



# CRESCENT GIRLS' SCHOOL

## CRESCENT APPROVED SCHOOL SHOES

Students should wear shoes which are simple in design and only in white, grey or school-based colours (yellow, green, blue), including logos, trimmings and laces. Black is only allowed for logos and trimmings.

Additional guidelines:

1. Sports shoes are allowed to cater for better support when students are carrying out physical activities. Sneakers will not be allowed.
2. Luminosity will be limited to the sole of the shoe and the logo.

Below are examples of approved shoes for school:





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## School Rules and Regulations

### **A. National Anthem and Pledge**

**Rationale:** To show respect and allegiance to the country through solemn observance of the ceremony.

1. Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge by placing their right fist over their heart.
2. All students must observe the flag-raising ceremony with dignity and respect by standing at attention during the singing of the National Anthem and recitation of the Pledge.

### **B. Attendance**

**Rationale:** To inculcate values of responsibility and resilience.

1. Students are to attend all classes, CCA and other school activities punctually and regularly.
2. Students are expected to attend school for the full duration of the school term.
3. Students who are absent from classes, CCA and other school activities must submit a medical certificate (excluding those issued by TCM clinics) or a letter of excuse. The school will only accept up to a maximum of 5 days of excuse from the parent/ guardian in a Semester. Absences without any MC or Parent's Letter within three school days upon return will be considered as truancy from school.
4. Absence from a weighted assessment/ examination must be covered by a medical certificate, failing which a zero will be given for her weighted assessment/ examination.
5. During official school hours from 7:30 a.m. – 1:00 p.m., no student may leave the school without obtaining permission from the Principal, Vice-Principal, a Head of Department or the Operations Manager. Students who are unwell should complete the permission slip and report to the General Office to arrange for transportation home.
6. Students may be granted permission to leave school early under extenuating circumstances. However, prior permission should be obtained from the Principal or Vice-Principal.

### **C. Punctuality**

**Rationale:** To nurture students to be courteous and self-disciplined. Students are required to be punctual for school, lessons, school events/ activities and CCA.

1. Students are to report for Morning Assembly at the assembly venue before 7.30 a.m. where their attendance will be taken.
2. If a student is reporting late due to a train breakdown, she has to obtain an excuse chit from the control station of the train station that she is alighting at. The excuse chit is to be submitted together with the late-coming slip to the General Office.
3. Students who arrive in school late are to report directly to the General Office.

### **D. Attire and Appearance**

**Rationale:** To cultivate good grooming habits for the better reflection of personal responsibility and pride in self and school.



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1. Students are to be appropriately attired for all school events, ceremonies and special programmes such as Assembly, FITT Run and PE lessons. All students are to be properly attired in school uniform as prescribed below.
2. Students are to wear the prescribed school uniform. No modification to the uniform is allowed.
3. Students are to ensure the school blouse/ T-shirt is neatly tucked in at all times. Blouses and T-shirts must be properly fitted such that the sleeves are not folded and the sleeve should not cover the elbow.
4. Skirts should be mid-knee in length and only the prescribed school shorts are allowed. The black school shorts are to be worn in school for all PE lessons and school-based events except for CCAs that may require different types of shorts.
5. The school badge must be worn above the pocket of the school blouse at all times.
6. The name tag should be visibly pinned onto the pocket of the blouse or above the school crest of the school PE T-shirt/ school-approved T-shirt at all times while the student is on the school premises. The name tag should reflect the student's full name. Students who have misplaced their name tag should purchase a temporary one from the bookshop.
7. Students are to change into their school skirt immediately after PE lessons.
8. The school tie must be worn during all formal school events as well as when a student receives a prize at an external event.
9. Students should wear light-coloured undergarments such as beige, cream, pale yellow, nude and other similar colours.
10. Students are to keep short, clean and unvarnished nails.
11. Students' hair should be neat and tidy. Students with hair length below the collar of the blouse should tie up their hair. Fringes should be above the eyebrows. Hair should not be dyed/ tinted/ gelled. Fanciful, unnaturally styled or extremely short hairstyles are not allowed. Only plain black, brown or dark blue hair accessories (e.g. hair bands, hair clips and hair ties only) are allowed.
12. Students should not wear accessories (e.g. necklaces, pendants, bracelets, bangles, anklets, rings, piercings) or coloured contact lenses without prior permission from the school.
13. Students are allowed to put on a matching pair of small plain, solid- coloured studs (e.g. gold, silver) or ear-sticks (clear, white or black). Each stud should be on the lowest ear piercing of each earlobe.
14. Students should not wear any form of cosmetics, or unnatural body markings made with inks, paints, henna, etc, or unusual grooming (e.g. 'slit' eyebrow).
15. Students should wear shoes which are simple in design and only in white, grey or school-based colours (yellow, green, blue), including logos, trimmings and laces. Black is only allowed for logos and trimmings.
16. Students should wear plain white socks that cover the ankles and extend no higher than the area just above the ankle.
17. Students with foot problems and injuries are permitted to put on sandals after submitting a medical certificate to explain the problem/ injury. An endorsement slip should be obtained from the respective Level Discipline Manager.
18. Students should wear only the school pullover/ windbreaker with the school attire.



