

**STUDENT MANAGEMENT FRAMEWORK**



**SCHOOL RULES & CODE OF CONDUCT**

Springfield Secondary School strives to create a common place for all students to learn and live in harmony with one another, regardless of race, language, or religion.

While we respect diversity, the school strives to be a common place for all to live and learn together. Hence, the need to comply with a common code of conduct and behaviour to safeguard this harmony.

**A. RULES**

The following are mandatory rules that all Students must observe:

1. National Anthem & National Pledge

- 1.1. Students who are Singapore Citizens must sing the National Anthem and recite the National Pledge. Students will recite the National Pledge with the right fist placed over the heart.

**2. SCHOOL UNIFORM**

- 2.1 Students must wear the prescribed school uniform. Modifications, alterations or additions of any form to the uniform are NOT allowed. (Please see photograph in Annex Section for a guide on how the school uniform should be worn)
- 2.2 Students must wear the school uniform smartly with shirts/T-shirts tucked in at all times.
- 2.3 Students must not wear jewellery, ornaments, or any items of religious significance while they are in school uniform. Only female students are allowed to wear only one pair of plain silver or gold-coloured ear studs that are no larger than 4mm in diameter.
- 2.4 The school attire is as follows:

DAY	SCHOOL ATTIRE
MONDAY	<ul style="list-style-type: none"> <li>➤ Students must wear full school uniform and tie</li> <li>➤ School uniform shirt neatly tucked in at all times</li> <li>➤ Tie until 8am</li> <li>➤ After 8am, students to wear full school uniform or half-uniform, i.e. PE or Polo T-shirt with school uniform shorts/skorts/pants</li> </ul>
TUESDAY to FRIDAY	<ul style="list-style-type: none"> <li>➤ Students to wear full school uniform or half-uniform, i.e., PE or Polo T-shirt with school uniform shorts/pants/skorts</li> <li>➤ School uniform shirt / T-shirt neatly tucked in at all times</li> </ul>
For PE lessons <ul style="list-style-type: none"> <li>• Students to wear PE or Polo T-shirt with school PE shorts during the lesson.</li> <li>• Before and after the PE lesson, students to wear full school uniform or half-uniform, i.e., PE or Polo T-shirt with school uniform shorts/skorts/pants</li> </ul>	

- 2.5 Students must wear only low-cut full white shoes with white socks that **fully cover the ankle joint**.

## 2.6 ATTENDANCE & PUNCTUALITY

- 2.6.1 Students must be punctual for all school activities including flag-raising ceremony, lessons, CCA and official school functions. Students who are absent from any of these activities must produce medical certificates / official documentary proof of absence.
- 2.6.2 A maximum of 5 letters of absence is permissible per semester. Any additional instances of non-attendance will be marked as absent without a valid reason.
- 2.6.3 Students leaving school premises during curriculum hours must notify their Form Teachers so that parents and the school are kept informed. Students leaving will need to receive a chit from General Office to give to the Security Guard before proceeding out of school.

## 2.7 PERSONAL GROOMING

- 2.7.1. Students must be well-groomed at all times.

This includes:

- a) neat and tidy appearance with T-shirts / shirts / blouses neatly tucked in
- b) well-groomed hair and
- c) well-trimmed and clean finger-nails

- 2.7.2 Students must not dye, highlight, or tint their hair.
- 2.7.3 Students must not have permanent or temporary body art (e.g., tattoos, henna, etc.) on any part of their bodies. No body piercings are allowed.
- 2.7.4 Boys must maintain short decent hair lengths with a slope at the back. Fringes must not touch the eyebrows. (Please see photograph in Annex Section for a guide on student's personal grooming).
- 2.7.5 Boys must be always clean-shaven.
- 2.7.6 Girls with shoulder-length or longer hair must keep their hair neatly tied up using black hair clips or black hair bands.
- 2.7.7 Girls with short hair must ensure that their hair is above the collar of the blouse.
- 2.7.8 Girls must comb and tuck their fringes neatly behind their ears and not allow the fringes to hang loosely in front. (Please see photograph in Annex Section for a guide on student's personal grooming)
- 2.7.9 Students wearing spectacles must take note that all brightly coloured and flashy spectacles are **NOT** allowed. Only dark coloured frames for spectacles are allowed. In addition, coloured contact lens is **NOT** allowed.

## 2.8 CLEANLINESS

- 2.8.1 Students must not litter in and out of the school premises.
- 2.8.2 Students must do their part to maintain the state of cleanliness in the school premises.

