

## Our School Emblem



The letters 'J' and 'Y' nestling on a double S, symbolise the development and growth of the individual child in school, within the context of the community at large and the nation. Junyuan, which means in Mandarin, the SOURCE OF GOOD THINGS, is the place where the pupils are taught to be persons of character and to discover, strive and pursue the truth and the ideals of education. It is also the place where the pupils are nurtured by a supportive school community to develop their potential as they challenge themselves to greater heights. The pupils are constantly reminded that ultimately they have a role to play in society. Whilst the pupils are given opportunities to grow to be unique individuals, capable of independent thought and expression, they have a duty to be responsible citizens of the nation and the world.

## Our Mission

To Nurture and Empower Every Junyuan Champ to Lead, to Serve and to Excel

## Our Vision

Champions for the Community

## Our Motto

Resolute  
Righteous  
Responsible

## Our Core Values

### Innovation

I will seek improvement to  
make the community a  
better place

### Excellence

I will strive  
to do my best

### Respect

I will value myself  
and others

### Responsibility

I will perform my role  
with commitment

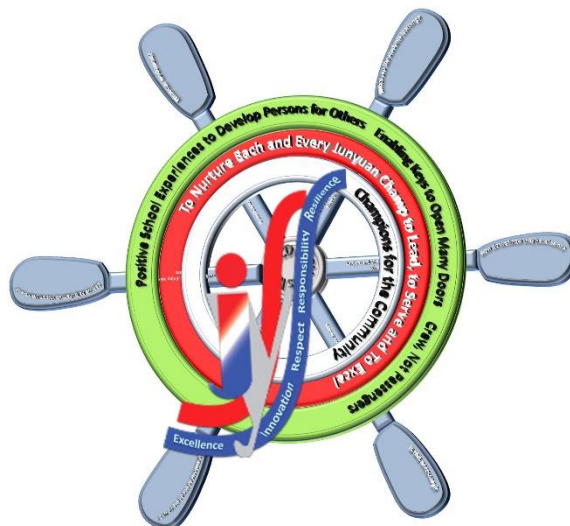
### Resilience

I will persevere in the  
face of challenges

## What Makes the Junyuan Story?

The Junyuan Story began in 1999. The two Chinese characters “Jun” and “Yuan” - represented by the letters J & Y - mean Source of Good Things. Nestling on a double S, the logo symbolizes the development and growth of the individual in a school, within the larger context of the community and the nation.

As a “source of good things”, the school propagates two key ideas about learning. The first is that a school must not only provide positive learning experiences, but that these experiences develop learners to become better persons for others. The second is that when these learners leave Junyuan, they have keys to open many doors in life.



These ideas frame the Junyuan Story, committing the community to not only nurture, but also empower every Junyuanite to lead, to serve, and to excel. The story starts when a Junyuanite chooses to board the Junyuan Ship; the story ends when each Junyuanite can say upon disembarkation:

***“I am a servant leader with a mindset of excellence. I am resilient, imbued with a sense of responsibility to improve my community. I am a team player, who - through my positivity and respect for others - inspires respect. These values make me a Champion for the Community.”***

Writing the Junyuan story requires crew, not passengers. Crewmembers collaboratively sail the ship towards continuous improvement, leveraging the spirit of innovation for the betterment of the community. To sustain that improvement, crewmembers achieve balance, keeping the Junyuan ship on an even keel. Balance is when:

- We develop team mastery and positive relationships, while valuing the uniqueness of each individual
- We understand when to appreciate and enable effective effort, and when to appreciate stillness
- We must nurture both resilience and adaptability
- We dare to have many dreams, but we remain rooted in our core values and our community
- We ask many right questions, but we enjoy looking for the answers too
- We know how to engineer success, but we can also have fun while doing so

Balance encourages us to consolidate the Right Things, strengthen the Right Crew, and challenge the Right Processes. These, in turn, enable the Junyuan ship to chart the Right Direction. The Right Direction empowers all our crew, when ready, to make their own journeys, and write their own stories. And, as they write that story, we hope their Junyuan story will be an inspiring chapter, an important source of perhaps ... good things ...

# MY JOURNEY IN JUNYUAN



CCA Experiences



ALP (Barista)



Leadership Workshop

## Sec 1

When I first came, I was **excited and worried** at the same time. As the year went by, I learnt how **my strengths** helped me to deal with things when they do not go as planned. As I got to know others better, I learnt not only to respect differences, but also how, by helping and working with others, I improved too! Junyuan showed me that I cannot just "wish" to have a positive attitude; I need to "practice" - by **repeating good habits**, and learning / trying new stuff even if they are difficult at first. I am **still excited, but less worried**, because **I know the school is there to help me.**"



Master Chef



Class Free Day



Gear-Up (Baking)

## Sec 2

This is the year where I told myself that **I will challenge my limits and push my boundaries**. Not to just be cool or "different" (because I am already limited edition), but because becoming a better and more resilient ME, helps make a better and more resilient TEAM! Working together cannot be taken for granted, so I know this year, Junyuan will give me and my **friends time and space to practice the right habits together**. We will use our differences, to become a stronger crew!



Resilience Programme





Champs Initiated Project (Willing Hearts)



Resilience Programme

### Sec 3

Time flies... Senior, big brother/sister, leader - this is who I have become. I may not be perfect, but I am someone my juniors can learn from. Even though I am still a works-in-progress, people know that when asked, **I will try my best to understand, and help.** I know that **success is the product of daily positive habits**, so I will continue to practise them. I may not always succeed, but Junyuan has empowered me to learn from my failures, and this, makes me **a better crew for others.** My friends and I are **not afraid to act, or enable each other to act, for the right reasons.**



Peer Supporters for Sec 1



Outward Bound Singapore



Champs Initiated Project (Racial Harmony Day)

### Sec 4/5

Looking back at myself when I first came, I see a transformation. It is not about winning the race any more, it is about **continuing the journey – together with others.** My identity has emerged out of the habits the school has taught me – **becoming a better version of myself requires me to continuously learn, even after I graduate.** As I disembarked from the ship and its people, I do not give up the relationships we have built.



