



**JURONG**  
SECONDARY SCHOOL

STUDENT HANDBOOK

## VISION, MISSION AND SCHOOL VALUES

### VISION

#### **Champions of Mind, Leaders with Heart**

JSS students possess mental grit, are cognitively flexible and confident, and persevere in the face of adversity.

JSS students are concerned citizens who take initiative and show genuine interest to actively contribute to the community, possessing the moral courage to be an advocate for society.

### MISSION

#### **A close-knit school, in partnership with the community, nurturing students to be resilient in their pursuit of excellence.**

We are a collegial school that leverages our close partnerships with the community to maximise the learning opportunities for our students.

Together, we endeavour to support our students in their pursuit of excellence in all that they do. We provide an environment where they are courageous, curious and engaged in learning, and espouse our school values of Loyalty, Industry, Sincerity and Love.

### SCHOOL VALUES

#### **Loyalty**

The Jurong Secondary Student identifies with and is committed to his class, school and country. He takes pride in being a good ambassador and carries out his responsibilities faithfully.

#### **Industry**

The Jurong Secondary Student, in his pursuit of excellence, gives his best, demonstrating discipline and resilience in the face of challenges. An industrious individual, he perseveres to improve himself.

#### **Sincerity**

The Jurong Secondary Student is earnest and respectful in his interaction with others. He is an upright and just individual who carries himself with integrity.

#### **Love**

The Jurong Secondary Student is passionate in what he does. He is ready to champion a cause for the well-being of others, demonstrating compassion and concern

## STUDENT OUTCOMES

### **Flexible Thinker**

A flexible thinker is one who is curious, open-minded, empathetic, and able to appreciate diverse views.

### **Persevering Learner**

A persevering learner explores different ways to solve problems, and displays mental grit despite facing challenges.

### **Concerned Citizen**

A concerned citizen cares for others, understands what matters to the society and Singapore through engaging in contemporary issues, and believes in Singapore.

### **Confident Person**

A confident person has moral courage, is adaptable to change, communicates effectively, and pursues excellence.

## JSS STUDENT AWARDS

| AWARD                                | SPEECH AND PRIZE GIVING CEREMONY   | LEVEL AWARDS DAY  |
|--------------------------------------|--|---|
| <b>ACADEMIC &amp; ACADEMIC-BASED</b> | <p><b>SAC-SPONSORED AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS SAC Academic Award (Best in Subject) (GCE 'O' and 'N' Levels)</li> <li>○ JSS SAC Academic Award (Best Overall) (GCE 'O' and 'N' Levels)</li> <li>○ JSS SAC STAR Scholarship Programme (<i>for new Awardees; Admission into STAR Scholarship Programme</i>)</li> </ul> <p><b>ALUMNI-SPONSORED AWARDS</b><br/>(Based on performance at the end of Sec 3)</p> <ul style="list-style-type: none"> <li>○ JSS Alumni Book Prize (Bilingualism)</li> <li>○ JSS Alumni Book Prize (Humanities)</li> <li>○ JSS Alumni Book Prize (STEM)</li> </ul>  | <p><b>SAC-SPONSORED AWARDS</b><br/>(Based on performance at the end of Sec 1 to 3)</p> <ul style="list-style-type: none"> <li>○ SAC Award – Best in Subject (Sec 1-3 EXP, NA &amp; NT Courses)</li> <li>○ SAC Outstanding Normal Course Award</li> </ul> <p><b>ALUMNI-SPONSORED AWARDS</b><br/>(Based on performance at the end of Sec 1 &amp; 2)</p> <ul style="list-style-type: none"> <li>○ JSS Alumni Award for Bilingualism</li> <li>○ JSS Alumni Award for Humanities</li> <li>○ JSS Alumni Award for STEM</li> </ul> |
| <b>STUDENT DEVELOPMENT</b>           | <p><b>SAC-SPONSORED AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS SAC Sports Scholarship</li> <li>○ JSS SAC inSPire Award including JSS SAC Sports Award &amp; JSS SAC Project COMpassion (<i>upon completion of project</i>)</li> </ul> <p><b>ALUMNI-SPONSORED AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS Alumni Sports Excellence Award</li> </ul> <p><b>JSS AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS Outstanding Sports Boy Award &amp; Outstanding Sports Girl Award</li> <li>○ JSS Co-Curricular Excellence Award</li> <li>○ JSS Service Excellence Award</li> <li>○ JSS Leadership Excellence Award</li> </ul> | <p><b>SAC &amp; ALUMNI SPONSORED AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS SAC-Alumni Character Excellence Award</li> </ul> <p><b>JSS AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS Service Award</li> <li>○ JSS Leadership Award</li> </ul>  |
| <b>HOLISTIC DEVELOPMENT</b>          | <p><b>JSS AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS All-Round Excellence Award</li> </ul>  | <p><b>JSS AWARDS</b></p> <ul style="list-style-type: none"> <li>○ JSS Exemplary Student Award</li> </ul>  |

