin on the lapel of the blazer</p> <p>SST Blazer</p>	 	 	<p><b><u>Semi - Formal Attire</u></b></p> <p>Worn for formal events</p> <p>White Long-sleeved shirt; sleeves may be folded up to elbow</p> <p>SST Collar pin</p>
<p>SST School Long Pants/ Culottes</p> <p>Black leather shoes/Court shoes</p>			
<p><b><u>Sports and Wellness Attire</u></b></p> <p>Worn during SW lessons</p> <p>House T-shirt tucked in S&amp;W shorts</p> <p>Report to school in SW attire if SW lesson is before recess - Change into school uniform after recess</p> <p>Change into PE attire during recess if SW lesson is after recess</p>			

## **2. SCHOOL ATTENDANCE POLICY**

### **2.1 Attendance**

#### **2.1.1 General reporting**

Students are to be in the venues of morning assembly by 8.40 a.m. on Mondays and Thursdays; and 7.40 a.m. on Tuesdays, Wednesdays and Fridays to observe the National Symbols.

Students are expected to be punctual and present physically at the stipulated time and venue for all classes, CCA sessions, examinations and all other school-organised activities. Wilful absenteeism is a serious offence.

2.1.2 Students who have a substantiated reason for being late for school or any school-related activities must produce, without prompting, the official documents to his/her form teacher, subject teacher, CCA teacher or discipline mistress/master. (A letter from parents/guardians for tardiness is not considered an official document. The school will make a decision on whether the reason provided is approved.)

2.1.2 Students must remain on school premises until the official time of dismissal or until the end of including other official school activities including formal curriculum, whichever is later; except when they have been granted permission for early dismissal or for official reasons.

2.1.3 Students who are not present in class or compulsory school activities; leaving school without permission will be considered truancy and will face disciplinary consequences.

### **2.2 Absence from School or official school activities (CCA, OLE, etc)**

2.2.1 Absence from school is to be supported by a medical certificate or a letter (up to 3 letters per academic year) written and signed by parent/guardian. The following are the valid reasons:

- Family emergencies such as bereavement in the immediate family (grandparent(s), parent(s), sibling(s));
- Court proceedings;
- One day sick leave after MC ceases.

### **2.3 Other Valid Reasons for Absence from School**

2.3.1 Parents/guardians are urged to arrange non-urgent medical or dental appointments after school, during weekends or school holidays in order to minimise loss of school time.

### **2.4 Permission to Leave the School Campus Early**

2.4.1 Pre-planned to leave school campus early

Students must inform the school for early dismissal [here](#) with supporting documents at least one week in advance.

2.4.2 **Unplanned to leave school campus early** (sick, family emergencies, etc)

Students will report at the General Office and school staff will liaise with their parents/guardians for their release.



## **2.5 Prolonged Absence from school during Term Times/ Leave of Absence**

2.5.1 Parents / Guardians may apply for a leave of absence for example:

- Overseas posting of a parent / guardian
- Temporary relocation overseas by family

## **3. SST HOMEWORK POLICY**

Homework is an integral feature of the academic curriculum that reinforces what has been taught or discussed in class. It also helps students deepen their understanding. Homework is defined as any assignment that needs to be completed out of class, either individually or as a group.

3.1 Students must turn in assignments and homework on or before the deadlines set by their teachers. Students are to exercise personal responsibility to get updates on school work missed in their absence for any reason. Students who missed work or deadlines during truancy may not be given any mark for their assignments.

3.2 If any student feels that he/she is unable to meet the deadline given, he/she must initiate the request for an extension to the relevant teacher in person or in writing. Requests will be approved on a case-by-case basis.

3.3 Students who have a substantiated reason for being late in homework or assignment submission must produce, without prompting, the official documents to his/her subject teacher. A letter from parents/guardians for tardiness is not an official document.

