



## JURONG WEST SECONDARY SCHOOL School Rules and Regulations

### 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.
3. All students are to ensure the following with regard to the school uniform:
  - Shirts/T-shirts must be tucked in at all times.
  - The school pinafore for girls should be of knee length.
  - 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 and grey. The shoes should either be with laces or straps. Slip-on and hi-cut shoes are not allowed. Shoes with lights, wheels or wedges are also not allowed.
  - Only black, white or grey socks must be worn and it should cover one's ankle.
  - No slippers or sandals are to be worn at all times in the school premises unless special permission has been granted by a teacher due to medical reasons which are supported by documentary evidence from a professional practitioner.
  - 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 Event/Activities	Attire
Daily (including on days with PE lessons)	<ul style="list-style-type: none"> <li>• Prescribed school uniform               <ul style="list-style-type: none"> <li>➢ Shirt and shorts for lower secondary boys</li> <li>➢ Shirt and pants for upper secondary boys</li> <li>➢ Pinafore with blouse for both upper and lower secondary girls</li> </ul> </li> </ul>
Every Monday (regardless of timing of PE lesson on Monday)	<ul style="list-style-type: none"> <li>• Prescribed school uniform with tie</li> </ul>
PE lessons	<ul style="list-style-type: none"> <li>• PE attire               <ul style="list-style-type: none"> <li>➢ If the PE lesson is before recess:</li> </ul> </li> </ul>

	<p>Students are allowed to come to school in their PE attire (<b>except on Mondays when all students are to wear the school uniform with tie regardless of the timing of PE lesson</b>) but have to change to school uniform during recess.</p> <p>➤ If the PE lesson is <u>after</u> recess: Students are <b>not</b> 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.</p>
School functions e.g. Speech Day	<ul style="list-style-type: none"> <li>• Prescribed school uniform with tie</li> </ul>
Examinations	<ul style="list-style-type: none"> <li>• Prescribed school uniform</li> </ul>
Inter-class Games	<ul style="list-style-type: none"> <li>• PE attire</li> <li>• Class T-shirt with PE shorts</li> </ul>
School Excursions & Learning Journeys (Depending on the nature of activity)	<ul style="list-style-type: none"> <li>• Prescribed school uniform</li> <li>• PE attire</li> <li>• Class T-shirt with school shorts/pants/PE shorts/pinafore</li> </ul>
Saturdays & School Holidays	<ul style="list-style-type: none"> <li>• PE attire</li> <li>• PE/CCA/Class T-shirt with school shorts/pants/PE shorts/pinafore</li> </ul>
Physical activities and in the Gym	<ul style="list-style-type: none"> <li>• PE attire</li> <li>• CCA/Class T-shirt with PE shorts</li> </ul>
Night Study Programme/ Consultations	<ul style="list-style-type: none"> <li>• Prescribed school uniform</li> <li>• PE attire</li> <li>• PE/CCA/Class T-shirt with shorts/pants/PE shorts/pinafore</li> </ul>
During CCA	<ul style="list-style-type: none"> <li>• CCA Attire</li> </ul>
Every Friday (except during the examination periods)	<ul style="list-style-type: none"> <li>• PE T-shirt with school shorts/pants/pinafore</li> </ul>

## **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
    - Only natural hair colour is allowed (i.e. no dyeing/tinting/highlighting).
    - Hair must be neat and kept above the eyebrows. When combed downwards, hair should not cover the eyes and hair at the sides must not touch the ear as well as the collar of the uniform.
    - Hair at the crown must not be too thick or bushy. Hairstyles such as undercut, thin shaven at the side, shaved line parting, fringe touching eye-brows, V-shaped at the back are not allowed.
    - Hairstyles must be kept simple. It should not incorporate any inappropriate styles as deemed by the school.
    - Earrings or ear sticks are not allowed.
    - Moustache/Beard/Goatee/Facial Piercings are not allowed. All students must be clean shaven.
    - Sideburns, where kept, should not go beyond the cartilage at the centre of the ear.
  - b. For Female Students
    - Only natural hair colour is allowed (i.e. no dyeing/tinting/highlighting).
    - Hair must be neat and hair that is touching the shoulder or hair that is longer than shoulder length should be tied up.
    - Length of hair fringe should be above the eyebrows. If the fringe is below the eyebrows, it should be clipped up.
    - Hair accessories, when worn, should not be fanciful.
    - Ear studs must be of a simple design and not fanciful.
    - Only one ear stud per ear is allowed and it has to be worn on the ear lobes only.
    - Only transparent ear sticks are allowed.
    - Dangling earrings are not allowed.
  - c. For All Students
    - Tattoos of any kind are strictly not allowed whether it is visible or otherwise. Students found with tattoo should remove it before they are allowed to go to class.
    - Henna painting is not allowed.
    - Make-up of any form is not allowed.
    - Long or coloured nails are not allowed.
    - Fanciful or striking spectacle frames are not allowed. Spectacle lenses should not be tinted.
    - Contact lenses with colour/patterns are not allowed. Black contact lenses which make the pupils looked bigger are also not allowed.
    - Accessories of any kind are not allowed unless special permission is given. Religious accessories, when worn, should be concealed.

