

SCHOOL RULES & REGULATIONS

FOR STRICT COMPLIANCE

- 1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- 2 Male students must be clean-shaven and neat in appearance.
- 3 Students who are Singapore citizens must sing the National Anthem and take the Pledge with the right fist placed over the heart.
- 4 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.

1 ATTENDANCE AND PUNCTUALITY

Queenswayans need to take ownership of their learning by being present and punctual for lessons. Queenswayans who come late will lose out on valuable learning time.

- 1.1 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. Absence without valid reasons will be deemed as truancy.
- 1.2 If students wish to leave or absent themselves from school for private matters, parents need to apply for leave of absence for their child through their Class Mentors. Permission will be granted on a case-by-case basis by the School Leaders.
- 1.3 Students must be punctual for school, lessons, Assembly, CCA and any school-organised activities.
- 1.4 Students should be with his/her class at the designated assembly area 5 minutes before morning assembly.
- 1.5 Students who are not present at morning assembly will be considered late or absent.
- 1.6 Students who are very late (i.e. after the first period begins) will be booked for skipping lessons. These students must obtain a late-coming slip before they can proceed to join their class.
- 1.7 Students who wish to leave school before the end of curriculum time must seek permission from the Class Mentor or an authorised School Personnel. He/She has to complete a "Permission to Leave the School" form which can be obtained from the General Office.

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2 MORNING ASSEMBLY

Morning assemblies are meant for Queenswayans to gather as a school community. During this time, Queenswayans show their love for the country through the singing of the National Anthem and reciting of the Pledge.

- 2.1 Students must attend morning assembly in either full uniform or half uniform, which consists of the school PE t-shirt paired with school uniform shorts/pants/skirt.
- 2.2 Attire (including grooming) checks will be conducted daily. Students whose attire or grooming cannot be rectified on the spot may be sent home for rectification.
- 2.3 Students must stand at attention during the National Anthem and Pledge-taking. Students who are Singapore citizens must sing the National Anthem and take the Pledge, with the right fist placed over the heart.
- 2.4 Students must sing the School Song with pride and respect to demonstrate their commitment to the Queensway family.

3 PERSONAL APPEARANCE

Queenswayans show that they are proud of their identities as ambassadors of the school by dressing appropriately and respectfully.

SCHOOL UNIFORM

- 3.1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed. The school PE T-shirt may be worn with school shorts/pants/skirts outside of PE lessons. However, PE shorts are strictly not allowed except during PE lessons.
- 3.2 All students are to put on their school uniform neatly and smartly. The uniform must be clean and neatly pressed.
- 3.3 The shirt must be worn with the school badge at all times.
- 3.4 The shirt must be buttoned and tucked in at all times.
- 3.5 When the school tie is worn, it must be pulled up to the collar.
- 3.6 For the boys, pants and shorts must be fitting and be worn at the waist. It should not be hanging on the hips. Long pants must not taper towards the ankle. Long pants must be long enough to cover the ankles.
- 3.7 For the girls, knee-length skirts must be worn.
- 3.8 Shoes must be predominantly white. Luminous or striking colours are strictly forbidden. If a student cannot wear shoes for any special reasons, supporting medical documents must be given to the Class Mentors to explain the situation.
- 3.9 Socks must be white and visible (above the shoe collar) at all times.

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PE ATTIRE

- 3.10 For PE lessons and unstructured play time, students must wear the school PE T-shirt and shorts. The PE T-shirt must be tucked in at all times.
- 3.11 Students must change out of their shorts and put on school shorts/pants/skirts after PE lessons and after unstructured playtime.
- 3.12 Students must produce a valid letter of excuse from a doctor if they are unable to participate in PE lessons.
- 3.13 Students are allowed to put on their CCA T-shirts only during CCA activities.
- 3.14 Only school T-shirts or CCA T-shirts may be worn beneath the school shirt. Alternatively, a plain white T-shirt is acceptable.
- 3.15 Students who come to school for CCA or other activities outside of curriculum time must be in full or half-school uniform (i.e. wear a school or CCA T-shirt with school shorts/pants/skirt), including proper footwear. Slippers or sandals are strictly forbidden.

HAIR AND GENERAL APPEARANCE

- 3.16 Students' hair must be neat and tidy at all times. Fancy hair styling, tinting, dyeing, highlighting and bleaching of hair are strictly forbidden.
- 3.17 Spectacle frames should be plain and the lenses are not to be tinted. Tinted contact lenses are not allowed.
- 3.18 Nails must be kept short and clean at all times. Nail polish, varnish and hardeners are not allowed.
- 3.19 No facial make-up is allowed.
- 3.20 Body piercing or tattooing are strictly not allowed. Students found with tattoos will be suspended from school until efforts are made to remove them.
- 3.21 No chains, rings, bracelets, friendship bands, ankle bands or any other forms of jewellery (except as permitted in 3.31) are allowed in school.
- 3.22 No religious ornament/object is to be worn around the neck or the wrist. If necessary, it should be kept in the wallet or pocket.

