

# OUR VISION, MISSION AND VALUES

## *Guiding Our Actions*

### OUR VALUES

#### RESPECT

Northland students show respect for self and others. This means

- ♦ Treating others like how you want others to treat you
- ♦ **Holding self and others in high regard**
- ♦ **Abiding by the school rules and code of conduct**

#### RESPONSIBILITY

Northland students take responsibility for their own learning and actions; they have a sense of duty towards others. This means

- ♦ **Being committed to learning and developing**, ensuring you participate and reap the full benefits of all the opportunities provided in school
- ♦ **Striving to cultivate good values and wholesome habits**
- ♦ Being honest, dependable and trustworthy in discharging your duties and responsibilities
- ♦ Offering to help others in need and be of service to the school and community

#### RESILIENCE

Northland students have the strength of mind and character; they have an indomitable spirit to survive and thrive. This means

- ♦ **Being able to adapt to changes**, persevere in the face of challenges and recover from setbacks
- ♦ Having the courage to try new things and learn from failure
- ♦ Having the Can-Do spirit

# Respect For School Rules – STUDENTS' CODE OF CONDUCT

## 1 ATTENDANCE

*You are in school to acquire knowledge, skills and values to prepare you for the future, to become responsible adults who will care for your family and contribute to society. Learning is cumulative – it requires a strong commitment to excellence and regular attendance to ensure you reap the full benefits of the opportunities given to you.*

- 1.1 All students are to report punctually and assemble at the parade square at the following designated times
  - ♦ 0725 (Every Mon, Tue, Thu & Fri)
  - ♦ 0825 (Every Wed)
- 1.2 Attendance for lessons during school term and CCA sessions is compulsory. Students who are unable to attend school (with valid reason) have to inform the respective Form Teachers on the same day. Students are to submit the medical certificate or letter of absence to the Form Teacher on the next school day.
- 1.3 Students are expected to maintain at least **90% attendance for school**. Those who do not meet the criteria without valid reason may be barred from examinations and not be considered for promotion to the next level.
- 1.4 **Attendance for all common tests/examinations is compulsory**. Only valid medical certificates will be accepted. [Refer to Examination Rules & Regulations on page 29]
- 1.5 Students leaving the school during school hours have to seek permission from the Discipline Master/Vice-Principal/Principal.
- 1.6 **Application for Leave during School Term**
  - a) Requests for leave of absence from school will only be considered:
    - ♦ For valid reasons e.g. a medical appointment which cannot be rescheduled, death or religious rites, etc.
    - ♦ At parent's/guardian's request. This must be made personally or by letter.Requests should be submitted to the Form Teacher at least 5 days before the date of leave, except in cases of emergency.

- b) For leave of absence for other reasons, the Form Teachers will forward requests to the Principal for approval as follows:
- ♦ Provide a letter stating clearly the travel destination and duration – this will facilitate contact tracing should the need arise.
  - ♦ The student will be marked Absent and not Valid Reason (VR) – a personal holiday taken during term time cannot be constituted as a valid reason.
  - ♦ In the event that a test has been scheduled and students already informed in advance, the school will not be able to make special provision for the student to sit for the test.

### 1.7 Permission to leave school early:

- a) Form Teacher to submit the request for approval by the Principal/Vice Principal/HOD on duty for the date of leave.
- b) Student to report to the Principal/Vice Principal/HOD to sign out.

## 2 APPEARANCE

*You show self-respect by taking care to look neat and well-groomed at all times; by wearing your uniform with pride and observe the school dress code at all times.*

### 2.1 Prescribed Uniform

Students must wear the prescribed school uniform; any modification to the uniform is not allowed.

Students are reminded to comply with the following:

- a) Neatly pressed uniform with blouse/shirt neatly worn at all times.
- b) Name tag to be displayed above the shirt/blouse pocket.
- c) School badge to be pinned on the left collar lapel of the shirt/blouse.
- d) School approved white shoes and socks. Sandals (with back straps) may be worn only when a student is suffering from a foot/ankle injury. No slippers are to be worn.

### 2.2 General Grooming

Students must maintain a neat and appropriate hairstyle at all times. Students **are not allowed** to tint or dye their hair.

#### a) For Boys:

- ♦ Hair must be cut short (at least 3 cm above the collar) - fringe above the eyebrows and ears and no side-burns.

- ♦ All male students must be clean-shaven. No facial hair (moustache, beard or sideburns) is allowed.
  - ♦ No accessories (earrings/jewellery).
  - ♦ Keep fingernails short and trimmed.
- b) **For Girls:**
- ♦ Long hair must be tied up neatly with black/dark-coloured hair accessories. The fringe must be above eyebrows. A long fringe is to be pinned up.
  - ♦ No nail polish, henna or make-up is allowed.
  - ♦ Multiple earrings or ear-studs are not allowed. Only simple ear studs (one on each ear) are allowed.
- d) The following are **NOT Allowed:**
- ♦ Colourful or flashy or chunky jewellery (rings, earrings, bracelets) or other accessories such as leather neckbands, bead chokers etc.
  - ♦ Tinted glasses, sunglasses, coloured contact lenses.
  - ♦ Caps.
  - ♦ Tongue studs, eyebrow studs or any kind of body piercing.
  - ♦ Tattoos or body art (even if they are stickers or of non-permanent ink).

Any student found wearing the above items will be asked to remove them immediately. For repeat offenders, the items will be confiscated.