**INSPIRING STUDENT PASSION IN RECREATIONAL ENDEAVOURS AWARDS (inSPire) through S.T.E.A.M.S (SCHOOL-BASED & SAC SPONSORED STUDENT AWARDS)**

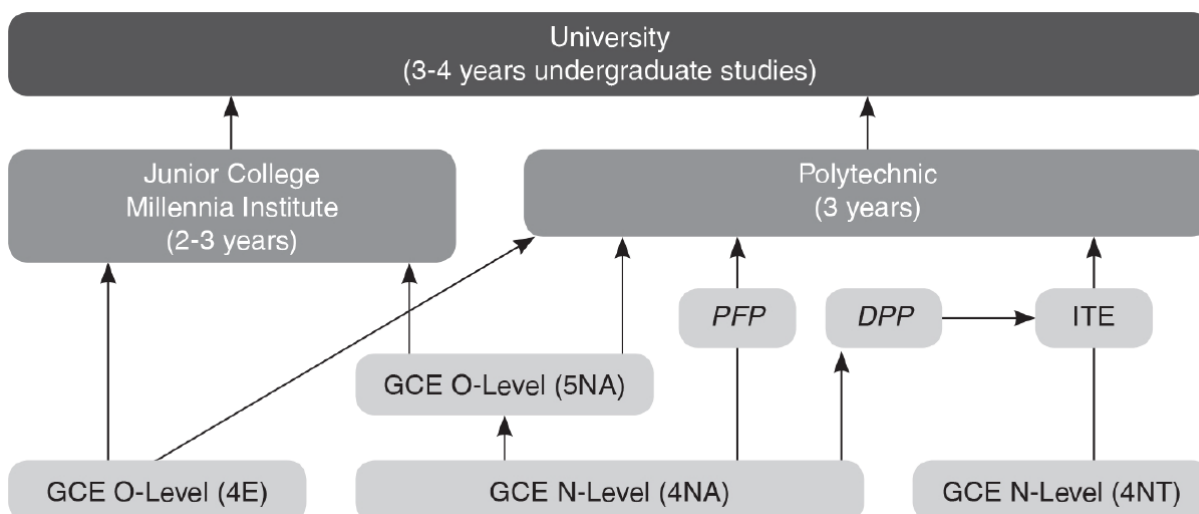
| <b>TYPE OF AWARD</b>        | <b>SERVICE – PROJECT COMPASSION</b>  | <b>TECHNOLOGY, ENVIRONMENT, AESTHETICS, MEDIA &amp; SPORTS</b>                      |
|-----------------------------|--|---|
| <b>AUDIENCE / TYPE</b>      | Open to all students (Team grant only with a minimum of 4 students)  | Open to all students (Individual Award and Team Award with a minimum of 4 students) |
| <b>ELIGIBILITY CRITERIA</b> | <p>a) Display interest and passion in the respective areas:</p> <ul style="list-style-type: none"> <li>• Service</li> <li>• Technology</li> <li>• Environment</li> <li>• Aesthetics</li> <li>• Media</li> <li>• Sports</li> </ul> <p>b) Demonstrate academic ability to cope with enhanced student experience and meet promotion criteria in the previous year’s school-based examinations.*</p> <p>*For Sec 1 applicants, results of the Weighted Assessments will be used</p> <hr/> <p>Students must demonstrate self-discipline and attain at least a good conduct grade in Semester 1 of the application year.</p> |   |
| <b>QUANTUM</b>              | Grant capped at \$200 per team.  | Award capped at \$200 per individual and capped at \$1000 per team.                 |

## EDUSAVE AWARDS FOR SECONDARY SCHOOL

Edusave Awards are given by the government annually to Singaporean students to enhance educational opportunities and motivate students to excel in schools in academic and non-academic domains.