## 2.9 SCHOOL AND PUBLIC PROPERTY

- 2.9.1 Students must not vandalize school or public property.
- 2.9.2 Students must handle with care all furniture and equipment in the school and return them to their proper place after use.

### **3.1 CLASSROOM / SPECIAL ROOMS / LABORATORY**

- 3.1.1 Students must always maintain a conducive learning environment in the classroom.
- 3.1.2 Movement from one place to another must be done in a quiet and orderly manner.
- 3.1.3 Students must obtain the 'exit pass' from the teachers and wear it prominently when they leave the classrooms.

### **3.2 CANTEEN**

- 3.2.1 Consumption of food and drinks beyond the canteen is not allowed except for plain/mineral water which can be brought back to the classrooms.
- 3.2.2 Students must queue in an orderly manner for food and drinks in the canteen.
- 3.2.3 Students must ensure that tables and benches are kept clean during and after their meals.
- 3.2.4 Eating utensils must be deposited in the receptacles provided by the stalls. Disposable cups and food wrappers must be thrown into the rubbish bins.

### **3.3 STAFF ROOM**

- 3.3.1 The Staff Rooms are out of bounds to all students unless their presence is required by the teacher.

### **3.4. SCHOOL FACILITIES**

- 3.4.1 Use of school facilities like the School Hall, Indoor Sports Hall, ITR Rooms and other special rooms must be with the permission and presence of the teacher-in-charge.
- 3.4.2 The specific rule pertaining to the use of the various school facilities must be strictly always adhered to.

### **3.5 USE OF SMART GADGETS**

- 3.5.1 The use of smart gadgets is NOT allowed during curriculum hours UNLESS permission is granted by the teacher. All mobile phones are to be switched off or turned to the silent mode and kept in the lockers during curriculum time. Students may ask for permission from the teacher to use their mobile phones should there be an urgent need.

### 3.6 INTERNET RULE & SOCIAL MEDIA ETIQUETTE

These rules apply to all types of communication, postings, or pictures on the Internet:

- 3.6.1 Uphold integrity in the use of the internet. Do not use the internet to post unsubstantiated, insensitive, insulting, or hostile materials or information against anyone, including the school, teaching, and non-teaching staff and fellow Springfielders.
- 3.6.2 Respect others and show responsibility by thinking carefully before giving comments. Do not use any form of vulgarities or expletives. This includes the suggestion of vulgarities or expletives, for example, writing the first letter of the word and replacing the rest of the letters with symbols or dashes.
- 3.6.3 Do not infringe any copyright law.
- 3.6.4 Do not post or access materials with pornographic content.
- 3.6.5 Students who have infringed any of the above rules will be dealt with accordingly either by the school or the relevant authorities.

### 3.7 BANNED ITEMS

The following items are banned in school.

- a) Chewing gum / Bubble gum
- b) Pornographic materials
- c) Lighters / Inflammable substances e.g., petrol, kerosene, gas cylinders
- d) Any Tobacco products / Imitation tobacco products
- e) Inhalant substances and other hazardous materials which pose a potential danger to both school environment and property.
- f) Weapons e.g., knives, metal rods or any other items which may cause grievous hurt to others
- g) Poker cards or other card types that promotes gambling.

Any of the above items found in the student's possession will be confiscated and the consequences will be meted out accordingly.

### 3.8 OFFENCES AND CONSEQUENCES

#### 3.8.1 MINOR OFFENCES

Offence	Possible Consequences
Late for school Skipping classes / lessons / CCA Persistent non-submission / Late submission of assignment Improper attire (see Rule A4.1) Improper grooming (see Rule A4.3 and 4.6) Other minor offences	Reflection Time-out Counselling Detention In-school Suspension Home Suspension

#### 3.8.2 IN-SCHOOL SUSPENSION, HOME SUSPENSION, COUNSELLING AND /OR CANING

Offence	Possible Consequences
Truancy Gambling Vaping / Smoking / Possession of cigarettes / Lighter Fighting / Hooliganism Vandalism Theft / Shoplifting Possession of pornographic materials Use of abusive language / gestures Defiance and rudeness to any school staff Infringement of Internet rules and etiquette	Reflection Time-out Counselling Detention In-school Suspension Home Suspension Caning (Boys only)

***Offences not listed here will be handled by the school on a case-by-case basis.***

## STUDENT HOLISTIC DEVELOPMENT PROFILE

Students' annual Holistic Development Profile (HDP) includes the assessment of personal qualities and the awarding of a conduct grade.

### Personal Qualities

The assessment of personal qualities is based on how well a student demonstrates the school values, as shown in the rubrics below.