Elective Modules

## School Rules – Our Code of Conduct

### 1. Introduction

In alignment with the Junyuan Story, to develop our students to become better persons for others and to equip them with the keys to open many doors in life, the development and practice of good habits and self-discipline are essential for their holistic development.

The following rules and regulations represent a Code of Conduct to support the students in understanding the importance of good moral behaviour, respect for self and others and to create a safe and conducive environment for learning. The expectations of behaviour are aligned to the school values of Excellence, Respect, Responsibility and Resilience.

### 2. School Attendance

#### 2.1 Application for taking attendance: School Cockpit Mobile (SC Mobile)

Form Teachers take the student's attendance at the Assembly Venue (Parade Square / Hall / Classroom) during a school day, after the National Anthem and Pledge-Taking. The student's attendance is reflected as ONE of the following:

- Present
- Absent with Valid Reason (MC)
- Absent with Valid Reason (Private)
- Absent with Valid Reason (Official)
- Absent Pending Reason
- Absent Without Reason
- Late

**2.2 Follow-up:** When a student is not physically sighted at the Assembly Venue (Parade Square / Hall / Classroom), he/she will be marked as "Absent Pending Reason" as the default update. Form Teachers will update the attendance accordingly once information has been received through (but not limited to) phone calls, hardcopy notices or other forms of communication from parent/guardian. If no information is received after 5 school days, the student's attendance will be updated as "Absent Without Reason".

**2.3 Attendance Updates for parents / guardians:** When a child is marked "Absent" or "Late", the system will automatically send an SMS to the parent or guardian between 9:00 a.m. to 9.30 a.m. informing them of the student's absence from school or late-coming.

#### 2.4 Attendance Monitoring

Attendance is a critical factor for student learning, development and well-being. Students must attend and be punctual for all school activities. Students who attend school less than 90% of the time are at severe risk of underachievement.

As such, students whose attendance drops below 90%, will be monitored by the Student Development Team (SDT), which includes the Year Heads and Student Management Committee. This is to support students to manage their time effectively, develop self-discipline and take ownership of their learning.

**2.5** Absence from school must be supported by a medical certificate. Excuse from school may be granted on compassionate grounds or on a case-by-case basis. Parents' letter to cover absence due to other valid reasons should be submitted to the Form Teacher upon returning to school and should not exceed 2 per term.

**2.6** For urgent private matters, permission to leave school early may be granted for special cases. The Form Teacher must be informed by the student using the blue "**Permission to leave school early**" slip. The student's name will be entered in the "**Leave School Early**" book in the General Office once the request has been verified with the parent/guardian.

**2.7** Students must attend all lessons in the stipulated timetable. A student exempted from / who has officially dropped a subject or takes a subject not offered in Junyuan, e.g. Mother Tongue Languages, must remain in the classroom during those lessons. The student must not leave the classroom without permission from the teacher.

- 2.8 All students must stand at attention for the flag-raising ceremony.**
- 2.9 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.**
- 2.10** For all other assemblies (hall/level/cohort/school) programmes etc, students must conduct themselves appropriately and behave responsibly and respectfully. Students should adhere to the timing for assemblies and be punctual. All classes should refer to the assembly arrangement for the seating plan.

### 3 Punctuality & Late Coming

#### 3.1 Punctuality

Every student is expected to be in school by:

- 7.40 a.m. on Monday, Tuesday and Thursday
- 8.20 a.m. on Wednesday and Friday

For morning assembly, students must be ready by 7.50 a.m. (Mon, Tue and Thu) and 8.30 a.m. (Wed and Fri) at the Parade Square / Hall / Classroom for flag-raising.

- 3.2** Students who report to school after 7.50 a.m. (Mon, Tue and Thu) and after 8.30 a.m. (Wed and Fri), are required to report to the Foyer/General Office for attendance taking and the attendance will be updated as “Late”.

- 3.3** All latecomers are expected to “put things right” on days that they report late, e.g. **participate in the cleaning duties for their class, render help to a teacher, etc.**

Instances of Late Coming	Possible Consequences & Follow Up	Action by
First time	<ul style="list-style-type: none"> <li>• Communication with parents / guardians</li> <li>• Class Cleaning Duty</li> <li>• Verbal reminders</li> <li>• Mentoring and Counselling</li> <li>• Undertaking</li> </ul>	Duty Staff and FTs
Repeated (2 – 4) per semester		
Persistent (5 and above) per semester	<ul style="list-style-type: none"> <li>• Communication with parents / guardians</li> <li>• Referral to Student Management team</li> <li>• Warning letter</li> <li>• Supervised Home-based Learning</li> <li>• Suspension</li> <li>• <b>Downgrading of conduct grade</b></li> <li>• Restriction of privileges*</li> </ul>	All Staff SDT

\* **Restriction of Privileges** include the following:

- Affects eligibility for MOE and School Awards, e.g. Edusave Character Award, Junyuan Values Award, Good Deeds Award, EAGLES Award, etc.
- Affects eligibility for school-organised overseas trips
- Affects eligibility for school-based programmes, e.g. Graduation Day, Leadership development programmes
- Affects eligibility for leadership opportunities.

