



JUYING SECONDARY SCHOOL
聚英中学



School Rules

Introduction

The Student Development Team looks into the emotional, moral, social and cognitive development of the child, while the Discipline Department specifically looks at all matters pertaining to student management in school. The Team determines the standard of conduct for the school and manages the consequences for misbehaviour. The school rules below set the standards and boundaries of acceptable behaviour. This is to ensure a safe and conducive teaching and learning environment for all JYians.

Attire

- 1.1 Pupils are to wear the prescribed school uniform and modification to the uniform is not allowed.
- 1.2 The proper school uniform consists of: champagne coloured top, dark blue bottoms, white socks, black shoes (fastened by laces or Velcro tapes) and school tie.
- 1.3 Male pupils' hair at the back must be sloped and above the collar. Hair must not cover the ears or the eyebrows, or be in any flamboyant styles.
- 1.4 Male pupils are not allowed to keep facial hair and male pupils with facial hair will be required to be clean-shaven.
- 1.5 Female pupils' fringes must not cover the eyebrows. If the hair at the back is longer than the collar, it must be neatly tied up or pleated. Only black hairpins, rubber bands and simple hair bands are allowed.
- 1.6 Proper PE attire must be worn during PE lessons. The proper PE attire consists of: School Cohort T-shirt, black shorts, white socks and black shoes (fastened by laces or Velcro tapes). Pupils must change back to their dark blue bottoms for lessons

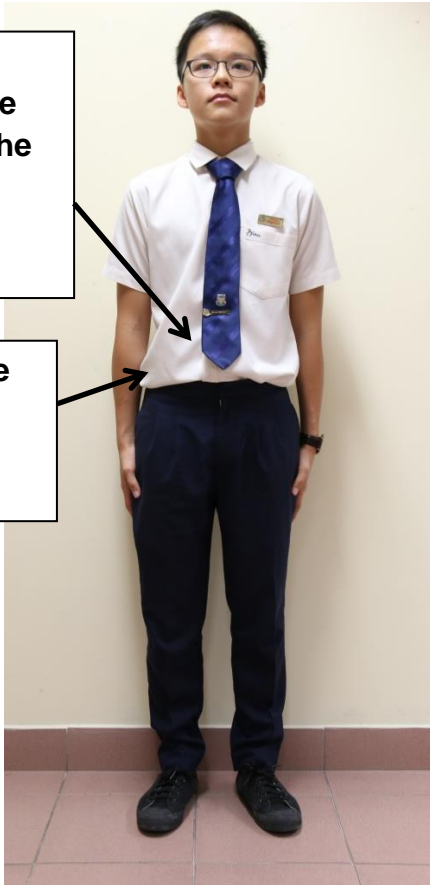
after PE lessons. Pupils should not be in PE attire during assemblies and formal occasions unless given permission by the teacher-in-charge.

- 1.7 All forms of jewellery are not allowed, except for a pair of simple black, metallic or gold stud ear-rings (diameter of 5mm or less) for female pupils. No fanciful designs are allowed.
- 1.8 Proper PE attire must be worn if the pupil is not feeling well but does not have a medical certificate and has to remain in school.
- 1.9 The school tie must be worn on Monday and during all formal functions. It can be removed after 10.50am on Monday.
- 1.10 Only approved school T-shirts are allowed in the school premises. When worn, the T-shirts must be tucked in.
- 1.11 CCA attire may only be worn during curriculum time if special permission is granted.
- 1.12 Fingernails must be kept short and clean. They are not to be coloured.
- 1.13 Wearing of religious ornaments is only allowed with proper authorization. However, they should not be exposed at all times when worn.
- 1.14 Wearing of slippers or sandals in school premises is not allowed unless accompanied with written permission from the doctor.
- 1.15 Tattoos and any other forms of body paintings, permanent or temporary, are strictly not allowed on any part of the body.
- 1.16 Fancy hair styling, dyeing, highlighting, bleaching, tinting and hair extension are not allowed.
- 1.17 Only non-coloured contact lenses or simple, prescribed spectacles are allowed. Coloured or pupil-enlarging contact lenses are not allowed.

