

## Discipline Policy

### STUDENT CODE OF CONDUCT

YBIS fosters a positive environment in which the needs, rights and responsibilities of individuals and groups are respected. This policy is designed to promote a safe, inclusive, and conducive atmosphere for learning. The system emphasizes that the self-discipline of every learner is not only the responsibility of the school, but it is a partnership between the school, the parent, and the community in order to maintain a positive school culture and support their academic and personal development.

#### At YBIS, Students have the right to:

- Be treated fairly and with respect.
- A safe and secure environment free from any sort of physical, emotional, or psychological abuse from any member of the community.
- Be motivated as individuals to enhance their unique learning styles recognized and catered so that they can maximise their potential towards learning.
- Participate in activities organized by the school.
- Express themselves within the bounds of acceptable social behaviour.
- Request the teacher for added help in academics.
- Receive feedback on behaviour and academics from teachers that will enable them to grow holistically.
- Be informed of expectations regarding the code of conduct.

#### A student of YBIS should:

1. Exhibit socially responsible behaviour.
2. Act civilly and respect the right of others.
3. Be sensitive and respect others' beliefs and customs.
4. Demonstrate a natural and instinctive commitment to respecting personal belongings, the belongings of others, and the school environment.
5. Maintain School Cleanliness in the classroom and school premises.
6. Report to school in time and attend all school activities regularly.

Students are responsible for following the discipline policy and school rules, rights and responsibilities, and complying with staff directions regarding discipline and appropriate behaviour.

#### 7. Truancy

- ✓ Students should adhere to the attendance guidelines set by the school.
- ✓ Blatant and persistent truancy is a serious offence.

## **8. Making phone calls**

- ✓ If necessary, students may use the telephone in the office with the approval of Admin staff.

## **9. Classroom rules**

Students need to

- ✓ closely follow the class rules and expectations set by the class teacher and subject teachers.
- ✓ complete all academic tasks and assignments by the specified deadline.
- ✓ respect the authority of members of the student council.
- ✓ follow the school rules when inside the school campus.
- ✓ remain in the classroom during transition periods and may only leave with the teacher's permission.

Consumption of food and drinks is not allowed in the classroom except during short break and lunch break.

## **10. Procedures in the Assembly area**

- ✓ Students are required to move briskly, quietly, and in an orderly manner.
- ✓ Adherence to punctuality is required for assembling at the designated assembly areas.
- ✓ Under the supervision of their respective class or subject teacher, students are to proceed to or disperse from the Auditorium in an orderly manner.

## **11. Discipline on playground**

- ✓ Students should remain on the playground under the supervision of the teacher.
- ✓ Leaving the playground to other designated areas is not permitted without the teacher's consent.

## **12. Transition For Language Classes (to/from classrooms)**

- ✓ Form a line outside the classroom in accordance with the designated queue for language classes.
- ✓ Refrain from using the restroom or visiting the cafeteria during this transition period.

## **13. Cafeteria Etiquette:**

Students should

- ✓ Walk to the canteen briskly and avoid running.
- ✓ Refrain from engaging in any play activities at the canteen area.
- ✓ Form a queue to purchase food, ensuring a fair and orderly process.
- ✓ Exit the canteen in an organized and respectful manner, maintaining cleanliness and order.

#### **14. Toilet Facility Usage**

Students should

- ✓ Walk to the toilet; refrain from running at all times.
- ✓ Flush the toilet after use.
- ✓ Wash your hands after using the toilet.
- ✓ Dispose of all litter in the designated rubbish bin.
- ✓ Inappropriate disposal of rubbish is considered an offense.
- ✓ Playing is strictly prohibited in the toilet.

#### **15. Act with honesty and integrity**

#### **16. Work diligently and cooperatively.**

#### **17. Strictly adhere to the school's dress code and be well groomed.**

#### **18. YBIS Dress Code:**

- ✓ Students should comply with the school dress code on all days when they are on the school campus.
- ✓ Casual or colourful attire will only be allowed on birthdays and during celebrations as determined by the school.

#### **19. Follow the bus conduct while using school and public transport.**

##### **➤ Bus Conduct**

- ✓ Board and alight only at designated bus stop.
- ✓ Be at the assigned bus stop at least 5 minutes before pick-up time in the morning and be punctual for the departure time from the school. Due to the need to reach school on time, buses will not wait for students.
- ✓ Remain seated and fasten seat belts while the bus is in motion.
- ✓ Adhere to the safety regulations of the bus and respond affirmatively to the driver or bus attendant while travelling on the bus.
- ✓ Refrain from consuming food or beverages while on the bus.
- ✓ Refrain from any activities that divert the driver's attention from his job which might endanger the safety of fellow passengers.
- ✓ Senior school students must exemplify to adorn a positive role model for the younger students in the bus.
- ✓ Students/ parents need to inform the bus driver in advance in case of not availing the bus for the day to avoid unnecessary delay.

