



School Rules

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Pathlight School Behaviour Expectations

1. Be Safe	<ul style="list-style-type: none">• I show safe hands and legs• I keep myself and others from danger
2. Be Respectful	<ul style="list-style-type: none">• I show consideration to others
3. Be Responsible	<ul style="list-style-type: none">• I know my duty and I do them well

Conduct

Be Safe

- Students should take care of themselves and not engage in any behaviour or activities that might be harmful to self.
 - Students can speak to a school staff or their family members if they need help with their feelings and problems.
- Students should behave well in school and in public. They should not engage in inappropriate/illegal behaviour. This includes (and is not limited to):
 - Theft
 - Vandalism or damaging property
 - Acts of bullying, fighting, gangsterism, assault (e.g. with knives, blades or any weapon)
 - Jaywalking
 - Littering
 - Inappropriate touches of self and others, including hugging/kissing, lifting up or undoing clothes
 - Possessing and/or accessing pornographic materials
 - Taking photos/videos of others without their permission
 - Taking photos/videos of public places like government building, MRT stations and tunnels etc as these might be construed as possible acts of terrorism
 - Forgery of documents and signatures

Be Respectful

- Students should show respect to others, including:
 - Staff and fellow students from Pathlight & other partner schools (e.g. Peirce Secondary School)
 - Volunteers, vendors and visitors
- Respecting others means
 - Greeting school staff, peers and visitors
 - Being polite and courteous
 - Following instructions given by teachers or other school staff
 - Taking care of the words we use
 - Using proper terms of address, and not calling others by names that they are uncomfortable with
 - Not using vulgarities (spoken language, signs or gestures)
 - Not spreading false information about others

- Ensuring that our words and actions do not hurt others
- Students can speak to a school staff if they are experiencing difficulties with their peers
- Respecting others in all situations
 - Face-to-face interactions
 - Online platforms (including emails, telephone calls, texts, messages and social media apps)
 - In school and out of school

Be Responsible

- Students should be responsible for their own learning
 - Be punctual for lessons
 - Hand in completed homework/assignments on time
 - Bring books and materials needed for each day's timetable
 - Follow test and exam rules for all assessments (e.g. mock tests, practice papers, class tests, exams)
 - Cheating (e.g. copying others' work or bringing in material that is not allowed) is a serious offence
- Students should also be responsible for the use of spaces and equipment
 - Keep areas clean
 - Take care of all equipment

Attendance

Punctual Attendance

School Hours:

Monday to Friday

Primary School: 7.50am to 1pm

Secondary School & Vocational Track: 7.50am to 2pm*

**There may be days when lessons and co-curricular activities end after 2pm.*

- Students should arrive in school by 7.50 am.
- Students are only allowed to leave school premises after their last lesson (as reflected in their timetable). On days when they have after-school activities, they can only leave school premises after these school activities.
- For students who need to leave school during school hours for urgent personal matters, parents must seek permission from School. Parents will need to sign the Early Release Form and submit it to the Security Guards when leaving the school premises.

Regular Attendance/Absenteeism

- Parents are to provide a Medical Certificate if your child is absent from school. Otherwise, your child's absence will be treated as Absent without Valid Reason.
- Students who are absent without a valid explanation will have their absence treated as truancy.

Absence of Student during School Term

- The school strongly discourages parents to apply leave for their children during the school term.
- Compassionate leave may be granted on short notice and parents may make such requests through telephone or email. A letter should be sent immediately to the Principal.
- Approval for such absence can only be granted by School Leaders or an Officer designated by the Principal.
- Parents are responsible for ensuring that the student keeps up with lessons and homework missed during his/her period of leave.

Student unwell in School

- If student falls ill while in school, parents will be asked to bring the student home immediately.
- Student must be accompanied home by a family member who should be at least above 18 years old. If a family member is not available, alternative arrangement with the parent must be made to ensure student's safety.

