

PUPIL MANAGEMENT, SCHOOL RULES AND REGULATIONS

I. INTRODUCTION

- Dunman Secondary School is committed to its twin aims of character development and academic excellence.
- Our Discipline Policy is a positive one which seeks to build sound character and support effective learning and development, working in synergy with the Pupil Welfare Department.
- It is hoped that all Dunmanites will have a safe and conducive environment to learn and become good role models for their juniors.

II. GENERAL SCHOOL RULES

A) DUTY: Greeting of Teachers

- It is our duty to uphold mutual respect.
- Quickly learn the name of every teacher in school and greet teachers with “Good morning / afternoon Mr / Ms / Mrs / Mdm (name of teacher)”.
- If you do not know the name of a teacher, greet the teacher with “Good morning / afternoon Teacher”.

B) DISCERNMENT: The “No Talking Rule”

- Learn to discern when the right time to talk is. We must uphold an image that shows that we have our act together.
- The “No Talking Rule” applies when you are standing or seated in line as a class.
- When you are in line, walk in a single / double file. You should face forward at all times; there will be absolutely no talking.
- During school level events (e.g. assembly), do not speak and do not look around and try to get the attention of your friends in other classes.

C) DISCIPLINE: Attire and Canteen Etiquette

- Be responsible for your own attire. Ensure that your shirt / blouse is tucked in and your name tag is worn at all times. Check that your hair is neat and tidy. Wear your tie smartly on Mondays.
- Be responsible for your trash. All food and drinks must be consumed only within the canteen. After you eat, clean up after yourself, including cleaning off the tables and make sure that you do not leave any trash on the floor or eating area.

D) DETERMINATION: Punctuality

- Be determined to report to school punctually by 0720 hrs (0820 hrs **on** Tuesdays).
- Be determined to attend school level events (e.g. flag raising ceremony, hall assembly), classes, CCAs and other school activities punctually.

E) DARING: Be An Example!

- Dare to do the right thing at the right time.
- Dare to be a positive example to your juniors.

III. SCHOOL LEVEL ROUTINES

A) Flag Raising Ceremony Routine

All students are to observe the flag raising ceremony with dignity and respect. All students who are Singapore citizens must sing the National Anthem and recite the Pledge.

- When you are entering the parade ground and the flag raising ceremony is about to begin, locate your class and sit down in index number order.
- Once you are **seated**, the no talking rule applies; take out your reading material and read silently.
- When the school is instructed to stand up, stand up quickly and silently.
- When the National Anthem is **being played**, sing the National Anthem respectfully.
- Continue to recite the Pledge with the right fist placed over the heart.
- When the school is instructed to sit down, sit down quickly and silently.
- Once the announcements are over, remain seated until your class is instructed to stand up.
- When your class is instructed to stand, stand up quickly and silently as a class and move back to your classroom in one single file.

B) Hall Assembly Routine

- When you are entering the school hall and hall assembly is about to begin, locate your class and sit down in index number order.
- Once you are **seated**, the no talking rule applies; take out your reading material and read silently.
- When the school is instructed to stand up to sing the school song, stand up quickly and silently.
- When the school song is played, sing the school song respectfully.
- After the singing of the school song, when the school is instructed to sit down, sit down quickly and silently.
- Once the hall assembly is over, remain seated until your class is instructed to stand up.
- When your class is instructed to stand, stand up quickly and silently as a class and move back to your classroom in one single file.

IV. CLASS LEVEL ROUTINES

A) When a teacher enters the classroom and the majority of the class is already inside the classroom

- Stand up immediately. (As a guide, the entire class must be standing and ready to greet the teacher by the time the teacher is at the teacher's table.)
- Greet the teacher as a class and take the cue from the teacher before sitting down.

B) When a teacher is already in the classroom or waiting outside the classroom

- Enter the classroom quickly and stand behind your desk.
- Once the class is ready, greet the teacher as a class.
- Take the cue from the teacher before sitting down.

C) When you are late for class, returning back from the washroom, or coming back from another lesson and the majority of the class is already seated (lesson is in progress)

- Knock firmly on the door.
- Once acknowledged by the teacher, greet the teacher individually.
- Take the cue from the teacher before entering the classroom.

D) When a teacher is teaching and another teacher enters the classroom

- Take the cue from the teacher before standing up to greet the teacher.

V. EXPECTED BEHAVIOUR OF DUNMANITES

IMPORTANT RULES

- Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- Boys must be cleanly shaven at all times.
- Students who are Singapore Citizens and Permanent Residents, must sing the National Anthem and take the Pledge. Students will take the pledge with the right fist placed over the heart.

A) Before Lessons

- Students must be back in the classroom on time from earlier lessons.
- Students must move orderly into the classroom.
- Students must be ready for the lesson with all necessary materials on the desk.
- Students must be physically present in the classroom before the lesson begins.
- Students must maintain silence while waiting for the teacher to arrive.
- There should be no unnecessary movement of students out of the classroom to the washroom, bookshop, etc. before the arrival of the teacher.
- The classroom must be clean and the whiteboard erased before the lesson begins.
- All students must stand and greet teachers on arrival (refer the Class Level Routines).
- The Class Committee must keep the teacher informed of students who are absent or not feeling well. The Class attendance should be reflected on the top right hand corner of the whiteboard.
- All students must be properly groomed and attired before the lesson begins.
- All IT equipment must be ready for use before the lesson begins.

B) During Lessons

- Students must pay full attention while the lesson is in progress.
- There should be no eating, drinking, sleeping, shouting or playing in the classroom.
- There should be no unnecessary movement inside the classroom.
- Students are not allowed to share books during lessons unless permitted by the teacher.
- When a lesson is going on, students are not allowed to do the work of another lesson.
- Students must raise their hands first if they want to answer or ask questions.
- During group work, the noise level is to be kept as low as possible.
- There should be no going to the washroom unless it is absolutely necessary.

