

CODE OF CONDUCT

The Clementeen's code of conduct is anchored on the school values – **ASPIRE** (**A**daptability, **S**elf-discipline, **P**erseverance, **I**ntegrity, **R**espect and **E**mpathy). In particular, Clementeens are expected to (i) **respect oneself** as a dignified and honourable learner, (ii) **respect others'** right to grow in an environment conducive to learning, and (iii) **respect the environment** in which learning takes place.

Behaviour that disrespect others, disrupts learning, or brings disrepute to the school is considered inappropriate and unacceptable. Students will take personal **responsibility** for misbehaviour, face up to the consequences, and in doing so, grow into responsible and contributing citizens of society. The acronym G.R.O.W will guide the students in their conduct.

Grooming and Attire – Maintaining a positive personal image

1. Attire

1.1 School Uniform

- Clementeens must wear the prescribed school uniform for all school-related activities including any activities on Saturdays and during the school vacation. Modification to the uniform in any way is not allowed. (Refer to illustration)
- Clementeens' attire for morning assembly unless informed by the school or special permission is given:

Monday	Full school uniform with school tie
Tuesday	Full school uniform
Wednesday to Friday	Smart casual

- The school badge must be sewn on the top right corner pocket of the shirt / blouse. The badge must be changed if it is faded or torn.
- School shirt/blouse/t-shirt should be neatly tucked at all times.

1.2 PE Attire

- The school PE attire should be worn for PE lessons or sports-related activities only.
- Clementeens are to change into their smart casual during recess when PE lessons are conducted before recess. For PE lessons conducted after recess, they are to be in half uniform at the end of the lesson.
- Full PE attire must be worn during unstructured sports activities (e.g. playing sports before school, during recess/lunch or after school).

1.3 Shoes – Only plain white canvas shoes or plain white sports shoes with white shoelaces are to be worn. Sandals or slippers are not allowed unless supported by a medical certificate.

1.4 Socks – Plain white socks are to be worn. The socks must be visible when worn with the shoes.

1.5 House / CCA T-shirts – Only t-shirts with designs approved by the school can be worn for school events. Home clothes are not allowed for school events unless special permission is given.

1.6 School tie – The school tie must be worn during the Monday morning assembly and special functions as instructed. With the school tie on, the collar of the shirt or blouse must be buttoned and the tie to be of waist length.

2. Hair

2.1 Clementeens must maintain school-appropriate haircuts or hairstyles. Hairstyles must not be heavily-gelled or outlandish.

2.2 Hair must be in its natural colour and must not be dyed or highlighted.

2.3 Hair extensions are not allowed.

3. Face

3.1. Face is to be free of any form of cosmetics. This includes accessories such as eyelash extensions.

3.2. Eyebrows are to be free of shaping/drawing.

4. Fingernails

4.1. Fingernails must be kept short, clean and clear (without colour or any form of varnish).

5. Accessories

5.1. Accessories such as wristbands, bracelets, nose/tongue studs and rings should not be worn with the school uniform.

5.2. A letter of request to put on any religious accessories must to be submitted to the Student Management Committee. These religious accessories should be kept from view (to be hidden inside the blouses/shirts or kept in pockets).

5.3. Spectacle frames should be in plain/black and of a reasonable size. Glasses should be non-tinted unless prescribed by a medical authority.

5.4. Clementeens wearing contact lenses should use only transparent, non-tinted or cosmetic-enhancing contact lenses.

5.5. Tattoos and henna painting are not allowed on the body.

5.6. All other forms of body piercing are not allowed.

<i>For Male Clementeens</i>	<i>For Female Clementeens</i>
<ul style="list-style-type: none"> ● Hair must be neat and of appropriate length – it should not touch the ears, the eyebrows, or the collar. The back of the hair must be sloped. ● Clementeens should be clean-shaven – sideburns, moustaches and beards are not allowed. ● Sideburns should be trimmed and not extend beyond the middle of the ear. ● Ear studs or ear sticks are not allowed. ● Long pants must not be tapered narrow or altered shorter. The cuff of the pants must rest on the shoes. The back cuff of the pants should rest between the opening of the shoe and the top of the heel. 	<ul style="list-style-type: none"> ● Hairstyles should be simple and neat. Hair extending beyond the collar of the school uniform must be tied neatly above the nape. ● Fringe should not touch the eyebrows. Fringe that is long should be pinned up neatly. ● Only black hair accessories are permitted. ● Only plain gold, black or silver ear studs are allowed. Multiple ear studs are not permitted. ● Clementeens’ skirts must be at knee-length.

