

## XMS Standard Operating Procedure (SOP) for Student Management during Full Home-based Learning (FHBL)

The existing School Rules and Regulations (<https://xinminsec.moe.edu.sg/school/school-rules-and-regulations/rules-and-regulations-2020>) will be followed for synchronous online lessons during FHBL. Similarly, consequences can be meted out based on the types of offences. In particular, the following have been highlighted:

Rules and Regulations	Types of Offences and Consequences	Additional Guidance for Students and Teachers
<p><b>Respect:</b></p> <ul style="list-style-type: none"> <li>Students are to be respectful to school staff.</li> <li>Students are to treat each other with respect (e.g. no vulgar, sexual or crude language, no bullying, threatening, intimidating, impersonation or causing annoyance or hurt to anyone by any means).</li> <li>Students are not to abet the commission of offences by others.</li> </ul>	<p><b>Category A:</b> A1 late for lesson A2 improper attire/appearance/grooming</p> <p><b>Category B:</b> B1 skipping lesson B3 misbehaving in class B4 disrupting class/activities B5 instigating/abetting others to commit offences B7 use of coarse, rude/abusive/vulgar language B10 Mischief</p>	<p><b>Students should:</b></p> <ul style="list-style-type: none"> <li>respond to FTs and Subject Teachers' attendance taking (e.g. via Google Meet, WhatsApp messages, email). Not responding implies skipping lesson. If student encounters a technical issue, evidence, e.g. screenshot of no Internet connection etc, needs to be submitted to the teacher, e.g. via email or WhatsApp. Similarly, MC or documented valid reason must be submitted to FTs via email or WhatsApp if student misses lesson. The hardcopy of the MC or documented valid reason must be submitted within three working days upon returning to school after school closure is lifted.</li> <li>be appropriately attired. While students are not required to be in school uniform, they should minimally be in a sleeved-T shirt (without inappropriate wordings) and shorts (at least the length of PE shorts). As per existing school rules and regulations, highlighting or dyeing of hair, hair extensions, and wearing of coloured contact lenses are not allowed. Similarly, wearing of sunglasses/caps/hats/hoodies or anything that can obscure the face is not allowed. Male students must be neat in appearance, clean-shaven and no facial hair is allowed.</li> </ul>
<p><b>Responsibility:</b></p> <ul style="list-style-type: none"> <li>Absence from school or any school activity must be substantiated by a valid medical certificate (MC) or documented valid reason (other than MCs, reasons for absence are only deemed valid upon acceptance by, and at the discretion of the school).</li> <li>Students must submit their MCs/documents within 3 working days upon their return to school.</li> <li>Permission to leave school before official holidays, or official</li> </ul>	<p><b>Consequences include:</b></p> <ul style="list-style-type: none"> <li>Warning or suspension from class, i.e. synchronous lesson, and/or demerit points. While undergoing suspension, students may be required to write reflections, essays or a letter of undertaking promising not to commit the</li> </ul>	

## XMS Standard Operating Procedure (SOP) for Student Management during Full Home-based Learning (FHBL)

Rules and Regulations	Types of Offences and Consequences	Additional Guidance for Students and Teachers
<p>dismissal may be granted in special cases. For such cases, parents or legal guardians must write in to the Year Head and Form Teachers at least 2 weeks beforehand.</p> <ul style="list-style-type: none"> <li>Students who need to leave a lesson for valid reasons (e.g. going to the toilet, feeling unwell, official duties) must seek the permission of the teacher present.</li> </ul>	<p>offence again and undergo in-house counselling by teachers.</p> <ul style="list-style-type: none"> <li>Repeat offenders may be issued with a formal warning letter and have their offences upgraded to Category C.</li> </ul>	
<p><b>Resilience:</b></p> <ul style="list-style-type: none"> <li>Students are to attend school, classes, CCAs and other school activities regularly and punctually.</li> <li>Students are to be attentive, cooperative and diligent (e.g. there must be no sleeping, disruptive behaviour or tardiness).</li> <li>Students are to complete and hand in all assignments punctually.</li> <li>Students must strive to produce quality work in and out of the classroom.</li> </ul>		