



## 5 Disciplinary Policy

Stringent management is crucial to academic success and holistic development. Students must ensure that the code of conduct conforms to both Singapore's legal requirements as well as to school rules and regulations. While striving towards their academic goals, students should put the school's values into practice, work with their peers and teachers, and make contributions towards a positive campus atmosphere.

### 5.1 Student Welfare and Development

#### 5.1.1 Child Protection & Counselling Service

VWA adheres to the Child Protection Policy as the school is committed to safeguarding children and young people and we expect every community member of the school to share this commitment. Additionally, a counselling service is available to students. The service may involve parents where the aim is to benefit the child. All sessions with the counsellor will be treated with the strictest confidentiality.

### 5.2 General Conduct

#### 5.2.1 Appearance and Grooming

Students are expected to be in proper grooming and attire at all times. The examination period is no exception. Any student who violates grooming standards repeatedly may not be allowed to sit for the examinations and will not be credited for the examination. Among the basic expectations include:

- No large items of jewellery and accessories, except for a single pair of earring studs in pierced ears and a small chain with a pendant and small objects of religious significance.
- No make-up, varnish and hair dyes.
- No tattoos and body piercing.
- No extreme hairstyles such as Mohican, Braided Style, Mohawk, etc. with sideburns and moustaches for boys.
- Boys hairstyles must be cut above the shirt collar at the back. Hair must be shape cut around the ears. At the front, a fringe must not reach the eyebrows.
- Girls with long hair should have it tied/clipped back (Plain black/maroon band/ribbon).
- Skirts should not be above the knees when standing.

Failure to comply the above will result in demerits and sanctions as listed below.

#### 5.2.2 Banned Items

Students must not bring the following items to school:

- i. Chewing gum.

- ii. Electronic games such as PSP and Gameboy.
- iii. Luxury items such as expensive watches and jewellery.
- iv. Tobacco products or any form of E-cigarettes.
- v. Alcoholic drinks.
- vi. Drugs and drugs-related items (unless medically prescribed in which case, the prescription should be shown to the Form Teacher).
- vii. Matches, lighters, fire crackers or any flammable items.
- viii. Weapons in the form of knives, guns, catapults and items deemed dangerous and unsafe.
- ix. Toys and any other items which may disrupt learning.

Failure to comply the above will result in demerits and sanctions as listed below.

### **5.2.3 Behaviour in Class**

Students are expected to follow the conduct below whilst in class to ensure positive learning environment:

- i. Students are required to be seated quietly, properly dressed and ready for lessons. They must not leave lessons without the permission of the teacher.
- ii. Students, while waiting for lessons to begin, are expected to do their work or do some individual reading. Electronic device usage in the classroom is not allowed unless used for educational purposes under the supervision of a teacher.
- iii. There should be no vandalism of school property, and students are expected to keep the class and school premises clean and tidy at all times.
- iv. There is a No Littering policy in the school premises. All rubbish should be thrown in the allocated waste paper baskets and trash cans provided.
- v. There should be no use of vulgarities in speech.
- vi. There should be no inappropriate physical interaction or violence between students.
- vii. Gambling and other illegal activities are strictly prohibited.

Failure to comply the above will result in demerits and sanctions as listed below.

### **5.2.4 Behaviour In Dormitory**

#### **Noise**

- Residents are not allowed to make loud noises after 9 p.m.

#### **Curfew**

- Residents are to observe the daily curfew of 10 p.m. during school terms and 11 p.m. during school vacation.
- Residents are not allowed to stay out overnight.

#### **Guests**

- During the student's accommodation period, it is prohibited to bring unauthorized individuals to the dormitory.

Failure to comply the above will result in demerits and sanctions as listed below.

### **5.2.5 Attendance**

#### **Punctuality**

- Students are required to attend each class punctually. Students who are late for any duration up to 15 minutes will be considered as late.

#### **Absence due to illness**

- Students who are unable to attend classes due to illness must have a medical certificate (MC) from a regular accredited clinic in Singapore. Students are first required to seek permission from the class form teacher before the start of the school day. Upon return to school, the student must submit original MC and fill out a leave form to submit to the class form teacher. The school withholds the right to determine the approval of the leave application.

#### **Absence due to urgent matters**

- In unexpected circumstances compelling a student to take urgent leave during school hours, the student must fill out a leave form to submit to the form teacher.

#### **Absence for longer periods**

- For consecutive leave of more than 2 days, parents/guardians must proactively inform and seek approval from the form teacher, fill out leave form and provide necessary documentation requested by the school

#### **Travelling out of Singapore**

- During school term, students are not allowed to travel out of Singapore without prior permission from the school.