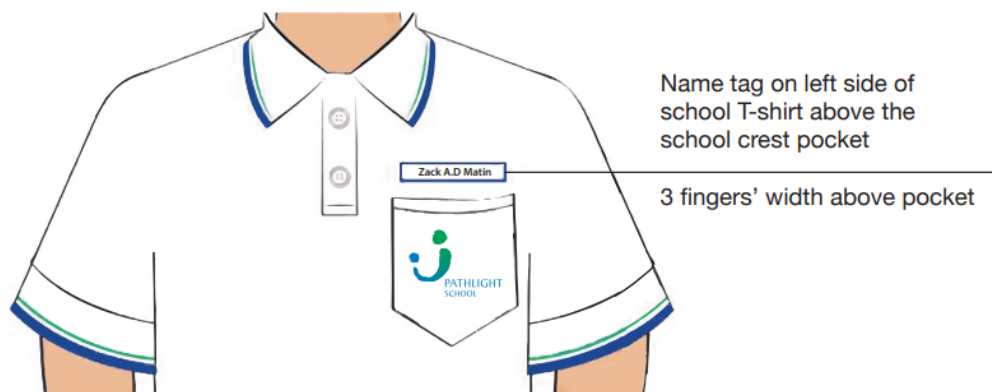
School Closure Timing

- For safety and security, all students must vacate the school premises by 5.30pm on weekdays and return home.
- All students must vacate the school premises by 2pm every Tuesday for all staff to attend compulsory Staff Learning sessions.

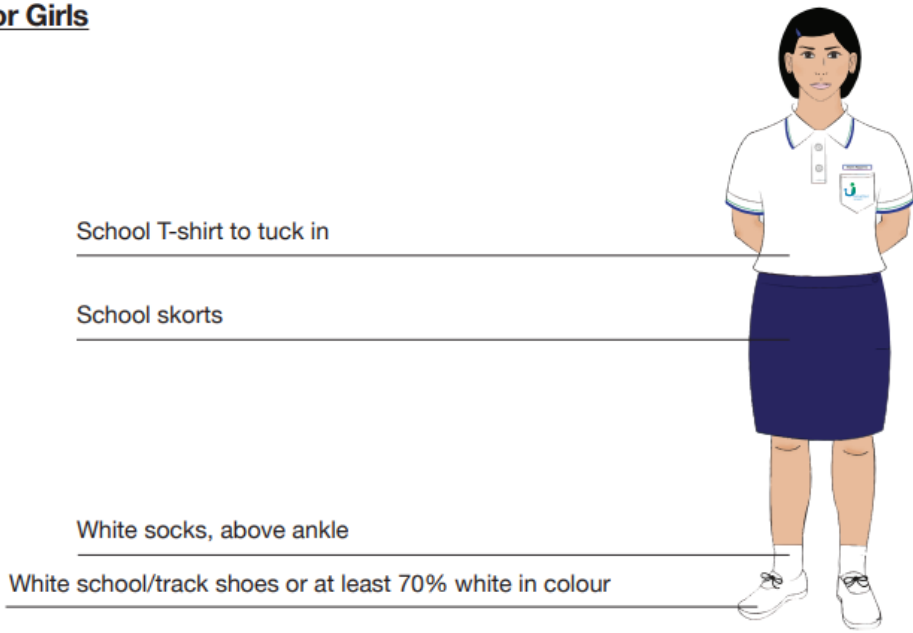
Attire/Appearance

School Uniform (White Polo T-shirt) - For Primary School & Vocational Track

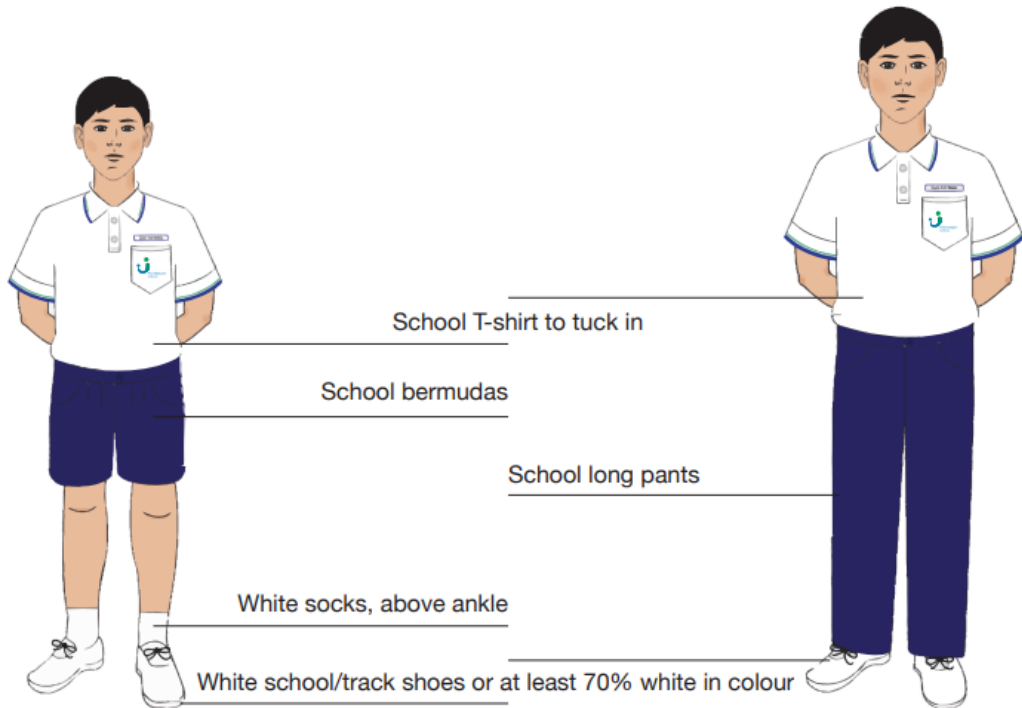
Students are to dress neatly in the prescribed school uniform and white socks and shoes at all times.



