

SCHOOL DISCIPLINARY RULES

Merahan Code of Conduct

This is a set of expectations/rules intended to nurture Merahans to be ready for school and life beyond school. In both word and deed, Merahans are expected to demonstrate the following values:

- a. Respect for the code of conduct. All students should seek to understand the rationale for the expectations/ rules. All students must abide by the expectations/ rules.
- b. Integrity in behaviour and action. All students must face up to the disciplinary consequences to correct their actions, should they violate the code of conduct.
- c. Self-discipline. All students must regulate their own behaviour and actions, according to the code of conduct.
- d. Empathy. All students must conduct themselves in ways that promote physical, social, emotional and mental well-being of others.

1. School Image and Representation

- a. The school has sole discretion in determining what will be appropriate representation of the school's name, image, logo and uniform.
- b. Students should not
 - i. Use the name, image, logo and uniform of the school in a way that disparages the school in any circulatory media (e.g. social media, video, print).
 - ii. Disseminate disparaging information and images of school staff and students in any circulatory media (e.g. social media, video, print).

2. Respect for the Country

The flag raising ceremony reminds every student that they are a valuable member of the school, community and country. To start the day right, the following is to be adhered to:

- a. All students should be respectful and stand at attention when the national anthem is played.
- b. Students who are Singapore citizens must sing the National Anthem and take the Pledge.
- c. Students will take the Pledge with the right fist placed over the heart

3. School Uniform

The uniform and other prescribed attire are reminders of the common space the school strives to create for students. The following is to be adhered to:

- a. Students are to wear the prescribed school uniform. Modification to the uniform is not allowed.
 - PE attire must be worn during PE lessons. Students must change into full/half-uniform at the end of their PE lesson as per school requirements.
- b. Students are to wear school-appropriate socks and shoes (e.g. canvas, sports). These should be free of potentially offensive words, slogans, logos, pictures and/or cartoons.
- c. Any deviations in attire, footwear and accessories must be supported by doctor's memo or parent's letter and are subjected to school approval.
- d. Students must not wear accessories (e.g. coloured contact lenses, jewellery, rings) or make-up while in uniform.

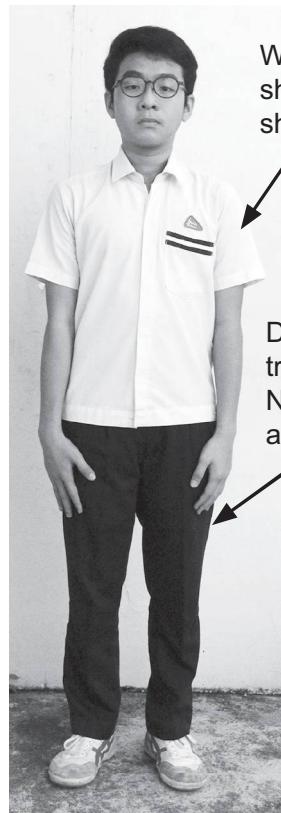
- Only girls are allowed to wear only one pair of plain gold or silver studs or transparent ear sticks on their earlobes. Multiple earrings or other piercings are not permitted.



Girls

White colour short sleeved blouse

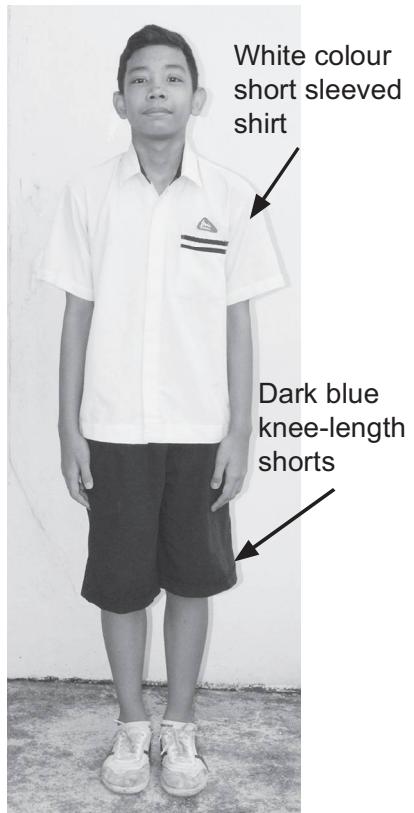
Dark blue knee-length skirt



Upper Sec Boys

White colour short sleeved shirt

Dark blue trousers
No alteration allowed



Lower Sec Boys

White colour short sleeved shirt

Dark blue knee-length shorts

4. Grooming/Appearance

The way students present themselves in terms of physical appearance in school and in public has a direct impact on the image of themselves, their families and the school. The following is to be adhered to:

