



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	ANNUAL SPEECH DAY
ACADEMIC & ACADEMIC-BASED	<p>SAC-SPONSORED AWARDS</p> <ul style="list-style-type: none"> ○ SAC Academic Award (Best in Subject) (GCE 'O' and 'N' Levels) ○ SAC Academic Award (Best Overall) (GCE 'O' and 'N' Levels) ○ SAC Academic Award (Best in Subject) (Based on performance at the end of Sec 1-3, G1, G2 and G3 subjects) ○ SAC Outstanding Normal Course Award (Based on performance at the end of Sec 1-3) ○ SAC STAR Development Programme (<i>for new Awardees; Admission into STAR Development Programme</i>) <p>ALUMNI-SPONSORED AWARDS (Based on performance at the end of Sec 1 to 3)</p> <ul style="list-style-type: none"> ○ JSS Alumni Award for Bilingualism ○ JSS Alumni Award for Humanities ○ JSS Alumni Award for STEM
STUDENT DEVELOPMENT	<p>SAC-SPONSORED AWARDS</p> <ul style="list-style-type: none"> ○ SAC Sports Scholarship Award ○ SAC inSPire Award including the SAC Sports Award & SAC Project COMpassion Award (<i>upon completion of project</i>) <p>ALUMNI-SPONSORED AWARDS</p> <ul style="list-style-type: none"> ○ JSS Alumni Sports Excellence Award <p>SAC & ALUMNI SPONSORED AWARDS</p> <ul style="list-style-type: none"> ○ JSS SAC-Alumni Character Excellence Award <p>JSS AWARDS</p> <ul style="list-style-type: none"> ○ JSS Outstanding Sportsboy Award & JSS Outstanding Sportsgirl Award ○ JSS CCA Excellence Award ○ JSS Service Excellence Award ○ JSS Leadership Excellence Award
HOLISTIC DEVELOPMENT	<p>JSS AWARDS</p> <ul style="list-style-type: none"> ○ JSS All-Round Excellence Award <p>JSS AWARDS</p> <ul style="list-style-type: none"> ○ JSS Exemplary Student Award

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

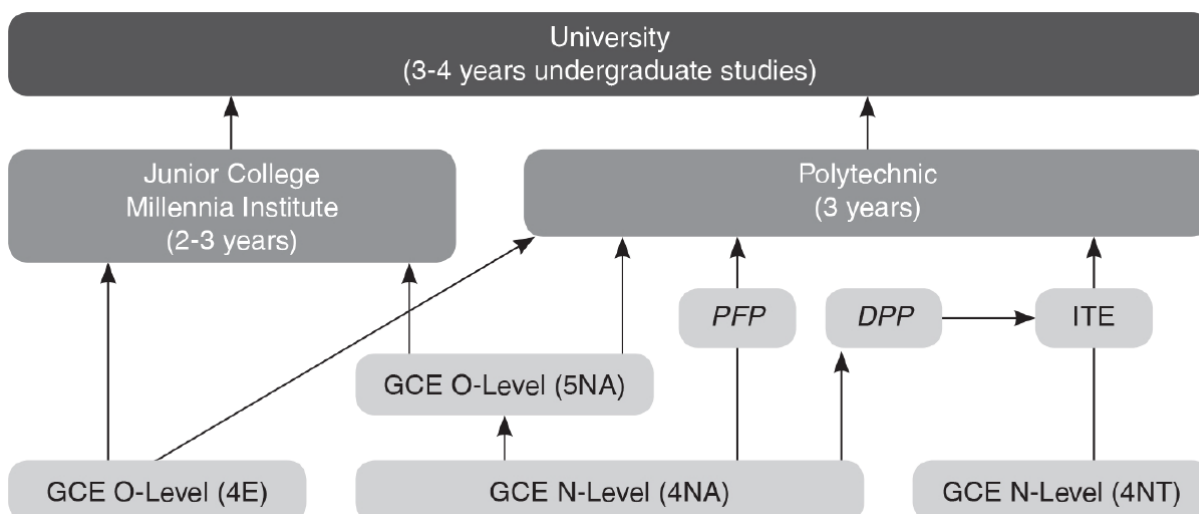
TYPE OF AWARD	SERVICE – PROJECT COMPASSION	TECHNOLOGY, ENVIRONMENT, AESTHETICS, MEDIA & SPORTS
AUDIENCE / TYPE	Open to all students (Team grant only with a minimum of 4 students)	Open to all students (Individual Award and Team Award with a minimum of 4 students)
ELIGIBILITY CRITERIA	<p>a) Display interest and passion in the respective areas:</p> <ul style="list-style-type: none"> • Service • Technology • Environment • Aesthetics • Media • Sports <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>	
QUANTUM	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. 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	https://eae.polytechnic.edu.sg/eaeStudIns/menu.jsp
Joint Admissions Exercise	https://www.moe.gov.sg/post-secondary/admissions/jae
Joint Intake Exercise	https://www.moe.gov.sg/post-secondary/admissions/jie
Singapore Examinations and Assessment Board	https://www.seab.gov.sg/
Nanyang Polytechnic	https://www.nyp.edu.sg/
Ngee Ann Polytechnic	https://www.np.edu.sg/
Republic Polytechnic	https://www.rp.edu.sg/
Singapore Polytechnic	https://www.sp.edu.sg/
Temasek Polytechnic	https://www.tp.edu.sg/
ITE College Central	https://www.ite.edu.sg/
ITE College West	
ITE College East	
National University of Singapore	https://www.nus.edu.sg/
Nanyang Technological University	https://www.ntu.edu.sg/
Singapore Management University	https://www.smu.edu.sg/
Singapore University of Technology and Design	https://www.sutd.edu.sg/
Singapore Institute of Technology	https://www.singaporetech.edu.sg/
Singapore University of Social Sciences	https://www.suss.edu.sg/

