

# The Marist Code of Conduct

At Maris Stella High School, our culture is guided by fundamental principles that shape our behaviours, interaction, and responsibilities as a community.

Firstly, **values form the core of our belief system and attitudes** as they determine how we make moral choices in life. With the right values, we make responsible decisions that demonstrate respect for self and others. The Marist values, drawn from the life experiences of St. Marcellin Champagnat, guide Marists in their conduct and behaviour.

Secondly, **discipline is an integral part of character development** to develop our Marists into Gentlemen of Faith, Vision and Service. Discipline is therefore an enabler to reach our goals. As seniors of the school, Marists from the secondary section have the responsibility to role model good conduct and live by the school values and motto, so as to lead junior Marists in fostering a safe and conducive full school environment, and positive behaviours in support for learning.

Thirdly, as a Marist family, we seek to **build positive relationships through a culture of care** between all members of the school community so as to achieve our Marist student outcomes. In instances where school rules are breached, Marist educators will investigate, heal and put the wrong things right. We develop relational practices that will reduce incidents of inappropriate behaviour and mend relationships.

Fourthly, we see mistakes as opportunities for Marists to learn, build social capital, make amends and remember that all decisions come with consequences. We ask Marists to **reflect** when they have made a mistake:

- What happened?
- What were you thinking about?
- What do you think went wrong?
- Who have been affected and how have they been affected?
- How can I make things right?

Lastly, it is **every student's responsibility** to be familiar with and observe all school rules and procedures accordingly so as to collectively foster an environment where respect and discipline are present for learning to take place meaningfully. Ignorance is neither a reason nor excuse for inappropriate behaviour. We believe that all students have their foundation anchored with integrity and personal responsibility, and above all respect themselves as Marist gentlemen.

# School Rules

## 1. Attendance & Participation

- 1.1 Morning assembly starts at 7.30 am daily. Marists are considered late for school if they are not present with their class at 7.30 am. They must report to the General Office if they reach school after the start of the first period to have their late-coming recorded.
- 1.2 **Marists who are Singapore Citizens must sing the National Anthem and take the Pledge. Marists will take the Pledge with the right fist over the heart.**
- 1.3 Students must attend all lessons, school programmes, events, functions and CCA activities that have been organised for them.
- 1.4 Only medical reasons are considered valid reasons for absence from school. A medical certificate must be presented to the form teacher on the day the student returns to school. Parent letters can be accepted in place of a medical certificate up to a maximum of 3 letters per semester.
- 1.5 It is mandatory for Marists to produce a medical certificate if they miss an assessment (e.g. Weighted Assessment or examination). Otherwise, a zero mark will be awarded.
- 1.6 Marists must have at least 80% attendance to be allowed to take the end of year examination.

## 2. Attire

- 2.1. **Marists are to wear the prescribed school uniform and modification to the uniform is not allowed.** Refer to the last page for a visual representation of the approved school attire.
- 2.2 Marists must always wear the approved school attire when they are in school.
- 2.3 Marists who are not properly attired will not be allowed to receive recognition on stage.

## 3. Grooming

- 3.1 **Marists are to be clean shaven, neat in appearance and there is to be no wearing of beards and moustaches.** Refer to the last page for a visual representation of the approved grooming standards.
- 3.2 Marists are to keep their hair short, proportionate, neat, and well-combed. The length of hair should not reach the eyebrows, ears, and collar.
- 3.3 Marists are not allowed to perm, dye, tint or have inappropriate hairstyles, including modern cuts (e.g. undercut), which unduly accentuate varying hair lengths, or the shaving of parts of the scalp, are not permitted.
- 3.4 Marists are to always keep short and clean fingernails.
- 3.5 Marists are not to wear any form of accessories, ornaments, or jewellery while in school attire.
- 3.6 Marists who are not properly groomed will not be allowed to receive recognition on stage.

## 4. Handphone & Device Management

- 4.1 Gaming and the viewing of games on any device (e.g. handphone, PLD) are always disallowed in school.
- 4.2 Handphones must be switched off or put on silent mode and be kept in lockers during curriculum time.
- 4.3 Handphones cannot be used in the Primary Section at all times.
- 4.4 Marists must abide by all the terms of the Acceptable Use Policy (AUP) (refer to page 33) when using any devices. The school will not be in any way held liable and responsible for the damage or loss of any device and related accessories.

4.5 Marists who do not comply with 4.1 to 4.4 will have their device confiscated for up to a week for first time offenders and up to a month for recalcitrant.

**5. Prohibited Items**

5.1 Students should not bring prohibited items or items of high monetary value to school.

5.2 **All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.**

**6. Canteen & Café**

6.1 Marists must confine their visits to the canteen/café to these times only – before morning assembly, during your scheduled recess/lunch time, and after school ends.

6.2 Marists are to consume their food and drinks in the canteen/café and return all utensils and cutlery to the proper receptacles after use.

