



## Westwood Secondary School

### **SCHOOL RULES AND REGULATION**

Rules and regulations help students understand what constitutes acceptable personal and social behaviour. Besides learning, the school is also a community where respectful and caring relationships are formed and nurtured.

### **STANDARD SCHOOL PROCEDURES**

#### **1 Attendance**

- a. Attendance in school and all school-related programmes/activities is compulsory.
- b. A medical certificate is required for absence from school and school-related programmes/activities.
- c. Absence from school without a valid medical certificate or a parent's / guardian's letter may be regarded as a truancy case and students will face disciplinary consequences which include serving Corrective Work Order (CWO).
- d. All students are not allowed to absent themselves and leave the country before the official end of school term or during compulsory holiday lessons. Special consideration may be given subject to the approval of the Principal or Vice-Principal.

#### **2 Morning Assembly**

- a. School starts at 7.30am from Mondays to Wednesdays and on Fridays. **Thursday is a late day and school starts at 8.35am, but students must report for assembly by 8.25am.** School gates will then be closed promptly at the respective timings. All students are to assemble at the assembly ground or at the classrooms in a quiet and orderly manner for the flag-raising ceremony.
- b. 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.[2]
- c. Non-Singapore citizens will stand at attention and be quiet and respectful throughout the ceremony.

#### **3 Punctuality**

- a. All students must be at the assembly ground or at the classrooms when the national anthem is being played, at 7.30am (Mon-Wed & Fri) and at 8.25am (Thurs).

- b. The Form Teachers will take their attendance at 7.30am (Mon – Wed & Fri) and 8.25am on Thursdays. **Students are deemed late for school should they not be at the assembly ground or at the classrooms at 7.30am (Mon-Wed & Fri) and at 8.25am (Thurs).**
- c. Students who are late must report to the Student Services Centre. A late-coming slip will be issued to students and must be presented to subject teachers when reporting for lesson, failing which students will not be allowed to join the class.
- d. All latecomers will have to serve detention class on the day of their late coming. If there is no detention class on that day, students will have to serve on the next available day. Failure to do so may result in additional consequences which include in-house suspension.
- e. For repeated late coming offenders, they could face consequences that include in-house suspension, home suspension and confiscation of their mobile phones.
- f. Detention classes are held on Tuesdays (3.00pm – 5.00pm), Thursdays (2.30pm – 4.30pm) and Fridays (1.00pm – 3.00pm).

#### **4 Permission to Leave School**

- a. Students may not leave the school premises during school hours or before the end of the school day without permission.
- b. Any student who wishes to leave the school early (with a valid reason) must first inform their Form-Teachers before completing the 'Early Departure Form' at the Student Services Centre, before he/she is allowed to leave the school.

### **School Attire and General Appearance**

#### **1 School Uniform**

- a. Students are to wear the prescribed school uniform and modification to the school uniform is not allowed.
- b. Students must be in school attire whenever they are in school. When in full school uniform, students must wear the school collar pin on the left collar of their shirt / blouse at all times.
- c. Full school uniform must be worn neatly and smartly to meet standards and must be fitting, not oversized or overly tight. School shirt or blouse, PE / CCA / Level / Class T-shirts must be tucked in at all times to show waistband.

For Girls: Skirt worn should be of knee length

For Boys: A pair of school long pants, not tapered

d. Students are only allowed to wear jackets or windbreakers inside school **during cold weather only**.

e. Students are to follow this code of attire:

<b>Monday (Odd Weeks)</b>	<b>Full School Uniform</b>
<b>Tuesday</b>	Half-U
<b>Wednesday</b>	Half-U
<b>Thursday</b>	Half-U
<b>Friday</b>	Half-U ( <i>may wear level t-shirt/PE t-shirt</i> )
PE Lessons & CCA	<p>Students are only allowed to change to their CCA attire after curriculum hours on CCA days.</p> <p>Students need to <b>change to Half-U</b> after PE lessons.</p> <p>Students <b>must be in Half-U before they leave the school</b> and are not allowed to leave the school in PE Attire.</p>

## **2 Shoes and Socks**

- a. Only plain white socks or WWSS school socks are allowed, and they must be worn just above the ankle.
- b. School shoes must be mainly white.
- c. Sandals or slippers are not allowed to be worn at all times including during study breaks and school holidays, unless for medical reasons of which prior approval must be sought from the school.

Examples of proper school attire:



Full School Uniform



Half - U



PE Attire



### 3 Hairstyles/Appearance

#### a. For all students:

- Hair must be of an appropriate length and style that is acceptable to the school.
- Hair should be kept clean, properly combed and neat at all times.
- Hair must be of its natural colour and not tinted / coloured.

