

Student Code of Conduct

SSIS is committed to supporting and guiding our students as they uphold the values associated with the school culture and guiding statements. The Student Code of Conduct states our expectations of student appearance and behaviour on the school premises, during all school events and on transportation provided by the school. Any breach of this code will initiate the Disciplinary Procedure.

1. General Behaviour Expectations

All students are expected to uphold the values associated with the school culture. Teachers will notify parents or refer students to their form tutor, counsellor, curriculum coordinator, or divisional principal to manage the infraction.

- Wear the proper school uniform with pride as shown in the Student Planner.
- Be neat and tidy in their appearance with no hair accessories and no flashy jewellery.
- Behave appropriately within the school compound to ensure safety to self and others.
- Greet and treat members of the school community and guests with respect.
- Respect and follow the rules and regulations of the school.
- Be punctual for school, classes and all school events and activities.
- Be responsible for their personal belongings.
- Assigned homework should be completed to their best ability and handed in on time.
- Restrict ball control and other sporting activities to the gym and designated areas within the school.
- Refrain from using the lifts in school unless a lift pass has been granted by the health centre.

2. Lunch Behaviour Expectations

The lunch programme, which serves varied meals daily, is in operation during the school year. Students are expected to:

- Consume lunch, whether brought from home or from the lunch programme, in the school cafeteria. Food purchased from Merlion Cafe may only be consumed in that area.
- Move quietly while in and around the eating areas.
- Wait in line for their turn.
- Clear their own plates / trays.
- Serving trays and utensils are not allowed to be removed from the cafeteria.
- Respect the instructions given by the teacher on duty and kitchen staff.
- Be punctual for their afternoon classes.
- Do not use mobile phones in the Merlion Cafe.

3. Mobile Phones and Other Personal Electronic Devices

Students are strongly advised not use their mobile phones on campus. Students who use their phones, laptops or other devices inappropriately will have the device confiscated unless explicit permission has been granted by the teacher to use them. Confiscated items will be returned at the discretion of the divisional principal. Parents may be requested to come to school to collect the confiscated items should the offence be repeated.

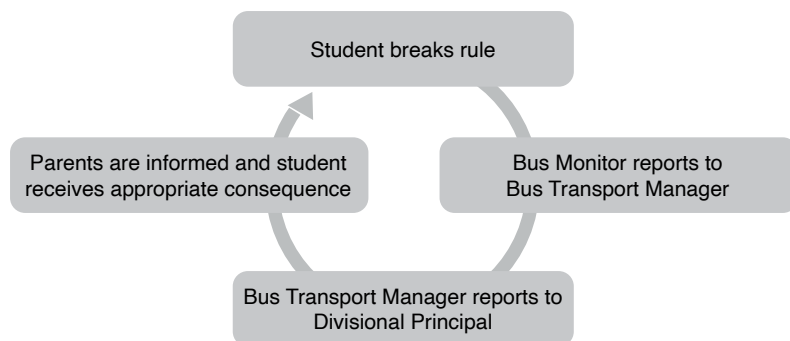
SSIS will not be held responsible for the loss, theft or damage of the devices.

4. School Bus Expectations

All students subscribing to the bus services are expected to respect the bus rules, the bus monitor, the driver as well as the rights of all other commuters always. The list of school bus rules below will be strictly enforced. These rules and expectations apply for ASP drop-offs as well.

- All school rules and expectations apply when riding the bus.
- Be seated with seat belt fastened at all times.
- Use an indoor voice and kind words.
- Keep the bus clean and tidy.
- Snacks, excluding hard candy and chewing gum, can be eaten on bus rides but sharing is discouraged.
- Board and leave the bus in a safe and orderly way.
- Students must be granted permission to ride ASP bus.

5. Discipline Procedures and Consequences for Bus Offences



First Offence	Divisional principals/Assistant Principal issue a verbal warning.
Second Offence	Divisional principals/ Assistant Principal issue a written warning.
Third Offence	Students will be informed of a one-week bus service suspension.
Fourth Offence	Students will be informed of a one-month bus service suspension.

For subsequent offences, students may be barred from riding the school bus for the remainder of the school year and bus transport fees will not be refunded for such instances. In addition, parents will be liable for all damages incurred due to their child's misbehaviour.

6. Discipline Procedures and Consequences for All Offences

For minor offences, teachers, Coordinators, Heads of Departments and Counsellors will work with student(s) to bring about proper conduct. Parent-partnership is key to a student's success at SSIS, and it is important that parents are kept informed and work with the school as well.

Students who do not comply with the expectations in the Student Code of Conduct will face disciplinary action.

Serious offences will be dealt with at the school's discretion and the following step(s) may be taken:

1	Detention	4	Removal from ASP/CCA
2	Internal Suspension	5	External Suspension
3	Behaviour Management Plan	6	No privilege to re-enrol or expulsion

Please note that when a student commits a serious offence, the information will be logged in our student management system. The list of such offences can be found at the later part of this section.

7. List of Serious Offences

1	Theft, fraud or lying	7	Deliberate damage to school property or property of others
2	Cheating in examination/assessment settings	8	Abuse (e.g. racism, harassment)
3	Plagiarism in assignments	9	Smoking, vaping, consuming alcohol or possessing illegal narcotics
4	Inappropriate physical acts of affection	10	Truancy (Unexcused absence from class)
5	Gross disrespect towards students and staff	11	Inappropriate use of technology
6	Possessing dangerous items		

(This list of examples is not exhaustive.)

