

CODE OF CONDUCT

School Rules and Regulations

PHILOSOPHY AND APPROACH

The code of conduct serves to nurture in our students desired values and behaviours that are exemplary.

The discipline processes and systems in the school are designed to help and guide students to think responsibly, reflect on their actions, understand the consequences of actions as well as responsibilities and come up with collaborative solutions to move forward.

The school has a clear set of rules and regulations which together with the school's philosophy for discipline are shared with the students. The rationale for each segment of the rules and regulations have been articulated explicitly to ensure that students do not follow rules blindly. Instead, students should understand the intentions and reasons for these rules as well as how these rules would serve them well in future as they progress to the next phase of their education and lives.

We trust that students who graduate from JWSS would leave the school as responsible young adults and citizens who are ready to contribute to the community and the nation.

ATTIRE

Rationale: To present oneself well and uphold the good name of the school with pride both in and out of school

1. Students are to wear the prescribed school uniform. Modification to the uniform is strictly not allowed.
2. All students are to ensure that they are properly attired at all times including during the school holidays and outside of school.

MY CHARACTER DEVELOPMENT & WELL-BEING

3. All students are to ensure the following with regard to the school uniform:
- Shirts must be tucked in at all times.
 - The hem of the school pinafore should not be higher than the knees.
 - The school pants/shorts/shirt/pinafore is of the correct size and not oversized, too tight or too short.
 - Only sports or canvas shoes are allowed. The shoes must be predominately in the following colours: Black, Blue, White or Grey. **No part of the shoe, including laces, can have bright colours.** The shoes should either be with laces or straps. Slip-on shoes, high-cut shoes, shoes with lights, wheels or wedges are not allowed.
 - Socks should be worn at all times when in school attire. Socks must be black, white or grey in colour **and should not have any designs except for school socks.** Socks should also be long enough to cover the ankles but not the calf.
 - Any footwear, other than the above prescribed shoes, are not allowed to be worn in school except for medical reasons and approved by a teacher with supporting documentation issued by medical practitioners registered under the Medical Registration Act.
 - The school tie should be properly worn at all times on all Mondays except during the Mid-Year and End of Year Examination periods.
4. The prescribed attire for various school activities and events (unless otherwise specified) is as follows:

School Events / Activities	Attire
Daily (including days with PE lessons)	<ul style="list-style-type: none"> Prescribed school uniform <ul style="list-style-type: none"> ➤ Shirt and shorts for lower secondary boys ➤ Shirt and pants for upper secondary boys ➤ Pinafore with blouse for both upper and lower secondary girls
Every Monday (including days with PE lessons)	<ul style="list-style-type: none"> Prescribed school uniform with school tie

MY CHARACTER DEVELOPMENT & WELL-BEING

School Events / Activities	Attire
PE lessons	<ul style="list-style-type: none"> PE attire <ul style="list-style-type: none"> ➤ If PE lesson is <u>before recess</u>: Students are allowed to come to school in their PE attire (except on Mondays – see above) but will have to change to school uniform during recess. ➤ If PE lesson is <u>after recess</u>: Students are not allowed to come to school in PE attire on days where PE is after recess. Students are to change to their PE attire only during recess.
School functions e.g. Speech Day	<ul style="list-style-type: none"> Prescribed school uniform with school tie
Examinations	<ul style="list-style-type: none"> Prescribed school uniform
Inter-class Games	<ul style="list-style-type: none"> PE attire Class T-shirt with PE shorts
School Excursions & Learning Journeys	Depending on the nature of activity, <ul style="list-style-type: none"> Prescribed school uniform PE attire Class T-shirt with school shorts/pants/PE shorts/pinafore
Saturdays & School Holidays	<ul style="list-style-type: none"> PE attire PE/CCA/Class T-shirt with school shorts/pants/PE shorts/pinafore
Physical activities and in the Gym	<ul style="list-style-type: none"> PE attire CCA/Class T-shirt with PE shorts
Night Study Programme /Consultations	<ul style="list-style-type: none"> Prescribed school uniform PE attire PE/CCA/Class T-shirt with shorts/pants/PE shorts/pinafore
Co-curricular Activities (CCA)	<ul style="list-style-type: none"> CCA Attire
Every Friday (except during the examination periods)	<ul style="list-style-type: none"> PE T-shirt with school shorts/pants/pinafore