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19. Students are required to wear the prescribed uniform or the school skirt with their PE/ CCA/ House/ Class T-Shirts whenever they are in school, including the times when they return to school for consultations, Parent Engagement sessions, home- based learning lessons and during the school holidays or weekends.
20. Students on the way to and from school are to be neatly attired in the prescribed uniform or the school skirt with approved T-shirts.

## E. Classroom Rules

**Rationale: To provide a pleasant, conducive learning environment where everyone is considerate, courteous, respectful and responsible towards others in the Crescent community.**

1. Students are to be punctual, attentive and well-behaved for lessons so that they can benefit fully from them.
2. Students must keep the classrooms and desks clean and tidy. Personal belongings must not be left on the floor at the end of the day so that class cleaning and the disposal of rubbish from the bins can be done more effectively. No personal boxes/ containers are to be left in the classroom. Students are to keep all their belongings in the lockers. They are to purchase a lock to secure their belongings.
3. Students are to complete and hand in their assignments on time.
4. Students are to be considerate and keep the noise levels low even when the teacher is not present in class.
5. Other than snack time, students are not to consume food or sugared drinks in the classrooms or any other part of the school besides the canteen. Only plain water can be consumed in the classrooms.
6. A student must ask permission from a teacher if she needs to leave the class and should not be found loitering in any other part of the school during lesson time.
7. Students must leave the classroom during recess/ lunch. They will switch off all air-conditioners/ fans and lights and lock the classroom doors when they leave the room for assembly, FITT Run, recess or lessons in other venues.
8. Students with free periods are to go to the library, study pavilion and other designated study areas in the school to do their own self-study. They should not visit/ remain in the canteen to buy or consume food/ drinks.

## F. Canteen Rules

**Rationale: To promote hygiene, cleanliness and orderliness in the canteen so that students will have a pleasant place to have their meals.**

1. Students are to queue up when buying food from the canteen and purchase not more than two portions of food at a time.
2. Students should only consume food in the canteen, and designated areas near the canteen.





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3. Students are to wipe down the table, return their plates/ bowls/ cups/ utensils to the bins provided and dispose of their trash after they have eaten and leave the place clean and neat.
4. Students are to help keep the canteen litter-free.
5. Students should only purchase and consume food & beverages during official breaks (i.e recess or lunch) unless prior permission is granted by the teacher.
6. In the interest of student safety, students are advised to remain in school for all meals until the end of their after-school programmes.

## G. Lift Usage

**Rationale: To ensure accessibility for all staff and visitors, as well as for students with mobility needs.**

1. Students are not allowed to use the lift at all times unless accompanied by a staff.
2. Students with verified disability(-ies)/ injury(-ies) that prevent them from using the staircase will be allowed to use the lift. A lift pass for a specified time period should be obtained from the respective Level Discipline Manager/ YHs/ AYHs.
3. Students requiring temporary lift access (e.g. verified medical condition, transporting heavy equipment, etc) must obtain a Lift Pass from the General Office.
4. The Lift Pass must be displayed when using the lift. Students with a lift pass may be accompanied by at most one other student.

