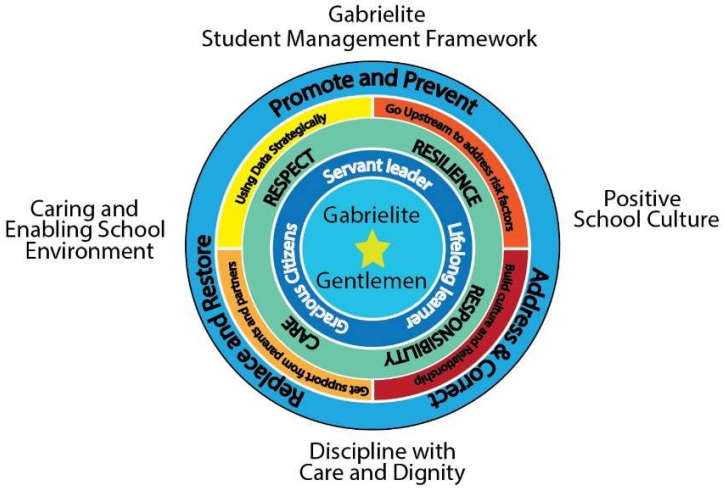
Our School Rules

1) **The Gabrielite Discipline Framework**

The whole school approach to discipline is governed by the Gabrielite Discipline Framework, which emphasizes 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 behaviour in school and society. They are also meant to create a safe and conducive learning environment for students to learn and for teachers to carry out their duties in school effectively.
- Gabrielites are to make the right decisions based on our 3RC core values of Respect, Resilience, Responsibility and Care, as choices will have its consequences.
- Gabrielites are to adhere strictly to the 4As to Success, in both academic and non-academic areas, namely:

Attendance	Gabrielites are punctual and present for: • Assembly and flag raising ceremony each morning at 7.25 am. • All lessons, remedial lessons, enrichment classes and PE lessons. • CCA commitments. • All school organized events and activities.
Attention	Gabrielites stay on task and make use of curriculum time meaningfully by • being focused, engaged and paying attention in class. • cooperating with teachers and classmates • staying on track and following given instructions. • not using their mobile phones in class • not sleeping in class or idle talking with classmates
Assignment	Gabrielites take pride in their work and hand in assignments (both class work and homework) neatly and punctually.
Attitude	Gabrielites have a positive attitude towards self and studies as this will bring about a mindset that encourages success in a student.

Our School Rules

2) **Attendance and Punctuality**

- The reporting time for students is 7.30 am at the parade square or in the classrooms.
- Every morning at 7.25 am, the signature tune will be played through the P.A. system. This is the signal for Gabrielites to promptly proceed to the parade square or to the classrooms for morning assembly. Students who assemble at the designated areas after the reporting time are considered late. The penalties for late coming will be meted out accordingly by the school Student Management Team.
- Gabrielites who arrive late for school must report to the designated late coming area for their particulars to be recorded and receive a Late Coming Slip which is to be presented to the subject teacher in class.
- Gabrielites who are absent from school or online lessons 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. **The school only accepts letters to cover 3 days of absence from school per term.**
- Gabrielites are not allowed to take leave from school without prior permission granted by the Principal or Vice Principal(s).
- Gabrielites who are absent from school or online lessons without valid medical certificates or approval are considered to have committed truancy.
- During home-based learning, students are to log in punctually for all lessons and complete the required assignments.
- Gabrielites who need to leave the classroom during 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.
- Gabrielites 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 student's particulars for reference.
- Gabrielites who need 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.

Infringing the above expectations is a serious offence. (Refer to section 13) There are also consequences to weighted assessments and/or examination results due to absence from school or lessons.

3) **Flag Raising Ceremony**

- Gabrielites must observe the ceremony with solemnity and respect.
- Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.
- Gabrielites must stand at attention and face the flags when the National Anthem is being sung and the Pledge recited.

