



JURONG WEST SECONDARY SCHOOL

CODE OF CONDUCT

Philosophy and Approach

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

The student management 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 within and beyond school premises.

Students are to wear the prescribed school uniform. Modification to the uniform is strictly not allowed.

General Uniform Requirements

1. Students must wear prescribed school uniform at all times, including during school holidays and outside school premises.
2. **Uniform Standards:**
 - Shirts must be tucked in
 - Pinafore hem must not be above knee level
 - All garments must be properly fitted (not oversized, tight, or short).
3. **Footwear Requirements:**
 - Sports or canvas shoes only in black, blue, white, or grey
 - No bright-colored elements (including laces)
 - Prohibited: slip-on shoes, high-cut shoes, shoes with lights/wheels/wedges
 - Medical exemptions require teacher approval with registered medical practitioner documentation.
4. **Sock Requirements:**
 - Plain black, white, or grey socks (school socks with designs permitted)
 - Must cover ankles but not extend to calf.
5. **School Tie:**
 - Required every Monday except during examination periods.

Activity-Specific Attire

Activity	Required Attire
Daily Attendance	School uniform (shorts for lower sec boys, pants for upper sec boys, pinafore with blouse for girls)
Mondays	School uniform with tie
Fridays (non-exam periods)	PE T-shirt (or current year class T-shirt) with school bottoms or pinafore
PE Lessons	PE attire (may arrive in PE attire if lesson before recess, except Mondays)
Examinations & Formal Events	School uniform with tie

Activity	Required Attire
Sports Activities	PE attire or CCA-specific uniform
Excursions	Activity-appropriate: school uniform, PE attire, or class T-shirt with school bottoms
Weekends & Holidays	PE attire or approved T-shirt with school bottoms
Night Study Programs	School uniform, PE attire, or approved T-shirt with school bottoms

APPEARANCE

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

All Students

Hair Requirements:

- Natural hair color only (no dyeing, tinting, or highlights)
- Hair must be neat and well-groomed at all times.

Prohibited Items:

- Tattoos or henna painting (must be removed before class attendance)
- Makeup of any form
- Long or colored nails
- Striking or tinted spectacle frames
- Cosmetic contact lenses (colored, patterned, or pupil-enlarging).

General Requirements:

- Religious accessories must be concealed
- No other accessories without special permission
- Student leaders must wear identification badges when in school uniform.

Male Students

For male students, moustache/beard/goatee/facial piercings are not allowed. All students must be clean-shaven and neat in appearance.

Hair Specifications:

- Hair must not touch eyebrows, ears, or uniform collar when combed down
- Neat and simple hairstyles only (eg. sloped haircut); prohibited styles include undercut, shaved sides/partings, V-shaped back, skin head and so on
- Hair should not be excessively thick, bushy, or permed
- Sideburns must not extend beyond ear cartilage center.

Jewelry and Accessories:

- No earrings, ear sticks, or facial piercings permitted.

Female Students

Hair Specifications:

- Shoulder-length or longer hair must be tied up
- Fringe above eyebrows or clipped up if longer

- Hair accessories limited to black, blue, grey, or white in plain designs

Jewelry and Accessories:

- Maximum one simple ear stud per earlobe ($\leq 3\text{mm}$ diameter)
- Gold, silver, or dark-colored studs only
- Transparent ear sticks permitted
- No earrings allowed.

ATTENDANCE

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

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.

Daily Attendance Expectations

Morning Assembly Requirements:

- Be punctual and present for flag-raising ceremony, assembly, all lessons, activities, and school events
- Assemble in parade square (or designated indoor area during inclement weather) by 7.25 a.m.
- Students in school but not in assembly area must personally inform Form Teacher of valid reasons
- Students who are not present with form class during flag-raising are considered late, even if in school.

Daily Schedule:

Time	Activity
7.20 a.m.	Morning music begins; ensure materials for first lesson are ready (including PLD), place mobile phones in lockers
By 7.25 a.m.	Assemble with form class for flag-raising ceremony
7.30 a.m.	Morning music stops
7.35 a.m.	School gates close; flag-raising ceremony begins
After 8.00 a.m.	Severely late - obtain blue slip from security, report to General Office for approval to proceed to class.