### 4 General Behaviour

#### 4.1 Responsible Use of Mobile Devices (*not limited to mobile phones*)

- 4.1.1** With the exception of their Personal Learning Device (PLD), students are discouraged from bringing their mobile devices (such as mobile phones, blue-tooth ear-pods, Airpods, smart watches, game consoles, etc) to school. Students bring their mobile devices to school at their own risk and should exercise care over their own valuables at all times. The school will not be held liable or responsible for any loss.
- 4.1.2** During curriculum time, students are allowed to use their PLDs for purposes of learning and with permission from the teacher. Students should observe teacher’s instructions on the use of the devices.
- 4.1.3** To maintain a conducive and respectful learning environment, and enable students to focus on learning, students should not access their mobile devices (MDs) from 7.50 a.m. (Mon, Tue and Thu) and 8.30 a.m. (Wed and Fri) till the end of the school day (including recess and breaks).

- 4.1.4 All MDs should be turned off (not just put on silent mode) and locked away in their personal lockers before morning assembly. Students who breach these regulation will be managed in accordance to the consequences listed in the table below.
- 4.1.5 At the end of the school day, students will retrieve their MDs from the lockers. Students must ensure their mobile phones are kept on silent mode as long as they are in school.
- 4.1.6 In the case of an emergency, parents/guardians can call the school General Office at 6587 3683 to contact the student. Students may use the telephone in the General Office if they need to contact parents/guardians.
- 4.1.7 Usage of MDs during official school activities such as CCA, learning journeys and school camps will similarly be subjected to the needs of the activities and teachers' approval to ensure that students focus on the learning activities.

### Consequences of Irresponsible Usage of Mobile Devices

Instances of Irresponsible Usage	Possible Consequences & Follow Up	Action by
<p>Mobile devices found in possession / used without permission / did not comply with teacher's instructions</p>	<ul style="list-style-type: none"> <li>● Communication with parents / guardians</li> <li>● Confiscation of device for a designated period based on the incidence of the offence               <ul style="list-style-type: none"> <li>○ 1st offence – return of device after curriculum hours on day of incident</li> <li>○ 2nd offence – return of device after one week</li> <li>○ 3rd offence onwards – collection of device by parents / guardians after one week</li> </ul> </li> </ul> <p>For the 2nd offence and above, students, parents/guardians can collect the device from the General Office on the date of return during office hours.</p>	<p>Form / Subject teachers Student Mgmt Team</p>
<p>Use of mobile device inappropriately which will result in a disciplinary offence (non-exhaustive)</p> <ul style="list-style-type: none"> <li>● Record and/or post/share activities where there is a clear discipline infringement occurring e.g. smoking, vaping, playing truant, bullying, assault, fighting between schoolmates</li> <li>● Possession of electronic device inside a room where test/exam is conducted</li> <li>● Take pictures/videos of schoolmates, staff, school events (e.g. lessons) without prior permission and/or sharing of such pictures/videos taken with others</li> </ul>	<ul style="list-style-type: none"> <li>● Communication with parents / guardians</li> <li>● Confiscation of device</li> <li>● Restorative Conferences</li> <li>● Deletion of inappropriate content posted online and/or stored inside the device</li> <li>● Referral to law enforcement agencies</li> <li>● Counselling</li> <li>● Suspension</li> <li>● Caning (for boys), Service to school (for girls)</li> <li>● Test/exam is given a zero mark</li> <li>● <b>Downgrading of conduct grade</b></li> </ul>	<p>School Counsellor YHs / AYHs Student Mgmt Team HOD / SM Vice Principal Principal</p>
<p>Use of mobile device in an offence or violation of the law (non-exhaustive)</p> <ul style="list-style-type: none"> <li>● Engagement in any forms of illegal activities such as online gambling, sale of illegal substance, etc</li> <li>● Impersonation of another person's identity online</li> <li>● Access to or distribution of pornographic or other inappropriate content in school</li> <li>● Hack or attempt to hack into digital accounts, computer systems or networks</li> </ul>		



## 4.2 Acceptable Usage of Personal Learning Device & School ICT Resources

- 4.2.1 Students are reminded to observe the guidelines stated below on the use of personal learning devices (PLDs) and the school's ICT resources. ICT resources include the following, but are not limited to, MOE/school-deployed ICT system accounts, the device management application (DMA) and school's internet network.
- 4.2.2 Students are responsible for their PLD. In the event of loss or theft of the device, students must make a police report and report the matter to the school.
- 4.2.3 Students should ensure that their PLD is fully charged before bringing it to school. Should the PLDs be required to be charged in school, students should only do so at the school's designated charging stations, during recess and/or after-school hours. Students should seek teacher's permission to charge their PLD during lesson.
- 4.2.4 All PLDs are installed with a device management application (DMA) to support a safe and conducive learning environment. Students should not attempt to uninstall the DMA or de-enroll the PLD from the DMA.
- 4.2.5 Students should not attempt to access data, system and information that they are not authorised to.
- 4.2.6 Students are reminded that the use of PLDs and school's ICT resources should solely be for the purpose of learning.
- 4.2.7 Students should interact with others in a respectful and responsible way. Students should not post online remarks that are
- racially and/or religiously insensitive
  - vulgar and/or offensive, or
  - hurtful to others.
- 4.2.8 Students should not use any devices to
- store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
  - make threats, cause harassment or embarrassment, impersonate or intimidate others.
- 4.2.9 Students should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).
- 4.2.10 Students are reminded to obtain explicit permission from the content owner before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
- 4.2.11 Students should not use, copy or share digital files in an unauthorised or illegal manner.

## 4.3 Behaviour in School Premises

- 4.3.1 To ensure safety and respect for others in the school, students should move together in an orderly manner.
- 4.3.2 Students must dismount from their bicycles in the school compound, walk and park them at the designated parking areas. All bicycles must be fitted with functioning handbrakes before they are allowed for use.
- 4.3.3 Students must not ride their bicycles in the school compound.
- 4.3.4 Bicycles should not be brought to class.
- 4.3.5 All bicycle users are required to complete the online registration form (PMD Registration form).