For Girls



For Boys



School Uniform (Cotton Shirt) – For Secondary School

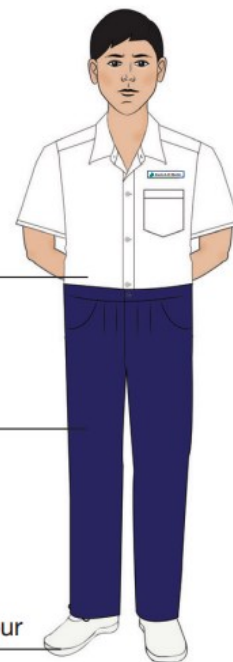
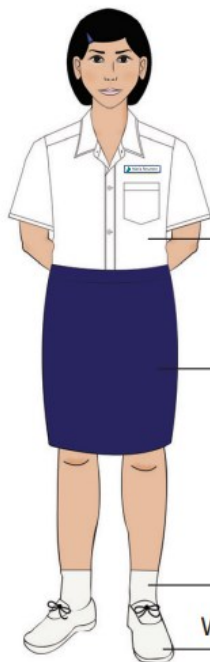
Students are to dress neatly in the prescribed school uniform and white socks and shoes at all times.



Name badge to be pinned on left side of school shirt above the pocket

For Girls

For Boys



School shirt to tuck in

School skorts

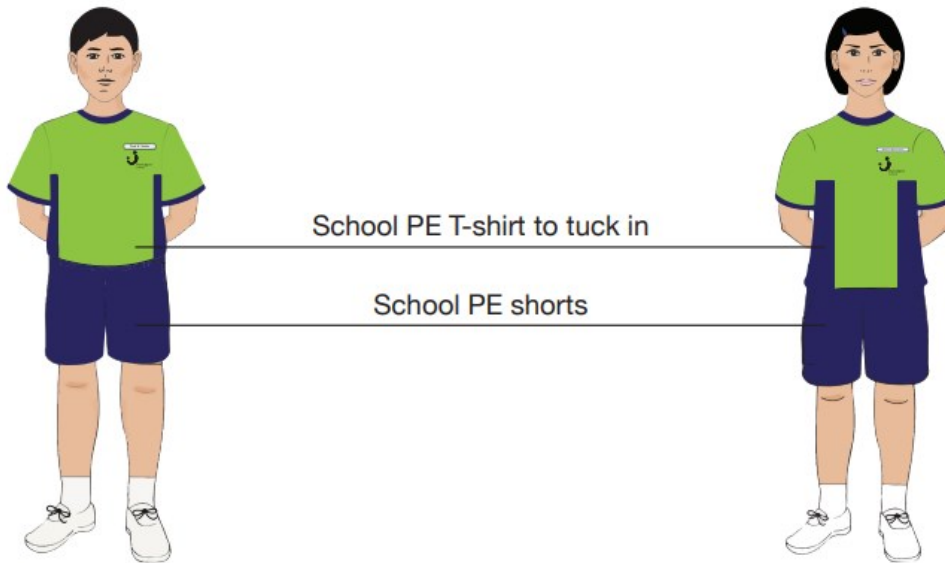
School long pants

White socks, above ankle

White school/track shoes or at least 70% white in colour

School PE Attire – For all students

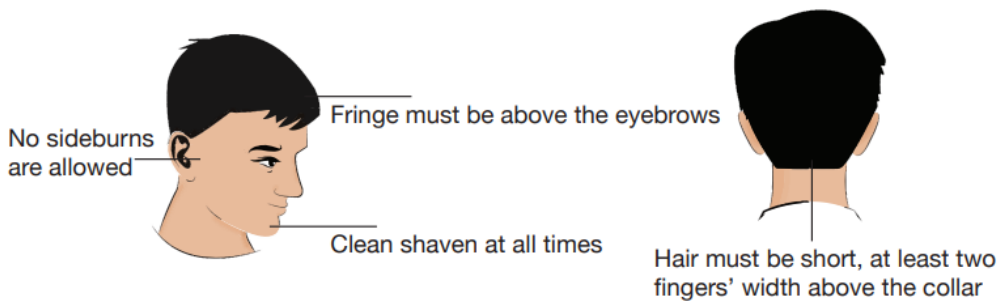
School PE attire should be worn only on days when there is PE lesson.



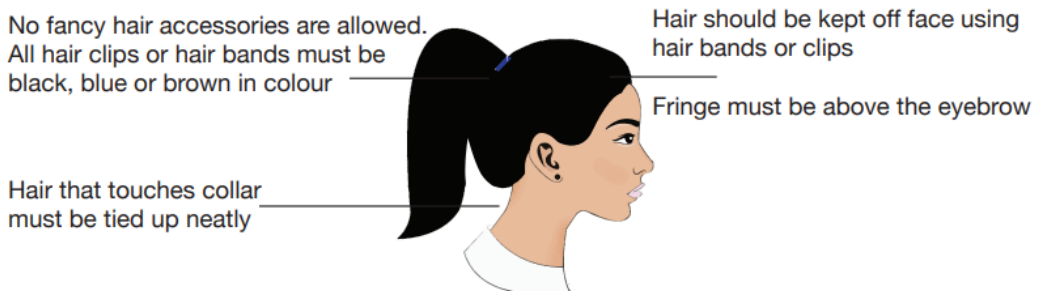
Grooming

Students should not dye, tint, or highlight their hair.

For Boys



For Girls



Tattoos / Body Piercing

- Keep body free from tattoos and piercing.
- Girls are allowed to have one ear stud on each ear. The colour can only be gold or silver.

Use of Electronic Devices and/or any other ICT Devices

All students should continue to **Be Safe**, **Be Respectful** and **Be Responsible** when using electronic devices, and/or any ICT devices and/or online platforms for learning. We ask that students continue to practise our Pathlight 5Cs values online.

BE SAFE

COMPETENCE

Keep usernames/ids safe and use strong passwords



Protect Your Account

Keep private and/or personal information secure. Always respect the privacy of others



Respect & Protect Privacy

