



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

Journeying Together

Working in partnership with diverse stakeholders

Shaping Values

to help our students live out our school values

Striving Towards Excellence

and pursue excellence in all that they do.

We journey together with our students with the support of our staff, their parents, SAC, alumni, industry partners and the Taman Jurong community and beyond.

We shape our students' values and help them build Loyalty, Industry, Sincerity and Love.

We support our students in their pursuit of excellence in their studies, CCA and interests.

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

Adaptive Thinker

An adaptive thinker responds nimbly, demonstrating curiosity, cognitive flexibility, and an openness to diverse perspectives and contexts.

Confident Person

A confident person has a keen awareness of his or her own strengths and potential, and is courageous, voicing and exchanging ideas spontaneously, responsibly and respectfully.

Persevering Learner

A persevering learner takes calculated risks, persists through failure and demonstrates determination. He or she is reflective and has the will to act and strive for excellence.

Concerned Citizen

A concerned citizen is rooted to Singapore when engaging with global and societal issues, and is empathetic, caring and committed to the betterment of our community.

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 (<i>Based on performance at the end of Sec 1 to 3</i>)</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>	
	Students must demonstrate self-discipline and attain at least a good conduct grade in Semester 1 of the application year.	
QUANTUM	Grant capped at \$200 per team.	Award capped at \$200 per individual and capped at \$1000 per team.

EDUSAVE AWARDS FOR SECONDARY SCHOOL

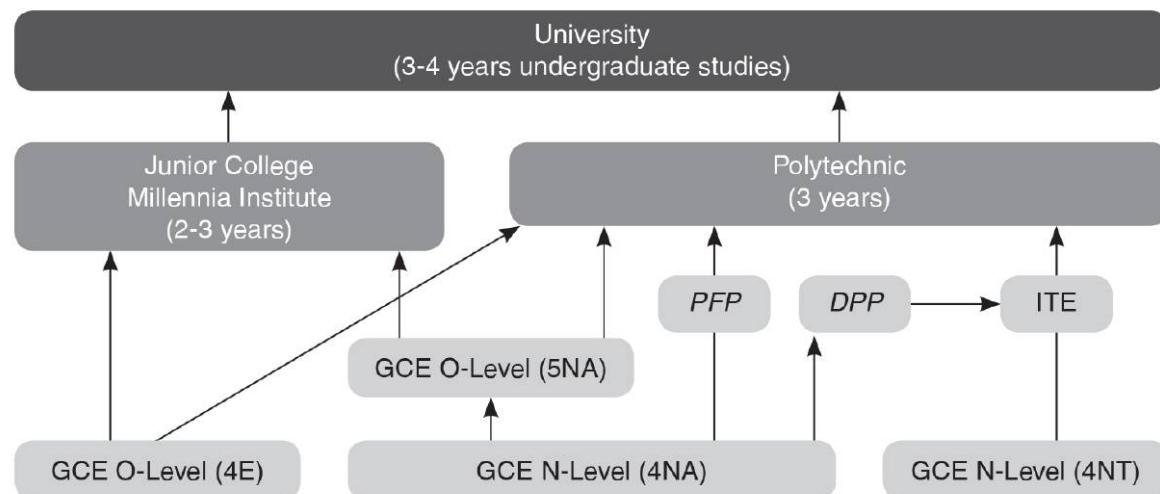
Edusave Awards are given by the government annually to Singaporean students to enhance educational opportunities and motivate students to excel in schools in academic and non-academic domains.

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.