Our School Rules

4) **Personal Appearance**

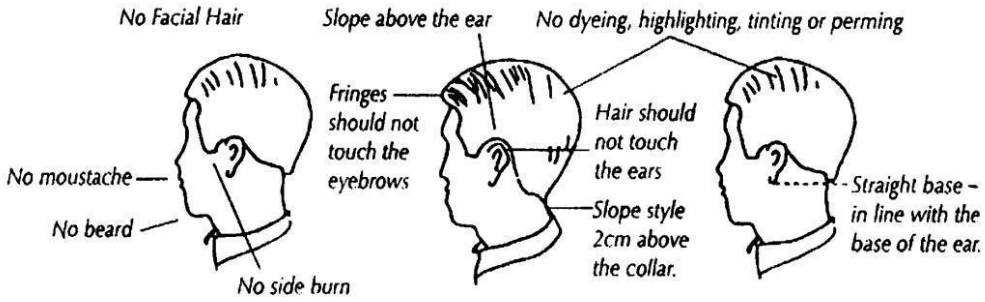
SCHOOL UNIFORM

- The school uniform worn by a Gabrielite creates a sense of belonging and identity with the school. A Gabrielite is well-groomed, gracious and is a responsible student.
- Students are to wear the prescribed school uniform and modification to the school uniform is not allowed.
- The prescribed school uniform includes the Full School Uniform, Half School Uniform and School PE Uniform:
    - The **Full School Uniform** comprises of:
        - White-based short-sleeved shirt with a left pocket and name tag which is aligned to the top of the pocket.
        - Shirts are buttoned up and tucked in.
        - School pants is either a pair of school shorts for Secondary 1 and 2 students or a pair of long trousers for Secondary 3, 4 and 5 students.
        - School pants should not be baggy or too tight.
        - Long pants must cover the ankle and socks and must not be tapered.
    - The **Half School Uniform**, only to be worn on days with PE lessons, comprises of:
        - School PE T-Shirt with name tag above the school crest.
        - School pants.
    - The **School PE Uniform** comprises of:
        - School PE T-Shirt with name tag above the school crest.
        - Black shorts.
    - For all of the above, the **accepted footwear** is as follows:
        - appropriate white based, low-cut sports shoes with white laces, velcro straps or other securing device. Sandals and slippers may only be worn by a student with a medical certificate to be excused from covered shoes.
        - White socks are to be worn visibly covering the ankle fully.
    - When students are in half-uniform, the T-shirt is to be tucked in.
- On Mondays, students are to wear their school ties with Full School Uniform from the start of the morning flag-raising ceremony. The wearing of school ties and uniform creates a sense of unity and belonging to the school, and an identity for the school in the community. The first button of the shirt must be buttoned when using the tie. The tie should not be loose.
- **After PE,** students are to change into Full or Half School Uniform:
    - during recess, (if PE is before recess)
    - during lunch, (if PE is after recess)
- During examinations, students are to wear Full School Uniform.
- Students who come to school during non-school holidays and school holidays must be in full or part uniform (PE-shirt or CCA T-shirt and school shorts/pants and in proper footwear.

Our School Rules

5) **Personal Grooming**

- Gabrielites must be neat in appearance, clean shaven and strictly no facial hair (i.e. beards and moustache) is allowed with or without wearing masks.
- Gabrielites must have hair that is short and neat at all times. Hair must not touch the eyebrows / ears / shirt collar when combed down. The back of the hair must be sloped. Hair at the crown must not be too thick or bushy.



- Gabrielites are not allowed to have fanciful, outlandish, unkempt hairstyles. Fanciful hairstyles such as, but not limited to include “under-cuts”, partially-shaved hair, gelled spiky hair, layered cuts, asymmetrical cuts, long spiky or punk styles, ‘skinhead’, mohawk’, V-shaped hairstyle, etc.
- Hairstyle trends change over time and the school reserves the right to decide whether a particular hairstyle is acceptable.
- Gabrielites are not allowed to streak, tint or dye / colour their hair, other than its own natural colour.
- Gabrielites are to keep their fingernails short and clean.
- Gabrielites are not allowed to use tinted lenses unless there is authorization from a medical professional.
- Gabrielites are not allowed to wear any form of accessories with the school attire (i.e. rings of all kinds, chains/necklace, bracelets/wrist bands/string etc).
- Gabrielites are not allowed to pierce or tattoo any part of their bodies.
- Gabrielites are not allowed to wear ear sticks and stud through tongue, eyelids, lips and nose or any parts of the body.

The consequence of infringing the above hair expectations is to rectify it immediately before students are allowed to continue with their lessons.

