

COMMONWEALTH SECONDARY SCHOOL

SCHOOL RULES

All Commonwealth students are expected to show high standards of behaviour, both in school and outside school. When students misbehave in school, they will be dealt with by their Class Mentors (CMs), subject teachers, Heads of Departments or referred to the Discipline Committee.

School rules provide guidelines for acceptable student behaviour and conduct. Every student is expected to be familiar and comply with these stipulated rules, which apply within the school premises and at all school-organised activities held outside the school.

General Conduct

- Be courteous, respectful and considerate. Greet the Principal, teachers and all visitors to the school. Politeness is expected at all times.
- Be punctual for school lessons and all other activities.
- Be honest. Do not cheat, steal or alter official school documents.
- Be disciplined. Move quietly, briskly and in an orderly manner. Do not loiter along the corridors or in the school canteen.
- Always queue up for food, drinks and other services. Food and drink must be consumed only in the canteen. Return all utensils after eating and drinking.
- Take pride in the school and in all work and assignments. Strive for the highest possible standards.

Contact with Guests and Visitors to School

- Greet them politely.
- Enquire whether you can be of any assistance.
- If you are unable to offer help, lead them to the General Office where the administrative staff can take over.

General Appearance

- Always maintain a high standard of personal hygiene.

Hairstyle

- Hair must be kept neat at all times.
- Fringe must not touch the eyebrows and must not cover the eyes.
- Dyeing of hair, tinting of hair and punk hairstyles are strictly prohibited.

For girls:-

- Tie hair up neatly if it is touching the shoulder.
- Only plain black, white or blue ribbons/clips/hair bands are allowed.

For boys:-

- Hair should be kept short, properly combed and kept neat to present a smart appearance. Hair must be sloped at the back, and must not touch the ears and the shirt collar. Sideburns should be half the ear length.
- All boys should be clean-shaven.

Uniform

- Students are to wear the prescribed school uniform and modification of the uniform is not allowed.
- The school uniform comprises a blue blouse/shirt and blue skirt/trousers (for upper secondary boys)/shorts (for lower secondary boys). For girls, the skirts must be knee-length. For boys, the shorts or trousers must not be too tight or too loose. Shirtsleeves or trouser hemlines must not be folded.
- Students must wear their school ties on the days when Assembly is held and at important school functions. Shirt collars must be buttoned when ties are worn.
- All shirts and T-shirts must be tucked in at all times.

- The school badge must be worn with uniforms which do not have the embroidered school logo and name.
- The PE attire consists of the school PE T-shirt and shorts.
- After PE lessons, students are given a 50-minute grace period to cool down, after which they have to change back to their uniform.
- When coming back for CCAs or on Saturdays and during the holidays, students may wear PE or school T-shirts. They are not allowed to wear slippers or sandals to school, even during school holidays. Any student not in proper attire will be sent home.
- Students are not allowed to wear coloured T-shirts inside their school uniform. Only the PE T-shirt is allowed inside their shirt/blouse.

Shoes & Socks

- All white canvas shoes are allowed.
- Only these categories of track shoes are allowed:
 - 50% of the shoes should be white in colour
 - With only one other colour (preferably blue or black)
 - Low cut with no studs
 - Shoe laces must be white in colour
- Only plain white socks which cover the ankles are allowed.

Fingernails

- Fingernails must be cut short.

Accessories

- Students are not allowed to use tinted glass for their spectacles.
- Cosmetics and jewellery are not allowed, except a single pair of approved ear studs or earrings of simple design for girls.
- Only school windbreakers or plain black/white/brown/dark blue sweaters or windbreakers are allowed to be worn in the school.

Miscellaneous

- Students are not allowed to play with magic or trading cards.
- Students are not allowed to play pranks e.g. hiding people's shoes, playing with water bombs, spitting from upper levels.
- Students are NOT allowed to enter any classroom except their own without permission.
- Students are not allowed to use any electronic equipment (e.g. VCD or DVD players) within the school premises. These items will be confiscated and will not be returned to students unless claimed by their parents after the stipulated time period.
- Students can bring mobile phones to the school, but they are to keep the mobile phone in silent mode or switched off. They should not use the mobile phone within the school compound. If a student is caught using the phone, it will be confiscated and returned after 10 weeks. If the offence is repeated, the phone will be confiscated and returned after 6 months. The SIM card will also not be returned to the student. The school does not encourage students to bring mobile phones unless it is absolutely necessary. It is the students' responsibility to keep their mobile phone safely at all times. The school should not be held responsible for the loss or theft of mobile phones.