| TYPE OF AWARD                  | FOR WHOM?  | HOW MUCH? | HOW IS IT GIVEN?   |
|--------------------------------|--|-----------|--|
| Edusave Character Award (ECHA) | Students who have demonstrated exemplary character and outstanding personal qualities through their behaviour and actions. This is given to up to 2% of Singaporean students in each school.   | \$500     | Awardees will be notified by post in late November.  |
| EAGLES                         | Students who have demonstrated leadership qualities, service to community and school, excellence in non-academic activities, and good conduct. This is given to up to 10% of Singaporean students in each school.                              | \$350     | Awardees will be notified by post in late November.  |
| Edusave Scholarship            | Students within top 10% of their school's level and course in terms of academic performance, and have demonstrated good conduct.   | \$500     | Awardees will be notified by post in late November.  |
| Edusave Merit Bursary          | Students who are within top 25% of their school's level and course in terms of academic performance, have demonstrated good conduct and whose monthly household income does not exceed \$6,900 (or per capita income does not exceed \$1,725). | \$350     | Students who are eligible to apply for the bursary will receive an application form by post in late November.<br><br>Successful applicants will be notified by post in January/February. |
| Edusave Good Progress Award    | Students who are within top 10% of their school's level and course in terms of improvement in academic performance, and have demonstrated good conduct.  | \$200     | Awardees will be notified by post in late November.  |

## POST-SECONDARY PATHWAYS



| WEBSITES                                      |   |
|---|---|
| Early Admissions Exercise                     | <a href="https://eae.polytechnic.edu.sg/eaeStudIns/menu.jsp">https://eae.polytechnic.edu.sg/eaeStudIns/menu.jsp</a>     |
| Joint Admissions Exercise                     | <a href="https://www.moe.gov.sg/post-secondary/admissions/jae">https://www.moe.gov.sg/post-secondary/admissions/jae</a> |
| Joint Intake Exercise                         | <a href="https://www.moe.gov.sg/post-secondary/admissions/jie">https://www.moe.gov.sg/post-secondary/admissions/jie</a> |
| Singapore Examinations and Assessment Board   | <a href="https://www.seab.gov.sg/">https://www.seab.gov.sg/</a>   |
| Nanyang Polytechnic                           | <a href="https://www.nyp.edu.sg/">https://www.nyp.edu.sg/</a>   |
| Ngee Ann Polytechnic                          | <a href="https://www.np.edu.sg/">https://www.np.edu.sg/</a>   |
| Republic Polytechnic                          | <a href="https://www.rp.edu.sg/">https://www.rp.edu.sg/</a>   |
| Singapore Polytechnic                         | <a href="https://www.sp.edu.sg/">https://www.sp.edu.sg/</a>   |
| Temasek Polytechnic                           | <a href="https://www.tp.edu.sg/">https://www.tp.edu.sg/</a>   |
| ITE College Central                           | <a href="https://www.ite.edu.sg/">https://www.ite.edu.sg/</a>   |
| ITE College West                              |   |
| ITE College East                              |   |
| National University of Singapore              | <a href="https://www.nus.edu.sg/">https://www.nus.edu.sg/</a>   |
| Nanyang Technological University              | <a href="https://www.ntu.edu.sg/">https://www.ntu.edu.sg/</a>   |
| Singapore Management University               | <a href="https://www.smu.edu.sg/">https://www.smu.edu.sg/</a>   |
| Singapore University of Technology and Design | <a href="https://www.sutd.edu.sg/">https://www.sutd.edu.sg/</a>   |
| Singapore Institute of Technology             | <a href="https://www.singaporetech.edu.sg/">https://www.singaporetech.edu.sg/</a>                                       |
| Singapore University of Social Sciences       | <a href="https://www.suss.edu.sg/">https://www.suss.edu.sg/</a>   |

| <b>Courses</b>   | <b>Minimum Requirement</b>             |
|--|--|
| Promotion to Sec 5                                     | EMB3 19 or less                        |
| DPP (ITE Direct Entry Scheme to Polytechnic Programme) | EMB3 19 or less, EL & MA 4.0 and above |
| PFPP (Polytechnic Foundation Programme)                | EMB3 11 or less, EL & MA 3.0 and above |
| A-Levels at Junior Colleges                            | L1R5 < 20                              |
| A-Levels at Millennia Institute                        | L1R4 < 20                              |
| Diplomas at Polytechnics                               | ELR2B2 ≤ 26                            |
| NITEC at ITEs  | Refer to course prospectus on website  |
| Higher NITEC at ITEs                                   |  |

