

## PIONEER JUNIOR COLLEGE

### Rules and Regulations

The Rules and Regulations below serve to

- (a) instill high levels of self-discipline and personal responsibility in every Pioneer
- (b) ensure a secure and conducive environment for all students to excel in
- (c) inculcate core college values as well as social and moral values in all students

### **ATTIRE**

**Rationale: To uphold the good name of the college with pride and cultivate a sense of belonging to the college**

- 1 All students are to wear the prescribed college uniform and modifications to the uniform are strictly not allowed.
- 2 Every Pioneer is to be properly attired at all times including during the school holidays and outside of college.
- 3 Every Pioneer is to ensure the following at all times with regard to the College Uniform:
  - The prescribed College uniform is worn during the flag raising ceremony, lessons, examinations, consultations and holiday remedial/enrichment activities unless otherwise specified.
  - The College Shirt/Blouse is tucked in.
  - The College skirt is worn in a manner with which the hemline of the female student's skirt reaches the kneecap.
  - The College pants/shirt/blouse/skirt is of the correct size and not oversized or too tight.
  - The College collar pin is worn on the left collar of the shirt/blouse.
  - The College tie is worn with the collar button fixed on Mondays and on special occasions.
  - White socks which are clearly visible are worn.
  - Shoes worn are white, black, blue or dark blue shoes/canvas shoes with white, black, blue or dark blue shoes laces. Shoes must not have outlandish or inappropriate patterns or designs as deemed by the college. Distinct patches of bright (e.g. red or yellow) or luminous colours are not allowed.
  - The College blazer with a white long-sleeved shirt, college tie and black leather shoes is worn when representing the college at official functions and events.
  - No Slippers or Sandals are worn at all times in the college premises (unless special permission has been granted by a teacher due to medical reasons which are supported by documentary evidence from a professional medical practitioner)
- 4 Every Pioneer is to ensure the following at all times with regard to the College Polo T-shirt:
  - The College Polo T-shirt is worn only on CCA days which are Wednesdays and Fridays.
  - The College Polo T-shirt is worn with the college pants/skirt
  - The College Polo T-shirt may be tucked out
  - The College Polo T-shirt must be buttoned up

### **APPEARANCE**

**Rationale : To cultivate good personal grooming and hygiene as well as a better sense of self so as to portray a positive self-image**

- 5 Every Pioneer is to take pride in his/her appearance and be well-groomed.
- 6 Every Pioneer is to ensure the following:
  - (a) **For Male students**
    - Only natural hair colour is allowed (i.e. no dyeing/tinting/highlighting/perming).
    - 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.

- Hair should not incorporate undercuts or any other inappropriate styles as deemed by the college.
- Earrings or ear sticks are NOT allowed.
- Moustache/Beard/Goatees/Facial Tattoos and Facial Piercings are NOT allowed. All students are to be clean-shaven.
- Sideburns, where kept, should not go beyond the small 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.
- Only one ear-stud per ear is allowed and the ear studs for both ears must be of the same design.
- Ear-studs must be of a simple design and not fanciful.
- Dangling earrings are NOT allowed.
- Only transparent ear sticks are allowed.

**(c) For All students**

- Tattoos of all kinds are strictly NOT allowed.
- Make up of any form is NOT allowed unless special permission is given by the Principal.
- Long nails or coloured nails are NOT allowed.
- Tinted lenses for spectacles are NOT allowed.
- Contact lenses with colour/patterns are NOT allowed.
- Accessories of any kind are strictly NOT allowed unless special permission is given by the Principal due to religious reasons.

**ATTENDANCE**

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

- 7 Every Pioneer is expected to be punctual for and present in school to attend the flag raising ceremony and all lessons.
- 8 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.
- 9 All students are to strictly adhere to the following:
- Be punctual and present for the Flag Raising ceremony, civics assembly, all lessons, activities, college events and functions as required by the college.
  - Report to the respective Civics Tutors between 7.45am and 7.48 am before the Flag Raising Ceremony for marking of attendance. It is the responsibility of the student to personally inform his or her Civics Tutor if he or she is in school but not in the assembly ground due to valid reasons.
  - Inform the Civics Tutor or the General Office (when unable to contact the Civics Tutor) of their absence from school by 7:30am on the day of absence itself.
  - Submit an **original copy of the Medical Certificate (MC)** for the day/days absent from school to the Civics Tutors on the day of return to college. Letters from parents are not allowed to be used to explain absence from school for medical reasons.
  - Should absence from college without any valid reasons exceed three days and where the college does not hear from the student or parents, a letter of warning would be issued to the student.
  - Leave the college premises only after 12:30pm if there are no lessons or CCA activities for the day.
- 10 All students, local and international, are expected to attend classes until the last day of every term as specified in the college calendar. Students are expected to commence their vacation only after a term closes and end their vacation before the start of a term. Students are expected to refer to the college calendar which is issued at the beginning of the academic year with regard to the exact term dates.
- 11 Students who have 10% or more absenteeism from college may be barred from sitting for the Year End Examinations.

- 12 Students who reach college after 8:15am (except on Thursdays) are to obtain a blue coloured Latecoming Slip from the security guard at the security gantry and proceed to the General Office to see one of the Vice Principals (or Subject Head, Student Management [SH/SM] if both Vice Principals are not in college) 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 SH/SM.
- 13 Students are only allowed to sign out of school before official dismissal time **if they are unwell and need to see a doctor or due to an emergency**

### **ATTITUDE AND BEHAVIOUR**

Rationale: To cultivate self-discipline and heighten social awareness via responsible decision making

- 14 Students are to respect and obey all rules and regulations of the college.
- 15 Students are to display exemplary conduct and behave with decorum at all times inside and outside the college.
- 16 Students should be courteous and polite at all times.
- 17 Students are also to ensure adherence to the following at all times:
- Students are to respect the College grounds and property.
  - Students are not allowed to invite anyone into the school without permission. All visitors to the college must obtain a Visitor Pass at the security gantry and report to the General Office.
  - Food and drink should be consumed only at the designated eating areas. No foods and drinks are allowed in the classrooms, lecture theatres and places outside of the designated eating areas.
  - All eating utensils should be returned to the respective receptacles provided after use.
  - Students are strictly not allowed to use abusive or foul language.
  - Possession or consumption of alcohol and cigarettes is strictly not allowed.
  - Possession and Consumption of drugs is prohibited by law.
  - Cycling, skating and roller blading within the school grounds is strictly not allowed.
  - Students are not supposed to use/look at their handphones and other IT devices (such as Ipods, Notepads etc) during all lessons unless otherwise instructed by the teacher. Handphones and other IT devices should be switched off during lessons, civics assembly and all college functions unless otherwise instructed.
  - Photography, Videography and Audio-Recordings of any sort are strictly not allowed at any point in time without the consent of the parties involved.
  - Card games are not allowed in the college.
  - Students are not allowed to enter stores, laboratories, workrooms, staffrooms, the Teachers' Lounge or the cubicles of the Heads of Department without permission.
  - Students are expected to be attentive and participate actively during lectures and tutorials.
  - Students are expected to complete and hand in all assignments on time.
- 18 Students are prohibited from putting up posters or notices on any walled or other surfaces in the college unless permission has been granted by the Vice Principal or Principal.
- 19 All students who arrive in college by private transport must alight at the designated areas only.
- 20 The overall Conduct Grade, Attendance and Punctuality of each student would be reflected in his or her Results Slip at the end of the year.