FSBB POST-SECONDARY PATHWAYS (For Sec 1 to Sec 3 Students Only)

Interested in JC L1R4	Must have 5 G3 subjects <ul style="list-style-type: none"> L1R4 must include EL or HMTL, HUM, MA or SC
Interested in Poly Year 0 (PFP) ELMAB3	Must have 5 G2/G3 subjects <ul style="list-style-type: none"> ELMAB3 must include EL and MA and (depending on course cluster) either D&T or NFS or Combined Sci or POA or Hum
Interested in Poly Year 1 ELR2B2	Must have 4 G3 subjects & 1 G2/G3 subject <ul style="list-style-type: none"> ELR2B2 must include EL For most courses, the first Relevant subject is MA or AM (Each course has its own entry requirements – use QR code to check)
Interested in Year 2 entry into 3-year Higher Nitec courses	Must have 5 G2/G3 subjects <ul style="list-style-type: none"> ELMAB3 must include EL and MA and 3 Best subjects
Interested in 3-year Higher Nitec courses	Must have 4 G1 subjects <ul style="list-style-type: none"> B4 refers to the Best 4 subjects

POST-SECONDARY PATHWAYS (For Sec 4 and 5 Students Only)



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	
ITE College West	https://www.ite.edu.sg/
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/

For Secondary 4 and 5 Students Only

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	

PROGRESSION CRITERIA

Secondary 1

All Secondary 1 students will generally progress to Secondary 2 at the end of the year.

Secondary 2 and 3

The common academic requirement at the end of Secondary 2 and 3 is:

- i) Either pass English Language and 2 other subjects, **or**
- ii) Pass at least half the total number of examinable subjects* offered.

*Examinable subjects do not include CCE, PE and lower secondary Music. The number of examinable subjects will be rounded down if a student offers an odd number of subjects, subject to a floor of 3.

Secondary 4

4 Normal Academic	Pass in English Language and attained an aggregate score not exceeding 19 points in English Language, Mathematics and best three subjects.
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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 ²	10%	15%	15%	End-Year Exam (60%)
Sec 2 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

- 1.1 Students will be awarded 'MC' or 'VR' (Valid Reason) accordingly based on the official documentation produced for being absent from the examination. For 'MC', they must produce a Medical Certificate (MC) issued by doctors registered under the Medical Registration Act or dentists registered under the Dental Registration Act.
- 1.2 Students will be awarded 'AB' (Absent) if they provide Parents' Letters or are unable to provide any official documentation.

2. Absence from Weighted Assessments

- 2.1 Students will be awarded 'MC' or 'VR' (Valid Reason) accordingly based on the official documentation produced for being absent from their Weighted Assessment (WA). For 'MC', they must produce a Medical Certificate (MC) issued by doctors registered under the Medical Registration Act or dentists registered under the Dental Registration Act.
- 2.2 Students will be awarded 'AB' (Absent) if they provide Parents' Letters or are unable to provide any official documentation.
 - 2.2.1 All absent students will be allowed to attempt their missed WA as practice, which will be graded for feedback on their learning.
 - 2.2.2 These marks will not contribute to their overall assessment score.
- 2.3 Students will be allowed to reschedule their group presentation only once if a member is absent with valid reason (MC or official documentation). Please note that Parents' Letters will not be accepted as official documentation.
 - 2.3.1 During the rescheduled group presentation, students who are absent with valid reason (MC or official documentation) will be awarded 'VR'. Students who are absent without valid reason or who provide Parents' Letters will be awarded 'AB'.

3. Late Submission of Weighted Assessment Projects and Assignments

- 3.1 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

4. Rules during Examinations and Weighted Assessments

Students are to ensure that they:

- a) Switch off all mobile or smart devices capable of storage and/or communication. Place them in bags or on the teacher's desk.
- b) 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.
- c) Clear all materials from the examination venue and from under the tables.
- d) Strictly adhere to the duration of the paper or test.
- e) Do not communicate with other students.

5. Malpractice/Cheating

Definition of malpractice:

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

Examples of malpractice:

- a) Bringing in and/or referring to disallowed or illegal materials in the examination venue
- b) Referring to answers from another student, either with or without the other student's knowledge
- c) Bringing in and/or referring to smart devices capable of showing, displaying and/or transmitting information
- d) Verbal and/or non-verbal communication with another person, either in or outside of the examination venue
- e) Obtaining and/or giving out examination questions or answers to a student who has yet to sit for that examination
- f) 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*)
- g) Submitting plagiarised work (*i.e., copying from another source and presenting it as one's own work for submission*)
- h) Changing answers while the teacher goes through the examination script to attempt to get more marks