## PROMOTION CRITERIA

| <b>Secondary 1</b> |  |
|--------------------|--|
| 1 Express          | Pass in English and attained at least 50% of the total average   |
| 1 Normal Academic  | Attained Grade 5 or better in<br>(a) English and 2 other subjects, <b>or</b><br>(b) 4 subjects                       |
| 1 Normal Technical | Attained Grade 5 or better in 2 subjects, one of which should be English or Mathematics                              |
| <b>Secondary 2</b> |  |
| 2 Express          | Pass in English and attained at least 50% of the total average   |
| 2 Normal Academic  | Attained Grade 5 or better in<br>(a) English and 2 other subjects, <b>or</b><br>(b) 4 subjects                       |
| 2 Normal Technical | Attained Grade 5 or better in 2 subjects, one of which should be English or Mathematics                              |
| <b>Secondary 3</b> |  |
| 3 Express          | Attained Grade 6 or better in English and 2 other subjects   |
| 3 Normal Academic  | Attained Grade 5 or better in<br>(a) English and 2 other subjects, <b>or</b><br>(b) 4 subjects                       |
| 3 Normal Technical | Attained Grade 5 or better in 2 subjects, one of which should be English or Mathematics                              |
| <b>Secondary 4</b> |  |
| 4 Normal Academic  | Pass in English and attained aggregate score not exceeding 19 points in English, Mathematics and best three subjects |



## ASSESSMENTS AND EXAMINATIONS

1. The promotion of students from one level to the next is based on their performance in both Weighted Assessments (WA) and the Semestral Assessment (SA), as stated in the criteria for promotion.
2. The academic performance of students is assessed regularly to gauge their progress in learning as well as to provide timely feedback on their academic achievement.

The assessments for the year include the following:

a) Weighted Assessments (WA)

E.g. Alternative assessments, class quizzes, project work, practical tests or daily assignments

b) Semestral Assessment (SA)

E.g. End-year Examinations and Graduation Examinations

c) The table below shows the weighting of assessments for each level:

| Level       | Term 1 | Term 2 | Term 3                             | Term 4              |
|-------------|--------|--------|------------------------------------|---------------------|
|             | WA1    | WA2    | WA3                                | SA                  |
| Sec 1       | 10%    | 15%    | 15%                                | End-Year Exam (60%) |
| Sec 2       | 10%    | 15%    | 15%                                | End-Year Exam (60%) |
| Sec 3       | 10%    | 15%    | 15%                                | End-Year Exam (60%) |
| Sec 4 and 5 | 15%    | 15%    | Graduation Exam <sup>1</sup> (70%) |                     |

**Note:**

- 1) Secondary 4 and 5 students will sit for the Graduation Examinations in Term 3.
- 2) For Secondary 1 and 2 students, the subjects (e.g. D&T and FCE) that are taught on a semestral basis will have the following weighting: 2 Weighted Assessments (15% each) and a Semestral/End-Year Examination (70%).

## ASSESSMENT RULES AND REGULATIONS

### 1. **Absence from Examinations**

(End-Year Examinations & Graduation Examinations)

- Students will be awarded 'VR' (Valid Reason) if they produce a Medical Certificate (MC) issued by doctors registered under the Medical Registration Act or dentists registered under the Dental Registration Act. Students will be awarded 'AB' (Absent) if they provide Parents' Letters or are unable to provide an official MC.
- The MC should be given to the Form Teacher immediately upon the student's return to school.
- Students must inform their Form Teachers of their absence on the day of the examination if they are not well.

### 2. **Absence from Weighted Assessments**

- Students will be allowed to reschedule their assessment only once if they are absent with valid reasons (MC or Parents' Letter).
- During the rescheduled assessment, students who are absent with valid reasons will be awarded 'VR'. Students who are absent without valid reasons will be awarded 'AB'.

### 3. **Absence from Group Presentation for Weighted Assessments**

- Students will be allowed to reschedule their group presentation only once if a member is absent with a valid reason (MC or Parents' Letter).
- During the rescheduled group presentation, students who are absent with valid reasons will be awarded 'VR'. Students who are absent without valid reasons will be awarded 'AB'.

