

# Student Handbook 2024



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Class 2E3(2023)

**Meridians will navigate the seas of knowledge  
and chart a course for a brighter future.  
Meridians will not only improve and be better,  
they will also help others become better.**

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Updated Jan 2024

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# 1. School Rules

Meridian Secondary School adopts a Positive Discipline approach to develop good discipline in students. The goal is to instill self-discipline and good character in students and a whole-school, multi-faceted approach is adopted. Discipline is a learning process to develop students' thinking and moral faculties.

A key strategy for developing good discipline is to build students' social and emotional competencies by:

- creating a supportive environment;
- inculcating values and social emotional skills;
- providing opportunities for students to demonstrate good behaviour; and
- guiding students through a reflective journey towards better character development.

School rules are intended to help students cultivate a set of positive behaviours that will empower them to learn and grow in a safe, conducive and meaningful environment. These rules provide clarity in students' behaviour in school, and during Independent Learning Day. Student Management Team (StMT) manages discipline issues of students.

The school is committed to partner parents in ensuring that school rules are observed by all students. Parents are encouraged to contact the school (**Tel: 6583 1387**) for clarifications.

## **1. REPORTING TO SCHOOL**

### **1.1 General Information**

- Students are to be punctual and seated in their respective classrooms by 7.30 am. Students will be considered late if they fail to do so.
- **STUDENTS ARE TO WEAR THE PRESCRIBED SCHOOL UNIFORM AND ANY MODIFICATION TO THE UNIFORM IS NOT ALLOWED.**
- **MALE STUDENTS MUST BE CLEAN-SHAVEN AND NEAT IN APPEARANCE AT ALL TIMES.**
- **STUDENTS WHO ARE SINGAPORE CITIZENS MUST SING THE NATIONAL ANTHEM AND TAKE THE PLEDGE. STUDENTS WILL TAKE THE PLEDGE WITH THE RIGHT FIST OVER THE HEART.**
- **ALL STUDENTS ARE NOT ALLOWED TO HAVE ANY WEAPON 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.**

- All students must be in school attire when reporting and leaving the school.
- Students who are not in proper school attire, hairstyle, or hair colour will not be allowed to enter the school premise.
- Parents will be informed if there are special events that require the participation of their children. If clarification is needed, parents are encouraged to contact the school for information.
- The school General Office will be closed on Saturdays, Sundays and Public Holidays. However, some school activities may be arranged on weekends and parents will be notified.
- Photograph(s) or video image(s) of students and their parents may be captured during school activities and events such as classroom lessons, CCA, school camps, and school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channels.

## 1.2 Attendance

- If a student is unable to attend school because he/she is unwell, parents are advised to **inform the Form Teacher or school before 7.25 am**. The absence must be supported by a medical certificate from MOH-registered clinics or parents' letter (maximum two per term) which must be handed to the Form Teacher the following school day.
- Students who are absent from school without valid reasons will serve detention after school hours.
- For students with persistent absenteeism, their parents will be invited to the school to meet up with the School Leaders, Year Heads and HOD Student Management.
- Parents will be informed via the SMS by 9.30 am if their child is absent from school for the day.
- Students who are absent without valid reasons for more than **5** times per semester will be accorded a **FAIR** conduct grade and have to meet the Year Heads/School Leaders. Students are required to complete their school work during detention.
- Students who are absent without valid reasons for more than **9** times per semester will be accorded a **POOR** conduct grade and meet School Leaders. Students are required to complete their school work during detention.



### 1.3 Punctuality

- Students must observe punctuality at all times for all school-related activities.
- Students who report to the stipulated venues in school after 7.30 am are considered late.
- The follow-up actions for late coming are shown in the table.

Number of Times Late	Follow-up Actions	Disciplinary Consequences
1 and 2	<ul style="list-style-type: none"><li>• Student will call his/her parent/guardian to inform that he/she is late.</li><li>• Student will recite the national pledge, if he/she has missed it.</li><li>• Student will create e-Journal to write reflections.</li></ul>	<ul style="list-style-type: none"><li>• Student will be advised to be punctual.</li></ul>
3 to 6	<ul style="list-style-type: none"><li>• Student will call his/her parent/guardian to inform that he/she is late and details of the disciplinary consequences.</li><li>• Student will continue reflections on e-Journal.</li><li>• <u>At the 4th time</u>, teacher will call to inform parent of repeated late coming.</li><li>• <u>At the 6th time</u>, teacher will teleconference with parent to inform of consequences for 7 times onwards.</li></ul>	<ul style="list-style-type: none"><li>• Students will serve recess canteen clean-up or other service to school on the same day.</li></ul>
7 to 10	<ul style="list-style-type: none"><li>• FT will inform parents that Conduct Grade for the semester will be changed to <u>FAIR</u>.</li><li>• Latecomer's handphones will be retained and returned after completing one session of detention (2h).</li><li>• Student will continue to complete reflections on e-Journal.</li></ul>	<ul style="list-style-type: none"><li>• Students will serve one session of detention (2 hours), which includes reflection of values, and/or related logical consequences.</li><li>• Conduct Grade will be changed to <u>FAIR</u> due to serious offence of chronic late coming.</li></ul>
11	<ul style="list-style-type: none"><li>• FT will inform parents that Conduct Grade for the semester will be no better than POOR.</li><li>• Latecomer's handphone will be retained and returned after completing one day of in-school suspension.</li><li>• Student will continue to complete reflections on e-Journal.</li></ul>	<ul style="list-style-type: none"><li>• 1 day of in-school suspension (7.30am to 3 pm) , which includes reflection of values, and/or related logical consequences.</li><li>• Conduct Grade will be changed to <u>POOR</u> due to serious offence of chronic late coming.</li></ul>

- Students who need to serve detention will not be allowed to attend CCA trainings, remedial lessons and other school programmes on that day.

## **2. CONDUCT IN SCHOOL**

### **2.1 Movement in School during Curriculum Time**

- Students are to move as a class in an orderly manner when moving from one venue to another during curriculum time.
- Students are **NOT** permitted to leave their classrooms during lesson time without a permission pass.
- During lesson time (including change of periods), students are only allowed to visit the toilet with a **permission pass** which can be obtained from their teachers.
- One pass will allow only one student to leave the class. To minimize loss in learning, students are strongly encouraged to visit the toilet before flag-raising ceremony, during recess and after school hours.
- Staff toilets are **OUT OF BOUNDS** to all students.
- Students can only enter special rooms e.g. Computer Labs, Science Labs, NFS Kitchen & Food Lab, D&T Workshops under the supervision of a teacher.