- **Protect your account.** Never reveal your user id and password of your online accounts to another person.
- **Respect other user's privacy and protect your own.** Never reveal private or personally identifying information (such as your name, address, phone number, age, physical description, school, photo) or that of anyone else online.
- **Follow Teachers' lesson instructions.** Always follow teachers' instructions on when and how to use any of the ICT devices or platforms safely.

BE RESPECTFUL

COMPASSION

Be nice and polite to others when communicating online



Be Inclusive, Respect Others

- **Participate respectfully.** You agree that you will not send, post or upload any content or engage in any behaviour that is:

- Rude and/or vulgar
- Abusive, threatening, or defamatory
- Obscene, profane, pornographic, or sexually explicit
- Offensive (racially, culturally, religiously or politically)

- **Contribute responsibly.** You agree that you will not send, post or upload any content or engage in any behaviour intended to spread false and misleading news or information.

CONTRIBUTION

Verify before sharing.
Don't spread fake news



Contribute Responsibly

- **Keep feedback constructive.** You agree that you will not send, post or upload any content, or engage in any behaviour intended to belittle, openly challenge, insult, or hurt others.

Express opinions respectfully
and respect the opinions
of others



Keep Feedback Constructive

BE RESPONSIBLE

CHARACTER

Always credit the source of the information used in your work



Be Honest

Be yourself. Don't pretend to be another person!



