

BUKIT MERAH SECONDARY SCHOOL SCHOOL DISCIPLINARY RULES: MERAHAN CODE OF CONDUCT

Dear Merahan,

The Merahan Code of Conduct is a set of expectations in the form of rules, designed to enable your holistic education in Bukit Merah Secondary School. During your 4 to 5 years with the school, always remember to abide by them, so that we your teachers can give our best for you.

Your teachers at BMSS

The school believes that students should understand the rationale for rules, and how the rules serve them. In this section we present the **basis** for each set of rules, before stating the rule for compliance. going into the details.

BMSS places great emphasis on Citizenship and Character Education (CCE). The flag raising ceremony serves to remind students that they are each a valuable member of a larger establishment – the school, and our country. Students are to start the day right, observing the following at every **flag raising ceremony**:

- All students should treat the flag raising ceremony with due respect and must stand at attention.
 - 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.
1. The school uniform and other prescribed attire are meant to be a consistent, visible reminder of the common space that we strive to create for our students in school. Attire and grooming in school should help children see commonalities rather than differences among one another. It is also a show of respect for the school community to which they belong. Thus the following rules on **attire, grooming & appearance** are for all students' compliance:

School Uniform

- Students are to wear the prescribed school uniform. Modification to the uniform is not allowed.
- PE attire must be worn during PE lessons only. The PE uniform should not be worn during curriculum hours on days when there are no PE lessons.
- Shoes must be predominantly white in colour (at least three-quarters white), and worn with white socks.
- Students must not wear tinted glasses or coloured contact lenses.
- Students must not wear jewellery while in uniform. (eg. Bracelets, rings etc.)

Grooming and Appearance

- All students must always be neat and tidy in appearance.
- Boys should be clean shaven and not sport long hair. Their hair should not touch the eyebrows, ears or the shirt collar.
- Fanciful hair style (e.g. punk hairstyle) is not allowed.
- Girls with hair longer than shoulder length must have it neatly tied up, with long fringes pinned up, for a neater appearance. Only dark blue or black ribbons/clips may be worn.
- Girls' skirts must be worn at the waist and be at least knee length.
- Only girls are allowed to wear one pair of plain, identical ear studs at the ear lobes. Nails must be short and not be varnished or coloured.
- Perming or dyeing of hair is not allowed for both boys and girls.
- No student is allowed to put on make-up in any form while in uniform.

2. Punctuality is a virtue, and it is a worthy habit to acquire, and so is being regular in attendance. Every time a child is absent from school, he/she will miss out on many learning opportunities. Thus the school has the following expectations of all students on **punctuality** and **attendance**:

- A student is deemed to be late for school when he/she is not present at the flag raising ceremony when the call to attention is given.
- When a student is late for school, he/she must report to the Discipline Master or Operations Manager. The Discipline Master/Operations Manager will issue the Late Coming slip to the students. Subject teachers will only allow students to enter the class with this slip.
- Repeated late comers will be given a fair/poor conduct grading for the semester. The conduct grading will have an impact on the selection

process for academic, CCA and ECHA awards.

- Students are to be present for all curricular and co-curricular activities at the assigned venues. This expectation applies to all lessons, the weekly assembly, all school functions (such as Sports Day, Speech Day, Cross Country), school tests and exams.
- Absence from school or school activities must be supported by a medical certificate.
- Absence from school examinations must be supported by a medical certificate with the indication that the student is not physically fit to attend school for the day(s) in question.
- In the event of poor school attendance, the school will require a valid explanation before considering whether the student should sit for school examinations.

3. The school is **accountable for the safety and learning** of every child within the school premises. All learning spaces in school must thus be safe, orderly and conducive places for study. Students have a crucial role in making this happen, and in being ready to learn:

- A student can only leave class if permitted by the teacher.
- When a student falls sick and wishes to leave the school during school hours, he/she must seek permission from the Principal/Vice Principal and inform the Form Teacher/Year Head.
- Students must bring all books required for each day. All written homework and assignments must be completed by the due date and submitted to the teachers.
- Students walking along the corridors should exercise consideration and not talk loudly so as to avoid disturbing others having lessons.
- No vulgar or offensive words should be used.
- A student must exercise integrity and honesty at all times.