Girls



Full-Uniform



Smart-Casual



PE Attire

Boys



Lower Sec



Upper Sec



Smart-Casual



PE Attire

Regularity and Punctuality – Being regular and on-time for all activities as a form of respect

6. The morning flag raising ceremony and Assembly starts at 7.35am. Clementeens must be at the designated assembly area (school hall/quadrangle/classroom) **before 7.35am**. Clementeens will be considered late for school if they are not in the designated assembly area when the ceremony starts.
7. Clementeens who arrive in school after the first lesson has started will be directed to the General Office to obtain a Late Slip. Clementeens are expected to report to the General Office to obtain the Late Slip. Attendance will be marked by the staff in the General Office.
8. Clementeens must attend and be punctual for all lessons, co-curricular activities and school activities.
9. Clementeens are expected to inform their CCA Parents if they are unable to attend school or school activities. Clementeens must produce a medical certificate immediately on the school day after the day of absence. A letter of explanation from the parent or guardian may be accepted on a case-by-case basis. The school will accept a **maximum of 2 letters** of explanation from the parent or guardian for absences **in a term**.
10. Clementeens must account for their absence for assessments that count towards their overall academic progress. A medical certificate must be submitted to the CCA Parents on their return to school. Clementeens who fail to submit a medical certificate will be indicated as “Absent” for these assessments.
11. Clementeens who fall ill or are unwell during school hours may seek permission to leave school early. Clementeens seeking to leave school early must be accompanied home by their parent or guardian. If their parent or guardian is not available, consent must be given to a school staff before Clementeens are allowed to leave school.
12. Clementeens who need to leave school during curriculum time for valid reasons, such as medical appointment, are required to obtain a “Permission to Leave School Early” form from their CCA Parents or the General Office. Supporting documents must be provided when seeking approval from the Principal/Vice-Principal/Year Heads. Parents will be informed by the teacher or a school staff.
13. Clementeens are not allowed to leave Singapore during school term. An official written request must be submitted to the school, addressed to the Principal, in advance, to seek prior approval before confirmation of the trip.
14. Clementeens are expected to inform their CCA teachers if they are unable to attend CCA sessions or activities. Absence from CCA must be supported by a medical certificate or a letter of explanation from their parent or guardian.

Owning the school and learning environment – Taking personal responsibility in maintaining order and cleanliness of the environment

15. School

- 15.1 Clementeens should always keep the school clean and to treat the school property with care.
- 15.2 Clementeens will only use the school facilities (e.g., school hall, indoor sports hall, and quadrangle) and equipment if they are engaged in activities under the supervision of a teacher or staff. The facilities will be given priority for teaching and learning purpose including school events.

16. Canteen

- 16.1 Clementeens are to queue in an orderly manner to buy food and drinks.
- 16.2 Food and drinks can only be purchased during recess or lunch breaks and before or after curriculum hours.
- 16.3 All food and drinks must be consumed within the canteen.
- 16.4 Clementeens must return used crockery and utensils to the receptacles provided and clean up the area they have used.
- 16.5 Clementeens may bring in healthy food and drinks for consumption in the school canteen after 2.00pm. They must clean up after and throw any rubbish in the bins provided.

17. Classroom

- 17.1 Clementeens' belongings and learning materials (e.g. books, files, stationery, etc) should be brought home or kept in the lockers after curriculum hours. Clementeens are responsible for the items stored in the lockers.