For boys

- 3.23 Hair must not touch the eyebrows, ears and the shirt collar.
- 3.24 Hair cuts should show evidence of a slope at the back of the head.
- 3.25 Side-burns must not extend beyond the middle of the ear.
- 3.26 Boys must maintain a clean-shaven look. No moustache or beard is allowed.
- 3.27 Boys are not to pierce their ears, nor wear earrings/ear studs or have any other forms of piercing on them.

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For girls

- 3.28 Girls are encouraged to keep their hair short for easy management. Girls with long hair are to neatly tie, clip or plait their hair.
- 3.29 All ribbons, rubber bands and hair clips must be black in colour. Fanciful hair accessories are not allowed.
- 3.30 Fringes must be pinned up nearly and not touch the eyebrows.
- 3.31 Girls may only wear one simple pair of small, round ear-studs in silver/gold or transparent ear-sticks on their earlobes. Multiple earrings or ear-sticks and other accessories are not allowed.

4 VALUABLES

The school believes that it is important for Queenswayans to show empathy and understanding of others in the school community. Hence, Queenswayans are discouraged from bringing expensive personal belongings to school, as these can become distractions for the student body. By not bringing expensive electronic devices or other belongings to school, Queenswayans also prevent any feelings of envy and inferiority among peers. This way, Queenswayans also do not have to worry about the safety of their expensive belongings as well.

- 4.1 If a student chooses to bring expensive personal belongings to school, it is the student's responsibility to take proper care of his/her property to prevent loss, damage and theft.
- 4.2 Students must be responsible and not leave their personal belongings unattended or in open view.

5 USE OF MOBILE PHONES, ELECTRONIC COMMUNICATION DEVICES, AND TECHNOLOGY

Queenswayans are expected to be discerning, prudent and responsible in their use of technology. Queenswayans demonstrate their commitment to community when they consider the impact their use of technology could have on others.

- 5.1 Students are advised not to bring electronic devices, including smartphones and smartwatches, to school. The use of all personal electronic devices (except MOE-approved personal learning devices, electronic calculators and dictionaries) is not allowed during curriculum time.
- 5.2 Students are responsible for the general care of their personal learning devices and under no circumstance should a personal learning device be stored in unsupervised areas. A police report must be lodged in cases of theft or loss.
- 5.3 Personal learning devices will be labelled in the manner specified by the school. Under no circumstances are students to modify, remove or destroy identification labels.

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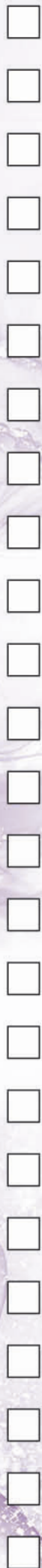
- 5.4 If there is a need for students to contact their parents or vice-versa while they are in school, they may use the telephones in the General Office. Parents may also contact the general office staff if they wish to relay an urgent message.
- 5.5 Students should not use their mobile phones and/or smart watches from the time morning assembly commences until dismissal every school day.
- 5.6 At the start of the first period of each day, students must switch off their mobile phones and/or smartwatches and place them in the designated slot in the mobile phone cabinet, organised by index number.
- 5.7 At the end of the school day, after the cleaning of the classroom is completed, the subject teacher will unlock the cabinet and return the mobile phones and/or smartwatches to their respective owners in an orderly manner.
- 5.8 Students who do not lock their mobile phones and/or smartwatches in the cabinet or are found using their mobile phones and/or smartwatches during curriculum hours will have their devices confiscated for 5 school days.
- 5.9 Students should be responsible in their use of technology, including the use of internet and social media.
- 5.10 Students are not to use technology to abuse or hurt the school, staff or students in any way.
- 5.11 Students are not to use technology for personal gain and inappropriate purposes (for example, surfing pornographic/hate-sites, downloading pirated software/files, hacking into school or external systems, etc.)
- 5.12 Students are to inform the school authorities immediately of any offensive material or messages capable of causing distress to others or tarnishing the school's image and reputation.
- 5.13 If the school has reason to suspect that a student's mobile phone, smartwatch and/or personal learning device was/were used to commit an offence, the school might confiscate the device(s) for further investigation.
- 5.14 The school views such offences (e.g. making, possession and/or sharing of obscene images or videos) very seriously and will involve the Police if necessary.