4. This school is the students' second home, where they learn **civic consciousness and graciousness**. To this end, the school has the following expectations of them:
- Students should queue up in the canteen to buy their food/drinks.
 - They should return the utensils to the proper receptacles after eating or drinking.
 - All food/drinks or snacks must be consumed within the canteen.
5. In abiding by the school rules, students of BMSS will exemplify the school values of **Wisdom, Integrity, Self-discipline, Empathy and Respect**. In addition, they must also be mindful of the **laws and regulations** governing Singapore, because these apply in the school as well. For example:
- Littering is an offence. All parts of the school premises must be kept clean at all times.
 - Students must protect public property. They should report students who damage or deface school property to the office.
 - Smoking, theft, substance abuse and gangsterism are all serious offences.

Breaches of the rules, such as the ones above, will in disciplinary actions and/or referral to the authorities for further measures to be taken.

The good name of the school depends on every student.
We trust all Merahans will be loyal to the school, and conduct themselves well both within and out of school.

Rules on the responsible use of mobile and wireless technology in Bukit Merah Secondary School

(i) Use of Hand Phones and other Electronic Devices

Students are allowed to bring hand phones, iPads and other mobile devices to school. However they must exercise personal responsibility in the care and use of these items – the school will not be responsible for any damage or loss.

The following is **for strict compliance**:

1. Hand phones can be used in school before 7.20 am. During recess, lunch break and after school hours (breakfast periods not included), hand phones can only be used at the Foyer, Canteen and the BMss HeartBeat study area. Hand phones are not to be used anywhere else in the school compound.
2. At all times, students are not to use hand phones in a way that will harass and embarrass other individuals; engage in unlawful activity or tarnish the image of the school.
3. Teachers may allow students to use their phones for educational purposes in lessons. These will have to be carried out with the teachers' knowledge and under their supervision.
4. If a student persists in breaking the school rules governing the use of hand phones even after being warned, disciplinary action will be taken. This includes confiscation of the hand phone for up to 1 day for the first offence, 1 week for the second offence; and 1 month for the third offence. Additional action will be taken if there is misuse as described in rule 2.

A school is a place of learning and students are expected to stay focused on the goal of learning while in school. They should not distract themselves or their peers through the indiscriminate or irresponsible use of mobile technology. They will respect the privacy of other individuals and not record sound and/or picture/video images of others without permission.

Should you need to contact your child/ward during curriculum hours, please call the school's General Office at 64748934.

(ii) Use of the school's SWN@SSOE wireless network

The school has invested in the wireless network infrastructure for teaching and learning. It is committed to providing a secure environment for all students who are using the school's wireless network.

To this end, the following are **strictly prohibited** on the SWN@SSOE Network:

- × Allowing unauthorized individuals to access the school's wireless Network;
- × Using services or network resources, connecting equipment or services or software to the network, spreading viruses, hoaxes or other programs in a way that can damage or disturb other people, users or services available on the school's wireless network and those to which it may be connected;
- × Creating or transmitting any image, data or other material which is offensive, defamatory, obscene, indecent, or that may offend human dignity, especially regarding sex, race or religious belief;
- × Transmitting any commercial and/or unsolicited advertising ("spam"), or allowing third parties to use it or its resources for this activity;
- × Damaging, destroying, attempting to gain unauthorized access to data or violating the privacy of other users, including the interception or disclosure of passwords, and other sensitive "personal data" as defined by the laws on the protection of privacy;
- × Carrying out on the SWN@SSOE Network 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.

The school seeks your understanding in this matter so as to reinforce the rules on proper use of mobile and wireless technology. Violation of the rules above will result in disciplinary actions and/or referral to the relevant authorities.