Absence Notification and Documentation

Notification Requirements:

- Inform Form Teacher or General Office by 7.30 a.m. on day of absence
- Submit original Medical Certificate to Form Teacher upon return to school
- Medical certificates must be issued by registered medical or dental practitioners only.

Parent Letters:

- Maximum six parent letters per year for absences
- Cannot be used for test/examination absences (results in zero marks)
- Not acceptable for early dismissal due to health reasons.

Leave of Absence Procedures

Application Process:

- Planned absences: Send email to Form Teacher within 2 weeks of leaving with
 - travel documentation (showing arrival and departure dates)
 - stating reason for absence,
 - dates away from school,
 - and destination.
- Emergency/compassionate grounds: Contact General Office directly or notify via Form Teacher.

Invalid Reasons for Absence:

- Participation in an external, non-school activity as deemed not valid by the school
- For example: Test/examination preparation, Term-time holidays, External tuition or enrichment activities.
- All invalid absences affect conduct grade and testimonials.

Attendance Standards and Consequences

Warning System:

- Six late arrivals without valid reason = official warning letter
- Three days truancy = official warning letter
- Persistent truancy may result in expulsion.

Academic Impact:

- Students with less than 95% attendance (where absence is without valid medical reasons) may be denied certain privileges, including not allowed to sit for End-of-Year examinations

- Unsatisfactory attendance and persistent late coming will negatively impact the student's conduct grade and testimonial.

Compulsory Attendance Requirements

Mandatory Participation:

- CCA sessions (valid medical certificate required for absences)
- Detention and Corrective Work Orders within stipulated time
- All assigned school programs and activities.

Special Attendance Provisions

Early Dismissal:

- Earliest dismissal time: 1.00 p.m. when there are no remaining lessons
- Students with free periods must report to Book Room for supervised study and sign in/out with librarian.

ATTITUDE AND BEHAVIOUR

Rationale: To cultivate self-discipline through responsible decision-making.

General Conduct Expectations

Basic Standards:

- Respect and obey all school rules and regulations
- Display exemplary conduct and behave with decorum at all times
- Observe silence during flag-raising ceremonies, assemblies, and school functions
- Show common courtesy and respect to all, including guest speakers
- Be attentive and participate actively during lessons
- Complete and submit all assignments on time.

School Premises Guidelines

Restricted Areas:

- No staying in classrooms during recess/lunch without teacher permission
- Staff offices require permission to enter
- Special rooms (music, AVA) accessible only with teacher supervision.

General Conduct:

- Food and drinks only in designated eating areas (water allowed in classrooms)
- Return eating utensils to proper receptacles after use
- No visitors without permission; all visitors must obtain passes and report to General Office
- No abusive or foul language
- No cycling, skating, rollerblading, or scootering on school grounds.

Prohibited Items and Substances

Strictly Forbidden:

- Materials promoting gambling, violence, harassment, or discrimination
- Alcohol, tobacco products, and vaporizers
- Incendiary items (lighters, matchsticks, paracord survival bracelets)
- Drugs (prohibited by law)
- Items intended to cause harm to others.

All students are not allowed to have in their possession any weapon or weapon-like devices in school. They are also not allowed to bring any weapon-like item that is used or intended to be used to cause harm to others.

Mobile Device Policy

Usage Rules:

- Mobile phones carried at own risk; no other personal electronic devices allowed (except school-issued PLDs)
- Devices must be switched off and stored in assigned lockers during school hours
- Use is prohibited during curriculum time, CCA, and after-school activities
- Parents should contact General Office for urgent communication.

Confiscation Schedule:

Offense	Confiscation Period
1 st Time	1 Day
2 nd Time	3 Days
3 rd Time	5 Days
4 th + Time	7 working days (returned to parents only) or permanent ban

Additional Guidelines:

- School may confiscate devices for disciplinary measures or investigations
- Emergency calls must be made through General Office
- No unauthorized photography or videography of others.

Classroom Locker Policy

Student Responsibilities:

- Maintain locker condition and cleanliness
- Report damage promptly
- Secure personal belongings (school not liable for losses)
- Use for assigned student's items only (no sharing).

Prohibited Storage Items:

- Food, drinks, or items attracting pests
- Safety hazards (fire-starting items, weapons)
- Classroom distractions
- Contraband (tobacco products, vaporizers).