#### b. For Girls

- Fringe must be kept above the eyebrows at all times or neatly pinned up.
- Strands of hair that flow down the side/s of the face must be neatly pinned up.
- Hair that touches or is below the collar must be tied up or braided.



#### c. For Boys

- Male students must be clean-shaven and neat in appearance.
- Hair must be kept short and neatly groomed.
- Hair should not be thick at the top[7] of the head.
- Fringe must not touch the eyebrows, ears and the back of the shirt collar.
- Sideburns are not allowed.
- The hair at the back should be neatly sloped up (no overlapping or v-shaped hairstyle).
- No mohawk, scrape or any other types of outlandish hairstyles are allowed.
- Boys are not allowed to keep facial hair and students with facial hair will be required to be clean-shaven.



**Students who fail to sport the correct hairstyle and hair colour can be sent home.**

### 4 Accessories

#### a. For Girls

- Only black hair clips, ribbons and hair bands are allowed.
- Only plain, simple gold / silver / black coloured ear studs can be worn.
- Only one ear stud in each ear is permitted at any one time. The pair of ear studs should be identical. No ear sticks are allowed
- Multiple ear piercings are not allowed.

b. For Boys

- No earrings, ear studs and ear sticks are allowed.

c. For all students

- Finger nails must be kept short, clean and unvarnished.
- Stud/s in the tongue or other parts of the body is not allowed.
- Tattoo/s or any form of body art is strictly prohibited.
- Use of tinted spectacle lenses and coloured contact lenses is not allowed.
- Wearing of make-up or ornaments such as bracelets, rings, necklaces, chains, pendants and / or wristbands are not allowed.
- Religious ornaments should be worn out of sight.
- Spectacle frames should be simple in design and colour

## **5 Procedures for Hair and Attire Checks**

- a. The school conducts an attire and hair check twice in every school term. In addition to these discipline checks, daily monitoring is carried out by teachers and other school staff.
- b. Students are to take personal responsibility to always ensure adherence to school expectations.
- c. Students who fail the check will be given a warning to rectify their hair/attire issue. Parents will be informed to assist.
- d. Students who refuse to rectify their hair/attire issues after the warning will be suspended from school till the problem is rectified. Parents will be informed to assist.

## **Conduct Inside School**

### **1 Classroom Conduct**

- a. Students must be punctual for all lessons and school activities.
- b. Students moving between venues must do so as a class in a quiet and orderly manner.
- c. The Class Chairperson must ensure attendance for each lesson is indicated in the Class Diary File and inform subject teachers of any discrepancies during the course of the day.
- d. All students must stand and greet the teacher before the start of lesson and thank him / her after the lesson.
- e. Students are to remain within the classroom while waiting for the next teacher to arrive, unless otherwise instructed.

- f. Students may only leave the classroom or specials rooms with an Exit Pass issued by a teacher. The pass must be visibly displayed.
- g. Should a student be late for class for any reason, he/she should knock and seek permission from the teacher before entering the classroom.
- h. Students should be attentive and focussed during lesson time.
- i. Students are personally responsible for their own belongings. Valuable items should not be left unattended in the classroom or anywhere in the school.

## **2 Use of mobile devices**

- a. Students are not permitted to use their hand phones / mobile devices /ear pods during assemblies, lessons, school activities and CCAs, except when permitted by the teacher.
- b. Charging of hand phones / mobile devices is also not permitted in school.
- c. No recording in any form (audio or video) is permitted. Recording is allowed only if explicit consent of the school and persons involved is obtained.
- d. Abusing this privilege can result in confiscation by any teacher and will only be returned to the student by the end of the school day. For students who are recalcitrant, the school reserves the right to confiscate the phone for a longer period of time.
- e. Students should observe decorum and practise safe behaviour online at all times. Any act of cyber-bullying will not be tolerated.

## **3 Cleanliness**

- a. Students are required to keep school premises clean at all times.
- b. Students are required to maintain classroom cleanliness throughout the whole day.
- c. Students are to clean up their classrooms and arrange classroom furniture neatly after use and at the end of every school day.

#### **4 Use of Canteen Facilities**

- a. Students are to queue when purchasing their food / drink.
- b. All food and drinks should be consumed in the canteen. No sweet drinks or food should be brought to the classrooms.
- c. Students are required to return all plates / bowls / cups and cutlery to the receptacles provided after use.
- d. Students may not remain inside the classrooms during recess time.
- e. Students should start returning to their classrooms 5 minutes before the end of recess.

Students are expected to cooperate with the Student Councillors and Operation Managers at all times. Any form of defiance or challenging acts will be dealt with firmly.

#### **CONDUCT OUTSIDE SCHOOL**

1. The school takes a serious view of acts that tarnish the good name of the school thus all students should uphold the name of Westwood and maintain excellent conduct outside the school, regardless whether they are in school uniform or not.
2. They should be sensitive to their surroundings and be mindful of their mannerisms and behaviour, and understand how it might impact members of the public.