Be Authentic

Be honest and law abiding. Help make the online space safer for all



Have Integrity

- **Be honest.** Don't steal from others. Do not take the ideas, writings or images of others and present them as if they were your own.
- **Be authentic.** Don't pretend to be another person on any online learning platforms.
- **Have integrity.** Do not disrupt any online learning activities on any of our learning platforms. Do not engage in the following activities:
 - Upload a virus-infected file or other harmful computer code.
 - Attempt to access parts of online learning platforms which are unauthorised to learners.
 - Cause any user to lose access to the system - for example, by disabling accounts or changing passwords without authorisation.
 - Damage or delete files or information belonging to any person without authorisation.
 - Engage in activity that will improve or harm the grades of others.

- **Take ownership.**

- Be responsible for your own electronic devices. School will not be held responsible for any loss or damage of personal electronic devices.
 - Personal Electronic Devices can only be used during school hours and after-school activities, with the permission of teachers, class coaches, and therapists for learning, communication, and self-regulation.

- Be responsible for the school devices which have been loaned to you for learning. They should be returned to the school in the same condition as when they were loaned out. You will be expected to pay for any damages or replacement of school devices if they are found to be damaged under care.
- You are responsible for ALL information you upload onto public domains. Those who do not follow the rules are required to remove the information. They may have to face school-based or legal consequences.



- **Be a positive influence on others.** Promote and raise cyber wellness awareness among others by demonstrating safe online habits.

Personal Learning Device Under MOE’s National Digital Literacy Programme (Applicable to Secondary School/Vocational Track only)

- Personal Learning Devices include:
 - Laptop
 - iPad
- Personal Learning Devices (PLDs) are to be:
 - Fully charged before they are brought to school.
 - Used under the supervision of teachers, therapists, school leaders and staff, for learning and/or communication during school hours.
 - Used only for learning related purposes only (e.g. schoolwork, homework, coursework, Home-Based Learning (HBL)).
- Student must:
 - Inform teachers immediately if they face issues with their PLDs
 - Ensure that their PLDs are kept in lockers when not in use (e.g. during PE or CCA)
 - Not share any of their login passwords with anyone, except with their parents/guardians

Students CAN:	Students MUST NOT:
<ul style="list-style-type: none"> ✓ Make phone calls. ✓ Send SMS/WhatsApp and other forms of instant messaging ✓ Listen to music.* ✓ Play games.* ✓ Do Home-based Learning (HBL) activities and assignments. <p>* There may be songs, videos and games that will not be allowed in school.</p>	<ul style="list-style-type: none"> ✗ Engage in cyberbullying. ✗ Send disrespectful and inappropriate messages. ✗ Present to be someone else or spread false information. ✗ Take pictures, videos or audio recordings of happenings at school and other public places (e.g. MRT) without permission to: <ul style="list-style-type: none"> • Share with others and/or • Upload onto the Internet <p>This includes photos and recordings of staff and other students and members of public.</p> ✗ Use materials from books and/or Internet and take ownership of them. ✗ Share or copy electronic files illegally. ✗ Send, received, show or print illegal and offensive materials. ✗ Cause disruption to others through the use of electronic devices.

Violation of School Rules

Students who violate the rules may face school disciplinary actions or other consequences as governed by the law. This is especially for behaviours that impact on the safety of self and others, including all forms of bullying/ cyberbullying.

The disciplinary action taken will depend on:

- the nature and frequency of the behaviour, and
- the impact that the behaviour has on the student and others.

Possible school disciplinary actions include (but are not limited to):

- Warning letters and communication with parents
- Corrective actions and restitution
 - e.g. Community Corrective Work (CCW), payment for damages or medical consultations,
 - suspension of privileges at home or school, or apology
- Suspension from school or from school activities

Disciplinary actions aim to reinforce to students that actions can have undesired consequences, and everyone needs to take responsibility for his/her behaviours. As part of the process, students will also be engaged in reflections and teachings to:

- Provide them a platform to share their perspective;
- Review what they hoped to achieve, and what they had done well/ wrongly;
- Share different perspectives (where applicable);
- Identify the impact of their behaviour;
- Identify how they can 'make good'; and
- Problem-solve on what they can do differently when faced with a similar situation, and what can help them to remember what to do.

In all such disciplinary cases, parental involvement is mandatory.

Note: School has a duty of care and would be obliged to report to the authorities when the need arises. For example, students' prolonged absence from school without valid reason will be reported to the Ministry of Education (MOE) and Ministry of Social and Family Development (MSF).