

SCHOOL RULES AND REGULATIONS

CODE OF CONDUCT:

Every Vistarian is a responsible and independent student with a positive attitude towards school, work, and the community and will keep to the following code of conduct at all times:

- 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

Students are to wear the prescribed school uniform and modification to the uniform is not allowed. The school uniform must be purchased from the school bookshop.

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

HAIR AND UNIFORM STANDARDS

Standards	Male	Female
Hair	<ul style="list-style-type: none"> • Hair must be short and neat. No outlandish hairstyles are allowed. • 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. • Hair must be of its natural colour and not tinted. • Beard, moustache or long sideburns are not allowed. 	<ul style="list-style-type: none"> • Hair that touches the collar or go below it must be tied up. • Fringe must be kept above and away from the eyebrows. Loose hair or fringe must be neatly pinned up • Hair must be of its natural colour and not tinted.
Accessories	<ul style="list-style-type: none"> • No accessories (e.g. bracelets, rings, necklaces, chains or wristbands) are to be worn with the school uniform. • No earrings or ear studs are allowed. 	<ul style="list-style-type: none"> • Only black hair clips, ribbons, hair bands or hair accessories are allowed. • No accessories (e.g. bracelets, rings, necklaces, chains, brooches or wristbands) are to be worn with the school uniform. • Only one pair of plain and simple ear studs is allowed.
Shirt/ Blouse/ Polo T-shirt	<ul style="list-style-type: none"> • Neatly tucked-in at all times. Students should not roll or fold up the sleeves. • School badge must be worn with the shirt/blouse on the left collar. 	
Culottes/ Pants/ Shorts	<ul style="list-style-type: none"> • Pants must be of appropriate length(not to be rolled up). • Not allowed to taper or excessively shorten the pants. 	<ul style="list-style-type: none"> • Culottes should cover the thighs and reach past the top of the knees.
Shoes and socks	<ul style="list-style-type: none"> • Students are to wear white school shoes or predominantly white sports shoes with white laces. • Socks must be completely white with no logos and worn visibly. 	
Others	<ul style="list-style-type: none"> • Cosmetics, coloured sunblock and spectacles/contact lens with tinted lenses are not allowed. Transition lenses are allowed. 	

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 to the classrooms.
- Students should return all used utensils to the respective canteen receptacles after eating. The canteen is out of bounds to all students during lessons.
- 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 at 7.20 a.m. in a quiet and orderly manner for the Flag-raising ceremony. Those who are not with their classes when the flag-raising ceremony starts at 7.30 a.m. are considered late.
- **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 is required for absence from school. Parents' letters will only be accepted for up to 2 absences in a semester.
- 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 has to be accompanied by his/her parent who shall fill in and sign the 'Leaving School Early' Record Book in the General Office.
- All students must be punctual when reporting for school, lessons or any other school activity.
- Students who are late for school and lessons repeatedly will face disciplinary action.

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. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.

OUR DISCIPLINE POLICY

Level 1 Offences	Possible consequences
<ul style="list-style-type: none">• Late-coming• Skipping classes• Not doing assignments• Improper attire & grooming• Unauthorised use of electronic devices during curriculum hours	<ul style="list-style-type: none">• Detention• Corrective work• Informing parents• Reflection session• Confiscation of item• Counselling/warning• Other appropriate disciplinary action deemed necessary by the school
Level 2 Offences	Possible consequences
<ul style="list-style-type: none">• Theft• Forgery• Possession of illicit materials• Vandalism• Truancy• Gambling• Smoking/Vape offences	All consequences stated in Level 1 and <ul style="list-style-type: none">• Counselling/Referral to external agencies• In-house suspension• Suspension from school• Caning (for boys)

<ul style="list-style-type: none"> • Fighting • Abuse of technology • Open defiance and/or rudeness • Disruptive behaviour • Cheating/assisting to cheat in assessments/tests/exams • Leaving school grounds without permission • Level 1 offences committed repeatedly will be considered a Level 2 offence 	<ul style="list-style-type: none"> • Compensation • Police assistance • Awarding zero marks for cheating/assisting to cheat during tests/exams • Other appropriate disciplinary action deemed necessary by the school <p>Level 2 offences will be recorded permanently and the student's conduct grade will also be affected.</p>
Level 3 Offences	Possible consequences
<ul style="list-style-type: none"> • Drug/Inhalant Abuse • Arson • Possession of weapons • Assault • Gangsterism • Bullying or cyberbullying • Extortion • Sexual Misconduct • Other serious offences that do not fall in the above categories • Level 2 offences committed repeatedly will be considered a Level 3 offence 	<p>All consequences stated in Levels 1 and 2 and</p> <ul style="list-style-type: none"> • Transfer out • Expulsion • Other appropriate disciplinary action deemed necessary by the school <p>Level 3 offences will be recorded permanently and the student's conduct grade will also be affected.</p>

*** Final decision will be at the school's discretion.**

- Discipline action may be taken by any of the parties below:
 - Form/Subject teacher
 - Discipline Committee
 - Principal/Vice-Principal
 - Police
 - External Organisations

- 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.