

11. CLASSROOM RULES

- 11.1. Each class must set up a class committee (no prefects or librarian) that will look into the following:
 - i. Collection and re-distribution of handphones /devices.
 - ii. Noticeboard
 - iii. Duty Roster
 - iv. Treasurer
 - v. Homework Board
 - vi. Book Shelf
 - vii. Whiteboard Updates
- 11.2. Class cleanliness is the collective responsibility of all students of the class. Students are expected to assist in class duties according to the Duty Roster drawn up together with the Homeroom Teacher.
- 11.3. Students should cultivate good study habits for their personal and individual development, and to excel academically.
- 11.4. The classroom (inclusive of all special rooms) is a place of study. Every student is responsible for the furniture and fittings in the rooms they use. Student must report any damage detected in these rooms to their Homeroom / subject teachers.
- 11.5. Disruptive behaviour during lessons and lack of seriousness towards academic work will warrant stern disciplinary action, including suspension from class.
- 11.6. Students are to fill in all reminders and homework assignments in the school diary. Parents can communicate with teachers concerned through the school diary if they have any concerns about their Students are expected to meet deadlines for the completion of all academic assignments determined by the school.
- 11.7. Students are to sit according to the seating plan / assigned groups by teachers.
- 11.8. Any breakage of items in the homeroom, whether accidental or otherwise, will have to be reported to the Homeroom teacher. The student concerned will have to bear the cost of replacement / repair.
- 11.9. The consumption of food and drink in class, and the chewing of gum in school are prohibited.
- 11.10. Water bottles are to be placed at the back of the classroom. Students who wish

to drink are to seek permission from the teacher.

- 11.11. The use of correction tape / fluid is prohibited in the school.
- 11.12. Unauthorized use of the whiteboard / smart board / class computer and LCD projector is strictly prohibited.
- 11.13. Desks, chairs, walls and notice / bulletin boards must be free of scribbling/ graffiti.
- 11.14. Students must collectively ensure that tables, chairs and other furniture are always neatly arranged.
- 11.15. At dismissal, chairs must be placed on the respective tables. The class will be fined if this is not complied with.
- 11.16. When leaving their classroom / at dismissal, students must ensure that all lights, fans and air-conditioners are switched off. Doors must be left open. The whole class will be fined for negligence.
- 11.17. Books and personal belongings are not to be left in the student's desks after school.
- 11.18. Students are not to leave behind their wallets / purses, money and valuables in their desks / bags when they are away from their classrooms (e.g. during recess, lunch breaks or games). The school will not be held responsible for any such losses.
- 11.19. Students are not to bring any sports equipment into the classroom. If they need to bring them for games , they are to be surrendered to the Homeroom teachers / Year Supervisor / PE teacher immediately after Homeroom period. Sports equipment that is not handed in will be confiscated.
- 11.20. If students play with any of the sports equipment in or outside the classroom, these items will be confiscated.
- 11.21. Students are not allowed to change their clothes in the classroom.
- 11.22. The school maintains the right and responsibility to search a student's desk, locker or personal belongings, if there is reasonable cause for such action.

12. LOST AND FOUND POLICY

- 12.1. Students are **MUST** write / print their names on all personal belongings such as books, sweaters, uniforms, lunch boxes, shoes, digital devices (phones / laptop

/watches), pencil cases, compass boxes, water bottles etc.

- 12.2. Any cash, jewelry or expensive items will be submitted to the School office which can be retrieved on providing supporting evidence is given.
- 12.3. Unclaimed items will be donated to a local charitable organization or discarded at the end of every term.
- 12.4. The school strongly discourages students from bringing large amounts of money or personal valuables to school. The school will not assume responsibility for loss or any damage to personal property brought to school.