School Values	Demonstrates very strongly	Demonstrates strongly	Demonstrates adequately	Demonstrates to some extent	Not demonstrated/ Not observed
Graciousness	<ul style="list-style-type: none"> <li>- Demonstrates graciousness towards students, staff and community consistently.</li> <li>- Exhibits a high level of willingness to render assistance to students, staff and community.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates graciousness towards students, staff and community.</li> <li>- Exhibits a willingness to render assistance to students, staff and community.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates some graciousness towards students, staff and community.</li> <li>- Exhibits some willingness to render assistance to students, staff and community.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates limited graciousness towards students, staff and community.</li> <li>- Exhibits limited willingness to render assistance to students, staff and community.</li> </ul>	<ul style="list-style-type: none"> <li>- Lacks graciousness towards students, staff and community</li> <li>- Lacks the willingness to render assistance to students, staff and community</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>- Consistently takes ownership of assignments and tasks demonstrating a strong sense of accountability.</li> <li>- Completes work on time without reminders and contributes positively to group projects.</li> <li>- Proactively seeks ways to contribute to a positive and conducive classroom environment.</li> </ul>	<ul style="list-style-type: none"> <li>- Usually takes responsibility for assignments and tasks, meeting deadlines effectively.</li> <li>- Demonstrates reliability but may occasionally require reminders.</li> <li>- Contributes positively to group projects and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates responsibility but may need occasional reminders to ensure tasks are completed.</li> <li>- Meets basic commitments with room for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates inconsistency in taking responsibility for assignments and tasks, requiring frequent reminders.</li> <li>- Struggles to meet commitments adequately.</li> </ul>	<ul style="list-style-type: none"> <li>- Consistently fails to take responsibility for assignments and tasks, leading to a significant negative impact on performance and group projects.</li> </ul>
Resilience	<ul style="list-style-type: none"> <li>- Displays exceptional resilience in the face of challenges, adapting positively to setbacks.</li> <li>- Maintains a positive attitude, learns from mistakes, and persists in achieving their goals.</li> <li>- Demonstrates a deep understanding of the learning process by setting</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates resilience in most situations, adapting well to challenges and setbacks.</li> <li>- Maintains a positive attitude and shows persistence in achieving their goals.</li> <li>- Showing a good understanding of the learning process by setting challenging goals and making</li> </ul>	<ul style="list-style-type: none"> <li>- Exhibits some resilience but may struggle to maintain a consistently positive attitude in challenging situations.</li> <li>- Requires occasional encouragement to bounce back from setbacks.</li> <li>- Demonstrates some understanding of the learning process by setting</li> </ul>	<ul style="list-style-type: none"> <li>- Shows limited resilience in the face of challenges, often struggling to recover from setbacks.</li> <li>- Requires frequent support to persevere in achieving their goals.</li> <li>- Shows limited understanding of the learning process by setting few goals and making sporadic efforts to close</li> </ul>	<ul style="list-style-type: none"> <li>- Lacks resilience, consistently struggling to cope with challenges.</li> <li>- Displays a negative attitude and easily succumbs to setbacks.</li> <li>- Shows little understanding of the learning process and unable to set realistic goals or make any effort to close learning gaps.</li> </ul>

	challenging goals and actively engages in closing learning gaps.	consistent efforts to close learning gaps.	some goals and making some effort to close learning gaps.	learning gaps.	
<b>Integrity</b>	<ul style="list-style-type: none"> <li>- Consistently demonstrates honesty in all interactions with students, staff or community</li> <li>- Takes responsibility for their actions and choices, even when it is challenging.</li> <li>- Acts as a role model for others in upholding moral integrity.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates honesty in all interactions with student, staff or community.</li> <li>- Takes responsibility for their actions and choices, even when it is challenging.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates honesty in most interactions with students, staff or community</li> <li>- Shows willingness to admit mistakes and rectifies them</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrated lack of honesty on a several occasions with students, staff or community</li> <li>- Requires reminders or encouragement to uphold moral values.</li> </ul>	<ul style="list-style-type: none"> <li>- Did not demonstrate honesty</li> <li>- Engages in dishonest behavior or deceitful actions such as cheating during exams</li> </ul>
<b>Diligence</b>	<ul style="list-style-type: none"> <li>- Consistently demonstrates a high level of commitment and effort in all tasks.</li> <li>- Goes above and beyond expectations to achieve excellence.</li> <li>- Completes assignments thoroughly and with attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>- Generally diligent in tasks, showing commitment and effort to meet expectations.</li> <li>- Occasionally exceeds expectations and completes assignments with attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates diligence in most tasks but may require occasional reminders to maintain consistent effort.</li> <li>- Meets basic expectations with room for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>- Shows limited diligence, often requiring reminder to complete assignments.</li> <li>- Struggles to meet expectations and lacks attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>- Consistently lacks diligence, putting minimal effort into assignments.</li> <li>- Fails to meet expectations and neglects attention to detail.</li> </ul>



## CONDUCT GRADE

Students are awarded one of the following conduct grades based on the criteria shown below. Students would have to meet all criteria in a certain level, to be awarded the conduct grade. A conduct grade is assigned for each semester. A Fair/Poor conduct grade could affect eligibility for MOE/school awards and school overseas trips.