#### **Early Departure from School**

- Students are to follow the assigned timetable and are not allowed to leave school during school hours without prior authorization.

#### **Attendance during examinations**

- During examinations, the same attendance rules above apply. In addition, makeup examinations are not provided, and absent students will receive a grade of "Absent" for the missed examination. For specific examination regulations, please refer to Examination Guidelines as per Exam Officer's instructions.

Failure to comply the above will result in demerits and sanctions as listed below.

### **5.3 Behaviour Management**

- The school will adhere to a stringent merit-demerit system in ensuring that student behaviour in VWA is managed well.
- Merits are part of our reward system to encourage children to utilise their full efforts in all areas of the curriculum and aspects of school life. When a child has shown consistent effort at their own personal level in any area of their schooling (social or academic) they can receive a reward.
- Students are accountable for their actions; they are responsible for conducting themselves properly, in a way that upholds the reputation of VWA and in a manner appropriate to their age and level of maturity. Parents will be informed as and when necessary. The school will use discretion when applying sanctions, according to the seriousness of the offence and will consider such factors as past history of misbehaviours, circumstances under which the misbehaviour occurred, the age of the student, and other factors which are perceived to be relevant. The school practices a demerit system when managing misbehaviour.
- Below is description of the system:

### **Student General Conduct Demerit System (General Case)**

(1) In lesson, self-study	Points / person-time
1. Chatting during class, leaning on the desk, sleeping, changing seats without permission, playing little trick, reading materials unrelated to the lesson, using mirror, eating, drinking beverages, etc	-2
2. Being late, leaving early, or leaving the classroom without reason / skipping class / truancy during the teaching and learning hours	-3
3. Disruption of classroom order (depending on the severity of the situation):	-2 to -5
(i) Speaking unrelated topics that disrupt the progress of the class;	-2
(ii) Chatting; (iii) Fighting; (iv) Throwing objects; etc.	-5
4. Using foul words or spreading negative remarks.	-2

(2) Outside class	Points / person-time
1. Making loud noise, using foul language or profanity inside the classroom block.	-2
2. Running, jumping, roughhousing, or engaging in sports activities inside the classroom block.	-2
3. Displaying impolite behaviour towards faculty, school leaders, or parents.	-2
4. Spitting or littering indiscriminately (requires immediate cleanup).	-2
5. Scribbling, painting, or carving on public property such as hallways, classroom walls, desks, or chairs.	-3
6. Climbing walls, damaging flowers and trees, trampling lawns, or destroying greenery.	-3

(3) Unauthorized usage of electronic device	Points / person-time
1. Carrying or secretly storing electronic devices (second phone or above models)	-15

2. Under teacher's permission, but misuse electronic device and browse content unrelated to studying during their use.	1 <sup>st</sup> offence, verbal warning 2 <sup>nd</sup> offence, confiscation 3 <sup>rd</sup> offence and more, -10
3. Taking or using electronic devices without the teacher's permission: One-week suspension of electronic device usage.	1 week suspension of usage, -15
4. Using or carrying electronic devices during examination.	-15
5. Refusing to surrender a computer due to misuse, or showing defiance towards teachers, and failing to comply with management after confiscation.	-15

(4) Appearance	Points / person-time
1. Heavy makeup (eye shadow, lipstick, blush, false eyelashes, etc.)	-3
2. Wearing exaggerated jewellery (rings, earrings, necklaces, bracelets, etc.)	-3
3. Male students with long or unusual hairstyles (covering the eyes in the front, not covering the ears on the sides; female students should tie up their hair)	-5 parents must take the student for a haircut until it meets the standards.
4. Hair dyeing or perming (hair colour should be black or natural)	-5
5. Excessively long or coloured nails, nail art	-5
6. Not wearing the school uniform as required, or having a dirty or painted uniform	-3 Uniform have to be changed immediately
7. Wearing unusual or unconventional clothing (revealing clothes, crop tops, hot pants, etc.).	-2 Clothes and shoes have to be changed immediately
8. Getting tattoos, nose piercings, or lip piercings after enrolment.	-15 per item Items have to be removed within set period of time

(5) Gathering and morning assembly	Points / person-time
1. Not wearing the school uniform or not wearing it in a proper manner	-2
2. Being late or failing to line up as required	-3
3. Disruptive behaviour or other disciplinary violations	-3

