

DISCIPLINE POLICY

STUDENT CODE OF CONDUCT

The Student Code of Conduct sets out the standards of conduct expected of students.

YBIS fosters an environment in which the needs, rights and responsibilities of individuals and groups are respected.

At YBIS, Students have right to:

- Be treated fairly and with respect.
- A safe and secure environment free from any sort of physical, emotional or psychological abuse from any member of the community.
- Be valued as individuals and have their unique learning styles recognized and catered for so that they can learn and maximise their potential.
- Participate in activities organized by the school.
- Express themselves within the bounds of acceptable social behaviour.
- Request teacher for extra help in academics.
- Feedback on behaviour and academics from teachers that will enable them to grow holistically.
- Be informed of expectations regarding the code of conduct.

A YBIS student should:

1. Exhibit socially responsible behaviour.
2. Act civilly and respect the right of others.
3. Be sensitive and respect others' beliefs and customs.
4. Respect personal belongings, belongings of others and school.
5. Report to school in time and attend all school activities regularly.
 - **Truancy**
 - ✓ Students should adhere to the attendance guidelines set by the School.
 - ✓ Blatant and persistent truancy is a serious offence.
 - ✓ Truancy in the first attempt will be warned by the Principal and intimated to parents.
 - ✓ Repeated Truancy may result in being barred from appearing for the Final Assessment or expelled from school.

- **Permission to Leave Classroom**
 - ✓ Students must remain in class during changeover of periods and are allowed to leave the class only with permission of the teacher.
- **Making phone calls**
 - ✓ In case of necessity, students will be permitted to use the telephone in the office with the permission of the teacher / staff member.
- **Classroom rules**
 - ✓ Students need to bring textbooks, workbooks and other materials relevant for lessons and participate actively in lessons.
 - ✓ Assignments must be completed by the specified deadline.
 - ✓ Students are to respect the authority of members of the student council.
 - ✓ Consumption of food and drinks is not allowed in the classroom except during short break and lunch break.
 - ✓ Students must closely follow the class rules and expectations set by the class teacher and subject teachers.

6. Complete all academic tasks within the stipulated time.

7. Always follow school rules when inside the school campus.

- **Routines in assembly area**

- ✓ Students must move in a brisk, quiet and orderly manner.
- ✓ Students are to assemble at the designated assembly areas punctually.
- ✓ Under the supervision of the respective class/subject teacher the students proceed to /disperse from the Auditorium in an orderly manner.

- **Discipline on playground**

- ✓ Students should remain on the playground under supervision of the teacher.
- ✓ Leaving the playground to other designated areas is not permitted without the teacher's consent.

8. Act with honesty and integrity.

9. Work diligently and cooperatively.

10. Maintain cleanliness of classroom and school premises.

- **School Cleanliness**

- ✓ Students must always keep classrooms, school premises and public areas clean and refrain from littering.

11. Strictly adhere to school's dress code and be well groomed.

- **YBIS Dress Code:**

- Students should comply with the school dress code on all days when they are in the school campus.
- Colour dress shall be permitted only on birthdays and celebrations as decided by the School.

- The school dress code is as follows:

Girls:

- ✓ White & Grey designer frocks with a red belt (Montessori/KG to Class 5)
- ✓ Low waist Grey pinafore with a white shirt and a red belt (Class 6 to Class 12)
- ✓ Bloomers or inner tights in grey colour is compulsory.
- ✓ House T- shirts (dry fit) & black shorts for Classes 1 to 12 to be worn on PE, Yoga & ECA days.
- ✓ Skirts and dress length should not be shorter than 2" above the knee.
- ✓ Hair to be well- groomed or plaited if the length is below shoulder level.
- ✓ One small stud (non-dangling) earring is allowed. Golden ornaments and jewellery are not permitted.
- ✓ Make up or nail polish / tattoos/ skin decorations are not permitted.
- ✓ Nails have to be trimmed.
- ✓ Simple black shoes with white socks to suit all school activities to be worn.

- **Boys:**

- ✓ White shirt tucked in with grey shorts (Montessori/KG to Class 5)
 - ✓ White shirt tucked in with grey full pants. (Class 6 to Class 12)
 - ✓ House T- shirts (dry fit) & black shorts for Class 1 to 12 to be worn on PE, Yoga & ECA days.
 - ✓ Hair to be cut short and well groomed.
 - ✓ Simple black shoes with white socks to suit all school activities to be worn.
- The school will conduct spot checks on students grooming (i.e. hairstyles, nails, and uniform and ID card).