### **2.2 Conduct in Classroom during Curriculum Time**

- Students are to stand up and greet their teachers before the commencement and at the end of lessons.
- Students should participate actively during lessons and always have their learning materials ready.
- Students are to behave in a respectful manner in class. Students who display disruptive behaviour may be referred to the StMT for disciplinary consequences.
- Students are to keep their classrooms clean and tidy at all times.
- Students are advised to not leave their personal belongings including their personal learning devices unattended **AT ALL TIMES**.
- All classrooms must be locked when no one is using the classroom (e.g. recess, movement to special rooms and PE).
- Student who brings a ball to school should carry it in a ball-bag or plastic bag. Balls that are not in a bag may be safe-kept and returned after school.

- Students must **NOT** leave any books behind in the classrooms after school dismissal, unless permitted by a teacher. They may use the allocated personal lockers allocated. These are found outside their classroom.
- To maintain a respectful learning environment, personal learning devices (e.g. Chromebook) may not be used during lessons unless instructed for use by teachers.
- Students who are not on task when using personal learning devices during lessons may be referred to StMT for discipline consequences.

### 2.3 Conduct in Canteen

- Students must be considerate and observe good dining etiquette at all times. They should refrain from speaking loudly or running in the canteen.
- Students must queue up when buying food.
- Students are to return their crockery and utensils after their meals and keep the canteen clean by not littering.
- Food and drinks (except mineral water) are **NOT** to be brought out of the canteen.
- Students are **NOT** allowed to purchase or consume food in the canteen during lesson time.

## 2.4 School Uniform

- Students are to wear the prescribed school uniform whenever they come to school, including during the term and semester breaks. Modifications to the prescribed school uniform are strictly **NOT** allowed.
- These are examples of the prescribed school uniform.



a) Shirt and bottoms

b) Polo T-shirt and bottoms.

c) CCA shirt/Class T-shirt and school bottoms.

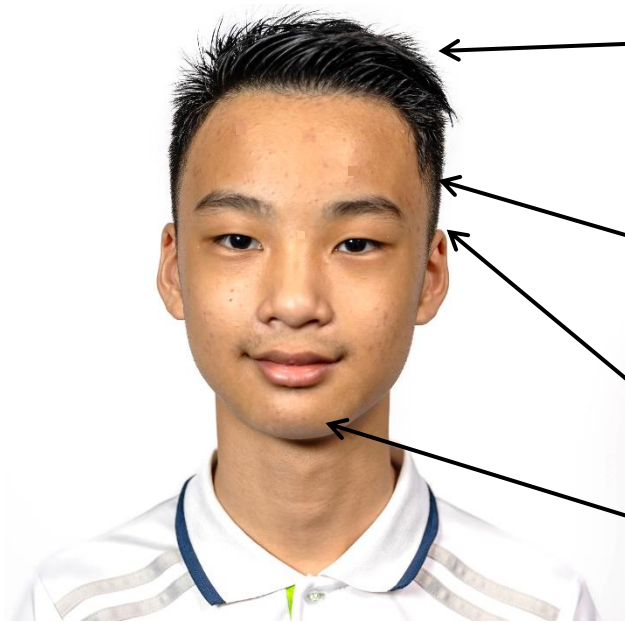
- Students are allowed to wear approved PE attire for PE lessons and during sports and games. Students may report to school in PE attire from the start of the day if they have PE lessons for the day.
- On days when students have CCA, they are allowed to wear their CCA attire. On Fridays, students are allowed to wear their class T-shirts, if any.
- Boys should **NOT** taper or modify the pants such that it does not conform to the intended look of the uniform. Pants which are deemed to be unacceptable will need to be changed.



- Culottes' length should be at the knee level. Culottes which are too short will need to be changed.
- Students may wear their jackets/sweaters only when they are in air-conditioned venues (e.g. Hall, Auditorium, AVA and other special rooms) or when the weather is cold.
- Students are encouraged to wear Meridian jackets in school. Alternatively, they may wear plain jackets **without hoods** or sweaters **without hoods** that are black, white or grey in colour.
- Students must wear the school uniform and be properly attired when attending school activities during the term break or school holidays. Students who do not conform will **NOT** be allowed into the school compound.
- Students are to don event-appropriate attire for school programmes. Students may be asked to purchase the Meridian shirt to attend formal events like ceremonies.

## 2.5 Hairstyle and Grooming for Boys

- Boys' hairstyle should be short and neat. Fringe when combed down should not touch or cover the eyebrows. Hair at the back of the neck should be sloped and clearly above the collar.
- Boys with inappropriate hairstyles will be sent out of school to have their hair cut. Parents will be informed by phone. They will be allowed to return to school after the hairstyle has been corrected.
- No dyeing of hair is allowed. Boys with dyed hair will be asked to leave the school immediately to dye their hair black and parents will be informed by phone.
- Caps are **NOT** to be worn with the school uniform unless required for safety reasons during school-organised activities.
- Hairstyles such as side-shaven, undercut, long fringes, razor lines across etc. are not allowed. It is advisable for a student to check with the Form Teacher/ Year Heads/ Student Management Team the intended hairstyle before getting a new hairstyle.



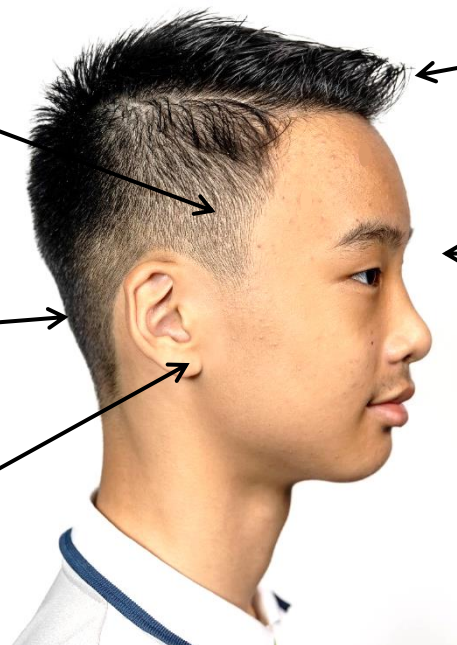
Fringe is short and above the eyebrow.