**7. Types of offences**

Offences*	Serious Offences	Chargeable Offences#
<ul style="list-style-type: none"> <li>Littering</li> <li>Late-coming</li> <li>Misuse of PLD</li> <li>Disruptive behaviour</li> <li>Examination malpractice</li> <li>Improper attire and grooming</li> <li>Gaming or the viewing of games</li> <li>Using vulgar language/signs</li> <li>Consuming food and drinks outside of the canteen/café</li> <li>Possession of handphone during curriculum time</li> </ul>	<ul style="list-style-type: none"> <li>Truancy</li> <li>Bullying</li> <li>Cheating/Forgery</li> <li>Gambling</li> <li>Gangsterism</li> <li>Abuse of technology</li> <li>Defiance/rudeness to staff members</li> </ul>	<ul style="list-style-type: none"> <li>Assault/fighting</li> <li>Vandalism</li> <li>Sexual misconduct</li> <li>Misappropriation of property</li> <li>Possession of weapon or weapon-like items</li> <li>Vaping/smoking or the possession of tobacco products.</li> <li>Action/speech/artifact that wound religious or racial feelings</li> </ul>
The maximum consequence is in-school suspension.	The maximum consequence is caning.	The maximum consequence is expulsion.
Conduct grade will be <b>Good</b> at best.	Conduct grade will be <b>Fair</b> at best.	Conduct grade will be <b>Poor</b> .

\* Depending on the frequency and severity, these offences can be considered serious offences.

#The school has the duty to involve the relevant authorities (e.g., police, CNB, HSA, HPB, etc.) in the investigation.

**8. Consequence and Restitution**

Consequences given to offenders include the following:

- (a) Issuance of a Warning Letter\* by the Principal
- (b) Service to school
- (c) Mandatory counselling
- (d) Confiscation of devices
- (e) In-school suspension
- (f) Home suspension
- (g) Caning
- (h) Expulsion

\*A student who receives multiple Warning Letters from the Principal may be barred from representing the school in competitions including the National School Games.

Steps will also be taken to restore relationships among the parties involved (e.g., apology). Counselling support will also be given to the offender and/or victim if necessary.

## Marists are guided by the following five Marist values:

<b>Presence</b>	<i>We care for everyone in the school. We engage others authentically and sincerely. We earn trust and foster openness.</i>
<p>1. Marists embody the value of <b>presence</b> by</p> <ol style="list-style-type: none"> <li>1.1. Attending school <u>regularly and punctually</u> for lessons, CCAs and all school activities. Students who need to leave school early for valid reasons must make their request in writing via their parents/guardians in advance through the Form Teacher and be approved by the Principal. Students leaving the school premises early must first report to the General Office.</li> <li>1.2. Being physically and mentally present and always participating actively and appropriately during lessons, CCAs and all school activities. This includes being respectful by keeping still and silent during morning prayers and paying attention to the person speaking or performing on stage.</li> <li>1.3. Assembling in two columns outside their classrooms before walking quietly as a class to and from any part of the school (laboratory, art room, music room, etc). Students are to take the shortest possible route to their destination.</li> </ol>	
<b>Simplicity</b>	<i>We are sincere and truthful. We are honest in our relationships. We show gratitude and appreciation to those who help us.</i>
<p>2. Marists embody the value of simplicity by</p> <ol style="list-style-type: none"> <li>2.1. Being properly attired in approved school attire for all school functions, events, and activities. Students will wear the full school uniform on Mondays and may choose to wear any other approved school attire on other days. Students must wear the school tie every Monday until recess, at formal school functions, and any other occasion as specified by the school. Students must button up the shirt collar before wearing the school tie.</li> <li>2.2. Being properly groomed in approved hairstyles and length for all school functions, events, and activities. Students must be mindful of their personal grooming as it reflects their self-respect and respect for the school.</li> </ol>	
<b>Family Spirit</b>	<i>We relate to each other as members of a loving family. We value and respect everyone in the school community.</i>
<p>3. Marists embody the value of family spirit by</p> <ol style="list-style-type: none"> <li>3.1. Creating a conducive environment for learning at all times.</li> <li>3.2. Acknowledging and respecting all staff members and Marists at all times.</li> <li>3.3. Queuing up orderly to buy food / drinks / items in the Canteen, Café, and Bookshop.</li> <li>3.4. Taking good care of school properties and environment and ensuring that any area of the school (e.g., classroom, toilet, canteen/café table) is returned to a clean state after use for the next user.</li> </ol>	
<b>Love of Work</b>	<i>We recognise the value and importance of work. Through work, we bring purpose and meaning to our lives.</i>
<p>4. Marists embody the value of love of work by</p> <ol style="list-style-type: none"> <li>4.1. Being MACHO-ready for lessons and practice good learning disposition at all times.</li> <li>4.2. Being attentive and respond appropriately during lessons.</li> <li>4.3. Handing in assignments/homework of good standards punctually.</li> <li>4.4. Seizing all opportunities during school hours in school to be conscientious and engaged in meaningful work. During a self-study period, students may proceed to the designated self-study areas for self-study.</li> </ol>	
<b>In the Way of Mary</b>	<i>We see in Mary a perfect model for all Marists – to have faith, compassion, courage, and resilience. We are called to be obedient, do good quietly and be aware of the gentle presence of God in our daily living.</i>
<p>5. Marists embody the value of in the way of Mary by</p> <ol style="list-style-type: none"> <li>5.1. Being respectful, honest, considerate, and humble in our actions as an active contributor and a concerned citizen in the community.</li> <li>5.2. Having the moral courage to stand up for what is right and honourable.</li> <li>5.3. Making responsible decisions in and outside of the school.</li> <li>5.4. Carrying the Marist identity with pride and uphold the good name of the school by striving to be well-spoken, well-behaved, and well recognized as ambassadors of the school.</li> </ol>	