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6 CONDUCT DURING LESSONS

Queensway Secondary School is committed to providing a conducive learning environment for our students to develop holistically, to succeed and excel. Queenswayans should be passionate about learning and pay full attention to all lessons conducted and participate actively in the activities, including submitting homework on time and respecting all teachers. Conducting themselves appropriately through their words and deeds demonstrate their commitment to uphold the spirit of a Queens graduate.

- 6.1 Students must keep classrooms neat and tidy at all times. All fans and lights are to be switched off before students leave for their next venue.
- 6.2 Movement from classroom to classroom and along the corridors must be carried out in a quick, quiet and orderly manner so as not to disturb other students.
- 6.3 All students must be punctual for lessons. They are expected to be in the lesson's venue within the first five minutes after the bell. Attendance will be taken before the start of each lesson.
- 6.4 Students are to greet the teacher at the start and end of every lesson.
- 6.5 Students are not allowed to change seats without permission.
- 6.6 No food and sweetened drinks are to be consumed in the classroom.
- 6.7 Students are not to leave the class without a permission pass.
- 6.8 Students must be attentive while lessons are being conducted.
- 6.9 Students are expected to bring all materials (including personal learning device) they need for lessons so that they are able to learn well without having to share materials with their peers and becoming a distraction.
- 6.10 Personal learning devices must be brought to school each day in a fully-charged condition. Students need to charge their personal learning devices each evening. Students are not allowed to charge their devices during curriculum hours.
- 6.11 Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students should only use wired earphones for tech-enabled lessons.
- 6.12 Failure to safe-keep or misuse of learning device may result in confiscation of the item. Other disciplinary action(s) will be taken against the student.
- 6.13 Students should not remain in the classroom during recess and lunch.
- 6.14 For security reasons, the Class Chairperson must lock the classroom when no one is in the classroom.



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7 USE OF SCHOOL LIFT

- 7.1 Students are only allowed to use the lift outside of curriculum time (i.e. after 3:30 pm daily).
- 7.2 Students who need to use the lift due to medical reasons must obtain a pass from the HOD/Student Management with a doctor's recommendation letter.

8 CANTEEN

Queenswayans are to show courtesy to others during recess time. This shows their commitment of maintaining a conducive environment for their peers and teachers to enjoy their break time and their food.

- 8.1 Students should not disturb their schoolmates who are having lessons when they go for their recess.
- 8.2 Students must queue up when purchasing food in the canteen.
- 8.3 All food and drinks must be consumed in the canteen or in designated areas.
- 8.4 All students must deposit food waste and wrappers in the waste bins. Plastic bottles and aluminium cans should be rinsed before being recycled in the correct recycling bins.
- 8.5 All students must return all utensils and cutlery to the respective receptacle bins provided.
- 8.6 All students must keep the tables and floor in the canteen clean.

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9 OFFENCES

9.1 ATTENDANCE

- 1 Leaving school grounds without permission
- 2 Truancy
- 3 Late-coming
- 4 Skipping classes

9.2 MISCONDUCT

- 1 Abuse of technology
- 2 Bullying/Harassing/Causing hurt to others
- 3 Cheating in assessments/tests/exams
- 4 Disruptive behaviour
- 5 Forgery
- 6 Open defiance and/or rudeness
- 7 Improper attire and grooming
- 8 Littering
- 9 Not doing assignments
- 10 Using vulgar language

9.3 THEFT/DAMAGE OF PROPERTY

- 1 Arson
- 2 Theft
- 3 Vandalism

9.4 OTHER SERIOUS OFFENCES

- 1 Assault
- 2 Fighting
- 3 Gangsterism/Involvement in gang activities
- 4 Gangsterism
- 5 Pornography
- 6 Possession of weapons
- 7 Sexual misconduct
- 8 Smoking/Vaping
- 9 Alcohol/Drug/Inhalant abuse
- 10 Other criminal offences/police cases

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10 SYSTEM OF CORRECTION

Queensway Secondary School is committed to its twin aims of character development and academic excellence. Our policy of discipline is a positive one, which seeks to help to build sound character and promote effective learning and development. This is best achieved in a school environment where students are clear about what is expected of them, the rationale behind the rules and regulations, and the consequences of irresponsible behaviour.

The school gives clear signal to students that the school does not tolerate ill-discipline and expects good, positive behaviour from all.