Hair is short and neat.

**Note:** Burst-fade, mullet, overlap, undershave, undercut, fade or other outlandish hairstyles are not allowed. Fanciful razor lines on the head are **NOT** allowed.

Side of hair does not touch the ears.

Male students are to be clean-shaven and neat in appearance at all times.



Fanciful razor lines **NOT** allowed.

Hair at the back of the neck should be sloped and clearly above the collar.

No ear studs or sticks are allowed.

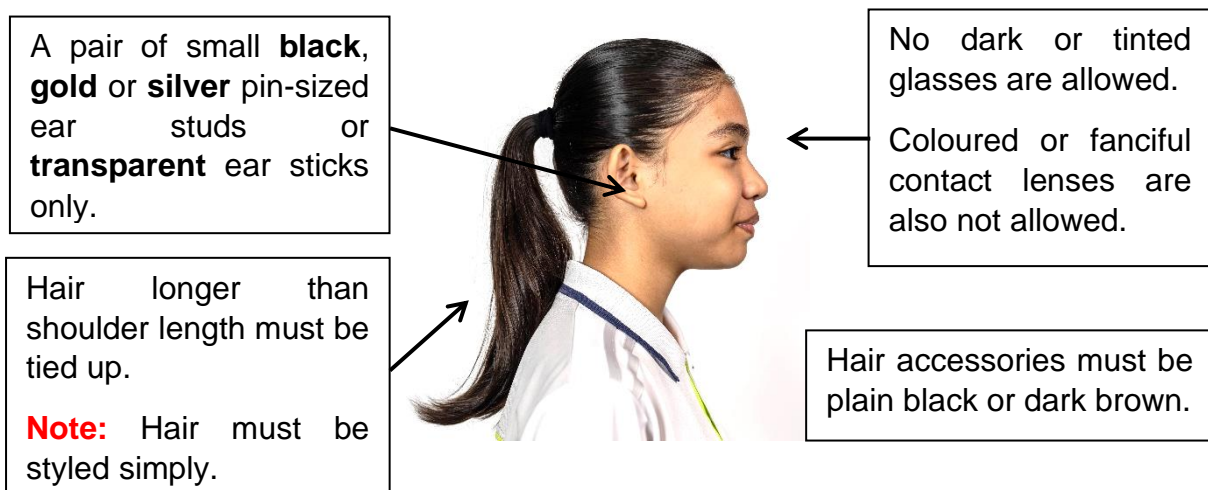
Fringe is short and above the eyebrow.

No dark or tinted glasses are allowed.

Coloured or fanciful contact lenses are not allowed.

## 2.6 Hairstyle and Grooming for Girls

- Girls' hair should be neat and well-groomed. Girls with shoulder-length hair or hair touching the collar must tie up their hair at all times. Long fringes must be clipped up so that they do not touch the eyebrows.
- Girls with long hair should have their hair tied up in a ponytail or simple plaits. No multi-numbered plaits or fanciful hairstyles are allowed.
- Hair accessories should be black or dark brown.
- Girls with inappropriate hairstyles will be sent out of school to have their hair cut. Parents will be informed by phone. They will be allowed to return to school after the hairstyle has been corrected.
- No dyeing of hair is allowed. Girls with dyed hair will be asked to leave the school immediately to dye their hair black and parents will be informed by phone.
- For safety reasons, caps are **NOT** to be worn inside the school compound.



## 2.7 Make-up, Fingernails, Rings, Bangles, Chains and Ear-studs

- Students are **NOT** allowed to wear make-up, apply mascara or eyeliner.
- Fingernails must be kept short, clean and unvarnished.
- Students are **NOT** allowed to wear any form of jewelry. Girls are allowed to wear **only one** pair (one on each ear lobe) of **black, gold or silver** pin-sized ear studs or **transparent** ear sticks.
- Students with multiple earrings/studs will have their earrings/studs confiscated and students can retrieve them at the end of the semester. The same will apply for unacceptable earrings/studs/sticks.
- No coloured ear sticks, tongue studs, brooches, waistbands or accessories are to be worn with the school uniform.

## 2.8 Shoes and Socks

- Students should wear only black canvas/sports shoes (only minimal white trimmings are allowed) and plain white socks that are clearly seen above the ankles. Shoes may or may not come with laces. High-cut shoes are **NOT** allowed.



White socks are visible over the ankle.

Black shoes. Minimal white trimmings are allowed.



- In alignment with the school's value of 'Humility', students must refrain from wearing shoes that are expensive and/or fanciful.
- Students with improper shoes will be given a warning and Form Teachers will inform parents. Should they repeat the offence, they will be sent home to change to an acceptable pair of school shoes.
- Students are **NOT** allowed to wear slippers or sandals to school at any time. For students with foot problems, medical certificate from a doctor or permission must be obtained through Form Teachers, YHs or StMT.

## 2.9 Dark or Tinted Glasses and contact lenses

- Students are **NOT** allowed to wear dark or tinted glasses unless certified by a doctor or ophthalmologist.

- Fashionable frames with fanciful colours and coloured contact lenses are **NOT** allowed.

### **3. OTHER RULES AND REGULATIONS**

#### **3.1 Handphones and Electronic Devices**

- To provide a conducive learning environment for students, the school strongly discourages students from bringing electronic devices or other expensive items to school. In particular, handphones are a great source of distraction for students in classrooms.
- There will be a total ban on the use of handphones **and smart watches or similar communication devices** by students from 7.30 am till the end of curriculum time every school day.
- Any handphone **or communication device** found with a student during such hours will be confiscated. Handphones may be retained up to a term, at the discretion of the HOD Student Management. The SIM card will be returned to the students.
- All handphones **and/or communication devices** should be turned off (not just put on silent mode) and locked away in the lockers designated to each classroom before the start of the first lesson. The CCTV surveillance system in the classroom blocks monitor movement of students and usage of the lockers.
- At the end of the school day, students will retrieve their handphones **and/or communication devices** from the lockers. Students must ensure their handphones are kept on silent mode as long as they are in school.
- In the case of an emergency, parents/guardians are advised to call the school General Office at 65831387. For a non-emergency situation, they should leave a message to their child/ward's handphone to return a call after school dismissal.
- In the event of loss of electronic devices or other expensive items **(such as Bluetooth earpieces, Air pods, Chromebooks, etc.)** due to student negligence, the school will not be held responsible.
- Personal learning devices (e.g Chromebooks) may only be used for learning purposes in the classrooms under the instruction of teachers during curriculum time.

