

THE NATIONAL SYMBOLS

SCHOOL RULES AND REGULATIONS

To Discipline is to Care

The school believes in positive discipline and holistic character development of our students. Students should adhere to the school rules in order to inculcate school values and achieve the following desired outcomes:

- a) Individuals of good character
- b) Contributing citizens
- c) Confident leaders

We hold each Changkateer to the highest expectations, and believe that each of them can be an excellent ambassador of the school. As such, they are held accountable for any action that is not in line with the school values. This translates to the following rules and regulations:

1) FLAG-RAISING CEREMONY

Changkateers must show their respect to the Republic of Singapore by participating in the daily morning flag raising ceremony.

- 1.1 Students must assemble at the correct venue (School Hall, Classroom or Parade Square) as stipulated by the school for all morning assemblies for attendance taking and checking in by respective Form Teachers.
- 1.2 It is compulsory for all teachers and students to stand at attention when the state and school flags are raised.
- 1.3 Students who are Singapore citizens must sing the National Anthem and take the pledge. Students will take the pledge with the right fist over the heart. International students must stand at attention and remain quiet.
- 1.4 The school anthem will be sung and student pledge will be recited during morning assembly on Mondays.

2) ATTENDANCE AND PUNCTUALITY

Changkateers are expected to be responsible and observe punctuality. In doing so, Changkateers will demonstrate respect and resilience to attend school and other functions in a timely manner.

- 2.1 All students must attend school regularly and punctually.
- 2.2 Attendance is compulsory for all school days, special functions and enrichment programmes organised by the school.

- 2.3 When a student is absent from school, a medical certificate must be submitted to the Form Teacher immediately when the student returns to school.
- 2.4 If a student falls ill in school, the staff in the General Office will contact his/her parent and make arrangements for him/her to leave school. No student will be allowed to go home without parental consent.
- 2.5 If a student has to leave the school prior to the dismissal time, a letter from the parents or relevant authorities must be given to the Form Teacher, stating the reason for early dismissal.
- 2.6 Students are not allowed to apply leave for leisure or holidays during school terms, including the bridging and conditional advancement programmes.

3) ATTIRE

Changkateers are expected to be properly attired at all times as a form of respect and care to self and fellow Changkateers.

School Attire

- 3.1 Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- 3.2 Name tags with the official name must be displayed prominently on the student's uniform, including House T-shirt.
- 3.3 The school uniform is to be worn neatly at all times within and outside the school compound.
- 3.4 Students are to wear plain white shoes or white sports shoes deemed acceptable by school, socks and shoelaces. (socks worn must be visible above the ankles)
- 3.5 Student Councilors are allowed to wear all black shoes.
- 3.6 Students are not allowed to wear slippers or sandals to school, unless unable to do so due to medical or other acceptable reasons.
- 3.7 Students returning to school during school holidays/after school hours must be in full school uniform or appropriate official CCA attire.

PE Attire And CCA Attire

- 3.8 The House T-shirt and school shorts (for girls: acceptable track pants in consultation with PE teacher) are to be worn for PE lessons.
- 3.9 Student Name Tag must be sewn on House T-Shirt.
- 3.10 The school uniform must be worn after PE lessons.
- 3.11 The appropriate CCA attire is to be worn on CCA days.

4) APPEARANCE

Changkateers are expected to be properly groomed at all times as a form of respect and care for self and fellow Changkateers.

Appearance For All Students

- 4.1 Hair must be of its natural colour and not tinted, dyed or permed.
- 4.2 Fanciful hairstyles not appropriate for students (as decided by the school) are strictly not allowed. Students may be sent home until hairstyle is appropriately done.
- 4.3 Nails must be short and clean.
- 4.4 Coloured contact lenses and tinted spectacles are not allowed.
- 4.5 Jewellery of any kind and wearing of any make-up is not allowed.

Appearance For Girls

- 4.6 Hair longer than shoulder length must be tied up. Girls who come to school with long damp hair **MUST** tie up before entering the school premises. Only hair ties are allowed.
- 4.7 Nail polish or henna dye is not allowed. Identified girls may be sent home until nail polish is removed or henna dye disappears.
- 4.8 Alignment for length of skirt must be at knee or acceptable length as stipulated by the school staff. Girls can wear only 1 pair of ear studs. Extra earrings / ear studs can be confiscated.

Appearance For Boys

- 4.9 Hair must be kept short and neat. A boy's hairstyle / length is considered unacceptable if it can be put in place using a hairband. Hair length must not touch the ears and the collar of the school shirt. Fringe, if any, must be above the eyebrows without the use of hairbands or hair creams / gels. The school reserves the right to declare a student's attire and/or hairstyle to be inappropriate. As such, disciplinary actions can be taken.
- 4.10 Male students must be clean shaven and neat in appearance. No wearing of beards and moustaches.