Consequences of malpractice:

- a) Students found guilty of malpractice or cheating may be awarded zero marks for that particular paper.
- b) 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 School begins at 7:30 am (8:20 am on Wednesdays) with the flag-raising ceremony. The FRC is **compulsory** for all students.
- 1.2 All students are expected to assemble at the FRC venue on time. Students are advised to report to early deposit their mobile phone in their locker before reporting to the assembly venue (by 7:20 am on Mon-Thurs, Fri and 8:10 am on Wed). Any changes to the venue will be announced via the public announcement system.
- 1.3 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.
- 1.4 All non-Singaporeans are to stand at attention.
- 1.5 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 Students who are not in school by 7:30 am (8:20am on Wednesdays) will be marked late.
 - 2.1.1 Students who arrive in school late need to report to the General Office for FRC, and for their attendance to be marked.
 - 2.1.2 Students whose late-coming are more than 5% of their attendance in school will be recorded as a minor offence. This includes serving detention and/or corrective work. Parents/guardian 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. Students are responsible for personally informing their teacher if absent for valid reasons.
- 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/guardian should the absence of students from school is 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 to 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 the following students will be affected
- 2.8.1 Attendance below 80% (excluding those with valid reasons) a will be affected.
 - 2.8.2 Late-coming more than 5% of attendance in school.

3. ATTIRE AND APPEARANCE

Appropriate personal grooming and appearance complement the school uniform, ensuring that all Jurong Secondary School students look smart and presentable. Being properly attired helps students be ready for learning and prepares them for success in life.

The prescribed school uniform is an important part of the school identity; wearing it fosters a sense of belonging, school pride, and a shared identity among students. Students are encouraged to take responsibility for their appearance and behaviour, both inside and outside the classroom, reflecting the school's standards and values.

- 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 during flag raising 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 only the official JSS PE T-shirt or cohort (Orientation) T-shirt and red JSS PE shorts during PE lessons. CCA T-shirts, class T-shirts, and CCA shorts (including team jerseys or FBT-style shorts) are not allowed. Students must also change back into their half-school uniform before the next lesson begins.
- 3.1.4 Students are only allowed to wear their school uniform shorts/pants/skirt or the school's red PE shorts in school. CCA shorts can only be worn during CCA sessions.
- 3.1.5 The criteria for school approved CCA and Class T-shirts can be found in Annex B.

- 3.2 The school pants/shorts/shirt/skirt is of the correct length and size i.e not oversized, too tight or too short.



- 3.2.1 The hem of the school skirt should not be higher than the knees. Paper clips or other objects must not be used to adjust the size of skirts, shorts or pants

- 3.3 Only female students are allowed to wear one pair of identical, plain ear studs measuring no more than 5mm in diameter, only one on each ear lobe.



- 3.3.1 Earrings and ear sticks are not allowed.



- 3.4 Students are to wear shoes and socks based on the following standards:
- 3.4.1 White-based low-cut shoes which are 80% white. The remaining 20% must not be in loud or flashy colours.
- 3.4.2 Contains only 1 shoe logo.
- 3.4.3 White shoelaces.
- 3.4.4 Socks must be plain white and visibly worn. Simple logos (e.g., Nike) are allowed. Socks with designs drawn on or in bright/funky colours are not permitted.
- 3.4.5 The illustration below shows the approved types of shoes and socks.