APPEARANCE

Rationale: To portray a positive image of oneself through personal grooming and hygiene

1. All students are to ensure the following:
 - (a) For Male Students
 - i. Only natural hair colour is allowed (i.e. no dyeing/tinting/highlights).
 - ii. Hair must be neat and kept above the eyebrows. When combed downwards, hair should not **touch the eyebrow**, touch the ear as well as the collar of the uniform.
 - iii. Hair must not be too thick or bushy **and should not be permed**.
 - iv. Hairstyles must be kept simple. It should not incorporate any inappropriate styles as deemed by the school. Hairstyles such as undercut, thin shaven at the side, shaved line parting, fringe touching eye-brows, V-shaped at the back, **skin head and so on**, are not allowed.
 - v. Earrings or ear sticks are **strictly** not allowed.
 - vi. Moustache/Beard/Goatee/Facial Piercings are not allowed. All students must be clean shaven and neat in appearance.
 - vii. Sideburns, where kept, should not go beyond the cartilage at the centre of the ear.
 - (b) For Female Students
 - i. Only natural hair colour is allowed (i.e. no dyeing/tinting/highlights).
 - ii. Hair must be neat and hair that is touching the shoulder or hair that is longer than shoulder length should be tied up.
 - iii. Length of hair fringe should be above the eyebrows. If the fringe is below the eyebrows, it should be clipped up.
 - iv. Any hair accessories worn should **only be in black, blue, grey or white**.
 - v. **Only one ear stud per ear is allowed and it has to be worn on the ear lobes only. Earrings are not allowed.**
 - vi. Any ear studs worn should be of a simple design and must not be more than 3mm in diameter.
 - vii. Any ear sticks worn should be transparent.

- (c) All students are not allowed to have the following on them:
 - i. Tattoos of any kind (visible or otherwise)
 - Students found with any tattoos should remove it before they are allowed to go to class.
 - ii. Henna painting
 - iii. Make-up of any form
 - iv. Long or coloured nails are not allowed.
 - v. Fanciful or striking spectacle frames
 - Spectacle lenses should not be tinted.
 - vi. Cosmetic contact lenses
 - E.g. contact lens with colour/patterns, contact lens that enlarge the pupils etc.
 - vii. Accessories of any kind unless special permission is given.
 - Religious accessories, when worn, should be concealed.
2. Student leaders are to put on their Student Leaders' badge at all times when they are wearing the school uniform.

STYLE

BOYS



Face

- Clean shaven
- No piercings

Tie

- Tie-knot to be worn at top button

Hair

- Neat & Not dyed
- Must not touch ears at the sides
- Fringe must be above eyebrows

Shoes & Socks

- Only black, blue or white sports or canvas shoes
- Only black, grey or white socks

Pants & Shorts

- Unaltered and appropriately fitted
- No tight/skinny pants or shorts allowed

STYLE

GIRLS



Hair

- Not dyed &
- Neatly tied up
- Fringe must be above eyebrows
- Long fringe to be clipped up

Accessories

- Only a pair of ear studs/sticks may be worn at the ear lobes
- No other accessories allowed

Tie

- Tie-knot to be worn at top button

Shoes & Socks

- Only black, blue or white sports or canvas shoes
- Only black, grey or white socks

Pinafore

- Correct size
- At knee length

STYLE

P.E.