Tattoos and Piercings

- 4.11 Permanent or temporary tattoos, visible or covered, are not allowed.
- 4.12 Students must produce documentary proof that they have begun the process of tattoo removal by a certified doctor before they are allowed back to school.
- 4.13 Earstuds, earrings, earsticks, tongue studs, nose studs, lip studs and lip rings are not allowed.
- 4.14 Students caught with these items are liable to be suspended until the holes in their earlobes, lips, nose and body heal.
- 4.15 All forms of body piercings are not allowed.

5) EXPECTED BEHAVIOUR WITHIN AND OUTSIDE SCHOOL

Changkateers will show care and respect to others within and outside the school. They are expected to exhibit the school's values in their actions and undertakings.

- 5.1 Students are expected to be courteous and respectful to teaching and the non-teaching staff at all times.
- 5.2 Students must stand to greet the teacher when the teacher enters the room. When the teacher completes the lesson and leaves the room, students must stand and thank the teacher.
- 5.3 Students must be attentive while lessons are going on.
- 5.4 Students are expected to bring their Personal Learning Devices and the books they need for daily lessons. PLDs should be kept in the bag when it is not used by the teacher for learning.
- 5.5 All school and class student leaders are expected to supervise and maintain discipline in the teacher's absence.
- 5.6 All students are responsible for the cleanliness of their classrooms.
- 5.7 Students must ask for the teacher's permission to leave the classroom and they are to display the class pass prominently.
- 5.8 Students should not loiter along the corridors during change of periods or during curriculum time.
- 5.9 Movement from classroom to classroom or special rooms and along the corridors must be carried out in a quiet and orderly manner.
- 5.10 Students should not be allowed to be in the classroom during recess.
- 5.11 Food and drinks should be consumed within the canteen unless during Snack Break. Staff and student leaders will patrol to ensure students finish their food and drinks before leaving the canteen.
- 5.12 Students must take care of their personal belongings and valuables as well as handle all school property with care.
- 5.13 Students must not insult any member of the school staff and fellow students through any forms of communication (including social media platforms). Students will be held responsible for any posting on any device or site.
- 5.14 There should be no loitering, playing or gathering in groups at the HDB void decks before school or after school hours.
- 5.15 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.
- 5.16 Students must show pride in and uphold the good name of the school by ensuring that they are at their best behaviour in public, whether in school uniform or not.

6) SCHOOL HANDPHONE, ELECTRONIC AND PERSONAL LEARNING DEVICE POLICY

Changkateers are expected to demonstrate respect by understanding when and where appropriate use of handphones / personal learning devices on school grounds is allowed.

- 6.1 Students are strongly discouraged from bringing handphones or unauthorised / unapproved forms of electronic devices to school.
- 6.2 Students must take personal responsibility to care for their own belongings and valuables.
- 6.3 All handphones and electronic devices are to be switched off / or silent mode. .
- 6.4 Handphones must be placed in the individual lockers outside classrooms from morning assembly till end of school or CCA (whichever ends earlier)
- 6.5 Personal Learning Devices should be kept in their own bags, classroom lockers or temporary lockers provided near the canteen for security purposes. Students may use the PLD during recess time at the canteen or break time if permission is given.
- 6.6 Personal Learning Devices should only be used for learning purposes.
- 6.7 Usage of handphones are based on MOE guidelines from 2026 onwards. Under current guidelines, secondary school students should not use smartphones / smartwatches during lesson time. As part of the enhanced measures starting from January 2026, these guidelines will be broadened to include non-lesson time. This means that the use of smartphones/smartwatches³ will not be allowed during school hours, including recess, co-curricular activities, supplementary/enrichment/remedial lessons, etc. The students' devices will be kept in designated storage areas (e.g. lockers) or school bags during school hours. Where necessary, schools may allow students to use smartphones by exception.

7) EXAMINATION

Changkateers must demonstrate integrity and resilience when attempting all tests and examinations.

- 7.1 Students must be properly attired and have an acceptable appearance when they present themselves for examinations.
- 7.2 Students must be present punctually for their examinations. No extra time will be given for students who are late.
- 7.3 Students who are absent from their examinations must produce a medical certificate. A parents' letter will not be accepted.
- 7.4 Students who missed tests/examinations will not re-sit their tests/examinations.
- 7.5 Students with valid reasons will be excused and those without valid

reasons will be given 0 marks for that paper.

- 7.6 Students participating in official school activities and /or a Medical Certificate from a doctor are considered as valid reasons.
- 7.7 Students are required to bring their own writing and mathematical instruments such as calculators, set-squares, compasses, protractors and rulers, as these will not be supplied.
- 7.8 Borrowing or sharing of stationery is not allowed.
- 7.9 Students are allowed to use MOE approved dictionaries and calculators when permitted.
- 7.10 A student is considered to have cheated if he/she:
 - a) Has attempted to obtain unfair assistance; OR
 - b) copied from another candidate or allowed his/her answers to be copied by another candidate; OR
 - c) is in possession of books, notes, memoranda or any other reference material not authorized for use in the examination; OR
 - d) is in possession of electronic devices, communication devices and computerised aids (eg. computerised wristwatches) capable of storing and displaying visual and verbal information prohibited in the examination/quarantine room; OR
 - e) has removed from the room any used or unused writing paper,
 - f) has communicated with another student through verbal or non-verbal means

If a student is considered to have cheated, he/she may be graded 'zero' for that paper. He/She may also be graded 'zero' for those papers he/she has sat for prior to the cheating offence and be barred from the rest of the examination.