## 4.4 Behaviour at the Assembly Area

- 4.4.1 Assemble according to classes and index numbers quickly and quietly.
- 4.4.2 Show appreciation and behave with consideration towards the speaker or the event/performance.
- 4.4.3 Keep the assembly area free of litter.

## 4.5 Behaviour in the Classroom or Learning Venues

- 4.5.1 Students must keep their classrooms/learning venues clean and tidy at all times.
- 4.5.2 Students should conduct ACCESS (**A**rrange furniture neatly, **C**lean the whiteboard, **C**lose the windows, **E**mpy the wastepaper bin, **S**weep the floor, **S**lide chair under table) at the last period of the day.
- 4.5.3 Students must have all their texts and materials for the lessons. Homework and assignments are to be duly completed.
- 4.5.4 Students must switch off electrical items such as lights and fans before leaving the class.



- 4.5.5 Students should not leave books and files in the classroom after dismissal unless given permission by their subject teachers. All books and files are to be stored neatly in the assigned class cabinets.
- 4.5.6 Students must not consume food in the classrooms unless during dry snack breaks or with permission from teachers on need-to basis. Students should take pride as a team player and maintain the classroom environment.

#### **4.6 Behaviour in Public Spaces**

- 4.6.1 Students must show pride in and must uphold the good name of the school by ensuring that they are at their best behavior in public, whether in the school uniform or otherwise.
- 4.6.2 Students are to be considerate, gracious, respectful and responsible in public areas. They are to observe and abide by the rules and regulations within the areas that they are patronizing and/or visiting.
- 4.6.3 Students who are found violating these rules and regulations, may face consequence meted out by the school in addition to any fines or punishments imposed by the authorities.

#### **4.7 Behaviour Towards Others**

A safe and secure community requires all members to be respectful to each other. Hence, the school does not tolerate any action (whether verbal, non-verbal) that undermines a person's rights. In relation to this, the school will take whatever steps necessary to prevent, or intervene in, to prevent any form of bullying behaviour. Every member of the school community has the right to be free from bullying. All staff and students of the school community have a responsibility to actively practice and promote:

- Tolerance for individual differences
- The values of respect, responsibility and care for others in the conduct of relationships
- A supportive and encouraging climate where the achievements and efforts of others are applauded
- A commitment to adhering to, and upholding, all aspects of this policy

The school also encourages students to inform a teacher or staff member should they have experienced or have witnessed any form of bullying.

#### **4.8 Photography & Use of Social Media**

- 4.8.1 Students must practice responsibility and respect in the use of social media. Flaming, defamatory comments, sharing and uploading of photographs through postings on any website, blogs and social networking sites like Facebook, Instagram, Tik Tok, tweets on Twitter and to an extent, SMSes, WhatsApp messages and emails, can constitute an offence.
- 4.8.2 Students should practice caution with the use of language on any website, direct messaging, blogs and social networking sites.
- 4.8.3 Areas in the school may be subjected to images captured as part of the daily functioning of the school, using film photography, digital photography, video or any other medium. As such, photographs or video images of the students may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts.
- 4.8.4 The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or other communication channels. These may also be provided to the media for publication in local or national newspapers or educational magazines.

## 5 Attire

### 5.1 School Uniform

Monday	Tuesday	Wednesday	Thursday	Friday
Full school uniform	School uniform	School uniform	School uniform	Dressed down day
Shirt/Blouse with school pants/shorts/skirt	Shirt/Blouse/PE T-shirt with school pants/shorts/skirt	Shirt/Blouse/PE T-shirt with school pants/shorts/skirt	Shirt/Blouse/PE T-shirt with school pants/shorts/skirt	School-based tops <sup>#</sup> with school pants/shorts/skirt

**#School-based tops** include school PE T-shirts, School Camp T-shirts, approved CCA T-shirts and approved Class T-shirts.

- 5.1.1 **Students are to wear the prescribed school uniform and modification to the uniform is not allowed.**
- 5.1.2 Sleeves should not be folded.
- 5.1.3 Students can choose to wear white school shoes or sports shoes\* on school days.  
*\*Sports shoes do not include sneakers, canvas shoes or any other form of shoes not meant for sports activities.*
- 5.1.4 The school tie is worn during designated school events. Students will be informed of such events.
- 5.1.5 If for any reason a student cannot wear shoes (e.g. sprained foot, blisters, in-grown nail, etc.), the Form Teacher must be informed with the support of a doctor or parent's letter.
- 5.1.6 During the school holidays, students who return to school for any school activities must be properly attired. No slippers are allowed. Students who are not properly attired (e.g. improper attire, hairstyle or hair colour) will not be allowed entry into the school compound.
- 5.1.7 All students' attire are to conform to the school's expectations. Should the attire be observed to be inappropriate (e.g. tapered pants, short skirt etc), the student would be advised to ask for a change of attire at the General Office before he/she is allowed to attend lessons. The school will also work with the parents/guardians to remind the child/ward on appropriate conduct.