- All students are to be tidy and presentable in appearance.
- Nails must be short and not be varnished or coloured.
- Hair must not be permed or dyed.
- Male students must be clean shaven and neat in appearance.
 - Hair at the back should not touch the shirt collar. Hair at the front should be above the eye-brows. Hair at the sides should not touch the ears. Hair at the crown should not be too bushy.
 - Female students with hair longer than shoulder length must have it neatly tied up. Fringes beyond the eye-brows should be pinned up or tucked behind the ears. All ribbons/rubber bands/hair clips must be navy blue/black in colour.
 - Body piercing (nose stud, tongue stud etc) is not permitted. This includes henna, tattooing and all forms of skin tainting whether temporary or permanent, except for school-approved events.

5. Behaviour/Conduct

The way students conduct themselves in school and in public has a direct impact on themselves (e.g. educational progression, personal safety), their peers (e.g. safety and security) and the image of the school. The following is to be adhered to:

Attendance

- Attendance in school is compulsory. Absence from school is permitted only when it is supported by a Medical Certificate (MC) or a parent's letter with valid reasons. Students are to be present and punctual for all school functions, lessons and CCA.

b. Absences from school must be supported by valid reasons, defined as follows:

Types of Absence	Valid in the form of:
Core and co-curricular programmes and school functions	1. Medical Certificate 2. Letter of excuse from parent/guardian
Weighted Assessments (WAs)	1. Medical Certificate 2. Letter of excuse from parent/guardian
End-of-year and preliminary examination	• Medical Certificate only

c. Students with prolonged absences without valid reasons will face disciplinary consequences [refer to page 16].

Punctuality

- a. Students must be punctual to school for morning assembly and to class for all lessons.
- b. For morning assembly, students who are not at the designated assembly area by the start of morning assembly at 0730h will be considered late.
 - Students must be in full or half school uniform for morning assembly. Attire (includes grooming) checks will be conducted daily. Students with improper attire will be booked.
 - Students who arrive in school after 0730h must report to General Office for attendance taking. They will be issued a late - coming slip, to be submitted to the subject teacher, before they can access the lesson venue.
- c. For lessons, students must be punctual for all lessons and should arrive at the venue within five minutes after the bell. Attendance will be taken before lessons begin, and latecomers will face disciplinary action.
- d. Repeated late-comers will face disciplinary consequences [refer to page 17]. This will have an impact on the selection process for academic-related, CCA- related and Edusave-related awards.

Conduct during lesson time

- a. Students should greet the teacher at the beginning and end of each lesson.
- b. Food should not be brought from the canteen into classrooms.

Readiness to learn

- a. Students are to be respectful. They should not use vulgarities or offensive words and/or actions that hurt others and/or damage properties.
- b. Students are to have integrity. They should not engage in any deceitful acts (e.g. cheating, forgery, lies).
 - Students who engage in deceitful and disruptive actions during the conduct of assessments (e.g. WAs, examinations) will face disciplinary consequences [refer to page 20].
- c. Students are to have self-discipline and empathy. They should complete all assigned homework by the due date. They should not be a disturbance to their peers and staff of the school.
- d. Students are expected to abide by classroom routines and teachers' instructions promptly to ensure smooth learning for all.
 - CHAMP is the routine for the start and end of a lesson.
 - o Clean the venue at the start and end of a lesson
 - o Hands off digital devices including during toilet breaks
 - o Access to learning materials
 - o Minimise movement outside class
 - o Presence of mind (e.g. punctuality, attire, volume of noise)