**20.** Refrain from using profanity and abstain from engaging in any form of violence or vandalism.

➤ **Profanity and Violence**

- ✓ Students are not permitted to use profanity under any circumstances.
- ✓ Students cannot verbally or physically assault a staff member or student.
- ✓ Any form of bullying or fighting is expressly forbidden.
- ✓ No student is allowed to intentionally or attempt to cause physical harm to another student through force or violence.
- ✓ Students must not loiter at void decks, shopping malls and other public places in their school uniform.
- ✓ Students must be well-behaved and socially responsible inside and outside of the school.
- ✓ Students are expected to show respect to all members of the public.

➤ **Vandalism**

- ✓ Students are forbidden from damaging school property.
- ✓ Students are prohibited from graffiti on school property and others' property.

**21.** Evade substance abuse.

➤ **Substance Abuse Policy**

- ✓ In accordance with the laws of Singapore, unauthorized experimentation with any type of drugs is against the law.
- ✓ Students who are found or suspected to be involved in substance abuse will face expulsion from the school and will be reported to the police following a comprehensive school investigation.

**22.** Refrain from engaging in inappropriate display of affection within the school campus.

**23.** Take responsibility of maintaining self-discipline while on school premises, school bus, and during out-of-school activities that are part of the school programme.

**24. School Books and Belongings**

- ✓ Students are responsible for their schoolbooks, materials, and personal belongings.
- ✓ Bringing valuable items to school is not allowed.

## **25. School Library**

- ✓ Students may borrow one book at a time (NLB or School Library) after school hours and are accountable for the borrowed book.
- ✓ Payment, as determined by the school, is required for any lost or damaged book.

## **26. Mobile Phones and Other Electronic Devices**

- ✓ Students are not allowed to use mobile phones or electronic devices during the school hours.
- ✓ Mobile phones of students who are found to be using the phone during school hours will be confiscated by the Principal for a period of time as determined by the Principal.
- ✓ Students who repeatedly disregard the rule may face disciplinary action depending on the circumstances.

## **27. Use of Technology**

- ✓ Students should use the school's computers under the supervision of the teacher-in-charge.
- ✓ Students have restricted access and are under supervision. They are advised against accessing material that is inappropriate, obscene, or offensive to any group within our school or society.
- ✓ Students are prohibited from using the internet to download or install inappropriate files or pirated software on school computers.
- ✓ The use of USB drives on school computers is prohibited.
- ✓ Privacy of all other user accounts is to be respected.
- ✓ Students shall not be allowed to interfere with any type of hardware connections of the computer and the network. Any such action will be treated as vandalism and will be dealt with accordingly.
- ✓ Engaging in computer hacking or downloading viruses is strictly prohibited. Such activities are in violation of Singaporean laws, and individuals found guilty will face severe consequences, potentially including dismissal.

## **28. Use social media platforms responsibly.**

### **➤ Social Media**

- ✓ Any activity on social media that is used against school, or any staff is deemed an offence against the school.
- ✓ Abide by rules and laws of Singapore.
- ✓ Uphold and honour the image of the school inside and outside school.

## **29. Discipline intervention in case of violation of any of the above:**

YBIS embraces a restorative approach to discipline, aiming to enhance relationships between teachers and students as well as among students.

The tools used to reinforce personal accountability of maintaining discipline is:

- ✓ ORA (Observation, Reflection and Action)

The class teacher will involve and assist the student(s) in a reflective session, during which the student(s) will record their thoughts on a reflection form. Throughout the session, along with the provided advice and suggested alternative behaviour, a shift in attitude or behaviour is anticipated.

- ✓ Any wilful damage to property of the school by the student may result in a fine of an amount as deemed suitable by the school
- ✓ Any significant breach of discipline/ repeated offences after ORA, the concern will be escalated (submit copy of the Narrative Record) to the coordinator.
- ✓ The coordinator in partnership with the teacher may bring about a joint emphasis on improvement (Discipline Record).
- ✓ The coordinator will contact the parent to provide information about the gravity of the issue.
- ✓ The coordinator is responsible for maintaining discipline records.
- ✓ In case the issue persists, the issue is referred to the Principal.
  - Principal invites (in-person / phone call / e-mail. parent(s)/guardian) to school to discuss the matter.
  - The school works with parents in partnership to bring about a joint emphasis on improvement ( ref. Consultation Form)
  - Any intervention actions taken on students with behaviour issues will be evaluated for effectiveness.
  - If the problem persists, parents should seek assistance from a certified counsellor in Singapore and submit the report to the school.
- ✓ Suspension & Expulsion can also be administered at any point of time as deemed fit by the Principal.
- ✓ In case of violation of the laws of Singapore, the School will refer to the Police and other state authorities, if necessary.