Acceptable Attire

The lower tip of the tie should be slightly above the point where the shirt and pants meet

The shirt / blouse should be neatly tucked in at all times



**Boys
(Upper Secondary)**



**Boys
(Lower Secondary)**



The hem of the skirt should be at the kneecap level

White socks with black shoes (fastened by laces or Velcro tapes) should be worn

**Girls
(Lower and Upper Secondary)**



**PE Attire
(Lower and Upper Secondary students)**

For Year 2016

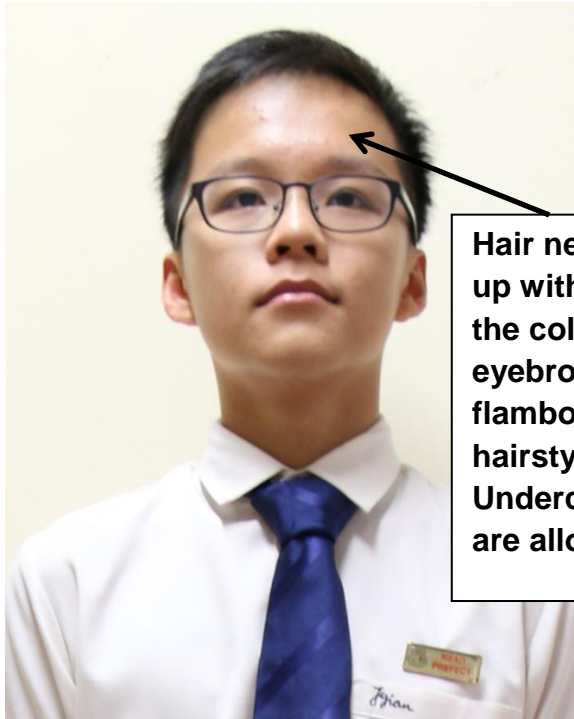
Sec 1 – Yellow (Rockies)

Sec 2 – Blue (Andes)

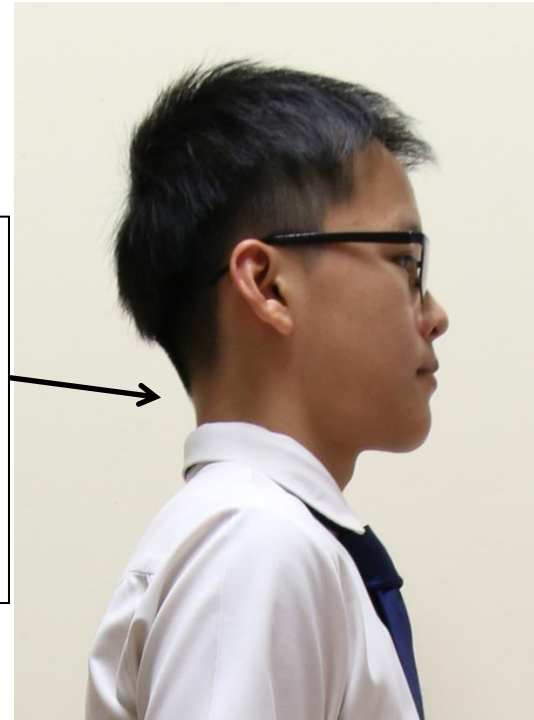
Sec 3 – Green (Atlas)

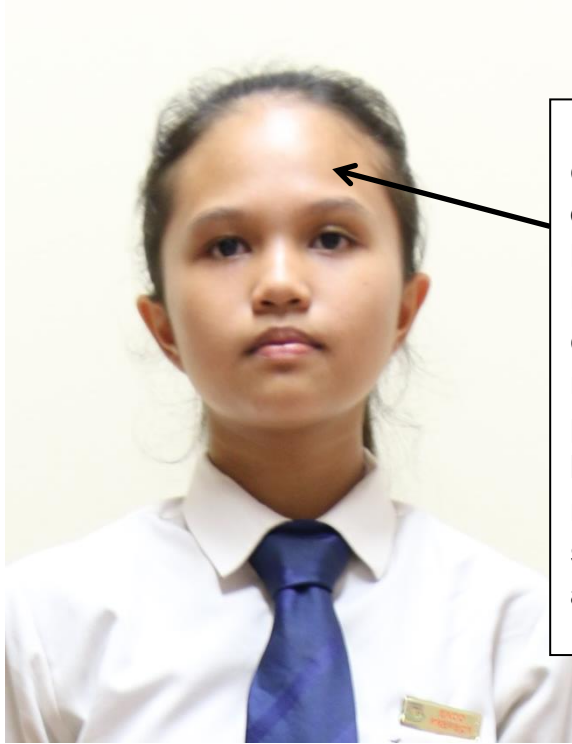
Sec 4/5 – Red (Everest)