Engaging in negative behaviour entails appropriate school response. Corrective action is carried out according to disciplinary guidelines formulated by the Student Management Committee. The following are some corrective actions that may be taken by the school:

- 10.1 Advice and counsel
- 10.2 Referral to School/Teacher Counsellor
- 10.3 Isolation in classroom
- 10.4 Detention or Corrective Work Order
- 10.5 Parent-Teacher/Principal Conferencing
- 10.6 Removal from leadership post in Class Committee/CCA/other student leadership bodies.
- 10.7 Barred from representing the school in competitions or training sessions
- 10.8 Probation
- 10.9 Warning Letter
- 10.10 Caning
- 10.11 Suspension
- 10.12 Expulsion
- 10.13 Any other measures as deemed fit by the school.

Students whose conduct is prejudicial to the school population shall be disciplined. The school will take any appropriate follow-up actions it deems necessary.

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Serving detention supersedes all school programmes and activities outside of curriculum time. Any request, from staff/parent, for student to be excused from detention should be directed to the Student Management Committee.

All serious offences will be recorded in the Student Offence Module. Students who have committed offences while in school uniform in public, or who are caught by police or charged in court for crimes/offences committed outside school are liable to face caning/suspension, and/or admonition, and have such misconduct mentioned before the school in order to educate and advise the student population.

The decision of the School Authority is final. The school reserves the rights to mete out appropriate consequences if a student misbehaves in any way that is detrimental to the moral tone of the school.

For serious offences, the school is required to report them to the police immediately.

The school will also report students who commit serious offences to the Ministry of Education and other external organisations (e.g. government agencies, scholarship boards, and universities) that request the students' school records.

NOTE ON CANING/SUSPENSION:

Caning will generally be conducted in the Meeting Room, Classroom or Assembly Area, depending on the severity and nature of the offence committed. Public caning may be meted out for serious offences unless there are mitigating circumstances for reduced punishment.

Suspension will be in the form of in-school, out-of-school or suspension from school representation at the National School Games and other competitions. Students cannot take part in school activities or events while suspended. The duration of suspension can vary from days to weeks, depending on the severity and nature of the offence committed, and disciplinary history of the students.



STUDENTS' PROPER ATTIRE



GUIDELINES FOR CONSEQUENCES

School personnel will keep to the guidelines stated below when meting out consequences for the various offences.

NO.	OFFENCE	CONSEQUENCES
1	Attendance	
1.1	Truancy/ Skipping Classes	Counsel Detention Caning/Suspension Expulsion
1.2	Absence from remedial lessons / CCA	Counsel Detention Suspension Caning
1.3	Late-Coming	Counsel Detention Suspension
1.4	Late-Coming/ Absence from school on CCA Days	Counsel CWO Suspension
2	Misconduct	
2.1	Bullying/Harassing/ Causing hurt to others	Caning/Suspension Letter of Apology Report to Police
2.2	Cheating in assignments/tests/ examinations	Zero mark for paper Detention
2.3	Disruptive behaviour	Counsel Detention Caning/Suspension
2.4	Forgery of documents	Detention Caning/Suspension
2.5	Open defiance and rudeness to teachers	Caning/Suspension Letter of Apology
	Leaving classroom without valid permission pass	Counsel Warning Detention
	Using mobile phone and smartwatches during curriculum time	Warning Confiscation Detention
2.6	Improper attire and grooming (Non-compliance with stipulated rules in Section 3 under 'Rules and Regulations'.	Corrective actions to be taken immediately / within one day

GUIDELINES FOR CONSEQUENCES

NO.	OFFENCE	CONSEQUENCES
2.7	Classroom not well-maintained <ul style="list-style-type: none"> • Littered • Furniture not arranged 	Counsel Class to be detained CWO for duty student
	Littering/ Utensils and cutlery not returned to receptacles	Warning CWO
2.8	Failure to meet deadline for the completion and submission of assignments	Counsel Warning Detention
2.9	Use of abusive/ vulgar language	Caning/Suspension Letter of Apology
3	Theft/Damage of Property	
3.1	Arson/Vandalism	Caning/Suspension Report to Police
3.2	Theft/Shoplifting	
4	Other Serious Offences	
4.1	Assault/Fighting	Caning/Suspension Report to Police
4.2	Gangsterism/ Involvement in gang activities	
4.3	Pornography	Caning/Suspension Confiscation of Items Report Police
4.4	Possession of weapons	
4.5	Sexual misconduct	Caning/Suspension Letter of Apology Report to Police
4.6	Smoking/Vaping	Referral to HPB/HSA Caning/Suspension
4.7	Alcohol/Drug/Inhalant abuse	Referral to CNB Caning/Suspension
4.8	Other criminal offences / Police cases	To be determined by P/VP