Any student who is found to have repeatedly violated the Electronic Devices policy will have the device confiscated. The device will be kept with StMT and returned to the student after the parent/guardian has been informed.



## **4. SERIOUS OFFENCES**

- In line with the school's aim of nurturing leaders of sound character, the school adopts Positive Discipline as a whole-school approach in the area of student management. Students will be asked to reflect on the misconduct made and learn from that experience. The school believes in involving both the student and his/her parent/guardian in working out the appropriate intervention to allow the student to take responsibility for his/her actions.
- *The school reserves the right to inspect students' mobile phones/devices and online activities if there is a need to investigate inappropriate behaviour or violations of school rules. In certain instances, mobile phones/devices might be temporarily withheld to facilitate the investigation process.*
- *The mobile phones/devices confiscated will be managed by members of the Student Management Team or staff members appointed by them.*

### **4.1 Acts of Misconduct**

- Serious offences are shown in the table:

<b>Attendance</b>	<b>Conduct</b>	<b>Theft/ Damage of Properties@</b>	<b>Other Serious Offences@</b>
<ul style="list-style-type: none"><li>• Truancy</li><li>• Persistent late-coming</li><li>• Leaving School without permission</li><li>• Wilful absenteeism</li><li>• Other related offences</li></ul>	<ul style="list-style-type: none"><li>• Open Defiance /Rudeness</li><li>• Cheating in test /exam</li><li>• Forgery</li><li>• Harassment/ Bullying#</li><li>• Public nuisance</li><li>• Other serious misconduct</li></ul>	<ul style="list-style-type: none"><li>• Arson / Mischief with fire*</li><li>• Theft/ stealing</li><li>• Vandalism/ damage of school properties</li><li>• Other related offences</li></ul>	<ul style="list-style-type: none"><li>• Abuse of technology</li><li>• Smoking^</li><li>• Gambling</li><li>• Gangsterism</li><li>• Extortion</li><li>• Possession of unauthorized items/ weapons /pornographic materials</li><li>• Substance abuse</li><li>• Illegal assembly with intention to cause hurt</li><li>• Trespassing</li><li>• Fighting/attempt to fight</li><li>• Causing of hurt</li><li>• Disregarding the safety of self and others</li></ul>

# Includes cyber-bullying.

\* Includes possession of matchsticks and lighters.

^ Includes vaping and other tobacco products. HSA will be informed.

@ The police may be involved.

#### 4.2 Consequences for Offences

- Students who have committed any serious offence will receive a '**Fair**' or a '**Poor**' conduct grade. An accumulation of multiple minor offences will be considered as a major offence and may be escalated to the higher authorities.
- Repeat offenders may be placed on prolonged suspension from class and may eventually be expelled from school.
- Consequences for committing minor offences include detention and school service.
- Consequences for committing major offences include suspension from class, school, involvement of the police and other relevant authorities.

## 2. School Routines

### Classroom Routines: Student Does, Teacher Does

Meridian Secondary School Classroom and Assembly routines establish clear expectations for all Meridians and teachers to create an effective learning environment. These routines, when carried out effectively, will positively affect students' academic performance and behaviour, developing values such as responsibility and respect.

#### **Beginning of Lesson**

Meridians will...	Teachers will ...
<ul style="list-style-type: none"><li>✓ be punctual for lessons (especially after recess and lunch)</li><li>✓ ensure mobile phones are switched off &amp; put away</li><li>✓ place homework &amp; lesson materials on the table</li><li>✓ greet teacher with a smile (*Class Chairperson to lead)</li></ul>	<ul style="list-style-type: none"><li>✓ greet you when you are ready for lesson</li><li>✓ check the seat plan (at the teacher's table)</li><li>✓ collect homework and implement the Homework Defaulters policy, when necessary</li><li>✓ state the lesson objectives</li><li>✓ let the latecomers stand at the back and deal with them at an appropriate time during the lesson. Teachers will refer recalcitrant students to StMC for follow-up.</li></ul>

#### **During Lesson**

Meridians will...	Teachers will ...
<ul style="list-style-type: none"><li>✓ sit in their assigned place</li><li>✓ be respectful and responsible by...<ul style="list-style-type: none"><li>○ sitting upright (instead of resting their head on the table)</li><li>○ maintaining good eye contact</li><li>○ being good listeners</li><li>○ being mindful of your words and actions</li><li>○ asking questions if they do not understand</li><li>○ protecting school property (tables &amp; chairs)</li></ul></li><li>✓ listen carefully to instructions for what comes next</li></ul>	<ul style="list-style-type: none"><li>✓ answer any questions you may have</li><li>✓ allow you to have discussions with your classmates about what we are learning</li><li>✓ be tracking respectful and responsible student behaviour</li><li>✓ send disruptive students to the time-out corner</li></ul>

### End of the Lesson

Meridians will...	Teachers will ...
<ul style="list-style-type: none"><li>✓ be respectful and responsible by...<ul style="list-style-type: none"><li>○ arranging their tables and chairs neatly</li><li>○ picking up litter around them</li><li>○ cleaning the whiteboard</li><li>○ emptying the wastepaper basket (at the end of the day)</li><li>○ cross-checking their buddy's table for vandalism (at the end of the day)</li></ul></li><li>✓ ensure that they have received homework materials and check the homework board</li><li>✓ thank the teacher (*Class Chairperson to lead)</li></ul>	<ul style="list-style-type: none"><li>✓ be tracking respectful and responsible student behavior using the checklist in the classroom</li><li>✓ thank you for the engaging lesson</li></ul>