3.5 Students must always be well-groomed, with hair and appearance kept in their natural state. This includes:

- 3.5.1 Neat and tidy appearance.
- 3.5.2 Trimmed and clean fingernails with no nail polish, stickers and decals.
- 3.5.3 Well-groomed hair that is not permed, dyed, highlighted or tinted.
- 3.5.4 Contact lenses, if worn, must not alter the natural appearance of the students' eyes.
Cosmetic contact lenses which contain colour, patterns or enlarge pupils are not allowed.
- 3.5.5 No tattoos or any form of body art (including the use of henna).
- 3.5.6 Students should wear only prescription or corrective glasses; non-prescription or decorative/fake glasses are not allowed.
- 3.5.7 Pimple patches must be plain and skin-coloured; decorative or patterned patches are not allowed.
- 3.5.8 Grooming for boys includes:
 - 3.5.8.1 No facial hair (moustache, beard, sideburn) is allowed. Boys must be clean-shaven at all times.
 - 3.5.8.2 Eyebrows should not be drawn or slit.
 - 3.5.8.3 Fringes must not touch the eyebrows; hair at the sides must not touch the ears.
Hair should also not touch the collar.
 - 3.5.8.4 The hair at the crown must not be too thick or bushy and the hair at the back of the head should be sloped.
 - 3.5.8.5 Outlandish hairstyles are not allowed. Hairstyles must be kept simple. It should not incorporate any inappropriate styles as deemed by the school. Hairstyles such as overlaps, undercut, thin shaven at the side, shaved line parting, fringe touching eyebrows, V-shaped at the back, skin head and so on, are not allowed.
 - 3.5.8.6 The standard to follow is as per pictured.



3.5.9 Grooming for girls includes:

- 3.5.9.1 Hair reaching below the collar must be tied up using black, navy blue or red hair bands / hair clips.
- 3.5.9.2 Fringe below eyebrows and loose hair must be pulled back or pinned up using black, navy blue or red hair bands / hair clips.
- 3.5.9.3 No cosmetics or tinted face products are allowed. This includes eyeliner, mascara, foundation, lip gloss, eyelash curling, or decorative stickers on the face or teeth. Students should keep their lips in their natural colour. Lip gloss of any kind is not permitted.
- 3.5.9.4 Eyebrows should not be drawn or slit.
- 3.5.9.5 The standard to follow is as per pictured below.



3.6 Students are expected to practice self-management by promptly rectifying any attire or appearance issues through self-checks or when informed by teachers. Formal checks will be conducted periodically, particularly on HUSSA Day, and non-compliance may be recorded as a defiance offence.

First Count of Non-Compliance	<ul style="list-style-type: none">• Rectification may be required to be done on the spot or within 3 working days for issues that require external action (e.g., haircut).• A notice will be sent to parents via Parents Gateway. Failure to comply within the stated timeline will be deemed as defiance.
Second Count of Non-Compliance	<ul style="list-style-type: none">• Rectification must be done on the spot if possible, or within 3 working days for issues that require external action (e.g., haircut).• A notice will be sent to parents via Parents Gateway, and parents are required to acknowledge the notice.• Failure to comply within the stated timeline will be considered defiance.• The student will be placed on a 1-week Behaviour Monitoring Form, covering attire, punctuality, work completion, respect, and other expected responsibilities.• Students will be informed that any further recurrence will require parents to come to school for a meeting, during which all monitoring records will be reviewed.
Third count of Non-Compliance	<ul style="list-style-type: none">• Parents are required to come to school for a meeting with the Form Teacher / Student Management Team• The student's Behaviour Monitoring Form and all previous records of non-compliance will be reviewed.• A formal action plan will be put in place to support the student in improving conduct

	<ul style="list-style-type: none"> Continued non-compliance after this point may be classified as defiance and could affect the student's conduct grade.
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* The school may safekeep inappropriate accessories if student(s) fail to comply with intervention. Safekept items will be handed over to parents at the end of the term.

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 should not damage any of the school properties and must handle all the furniture and equipment in the school with care.
 - 4.2.1 Students should report to the General Office if for any report of faulty or damaged equipment.
- 4.3 The staffroom is out of bounds to all students unless the assistance of students is required by teachers.
- 4.4 Students should always seek the permission of a teacher before using any school facilities including school hall, classrooms and special rooms.
- 4.5 Students should only engage in free play activities after school only until 5pm. During examination period, free play activities are not allowed.
- 4.6 Students are responsible for cleaning up, returning items, and keeping school facilities tidy. Assistance from school staff can be sought if necessary.