In 2026, MOE introduced clear definitions of what is a disciplinary infringement and what is a serious offence to ensure consistent classification and reporting standards. As such, MOE has also introduced baseline disciplinary consequences for disciplinary infringements and serious / very serious offences for more consistency across schools.

Disciplinary Infringements

Attendance		Damage to property or resources
- Late coming - Wilfully late for lessons	Skipping classes	Negligent Damage of Property
Inappropriate Behaviours		Others
- Insensitive acts/remarks - Playful/uncooperative behaviours - Online misconduct - Using vulgar/abusive language or gestures		- Improper attire & grooming (eg make up, henna tattoo, improper hair length/style/earrings, no nametags, having or using perfumes) - Littering / spitting - Not doing assignments - Using of communication / smart devices without permission - Other minor offences
Consequences for Disciplinary Infringements		
The table shows the baseline disciplinary measures (i.e., minimum). Schools have the autonomy to add to the school-based consequences, based on their assessment of the case.		
- Inform / seek support from Parents/Guardians; and/or - Removal of make up items, henna tattoo, earrings, perfumes and other disallowed items; and/or - Completion of assignments/ work after school; and/or - Corrective Work; and/or - Reflection Essays; and/or - Pledge of Good Behaviour; and/or - Research & Presentation to class on harm caused.		

Serious / Very Serious Offences

Attendance	Defiant Behaviours
- Leaving school grounds without permission - Truancy	Open defiance
Damage/Infringement to Property and Resources	Dishonest Behaviours
- Cybersecurity violations - Trespassing and unauthorised access - Vandalism - Arson	- Cheating in assessments - Forgery - Scams and frauds - Theft
Hurtful Behaviours	Sexual Misconduct
- Bullying (cyber, physical, social, verbal) - Gangsterism - Fighting - Assault	- Pornography - Sexual Harassment - Sexual Exploitation - Sexual Abuse/Assault - Other Forms of Sexual Misconduct
Substance Abuse	Others
- Drugs - Alcohol - Inhalant - Smoking - Vaping	- Disruptive behaviour - Gambling - Possession of weapons - Other serious offences - Repeating disciplinary infringements

Bullying	A repeated pattern of behaviour where a student or group intentionally targets others to cause distress. It can be cyber, physical, social/relational or verbal in nature.
Cyber	Using technology to repeatedly harass, threaten or humiliate others; • Online targeting • Creating hate groups • Sharing of embarrassing content • Coordinated online attacks • Digital harassment
Physical	Acts of causing physical harm, intimidation or property damage; • Pushing/shoving • Tripping of targeted individuals • Damaging victim's belongings • Organised group physical intimidation
Social	Acts of intentional exclusion or causing reputation damage; • Engineering social exclusion • Rumour campaigns • Relationship manipulation • Public humiliation
Verbal	Acts of name-calling, threats or spreading of rumours; • Name-calling • Mocking of personal traits • Threats/intimidation • Degrading comments • Persistent insensitive remarks

Consequences for Serious / Very Serious Offences

School has the autonomy to mete out the following school-based consequences for serious and very serious offences based on assessment of the case. The school-based disciplinary measures will be meted out in addition to penalties imposed by the Courts or Law Enforcement Agencies.

- Corrective Work; and/or
- Reflection Essays; and/or
- Pledge of Good Behaviour; and/or
- Research & Presentation to class on harm caused; and/or
- Formal Warning Letters; and/or
- Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or
- Conduct grade adjustment to Fair or Poor
- Detention and/or suspension (Suspension can be in-school or out-of-school suspension, based on school's assessment of the case); and/or
- Up to 3 strokes of the cane (for boys only)

WHAT IS RESPONSIBILITY IN ACTION (RIA)?

Responsibility in Action (RIA) is one of the platforms used by the school to carry out some of the consequences mentioned above.

Objective: A restorative approach to student management, to inculcate in students the school's values through meaningful activities such as reflecting on their actions while engaging in discussion with staff, Additionally students may join our LLP activities such as hydroponics gardening, providing support for school events such as Speech Day, and helping to keep the environment clean. They may also revise/study for their tests/examinations. A key element of RIA is the opportunity for students who have committed offences to be counselled and guided by various adults in school. At the beginning and end of each RIA session, students will reflect on their offences, the impact their offence had on others, and how they can improve in future.

Guiding Principles: restorative accountability — Helping students understand the impact of their actions on others and take genuine ownership of their behaviour.

Procedure: Students will be informed early in the day to report after school or during lessons to the designated location.