- SEDIA is the routine during a lesson.
 - Sit up straight
 - Eyes on presenter
 - Do your work well
 - Interact respectfully
 - Ask appropriate questions
- RISE is the routine for self-directed lesson when a teacher is not in class.
 - Respect: Be mindful and not disturb others.
 - Integrity: Be honourable. Complete the work assigned.
 - Self-discipline: Be on task. SEDIA!
 - Empathy: Be responsive. Seek help next door in case of emergency

Civic consciousness/graciousness

- a. School adopts a Zero Tolerance Policy on bullying. We are committed to maintaining a safe and caring environment where every student is treated with respect and dignity.
 - Bullying refers to repeated or persistent behaviour that is intended to cause hurt, distress, or humiliation to another person.
 - Any form of bullying, whether physical, verbal, social, or online—will be taken seriously.
 - All students are encouraged to speak up and report any bullying incidents to a teacher, school counsellor, or any trusted adult.
 - Students found to have engaged in bullying will face appropriate disciplinary action and receive guidance or counselling to support positive change.
- b. Students must respect school property and follow the rules of engagement. They are to:
 - use school facilities responsibly and safely at all times and refrain from any form of vandalism.
 - report school property that is damaged or defaced.
 - move quietly along corridors, stairways, and linkways.
 - refrain from using the lifts. Students who need to use the lift due to medical reasons must seek approval from their Form Teacher.
- c. All parts of the school premises are to be kept clean at all times.
 - Food/drinks must be consumed within the canteen.
 - Students are prohibited from visiting canteen to buy food or drinks if it is not their designated break time unless granted special permission by the staff.
- d. In the canteen, students are to
 - queue up in the canteen to buy their food/drinks.
 - return the utensils to the designated receptacles after eating/ drinking.

Valuables

- a. Students are highly discouraged from bringing expensive items or large sums of money to school. They are responsible for the safekeeping of their personal belongings to prevent loss, damage, or theft.
- b. Students are to be responsible for their belongings and should not leave them unattended or in plain sight. The school will not be held liable for any loss or damage resulting from negligence or irresponsible behaviour.

Safety and security

- a. Students can leave the venue of instruction only if permission is granted by the teacher.
- b. Students who wish to leave the school during school hours for valid reasons (e.g. unwell, medical appointments) must inform the Form Teacher/ Year Head before reporting to the General Office. They will only be allowed to leave the school after approval is provided by the parent/ guardian.

- c. Smoking, vaping, substance abuse, theft and gangsterism are serious offences. Engagement in these activities will result in disciplinary actions and/or referral to the official authorities for further actions.
- d. 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.
- e. Students are not allowed to bring items used for gambling purposes.

6. Responsible Use of Electronic and Digital Devices and Wireless Network Technology can be both a blessing and a curse, depending on how the users are tapping on it. Students are expected to use electronic and digital devices responsibly at all times. Corrective action will be meted out to students for inappropriate use of mobile phones, electronic and digital devices.

Electronic devices (e.g. mobile phones, personal learning devices)

- a. Refrain from using all electronic and digital devices during school hours unless permission is granted by the school/staff to do otherwise.
 - Parents/ guardians who need to contact your child/charge during curriculum hours can call the General Office at 64748934.
- b. Respect the privacy of students and staff. Students must not use the devices to record/ video/ take pictures of others and/or circulate these without permission.
- c. Creation or transmission of any image, data or other material which is offensive, defamatory, obscene, indecent or that may offend human dignity, including gender, race, culture or religious beliefs.
- d. Users of personal learning devices (PLD) are expected to abide by the PLD – Acceptable Use Policy (AUP) Agreement in subsequent pages.

Use of the school's wireless network

- a. Access to the network is meant only for authorised individuals.
- b. Users must not
 - i. Tap on network resources, connect equipment or services or software to the network to spam and/or spread viruses, hoaxes and other programmes that can damage or disturb other people or services available on the school's wireless network.
 - ii. Damage, destroy, attempt to gain unauthorised access to data or violate the privacy of other users, including interception or disclosure of passwords, and other sensitive 'personal data' as defined by the laws on the protection of privacy.
 - iii. Carry out any other activity prohibited by Singapore Law, by the International rules, regulations and practices ("Netiquette") of use of other networks and of network services that may be accessed.