Courses	Minimum Requirement
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
PFP (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

Secondary 1	
Secondary 1 G1, G2 and G3 students will progress to Sec 2 at the end of the year.	
Secondary 2	
2 Express	Pass in English and attained at least 50% of the total average
2 Normal Academic	Attained Grade 5 or better in (a) English and 2 other subjects, or (b) 4 subjects
2 Normal Technical	Attained Grade D or better in 2 subjects, one of which should be English or Mathematics
Secondary 3	
3 Express	Pass in English and 2 other subjects
3 Normal Academic	Attained Grade 5 or better in (a) English and 2 other subjects, or (b) 4 subjects
3 Normal Technical	Attained Grade D or better in 2 subjects, one of which should be English or Mathematics
Secondary 4	
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 academic performance of students is assessed regularly to gauge their progress in learning as well as to provide timely feedback on their academic achievement.
2. Their promotion from one level to the next is based on their academic performance in both Weighted Assessments (WA) and the Semestral Assessment (SA), as stated in the criteria for promotion.

The assessments for the year include the following:

- a) Weighted Assessments (WA) which can include alternative assessments, class quizzes, project work, practical tests and quizzes, or daily assignments
- b) End of Year Assessment (EYE) which includes 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	EYE
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 ¹ (70%)	

Note:

- 1) The Graduation Examinations for Secondary 4 and 5 students will be conducted 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.

Extension by:	Marks awarded
1 week	90% of attained grade
Beyond 1 week	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 examination 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 student'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 the examiner says to do so; writing offensive materials in answer scripts; starting to write before the examiner says so*)
- Submitting plagiarized work (*i.e., copying from another source and presenting it as one's own work for submission*)
- Changing answers while the teacher goes through the examination script to attempt to get more marks

Consequences of malpractice:

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

STUDENT MANAGEMENT

The school believes in providing a quality school experience for our students and adopts an educative approach in managing student discipline while enabling students to learn how to manage themselves and build positive relationships with others.

This set of guidelines serves to provide a clear common code of conduct to ensure a caring and enabling environment for all. The school reserves the right to review and amend the guidelines. The consequences for student misconduct can be found in Annex A.

GUIDELINES FOR STUDENTS

1) FLAG RAISING CEREMONY (FRC)

The Singapore flag, National Anthem and Singapore pledge are symbols of statehood, and reflects the ideals, beliefs, and values of our nations. All staff and student of Jurong Secondary School must respect the Singapore flag, National Anthem, and School Song.

- 1.1** The FRC is compulsory for all students.
- 1.2** All Singapore citizens must sing the National Anthem and take the Singapore pledge. The Pledge will be taken with the right fist placed over the heart.
- 1.3** All non-Singaporeans are to stand at attention.
- 1.4** All students are to sing the school song respectfully.