12. Follow the bus conduct while using school and public transport.

- **Bus Conduct**

- ✓ Board and drop off only at designated bus stops.
- ✓ Be at the assigned bus stop at least 5 minutes before pick-up time in the morning and be punctual for the departure time from the school. Due to the need to reach school on time, buses shall not wait for students.
- ✓ Remain seated and fasten seat belts while the bus is in motion.
- ✓ Follow the safety rules of the bus and respond positively to the driver / bus attendant when travelling in the bus.
- ✓ Do not eat or drink in the bus.
- ✓ Refrain from any activities that divert driver's attention from his job which might endanger the safety of fellow passengers.
- ✓ Senior school students are to be a positive role model for the younger students in the bus.
- ✓ Students/ parents need to inform the bus driver in advance in case of not availing the bus for the day to avoid unnecessary delay.

13. Not use profanity and not involve in any kind of violence or vandalism.

- **Profanity and Violence**

- ✓ Students cannot use profanity at any time.
- ✓ Students cannot verbally or physically assault a staff member or student.
- ✓ Bullying and fighting of any kind are strictly prohibited.
- ✓ No student is allowed to intentionally or attempt to cause physical harm to another student through force or violence.

- ✓ Students must not loiter at void decks, shopping malls and other public places in their school uniform.
- ✓ Students must be well-behaved and socially responsible inside and outside of school.
- ✓ Students are expected to show respect to all members of the public.

➤ **Vandalism**

- ✓ Students are forbidden from damaging school property.
- ✓ Students are prohibited from graffiti on school property and others' property.

14. Evade substance abuse.

➤ **Substance Abuse Policy**

- ✓ As per laws in Singapore, experimentation with any kind of drugs is illegal. Students who have been caught indulging or have been suspected of indulging in substance abuse shall be expelled from the school and handed over to the police after thorough investigation by the school.

15. Not participate in inappropriate display of affection inside the school campus.

16. Be responsible for their own self-discipline whilst in school premises, school bus, and during out of school activities that are part of the school programme.

➤ **School Books and Belongings**

- ✓ Students must be responsible for their school books and personal belongings.
- ✓ Students are encouraged not to bring valuable items to school.

➤ **School Library**

- ✓ Students can borrow one book at a time from library during the library open hour (between 9.00 am and 3.00 pm) and is responsible for the same.
- ✓ Payment (as decided by the school) should be made for any lost or damaged book.

➤ **Mobile Phones and Other Electronic Devices**

- ✓ Students are prohibited from carrying mobile phones or electronic devices. Any mobile deposited in the front office is at the student's own risk. School will not be responsible for any damage/loss.
- ✓ Students found possessing mobile phones during school hours shall have their mobile phone confiscated by the Principal for a period of time as determined by the Principal.
- ✓ Students who repeatedly disregard the rule may face disciplinary action depending on the circumstances.

➤ **Use of Technology**

- ✓ Students should use the school's computers under the supervision of the teacher in charge.
- ✓ Student are given limited access and are monitored. Students should not access material which is inappropriate, obscene or offensive to any group in our school or society.

- ✓ Students should not use internet to download or install inappropriate files or pirated software in the school computer.
- ✓ Use of USB drives at school computers is not allowed.
- ✓ Privacy of all other user accounts is to be respected.
- ✓ Students shall not be allowed to interfere with any type of hardware connections of the computer and the network. Any such action will be treated as vandalism and will be dealt accordingly.
- ✓ No student shall be allowed to engage in computer hacking or downloading of viruses. These are against the laws in Singapore and offenders shall face serious consequences up to and including dismissal.

17. Be honest during assessments.

➤ **Academic Honesty Policy:**

- ✓ Students should demonstrate academic honesty adhering to the **Academic Honesty Policy** upholding the highest integrity and honesty in all the academic work that they do.

18. Use social media platforms responsibly.

➤ **Social Media**

- ✓ Any activity on the social media that is used against school or any staff is deemed an offence against the School.
- ✓ Abide by rules and laws of Singapore.
- ✓ Uphold and honour the image of the school inside and outside school.

Discipline intervention in case of violation of any of the above:

- Suspension & Expulsion can also be administered at any point of time as deemed fit by the Principal.
- In case of violation of the laws of Singapore, the School will refer to the Police and other state authorities, if necessary.