Boys	Girls
<p><b>Uniform</b></p> <ul style="list-style-type: none"> <li>School shirts and pants or shorts must be purchased from the authorised supplier.</li> <li>The school pants may be altered if necessary (typically the length or waist size).</li> <li>Long pants that are modified e.g. "skinny pants or tapered pants" cannot be used as part of the student uniform/attire.</li> </ul> <p><i>The school reserves the right to request for the student to change into an appropriate pair of pants if it is deemed to have been altered excessively.</i></p>	<p><b>Uniform</b></p> <ul style="list-style-type: none"> <li>School shirts and skirts must be purchased from the authorised supplier.</li> <li>The school skirt may be altered if necessary (typically the length* or waist size).</li> </ul> <p><i>*Skirts should be at knee-length, i.e. touching the knee caps. Folding at the waist is strictly not allowed.</i></p> <p><i>The school reserves the right to request for the student to change into an appropriate pair of pants if it is deemed to have been altered excessively.</i></p>
<p><b>Personal Grooming</b></p> <ul style="list-style-type: none"> <li>Male students must be neat in appearance, clean-shaven and <b>no facial hair is allowed</b>.</li> <li>Hair must be short and neat at all times.</li> <li>Hair must not touch the collar and must be smooth-sloped at the sides and rear. No sideburns and ducktails are allowed. The fringe must be above the eyebrows and should not be spiky.</li> <li>Hairstyles such as side-shaven, undercut, long fringes etc are not allowed. It is advisable for a student to check with the Form Teacher/ Year Head/ Student Management Committee the intended hairstyle before getting a new hairstyle.</li> <li><b>Fancy hair styling, tinting, dyeing, highlighting and bleaching of hair</b> are strictly not allowed for all students<sup>#</sup></li> </ul>	<p><b>Personal Grooming</b></p> <ul style="list-style-type: none"> <li>Female students must be neat in appearance.</li> <li>Short hair should be neat and kept above the shoulder.</li> <li>Long hair must be neatly tied up with simple <b>black or dark blue</b> ribbons, hair bands and/or hair clips.</li> <li>Fringes must be neat and above the eyebrows or pinned with black clips or black hair band at all times behind the ears.</li> <li>Hairstyles such as side-shaven, undercut etc are not allowed.</li> <li><b>Fancy hair styling, tinting, dyeing, highlighting and bleaching of hair</b> are strictly not allowed for all students<sup>#</sup></li> </ul>

Boys	Girls
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Tattoos are strictly not allowed on any part of the body. Students found with tattoos will be suspended until efforts are made to remove them.</li> <li>• No jewellery and accessories (rings, bracelets, necklaces) or make-up is to be worn.</li> <li>• Body piercings are strictly prohibited and must be removed.</li> <li>• Ear studs/rings are not allowed.</li> <li>• Nails must be kept short and clean. Nail polish, varnish or hardener is not allowed. Students whose nail grooming is not appropriate will be asked to correct them immediately.</li> </ul> <p><b><i>The school reserves the right to confiscate any items that are prohibited.</i></b></p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Tattoos are strictly not allowed on any part of the body. Students found with tattoos will be suspended until efforts are made to remove them.</li> <li>• No jewellery and accessories (rings, bracelets, necklaces) or make-up is to be worn.</li> <li>• Body piercings are strictly prohibited and must be removed.</li> <li>• Only one identical pair of ear-studs are allowed to be worn. Ear rings, 'ear sticks', multiple earrings/studs are not allowed for safety reasons.</li> <li>• Nails must be kept short and clean. Nail polish, varnish or hardener is not allowed. Students whose nail grooming is not appropriate will be asked to correct them immediately.</li> </ul> <p><b><i>The school reserves the right to confiscate any items that are prohibited.</i></b></p>

# Students with inappropriate hairstyle and/or hair colour will be given a 2-4 day duration and specific instructions to trim and/or re-dye the hair. Should the second warning be ignored, the school reserves the right to bring the student for a haircut and the cost will be borne by the student. The parent/guardian will be informed and the student may face home suspension and other consequences.

## 6 Acts of Misconduct & Consequences (Restorative Practices)

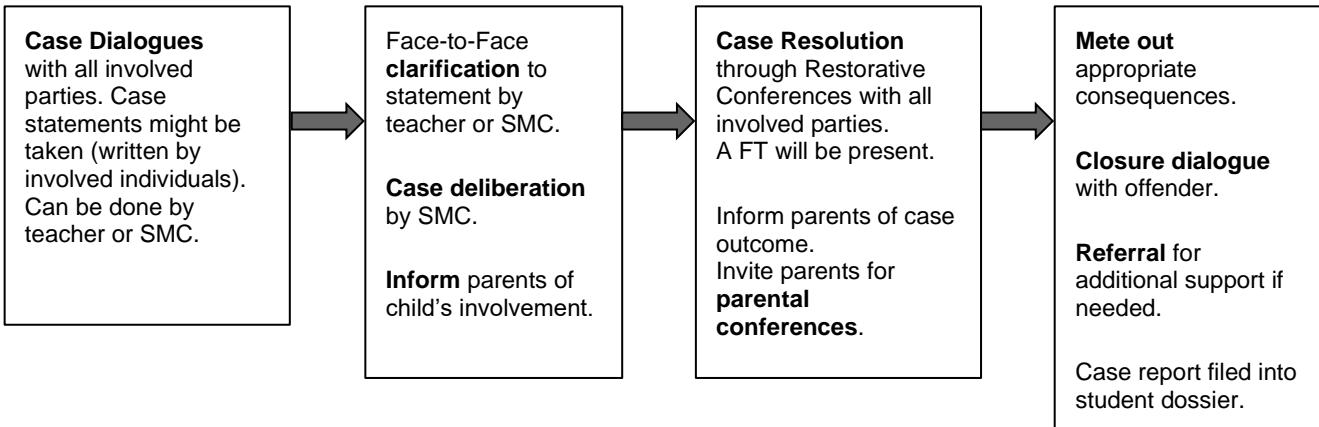
In line with the school vision of developing Champions for the Community, where students become persons of good character and contribute to the community, the school adopts Restorative Practices as a whole-school approach in the area of student management.

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.