### 4. **Late Submission of Weighted Assessment Projects and Assignments**

- There will be a penalty for late submission of Weighted Assessment projects and assignments.

| <b>Extension by:</b> | <b>Marks awarded</b>  |
|----------------------|-----------------------|
| <b>1 week</b>        | 90% of attained grade |
| <b>Beyond 1 week</b> | No mark awarded       |

## 5. Rules during Examinations and Weighted Assessments

Students are to ensure that they:

- Switch off all mobile or smart devices capable of storage and/or communication. Place them in bags or on the teacher's desk.
- Do NOT bring any learning materials such as notes, worksheets, textbooks or past assessment papers into the assessment venue. Place them in bags or on the teacher's desk.
- Clear all materials from the exam venue and from under the tables.
- Strictly adhere to the duration of the paper or test.
- Do not communicate with other students.

## 6. Malpractice/Cheating

Definition of malpractice:

- Malpractice refers to the act of obtaining or giving unfair advantage in an examination setting.
- Breaching of any examination regulations or instructions is also deemed as malpractice.

Examples of malpractice:

- Bringing in and/or referring to disallowed or illegal materials in the examination venue
- Referring to answers from another student, either with or without the other's knowledge
- Bringing in and/or referring to smart devices capable of showing, displaying and/ or transmitting information
- Verbal and/or non-verbal communication with another person, either in or outside of the examination venue
- Obtaining and/or giving out examination questions or answers to a student who has yet to sit for that examination
- Non-compliance with examination regulations and instructions (*i.e. failure to stop writing after examiner says to do so, writing offensive materials in answer scripts, starting to write before examiner says so*)
- Submitting plagiarized work (*i.e. copying from another source and taking it as your own work for submission*)
- Changing answers while going through the examination script to attempt to get more marks

Consequences of malpractice:

- Students found guilty of malpractice and cheating may be awarded a zero for that particular paper.
- Their conduct grade will be downgraded to 'Fair'.

## **STUDENT MANAGEMENT GUIDELINES**

The following school rules must be observed by all students in the classrooms, within the school grounds, during all school activities and while travelling to and from school. The school reserves the right to review and make amendments to the school rules to ensure that the entire student population is fairly treated.

### **1) CITIZENSHIP AND SCHOOL IDENTITY**

- 1.1** Students will stand at attention throughout the flag raising ceremony.
- 1.2** Students who are Singapore citizens must sing the National Anthem and recite the pledge.
- 1.3** Students who are Singapore citizens will take the pledge with the right fist placed over their heart.
- 1.4** Students must sing the school song respectfully.

### **2) SCHOOL ATTIRE**

- 2.1** Students are to wear the prescribed school uniform and there should be no modification made to the uniform.
  - 2.1.1** Long pants must not be tapered (i.e. width of pants must be at least 2 inches wide when pulled from the calf and the end of the pants must cover the ankles).
  - 2.1.2** Length of skirts must touch the kneecap and must not be folded at the waist.
- 2.2** The school crest must be prominently displayed at all times.
- 2.3** The school uniform must be worn during morning flag raising ceremony except on dress-down Wednesdays and Fridays or unless otherwise instructed.
- 2.4** Students should be properly attired in school PE, House or orientation T-shirts and school shorts for PE lessons.
- 2.5** Approved class and CCA T-shirts can be worn only during specific occasions, unless otherwise specified. Guidelines can be found in Annex A.
- 2.6** Students can only change into their PE attire prior to their SEL/PE lesson. They must change out of it immediately after the lesson.
- 2.7** Only female pupils are allowed to wear jewellery, in the form of one pair of identical, plain ear-studs measuring no more than 5mm in diameter, one on each ear lobe. Religious ornaments must be worn discreetly/covered up.
- 2.8** Students are to wear shoes and socks based on the following standards:
  - 2.8.1** White-based low-cut shoes which are in 70% white. The remaining 30% must not be in loud or flashy colours
  - 2.8.2** Contains only 1 shoe logo
  - 2.8.3** White shoe laces
  - 2.8.4** Plain white socks without logo visibly worn
- 2.9** For all official school events and functions, students are to report in full school uniform unless otherwise instructed.