8. Acts of Academic Dishonesty & Malpractices

- Plagiarism: where ideas or work of another person is presented as one's own.
- Collusion: where one's work is allowed to be copied and submitted.
- Duplicating work to meet the requirements of more than one assessment component.
- Fabricating data for an assignment.
- Impersonating another candidate.
- Disrupting an assessment by an act of misconduct, such as distracting another candidate.
- Exchanging, supporting, or attempting to support the passing-on of information that is or could be related to the assessment.
- Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an assessment.
- Taking unauthorised material into an assessment venue.
- Stealing assessment papers.
- Disclosing or discussing the content of an assessment paper with a person outside the immediate school community within 24 hours after the assessment.
- Using an unauthorised calculator during an examination (Please check with the class Mathematics teacher for the approved list of calculators).

Unauthorised material (for example, an electronic device other than a permitted calculator, personal rough paper, notes, a mobile phone) is taken into an examination, regardless of whether any attempt is made to use that material, this constitutes as being guilty of malpractice.

9. Consequences of Malpractice in School Assessments

Acts of academic dishonesty will be logged and repeated offences will be reported to universities (for Senior School students) as required.

First Offence	Student will meet the teacher, Head of Department and parents will be notified. Consequences may include student work being marked down or being given a zero.
Second Offence	Student will meet with Academic Coordinator, Assistant Principal and parents will be notified. Consequences may include student work being marked down or being given a zero and internal suspension of one day; student will write a reflection and parents will meet the divisional Assistant Principal.
Third Offence	Student will meet with the Assistant Principal, Principal and parents will be notified. Consequences may include student work being marked as zero, internal or external suspension. Parents will meet with the Divisional Principal.

10. Zero Tolerance













SSIS has a ZERO TOLERANCE policy on drugs, alcohol, weapons (real or otherwise) and firecrackers. It is strictly prohibited, and students may be expelled if found to be in possession, use, exchange or involvement in the sale of alcohol or illegal substances on school grounds or during school-sponsored events.

11. Smoking and Vaping






Students are prohibited from possessing or using tobacco products anywhere on school property, on school-owned and operated buses or on chartered buses or when participating in school-sponsored or school-supervised activities. Violation of this policy will result in disciplinary action.

12. School Uniform
















Preschool Daily Attire (Non-PE days)

Summer		Spring/Autumn		Winter	
Girls					
	Short Sleeve Polo-Tee, Pinafore or Summer Pants	Long Sleeve Polo-Tee, Pinafore or Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Pinafore or Winter Pants		Long Sleeve Polo-Tee, Pinafore or Winter Pants, Vest or Sweater, Zipped Hoodie or Fleece Jacket
Boys					
	Short Sleeve Polo-Tee, Summer Bermudas	Long Sleeve Polo-Tee, Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants		Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants, Zipped Hoodie or Fleece Jacket
					
Predominantly Black Comfortable Shoes			Black/Navy Socks or Tights *Can layer with thermal layer on the inside		







PE Attire (PE Days)

Summer		Spring/Autumn/Winter	
			
Summer PE Set	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Spring/Autumn Track Suit	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Hooded Sweatshirt with Zip Spring/Autumn Track Pants	
House T-Shirt			
			


Primary School Daily Attire (Non-PE days)

	Summer	Spring/Autumn		Winter		
Girls						
	Short Sleeve Polo-Tee, Summer Skirt/Summer Pants	Long Sleeve Polo-Tee, Winter Skirt or Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Winter Skirt or Winter Pants		Long Sleeve Polo-Tee, Winter Skirt or Winter Pants Vest/Sweater, Zipped Hoodie or Fleece Jacket	
Boys						
	Short Sleeve Polo-Tee, Summer Bermudas	Long Sleeve Polo-Tee, Winter Pants	Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants		Long Sleeve Polo-Tee, Vest or Sweater, Winter Pants, Zipped Hoodie or Fleece Jacket	
						
Predominantly Black Comfortable Shoes		Black/Navy Socks or Tights *Can layer with thermal layer on the inside		Plain black or navy blue winter jackets (Outdoor use only)		



PE Attire (PE Days)

Summer		Spring/Autumn/Winter	
			
Summer PE Set	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Spring/Autumn Track Suit	White Long-Sleeve T-shirt Blue Cotton Sweater / Vest Hooded Sweatshirt with Zip Spring/Autumn Track Pants	
House T-Shirt			
			

Senior School Daily Attire

	Summer	Spring/Autumn/Winter		Daily
Girls				
	White Shirt, Summer Skirt/Summer Pants, School Tie	White Shirt, Winter Skirt or Winter Pants Vest or Sweater (Optional layer) School Tie		Blazer
Boys				
	White Shirt, Summer Pants, School Tie	White Shirt, Winter Skirt or Winter Pants Vest or Sweater (Optional layer) School Tie		Blazer
				
Black Shoes		Black/Navy Socks or Tights *Can layer with thermal layer on the inside		Plain black or navy blue winter jackets (Outdoor use only)
*No sports hoodies or team jackets. *No trainers or slippers				

PE Attire (PE applies to Summer and Winter)

Summer	Spring/Autumn/Winter		
			
Summer PE Set	PE Set with Long-Sleeve Shirt		
*Other SSIS related T-shirts or apparel are acceptable			
House T-Shirt			
