

Discipline – School Rules and Regulations

(1) The Gabrielite Discipline Framework

- The whole school approach to discipline is governed by the Gabrielite Discipline Framework, which emphasises on a holistic and restorative approach to the discipline system.



- The school rules and regulations are spelt out clearly to teach students how to uphold certain standards of acceptable behavior in school and society. They are also meant to create a safe and secure environment for students to learn and teachers to carry out their duties in school, effectively.
- All students are to adhere strictly to the 4As to Success , in both academic and non-academic areas, namely:

Attendance	Students are required to place a high priority on their attendance at all those things associated with being a responsible student in school. This involves regular attendance for <ul style="list-style-type: none"> – Assembly and flag raising ceremony each morning at 0725 h. – All lessons, remedial lessons, enrichment classes and PE lessons. – CCA commitments. – All school organized events and activities.
Attention	Students must stay on task by being focused and paying attention in class. There should be no idle talking or sleeping in class during curriculum time. A focused mind will help students to stay on track and follow instructions as they are given.
Assignment	Students are to complete and hand in assignments (both class work and home work) punctually.
Attitude	Students must have a positive attitude towards self and studies as this will bring about a mindset that encourages success in a student.

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(2) The National Anthem and Pledge

- Students who are Singapore citizens must sing the National Anthem and take the Pledge each morning at Assembly. Students must recite the Pledge with the right fist placed over the heart.

(3) General Classroom Rules

- Students are to show respect and to treat others in class, with care and concern (e.g. no loud, vulgar or crude language, no bullying or causing annoyance or hurt to anyone, regardless of circumstances).
- Students are to be courteous and greet teachers politely, addressing them by their proper names.
- Students are to stand up and greet the teacher before and after lessons.
- Students must be prepared for lessons. Bring all necessary materials and books to class.
- Students must take pride in keeping their classrooms neat, tidy and free of litter at all times.
- A student must take pride in any work or assignment done.
- All food and drink, with the exception of plain water, are to be consumed in the canteen only.
- Students must switch off any electronic gadgets and communication devices e.g. mobile phones, iPODs during curriculum time.
- Students are not allowed to charge hand phones in the classroom.
- Students must not engage in any betting or gambling in class. Games of any kind, (digital or non-digital), including Nintendo DS (portable game console) **and** PlayStation® Portable (PSP), card games, finger boards) are forbidden.
- Students must not vandalise any school property (e.g. desk, chairs, etc.) in the classroom.
- Students must be responsible for their personal effects such as wallets, mobile phones, books, and files.

(4) School Rules on Personal Appearance

SCHOOL UNIFORM

The school uniform worn by a Gabrielite creates a sense of belonging and identity with the school. It also imposes certain obligations on the wearer of the uniform to adopt a behavior consistent with the Gabrielite ideal of a well-groomed, gracious and a responsible student.

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- Students are to wear the prescribed school uniform at all times and modification to the school uniform is not allowed.
- For morning assembly, the prescribed school uniform must be worn and no PE T-shirt is allowed.
- Students must not modify the school uniform in the following ways:
 - Baggy or tapered pants are not allowed. Pants must be worn at the waist.
 - Pants can be altered in length but no modification of shape is permitted.
 - Drawstrings and pins are not allowed in the school shirt.

Uniform for Students



Lower Secondary



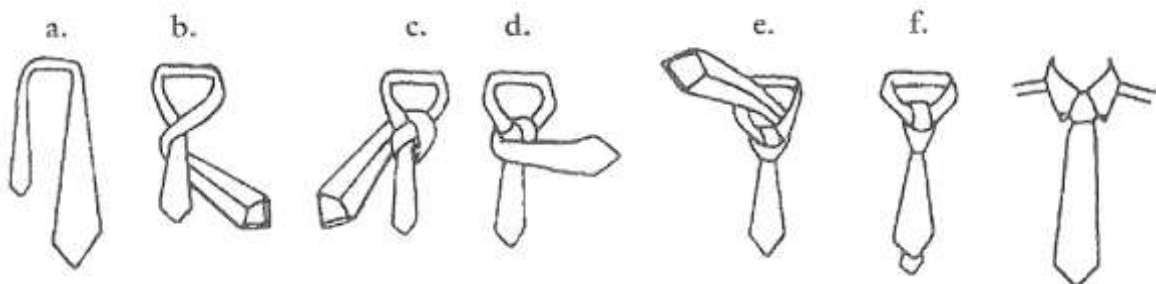
Upper Secondary

NAME TAG



Placement of Name Tag

The Windsor Knot



- Students must purchase their school uniforms from the authorized supplier:
Shirley's Season Wear
Blk 266, Serangoon Central Drive
#02-251, Singapore 550266
Contact: Tel 62804917