## 3 ATTITUDE

*You will be mindful of your responsibilities as a student and the importance of showing consideration and respect to others. You will strive to cultivate a positive attitude towards your work, peers and teachers.*

### 3.1 Readiness for School

All students must have the following items in order to be deemed ready for school:

- ♦ School bag with stationery, notes & textbooks for the day
- ♦ Class Time-table
- ♦ Student Handbook

### 3.2 Flag-Raising ceremony

- a) Students must attend the flag-raising ceremony at 0730 hours in the parade square. For wet weather and alternative arrangements, the flag-raising ceremony will be held in the classrooms/hall.

- b) Students who are Singapore citizens must sing the National Anthem and take the Pledge with the right fist placed over the heart.
- c) Attendance is taken during the flag-raising ceremony. Students who are not present at the parade square will be marked late or absent.

### **3.3 Conduct during Lessons**

- a) During lessons, any student who wishes to leave the class with a valid reason is to request for the 'Student Movement Pass' from his Subject Teacher before he can do so.
- b) Students must not remain in class during recess.
- c) The use of mobile phone, camera, audio/video equipment or unauthorised electronic devices is strictly prohibited in the classroom and during CCA and school activities.
- d) Students may only use their mobile phones in the school canteen before and after school hours, during recess and lunch break. For students caught flouting the rule, their mobile device will be confiscated for a minimum period of one week.

### **3.4 Student Safety**

- a) All students 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.
- b) The school reserves the right to inspect the personal belongings of students for security purposes.

### **3.5 Conduct Outside School**

- a) Students in uniform are not to loiter at shopping centres, fast food restaurants, playgrounds or void decks after school.
- b) Students must seek permission from the General Office staff before inviting visitors to school or to organise school activities.
- c) No student is allowed to approach, write to or make contact with an external agency in the name of the school without the approval of the Principal.
- d) Students must not misuse the Internet to defame the school or any member of the staff or student body. It is the duty of every student to observe the school values at all times.

# 4 ACCOUNTABILITY

*As a person of integrity, you will take responsibility for your words and actions, accept the consequences for the choices you make and be subject to disciplinary action you breach school rules.*

WITHIN A TERM	CONSEQUENCES
<p><b>Cut-off Time: 0800</b>  <i>Students who report later than 0800 without valid reason may be sent home</i></p>	
<p><b>Late-coming</b> 1 – 5 times</p>	<ul style="list-style-type: none"> <li>• Issue reminder / counsel</li> <li>• Parents to be informed</li> <li>• Detention</li> </ul>
<p><b>Late-coming</b> 6 – 10 times</p>	<ul style="list-style-type: none"> <li>• Meet Parents</li> <li>• Sign Letter of Undertaking</li> </ul>
<p><b>Persistent Late-coming</b> More than 10 times</p>	<ul style="list-style-type: none"> <li>• In-house suspension</li> <li>• Reflection Time at Home (1 week)</li> </ul>
<p><b>Truancy / Absent without valid reasons</b> 1 – 3 times</p>	<ul style="list-style-type: none"> <li>• Parents to be informed</li> <li>• Issue reminder / warning</li> <li>• Detention</li> </ul>
<p><b>Persistent Truancy</b> More 4 times</p>	<ul style="list-style-type: none"> <li>• In-house suspension</li> <li>• Reflection Time at Home (1 week)</li> </ul>
<p><b>Note:</b>  <i>For students who are chronically absent without valid reason, they may be barred from examinations and not be considered for promotion to the next level.</i></p>	
<p><b>Smoking or Possession of Tobacco product or lighter</b> 1<sup>st</sup> time within school premises or outside school (in uniform)</p>	<ul style="list-style-type: none"> <li>• Parents to be informed</li> <li>• Caning / Suspension</li> <li>• Mandatory Counselling</li> </ul>
<p><b>Smoking or Possession of Tobacco products</b> Repeat Offence</p>	<ul style="list-style-type: none"> <li>• Parents to be informed</li> <li>• Caning / Suspension</li> <li>• Mandatory Counselling</li> </ul>

WITHIN A TERM	CONSEQUENCES
<b>Other Serious Offences</b>	
<b>Bullying or Cyber-bullying</b>	<ul style="list-style-type: none"> <li>• Parents will be informed</li> <li>• Caning / Suspension</li> <li>• Mandatory Counselling</li> </ul>
<b>Rudeness &amp; Defiance</b> : use of disrespectful / vulgar language towards staff / fellow students	<ul style="list-style-type: none"> <li>• Parents will be informed</li> <li>• Caning / Suspension</li> <li>• Mandatory Counselling</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>• Parents will be informed</li> <li>• Caning &amp;/or Detention</li> <li>• Police Assistance (for serious cases)</li> </ul>
<b>Forgery</b> : copying of parent/guardian's signature  <b>Plagiarism</b>	<ul style="list-style-type: none"> <li>• Parents will be informed</li> <li>• Caning / Suspension</li> <li>• Police Assistance (for serious cases)</li> </ul>
<b>Abuse of technology</b> : abuse of blogging / hacking / defamation etc	<ul style="list-style-type: none"> <li>• Parents will be informed</li> <li>• Caning / Suspension</li> <li>• Police Assistance (for serious cases)</li> </ul>
<b>Cheating in Exams</b>	<ul style="list-style-type: none"> <li>• Parents will be informed</li> <li>• Zero Mark</li> <li>• Caning / Suspension</li> </ul>

*The school reserves all rights to add, amend or adjust the code of conduct, disciplinary action necessary to ensure student safety, support character development and maintain the good moral tone of the school.*