## Safety and Emergency Restrictions

In the event of fire, do not use the lifts.

Lifts may automatically shut down or return to ground level during fire alarms.

## H. Electronic Devices

**Rationale: To help students be more focused in their studies, to promote better social etiquette and to minimise loss of valuables.**

1. Students are not allowed to use portable electronic devices, such as handphones, smart watches, airpods, etc., handheld gaming consoles (e.g. Switch etc.), and any other items which are disruptive and are capable of distracting students during school hours including recess, lunch, CCA and after-school programmes (e.g. supplementary/ enrichment/ remedial lessons).
2. Students are advised to charge their portable electronic devices and personal learning devices at home and refrain from doing so in school.
3. Students are not to use their personal learning device during school programmes (e.g. assembly), recess and lessons (including toilet breaks & moving between lesson venues) unless sanctioned by the teacher for the purpose of teaching and learning.
4. Students should switch off their mobile phones and smart watches when they are placed in the Handphone Hotel.
5. Students should not possess electronic devices capable of storing and/or transmitting information during assessments (weighted assessments or examinations). Doing so will be considered an attempt and intent to cheat.



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## I. Usage of Personal Learning Device (PLD)

**Rationale: To promote the use of information and communication technology for engaged learning.**

1. Students are to be participative and focused during lessons. Any activity that is irrelevant or unspecified by the teacher (e.g. listening to music, playing games, online chatting, watching video clips, accessing irrelevant websites, etc.) is disallowed.
2. Students are to respect intellectual property rights and not infringe copyright laws. The following acts are illegal and not condoned by the school.
  - a. Plagiarism: Taking materials from other sources (the Internet or reference books) and assuming ownership of material.
  - b. File-sharing: Unauthorised distribution of music, software and other electronic files.
3. Students are to keep their PLDs in their personal reinforced lockers in the classrooms.
4. The safekeeping of the PLDs is the sole responsibility of the owner/ student. The school will bear no responsibility for the loss of the personal electronic device.
5. Students who send their PLDs for repair are required to retain and produce the repair slip issued by the IT Helpdesk when requested.
6. Students are not allowed to install and use P2P applications on their PLDs.
7. Students are not allowed to possess or access pornographic material, obscene or indecent content (e.g. content embedded within articles, manga, etc.).
8. Students are not allowed to put up injurious, slanderous, defamatory or derogatory remarks on the Internet or social networking sites that can damage the school's reputation. Students are also not allowed to use or distribute images, pictures and sound recordings of the school, staff and students without permission.

## J. General Behaviour

**Rationale: To promote consideration towards others and pride in school, maintain the safety of the students, and safeguard school facilities.**

1. Students are to be polite and well-behaved at all times. They should show respect and obey school authority (Principal, Vice-Principals, teachers, non-teaching staff, and student leaders), and greet all staff and visitors to the school.
2. Students should take good care of school property and return borrowed items to their original location.
3. Staff Rooms and General Office areas beyond the counter are out of bounds to students. If students need to use the sick bay, they must be escorted to the sick bay by an office staff member.
4. Students who have CCA or other activities in school should have their lunch in school. They are not allowed to loiter outside the school.