2) ATTENDANCE AND PUNCTUALITY

All Jurong Secondary School students need to be personally responsible for reporting to school punctually every day to participate actively in school activities that enhance learning and promote personal development. Being on time for school helps ensure that every student is ready for the day's programme.

- 2.1** School begins at 7:30 am with the flag-raising ceremony. All students are expected to assemble at the FRC venue by 7:30 am. Any changes to the venue will be announced via the public announcement system. Students who are not in school by 7:30 am will be marked late.
 - 2.1.1** Students who arrive in school after 7:30 am need to report to the General Office for FRC, and for their attendance to be marked.
 - 2.1.2** Late-coming exceeding 3 times per term will be recorded as a minor offence for students and parents will be engaged by their Form Teachers.
- 2.2** Students must be present for all school activities including FRC, lessons, co-curricular activities (CCA) and official school events.
- 2.3** Students who are absent from any of these activities must produce relevant documents (such as medical certificates) to explain their absence.
- 2.4** An SMS message will be sent by 8:00 am daily to inform parents should the absence of students from school be unaccounted for.

- 2.5 Excuse letters from parents are strongly discouraged. The school permits a maximum of 5 letters per semester to account for students' absences.
- 2.6 The school does not support students going for vacation before the end of the school term or after the school term begins. Such absences will be marked as Absence without Valid Reason(s).
- 2.7 Students who are unable to attend school during curriculum time due personal commitments will need to seek special permission from the School Leaders, Year Heads or HOD/Student Management.
- 2.8 The Conduct Grade of students whose attendance falls below 80% (excluding those with valid reasons) will be affected.

3) ATTIRE AND APPEARANCE

Appropriate personal grooming and appearance complements the school uniform as it ensures that all Jurong Secondary School students always look smart and presentable. Being appropriately attired enables students to be ready for learning and prepares them to be successful in life.

The school uniform is part of the school identity. Wearing the prescribed school uniform builds school pride and fosters a common identity among students.

3.1 Students are to wear the prescribed school uniform. Modifications to the uniform are not allowed.

- 3.1.1 Students are to be in their full school uniform on Mondays as well as during official school events and functions (unless specific instructions are given by the School Leaders, HOD/Student Management or Year Heads).
- 3.1.2 Students are allowed to wear the half school uniform from Tuesday to Friday. Half-school uniform refers to the PE T-shirt, approved CCA T-shirt or approved Class T-shirt tucked into the school skirt or school shorts/pants.
- 3.1.3 Students are to wear the PE T-shirt and shorts for PE lessons. CCA T-shirts are not allowed. They must change into their full or half school uniform after the lesson.
- 3.1.4 The criteria for school approved CCA and Class T-shirts can be found in Annex B.

3.2 Only female pupils are allowed to wear jewellery, in the form of one pair of identical, plain earrings measuring no more than 5mm in diameter, one on each ear lobe.

- 3.2.2 Ornaments must be worn discreetly or covered up.

3.3 Students are to wear shoes and socks based on the following standards:

- 3.3.1 White-based low-cut shoes which are 70% white. The remaining 30% must not be in loud or flashy colours.
- 3.3.2 Contains only 1 shoe logo.
- 3.3.3 White shoelaces.
- 3.3.4 Plain white socks without logo must be visibly worn.

- 3.4** Students must be well-groomed at all times. This includes:
- 3.4.1** Neat and tidy appearance.
 - 3.4.2** Trimmed and clean fingernails with no nail polish.
 - 3.4.3** Well-groomed hair that is not dyed, highlighted or tinted.
 - 3.4.4** Contact lenses, if worn, must not alter the appearance of the pupils.
 - 3.4.5** No tattoos or any body art (including use of henna).
 - 3.4.6** No cosmetics or any tinted face product.