### Student Demerit System (Severe Case)

Offence Type	Offence Details	Demerit points							Sanctions
		10	15	20	30	40	50	60	Notes
	Demerit-able item								
Cheating in exams by bringing electronic devices into the examination room.	Once		√						The specific exam scores will be invalidated.
	Twice			√					The specific exam scores will be invalidated.
	Thrice or more				√				
Forgery of important documents.	Once		√						
	Twice or more				√				
Smoking or bringing electronic cigarettes onto campus, drinking alcohol, unauthorized leaving campus.	Once		√						
	Twice			√					
	Thrice				√				
	More than thrice					√			
Improper use of mobile phones.	Once		√						
	Twice			√					
	Thrice				√				
	More than thrice					√			
Tampering and damaging with fire and surveillance facilities.	Once			√					Compensation for the damage to the equipment will be required.
	Twice or more				√				

Offence Type		Offence Details	Demerit points						Sanctions	
Demerit-able item			10	15	20	30	40	50	60	Notes
Fighting/Bullying	Perpetrator	Student who disrupt order, refuse advice, verbally provoke others, and use various means to offend others without physically harming them or yet to cause any consequences (both online and offline).		√	√					1. The perpetrators, planners, participants, weapon providers shall be punished by the judicial authorities and expelled without exception.  2. The financial compensation resulting from the fight shall be borne by the relevant responsible parties.
		Student who physically fight, resulting in consequences but without injuring others.				√	√			
		Student who physically fight, causing minor injuries to others.					√	√		
		Student who physically fights, causing severe injuries to others.						√	√	
	Planner	Student who plans for a fight without causing a consequence.			√	√				
		Student who plans for a fight resulting in consequence.				√	√			
		Students who plan fights with severe consequences.						√	√	
	Mediator	Student who physically fights without injuring others		√						
		Students who physically fight, causing minor injuries to others.			√	√				
		Students who use weapons in fights (depending on the consequences),				√	√	√	√	

Participant in the fight, under the guise of "mediator".	Show bias towards one side without causing any consequence.		√	√					
	Show bias towards one side, leading to consequences.				√	√			
	Show bias towards one side, leading to severe consequences						√	√	
False witness, evident forger	Witnesses who intentionally provide false testimony to impede investigation.		√	√					
	Witnesses who repeatedly intentionally provide false testimony despite education and guidance.				√	√			
Weapon provider	Students who provide weapons for fights. Without causing any consequences			√	√				
	Students who provide weapons for fights, leading to consequences (depending on the circumstances).				√	√	√		

Offence Type	Offence Details	Demerit points							Sanctions
Demerit-able item		10	15	20	30	40	50	60	Notes
Bringing restricted weapons or other prohibited dangerous items to school	Did not cause any consequence.		√	√	√				Compensate on any damage on caused.
	Resulting in minor injuries				√	√	√		
	Resulting in major injuries					√	√	√	Hand over to the respective authorities.
Illegal drugs in and out of school	Possession, consumption or trafficking of illegal drugs.					√	√	√	Hand over to the respective authorities.
Damaging public property.	Intentionally damaging the environment (such as littering, graffiti on walls or blackboards, tearing notices, altering announcements).		√	√					
	Intentionally damaging school facilities, equipment, or public property valued at less than 100 yuan or 20 SGD.		√	√					Compensate back twice of the original price of damaged item.
	Destructive behaviour in restrooms (such as blocking drains, damaging toilets).			√					
	Intentionally damage public property twice in one semester.				√				
	Intentionally damage public property three times in one semester.						√		
Inappropriate interactions between male	Inappropriate relationships between male and		√						

and female students.	female students, causing adverse effects on campus, despite receiving guidance on two or more occasions.								
	Inappropriate physical contact or behavior based on teachers' judgement.				√	√			
	Sexual activity.							√	
Failure to comply with rules and regulations, and disobedience to management.	Defiance of teachers' educational management, disrespect, mocking, threatening, openly provoking, and challenging school staff, causing serious disruptions to teaching order and having a detrimental impact on the entire school.		√						Compensate on any damage on caused.
	Verbally abusing school staff without cause.				√	√			
	Physically assaulting school staff, causing a negative impact on the entire school.						√		