PE T-shirt

- Tucked in at all times

PE Shorts

- Have the JWSS logo

ATTENDANCE

Rationale: To cultivate self-management through personal responsibility and accountability

- All students are expected to be punctual for and be present in school to attend the flag raising ceremony and all lessons.
- Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.
- All students are to adhere to the following:
 - Be punctual and present for the flag raising ceremony, assembly, all lessons, activities and other school events.
 - Assemble in the parade square (or classroom/hall during inclement weather) by 7.20 a.m. It is the responsibility of the student to personally inform his/her Form Teacher if he/she is in school but not in the respective assembly area due to valid reasons.
 - Inform the Form Teachers or the General Office of their absence from school by 7.30 a.m. on the day of absence.
 - Submit an original copy of the Medical Certificate (MC) for the day(s) absent from school to the Form Teacher on the day of return to school.
 - Letters from parents/guardians explaining a student's absence from school should not exceed six in a year as students' attendance in school is critical for them to do well in school.
 - Letters from parents/guardians cannot be used to explain absence from tests or examinations. Absence from a test/examination without a valid MC will result in the student getting a zero mark for the test/examination.
 - Submitted MCs must be issued by a medical practitioner registered under the Medical Registration Act or the Dental Registration Act.
 - Persistent truancy is viewed as a wilful absence from school and may result in expulsion. If a student has been absent from school without any valid reasons for three days (the days need not be consecutive), a letter of warning will be issued to the student.
 - Students who leave school early due to health reasons must submit a valid MC. Parent's letter are not acceptable.
- A student who has been late without valid reason for six times for the year will be issued a letter of warning.
- Students with less than 95% attendance (where absence is without valid medical reasons) may not be allowed to sit for the End-of-Year examinations.
- Poor attendance **and persistent late coming to** school may affect the conduct grade and testimonial of the student.

MY CHARACTER DEVELOPMENT & WELL-BEING

7. The procedures and timings for morning assembly and the flag raising ceremony (except on Wednesdays) are as follows:

Time	Activity
7.25 a.m.	<ul style="list-style-type: none"> • Morning music starts. • Students are to assemble in the parade square / school hall / classroom for flag raising ceremony. • An announcement will be made via the public address system if students need to assemble in the hall or in the classroom due to inclement weather.
7.30 a.m. onwards	<ul style="list-style-type: none"> • Morning music stops • The school main gates will be closed at 7.35 a.m. sharp. The flag raising ceremony will commence. • Students who are not present with their form class for the flag raising ceremony (although they are in school), will be considered as late for school.

8. Students who reach school after 8.00 a.m. would be considered as severely late. They are to obtain a blue coloured Late Coming Slip from the security guards at the security post and proceed to the General Office to obtain approval to proceed for lessons. Students should not proceed for lessons or activities for the day unless approval has been given.

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- 10. Leave of absence during curriculum time will not be approved unless it is on compassionate grounds. Students are advised to have their medical or dental appointment after curriculum time.
- 11. Students who need to be absent from school during term time for valid reasons should seek special permission from the Principal/Vice- Principal by filling in a Leave-Of-Absence (LOA) form. Failing which, it will be considered as truancy.
 - (a) For planned absences, application should be submitted at least 2 weeks before.
 - (b) For last minute request on compassionate grounds, students should approach the General Office directly if in school or notify via their form teachers if not in school.
- 12. Preparing and studying for tests or examinations is not a valid reason for absence from school and such offences will have a direct impact on the student's conduct grade and testimonials.
- 13. Going on holidays during term time will not be considered as a valid reason for absence from school, including lessons, CCA and school programmes. Such offences will have a direct impact on the student's conduct grade and testimonials.
- 14. Attending tuition and other enrichment outside of school will not be considered as a valid reason for absence from school, afternoon lessons or programmes and CCA. Such offences will have a direct impact on the student's conduct grade and testimonials.
- 15. Attendance at detention and CWO is compulsory where assigned. Any assigned hours must be duly completed within the stipulated time.
- 16. Attendance at CCA is compulsory. Students who are absent from CCA will need to produce a valid MC (refer to Point 3g above) for the period of absence to the CCA teacher in-charge. Poor CCA attendance may affect conduct grade and school/national representation in competitions.
- 17. If a student no longer has any more lessons for the day, the earliest time that he/she can be dismissed from school will be at 12.40 p.m.
- 18. Students who do not have any lessons in between periods should do their own self-revision at the Book Room. Where there are such instances, it will be formally arranged by the school. Students are to sign in and out with the librarian at the Book Room