### 6.1 Case Management Process

A case raised to the Student Management Committee (SMC) will be investigated as follows:



**6.2 Acts of Misconduct include:**

<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>● Late – coming</li> <li>● Truancy</li> <li>● Skipping classes/CCA/school events</li> <li>● Leaving school grounds without permission</li> </ul>	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>● Not doing assignments</li> <li>● Disruptive behavior</li> <li>● Open defiance and rudeness</li> <li>● Bullying (includes cyber-related bullying)</li> <li>● Using vulgar language</li> <li>● Improper attire and grooming</li> <li>● Cheating in tests and exams</li> <li>● Forgery</li> <li>● Littering</li> <li>● Abuse of technology <i>(including unauthorized use of photography &amp; misuse of social media platforms)</i></li> </ul>
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<p><b>Serious Acts of Misconduct</b></p> <ul style="list-style-type: none"> <li>● Voluntarily causing hurt</li> <li>● Violation of another’s modesty</li> <li>● Fighting</li> <li>● Rioting</li> <li>● Smoking/Vaping</li> <li>● Possession of tobacco products</li> <li>● Gambling</li> <li>● Possession of weapons</li> <li>● Tattoos</li> <li>● Unlawful assembly</li> <li>● Extortion</li> <li>● Pornography</li> <li>● Substance abuse</li> <li>● Theft</li> <li>● Vandalism</li> <li>● Arson</li> <li>● Fraudulent possession of items</li> <li>● Possession of implements with the intention to commit crime</li> <li>● Cyber misconduct (online defamation, misuse of social media)</li> <li>● Unlicensed money lending related activities</li> </ul>
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***\*The school reserves the right to mete out appropriate consequences and to involve external agencies whenever deemed necessary, if a student behaves in any other way detrimental to the moral tone of the school.***

A minor act of misconduct committed three times and above may be considered as a serious act of misconduct and warrant more severe consequences. Student leaders, including Student Councillors, CCA Leaders and Class Committee Members who commit a serious act of misconduct may be dismissed from their leadership roles.



### 6.3 School Consequences for Misconduct

Description	Consequences	Action by
Persistence in Late-coming Absent without valid reasons Misconduct Theft/damage to property Other serious offences Other offences	<ul style="list-style-type: none"> <li>● Restorative Conferences</li> <li>● Warning with appropriate consequence for repeated offences</li> <li>● Parental involvement and Counselling Referral</li> <li>● External agency referral</li> <li>● Compensation / Repayment</li> <li>● School Community Service</li> <li>● Offence record entry in MOE system</li> <li>● (Customised) Intervention programmes</li> <li>● Downgrading of conduct grade</li> <li>● Restriction of privileges</li> <li>● In-school or Home Suspension</li> <li>● Caning (for Boys)</li> </ul>	Form / Subject teachers School Counsellor YHs / AYHs Student Mgmt Team HOD / SM Vice Principal Principal
<p><i>The school reserves the right to mete out the above or any other appropriate actions against the student(s) besides the consequences stated above, depending on the frequency / severity of the offence committed. The school reserves the right to deal with student discipline on a case-by-case basis. The school may check the students' mobile phones and cyber activities when it is necessary to establish a misdemeanor or a breach of the school rules has been committed.</i></p>		

### 6.4 Possession of Weapons/Banned Items

- Students are not allowed to bring any banned items and/or other items with the potential of causing hurt or injury to school.
- **All students are not allowed to have in possession of any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.**
- **List of banned items (the list is not exhaustive)**
  - Lighters
  - Cigarettes
  - Vaporisers
  - Playing cards
  - Pornographic materials
  - Weapons
  - Portable electronic devices for gaming and entertainment purposes
  - Vanity set (make-up paraphernalia)
  - any other item(s) deemed inappropriate or offensive

**The school reserves the right to confiscate any weapons/banned items found in possession.**

### 6.5 Smoking, Vaping & Tobacco-related Offences

- Students are not allowed to smoke in the school's premises or possess any cigarettes or lighters.
- **As of 1 January 2021, the minimum age for smoking in Singapore is 21 years old**  
 \*Under the amended Smoking Act, section 11 (1) of the Tobacco (Control of Advertisements and Sale) Act (Chapter 309), a person who, being an under-aged person, (a) uses or has in the person's possession, in a public place or on a road in Singapore, any tobacco product; or (b) buys in Singapore any tobacco product, shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$300. Cases involving contraband cigarettes will be referred to Customs and/or Police.

#### 6.5.1 Prohibition of imitation tobacco products (e.g. vaporisers)

- Under section 16(2A) of the Tobacco (Control of Advertisements and Sale) Act (TCASA), **it is illegal to import in Singapore, or distribute, sell, offer for sale or possess for sale in Singapore, any imitation tobacco products (e.g. vaporisers) in Singapore** as of 1 February 2018. This includes e-cigarettes, e-pipes and e-cigars as the TCASA covers any toy, device or article:
  - that resembles, or is designed to resemble, a tobacco product;
  - that is capable of being smoked;
  - that may be used in such a way as to mimic the act of smoking; or
  - the packaging of which resembles, or is designed to resemble, the packaging commonly associated with tobacco products.
- Persons found guilty of this offence can be fined up to \$20,000.

- In addition, under section 16(1) of the TCASA, it has been **illegal to import vaporisers** from 1 August 2016 onwards. This means that **buying vaporisers online and shipping them to Singapore for personal use is illegal**. Those guilty of the offence are liable to a fine of up to \$10,000 and/or up to 6 months' jail. Repeat offenders are liable to a fine of up to \$20,000 and/or up to 12 months' jail.