5. FOOD AND DRINKS

- 5.1 All food and drinks must be always consumed in the canteen, whether during curriculum or non-curriculum hours.
 - 5.1.1 Only pre-packaged, non-spill snacks are allowed in class. No canteen or fast-food items are allowed.
 - 5.1.2 Students are not allowed to order food or drinks via delivery apps at any time. Only teachers may place orders using food delivery applications.
 - 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.
 - 5.1.4 Students may purchase food or drinks from the canteen or vending machines only during recess or after school. Purchases are not allowed during curriculum time or snack breaks.
 - 5.1.5 Food or water spills must be cleaned up immediately, and school staff can be asked for help if needed.

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 always show respect to canteen vendors.
- 5.2.3 Students must ensure that tables and benches are kept clean during and after their meals. Students must ensure cleanliness by throwing rubbish into bins and wiping tables and benches after use.
- 5.2.4 Students must return all utensils to the designated receptacles 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 and food need to be consumed (i.e., for Sports CCAs) at the CCA venue, the approval of CCA teachers is needed, and the premises must 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 actively demonstrate care and respect towards others, including peers, school staff, and members of the public, in all interactions both inside and outside of school.
- 7.2 Students must show respect and appreciation to speakers/performers at level and school assemblies by maintaining silence and paying attention.

8. MOBILE PHONES, SMARTWATCHES & PERSONAL ELECTRONIC DEVICES POLICY

- 8.1 Students may bring mobile phones or smartwatches at their own risk.
- 8.2 No other electronic devices (including smart watches) are allowed, except for school-issued devices (e.g PDLP devices).
- 8.3 Mobile phones and smart watches are not allowed during curriculum and non-curriculum time. This will minimise distractions and ensure a more conducive learning environment during all school related activities. students may use devices responsibly and safely after all official school activities, including CCAs and enrichment programmes.
 - 8.3.1 Devices must be switched off and stored in students allocated lockers during curriculum time (including lessons, snack/lunch breaks, and examinations) before the start of the flag-raising ceremony (by 7:20am on Mon, Tue, Thu & Fri; 8:20am on Wed).

- 8.3.2 During CCAs, enrichment programmes, and learning journeys (out of school activities), devices must be switched off and kept out of sight unless explicitly approved by a teacher for learning purposes. Teacher may also collect the mobile device(s) for safekeeping before the start of the activities.
- 8.3.3 Smartwatches or wearable devices that can send/receive messages, make calls, or access the internet are included under these rules.
- 8.4 If a student is found using a mobile phone, smartwatch, or personal electronic device, or keeping it on their body or hidden somewhere instead of the allocated locker (for school-based activities) or out of sight (for out of school activities), they will be considered non-compliant.

8.4.1.1 Confiscated mobile phones will be locked in the General Office, in the mobile deposit box. The collection procedures for students and parents/guardian and additional consequences imposed are as follows:

First Count of Non-Compliance	<ul style="list-style-type: none"> Parents will be notified via Parents Gateway by the end of the school day. Students will collect their mobile phones from the General Office at dismissal.
Second Count of Non-Compliance	<ul style="list-style-type: none"> Parents will be notified via Parents Gateway by the end of the school day. Parents will need to collect the confiscated phone from the Form Teachers. Parents are advised to take note that any further non-compliance may have impact on student's conduct grade.
Third count of Non-Compliance	<ul style="list-style-type: none"> Parents will be notified via Parents Gateway by the end of the school day. Parents will need to collect the confiscated phone during meet-up with HOD/SM or SH/SM with student Student to deposit mobile phone at the General Office before the flag-raising ceremony for 2 weeks Conduct grade will be reviewed

8.5 Charging personal devices is not allowed on school premises, except for school-issued devices.

8.6 Students should only use their mobile phones in a responsible and safe manner, after all official school activities, including CCAs and enrichment programmes, have ended.