Attendance

- A medical certificate must support absence from school. Students who are unwell should contact the school at 65606866.
- Absence from school without valid reason(s) is a serious matter. A student who is absent without valid reason(s) e.g. without a medical certificate as proof for the 1st time, will be personally counselled by the Class Mentor and will submit a written undertaking/declaration to the Principal that the same offence will not be repeated.
- Subsequent absence without authorisation is deemed serious and the student concerned will be punished accordingly.
- Persistent truants can be expelled from the school.
- Parents/Guardians concerned will be informed in writing by the school in the 1st term and again in the 3rd term, regarding the school's policy on truancy and their co-operation on the matter is sought.

Latecoming

- Parents are to ensure that their child is in school on time.
- Students who are late for school will be asked to serve detention. Students who fail to correct their undesirable behaviour will have their poor conduct recorded in MOE's School Cockpit (Offences module). These students will not be eligible for MOE Edusave awards and bursaries.

Punctuality For Lessons

- The class is to be punctual for lessons.
- Students are to go directly to the venue for lessons immediately after recess.
- Students are to move in twos as a class when moving from one place to another.
- Students should only go to the washroom or water coolers during the breaks between lessons. During lessons, a student must seek the permission of the teacher-in-charge if he/she wishes to leave the classroom.

Behaviour in Class

- Students are to clean the classroom and whiteboard before any lesson begins.
- Students have to complete all class and homework assigned and hand it in on time.
- Students are NOT allowed to sleep in class, shout across the room, make noise, disturb their friends or eat and drink (except plain water) in class.

Permission to Leave School during School Hours

The Principal, Vice-Principal or Head of Department may grant approval for a student to leave school during school hours on the recommendation of the Class Mentor after checking to ensure that the reasons given are genuine. However, the following procedure must be observed:

- A student should fill up a form in duplicate obtainable from the office and get them duly signed by the Class Mentor or Subject Teacher as well as by the P, VP or HOD. The student will keep one copy of this form while the other copy is retained by the office.
- Somebody in the student's family must come to school to accompany the student home.

Flag-Raising Ceremony

- Attendance at the daily flag-raising ceremony is compulsory. Students should be at the assembly area at least 5 minutes before the bell rings.
- Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.
- Pay attention when announcements are made.

Assembly in the Hall

- Assemble according to your classes quickly and quietly.
- Pay attention and behave with consideration towards the invited speaker or to the class making presentations.

School Property

- Handle all school property with care and do not misuse or vandalise any of the facilities. Report any damage or vandalism to the staff immediately.
- Save water and electricity. Lights and fans should be switched off when not in use.
- Do not litter the classrooms or the school grounds.
- Toilets must be kept clean and flushed after use.

Physical Education (PE)

- PE is compulsory. Students will be excused only on medical grounds, due to reasons such as injury or during recovery from recent illness, provided they produce a medical certificate.
- The standard attire comprises the school T-shirt and shorts, and white-based shoes.
- No one except teachers are allowed to sign out equipment from the Games Room. Users are responsible for any loss or damage and will be required to replace items lost through negligence.
- After PE, students are not allowed to go to the canteen to purchase drinks without the permission of the PE teacher.

SERIOUS OFFENCES

Category of Offences	Actions to be Taken
<ol style="list-style-type: none"> 1. Smoking / possession of cigarettes* 2. Vandalism / arson* 3. Theft / misappropriation of other people's property* 4. Gangsterism / extortion* 5. Possession of weapons* 6. Drug abuse / glue sniffing* 7. Truancy / Skipping lessons 8. Gambling 9. Defying and challenging authority 10. Fighting / bullying / threatening 11. Cheating in common tests or examinations 12. Forgery 13. Possession of pornographic materials 14. Any act, behaviour or usage of language that brings dishonour to the school <p>*Such cases will be handed over to the Police.</p>	<p>1st Offence</p> <ul style="list-style-type: none"> ▪ 1 stroke of the cane to be administered in the General Office for the boys. <i>Up to 3 days of suspension from class for the girls.</i> Students to be detained in the detention centre. ▪ Parents to be informed of the seriousness of the offence. ▪ Student to be sent for counselling. <p>2nd Offence</p> <ul style="list-style-type: none"> ▪ 2 strokes of the cane to be administered in class for the boys. <i>Up to 3 days of suspension from school for the girls.</i> ▪ Parents to be called in to give a written promise to the school. ▪ Student to be sent for counselling. <p>3rd Offence</p> <ul style="list-style-type: none"> ▪ 2 strokes of the cane in public for the boys or student to be expelled from school. <i>Public apology for the girls or student to be expelled from school.</i> <p>NB: The second offence need not be a repeat of the first offence</p>