## **ATTENDANCE**

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

1. All students are expected to be punctual for and be present in school to attend the flag raising ceremony and all lessons.
2. 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.
3. 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 am. 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 7.30am on the day of absence.
  - Submit an original copy of the Medical Certificate (MC) for the day/days absent from school to the Form Teacher on the day of return to school.
  - Letters from parents/guardians cannot be used to explain absence from tests or examinations. Absence from test/examination without MC will result in the student getting a zero mark for the test/examination.
  - Absence from school, without any valid reasons, is considered truancy. 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.
4. A student who has been late without valid reason for six times for the year will be issued with a letter of warning.
5. Students with less than 95% attendance without valid reasons may not be allowed to sit for the End-of-Year examination.
6. The procedures and timings for morning assembly and the flag raising ceremony (except on Wednesdays) are as follows:

<b>Time</b>	<b>Activity</b>
7.25 am	<ul style="list-style-type: none"><li>• Morning music starts.</li><li>• Students are to assemble in the parade square for flag raising ceremony.</li><li>• 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.</li></ul>
7.35 am onwards	<ul style="list-style-type: none"><li>• Morning music stops</li><li>• The school main gates will be closed at 7.35am sharp. The flag raising ceremony will commence.</li><li>• 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.</li></ul>

6. The procedures and timings for morning assembly and the flag raising ceremony on Wednesdays are as follows:

<b>Time</b>	<b>Activity</b>
8.10am	<ul style="list-style-type: none"> <li>• Morning music starts.</li> <li>• Students are to assemble in the parade square for flag raising ceremony.</li> <li>• 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.</li> </ul>
8.20am onwards	<ul style="list-style-type: none"> <li>• Morning music stops.</li> <li>• The school main gates will be closed at 8.20am sharp. The flag raising ceremony will commence.</li> <li>• Students who are not present for the flag raising ceremony (although they are in school) will be considered as late for school.</li> </ul>

7. Students who reach school after 8.00am (or 8.30am on Wednesdays) would be considered as severely late and 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 see one of the Vice Principals (or HOD Student Management if both Vice Principals are not in schools) to obtain approval to proceed for lessons. Students should not proceed for lessons or activities for the day unless approval has been given via the signing of the form by one of the Vice Principals or by the HOD Student Management.
8. 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.
9. Students who need to be absent from school during term time for valid reasons (e.g., on compassionate grounds, etc) will need to seek special permission from the Principal/Vice-Principal where it is planned. Failing which, it will be considered as truancy.
10. 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.
11. Going on holidays during term time will not be considered as a valid reason for absence from school and such offences will have a direct impact on the student's conduct grade and testimonials.
12. Attending tuition 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.
13. Attendance at detention is compulsory. Any assigned detention hours must be duly completed within the stipulated time.
14. Attendance at CCAs is compulsory. Students who are absent from CCA will need to produce a valid Medical Certificate (MC) for the period of absence to the CCA teacher

in-charge. Poor CCA attendance may affect Conduct Grade and school/national representation in competitions.

15. 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 12.30 pm.
16. Students who do not have any lessons in between periods should do their own self revision at the Book Room. This would have been formally arranged, Students are to sign in and out with the librarian at the Book Room.

## **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:
  - Students leaving the class during curriculum time are to display the subject teacher's pass on their uniform by clipping the pass onto the pocket or pinning onto the pinafore.
  - Students are not allowed to stay in the class during recess unless with permission from a teacher.
  - Students are prohibited from entering the Staff Rooms, Technical Staff Room, SH/LH Room, Support Staff Room, HOD room as well as the Staff Lounge.
  - Students can enter special rooms in the school only when accompanied by teachers.
  - 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).
  - All eating utensils should be returned to the respective receptacles after use.
  - 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.
  - Students are strictly not allowed to use abusive or foul language.
  - Possession and consumption of alcohol and cigarettes, including e-cigarettes are strictly not allowed.
  - Possession of any items that could start a fire such as lighters, paracord survival bracelet, matchsticks, matchboxes, empty cigarette boxes is strictly not allowed.
  - Possession and consumption of drugs are prohibited by law.
  - All students are not allowed to have in their possession any weapon. Students are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.
  - Cycling, skating, rollerblading and riding skate-scooters within the school grounds are strictly not allowed.
  - Student leaders are to put on their Student Leaders' badge at all times when they are wearing the school uniform.