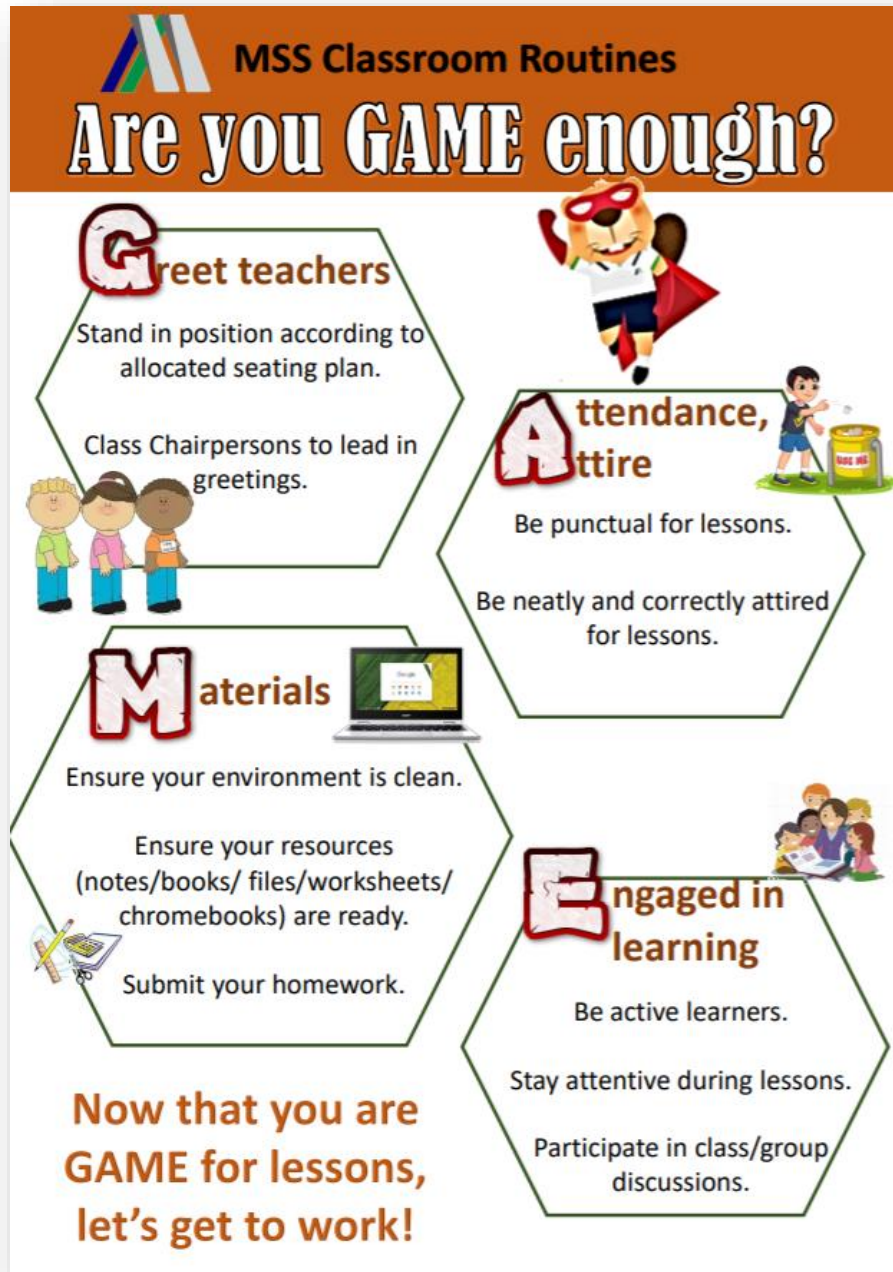
### Recess & Lunch Breaks

Meridians will...	Teachers will ...
<ul style="list-style-type: none"><li>✓ queue for their food &amp; drinks</li><li>✓ keep their lunch area clean and return their plates and utensils</li><li>✓ not bring food and drinks (except mineral water) out of the canteen</li></ul>	<ul style="list-style-type: none"><li>✓ instruct you to throw the food and drinks in the bin immediately if you consume them outside the canteen.</li></ul>

### Along Corridors & Restroom Breaks

Meridians will...	Teachers will ...
<p><b>Along the corridor:</b></p> <ul style="list-style-type: none"><li>✓ walk quietly to respect other classes</li><li>✓ stay on the LEFT side of the corridor</li><li>✓ not use any mobile devices</li><li>✓ not consume food &amp; drinks</li><li>✓ greet the teachers</li></ul> <p><b>Restrooms:</b></p> <ul style="list-style-type: none"><li>✓ request for permission pass from the teacher</li><li>✓ go to the NEAREST restroom quickly and quietly</li></ul>	<p><b>Along the corridor:</b></p> <ul style="list-style-type: none"><li>✓ confiscate any mobile devices used along the corridor and refer to StMC</li><li>✓ instruct you to throw food and drinks in the bin immediately</li></ul> <p><b>Restrooms:</b></p> <ul style="list-style-type: none"><li>✓ allow only one student to leave the class using the permission pass at any one time</li></ul>

These classroom routines are simplified using the acronym GAME, which stands for **G**reetings, **A**ttire and **A**ttendance, **M**aterials and **E**ngagement. This helps to create a conducive learning environment for all students in the classroom.





### **Assembly Routines: Student Does, Teacher Does**

<b>Meridians will...</b>	<b>Teachers will ...</b>
<ul style="list-style-type: none"><li>✓ move to the front, sit according to classes and place their bags on their right.</li><li>✓ show respectful and responsible behavior by<ul style="list-style-type: none"><li>○ reading a book while waiting for the assembly to begin</li><li>○ singing the national anthem, school song / family song and taking the pledge proudly</li><li>○ giving their fullest attention to the speaker / performer</li><li>○ being mindful of their words and actions while watching performances / listening to talks and sharing sessions</li><li>○ picking up any litter around them before they leave.</li></ul></li><li>✓ stand quietly in proper rows and leave through the assigned exit route.</li></ul>	<ul style="list-style-type: none"><li>✓ make sure that you display respectful and responsible behaviour.</li><li>✓ stand / sit near your class and enjoy the talks / performances together with you.</li><li>✓ support students who may need more help in following these routines.</li></ul>