Excellent	Very Good	Good	Fair	Poor
Demonstrates school values very strongly	Demonstrates school values strongly	Demonstrates school values adequately	Demonstrates school values to some extent	Demonstrates school values to little extent/ not demonstrated
Role models exemplary behaviour always	Displays desired behaviour most of the time	Displays desired behaviour some of the time	Displays desired behaviour infrequently	Displays undesired behaviour most of the time
100% CCA attendance	≥ 85% CCA attendance	≥ 75% CCA attendance	≥ 50% CCA attendance	Below 50% CCA attendance
No latecoming	Less than 3 latecoming	Less than 5 latecoming	More than 5 latecoming	More than 7 latecoming
No absent w/o valid reason	No absent w/o valid reason	Up to 2 days absent w/o valid reason	Up to 4 days absent w/o valid reason	More than 4 days absent w/o valid reason
No offences	No offences	May be involved in minor offence(s)	May be involved in minor and/or major offence(s)	May be involved in major offences

### A. GENERAL

These rules and regulations serve as a guide and are subjected to review by the School Management.

Rules and regulations pertaining to specific matters on various aspects of school activities will be issued by the school as and when it is necessary to supplement or to reinforce the existing set of school rules.

# Annex for Attire and Grooming

**Hair (Boys)**  
Hair should be kept short (not touching the eyebrows, ears and collar) and not tinted or dyed. Male students must be clean-shaven.

**Hair (Girls)**  
Hair should be kept clean, neat and not tinted or dyed. Long fringes should be pinned up neatly using black/dark green hairpins.  
Shoulder-length hair or any longer must be tied up using only black/dark green hair accessories.

**Accessories (Girls)**  
Female students are allowed to wear a pair of plain silver or gold-coloured ear studs that are not more than 4mm in diameter on the ear lobes. No ear sticks are allowed.

**Pants (Upper Secondary Boys)**  
Pants must not be tapered. Pants must cover to top of the shoes so that no sock or skin is seen while standing upright or walking.

**Skirts (Girls)**  
Skirts must be of knee length (touch the top of the kneecap).

**Shoes**  
Only covered laced low-cut full white shoes, together with a pair of plain white socks covering the ankles must be worn at all times.  
Shoes must be kept clean. Sports shoes are allowed during sports-related CCA activities and during the school holidays. Students are allowed to wear sports shoes during PE lessons but they must change back into their white shoes after their PE lessons

# 1 EXAMINATION RULES AND REGULATIONS

*It is mandatory for all students to be familiar and comply with all examination rules and regulations.*

## EXAMINATION GUIDELINES

- 1.1 You **must not** have in your possession:
  - 1.1.1 Any unauthorised electronic, communication, entertainment, or gaming devices capable of capturing, storing, displaying and / or transmitting and / or receiving visual, audio, or verbal information within the examination premises (e.g., examination venue, quarantine room, waiting room).

Examples of unauthorised devices include (but not limited to) mobile phones, cameras, tablets, earphones / earpieces (wired or wireless), fitness trackers, smart wrist watches / glasses, pen with image capturing capabilities, game consoles or music players.
  - 1.1.2 Any unauthorised reference materials, books, files, notes, or paper.