Our School Rules

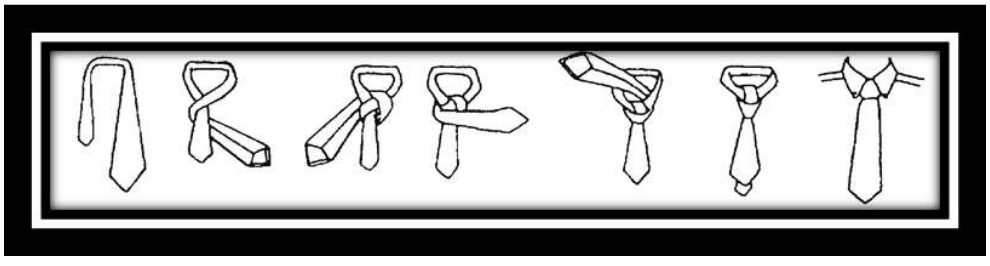
Lower Secondary:

Full School Uniform with School Tie	Half School Uniform	School PE Uniform
		

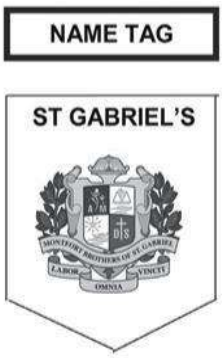
Upper Secondary

Full School Uniform with School Tie	Half School Uniform	School PE Uniform
		

The Windsor Knot



Our School Rules



School Name Tag

Placement: **above the pocket**

Colour: **Blue**

Occasion	Expected Attire	Remarks
In school	School Attire	One of the following: • Full School Uniform, • Half School Uniform, • School PE Uniform, • CCA T-shirt with school pants (only during CCA)
Morning Assembly	Full School Uniform	With School Tie on Mondays
	Half School Uniform	Only on days with PE lessons
Lessons	Full School Uniform	Half School Uniform only on days with PE lessons. To change into full or half school uniform; • during recess: if PE lesson is scheduled before recess • during lunch: if PE lesson is scheduled after recess
Online live lessons	School Attire	School footwear is not required
PE Lessons	School PE Uniform	
Examinations	Full School Uniform	With School Tie on Mondays
CCA	CCA attire	
All the above to be worn with white socks, covering ankle fully, and white based, low-cut sports shoes.		

Our School Rules

- Students must purchase their school uniforms (and name tags) from the authorized supplier:

Shirley Season's Wear
Northstar@AMK (Take left Lobby 1)
7030 Ang Mo Kio Ave 5 #04-55
Singapore 569880

Contact: Tel 62804917

The consequence of infringing the other expectations of school uniform is to rectify it immediately before students are allowed to continue with their lessons.

6) **Conduct and Behaviour**

- Gabrielites are expected to live our 3RC values at all times, in and out of school.
- Gabrielites are responsible for the positive learning environment in school and should not disrupt learning.
- Gabrielites are to respect all people, including, but not limited to, students, teachers, school staff, canteen vendors, cleaners and visitors.
- Gabrielites are to care for the environment by keeping the school clean and litter-free at all times.
- Gabrielites are to be respectful, quiet, orderly and observe proper decorum during school events and assemblies.
- Gabrielites are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others, including, but not limited to, scissors and pen knives.
- Gabrielites are to move briskly and quietly, in an orderly manner. When moving as a group, students are to make minimum noise.
- Gabrielites are not allowed to remain in the classrooms during recess or lunch break unless accompanied by a teacher.
- Gabrielites are allowed to buy or consume food/drinks only during recess, lunch break, before assembly or after their last lesson for the day. All food/drinks are to be consumed only in the canteen.
- Gabrielites are to keep the school canteen clean by disposing of trash and returning all utensils to the respective bins provided after their meals.

Depending on the severity of the infringement of the above expectations, the school will mete out the appropriate consequences.

Our School Rules

7) **Home Based Learning**

- Gabrielites are expected to log in punctually and check-in with their form teachers during Home Based Learning days.
- Gabrielites are expected to turn up for all synchronous lessons punctually.
- Gabrielites are expected to complete all required assignments punctually.

Depending on the severity of the infringement of the above expectations, the school will mete out the appropriate consequences., including, but not limited to coming back to school for subsequent HBL days.