### 3. Student Conduct Grade

Grade	Behaviour	Attendance & Disciplinary Records (Per Semester)
<b>Excellent</b>	<p>Consistently behaves in an exemplary manner and upholds the school image at all times</p> <ul style="list-style-type: none"> <li>- <b>Always</b> diligent and works purposefully to achieve goals</li> <li>- <b>Always</b> submits assignments punctually</li> <li>- <b>Always</b> does his/her best for the assignments/ tasks</li> <li>- <b>Always</b> honest and is always able to do what is right</li> <li>- <b>Always</b> shows care &amp; support for his/her peers</li> <li>- <b>Always</b> humble and treats others with respect</li> <li>- <b>Always</b> willing to consider others' feelings and opinions</li> <li>- <b>Always</b> helpful, courteous and dependable</li> </ul>	<ul style="list-style-type: none"> <li>• Always punctual for school (<b>2 or less late-coming per semester</b>)</li> <li>• Always present for school</li> <li>• No disciplinary issues or records for the academic year</li> <li>• CCA attendance 85% and above</li> </ul>
<b>Very Good</b>	<p>Consistently behaves very well and upholds the school image most of the time</p> <ul style="list-style-type: none"> <li>- <b>Most of the time</b> is diligent and works purposefully to achieve goals</li> <li>- <b>Most of the time</b> submits assignments punctually</li> <li>- <b>Most of the time</b> does his/her best for the assignments/ tasks</li> <li>- <b>Most of the time</b> is honest and is always able to do what is right</li> <li>- <b>Most of the time</b> shows care &amp; support for his/her peers</li> <li>- <b>Most of the time</b> is humble and treats others with respect</li> <li>- <b>Most of the time</b> is willing to consider others' feelings and opinions</li> <li>- <b>Most of the time</b> is helpful, courteous and dependable</li> </ul>	<ul style="list-style-type: none"> <li>• Mostly punctual for school (<b>4 or less late-coming per semester</b>)</li> <li>• Mostly present for school (<b>3 or less days absence w/o valid reason per semester</b>)</li> <li>• No disciplinary issues or records for the academic year</li> <li>• CCA attendance 75% and above</li> </ul>
<b>Good</b>	<p>Behaves well most of the time and upholds the school image most of the time</p> <ul style="list-style-type: none"> <li>- <b>Usually</b> diligent and works purposefully to achieve goals</li> <li>- <b>Usually</b> submits assignments punctually</li> <li>- <b>Usually</b> does his/her best for the assignments/ tasks</li> <li>- <b>Usually</b> honest and is always able to do what is right</li> <li>- <b>Usually</b> shows care &amp; support for his/her peers</li> </ul>	<ul style="list-style-type: none"> <li>• Usually punctual for school (<b>6 or less late-coming per semester</b>)</li> <li>• Usually present for school (<b>5 or less days absence w/o valid reason per semester</b>)</li> <li>• No major disciplinary issues or records for the academic year</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Usually</b> humble and treats others with respect</li> <li>- <b>Usually</b> willing to consider others' feelings and opinions</li> <li>- <b>Usually</b> helpful, courteous and dependable</li> </ul>	<ul style="list-style-type: none"> <li>• CCA attendance 75% and above</li> </ul>
<b>Fair</b>	<p>Occasionally exhibits unacceptable behavior</p> <ul style="list-style-type: none"> <li>- <b>Seldom</b> diligent and seldom works purposefully to achieve goals</li> <li>- <b>Seldom</b> submits assignments punctually</li> <li>- <b>Seldom</b> does his/her best for the assignments/tasks</li> <li>- <b>Seldom</b> is honest and is seldom able to do what is right</li> <li>- <b>Seldom</b> shows care &amp; support for his/her peers</li> <li>- <b>Seldom</b> humble and seldom treats others with respect</li> <li>- <b>Seldom</b> willing to consider others' feelings and opinions</li> <li>- <b>Seldom</b> helpful, courteous and dependable</li> <li>- <b>Occasionally</b> disrespectful and needs regular guidance from teachers on behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Late for school (<b>7 and more late-coming per semester</b>)</li> <li>• Occasionally absent from school (<b>6 and more days absence w/o valid reason per semester</b>)</li> <li>• Has some disciplinary issues or records</li> <li>• CCA attendance: 50% – 74%</li> </ul>
<b>Poor</b>	<p>Frequently exhibits unacceptable behavior</p> <ul style="list-style-type: none"> <li>- <b>Is not</b> diligent and does not work purposefully to achieve goals</li> <li>- <b>Does not</b> submit assignments punctually</li> <li>- <b>Does not</b> do his/her best for the assignments/tasks</li> <li>- <b>Is not</b> honest and is not able to do what is right</li> <li>- <b>Does not</b> show care &amp; support for his/her peers</li> <li>- <b>Is not</b> humble and does not treats others with respect</li> <li>- <b>Is not</b> willing to consider others' feelings and opinions</li> <li>- <b>Is not</b> helpful, courteous and dependable</li> <li>- <b>Frequently</b> disrespectful and needs regular guidance from teachers on behavior</li> <li>- <b>Has little respect for authority</b></li> </ul>	<ul style="list-style-type: none"> <li>• Frequently late for school (<b>11 and more</b>)</li> <li>• Frequently absent from school (<b>absence w/o valid reason per semester</b>)</li> <li>• Has committed major offence/s</li> <li>• CCA attendance: 49% below</li> </ul>

## 4. Criteria for Student Progression

### Sec 1 (with effect from 2024)

Eligibility criteria to take subjects at a more demanding level, from Sec 1 Semester 2:

English Language, Mathematics, Science, Mother Tongue Languages		
Current subject level	School-based results	Option to offer subject at
G1	≥75% in the specific subject	G2 starting from next semester
G2	≥75% in the specific subject	G3 starting from next semester

Eligibility criteria to take **Humanities** subjects at a more demanding level, from Sec 2:

Humanities		
Current subject level	School-based results	Option to offer subject at
G1	≥ 75% overall in G1 English Language (or ≥50% overall in G2 English Language) & A Pass with Distinction grade for both G1 Humanities (Social Studies component) Performance Tasks in Semesters 1 and 2	G2
G2	75% or higher in specific subject	G3

### Sec 2, 3 and 4/5

	<b>Met Minimum Attainment Level:</b> Pass EL and a pass in overall percentage of all subjects combined
<b>Sec 2E</b>	Promoted to Sec 3E
	<b>Met Minimum Attainment Level:</b> Grade 6 or better in EL and 2 other subjects
<b>Sec 3E</b>	Promoted to Sec 4E