Grooming for boys includes:

- 3.4.7** No facial hair (moustache, beard, sideburn) is allowed. Boys must be clean-shaven at all times.
- 3.4.8** Fringes must not touch the eyebrows; hair at the sides must not touch the ears. Hair should also not touch the collar.
- 3.4.9** The hair at the crown must not be too thick or bushy and the hair at the back of the head should be sloped.
- 3.4.10** Outlandish hairstyles are not allowed
 - i. Overlaps
 - ii. Patterned haircut
 - iii. Undercut / side-shaved
 - iv. Mohawk
 - v. Skinhead

Grooming for girls includes:

- 3.4.11** Hair reaching below the collar must be tied up using black, navy blue or red hair bands / hair clips.
- 3.4.12** Fringe below eyebrows and loose hair must be pulled back or pinned up using black, navy blue or red hair bands / hair clips.
- 3.4.13** Make-up of any form is not permitted.

Students need to rectify their attire and appearance before they are allowed to return to class.

4) CLEANLINESS AND USE OF SCHOOL PROPERTY

- 4.1** Students must do their part to maintain cleanliness in every part of the school premises, including their classrooms.
- 4.2** Students must handle all the furniture and equipment in the school with care.
- 4.3** The staffroom is out of bounds to all students unless the assistance of students is required by teachers.
- 4.4** No student shall make use of the school hall or other special facilities without the presence and/or permission of a teacher.
- 4.5** Students must play sports (or engage in free play) only in designated areas for activities at allowed timings.

5) FOOD AND DRINKS

5.1 All food and drinks must be consumed in the canteen.

5.1.1 Students are allowed to consume only dry snacks in class during snack break. They are not allowed to purchase food and drinks from the canteen.

5.1.2 Students are not allowed to order food delivery during curriculum time. Food and drinks delivered after curriculum time are to be consumed in the canteen.

5.1.3 Approval for consuming food and drinks in class will be given by the Year Heads or HOD/Student Management for identified school events.

5.2 In the canteen:

5.2.1 Students are to queue in an orderly manner when buying food and drinks. Placing orders on the behalf of others is not allowed.

5.2.2 Students must ensure that tables and benches are kept clean during and after their meals.

5.2.3 Students must deposit all utensils in the receptacles provided at the respective stalls after their meal.

5.3 During CCAs:

5.3.1 Food and drinks are to be consumed in the canteen (and not at the CCA venues).

5.3.2 If drinks need to be consumed (i.e., for Sports CCAs) at the CCA venue, the approval of CCA teachers is needed, and the premises should be cleaned up thereafter.

6) CLASSROOM

6.1 Students must always maintain a class environment and culture conducive for study and work by following the “Classroom Code of Conduct” (Please refer to Annex C).

7) SHOW CARE AND RESPECT

7.1 Students must respect all teachers and classmates; they must greet teachers as well as visitors to the school.

7.2 Students must show respect and appreciation to speakers/performers at level and school assemblies by maintaining silence and paying attention.

8) USE OF MOBILE PHONES

8.1 Students must switch off and keep their mobile phones safely in the lockers before the start of the flag-raising ceremony (7:30am on Mon, Tue, Thu & Fri; 8:20am on Wed) unless permission is otherwise given by the teacher for their use to support learning.

8.1.1 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.

8.1.2 Students who fail to adhere to the guidelines will be subject to consequences meted out by the school. This could include safekeeping of the mobile phones by the school in the General Office until the end of the school day.

8.2 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.

8.2.1 Students will be subject to consequences meted out by the school. This may include holding on to their mobile devices during investigation, and safekeeping it to ensure a safe and conducive environment for all.

8.2.2 Students must also be aware that the victims concerned may exercise their right to lodge a police report.

9) USE OF iPADS

9.1 iPads are to be fully charged at home before students report to school – charging of devices in school is not allowed.

9.1.1 Students must remember to bring their iPads and Apple Pencils to school every day.

9.2 Students must switch on the iPad's Wifi, connect it to the school network and silence all iPad notifications. Students must place the iPads at the top right-hand corner of their desks and await the teacher's instructions.

9.3 Throughout the school day, students are accountable for their iPads. They must never leave their iPads unattended and must lock their iPads in the lockers when they are physically not around (e.g., during lunch break, PE lessons).

9.4 Students must not place or stack items on top of their iPads as the screen is fragile.

9.5 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.

9.6 Students are allowed to personalize their iPads. They should be mindful not to have inappropriate words or images on their iPads.