Well-mannered and Respectful at all times – Relating to others with respect

18. School

- 18.1 All Clementeens must stand at attention during the flag-raising and pledge-taking ceremony. Clementeens who are Singapore citizens must sing the National Anthem and take the Pledge with the right fist placed over the heart.
- 18.2 All Clementeens must stand at attention and sing the School Song.
- 18.3 Clementeens must be polite and always exhibit gracious behaviour. They are expected to greet all teaching and non-teaching staff and visitors in the school.
- 18.4 Clementeens must respect the rights and help to provide for the physical and emotional safety of others.
- 18.5 Clementeens must take care of their personal belongings and follow the established security procedures. Clementeens should not bring expensive items (e.g. headphones, watches), valuables or large amounts of cash to school and should not leave them unattended.
- 18.6 Clementeens must respect the property of others and must not take the property of others without permission. All lost and found items must be handed over to the General Office.
- 18.7 Clementeens must not bring to school any item which either constitute a threat to the safety of others or a distraction to others.
- 18.8 Clementeens are not allowed to have in their possession any weapon. Clementeens are not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.
- 18.9 Clementeens should not have in their possession prohibited items such as chewing gum, lighters, cigarettes/cigarette lighter/tobacco products, alcoholic drinks, any material of pornographic nature.

19. Classroom

- 19.1 Clementeens should move to their respective classrooms/venues quietly, briskly and in an orderly manner during change of periods.
- 19.2 Clementeens must remain in the classroom during change of periods. They are only allowed to leave the classroom with permission granted by the subject teacher. Clementeens must display the Exit Pass when outside the classroom.
- 19.3 Clementeens should have their learning materials ready before the start of the lessons. They should only visit their lockers before the start of the school, during recess / lunch and after school.
- 19.4 Clementeens should not remain in the classrooms during recess or lunch break. Clementeens are encouraged to have their meals or take a short break from the classroom environment.
- 19.5 Clementeens should should visit the toilets before morning assembly or during recess to minimise disruption to his/her learning.

PROMOTING A CONDUCTIVE LEARNING ENVIRONMENT

To ensure a conducive learning environment in all learning spaces, Clementeens should be guided by GA⁵S.

Greeting

To stand and greet at the start and thank their teachers at the end each lesson

Apppearance

To be properly groomed and dressed for the lesson

Attendance

Must attend and be punctual for all lessons

Attentiveness

To pay full attention in class for learning

Assignment

To strive to complete all their assignments to the best of their effort and ability

Attitude

To come to class with a positive attitude to learn together with their peers

Sitting Posture

To maintain a good sitting posture to remain alert and for long term health

20. Outside of School

- 20.1 Clementeens must be well behaved and socially responsible in public.
- 20.2 Clementeens are expected to show respect to all members of the public.
- 20.3 Clementeens must not loiter at void decks, shopping malls and other public places in their school uniform.
- 20.4 Clementeens should use the pedestrian crossing when crossing the roads.

21. Use of Personal Electronic Devices (PEDs)

21.1 Clementeens must be responsible for their personal electronic devices and belongings.

21.2 Mobile phones are to be switched off or silenced and kept in the personal lockers before morning assembly. Clementeens may only use their mobile phones after curriculum time at the **PED zones**: Level 1 - Foyer (includes in front YCH), umbrella seats (in front of General Office), CanTeen.

21.3 All other electronic devices, eg games consoles are not allowed in school.

21.4 Clementeens must act in a responsible and appropriate manner when using technology for school-related activities.

21.5 Clementeens are to refer to guidelines stated in the section – **Responsible Use of Technological Devices**.

RESPONSIBLE USE OF TECHNOLOGICAL DEVICES

PURPOSE

- *Technology and devices should be used to bring about benefits to us. We should be maintaining a healthy balance of offline and online activities while using technology.*
- *It is important that we use our devices in a safe and responsible manner to ensure that the device enriches our lives in a positive way but does not dominate our lives. We should maintain a positive online presence and develop respectful and meaningful online relationships. Our online behaviour should be just as respectful and meaningful as our "offline" relationships, when we interact "in person" with our teachers, schoolmates, classmates, and friends.*
- *We should be responsible for our personal well-being and take care to ensure our own safety in cyberspace.*

1. Use of Mobile Phone

- The use of mobile phones is not allowed during curriculum time, CCA sessions, learning journeys, enrichment, and academic support programmes.
- Clementeens must ensure that their mobile phones are switched off and kept in the allocated lockers before morning assembly (7.35am).
- Clementeens may use their mobile phones before morning assembly and after dismissal from last curriculum lesson for the day. Mobile phones can only be used in the designated areas.