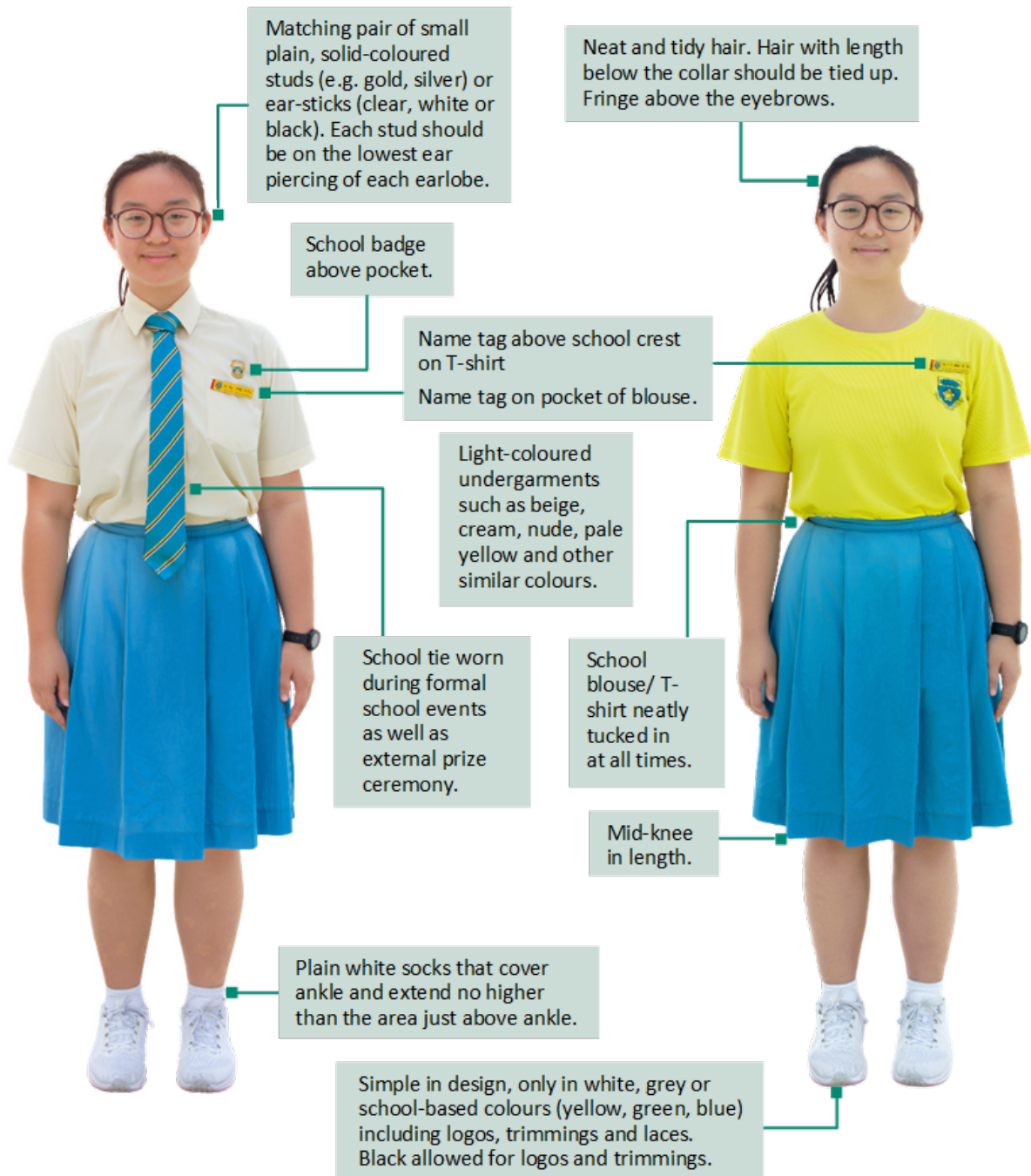
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5. Students are not allowed to invite friends to school activities and premises unless approved by the school.
6. Students should not enter unauthorized areas or cordoned areas with out- of- bounds signs.
7. Students are required to leave the school premises by 6.30 p.m. on weekdays and 12.30 p.m. on Saturdays unless prior permission from teachers has been obtained.
8. Overnight camps/ stays in school are to be supervised by teachers, with prior consent of parents and the Principal.
9. Students should observe good social etiquette in public places and comply with the laws of the country (e.g. giving up reserved seats, non- consumption of food & drinks in public buses, MRT trains and stations, no smoking below 18 years).
10. For offences which are not listed above but which may tarnish the image of the school or cause hurt (physical, verbal or psychological) to oneself or others (e.g. bullying), actions will be taken at the discretion of the Principal and the Student Management Committee.
11. 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 alarm or harm to others.



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## School Uniform



The full set of school rules and consequences can be found in the official Student Handbook, which will be made available for students.