Examples of unauthorised materials include (but are not limited to) conversion table / mathematical formula sheet enclosed in or printed on the mathematical instrument box, study note(s), personal writing paper(s), any question paper(s) from previous examinations, sticky note(s), personal flash drive(s), well-wishes card or plush toy(s).  
All stationery / belongings taken into the examination venue (e.g., pencil case, calculator(s), mathematical set, ruler) must not have any unauthorised notes / information written on them.
  - 1.1.3 Any calculator or dictionary that are not listed in the list of approved calculators / dictionaries. You can refer to the SEAB website or check with your subject teachers for the list of approved calculators and dictionaries / e-dictionaries. You are to check with your teachers which papers allow the use of calculators / dictionaries.
- 1.2 You must not commit or attempt any acts of dishonesty or support such acts. For example, writing information / notes on any part(s) of your body, using unauthorised devices, or giving answers to or obtaining answers from another student.
- 1.3 You must not commit plagiarism or support such acts. For example, copying from someone else's work.
- 1.4 You must not communicate or attempt to communicate (e.g., verbal - whisper, and/or non-verbal - signal) with other student(s)/unauthorised person(s) during the examination, or during any occasion when communication is strictly prohibited. For example, when answer scripts are being collected, or during movement to the quarantine area.
- 1.5 You should only face the front and must not turn around during the examination.
- 1.6 You must not write or draw anything that is offensive or obscene in your answers.
- 1.7 You must not exhibit improper conduct or misbehaviour during the examination. For example, disturbing other students or disobeying instructions from examination personnel.
- 1.8 You must not leave the examination venue, quarantine or holding room unescorted or without permission from the examination personnel.

- 1.9 You must not flip open or turn over the question paper until you are instructed to do so.
- 1.10 You must stop writing and close the answer booklet (if applicable) after the invigilator has made the announcement to do so. You are to remain seated quietly while your answer is being collected and counted.
- 1.11 You must not remove any examination material(s) and stationery without permission. These can include:
- any answer booklet(s), writing paper(s), storage device(s) and other used or unused examination stationery from the examination venue.
  - laboratory equipment, device(s), and chemical(s).
- 1.12 If you are wearing outerwear (e.g., jackets, cardigan, windbreaker, sweater) into the examination venue, you must ensure that your outerwear does not have any unauthorised materials or devices. You may be asked to remove the outerwear for checking before or during the examination.
- 1.13 You must be neatly attired with proper hairstyle, in compliance with the school rules on grooming and attire.
- 1.14 You are to bring your own stationery and will not be allowed to borrow any items from another student during the examination.
- 1.15 If you commit any of the above offences, you will be subjected to disciplinary actions (which may include being given zero mark for the paper)

## 2 INSTRUCTIONS FOR SITTING THE EXAMINATIONS

- 2.1 Reporting for examination
- 2.1.1 You are required to report at least 40 minutes before the start of the examination. You must be seated at your assigned desk at least 15 minutes before the start of the examination.
- 2.1.2 You will not be given any make-up time if you report late for examination. Students who report later than 15 minutes after the start of the paper will only be allowed to take the examination with the approval of the Principal, Vice-Principal, Head of Department or Examination Committee.
- 2.1.3 If you report after the end of the examination, you will be marked as absent for the paper and will receive an "ABSENT" for the subject.
- 2.2 During examination
- 2.2.1 You must always observe silence during the conduct of the examination.
- 2.2.2 You are not allowed to go to the restroom within the first 30 minutes and last 15 minutes of the examination.
- 2.2.3 You must not open the question paper and answer booklets or start reading and writing unless you are told to do so by the examination personnel.
- 2.2.4 You must read the instructions and questions carefully. You are to raise your hand to clarify with the examination personnel if there is any doubt.
- 2.2.5 You are NOT allowed to leave the Examination Room until the whole duration of the paper is over and the

examination personnel dismiss you. You must leave the Examination Room quietly as examination may still be going on in other parts of the school.

### **3 INSTRUCTIONS FOR UNEXPECTED SITUATIONS**

- 3.1 Students who are Confirmed COVID-19 case / on medical leave, unwell with fever or flu-like symptoms or are recovering from other contagious diseases are not allowed to sit for the examination unless they are certified as medically fit by a qualified medical doctor.
- 3.2 Students who are unwell / become unwell during the paper would be taken out of the examination venue. They should visit a doctor and get a Medical Certificate.
- 3.3 A valid Medical Certificate from a medical practitioner registered under the medical Registration Act of Singapore Medical Council (SMC) must be produced if your child/ward is absent for the examination. Letters from parents/guardians will not be accepted. Absentees without valid reasons will be given Absent (AB) (i.e., zero marks) for the paper. There will be no arrangements for re-examination.  
Website (medical practitioner registered under the medical Registration Act of Singapore Medical Council):  
<https://prs.moh.gov.sg/prs/internet/profSearch/mshowSearchSummaryByName.action?hpe=SMC>
- 3.4 Students who are tested positive for COVID-19 and absent from the examination would not be required to produce a medical certificate, doctor's letter, or recovery memo to cover their absence. Photo evidence of the Ag+ test result on a self-administered Antigen Rapid Test (ART) must be submitted.
- 3.5 Students who are affected by a Major Train Disruption, must still report to School. You will be allowed to sit for the full duration of the paper with the approval of the Principal, Vice-Principal, Head of Department or Examination