9. PERSONAL LEARNING DEVICE (PLD)

- 9.1 iPads are personal learning devices and are tools for teaching and learning. Students must bring their iPads and Apple Pencils to school every day.
- 9.1.1 iPads need to be fully charged at home before students report to school. Students may bring portable charging device (power banks) to school if need be.
- 9.1.2 Use of school charging facilities is not provided; students are responsible for keeping their devices charged.

- 9.1.3 In the classroom, students must
- 9.1.3.1 Switch on the iPad's Wifi and connect the iPad to the school network
 - 9.1.3.2 Silence all iPad notifications
 - 9.1.3.3 Place the iPads at the top right-hand corner of the desks and await the teachers' Instructions
- 9.2 Students are responsible for their own iPads and must not leave them unattended. They must ensure that their iPads are kept securely in their lockers when they are physically not around (e.g., during lunch break, PE lessons, etc). Students must not place or stack items on top of their iPads as the screens are fragile and will need to bear any relevant costs should there be a need to repair or replace their iPads.
- 9.3 Students are allowed to personalise their iPads. However, they should be mindful not to have inappropriate words or images on their iPads. The school has the right to request students to remove any words or images on their iPads that are deemed inappropriate.
- 9.4 Students must not tamper with or attempt to bypass the device, iPad, or school system in any way.
- 9.4.1 Any attempt to override, hack, or circumvent security or usage restrictions will be treated as non-compliance and subject to disciplinary action.

10. MOBILE DEVICE USAGE (MOBILE PHONES AND PLDS)

- 10.1 Students are expected to use their mobile devices responsibly. Students are not allowed to use their mobile devices inappropriately by:
- 10.1.1 Taking photographs or videos without consent
 - 10.1.2 Posting content regarding the school, staff or students on social media
 - 10.1.3 Playing games or using the iPad for purposes other than teaching and learning during lesson time
 - 10.1.4 Having inappropriate content and / or going to inappropriate sites
- 10.2 Students who fail to adhere to the guidelines will be subject to disciplinary consequences. These include:
- 10.2.1 Safekeeping of the mobile devices by the school at the General Office
 - 10.2.2 Confiscation of the devices until parents collect them
 - 10.2.3 Removal of inappropriate content (if necessary)
 - 10.2.4 Regular spot-checks on the mobile devices
 - 10.2.5 Parental involvement and engagement
 - 10.2.6 Referral to external agencies for intervention and follow up (if necessary)
 - 10.2.7 Victims of cyber-offences may exercise their right to lodge police reports

11. USE OF LOCKERS

- 11.1 Every student will be issued a locker. It is the student's responsibility to handle the locker with care, and to safekeep the combination lock. Students must replace lost or damaged

locks and all replacement locks must be purchased from the school bookshop only. Students are fully responsibility for the items stored in their lockers. In case of loss or damage, students must inform their Form Teachers 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. Examples include lighter, sharp objects and flammable materials. Checks may be conducted by the Student Management Committee at random.
- 11.3 Students must clean their lockers before the June holidays. Students are not allowed to leave textbooks and notes in their lockers over the holidays.
- 11.4 At the end of the academic year, students must clear their lockers by a designated deadline that the school will provide. Subsequently, the school has the authority to open the lockers and dispose of all property found within.
- 11.5 Students are not allowed to personalise their lockers so that the lockers can be assigned to another cohort of students in pristine condition the following year.
- 11.6 Any violation of the locker guidelines may result in the termination of the use of lockers for students. The school will not be liable in any circumstance for any loss or damage of property stored in any locker.

12. PERSONAL ITEMS

- 12.1 Students are not allowed to bring any form of card games including **poker, UNO, or similar games** to school unless permitted by teachers for the purpose of learning.
- 12.2 All students are not allowed to have weapons in their possession. They are also not allowed to bring any weapon-like items which can be used, or are intended to be used, to cause harm to others.

ANNEX A

CONSEQUENCES FOR STUDENT MISCONDUCT

Jurong Secondary School Students need to exercise care for themselves and others and be responsible in making the right choices. The school adopts a zero-tolerance stance towards behaviours — whether minor or serious — that compromise the physical or emotional well-being of the school community.