8) **Use of Mobile Devices**

- A Gabrielite adheres to the school's smartphone and smartwatch policy which serves to ensure that the smartphone and smartwatch do not become a distraction to him while he is studying. We believe a learning environment without the presence of smartphone and smartwatch will allow our students to be more engaged in classroom activities and assignments, have more positive face to face interactions with their schoolmates and reduce the dependency on their devices.
- Gabrielites must switch off and keep their **handphones/smartwatches** safely in the lockers by 7.25am.
- Gabrielites are not allowed to use their **handphones/smartwatches** during curriculum hours. No screen time rule applies till the end of curriculum time for the day unless permission is otherwise given by the teacher for their use to support learning.
- **The school is a no phone zone for all students**. Mobile phones may be used only at the foyer for communication purposes after the end of curriculum time for the day.
- Curriculum hours includes all school lessons, co-curricular activities (CCAs), supplementary lessons, enrichment lessons, remedial lessons, academic support programme (ASP), examinations and official school activities.
- Students are not to use their handphones during recess or lunch break.
- Any form of recording, including photography, video or audio is strictly prohibited unless prior permission is given by the school.
- Students found using mobile devices (including handphones, smartwatches and PLDs) in inappropriate ways (i.e. recording and/or inappropriate content posted online regarding the school, staff or students) will be requested to remove the inappropriate content and will be subject to consequences meted out by the school.
- Parents will not be able to have free telephone access to their sons during school hours because of the disruption caused to lessons. In the case of an emergency, they will have to call the school general office at 62889470. For a non-emergency, they should leave a message for him to return a call as soon as he reads the message after school dismissal.
- Students who fail to adhere to the guidelines will be subject to consequences meted out by the school.

Our School Rules

1st offence	Safeguarding of Handphone (including SIM card) by school till 4pm
2nd offence	Safeguarding of Handphone (including SIM card) by school till 4pm for 2 days. Parents and FT informed by SMT via PG
3rd offence	Safeguarding of Handphone (including SIM card) by school till 4pm for 3 days. Removal of Privilege (refer to Section 13) Parents and FT informed by SMT via PG
4th offence onwards	Safeguarding of Handphone (including SIM card) by school. Removal of Privilege (refer to Section 13) Parent Meeting

Depending on the severity of the infringement of the above expectations, the school will mete out the appropriate consequences.

9) **Used of Personal Learning Devices (PLD)**

- The PLD is intended for use every day at school. In addition to teacher expectations for PLD use, school messages, announcements and schedules are to be accessed using the PLD.
- Students must be responsible for bringing their PLD to all classes, unless specifically advised not to do so by their teacher. Students have access to forms of media and communication which are in support of education and research and of the education goals and objectives at St Gabriel's Secondary School. Access to media and communication beyond these specific uses is not supported or allowed.
- When students are not monitoring their PLD, they should store the PLDs in their individual lockers secured with the number lock. Your PLD should be placed on the top shelf, when stored in the cabinet. Students need to take their PLD home with them at the end of every school day. The PLD is not to be stored in the locker or anywhere else at school, outside of school hours. The PLD should be charged fully each night at the student's home.
- Recording of any incidents or events that happen in school with the PLD or digital devices are strictly prohibited unless given permission by the school authorities.
- Students are responsible for the ethical and educational use of the technology resources of the school.
- Access to the St Gabriel's Secondary School's technology resources is a privilege and not a right.
- Every employee, student, and/or parent is required to abide by the rules of the School's Acceptable Use Policy. Violation of these rules results in the loss of privileges and may incur other disciplinary action.

- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instance that may arise.
- Transmission of any material that is in violation of any school rule or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, phishing, carrying out scams and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school technology administrator, is considered an act of vandalism and subject to disciplinary action in accordance with the school discipline policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the Principal immediately so that such sites are blocked from further access. This is not merely a request. It is a responsibility.
- Electronic mail, network usage, and all stored files are not considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The school cooperates fully with the Singapore authorities in any investigation concerning or relating to violations of computer crime laws.

10) **Use of School Facilities**

- Gabrielites are to switch off all lights, fans or air-conditioners when not in use.
- Gabrielites are to conserve electricity and water.
- Gabrielites must not vandalise any school property.
- Gabrielites are not allowed to use the school lifts unless under special circumstances (e.g. a fractured leg). A lift pass must be obtained from the School Operations Manager before using the lift.