Additional Requirements:

- No overnight storage of PLDs or valuables
- No charging PLDs in lockers
- School reserves right to inspect lockers for safety/security.

CYBER ETIQUETTE

Acceptable Use Policy (AUP) for use of EdTech Resources

Purpose of the Acceptable Use Policy (AUP)

Technology is an essential part of learning in today's world.

This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

EdTech resources include the following, but are not limited to:

- Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and school internet networks.

For more information, please refer to:

Student Kit on Cyber Wellness and Learning with a Learning Device (Primary) –

<https://go.gov.sg/cw-studentkitpri>

Student Kit on Cyber Wellness and Learning with a Personal Learning Device (Secondary)

– <https://go.gov.sg/cw-studentkit>

General

1. You should not attempt to access data, system and information that you are not authorised to.
2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

Using your PLD

3. You are responsible for your PLD. In the event of loss or theft of the device, you must make a police report and report the matter to the school.
4. To have a positive learning experience, you should ensure that your PLD is fully charged **before** bringing it to school. Should you need to charge your PLD in school, you should only do so at the school's designated charging stations, during recess and/or after-school hours.
5. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.
6. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. You **should not** attempt to bypass the DMA. Students who willfully bypass the DMA will be considered to have committed a serious offence.
7. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.

Being a Responsible Digital Citizen

8. You should interact with others in a respectful and responsible way. You should not post online remarks that are
 - racially and/or religiously insensitive,
 - vulgar and/or offensive, or
 - hurtful to others.
9. You should not use any devices to
 - store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
 - make threats, cause harassment or embarrassment, impersonate or intimidate others.
10. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

Non-compliance with the above will lead to disciplinary action in accordance with the school's discipline policy.

Respecting Copyright

11. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
12. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

13. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
14. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
15. You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other's work as your own.

Staying Safe and Secure online

16. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
17. You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.

18. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Digital Wellbeing and Balance

19. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
20. You should avoid excessive use of your devices outside learning hours.
21. You should take regular breaks to rest your eyes and mind.
22. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.

CYCLING SAFETY ADVISORY

Cycling Safety Advisory

Safety Requirements:

- Ensure bicycle is in good working condition (brakes, chains, tires, lights, bell)
- Wear protective gear (helmet, proper shoes)
- No mobile phone use or music while cycling
- Follow traffic rules and cycle responsibly
- Secure bicycles at designated racks (school not liable for loss/damage)

DISCIPLINARY & RESTORATIVE PROCESS

Disciplinary Framework

An offence is considered serious when a student:

- a) causes serious harm and/or disruption to self, whether physical, psychological or social; and/or
- b) causes serious harm and/or disruption to others, whether physical, psychological or social; and/or
- c) causes serious damage to property or resources; and/or
- d) shows defiance against authorities.

For serious offences which also involve a breach of the law (e.g., Substance Abuse, Vaping, Theft, Possession of weapons, Scams and Frauds), schools are required to report the offence to the relevant law enforcement agencies (LEAs) promptly. For such cases, schools will mete out school-based consequences, **in addition** to the consequences meted out by the authorities.

Bullying Categories:

A repeated pattern of behaviour where a student or group intentionally targets others to cause distress. It can be cyber, physical, social/relational or verbal in nature.

Cyber	Using technology to repeatedly harass, threaten or humiliate others	<ul style="list-style-type: none">• Online targeting• Creating hate groups• Sharing of embarrassing content	<ul style="list-style-type: none">• Coordinated online attacks• Digital harassment
Physical	Acts of causing physical harm, intimidation or property damage	<ul style="list-style-type: none">• Pushing/shoving• Tripping of targeted individuals	<ul style="list-style-type: none">• Damaging victim's belongings• Organised group physical intimidation
Social	Acts of intentional exclusion or causing reputation damage	<ul style="list-style-type: none">• Engineering social exclusion• Rumour campaigns	<ul style="list-style-type: none">• Relationship manipulation• Public humiliation
Verbal	Acts of name-calling, threats or spreading of rumours	<ul style="list-style-type: none">• Name-calling• Mocking of personal traits• Threats/intimidation	<ul style="list-style-type: none">• Degrading comments• Persistent insensitive remarks

Categorisation of Offences

The below list is non-exhaustive. The school reserves the sole right to determine and decide which category the offence falls under and the appropriate corrective and disciplinary action(s) that needs to be taken.