Offence Type	Offence Details	Demerit points						Sanctions	
		10	15	20	30	40	50	60	Notes
Theft, fraud, robbery, extortion. Theft, fraud, robbery, extortion.	Attempting but failing to commit any of the aforementioned acts, or involvement in illegal activities or crimes with a value of less than 500 yuan or 20 SGD and showing repentance after receiving criticism and education.					√			
	Committing crimes with a value exceeding 500 yuan or 100 SGD.						√		
	Confirmed by the public security or security department as involved in theft, regardless of whether stolen items are obtained.							√	All will be subject to detention and observation on campus.
	Persistently engaging in the same behaviour (including having received disciplinary action once before for similar behaviour).							√	Expulsion regardless of the amount
	Knowingly purchasing stolen goods.			√					Return of stolen good
	Knowingly assisting in concealing, selling, or transferring stolen goods.					√	√		
	The ringleader of a criminal gang.							√	Expulsion
	Stealing official seals, confidential documents, or files but yet to cause serious consequences.							√	Expulsion
	Attempting but failing to commit any of the aforementioned acts, or involvement in illegal activities or crimes with a value of less than 500 yuan or 20 SGD and					√			

	showing repentance after receiving criticism and education.								
Gambling	Participating in or facilitating gambling.						√		
	Participating in gambling and persistently engaging in such behaviour.							√	
	Organizing serious gambling activities on campus.						√	√	
Production, duplication, publishing, and dissemination of contents on the internet.	Insulting or defaming others, infringing upon their lawful rights and interests.						√		
	Spreading rumours, disrupting social order, and undermining social stability.						√		
	Disseminating obscene, pornographic, gambling, violent, murderous, horror, or inciting criminal content.						√	√	
	Inciting ethnic hatred or discrimination, undermining ethnic unity, and damaging the honor and interests of the nation.						√	√	

**For other disciplinary violations not specifically listed above, teachers in the Student Affairs Office will refer to the above regulations and deduct points accordingly at their discretion.**

### Student Hostel Demerit System (General Case)

Hostel	Points / person-time
1. Disrespecting and disobeying dormitory management personnel and sanitation workers and/or peers/other residents	-5
2. Remaining in the dormitory without valid reason instead of attending class.	-3
3. Disturbing other residents during night rest or engaging in activities that disrupt others' rest.	-3
4. Changing rooms without permission.	-3
5. Changing beds without permission.	-2
6. Moving dormitory furniture without authorization.	-2
7. Making loud noises in the dormitory that disturb others' rest.	-3
8. Failing to maintain personal hygiene and cleanliness standards in the dormitory.	-3
9. Improper disposal of garbage and dirty water in the dormitory.	-3
10. Throwing miscellaneous items and dumping dirty water out of windows or downstairs.	-5
11. Scribbling and drawing on beds, doors, windows, walls, etc.	-3
12. Bringing fire sources and electrical appliances into the dormitory without permission.	-5

### Student Hostel Demerit System (Severe Case)

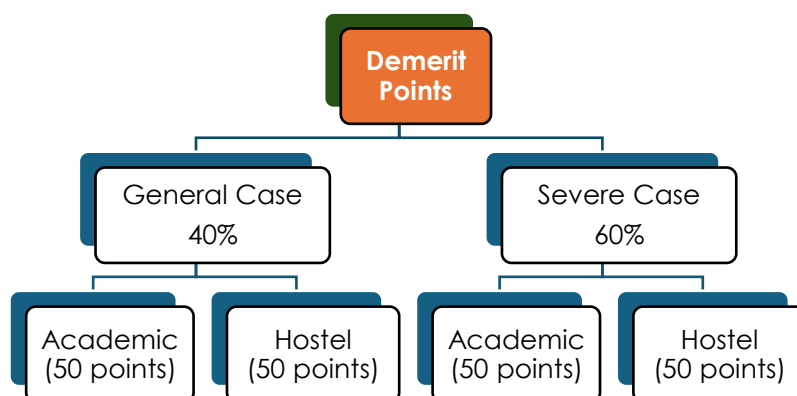
Offence Type	Offence Details	Demerit points							Sanctions
		10	15	20	30	40	50	60	Notes
	Demerit-able item								
Late return to the dormitory at night	Once		√						
	Twice			√					
	Thrice				√				
	More than thrice					√			

Offence Types / Details		Demerit points						Sanctions	
Demerit-able item		10	15	20	30	40	50	60	Notes
Hostel Management Regulations	Allowing outsiders to stay in student dormitories without consent and refusing to comply with advice.			√					
	Causing adverse consequences due to the presence of outsiders in dormitories or allowing them entry.					√	√	√	Depending on the circumstances
	Allowing members of the opposite gender to stay overnight in the dormitory or in dormitories designated for members of the opposite sex.					√	√	√	Depending on the circumstances
	Leaving campus without permission.		√						
	Using audio equipment with excessive volume, causing disturbances that affect others' studying and rest.		√	√					
	Residential students should respect dormitory management and service personnel, abide by regulations, and obey management. Those who disrespect, insult, or verbally abuse dormitory management personnel without reason will be disciplined.		√	√					
	Engaging in verbal or physical conflicts with friends/residents and/or dormitory inspection personnel.			√	√				
	Keeping various animals in the dormitory area despite receiving criticism and education.		√	√					Responsible for respective compensation
	Disassembling or installing electrical facilities without permission, tampering with or improperly connecting electrical wires or internet cables.		√						Confiscation of equipment and compensated for the repair costs of the damaged