Depending on the severity of the infringement of the above expectations, the school will mete out the appropriate consequences, including, but not limited to, compensation of the damages caused.

Our School Rules

11) **General Classroom Rules**

- Gabrielites must be punctual for lessons. They are expected to be at the lesson's venue within the first five minutes after the bell. Attendance will be taken before the start of each lesson.
- Gabrielites are to be courteous and greet teachers politely, addressing them by their proper salutations and names. Gabrielites are to stand up and greet the teacher before and after lessons.
- Gabrielites must be prepared for lessons and bring all necessary materials and books to class.
- Gabrielites must take pride in keeping their classrooms neat, tidy and free of litter at all times. No food and drinks are allowed in class.
- Gabrielites are not allowed to use their smartphones and smartwatches during curriculum time and handphones should be locked up their smartphones and smartwatches in lockers and no screen time rules apply till the end of curriculum time for the day. The school is a no phone zone for all students and smartphones and smartwatches may be used only at the foyer after the end of curriculum time for the day.
- Use of personal learning devices are only allowed when permission is granted by the teacher.
- Gabrielites are not allowed to charge any device in the school.
- Gabrielites are not to leave the classroom without an "out of class pass" issued by the teacher.
- Gabrielites must not engage in any betting or gambling in school. Games of any kind are forbidden in the classroom.
- Gabrielites are responsible for all furniture issued to them as a class. They will have to compensate for missing or damaged furniture.
- Gabrielites are to lock all classrooms when not in use for security reasons.

Depending on the severity of the infringement of the above expectations, the school will mete out the appropriate consequences.

Our School Rules

12) **St. Gabriel's Secondary School Anti-Bullying Policy**

At St. Gabriel's Secondary School, we believe every child deserves to feel safe, valued and empowered in their learning journey. We seek to foster a caring and enabling school environment where all students can flourish and develop positive relationships with their peers.

Our approach focuses on teaching kindness, empathy and respect whilst addressing any hurtful behaviours and inappropriate remarks that may arise. Together, we build a caring and inclusive school community where every staff member, student and parent feels they belong.

Understanding Bullying and Hurtful Behaviour

Bullying involves persistent and intentional hurtful acts, while other hurtful behaviours include once-off insensitive comments and physical fights.

Bullying and hurtful behaviours can take various forms. For example:

- Verbal: Name-calling, spreading rumours, or making threats
- Social exclusion: Deliberately leaving someone out, or encouraging others to ignore someone
- Physical actions: Pushing, hitting, or damaging someone's belongings
- Cyber bullying: Using online technology like phones, computers, or social media to hurt or embarrass others on purpose and repeatedly

The school's firm stance against bullying and hurtful behaviour

The school takes a firm stance against all forms of hurtful behaviours, from once-off, insensitive comments to persistent intentional acts of bullying and physical violence. This stance guides our school in managing different forms of hurtful behaviours.

The school's efforts in reducing bullying and hurtful behaviour

Prevention is central to the school's approach to bullying. The school fosters a caring and inclusive culture in which every student feels safe, valued and connected. Staff and student leaders play an active role in strengthening relationships and fostering a sense of belonging, while students are encouraged to support their peers, seek help when needed, and promote one another's well-being.

Through Character and Citizenship Education (CCE), Cyber Wellness programmes, assembly programmes, pastoral care and Peer Support Leader (PSL) initiatives and campaigns, students develop empathy, resilience and responsible behaviour.

Our School Rules

The school's response towards bullying and hurtful behaviour

The school takes all reports of bullying and hurtful behaviour seriously, with the safety and well-being of every student as its priority.

Upon receiving a report, the school will put in place prompt measures to safeguard the physical and psychological safety of all students involved. The matter will be investigated thoroughly, and updates will be provided in a timely manner, taking into account the complexity of each case.

Support plans will be developed for affected students. Support may include school counselling, restorative conversations, mediation to repair relationships where appropriate, as well as referrals to external agencies and community resources when needed.

The school will work in partnership with parents or guardians throughout the process. Parents or guardians will be informed at the earliest appropriate opportunity and kept updated on key developments.

Appropriate consequences will be meted out to students who have perpetrated bullying or hurtful behaviour, in accordance with the school's discipline framework.