The repeated occurrence of the below-mentioned minor offences resulting in the persistent commission of the offences would constitute a serious offence.

The school may also issue rules and guidelines pertaining to specific matters of discipline from time to time. These may serve to add on to or clarify existing rules and corrective actions.

Type of Offences (Minor Offences)	
<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• Failure to complete and hand in assignments on time• Failure to complete detention hours / corrective work orders• Failure to return plates and cutlery to assigned receptacles• Insensitive acts/remarks• Playful/uncooperative behaviours• Online misconduct• Using vulgar/abusive language or gestures	<ul style="list-style-type: none">• Negligent damage of property• Littering• IT-related offences depending on the nature of the offence
Possible Disciplinary & Restorative Actions	
<ul style="list-style-type: none">➤ Confiscation of unauthorised items➤ Corrective Work Order➤ Counselling➤ Detention➤ Immediate rectification➤ Involvement of parents	<ul style="list-style-type: none">➤ Probation➤ Review of Conduct Grade➤ In-school Suspension➤ Verbal Warning➤ Warning Letter

Type of Offences (Serious Offences)	
<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 assessments • Assault • Borrowing or lending of money • Bullying (all forms) • Fighting/Instigating others to fight • Commission of offences during probation period • Cyber security violations (eg. bypassing DMA in PLDs) • 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. • Vaping • Extortion • Gambling • Gangsterism • Glue sniffing / Inhalant abuse • Online impersonation • IT-related offences depending on the nature of the offence • Leaving school without permission 	<ul style="list-style-type: none"> • Misuse of school equipment or facilities • Outrage of modesty • Persistent absenteeism from CCA without valid reasons • Persistent disruptive behaviour in class or during assembly or school events • Persistent late coming • Possession of any items that could start a fire such as matchsticks and lighters/paracord bracelet with fire-starting features • Possession of weapon and weapon-like items • Possession or consumption of alcohol or drugs • Possession or viewing of pornography or unauthorised materials • Receiving police reports on commission of offences • Sexual misconduct of any form such as (and not limited to) harassment, exploitation, abuse/assault. • Smoking or possession of cigarettes/ cigars • Theft • Trespassing and unauthorised access • Use of abusive or vulgar language, including on online platforms • Vandalism
Possible Disciplinary & Restorative Actions	
<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 	<ul style="list-style-type: none"> • 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

“We are what we repeatedly do. Excellence, then, is not an act, but a habit” – Aristotle

JWSS Student Routines

Daily Routines for Digital Devices

Before Morning Assembly:

- Ready your lesson materials for first period lesson.
- Place your **fully charged** PLD into your classroom locker, if it is not needed for first period lesson.
- Lock your classroom locker with an approved lock bought from the bookshop.
- Ensure mobile phone is on silent/airplane/switched off.
- Place mobile phone in assigned locker by **7.25am**.
- Assemble with your form class for morning assembly by **7.30am**.

During School Time:

- Students are **not** allowed to access or use mobile phones during school times (inclusive of all break times, CCA, enrichment programme).
- You are to use the phone at the General Office if you need.
- Use your PLD for the right purpose and for learning.
- If you need to charge your PLD, you may charge your PLD using the provided charging sockets. However **your PLD SHOULD NOT be left unattended at all times**, even when it is charging.

End of school time:

- Bring home your PLD as you are not allowed to leave your PLD overnight in school.
- After the last activity for the day, students may retrieve their mobile phones from their assigned mobile phone lockers just **before** they leave school.

If you are late for school, you will need to deposit your mobile phone in your mobile phone locker **before you enter class. It will take less than a minute.*

Lesson Decorum – G.R.A.C.E Routine

Greet

- Greet each other and teachers with a smile as a mark of respect and to acknowledge your teachers

Ready

- Ready for lessons with all necessary materials including your PLD
- Ready to learn mentally and physically

Attire

- Attire check to ensure appropriateness for lessons (classroom, PE/ CCA/ Labs/ Kitchens and Workshops)

Clean

- Clean up before and after using a space so that it is better than before. Otherwise it will become worse than before.

Etiquette

- Behave like a student at all times.
- Distractions affect everyone including your teachers.