Acceptable Hairstyles

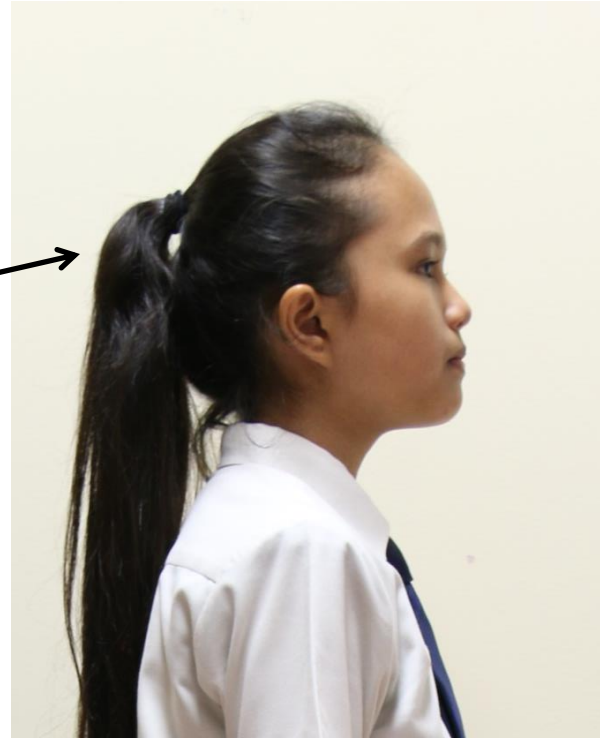


Hair neatly sloped up without touching the collar, ears and eyebrows. No flamboyant hairstyles (Example: Undercut hairstyles) are allowed.





Fringe must not cover the eyebrows. If the hair at the back is longer than the collar, it must be neatly tied up or pleated. Only black hairpins, rubber bands and simple hair bands are allowed.



Attendance

- 2.1 Pupils are to attend school, classes, CCAs and other school activities punctually.
- 2.2 Pupils must assemble at the assembly ground and be ready for the morning flag raising ceremony by 8.00am on Monday and by 7.30am from Tuesday to Friday. A melody will be played at 8.00am on Monday and at 7.30am from Tuesday to Friday and pupils must arrive at the assembly ground by the end of the melody, otherwise they will be considered late. Pupils must stand at attention throughout the morning flag-raising ceremony. Pupils who are Singapore citizens must sing the National Anthem and take the Pledge. Pupils will take the Pledge with the right fist placed over the heart.
- 2.3 Pupils need to ensure that they have proper reading material every morning for the Extensive Reading Programme (ERP) and should start reading the moment they are at the assembly ground.
- 2.5 Absence from school or any CCA must be supported by a valid medical certificate or other valid documents. This certificate or documents is to be submitted within 2 days to the Form Teacher upon return to the school, failing which the absence will be considered as truancy and relevant consequences will be meted out.
- 2.6 Late-comers must report to the General Office for necessary documentation before proceeding to class.
- 2.7 Pupils who need to leave school early with valid reasons must obtain approval from the School Leaders at the General Office. Proper documentation must be duly completed. The school reserves the right to demand proof of valid reasons from the pupil.

Behaviour in School

- 3.1 Pupils must attend all lessons punctually and be in the designated classroom at all times during curriculum time.
- 3.2 Leaving the classroom during curriculum time must be supported with the 'Exit Pass', which must be prominently displayed when outside the classroom during curriculum time.
- 3.3 Movement from classroom to classroom must be done quietly and in an orderly manner.
- 3.4 Lights, fans and electrical equipment must be switched off when vacating the classroom.
- 3.5 Rooms and corridors should be kept neat and tidy at all times.
- 3.6 Eating and drinking (except plain water) in the classrooms are not allowed.
- 3.7 Pupils may make purchases from the canteen or bookshop vendors only during recess and outside curriculum time.
- 3.8 Pupils must queue orderly when buying food or drinks.
- 3.9 All cutlery, plates and cups must be returned to the collection point after consumption of food. Tables must be cleared of leftovers and any other rubbish.
- 3.10 Pupils must not bring anything to school that may compromise the safety of others.

- 3.11 Pupils must show proper care and regard for school property and the property of others, and keep the school premises clean.
- 3.12 Smoking and chewing gum are not allowed on the school premises.
- 3.13 Pupils who deface or damage school property will be charged for any repairs or replacement costs in addition to the consequences stipulated in the offence management guide.
- 3.14 The school reserves the right to ask the pupil to leave the school premises for inappropriate behaviour.