How Parents Can Support

Parents can support the school's efforts by:

- Communicating regularly with your child about school experiences and friendships
- Teaching respectful behaviour and reinforce healthy digital habits at home
- Monitoring your child's online and offline interactions and activities
- Sharing concerns promptly with your child's Form Teacher or Year Head
- Working collaboratively with school on agreed interventions
- Modelling positive behaviour in your own interactions, such as being calm and respectful in communications.
- Using 'teachable moments' in your daily interactions with your child to explain why certain conduct is inappropriate

Our School Rules

Get in Touch

We want students and their parents to feel comfortable coming to us with any concerns. We are here to listen and help. If you would like to bring an incident to our attention, you can reach out to us via any of the following methods:

- Direct reporting to any staff member. You may inform Form Teacher, Subject Teacher, Discipline Master, Year Head or School Leaders
- Call: 6288 9470
- Email: stgss@moe.edu.sg
- Online confidential reporting form - https://tinyurl.com/BLESS-SGSS (for students)

We review this policy regularly to make sure it continues to serve our school community well. Together, as a school community, we shape our students' character, strengthen relationships, and build caring communities.

Our School Rules

13) **Serious Offences**

- Disrespect during national anthem, pledge taking, school devotion and prayers and all school assemblies.
- Disruptive behaviour by interfering with the smooth running of class or school events.
- Defiance and/or rudeness in speech or body language. Refusing to conform to school rules, norms and practices, showing disrespect to school staff, prefects and peers.
- Bullying by hurting, frightening or intimidating others to deliberately cause harm, distress or humiliation. It can be cyber, physical, verbal or psychological in nature.
- Theft by stealing school property or property belonging to others.
- Vandalising school or personal property, writing graffiti e.g. defacing the surface of the desk, deliberate damaging of property belonging to school and peers.
- Assault by attacking others violently, whether causing injury or not.
- Fighting by being involved in a confrontation between individuals or opposing groups in which each attempt to harm or gain power over the other, as with bodily force or weapons.
- Gambling using money in games, betting, etc.
- Gangsterism e.g. gang assault / threat / harassment / extortion, whether actual or attempted.
- Possession of offensive weapons.
- Arson e.g. setting property on fire, whether attempted or actual.
- Vaping (etomidate or other drugs) or Smoking, including, but not limited to, use, possession or distribution of other contraband products. No using/possessing/distributing/selling cigarettes or vapes.
- Alcohol consumption/possession/distribution/selling.
- Misuse of intoxicating substances, including, but not limited to, glue sniffing, consumption of alcoholic beverages and drugs.
- Outrage of modesty and other sexual offences.
- Using rude, vulgar or foul language.
- Truancy/willful absenteeism by being absent from school without a valid reason.
- Persistent Late-coming.
- Skipping class (including leaving the class without permission).
- Leaving school without permission.
- Abuse of technology.
- Cheating
- Forgery of signature/document
- Pornography e.g. viewing / possession / distribution / sale of pornographic materials.
- Acts in or out of school that are detrimental to the reputation of the school.
- Personally abetting or being an accomplice to any of the above-mentioned offences.

The above list is not exhaustive and the school reserves the right to judge whether a disciplinary offence is deemed as serious as those mentioned above.

Our School Rules

The school is committed to maintaining a safe and disciplined environment for all members of our school community.

As part of this commitment, the school may conduct searches of student belongings (e.g., bags, folders, files, uniform pockets, digital devices) where there is reasonable cause to believe an offence may have been committed or prohibited or dangerous items are present. Searches of student belongings may also be carried out on a random basis as a general safety measure, and to help maintain a safe and disciplined environment.

The school will confiscate items which are prohibited, dangerous, and/or suspected of containing evidence of an offence/crime. If such items are found, parents/guardians will be informed, and the items may also be turned over to the relevant authorities.

Consequences of these serious offences will be decided by the student management committee and include, but not limited to, detention, caning and suspension.

Conduct grade will also be affected, and privileges may be removed. These privileges include suspension of leadership roles, and non-eligibility for representation of school at NSG/SYF/competitions/overseas trip/character awards/and scholarships.

Recalcitrant students who do not show any improvement in conduct or behaviour may be asked to continue their education in another school. Some serious cases will be reported to the Police.