- All students must be seated at their respective places according to the Class Seating Plan at all times unless given permission to change.
- Students are not allowed to join their desks unless told to do so by their teacher.
- All students are to sit properly in their places during lessons.

C) After Lessons

- All students must stand and thank the teacher before the teacher leaves.
- Silence must be maintained and students must get ready for the next lesson.
- There should be no movement out of class to the washroom, canteen, bookshop, etc. or along the corridors of other classes to speak to their friends.
- Students are not to run out of class immediately after the recess or dismissal bell until the teacher has been thanked and he or she has dismissed them.
- For the last period, students must clean up the class before they leave.

D) General Expectations

- Students must be quiet and do their own work when teachers are called away unexpectedly.
- Students must not be rude or defiant to teachers at all times.
- Students must complete and hand in assignments on time.
- Students must not use foul or vulgar languages at all times.
- Students must always be helpful, courteous and considerate at all times.
- Students must be punctual and regular in their attendance.
- Students are not to leave their classroom or the school without permission.
- Students are not to sit on the desk at all times or with their legs folded up on the chair.
- Students absent from school must submit to their form teachers a medical certificate.
- Students are not allowed to gather in groups for any form of discussion along corridors.
- All students must queue up when buying food at the canteen.
- All students must help to keep the school clean.
- All food and drinks must be consumed only within the canteen.
- All used plates, utensils, cups etc. must be returned to the receptacles provided.
- There should be no gambling, fighting and vandalism.
- Unauthorized persons should not be invited **into** the school.

VI. PROHIBITED ITEMS

Students are strictly forbidden to bring the following items to school

- MP3/4 players
- PSP / electronic games etc.
- Skateboard / rollerblades
- Personal valuables / jewellery
- Weapons of any kind / laser pointer
- Cigarettes / cigarette lighter
- Alcohol of any form
- Unsuitable magazine / poster / picture / book / card / comic / VCD
- Playing cards and gambling items of any kind (e.g. 'Poker' cards)
- Any items for sale

All prohibited items will be confiscated. **Collection of any Prohibited Items from the Pupil Management Department can only be made by parents.** Items not collected by the end of the year will be destroyed. Any illegal item will be surrendered to the police.

VII. CODE OF CONDUCT

- I am in Dunman by choice.
- I will be loyal to myself, my class, my school and my country.
- I will uphold the school motto and creed.
- I will follow the school rules and good morality in my personal and social behaviour.
- I will be smart in my attire and appearance.
- I will follow the expected behaviour of students.
- I will show respect to my parents, teachers and student leaders.

VIII. GUIDELINES ON ATTIRE AND APPEARANCE

	Girls	Boys	Remarks
Hair	<ol style="list-style-type: none"> Short and neat Long hair : tied or pinned with black or brown ribbons or pins/clips. Fringes beyond the eyebrow are to be clipped neatly. 	<ol style="list-style-type: none"> Short and neat Slope/straight at the back Front fringe above the eyebrows. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> For Boys, back hairline must be 2 finger-width above the collar. <input checked="" type="checkbox"/> Hair with wax/cream must be unidirectional. <input checked="" type="checkbox"/> Fashionable hairstyle not accepted. <input checked="" type="checkbox"/> Tinting of hair not accepted. <input checked="" type="checkbox"/> Boys must be clean shaven.
Jewelry and Accessories	No jewelry is permitted for both boys and girls. Nails to be short		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Chains are not allowed. <input checked="" type="checkbox"/> Ear rings are not acceptable. <input checked="" type="checkbox"/> Ear sticks not allowed. They will be discarded if spotted. <input checked="" type="checkbox"/> Friendship bands / Hair bands / PVC bands not allowed on wrists / legs.
	Girls may wear one pair of simple, plain ear studs.	Ear studs are not allowed	
Name Tags	To be worn above the left pocket (fully exposed above the pocket)		
School T-shirt / Blouse/ Shirt	School T-shirt / Blouse : Beige, shirt collared with short sleeves.	School T-shirt / Shirt : White and short sleeved with a pocket on the left side.	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> School T-shirt / Shirt / Blouse tucked in (not folded in). <input checked="" type="checkbox"/> T-shirts not advisable under their shirt/blouse.
Skirt/ Pants	<p>Skirt : Brown, waisted skirt, with central box pleat and two knife pleats on each side, back and front.</p> <p>A side-seam pocket is on the left.</p> <p>Folding of skirts not allowed.</p>	<p>Shorts for Sec 1 and 2 : white shorts with plain front (no pleats) and pockets at the sides and back.</p> <p>Long pants for Sec 3, 4 and 5 : White, waisted and plain in front with pockets at the sides and back.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hipster pants/shorts are not acceptable. <input checked="" type="checkbox"/> Pants at the foot must not be altered narrow. <input checked="" type="checkbox"/> Hemline for skirts should knee-length.
	<p>Purchases are to be made from the school's uniform supplier.</p> <p>Dacron-cotton materials are recommended. Transparent materials are unacceptable. All clothes worn should be reasonably loose and comfortable.</p>		
Brassiere	Only white and beige colours are allowed.		
Shoes	<p>White and rubberised soles with shoe laces or velcro-straps.</p> <p>PVC materials are acceptable. Logos on shoes must be in white.</p>		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Shoe-laces are to be clearly tied.
Socks	White plain socks without logos.		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Visible above the ankle bone.
School Tie	<p>To be worn on Mondays and on designated school and special function days.</p> <p>Length of tie should be up to the waist-line.</p>		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bow neatly secured at the collar-button, which is also secured.