10) USE OF LOCKERS

- 10.1** 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, students must inform their Form Teachers immediately.
- 10.2** 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 conducted by the Student Management Committee.
- 10.3** 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.
- 10.4** At the end of the academic year, students must clear their lockers by a designated deadline that the school will provide. After this date, the school will have the authority to open the lockers and dispose of all property found within.
- 10.5** Students are not allowed to personalize their lockers so that the lockers can be assigned to another cohort of students the subsequent year in pristine condition.
- 10.6** Any violation of the locker guidelines by users may result in the termination of the use of lockers. The school will not be liable in any circumstance for any loss or damage of property stored in any locker.

11) PERSONAL ITEMS

- 11.1** Students are not allowed to bring any form of card games unless permitted by teachers for the purpose of learning.
- 11.2** All students are not allowed to have weapons in their possession. 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

CONSEQUENCES FOR STUDENT MISCONDUCT

Jurong Secondary School students need to exercise care for self and others and be responsible in making the right choices. The school has a zero-tolerance policy for serious offences that are detrimental to the physical and emotional well-being of the school community.

The following offences are classified as serious offences. Students who commit these offences will be dealt with severely by the school or relevant authorities. Consequences could include caning and suspension. Students will also be referred for counselling to support behavioral modification.

- Bullying in all forms. These include (and are not limited to) any activity that causes distress to others and/or brings disrepute to the school, such as offensive posts on social media, inappropriate text messages, theft, extortion, sexual misconduct.
- Substance abuse (including but not limited to smoking, vaping, inhalant / alcohol / drug abuse).
- Any form of gang-related activity.
- Any form of defiance towards authority.
- Gambling in all forms.
- Forgery and cheating in administrative and/or academic-related matters.
- The use of violence in any form.
- Sexual misconduct (including the possession and distribution of pornography).

Any student who breaches the School Rules and Regulations is liable to face (at the school's discretion) one or more of the following disciplinary actions (not listed in order of priority and not exhaustive) depending on the nature, frequency and severity of the offence committed:

- Warning
- Immediate rectification (this includes sending students home to change into the proper school uniform in the event of inappropriate attire and appearance)
- Corrective Work Order (CWO)
- Detention
- Confiscation and safe-keeping of item(s)
- Apology / Public Apology
- Signing of contract of good behavior (witnessed by parent /guardian)
- Personal Qualities and Conduct Grade will be adjusted accordingly
- Suspension
- Caning
- Removal from position of responsibility (i.e. Student Leadership positions)
- Exclusion from National / MOE / School Awards
- Expulsion
- Referral to the police

- Referral to external agencies
- Other actions as prescribed by the school

ANNEX B

GUIDELINES FOR THE PRINTING OF CCA T-SHIRTS

Please take note of the following guidelines for all CCA T-shirts.

1. Only round necked and collared T-shirts are allowed.
2. The T-shirt must consist of only one base colour:
 - red base with white or gold wordings.
 - white base with red wordings.
 - black base with white wordings.
 - UGs have the additional option of their UG colour as the base colour, with white or black wordings.
3. Front of T-shirt must include the school approved logo for the various CCA groups. Details and dimensions of the front logo will be appended below.



4. CCAs can customise the design at the back of the T-shirt. The design should not change for at least 3 years. Any offensive or inappropriate wordings or graphics is disallowed.
5. The customisation of T-shirts for individual students is discouraged, particularly the printing of names.
6. All designs must be submitted to the 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 CCA T-shirts.
7. Each T-shirt should not cost more than \$12 to ensure affordability for all.

Details and dimensions of front logo



Font: Century Gothic
Font size: 250

Spacing between words and line: 2mm

Font: Century Gothic
Font size: 100

Logo size: 4.5x4.5cm

Red colour code: #DE1E37

GUIDELINES FOR THE PRINTING OF CLASS T-SHIRTS

1. Only Lower Sec (Sec 1 and 2) or Upper Sec (Sec 3 and 4) class T-shirts are allowed.
 - For Lower Sec – Sec One Sem 2 to Sec Two Sem 1.
 - For Upper Sec – Sec Three Sem 2 to Sec Four Sem 1.
2. The T-shirt must consist of only one base colour (either red, white or grey).
3. Front of T-shirt must include the school logo measuring minimally 5cm by 5 cm (refer to Figure 1). The logo must be positioned on the T-shirt's left breast.
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 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 always keeping the classroom tidy and free from litter. 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 and that he/she will 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 arrange for any re-tests because I am committed to giving my best academically and taking ownership of my learning.