## 7 Assessment Matters

7.1 The criteria for promotion of a student to the next level are as follows:

7.1.1 For Sec 1 students in 2024.

Level	Progression Criteria
Sec 1	All students will generally progress to Sec 2 unless there are extenuating circumstances.  <b>Note:</b> <ul style="list-style-type: none"> <li>▪ Students who do well, i.e. obtaining at least 75% in individual G1 or G2 subjects (EL, MTL, Mathematics and Science) can offer these subjects at more demanding level either in end of Semester 1 or Semester 2 of Sec 1.</li> </ul>
Sec 2 and 3	Pass (a) English and at least two examinable subjects or (b) at least half the total number of examinable subjects offered.  <b>Note:</b> <ul style="list-style-type: none"> <li>▪ Examinable subjects do not include CCE, PE and Music.</li> <li>▪ Students who do well, i.e. obtaining at least 75% in individual G1 or G2 subjects (EL, MTL, Mathematics, Science and Humanities) can offer these subjects at more demanding level in end of Semester 2 of Sec 2.</li> <li>▪ Students who have not met academic requirement are to offer fewer subjects and/or offer subjects at less demanding level.</li> </ul>

7.1.2 For Sec 2 to 4 students in 2024.

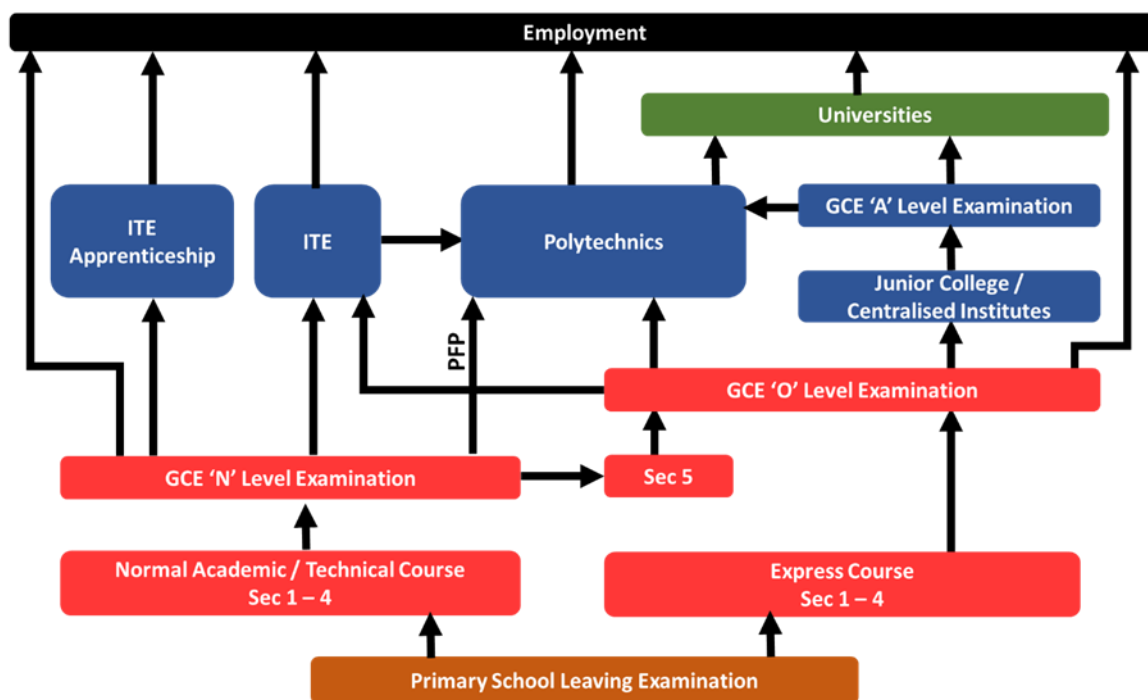
Course	Level	Promotion Criteria
Express	Sec 2	Pass English (C6 or better) and a pass percentage (50%) in the average of all subjects
	Sec 3	Pass English and 2 other subjects (C6 or better) OR Failed EL but obtained pass (C6 or better) in 5 subjects
Normal (Academic)	Sec 2 and 3	Pass English (Grade 5 or better) and 2 other subjects OR Pass (Grade 5 or better) in 4 subjects
	Sec 4	An aggregate of 19 points or less in English, Mathematics and best 3 other subjects in GCE N-level Exam. All 5 subjects must be Grade 5 or better. <i>Refer to sections 9.2 and 9.3 for Additional Pathways</i>
Normal (Technical)	Sec 2 and 3	Pass (Grade D or better) in 2 subjects, one of which must be EL or Mathematics

7.2 Equivalent Grades and Range of Marks

Subject at Express Level (Sec 2 to 4) or G3 Level (Sec 1)		Subject at Normal Academic Level (Sec 2 to 5) or G2 Level (Sec 1)		Subject at Normal Technical Level (Sec 2 to 4) or G1 Level (Sec 1)	
Grade	Marks	Grade	Marks	Grade	Marks
A1	75 and above	1	75 and above	A	75 and above
A2	70 – 74	2	70 – 74	B	70 – 74
B3	65 – 69	3	65 – 69	C	60 – 69
B4	60 – 64	4	60 – 64	D	50 – 59
C5	55 – 59	5	50 – 59	E	Below 50
C6	50 – 54	6	Below 50		
D7	45 – 49				
E8	40 – 44				
F9	Below 40				

8 Post-Secondary Academic Pathways

8.1 Students graduating from secondary schools in 2026 and before could access the following pathways, based on their performance in the national examinations. Academic pathways for students who are graduating in 2027 and beyond are being revised and more information would be shared in due time.



8.2 Polytechnic Foundation Programme (PFP) for Sec 4 Normal Academic Graduates (information taken from <https://pfp.polytechnic.edu.sg>)

8.2.1 The Polytechnic Foundation Programme (PFP) is a one-year programme that offers a practice-oriented curriculum taught by polytechnic lecturers, to better prepare polytechnic-bound N(A) students for entry into the relevant Polytechnic Diploma courses. This is an alternative to the Sec 5 year. PFP students are given provisional places in diploma programmes, subject to them passing all modules in the one-year PFP. The requirement to pass all modules ensures that students continue to work hard during their PFP year and are well prepared for polytechnic studies. Students who apply effort should have no difficulties in meeting the requirement.