### **3) PERSONAL GROOMING**

- 3.1** Students must be well-groomed at all times. This includes:
  - 3.1.1** Neat and tidy appearance
  - 3.1.2** Trimmed and clean finger nails with no nail polish
  - 3.1.3** Well-groomed hair that is non-tinted
- 3.2** Contact lenses, if worn, must not alter the appearance of pupils
  - 3.2.1** No tattoos or any body art (including use of henna)
  - 3.2.2** No cosmetics or any tinted face product
- 3.3** Grooming for boys includes:
  - 3.3.1** No facial hair. Clean shaven at all times.
  - 3.3.2** Boys' fringe, when combed down, must be above the eyebrows
  - 3.3.3** Hair must be above the ears
  - 3.3.4** Hair must be sloped at the back
  - 3.3.5** Outlandish hairstyles are not allowed
    - i. Overlaps
    - ii. Patterned haircut
    - iii. Undercut / side-shaved
    - iv. Mohawk
    - v. Skinhead
- 3.4** Grooming for girls includes:
  - 3.4.1** Hair reaching below the collar must be tied up using black, navy blue or red hair bands / hair clips
  - 3.4.2** Fringe below eyebrows and loose hair must be pulled back or pinned up using black, navy blue or red hair bands / hair clips

### **4) ATTENDANCE AND PUNCTUALITY**

- 4.1** Students absent for classes, CCA and official school functions must produce medical certificates or acceptable written justification by their parents/guardians for their absence immediately upon return to school. Up to two parents' letters can be accepted per term.
- 4.2** Students leaving the school premises during curriculum hours must be covered by the early departure slip duly signed by their Form Teachers and approved by the School Leaders.
- 4.3** Students must be punctual for school, classes, CCA and official school functions.
- 4.4** Students must be seated at the parade square by 7.30am for silent reading, failing which, they will be marked as late. In the event of wet weather, students will proceed to the classrooms for silent reading.
- 4.5** All latecomers must obtain a 'Permission Slip for Latecomers' from the Student Councillors on duty or from the General Office at all times.
- 4.6** Latecomers will not be allowed into the classroom unless the duly signed 'Permission Slip for Latecomers' can be produced.

- 4.7 Students who are late for more than one time in a semester will have their mobile phones (or items of equivalent personal value) retained by the school. Refer to Annex B for a summary of consequences.
- 4.8 Students who are late for school for more than two times in a semester will have to serve detention after school. Refer to Annex B for a summary of consequences.

## **5) CLEANLINESS AND USE OF SCHOOL PROPERTY**

- 5.1 Students must do their part to maintain the state of cleanliness in every part of the school premises, including their classrooms.
- 5.2 Students must handle with care all the furniture and equipment in the school.
- 5.3 Students must not vandalise school and public property.
- 5.4 The staff-room is out of bounds to all students unless the assistance of the student is required by the teacher.
- 5.5 No student shall make use of the school hall or other special facilities without the presence and/or permission of a teacher.
- 5.6 Students must play sports only in authorised areas designated for outdoor activities.

## **6) CANTEEN**

- 6.1 Students must queue in an orderly manner for food and drinks.
- 6.2 Students must ensure that tables and benches are kept clean during and after their meals.
- 6.3 All utensils must be deposited in the receptacles provided at the respective stalls.

## **7) CLASSROOM**

- 7.1 Students must always maintain a classroom atmosphere conducive for study and work by following the “Classroom Code of Conduct” (Annex C).

## **8) SHOW CARE AND RESPECT**

- 8.1 Students must respect all teachers and classmates; they must greet the teachers and visitors to the school.
- 8.2 Students must show respect and appreciation to speakers/performers at level and school assemblies by maintaining silence and paying attention.

## **9) USE OF MOBILE PHONES**

- 9.1** Students must switch off and keep their mobile phones safely in the lockers before the start of the flag-raising ceremony (0730h on MTuThF, 0820h on Wed) unless permission is otherwise given by the teacher for their use to support learning.
- 9.2** Students may use their mobile phones during lunch breaks and after curriculum hours in a responsible and safe manner, without disrupting ongoing school activities. Curriculum time includes all school lessons, co-curricular activities (CCAs), examinations and official school activities. Students who fail to adhere to the guidelines will be subject to consequences meted out by the school. This could include safeguarding of the mobile phones by the school in the General Office until the end of the school day.
- 9.3** Students found using mobile devices (including mobile phones and iPads) in inappropriate ways (i.e. recording and/or inappropriate content posted online regarding the school, staff or students) will be requested to remove the inappropriate content. Students will be subject to consequences meted out by the school. Students must also be aware that the victims concerned may exercise their right to lodge a police report.