## **4. TEST/EXAMINATION RULES AND REGULATIONS**

### **4.1 Conduct and Integrity**

4.1.1 A student will be given a zero mark for the paper and face disciplinary action if he/she commits any of the following:

- has in his/her possession within the test/examination room any unauthorised electronic devices (capable of capturing, storing and/or transmitting visual, audio or verbal information) and/or unauthorised reference material/notes even if he/she does not intend to use them.
- exhibits inappropriate personal conduct during test/examination. This includes and is not limited to:
  - communicates or attempts to communicate with other student(s);
  - commits or attempts any acts of dishonesty, or abetment of such acts;
  - writes or draws anything that is offensive or obscene in his/her question booklets and/or answer scripts;
  - behaves inappropriately e.g. disrupting other students, not obeying instructions from invigilator;
  - takes away from the examination room, any examination materials(s), writing paper (used or unused) or other examination stationery.

### **4.2 Punctuality**

4.2.1 Students who are late will not be given extra time.



4.2.2 However, students who are late because of major train service disruption or inclement weather will be given the full duration of time allocated for the paper(s).

#### **4.3 Absence from test/ examination**

4.3.1 Absence from any test/ examination without a valid reason will result in a zero mark for the paper.

4.3.2 Valid reasons for absence from a test/ examination include medical certificates, school approved activities or other reasons acceptable by the school. A parent's letter will **not** be accepted as a valid reason.

## **5. DIGITAL CITIZENSHIP**

Computer equipment and high-speed broadband WIFI are made available on the SST campus to enhance students' learning. Students must comply with the SST Acceptable Use Policy (AUP). Click [here](#) for details of the AUP.

### **5.1 Advisory**

5.1.1 Students are to exercise personal and social responsibility in the use of all electronic devices. This includes ensuring that their learning device are fully charged before bringing them to school and keeping their electronic devices in the locker when not in use, and not to leave it unattended at all times.

5.1.2 Technology Break - In the interest of their eye-health, students are not to use electronic devices during recesses, lunch and before school.

### **5.2 Media recording**

5.2.1 No unauthorised audio, image or video recordings or use of them are permitted in any form, unless explicit permission has been sought and given. These may include, but not limited to, capturing images of teachers or peers, video recordings of personal events within the school premises, and other similar contexts.

## **6. SAFETY AND SECURITY**

### **6.1 Safety Security**

6.1.1 The school campus is open from 6.30am to 7.00pm. After 6.30pm, students should be in designated places if they are waiting for parents to pick them up.

6.1.2 Students are not allowed to bring guests to the school campus without prior permission from the school. All visitors to the school must register at the security guard post upon entry.

6.1.3 Students must move indoors immediately when the lightning alert is activated.

6.1.4 All 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.

### **6.2 Security of Personal Belongings**

6.2.1 Students must be responsible and safe keep their personal belongings at all times. They must not leave their personal belongings unattended.





### **6.3 Use of Lockers**

- 6.3.1 Students are responsible for the locker which is assigned to them and purchasing their own lock. At the end of each semester, the lockers must be cleaned out.
- 6.3.2 Lockers are the property of the school and as such may be subjected to search by the school authorities at any time. Permission to use the locker may be terminated when a student does not comply with conditions of the use.

### **6.4 Lost, Stolen or Found Items**

- 6.4.1 Lost and found items by students must be turned in at the General Office immediately. Students can check [here](#) for the list of lost and found items turned in.

### **6.5 Responsibility and Care for School Facilities and Property**

- 6.5.1 Students must be responsible for the use of all school facilities, including classrooms, science laboratories, workshops and all other special rooms. Appropriate attire and footwear for the facility must be worn at all times. Deliberate or accidental loss or damage to the school facilities property or equipment may require a replacement or reimbursement of costs by the student.
- 6.5.2 All food and drinks must be consumed in the canteen/ cafeteria during the respective breaks or before and after school hours; except during the snack break and special occasions supervised by staff. Students must act responsibly and clean up after themselves after eating.

### **6.6 Use of School's Name & Logo**

Students must seek permission from the Communications and Engagement Department through their teachers prior to the following instances:

- Using the School's name, logo, or other representations, in communications and branding materials including but not limited to items such as posters, collaterals, apparel, stationery, as well as digital and social networking platforms such as blogs, websites, Twitter, Facebook, Instagram, etc.
- Speaking to the media or participating in filming projects that are not assigned by the School.