2. Use of Personal Learning Devices (iPads, Apple Pencil, Earpiece)

- Clementeens are to use the approved personal learning devices for learning purposes only.
- Clementeens must ensure that their learning devices are fully charged before coming to school. Charging of devices is not allowed in school.
- Clementeens must use their own personal learning devices only.
- Only simple earpiece or ear buds may be used when permission is given by teachers.
- Clementeens are advised to keep their learning devices in their allocated lockers when not in use.
- Clementeens should not leave their learning devices unattended at all times (even in a locked venue).

3. Use of Electronic Devices with Recording Features (e.g. cameras, video cameras, mobile devices with camera features)

- Clementeens can only take photos or conduct recording (sound/video) in the school premises and during school activities with the permission of a teacher.
- Even if permission is granted to use the photography or recording features in electronic devices, Clementeens must seek consent from their schoolmates or teachers before taking their photos or recording any sound/video of them.

4. Electronic Communication & Social Media (e.g. emails, SMS, WhatsApp, Facebook, Instagram, Snapchat, Twitter)

- Clementeens must communicate respectfully when using electronic communication, putting up a post or commenting on social media and ensure that the expressed content does not offend, harass, or harm others.
- Clementeens must not forward or post on social media any photograph, sound recording or video taken at school events or activities without the prior approval and consent of the teachers.
- Clementeens must use the school email account issued strictly for learning. The email account is not to be used as a personal email account (e.g. for registration in websites).
- Clementeens must take full responsibility for what is posted on their social media account and should not share access to their account to avoid any potential misuse.
- Clementeens should consider the following 'THINK' guidelines before putting up a post or commenting on social media:

- | | |
|---|--------------------------|
| T | Is it <i>true</i> ? |
| H | Is it <i>helpful</i> ? |
| I | Is it <i>inspiring</i> ? |
| N | Is it <i>necessary</i> ? |
| K | Is it <i>kind</i> ? |

5. Personal Data Protection

- Clementeens must not reveal personal information (NRIC/FIN/Passport number, home address, phone number, bank account number or medical condition) about themselves or others.
- Clementeens must keep usernames and passwords confidential and not share them with anyone else.
- Clementeens must log in to the school wireless network, devices and online programme using their assigned username and password. Using another person's username and password is a serious misconduct.
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6. Consequences

- Clementeens must abide by the above-mentioned conditions, failing which the school will take necessary actions to redirect Clementeens towards the responsible use of technological devices. These actions may include:
 - confiscation of devices,
 - loss of usage privileges for a period of time,
 - supervised use of devices, or
 - referral to the Police or other enforcement agencies.

22. Misbehaviours and Offences

Clementeens are encouraged to be self-disciplined and have moral courage. They should take responsibility of their actions should they make any mistakes or offences.

Misbehaviours and Offences		
<i>Attendance related</i>	<i>Misconduct</i>	<i>Other Serious Offences</i>
<ul style="list-style-type: none"> • Latecoming (school / class) • Truancy (school / class / school events) • Leaving school grounds without permission 	<ul style="list-style-type: none"> • Open defiance or challenging teachers or member of school staff • Bullying • Disruptive behavior • Inappropriate use of PEDs • Improper attire and grooming • Use of abusive or vulgar language • Tattoos on any part of the body 	<ul style="list-style-type: none"> • Act of dishonesty or mischief (cheating, lying, forgery, arson, theft, vandalism) • Cyber-related offences • Alcohol / Drug / Inhalant abuse • Smoking / Vaping • Possession of cigarettes / vape / alcohol / abusive substances • Fighting • Gangsterism • Gambling, including the possession and use of poker cards • Possession of undesirable materials (e.g. pornography) • Possession of weapons, including weapon-like items, intended to be used to cause harm to others • Others serious offences that do not fall in the above categories
Possible consequences (non- exhaustive)		
<ul style="list-style-type: none"> • Warning • Detention • Parent conference / involvement • Suspension from class / school • Withdrawal or loss of privilege • Corrective work order (CWO) 	<ul style="list-style-type: none"> • Restitution • Counselling • Caning • Referrals to police or other agencies • Expulsion 	