## **10) USE OF iPADS**

- 10.1** Before reporting to school, students must fully charge their iPads at home; charging of devices in school is not allowed. A fully charged iPad will be able to last throughout the day. Students must remember to bring their iPads and Apple Pencils to school everyday.
- 10.2** Before the flag-raising ceremony, students must switch off and keep their mobile phones safely in the lockers unless permission is otherwise given by the teacher for their use to support learning. Students must switch on the iPad's Wifi and connect to the school network and silent all iPad notifications. Students must place the iPads at the top right hand corner of their desk and await the teacher's instructions.
- 10.3** Throughout the school day, students are accountable for their iPads. They must never leave their iPads unattended. They must lock their iPads in the lockers when they are physically not around (e.g. during lunch break, PE lessons). Students must not place or stack items on top of their iPads as the screen is fragile. The iPad is primarily a learning device which supports educational objectives. Students must not use it in an unacceptable and irresponsible manner (i.e. to record and/or post inappropriate content regarding the school, staff or students online). They will be requested to remove the inappropriate content, and will be subject to consequences meted out by the school. Students must be aware that the victims concerned may exercise their right to lodge a police report.
- 10.4** Students are allowed to personalize their iPads. They should be mindful not to have inappropriate words or images on their iPads.

## **11) USE OF LOCKERS**

- 11.1** Every student will be issued a locker and combination lock. It is the student's responsibility to handle the locker with care, and to safekeep the combination lock. Students will be required to replace the lock if it is lost. Locks should be purchased from the school bookshop. Students must take full responsibility for the items stored in the lockers. In case of any loss or damage, pupils must inform their Form Teacher immediately.
- 11.2** Students are reminded that prohibited items that pose health hazards, security risks, physical danger or a nuisance to the environment or other members of the school cannot be kept in the lockers. Checks may be done by the Student Management Committee.
- 11.3** Students must clean their lockers before the June holidays. Students are not allowed to leave their textbooks and notes in their lockers over the holidays.
- 11.4** At the end of the academic year, students must clear their lockers. The school will announce an exact deadline. After this date, the school will have the authority to open lockers and dispose of all property found within.
- 11.5** Students are not allowed to personalize their lockers so that the locker can be assigned to another student the subsequent year in pristine condition.
- 11.6** Any violation of the locker guidelines by users may result in termination of the use of lockers. The School shall not be liable in any circumstance for any loss or damage of property stored in any locker.

## **PERSONAL ITEMS**

- 12.1** Students are not allowed to bring any form of card games unless permitted by teachers for the purpose of learning.
- 12.2** 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.



## ANNEX A

### **GUIDELINES FOR THE PRINTING OF CCA AND CLASS T-SHIRTS**

Please take note of the following guidelines for all CCA and class t-shirts that you wish to make for your form classes.

1. Only round-necked and collared T-shirts are allowed.
2. The T-shirt must consist of only one base colour.
3. Front of T-shirt must include the school logo measuring minimally 5cm by 5 cm (refer to Figure 1). It must be positioned on the wearer's left side.
4. There may be a simple design on the front, as long as it is located below the school logo and does not obstruct the school logo in any way.
5. The school logo must either be red, white or black in colour.
6. There can be design/s printed on the front and/or back of the T-shirt. Please take note that any offensive or inappropriate material is disallowed.
7. Customisation of T-shirt for individual student is discouraged, in particular the printing of names. If there is customisation of any form, please attach a list indicating the nature of customisation.
8. All designs must be submitted to the Form Teacher/ CCA teacher-in-charge for vetting and approval by Student Management Committee Teachers before printing can proceed. The school reserves the right to disallow the wearing of non-approved Class/CCA T-shirts.
9. Each t-shirt should not cost more than \$12 to ensure affordability for all.



Figure 1: The School Logo

## **ANNEX B**

### **CONSEQUENCES FOR STUDENT MISCONDUCT**

Students can be subjected to the following consequences for violation of school rules and other forms of misconduct.