Behaviour Outside School Premises

- 4.1 While in school uniform, pupils must not loiter or gather in public areas before or after school hours. Public areas include HDB void decks and shopping malls.
- 4.2 Pupils must not display behaviour that will tarnish the image of the school, such as creating a scene or misbehaving in public.

Handphone Rules

- 5.1 The school strongly discourages pupils from bringing their handphones to school as it is a source of distraction and not an absolute necessity. Handphones are expensive items (not all pupils can afford the monthly subscription), and are subject to theft and envy.
- 5.2 The handphone has no educational purpose at this point in time - the school would rather use iPads/PCs when technology is required by teachers for Teaching & Learning so that no pupils are disadvantaged in any way. Besides, handphones can be subjected to abuse if not used appropriately.
- 5.3 Pupils can be contacted via the school office phone or they can use the school office phone to contact their parents in time of emergency. However, the school recognises that some parents may want their child to bring his/her handphone to school for some good reasons. Hence, we are prepared to allow pupils to bring their handphones to school subject to the following rules:
 - Handphones are to be treated as valuable items (like wallets) which are to be kept by the pupils at all times.
 - Handphones are to be **switched off** during lessons/CCA.
 - Use of handphones is allowed only in the School Canteen during recess/lunch time and for **communication purposes** only.
 - Use of handphone for the purpose of gaming or accessing social media and video sites (eg. Facebook, Instagram, Youtube, Twitter, etc) is strictly prohibited within the school premises.
 - Handphones cannot be used during curriculum time, including learning journeys, enrichment programmes, FGCs,

CCAs, and any other school programmes.

- Handphones are not to be in the pupils' possession during tests and examinations.

- 5.4 Parents/guardians who wish their child/ward to bring a handphone to school may wish to purchase only a **simple 'entry model' phone**. They are strongly discouraged to purchase a state of the art phone with all the latest features. This will minimize replacement costs in case of loss or damage.
- 5.5 Pupils caught violating the above rules would have their handphones confiscated. Handphones would only be returned to parents/guardians when they come personally to collect them. In addition, the pupil needs to sign a **Letter of Undertaking** that he/she will not commit the same mistake again.

Offences in School

Offences in school are grouped as either a Minor or Major offence. Each offence committed will warrant consequences to help the child learn and to deter other pupils from committing. These consequences meted out are guided by the understanding of the school's Student Management Philosophy.

| Minor Offences | Possible Consequences |
|---|----------------------------|
| Littering | Warning |
| Improper attire and grooming | Counselling |
| Late-coming (3 or more times) | Home involvement |
| Not doing assignments (3 or more times) | School Improvement Project |
| Skipping classes | Daily Reporting |
| Using vulgar language | Detention |
| | Close Monitoring |

| Major Offences | Possible Consequences |
|---|----------------------------|
| Disruptive behaviour | Warning |
| Truancy | Counselling |
| Leaving school grounds without permission | Home involvement |
| Smoking, including: | Compensation |
| i. Smoking out of school compound in school uniform | School Improvement Project |
| ii. Smoking in school compound | Daily Reporting |
| Alcohol abuse | Public apology |
| Inhalant abuse | Detention |
| Drug abuse | Close Monitoring |
| Pornography | Behavioural Contract |
| Sexual misconduct | Internal suspension |
| Fighting | External suspension |
| Gambling | Caning |

| | |
|---|---|
| Gangsterism | Referral/agencies Police assistance Transfer out Expulsion |
| Possession of weapons | |
| Theft | |
| Vandalism | |
| Forgery | |
| Cheating in assessments/tests/examinations | |
| Bullying, including: <ul style="list-style-type: none"> i. Extorting money from students ii. Physical/verbal abuse of students iii. Forcing students to act against their own will iv. Cyber bullying | |
| Arson | |
| Assault | |
| Open defiance and/or rudeness, including: <ul style="list-style-type: none"> i. Open defiance and/or rudeness towards teachers or staff ii. Open defiance and physical/verbal abuse of Prefects iii. Complete disregard for school rules and repeatedly committing similar offences iv. Any other act that undermines the authority of the school | |

For major offences of greater severity, male pupils may be caned while female pupils may be required to do corrective work or be suspended.

****The school reserves the right to mete out appropriate consequences if a pupil is behaving in any way which is detrimental to the moral tone of the school.***