									public property in accordance with the actual expenses incurred.
	Storing or using electrical appliances such as electric stoves, rice cookers, electric kettles, irons, water heaters (instant), electric combs, hair straighteners, hair dryers, hand warmers, electric warmers, egg boilers, soy milk makers, etc., and persisting in such behavior despite receiving guidance.		√	√					Confiscation of electrical appliances, and depending on the severity of the situation, will bear corresponding compensation responsibilities.
	Storing or using open flames (mosquito coils, candles, alcohol lamps, alcohol stoves, barbecue grills, sundries etc.), or setting off firecrackers in the dormitory.		√	√					
	Storing highly toxic or hazardous materials, controlled knives prohibited by the public security department, crossbows, and other harmful tools (such as slingshots, bullet-type toy guns, etc.), resulting in serious consequences.					√	√		

**For other disciplinary violations not specifically listed above, teachers in the Student Affairs Office will refer to the above regulations and deduct points accordingly at their discretion.**

## Demerit Points Implementation Plan



The maximum score for demerit points is 100, with general case (100 points) accounting for 40%, and severe case incidents (100 points) accounting for 60%. General case and severe case are divided into teaching areas and dormitory areas, each accounting for 50 points.

For students who do not live in school's managed and/or approved hostel; only academic demerit points will be accounted for.

Based on weekly evaluations and monthly accumulations, demerit points are calculated annually.

### Disciplinary Rules for Total Demerit Points (Overall including hostel)

Total Demerit Points	Disciplinary Actions / Sanction
≤ 90 points	<ul style="list-style-type: none"> <li>• Verbal warning and counselling with form teacher</li> </ul>
≤ 70 points	<ul style="list-style-type: none"> <li>• Student will be given first warning letter</li> <li>• Parent conference to convene with a disciplinary committee to develop a behaviour contract / plan.</li> <li>• Student to be referred to school counsellor and/or pastoral.</li> </ul>
≤ 60 points	<ul style="list-style-type: none"> <li>• Student will be given second warning letter</li> <li>• Parent conference to convene with a disciplinary committee to develop a behaviour contract / plan.</li> <li>• Student to be referred to school counsellor and/or pastoral.</li> <li>• First time in this threshold, student to serve a one-day suspension.</li> <li>• Second offence in this threshold, student to serve a three-day suspension.</li> <li>• Third offence in this threshold, student to serve a one-week suspension.</li> </ul>
< 40 points	<ul style="list-style-type: none"> <li>• Student will be expelled from school</li> <li>• In very special cases, if a student is not expelled, a restitution program developed by discipline committee will be put in place.</li> </ul>

### **Disciplinary Rules for Total Demerit Points (hostel)**

Total Demerit Points	Disciplinary Actions / Sanction
≥ 10 points	<ul style="list-style-type: none"><li>• Verbal warning and counselling with form teacher</li></ul>
≥ 20 points	<ul style="list-style-type: none"><li>• Student will be given first warning letter</li><li>• Parent conference to convene with a disciplinary committee to develop a behaviour contract / plan.</li><li>• Student to be referred to school counsellor and/or pastoral.</li></ul>
≥ 30 points	<ul style="list-style-type: none"><li>• Student will be given second warning letter</li><li>• Parent conference to convene with a disciplinary committee to develop a behaviour contract / plan.</li><li>• Student to be referred to school counsellor and/or pastoral.</li><li>• First time in this threshold, student to serve a three-day suspension from school.</li><li>• Second offence in this threshold, student to serve a one-week suspension from school.</li></ul>
≥ 40 points	<ul style="list-style-type: none"><li>• Student will be expelled from hostel</li><li>• In very special cases, if a student is not expelled, a restitution program developed by discipline committee will be put in place.</li></ul>

4.4.4	<u>Alcohol</u> The minimum legal age for the purchase, consumption, possession of alcohol is 18 years old. For underage individuals, entering a bar is also strictly prohibited.	
4.4.5	<u>Gambling</u> The minimum legal age to gamble in licensed casinos in Singapore is 21 years old.	