#### **1. Detention/suspension from class**

##### **1.1** Students may be liable for detention if they commit any of the following offences:

- i. Being late for school (> 2 times)
- ii. Skipping lessons and school functions
- iii. Truancy
- iv. Having improper grooming
- v. Persistent non-submission or late submission of assigned work
- vi. Disruptive classroom behaviour
- vii. Other minor offences

##### **1.2** Consequences for late-coming

|  |  |
|--|--|
| 1 <sup>st</sup> offence                              | <ul style="list-style-type: none"><li>• Verbal warning, with the exception of late-coming on Wednesday**</li></ul>   |
| 2 <sup>nd</sup> offence                              | <ul style="list-style-type: none"><li>• Retention of mobile phone* (or item of equivalent personal value) until end of school day**</li></ul>  |
| 3 <sup>rd</sup> offence                              | <ul style="list-style-type: none"><li>• Retention of mobile phone* (or item of equivalent personal value) until end of school day, upon completion of detention</li><li>• Detention (1hr)**</li></ul>  |
| 4 <sup>th</sup> offence –<br>7 <sup>th</sup> offence | <ul style="list-style-type: none"><li>• Retention of mobile phone* (or item of equivalent personal value) until end of school day, upon completion of detention</li><li>• Detention (1hr)</li><li>• Parent-Teacher conference**</li></ul>                                      |
| 8 <sup>th</sup> offence<br>onwards                   | <ul style="list-style-type: none"><li>• Retention of mobile phone* (or item of equivalent personal value) until end of school day, upon completion of detention</li><li>• Detention (1hr)</li><li>• Conduct Downgraded</li><li>• Recorded in School Offence Module**</li></ul> |

\*phones will be kept under lock and key

\*\*For late-coming on Wednesday, regardless of the number of offences, the student would have to report to the General Office at 7.30am the following Wednesday, in addition to the stated consequences.

##### **1.3** Consequence for damage to school property

##### **1.4** Repeat offences can lead to suspension from class

## **2. Corporal Punishment**

**2.1** Male students may be liable for corporal punishment if they commit any of the following offences:

- i. \*Gambling
- ii. \*Smoking (in school or outside of school in school uniform), possession of cigarettes
- iii. \*Assault and fighting
- iv. \*Substance abuse
- v. \*Gangsterism
- vi. \*Vandalism
- vii. \*Theft
- viii. \*Possession of pornographic material
- ix. Bullying
- x. Use of vulgarities and/or obscene gestures
- xi. Being rude/abusive or behaving in threatening manner to any member of the school staff

## **3. Expulsion**

Any student who repeats the offences listed in **2.1** above may be liable for expulsion from school.

- 4.** Students' conduct grades will be downgraded on top of the abovementioned consequences.
- 5.** Offences not listed above will be handled by the school on a case-by-case basis.
- 6.** The management of offences marked with an asterisk (\*) may include the involvement of external authorities from the relevant agencies (i.e. HSA, SPF, CNB), depending on the severity of the offence.

## ANNEX C

### **CLASSROOM CODE OF CONDUCT**

I will stand up straight and greet the teacher when he/she enters the classroom because I am a sincere and respectful individual. I will also thank the teacher when he/she completes the lesson and leaves the room to show my appreciation towards my teacher.

I will pay attention and remain seated when my teacher is teaching because I am disciplined and industrious. As such, I will not be involved in other activities (e.g. talking to classmates, resting my head on the table, sleeping, making unnecessary remarks, walking around, using my mobile phone, etc.) while lessons are in progress.

I will demonstrate a sense of propriety by refraining from charging my mobile phone in the classroom or anywhere in the school premises.

I will put in effort to submit quality work and hand in all my assignments and projects punctually because I pursue excellence and am a responsible person.

I will obtain prior permission from the teacher if I wish to leave the classroom during change of period because I know that I need to be accountable for my actions.

I will be responsible for keeping the classroom tidy and free from litter at all times. I will not consume food (except during the 10-minute snack break) and sweetened drinks beyond the canteen. This is because I understand the importance of a clean and conducive learning environment.

I will take care of class property and the notice boards in the classroom and will not vandalise/deface/dirty any wall, furniture, windows, doors, AV-equipment, cleaning tools, etc. I understand that these things are there for my benefit and I demonstrate my love for the school by caring for them.

I will adhere to the seating arrangement decided by my form teacher and will not change it without his/her permission. I respect my form teacher's authority to change the seating arrangement as and when he/she finds that it is necessary for the benefit of the class.

I will produce a medical certificate when I am absent from school and upon returning to school, I will hand it to my form teacher punctually. I understand that it is my responsibility to ask my teacher for homework and make arrangements for any re-tests because I am committed to giving my best academically and take ownership of my learning.