8.2.2 The PFP caters to students of the Sec 4N(A) cohort in the preceding year. The PFP will have about 1,500 places set aside each year. It will be offered by all five Polytechnics. More than 80% of Polytechnic Diploma courses will be offered under the PFP.

- 8.2.3 To be eligible to apply for the PFP, N(A) students must obtain ELMAB3 (English, Mathematics, Best 3 Subjects) raw aggregate score of 12 points or better (excluding CCA bonus points) at the GCE 'N'-Level examination; and meet the following subject-specific requirements:

For Courses featured in Group 1	Minimum Required Grades
English Language Syllabus A	3
Mathematics Syllabus A / Additional Mathematics	3
One of the following relevant subjects: - Design and Technology - Food and Nutrition - Science (Chemistry, Biology) - Science (Physics, Biology) - Science (Physics, Chemistry)	3
Any two other subjects excluding CCA	4

For Courses featured in Group 2	Minimum Required Grades
English Language Syllabus A	2
Mathematics Syllabus A / Additional Mathematics	3
One of the following relevant subjects: - Art - Geography - History - Humanities (Social Studies, Geography) - Humanities (Social Studies, History) - Humanities (Social Studies, Literature in English) - Literature in English - Principles of Accounts	3
Any two other subjects excluding CCA	4

**8.3 Direct-Entry-Scheme to Polytechnic Programme (DPP) for Sec 4 Normal Academic Graduates (information taken from <https://www.moe.gov.sg/post-secondary/admissions/dpp>)**

8.3.1 The Direct-Entry-Scheme to Polytechnic Programme (DPP) is one of the two Normal (Academic) through-train pathways that were launched in 2013. It allows Secondary 4 N(A) students to be admitted directly into a 2-year Higher Nitec programme at the Institute of Technical Education (ITE) without having to sit for the O-Level examinations or undergo a Nitec programme.

8.3.2 To be eligible to apply for the DPP, N(A) students must obtain:

- i. ELMAB3 (English, Mathematics, Best 3 Subjects) raw aggregate score of 19 points or better (excluding CCA bonus points) at the GCE 'N'-Level examination; and
- ii. the following subject-specific requirements:

For applied sciences, engineering or info-communications technology courses
<ul style="list-style-type: none"> <li>▪ English Language (Syllabus A): A grade of 1 to 4.</li> <li>▪ Mathematics (Syllabus A or Additional): A grade of 1 to 4.</li> <li>▪ 3 other best subjects, excluding CCA: A grade of 1 to 5 for each subject.</li> </ul>

For business & services or hospitality courses
<ul style="list-style-type: none"> <li>▪ English Language (Syllabus A): A grade of 1 to 3.</li> <li>▪ Mathematics (Syllabus A or Additional): A grade of 1 to 4.</li> <li>▪ 3 other best subjects, excluding CCA: A grade of 1 to 5 for each subject.</li> </ul>



**QUICK LINKS TO MORE INFORMATION ON SCHOOL'S WEBSITE**

<p><b>SCHOOL CALENDAR OF EVENTS</b></p> <p><a href="https://go.gov.sg/jysch-calendar">https://go.gov.sg/jysch-calendar</a></p>  <p><a href="https://go.gov.sg/jysch-calendar">https://go.gov.sg/jysch-calendar</a></p>	<p><b>SCHOOL SAFETY</b></p> <p><a href="https://go.gov.sg/jy-schsafety">https://go.gov.sg/jy-schsafety</a></p>  <p><a href="https://go.gov.sg/jy-schsafety">https://go.gov.sg/jy-schsafety</a></p>	<p><b>LEARNING &amp; ASSESSMENT PLAN</b></p> <p><a href="https://go.gov.sg/jy-lap">https://go.gov.sg/jy-lap</a></p>  <p><a href="https://go.gov.sg/jy-lap">https://go.gov.sg/jy-lap</a></p>
<p><b>STUDENT ICT MATTERS</b></p> <p><a href="https://go.gov.sg/jy-ictmatters">https://go.gov.sg/jy-ictmatters</a></p>  <p><a href="https://go.gov.sg/jy-ictmatters">https://go.gov.sg/jy-ictmatters</a></p>	<p><b>STUDENT EXAM MATTERS</b></p> <p><a href="https://go.gov.sg/jy-exammatters">https://go.gov.sg/jy-exammatters</a></p>  <p><a href="https://go.gov.sg/jy-exammatters">https://go.gov.sg/jy-exammatters</a></p>	<p><b>STUDENT TIMETABLE</b></p> <p><a href="https://go.gov.sg/jy-timetable">https://go.gov.sg/jy-timetable</a></p>  <p><a href="https://go.gov.sg/jy-timetable">https://go.gov.sg/jy-timetable</a></p>
<p><b>CHARACTER &amp; CITIZENSHIP EDUCATION (CCE)</b></p> <p><a href="https://go.gov.sg/jy-cce">https://go.gov.sg/jy-cce</a></p>  <p><a href="https://go.gov.sg/jy-cce">https://go.gov.sg/jy-cce</a></p>	<p><b>CCA-RELATED</b></p> <p><a href="https://go.gov.sg/jy-cca">https://go.gov.sg/jy-cca</a></p>  <p><a href="https://go.gov.sg/jy-cca">https://go.gov.sg/jy-cca</a></p>	<p><b>CODE OF CONDUCT</b></p> <p><a href="https://go.gov.sg/jy-handbook">https://go.gov.sg/jy-handbook</a></p>  <p><a href="https://go.gov.sg/jy-handbook">https://go.gov.sg/jy-handbook</a></p>
<p><b>FINANCIAL ASSISTANCE SCHEME</b></p> <p><a href="https://go.gov.sg/jy-fas">https://go.gov.sg/jy-fas</a></p>  <p><a href="https://go.gov.sg/jy-fas">https://go.gov.sg/jy-fas</a></p>		