MY CHARACTER DEVELOPMENT & WELL-BEING

ATTITUDE AND BEHAVIOUR

Rationale: To cultivate self-discipline through responsible decision making

1. Students are to respect and obey all school rules and regulations.
2. Students are to display exemplary conduct and behave with decorum at all times.
3. Students are to observe silence when they gather at the parade square or hall for flag raising ceremony or other school functions. They are to conduct themselves well during such gatherings where common courtesy and respect must be accorded to all concerned including guest speakers.
4. Students are expected to be attentive and participate actively during lessons.
5. Students are expected to complete and hand in all assignments on time.
6. Students are to ensure adherence to the following at all times:
 - (a) Students are not allowed to stay in the class during recess **and lunch** unless with permission from a teacher.
 - (b) Students are prohibited from entering any staff offices, such as the Staff Rooms, SH/LH Room, Support Staff Room and HOD room, as well as the Staff Lounge.
 - (c) Students can enter special rooms (eg. **music room, AVA room**) in the school only when accompanied by teachers.
 - (d) Food and drinks should be consumed only at the designated eating areas. No food and drinks except mineral water are allowed in the classrooms/special rooms. School staff has the right to discard any food or drinks brought into classroom (excluding snack time).
 - (e) Students should return all eating utensils to the respective receptacles after use.
 - (f) Students are not allowed to invite anyone into the school without permission. All visitors to the school must obtain a Visitor Pass at the security post and report to the General Office.
 - (g) Students are strictly not allowed to use abusive or foul language.
 - (h) Possession of any material that promotes unhealthy habits such as gambling, violence, harassment, discrimination etc. is strictly not allowed.
 - (i) Possession and consumption of alcohol and tobacco-related products, like cigarettes and e-cigarettes, are strictly not allowed.
 - (j) Possession of any incendiary items, such as lighters, paracord survival bracelet, matchsticks, matchboxes, empty cigarette boxes, are strictly not allowed.

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- (k) 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.
- (l) All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others
- (m) Cycling, skating, rollerblading and riding skate-scooters within the school grounds are strictly not allowed.
7. Students are to observe the following with regard to the use of mobile devices (including mobile phones and other electronic devices):
 - (a) Students carry mobile phones to school at their own risk. No other personal electronic devices (except school-issued PDLP devices) should be brought to school.
 - (b) Students are only allowed to use mobile phones and other electronic devices after curriculum time. Students are to inform their parents/guardians that they are not allowed to use mobile phones during curriculum time and parents /guardians can contact the General Office should they need to talk their child/ward.
 - (c) All mobile phones and electronic devices should be **switched off** and kept out-of-sight unless it is used for the purpose of teaching and learning and approved by the teacher. They will be confiscated if they are seen or heard during curriculum time.
 - (d) Charging of any electronic devices **except PLDs within school premises** is not allowed at all times.
 - (e) The period of confiscation will be as follows:

No. of offence	Confiscation period
1st time	1 day
2nd time	3 days
3rd time	5 days
4th time or more	Mobile phones only to be returned to parents after 7 working days. OR Students may be banned from bringing mobile phones to school.

POSSIBLE CORRECTIVE AND DISCIPLINARY ACTIONS

Offences	Possible Corrective & Disciplinary Actions
<p>Minor Offences</p> <p>A breach of the rules and regulations in the areas of Attire, Appearance, Attendance, Attitude and Behaviour including:</p> <ul style="list-style-type: none"> • Late coming for school lessons and CCAs • Unauthorised alteration of school uniform • Improper/Unacceptable attire • Improper/Unacceptable appearance • Unauthorised and improper use of mobile phones during curriculum time • IT-related offences depending on the nature of the offence • Failure to return plates and cutlery to assigned receptacles • Failure to complete and hand in assignments on time • Failure to complete detention hours 	<ul style="list-style-type: none"> ➤ Confiscation of unauthorised items ➤ Corrective Work Order ➤ Counselling ➤ Detention ➤ Immediate rectification ➤ Involvement of parents ➤ Probation ➤ Review of Conduct Grade ➤ Warning Letter ➤ Suspension ➤ Verbal warning