#### **PROHIBITED ITEMS**

1. 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.
2. Neither smoking nor possession of tobacco products (including e-cigarettes, vapes, and lighters are allowed. Consequences include caning and / or home suspension.
3. Students caught in possession of prohibited items will be dealt with strictly by the school.

#### **CONSEQUENCES OF INAPPROPRIATE CONDUCT AND BEHAVIOUR**

1. Consequences for serious offences include after school detention, corrective work order, suspension from class, suspension from school, caning, student undertaking and expulsion.
2. Students may be referred for counselling by the school counsellors or counsellors from external agencies.



3. The school will collaborate closely with parents / guardians to ensure their active involvement / participation throughout the discipline process. This is critical for sustainable and long-lasting change in behaviour, conduct and / or attitude of the student.

#### 4. Conduct Grade

At the end of each term & semester, students will be awarded a conduct grade. The conduct grade will be based on students' behaviour and conduct throughout the term/semester. It should be noted that students with Fair or Poor conduct grades will not be eligible for awards such as the Edusave Scholarship, Edusave Merit Bursary and Good Progress Award.

#### Expected Good Conduct

<b>RESILIENCE</b>
Putting in best effort in all tasks Not giving up when faced with difficulties
<b>INTEGRITY</b>
Returning lost items Reporting offensive behaviour Not cheating in tests/exams
<b>COMPASSION</b>
Helping a schoolmate, school staff or member of the public Displaying courteous and respectful behaviour at all times Encouraging and motivating schoolmates
<b>INNOVATION</b>
Work together to come up with unique ideas Create and inspire through thinking out of the box

<b>CONTINUAL LEARNING</b>
<p>Explore opportunities to learn and grow</p> <p>Seizing opportunities inside and outside of school to expand knowledge and skills</p> <p>Ready to learn from others / own mistakes</p>

Misconduct and Consequences

<b>OFFENCE</b>	<b>DESCRIPTION</b>
<b>ATTENDANCE</b>	
Late coming	Late arrival at school without a valid reason
Skipping classes / school events / CCA	Absence from lessons, school events, CCA activities without a valid reason
Leaving school grounds without permission	Leaving the school before curriculum time ends without school's approval
Truancy	Absent from school without valid reasons
<b>MISCONDUCT</b>	
Misusing hand phones / mobile devices	Using hand phones / mobile devices when not permitted, eg during lessons/assembly.
Improper hair/attire	Not adhering to school rules on grooming, attire, jewellery etc
Not completing assignments	Not turning up work without a valid reason, despite reminders
Disruptive behaviour / Mischief	Inappropriate conduct which interferes with the smooth running of lesson or school activities

Abetment of a serious offence	Failure to report or provide truthful information of a serious offence to the school
Cheating in tests/exams	Disregard for exam regulations, possession of notes, copying from others, allowing others to copy or tampering with marks
Forgery	Forging of signatures, medical certificates, consent forms, etc with the intention to deceive
Smoking/Vaping	Use/ possession/ distribution/ sale of cigarettes or e-cigarettes
Gambling <b>(Serious Offence)</b>	Use of money in games/betting
Theft <b>(Serious Offence)</b>	Stealing of school property or property belonging to others
Defiance <b>(Serious Offence)</b>	Being rude and disrespectful to others, especially to school staff
Bullying <b>(Serious Offence)</b>	Intimidating, frightening or hurting others
Cyber - bullying / Abuse of technology <b>(Serious Offence)</b>	Offensive comments on social media, Whatsapp, SMS or any other platforms, meant to cause hurt to others
<b>OTHER SERIOUS OFFENCES</b>	
Assault	Violent attack against person(s), whether injured or not
Sexual Assault	Sexual acts done intentionally to cause hurt, shame to others
Fighting	Confrontation between individuals or opposing groups in which each attempts to harm or gain power over the other, as with bodily force or weapons

Gangsterism	Gang assault threat / harassment / extortion, whether actual or attempted
Pornography	Consumption / possession / distribution / sale of pornographic materials
Possession of Weapons	Possession of weapons that may be used in a crime, inside or outside school premises
Substance Abuse	Use/ possession / distribution / sale of alcohol, drugs, inhalants
Other serious offences	The nature of these offences would be so serious that they may cause physical/mental harm to others.

**POSSIBLE CONSEQUENCES**

Warning / Detention / Corrective Work Order (CWO) / In-house Suspension / Confiscation of device / Parents informed

*For very serious offences, consequences may include:*  
Caning / Home Suspension / Police Intervention

\*All offences stated above as spelt out in the MOE’s School Offence Module (SOM).  
All offences committed by students will be keyed into the SOM.  
Consequences will be meted out on a case-by-case basis and at the discretion of the school.