SCHOOL RULES AND REGULATIONS

Code of Conduct

In CTSS, all Clementeens will use the school values **A.S.P.I.RE** (Adaptability, Self-discipline, Perseverance, Integrity and RESpect) as a set of guiding principles in their thoughts and actions. In particular, Clementeens will (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.

Anchored in school values, Clementeens will use the following G.R.O.W model to guide their code of conduct:

**Grooming and Attire (Maintaining a positive personal image)**

**Regularity and Punctuality (Being regular and on-time for all activities)**

**Owning the school environment (Taking personal responsibility in maintaining cleanliness of the school environment)**

**Well-mannered and Respectful at all times (Relating to others with respect)**

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**Flag Raising Ceremony**

All Clementeens must attend the daily flag-raising ceremony. Clementeens are to gather in the assembly area at the first bell (Monday: 0845 hr; Tuesday – Friday: 0730 hr). At the second bell (Monday: 0850 hr; Tuesday – Friday: 0735 hr) for the flag-raising ceremony, students must stand straight and keep total silence.

Clementeens who are Singapore citizens must sing the National Anthem and take the Pledge with the right fist placed over the heart.

When the weather does not permit, Clementeens will take the National Pledge in their respective classrooms.

Clementeens who come after the Flag Raising Ceremony must report to the General Office to get a "Latecomer's Slip" before going to class.

Strict silence and order must be maintained during all ceremonies and assemblies.

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School Rules include but are not limited to the following (For details, please refer to the latest copy of the CTSS Student Handbook):

**Grooming and Attire**

The uniform is a representation of the school and her history. The way the uniform is worn shall not reflect individual preferences. Clementeens are to wear the prescribed school uniform (as prescribed in the CTSS Student Handbook), and modification to the uniform is not allowed.

All Clementeens are to wear either plain white canvas shoes or white track shoes with shade of school colours (Black/Green). Shoe laces must be white in colour.

All Clementeens are to wear plain white socks that cover the ankles. The socks must be visible when worn with the shoes.
The school tie must be worn during the Tuesday morning assembly as well as during special school function as instructed. With the school tie on, the collar must be buttoned and the tie should be of waist length.

All Clementeens are required to wear the full school uniform neatly when in school, at all official functions and activities.

All Clementeens must be in full school uniform or in half uniform (Boys: PE T-shirt with pants or shorts / Girls: PE T-shirt with skirts) or in CCA attire when they come back to school for any activities on Saturdays and during the school holidays.

Boys must be clean-shaven at all times. Moustache, beard and facial hair is not allowed. Boys must keep their hair neat and simple. Hair must be at least 3 cm above the collar with a slope at the rear and with no ducktails. Hair must not cover the ears or fall over the forehead. No gelling, streaking, tinting and dyeing of hair is allowed. No “punkish” cuts are allowed.

Girls must keep their hair neat and simple. Long hair which is beyond the shoulder must be plaited, tied up into a ponytail or a bun. All fringes must not touch the eyebrows (Long fringes should be pinned up, put behind the ears or pushed up by hair-bands). All ribbons, hair clips and hair-bands used must be black. No streaking, tinting and dyeing of hair is allowed. No “punkish” cuts are allowed. All outlandish/ Punkish hairstyles are strictly prohibited for all students.

While in school attire, Clementeens are not allowed to wear rings, bracelets or bands, necklaces (religious ones are to be kept in the pockets), belts, collar pins (except those approved by the school) and caps. Only girls may wear a pair of plain ear-studs on the ear lobes (Maximum 3mm in diameter and without anything added).

**Attendance and Punctuality**

Clementeens must attend school regularly and be punctual for lessons and school activities.

All Clementeens are to attend the Morning/Weekly Assembly.

Clementeens are considered to be late for school when they fail to be with their class when the flag-raising ceremony (in the assembly area) or pledge-taking (in the classroom) has already started.

Absence from school must be covered by a medical certificate and, where appropriate, a letter of explanation from parents.

Clementeens must obtain prior permission from their Classparent or Co-Classparent if they need to leave the school during school hours. Parents/Guardians will be notified to accompany them home.

Approval from Principal must be sought at least 3 days before departure if there is a need to leave Singapore during term time. A formal letter from parents/guardians or supporting documents must be submitted.

**Usage of Personal Electronic Devices (PEDs) in school**

All PEDs in school are to be used as learning tools only during curriculum time (include remedial/supplementary lesson, school excursion and CCA). They are not to be used at will for communication or entertainment during curriculum time.
Clementeens are only allowed to use their PEDs, such as handphone, mp3-player, mobile computing and game during recess as well as before and after curriculum time.

All PEDs are to be kept on silent mode at all times.

Clementeens are personally responsible for the safe-keeping of their PEDs.

The school reserves the right to conduct checks on any PED brought to school.

Clementeens who do not comply with the school rules on the use of PEDs will have their privilege withdrawn.

**School Safety**

Clementeens need to comply with the School Safety Rules and Regulations at all times.

No Clementeen is allowed to enter any science laboratories, kitchens, technical workshops and special rooms unless accompanied by a teacher. (For details, please refer to the Safety Rules and Regulations by the respective Departments in the Student Handbook).

Safety precautions must be taken when using any sports and/or games facilities.

**School Cleanliness**

Clementeens are to keep the school clean and treat school property with care.

There will be no consumption of sweetened drinks/food (including sweets) in the classrooms and laboratories or in any other part of the school except the school canteen. (Chewing gum is disallowed in the school).

**Serious Offences**

Clementeens must take note that the following are strictly forbidden and such actions will be dealt with severely:

- Any act of dishonesty and/or mischief (e.g. cheating, lying, forgery of signature or identity, arson or fire mischief, theft)
- Irresponsible behaviour (e.g. public display of affection)
- Drug abuses and glue sniffing
- Fighting, bullying (including cyber-bullying), extortion and all forms of gangsterism
- Gambling
- Open defiance and challenging authority of teachers or any member of school staff
- Smoking
- Possession of cigarettes, alcohol and/or abusive substances
- Truancy (skipping school, class or assembly without permission)
- Vandalism (No student is allowed to tamper with any equipment or fittings in any part of the school).
- Use of abusive language
- Possession of undesirable materials. (e.g. Pornographic materials)
- Access to any illicit or inappropriate websites via PEDs
- Possession of weapons.
- Having tattoos on any part of the body.

Each serious offence will be handled on a case-to-case basis. The punishment to be meted out will be at the sole discretion of the school management. In certain cases, external agencies such as the Police may be called in.

**Some Consequences for misbehaviour**

- Warning
- Student being sent home to correct improper attire/grooming
- If a student commits a dishonest act during a test/examination, he/she will get zero marks for the test/examination on top of the disciplinary measures meted out. Recording offence in official documents of the student, such as the BETA system
- Restitution, such as compensation, to affected or hurt victim(s)
- Corrective work order
- Detention in School
- Counselling by teachers/professional counselling agencies.
- Parent conference/involvement
- Withdrawal or Loss of privileges, such as confiscation of banned/prohibited items, barred from participating in certain activity or suspension from class/school
- Caning
- Police referrals
- Expulsion

**School’s Right**

The school management reserves the right to introduce new rules and regulations or modify the existing ones as it deemed needful and appropriate.