Offences	Possible Corrective & Disciplinary Actions
<p>Serious Offences</p> <p>The repeat occurrence of the above mentioned minor offences resulting in the persistent commission of the offences would constitute a serious offence. In addition, the following offences are considered serious:</p> <p>In addition, the following offences are considered serious:</p> <ul style="list-style-type: none"> • Absence without valid reasons from school (i.e. Truancy) • Arson or any attempt to start a fire • Attempting to cheat or cheating in any form in school test or examination • Borrowing or lending of money • Bullying/Fighting/Instigating others to fight • Commission of offences during probation period • Cyber abuse • Deception and forgery of any kind • Defiance towards school authority • Disregard of safety rules in school premises and special rooms such as workshops and laboratories • Engaging in inappropriate behaviours and/or having inappropriate physical contact in or outside of school. • Extortion • Gambling • Gang association • Glue sniffing • Online impersonation • IT-related offences depending on the nature of the offence • Leaving school without permission 	<ul style="list-style-type: none"> ➤ Caning ➤ Confiscation of unauthorised items ➤ Corrective Work Order ➤ Detention ➤ Expulsion ➤ Individual Monitoring via the Blue Book ➤ Involvement of External Agencies ➤ Involvement of Parents ➤ Letter of Undertaking and Probation with monthly progress report from teachers ➤ Official record of offence(s) ➤ Period of compulsory counselling ➤ Review of Conduct Grade ➤ Review of Testimonial ➤ Suspension ➤ Warning Letter

SCHOOL-BASED ASSESSMENT (EXAMINATIONS/ COMMON TESTS)

Rules and Regulations

Attire & Appearance

1. All students must be in proper school attire with proper appearance as specified in the school rules and regulations. **Failure to adhere may result in students being barred from the examination.**

Punctuality

2. Students who are late for any paper will report to the General Office before reporting to the respective examination venues.
3. No extra time will be given for late-comers.

Dishonesty

4. The school takes a serious view of any dishonesty, including the following, where a student:
 - i. Has in his/ her possession any unauthorised devices capable of capturing, storing, displaying and/or transmitting or receiving visual, audio or verbal information within the assessment premises;
 - ii. Has in his/ her possession any unauthorised reference materials, notes or paper;
 - iii. Commits or attempts any acts of dishonesty, or support such acts. For example, writing information/notes on any part(s) of his/ her body, taking the examination on someone else's behalf, using unauthorised devices, or giving answers to or obtaining answers from another candidate;
 - iv. Communicates or attempts to communicate with any other candidate(s)/ unauthorised person(s) during the examination or any other occasion when communication is strictly prohibited;
5. A student who commits or attempts any acts of dishonesty, or the abetment of such acts, would be awarded a zero mark for that paper and warrant disciplinary actions to be taken which will also affect conduct grade.

Use of Stationery

6. Students should bring their own stationery that they will need for the papers. No borrowing of stationery / calculators / MTL dictionaries from teachers or students is allowed during the paper. However, should they need assistance during the paper, they need to alert the invigilator.

7. Students must only bring approved calculators and dictionaries into the assessment venue for papers which allow the use of calculators and dictionaries. Any non-compliance will be considered as a breach of the regulations and you may be subjected to the penalty measures.

Use of Washroom during School-based Assessment

8. Students are encouraged to use the washroom before the start of the paper. They will not be allowed to use the washroom fifteen minutes after the start and fifteen minutes before the end of the paper. Students are also discouraged to use the washroom in the midst of the paper so that they could fully utilise the time allocated for the paper.

Absence from School-based Assessment

9. Attendance at all school-based assessment is compulsory.
10. Students who are absent for any paper are required to submit an original and valid medical certificate to their Form Teachers supporting their absence immediately upon their return to school, failing which, a zero mark will be awarded for the paper the student is absent from without any valid reasons.

At the start of and during the School-based Assessment

11. Before the start of the assessment, students are to carefully check that the script for the correct subject and code has been distributed to them and that the number of printed pages is correct as stated in the question paper. Should the paper be incorrect, or contain missing pages or blank pages, the invigilator should be informed immediately. Otherwise, students will lose the opportunity to gain marks due to questions missed.