## Criteria for Student Progression

	<b>Met Minimum Attainment Level:</b> Grade 5 or Better in - EL and 2 other subjects <b>OR</b> - 4 subjects	<b>Met Minimum Attainment Level AND</b> <b>Lateral Transfer Guideline:</b> Minimum of 70% in the overall percentage of all subjects combined
<b>Sec 2N(A)</b>	Promoted to Sec 3N(A)	Laterally Transferred to Sec 3E
<b>Sec 3N(A)</b>	Promoted to Sec 4N(A)	
<b>Sec 4N(A)</b>	Aggregate score for EL, Math and best 3 subjects is 19 points or less.  At least Grade 5 for all subjects.  Promoted to Sec 5N(A)	

	<b>Met Minimum Attainment Level:</b> Grade D or better in 2 subjects, one of which should be EL or Mathematics	<b>Met Minimum Attainment Level AND</b> <b>Lateral Transfer Guideline:</b> Minimum of 70% in the overall percentage of all subjects combined
<b>Sec 2N(T)</b>	Promoted to Sec 3N(T)	Laterally transferred to Sec 2N(A) in the following year
<b>Sec 3N(T)</b>	Promoted to Sec 4N(T)	Laterally transferred to Sec 3N(A) in the following year
<b>Sec 4N(T)</b>		Grade A for both EL and Mathematics, and Grade B or better in one other subject.  Laterally transferred to Sec 4N(A)



## 5. Student Recognition

### A. Academic Awards

#### **CERTIFICATE OF ACADEMIC ACHIEVEMENT**

Express Course:

- Achieve LIB5 (first language and best 5 subjects) target or better result
- LIB5  $\leq$  20

Normal Academic Course:

- Achieve EMB3 (English, Mathematics and best 3 subjects) target or better result
- EMB3  $\leq$  19
- Overall pass

Sec 5 Normal Academic Course:

- Achieve LIB4 (first language and best 4 subjects) target or better result
- LIB4  $\leq$  25

Normal Technical Course:

- Achieve EMB1 (English, Mathematics and best 1 subject) target or better result
- EMB1  $\leq$  10 (Upper Sec)
- EMB1  $\leq$  8 (Lower Sec)

#### **ACADEMIC DISTINCTION**

Top student at National Examinations

#### **MERIDIAN SAC EXCELLENCE**

- Students who show excellent academic performance in major examinations, for each level and stream.
- Students who show marked academic improvement between major examinations and achieved the academic target set for them.

#### **MERIDIAN SECONDARY SCHOOL ALL-ROUND EXCELLENCE**

- For Sec 4 & 5 students who have excelled both in their CCA and the academic area.
- Students should have attained a conduct grade of at least a 'Very Good'

#### **EDUSAVE SCHOLARSHIP (ES)**

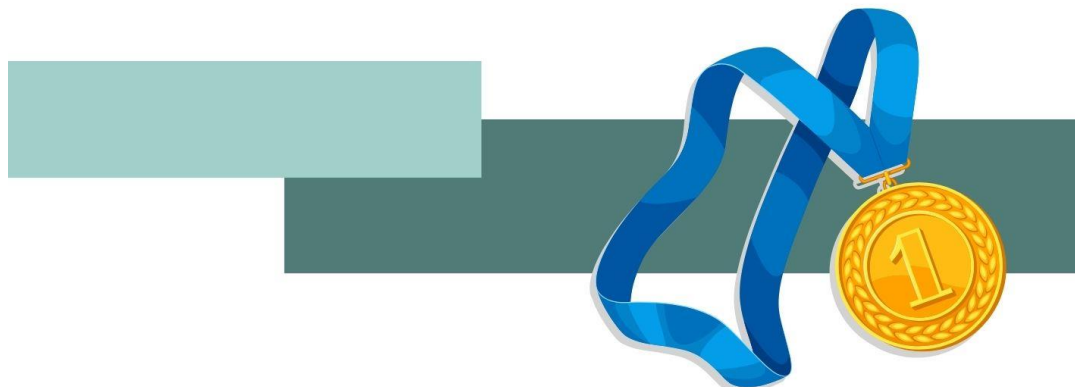
Singaporean students who are within the top 10% of their level and course in terms of academic performance, and have demonstrated good conduct.

#### **EDUSAVE MERIT BURSARY (EMB)**

Singaporean students who are not recipients of any Edusave Scholarship are eligible for the Edusave Merit Bursary, if they are within the top 25% of their level and course in terms of academic performance, have demonstrated good conduct, and whose monthly household income does not exceed \$6,000 (or per capita income does not exceed \$1,500).

#### **EDUSAVE GOOD PROGRESS AWARD (GPA)**

Singaporean students who are not recipients of any Edusave Scholarship or the Edusave Merit Bursary, if they are within the top 10% of their level and course in terms of improvement in academic performance and have demonstrated good conduct.



## B. Character and Co-Curriculum Awards

### **MERIDIAN CARING AWARD**

Students who exhibit the values of care and concern towards others and are leaders of self.

### **LEE ZHENG RONG CARING AWARD**

Students who exhibit school values and show care and concern towards others. They are positive role-models to their fellow schoolmate. (Up to 4 recipients per year)

### **CCA DISTINCTION AND MERIT AWARD**

Students who have shown excellent CCA performance throughout their 4 or 5 years in their CCA.

### **OUTSTANDING CCA LEADER AWARD**

Students who have displayed exemplary leadership in CCA.

### **EDUSAVE CHARACTER AWARD (ECHA)**

Up to 2% of Singaporean students who have demonstrated exemplary character and outstanding personal qualities through their behaviour and actions.

### **EDUSAVE AWARD FOR ACHIEVEMENT, GOOD LEADERSHIP AND SERVICES (EAGLES)**

Up to 10% of Singaporean students who have demonstrated leadership qualities, service to community and schools, excellence in non-academic activities and good conduct.



## 6. Examination Rules and Regulations

### Students' Responsibility

1. Students are expected to familiarise themselves with all pertinent information regarding the examinations and to adhere to the following examination rules.