The following outlines the range of minor, serious and very serious offences, along with the possible consequences that may be taken to help students learn from their actions and uphold a safe, respectful school environment. The school will also follow up restoratively to manage every student holistically.

Minor Offence(s)

Minor offences are categorized by behaviours that indicate lapses in judgment or self-management. The following outlines these behaviours. Students will face restorative and follow-up actions that guide students towards better choices.

Attendance - Late-coming; Skipping Class

Inappropriate behaviours – HUSSA; Inappropriate choice of words (use of vulgar language); Online misconduct

Damage to property - Negligent Damage of school property

Others – e.g., littering

Serious / Very Serious Offence(s)

Serious offences are categorized by behaviours that intentionally cause hurt / discomfort / damage (often repeatedly) beyond the lapses in judgment and self-management. The following outlines these behaviours, and on top of restorative and consequences that guide students toward better choices.

Attendance - Truancy, Leaving school without permission

Defiance - Open defiance, Persistent repeat of minor offences

Damage / Infringement of property and resources - Vandalism, Arson, Trespass, Cyber offences

Hurtful Behaviour - Bullying, Involuntary causing hurt repeatedly

Dishonest Behaviour - Cheating in assessments / examinations, Scam, Theft, Forgery

Substance Abuse - Alcohol, Inhalant, Smoking, Vaping

Others - e.g., Possession of weapons

Sexual Misconduct including Pornography

Substance Abuse - Vaping with etomidate, drugs abuse

Criminal / Illegal offences

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 are 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. **ALL CUSTOMIZATION REQUESTS MUST BE SUBMITTED BY WEEK 5 OF EACH TERM. REVIEWS AND APPROVALS WILL BE COMPLETED BY WEEK 8 OF EACH TERM.**
8. Each T-shirt should not cost more than \$12 to ensure affordability for all.

Details and dimensions of front logo



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.
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

In class, I will:

- Greet and thank any teacher and adult taking the class (*Confident Person • Inspirational Role Model*)
- Stay seated, attentive, and focused during lessons. Expectations apply consistently across all teachers. Permission must be sought before speaking, moving, or changing seats. (*Persevering Learner • Adaptive Thinker*)
- Wear my school attire neatly and appropriately, following school guideline (*Respectful • Responsible Citizen*)
- Use my PLD and devices only when permitted. When not in use, keep my PLD flat, screen off, at the top right corner of my desk. (*Responsible • Reflective Learner*)
- Complete and submit quality work on time. If an extension is needed, request it in advance with valid reasons, subject to approval. (*Persevering Learner • Reflective Learner*)
- Seek my teacher's permission before leaving the classroom.
If my teacher is not available, I will inform the teacher in the next classroom.
I will not leave without permission. (*Resilient Leader • Accountability*)
- Keep the classroom and school clean and take care of school property. Remember to do this in the canteen, free play areas and any classroom you use. (*Concerned Citizen*)
- Follow seating arrangements and class routines. (*Respectful • Resilient Leader*)
- Take responsibility for my attendance and missed work by informing my teacher and following up on what I missed (*Reflective Learner • Confident Person*)

Outside of school, I will

- Greet others respectfully and interact with courtesy. Communicate politely and avoid offensive language.
(*Confident Person • Inspirational Role Model*)
- Show empathy and consideration for others, such as offering help or giving up my seat, while being a positive representative of Jurong Secondary School Student. (*Responsible • Reflective Learner*)
- Follow rules and instructions in public places. (*Responsible • Accountable Citizen*)
- Keep my surroundings clean and tidy. (*Concerned Citizen • Reflective Learner*)
- Take care of public property and personal belongings. (*Responsible • Respectful Citizen*)
- Stay safe and avoid wandering alone. (*Confident Person • Courageous Learner*)
- Be mindful of noise and avoid disturbing others. (*Empathetic • Considerate Citizen*)
- **Take responsibility for my actions and correct mistakes.** (*Responsible • Reflective Learner*)
- Wear my school attire neatly and appropriately, following school guidelines. (*Respectful • Responsible Citizen*)