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- The proper school uniform comprises of
 - a white-based short-sleeved shirt with a left pocket and name tag which is aligned to the top of the pocket
 - a pair of shorts and school socks for Secondary 1 and 2 students
 - a pair of long trousers for upper secondary students (width of trouser leg, 16 – 18 inches or 40 cm – 45 cm).
- Students must button up and tuck in their shirts at all times and shorts/pants must be worn at the waist.
- Students must be in proper attire whenever they are in school. Students who are inappropriately attired will be asked to leave the school premises.
- Students must sew their name tags above the shirt pocket. Students without name tags are required to purchase a temporary name tag from the General Office.
- Students are to wear their school ties on Mondays from the start of the morning flag-raising ceremony to the start of recess break. The first button of the shirt must be buttoned when using the tie. The tie should be at the top button, and not hung loose.
- Students who do not have their ties on Mondays will be asked to purchase a new tie on that same day, from the school bookshop
- PE T- shirts and shorts are to be worn for PE lessons only.
- After PE lessons, students can remain in their PE attire for 2 periods, after which they must change to their school uniform.
- Students are to wear the prescribed school uniform during examinations. No PE attire or T- shirt is allowed.
- Students must be in proper school attire (in school uniform or PE attire), with school approved shoes during after school hours' consultation with teachers, self-study at night, holidays and on weekends, where applicable.
- Students who wish to have class T- shirts must seek the approval of the Principal/Vice – Principals.
- The School reserves the right to request any student whose uniform deviates from the right specifications to make the required changes either by altering or replacing it, if necessary.
- Students who perpetually flout school's rules on attire will not be allowed entry into the school until the issue has been rectified.

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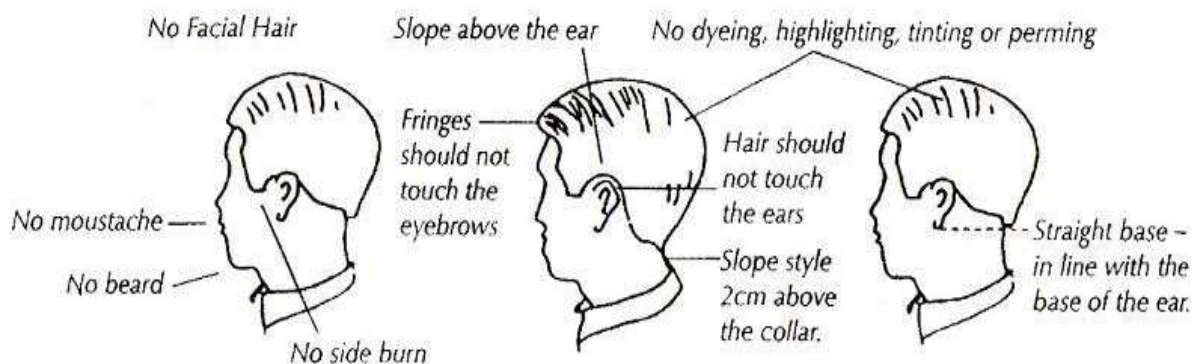
FOOTWEAR

- Students are required to wear white socks which must cover the ankle fully. Lower secondary students must wear the prescribed school socks, with the school name.
- Students who do not have the appropriate socks will be required to buy the school socks from the school bookshop.
- Students are to put on appropriate white based, low –cut sports shoes.
- Students can only wear shoes with white laces, velcro straps or other securing device. Sandals and slippers may only be worn by a student with medical reasons.

HAIR AND NAILS

- Students must have hair that is short and neat at all times. Hair must not touch the eyebrows/ears/shirt collar when combed down.

Hairstyle for Students



- Students are not allowed to have outlandish, unkempt hairstyles, such as, “under cropped” hair, “bob cut” or “spiky” hair style.
- Students cannot streak, tint or dye/colour their hair, other than its own natural colour.
- Students will be suspended from school, if caught with dyed/coloured hair.
- Students with inappropriate hairstyle will be sent out of school for a haircut. The cost of the haircut will be borne by the student.
- Students must be clean-shaven and are not allowed to sport facial hair including a moustache (except for Sikh students with turbans)
- Students are to keep their fingernails short and clean.

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OTHER RULES ON PERSONAL APPEARANCE

- Students are not allowed to use tinted lenses. An exception is when a student has authorization from a medical professional.
- Students are not allowed to wear any form of accessories, when worn with the school uniform.
- Students are prohibited from piercing or tattooing any parts of their bodies. Body piercing, ear-studs/ear sticks/earrings and all external accessories will be confiscated.