### At the Start of the Examination

2. Students sitting for the first paper in the morning must attend the flag raising ceremony.
3. Students should be properly attired in school shirt or school polo t-shirt with the school bottoms during examinations. They should not wear CCA or class T-shirts, or PE shorts.
4. Students who do not have any examination paper for the day are not required to report to school.
5. Students are to report at the examination venue 15 minutes before the start of the exam paper.
6. No extra time will be given to latecomers. Students who are late for more than 30 minutes will not be allowed to sit for the exam paper, except with the Principal's approval.
7. Students are to leave their books, notes, bags etc at the front/ back of the exam venue.
8. Students are not allowed to bring mobile phones/ smartwatches/ communication devices/ computerized aids or devices capable of storage/ displaying information into the examination venue.
9. Students are to be seated according to their register number.
10. Students are to bring their own stationery, mathematical instruments and silent electronic calculators (where permitted). Borrowing and sharing of stationery are not allowed during the test/ examination.
11. Students are allowed to use calculators and printed dictionaries or handheld electronic dictionaries (e-dictionaries) indicated in the list of approved calculators and dictionaries. Borrowing and sharing of calculators and/or dictionaries are not allowed during the test/ examination.
12. Students who are wearing outerwear (e.g. jackets, cardigan, windbreaker, sweater) into the examination venue must ensure that there are no unauthorized materials or devices in them. Students may be asked to remove the outerwear for checking before or during the examination.

## During the Examination

13. Students are not allowed to flip open or turn over the question paper and answer booklet or start reading and writing unless they are told to do so by the examination personnel.
14. Students must place their student pass, NRIC or foreign identification documents on their desk throughout the examination.
15. Students are to check the following: (i) correct paper is given, (ii) correct number of printed pages and the total number of questions in the paper before starting.
16. Students should read the instructions on the examination paper carefully.
17. Students are to write their answers legibly in dark blue or black ink. Other coloured pencils/pens may be used for maps and diagrams only. Students should use pencils for shading of the Optical Answer Sheet (OTAS).
18. Students are not allowed to make use of correction tape or fluid on the answer script or writing paper as it may affect the legibility of answers.
19. Students must not turn around and should only face the front during the examination. Students must not communicate or attempt to communicate with any other students/unauthorized person during the examination when communication is strictly prohibited, such as during script collection.
20. Students must not write offensive or obscene materials in their answers.
21. Students must not exhibit improper conduct or misbehavior during the examination. For example, disturbing other candidates or disobeying instructions from examination personnel.
22. Students must not commit or attempt any acts of dishonesty, or support such acts. For example, writing information/notes on any part of the body, taking the examination on someone else's behalf, using unauthorized devices, or giving answers to or obtaining answers from another student.
23. Students are not allowed to eat in the examination venue. Students are allowed to drink water and the water bottle must be placed on the floor next to their seats.
24. Students must not leave the examination venue unescorted or without permission from the examination personnel.

## At the End of the Examination

25. Students must stop writing after the invigilator has made the announcement to do so. Students are to remain seated quietly while the answer scripts are being collected and counted.

26. At the end of the examination, students are to arrange their answers in numerical sequence according to the questions, with the smallest number on top. The sheets of paper should then be tied together at the top left-hand corner with the string provided.
27. Students are not allowed to remove any examination material and stationery without permission. These can include answer booklet, writing paper, storage devices and other used or unused examination stationery from the examination venue.
28. Students caught with incriminating evidence will be presumed to have cheated or to have attempted to cheat. Students caught cheating or helping others to cheat will receive zero mark for the paper. They may also be barred from sitting for the rest of the examination papers.

### **Student Absence**

29. A student may be excused from sitting for a paper only if he is hospitalized or has a medical certificate. The medical certificate is to be submitted to the form teacher on the day of return to school. A letter of excuse from parents/guardians will not be accepted.  
*\*Do note that this does not apply to the national exams. Even with an MC, provisions can be made for students to take the papers.*
30. Students who are absent from any subject/paper without a medical certificate (MC) from a certified general medical practitioner will be given zero mark for that paper. MC from Traditional Chinese Medicine (TCM) practitioner will not be accepted.
31. If a student is unable to sit for a school-based assessment, which includes Weighted Assessments, Prelim Exam and End-of-Year Exam, the student is required to submit his/her medical certification (MC) or provide a valid reason (VR). Student's result slip will reflect "MC" or "VR" for the subject according to the reason of absence, or a projected mark will be awarded for exceptional cases.



## WHAT TO DO BEFORE, DURING AND AFTER EXAMS

### BEFORE EXAMS

- Set realistic goals
- Develop good study habits
  - Pay attention during lessons.
  - Submit your homework on time.
  - Revise your work daily.
  - Consult your teacher/friend on topics that you don't understand.
- Sleep, eat, exercise, drink plenty of water
  - A healthy body makes for an alert mind.
- Study smart
  - Know your learning strategies.
  - Know the exam format.
  - Prepare a study time-table, and follow it.
  - Make time for rest and play in between studies.
  - Review your revision progress.
  - Relax when you feel too stressed: listen to music; exercise, talk to your teacher, friend or your parents; review your expectations; do relaxation exercises, etc.



### DURING EXAMS

- Stay calm and concentrate
  - Read all instructions carefully.
  - Read all questions before you start.
  - Do the easy questions first.
  - Write legibly.
  - Check all your answers before submitting your paper. Catch your mistakes before they catch you!



### AFTER EXAMS

- Celebrate! You deserve it.
- If you are not happy with your results,
  - Talk to your parents. Tell them how you feel.
  - Find out what mistakes you made.
  - Work out better ways to succeed.
  - Be patient with yourself. There will be another chance to do better.



## 7. Peer Support

STUDENTS CAN CONTRIBUTE TO CREATE A CARING AND SUPPORTIVE SCHOOL ENVIRONMENT BY LOOKING OUT FOR AND PROVIDING SUPPORT TO THEIR FRIENDS IN NEED. STUDENTS CAN USE THE FIVE STEPS OF THE CHEER MODEL TO GIVE HELP WHEN THEY OBSERVE THAT THEIR FRIENDS ARE VISIBLY DISTRESSED.



## 8. Links to more information on school's website

### APPLIED LEARNING PROGRAMME: AESTHETICS



<https://www.meridiansec.moe.edu.sg/home/programmes/applied-learning-programme-visual-communication/>

### LEARNING FOR LIFE: COMMUNITY YOUTH LEADERSHIP



<https://www.meridiansec.moe.edu.sg/home/programmes/community-youth-leadership/>

### STUDENT ASSESSMENT WEIGHTINGS



<https://www.meridiansec.moe.edu.sg/student-information/student-assessment/>

### HOLISTIC EDUCATION (CO-CURRICULAR ACTIVITIES MATTERS AND LEAPS 2.0)



<https://www.meridiansec.moe.edu.sg/co-curricular-activities-cca-leaps/>

~ End of Student Handbook ~