7. Students are to observe the following with regard to the use of handphones:
- Students carry handphones to school at their own risk. No other electronic devices should be brought to school.
  - Students are only allowed to use handphones and other electronic devices after curriculum time. Students are to inform their parents/guardians that they are not allowed to use handphones during curriculum time and parents/guardians can contact the General Office should they need to talk their child/ward.
  - All handphones and electronic devices should be switched off during curriculum time. Handphones should not be seen during curriculum time. Handphones will be confiscated if any sound is heard or they are seen during curriculum time. No charging of any electronic devices is allowed at all times. The period of confiscation will be as follows:

<b>No.of offence</b>	<b>Confiscation period</b>
1 <sup>st</sup> time	1 day
2 <sup>nd</sup> time	3 days
3 <sup>rd</sup> time	5 days
4 <sup>th</sup> time or more	Handphones only to be returned to parents after 7 working days.

- Students who repeatedly flout the rule may be banned from bringing handphone to the school.
  - Should students need to make a call to their parents/guardians or read an urgent text message during curriculum time, they should proceed to the General Office where they will be allowed to use the phone in the General Office.
  - Students should not abuse the use of handphones. They should not take photographs or videos of others without their permission.
8. All students who arrive in school by private transport must alight at the designated disembarkation areas.
9. The overall Conduct Grade, Attendance, Punctuality of each student will be reflected in his/her Result Slip at the end of the year.



## **POSSIBLE CORRECTIVE AND DISCIPLINARY ACTIONS**

<b>Offences</b>	<b>Possible Corrective &amp; Disciplinary Actions</b>
<p><i>Minor Offences</i></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"> <li>• Late coming for school lessons and CCAs</li> <li>• Unauthorised alteration of school uniform</li> <li>• Improper/Unacceptable attire</li> <li>• Improper/Unacceptable appearance</li> <li>• Unauthorised and improper use of handphones during curriculum time</li> <li>• IT related offences depending on the nature of the offence</li> <li>• Failure to return plates and cutlery to assigned receptacles</li> <li>• Failure to complete and hand in assignments on time</li> <li>• Failure to complete detention hours</li> </ul>	<ul style="list-style-type: none"> <li>➤ Immediate rectification</li> <li>➤ Detention</li> <li>➤ Corrective Work Order</li> <li>➤ Counselling</li> <li>➤ Verbal warning</li> <li>➤ Confiscation of unauthorised items</li> <li>➤ Review of Conduct Grade</li> <li>➤ Involvement of parents</li> <li>➤ Probation</li> <li>➤ Suspension</li> <li>➤ Meeting with Vice Principal</li> </ul>
<p><i>Serious Offences</i></p> <p>The repeat occurrence of the above mentioned minor offences resulting in the persistent commission of the offences would constitute a serious offence.</p> <p>In addition, the following offences are considered serious:</p> <ul style="list-style-type: none"> <li>• Absence without valid reasons from school (Truancy)</li> <li>• Persistent late coming</li> <li>• Persistent absenteeism from CCA without valid reasons</li> <li>• Defiance towards school authority</li> <li>• <u>Use of coarse, abusive or foul language including on online platforms</u></li> <li>• Disregard of safety rules in school premises and special rooms such as workshops and laboratories</li> <li>• Attempting to cheat or cheating in any form in school test or examination</li> <li>• Misuse of school equipment or facilities</li> <li>• IT related offences depending on the nature of the offence</li> <li>• Leaving school without permission</li> <li>• Deception and forgery of any kind</li> </ul>	<ul style="list-style-type: none"> <li>➤ Period of compulsory counselling</li> <li>➤ Confiscation of unauthorised items</li> <li>➤ Official record of offence(s)</li> <li>➤ Detention</li> <li>➤ Corrective Work Order</li> <li>➤ Warning Letter</li> <li>➤ Involvement of Parents</li> <li>➤ Involvement of External Agencies</li> <li>➤ Letter of Undertaking and Probation with monthly progress report from teachers</li> <li>➤ Suspension</li> <li>➤ Review of Conduct Grade</li> <li>➤ Review of Testimonial</li> <li>➤ Meeting with Vice Principal</li> <li>➤ Meeting with Principal</li> <li>➤ Individual Monitoring via the Blue Book</li> <li>➤ Caning</li> <li>➤ Expulsion</li> </ul>

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Possession or consumption of alcohol or drugs</li> <li>• Possession or viewing of pornography or unauthorised materials</li> <li>• Smoking or possession of cigarettes/ cigars</li> <li>• Possession of any items that could start a fire such as matchsticks and lighters/paracord bracelet with lighter</li> <li>• Vaping</li> <li>• Persistent disruptive behaviour in class or during assembly or school events</li> <li>• Cyber abuse</li> <li>• Gang association</li> <li>• Glue sniffing</li> <li>• Gambling</li> <li>• Theft</li> <li>• Vandalism</li> <li>• Outrage of modesty</li> <li>• Arson or any attempt to start a fire</li> <li>• Borrowing or lending of money</li> <li>• Extortion</li> <li>• Bullying/Fighting/Instigating others to fight</li> <li>• Commission of offences during probation period</li> <li>• Receiving police reports on commission of offences</li> </ul> |  |
|--|--|

**Note:**

The above 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 need to be taken.

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.