(5) School Rules on Attendance and Punctuality

- Students are to report to school before **7.25 am**, which is the official time for the start of the school day. Students who report to school after 7.25 am are considered late. The penalties for late-coming will be meted out accordingly by the school Discipline Committee.
- Students who are late will be given verbal warning and counselling.
- Students who arrive late for school must report to the General Office for their particulars to be recorded and receive a Late coming Slip (yellow colour), which is to be presented to the subject teacher in class.
- Students who are absent from school must submit a valid medical certificate(s). Under special circumstances, a letter of excuse from the student's parent/guardian on the day he returns to school will be taken into consideration.
- Students who are absent from school without approval, is considered having committed truancy. Truancy is a serious offence and may result in caning/suspension from school.
- Students who have fallen ill during school hours are required to
 - inform the Subject Teacher in class and
 - be escorted by the Class Chairman to report to the General Office.

The office personnel will contact a family member or guardian and then record the students' particulars for reference.

- Students who need to leave a lesson for a valid reason (e.g. going to the toilet, official duties etc) must seek the permission of the subject teacher present and obtain a "Out-of-Class" pass. Absence from class without the "Out-of-Class" pass from the subject teacher is considered skipping lessons.

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- Students who are required to leave school during curriculum time (for medical appointment or for other valid reasons) must show documentary proof or written permission from the parents/guardians, to the Form Teacher/Subject teacher, before permission can be granted.
- Students are not allowed to take early leave from school (e.g. before official school holiday or public holidays etc.), without prior permission granted by the Principal or Vice Principals.

(6) School Rules on Responsibility, Conduct and Behaviour

- Students are not allowed to take any photos or videos in the school without the permission of the Principal/Vice-Principals.
- Students must be responsible for safety of their personal belongings such as mobile phones, wallets etc.
- Students are expected to behave well at all times, in and out of school. Students who misbehave outside school will also be severely dealt with as they have tarnished the reputation of the school.
- Students are to be quiet and orderly and observe proper decorum during school events such as assemblies, celebrations, Sports Day etc.
- Students must not disrupt the positive learning climate during curriculum time. Students found disrupting lessons will be severely dealt with. Students who persistently disrupt the class will be warned and counselled. They may be subsequently caned or suspended from school.
- Students are to move briskly and quietly in an orderly manner. When moving as a group, students are to make minimum noise.
- Students, who smoke, cheat, gamble, steal, use foul language or possess any material that may be deemed offensive are considered to have committed a serious offence.
- Students are not allowed to buy or consume food/drinks except during recess or after school and all food/drinks are to be consumed in the canteen only.
- Students are not allowed to remain in the classroom during recess unless accompanied by a teacher.
- Students must demonstrate a sense of civic mindedness e.g. queue in an orderly manner while awaiting their turn e.g. buying food/drinks in the canteen, buying books from the school bookshop.
- Students are to return all used crockery/utensils etc. to the respective bins provided after eating, in the school canteen.
- Students are expected to keep the school clean and litter-free at all times.

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(7) School Rules on the Use Of School Facilities

- Students must turn off all lights, fans or air-conditioners when not in use.
- Students must not waste electricity or water.
- Students must lock all classrooms when not in use.
- Students are only allowed to use electronic devices such as hand phones etc during recess time, before school commences and after school ends.
- Students are responsible to keep the school property in good working condition and to report any fault to the General Office.

(8) Serious Offences

- The following offences will warrant corporal punishment.
 - Arson
 - Bullying
 - Causing hurt to others - e.g. fighting or assault
 - Criminal acts in or out of school that are detrimental to the reputation of the school
 - Defiance – challenging or showing disrespect to school authorities including non-teaching staff and prefects
 - Extortion
 - Forgery – altering or amending official documents
 - Gambling
 - Gangsterism – gang assault / threat / harassment / extortion
 - Habitual disruption of class
 - Habitual late-coming
 - Misuse of intoxicating substances – e.g. glue sniffing, consumption of alcoholic beverages etc.
 - Possession of offensive weapons
 - Pornography – viewing/possession/distribution/ sale of pornographic materials
 - Smoking – use/possession/distribution (Students will be reported to the Health Sciences Authority for rehabilitative purposes.)
 - Theft
 - Persistently and willfully choosing to disobey the school's instruction e.g. persistence in late coming, dyeing of hair, piercing of body parts & wearing of ear-studs.
 - Personally abetting or being an accomplice to any of the above-mentioned offences.
 - Truancy (including leaving the class without permission)
 - Using vulgar/foul language
 - Vandalism - e.g. defacing the surface of the desk, deliberate damaging of property belonging to school and peers.

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- In more serious cases, students will also be suspended and/or referred to the police. All students who commit serious offences will be given mandatory counseling by the Allied Educator (Counseling).
- Students may face the consequences of expulsion if the offences are repetitive despite disciplinary measures. The school seeks the understanding and co-operation of all parents/guardians in this matter, since such offences can be eliminated with appropriate intervention.
- In addition to the above offences, offences committed via the use of electronic communicative devices and/or online portals are also tantamount to the violation of school rules. Students who commit offences of such nature will be dealt with, according to the School's rules.