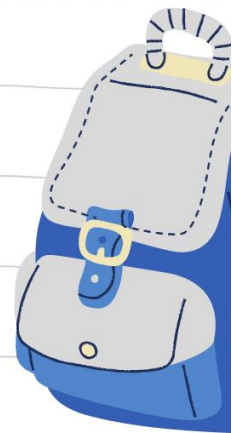




MERIDIAN SECONDARY SCHOOL

# STUDENT HANDBOOK



This photo, taken by Cruz Ethan Rod Ugdoracion (1A2), depicts the aspirations of Meridians as they reach for their dreams while staying true to our values of Resilience, Integrity, Compassion and Humility. This was taken during the Applied Learning Programme.

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School Instagram: [https://www.instagram.com/meridian\\_sec/](https://www.instagram.com/meridian_sec/)

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Updated Nov 2022

## 1. Our Singapore Flag



The National Flag consists of two equal horizontal sections, red above white. A white crescent moon occupies the upper left red section. Next to the moon are five white stars arranged in a circle.

Each feature of the Flag bears a unique symbolic meaning. Red stands for universal brotherhood and equality of man. White symbolises pervading and everlasting purity and virtue. The crescent moon represents a young nation on the ascendant, and the five stars depict Singapore's ideals of democracy, peace, progress, justice and equality.

## 2. Our National Anthem

### **Majulah Singapura**

Mari kita rakyat Singapura  
Sama-sama menuju bahagia  
Cita-cita kita yang mulia  
Berjaya Singapura

Marilah kita bersatu  
Dengan semangat yang baru  
Semua kita berseru  
Majulah Singapura  
Majulah Singapura

### **Onward Singapore**

Come, fellow Singaporeans  
Let us progress towards happiness  
together  
May our noble aspiration bring  
Singapore success  
Come, let us unite  
In a new spirit  
Let our voices soar as one  
Onward Singapore  
Onward Singapore

# The National Pledge in Singapore's Four Official Languages

## Our Pledge

We, the citizens of Singapore, pledge ourselves as one united people, regardless of race, language or religion, to build a democratic society based on justice and equality so as to achieve happiness, prosperity and progress for our nation.

## 信约

我们是新加坡公民，  
誓愿不分种族、言语、宗教，  
团结一致，建设公正平等的民主社会，  
并为实现国家之幸福、繁荣与进步，  
共同努力。

## Ikrar Kita

Kami, warganegara Singapura, sebagai rakyat yang bersatu padu, tidak kira apa bangsa, bahasa, atau ugama, berikrar untuk membina suatu masyarakat yang demokratik, berdasarkan kepada keadilan dan persamaan untuk mencapai kebahagiaan, kemakmuran dan kemajuan bagi negara Kami.

## நமது உறுதிமொழி

சிங்கப்பூர் குடிமக்களாகிய நாம், இனம், மொழி, மதம் ஆகிய வேற்றுமைகளை மறந்து ஒன்றுபட்டு, நம் நாடு மகிழ்ச்சி, வளம் முன்னேற்றம் ஆகியவற்றை அடையும் வண்ணம் சமத்துவத்தையும், நீதியையும் அடிப்படையாகக் கொண்ட ஜனநாயக சமுதாயத்தை உருவாக்குவதற்கு உறுதி மேற்கொள்வோமாக.

### 3. School Crest



The school crest is formed by the letter 'M' for Meridian Secondary School and is designed with two adjoining peaks to represent the unity of Coral Secondary School and Siglap Secondary School.

The **peaks** stand tall and exude strength in solid foundations.

The **silver, blue** and **green** colours symbolise Innovation, Leadership and The Arts.

The **silver peaks** symbolise an innovative environment to cultivate creative thinkers.

Supporting the silver peaks are **two pillars** in blue and green which retain the heritage of both schools.

The first pillar in blue symbolises Leadership and the other in green symbolises The Arts.

Together, they represent the strength and unity of Meridians to reach new heights.

### 4. School Vision, Mission, Values and Motto

#### **SCHOOL VISION**

Joyful Learners, Creative Thinkers, Compassionate Leaders

#### **SCHOOL MISSION**

To nurture in Meridians inquiring minds and caring hearts for their pursuit of excellence

#### **SCHOOL VALUES**

Resilience, Integrity, Compassion and Humility

#### **SCHOOL MOTTO**

Unite to Reach New Heights

## 5. Meridian School Song and Family Song

### **MERIDIAN SCHOOL SONG**

#### **Verse One:**

Joyful learners, seeking knowledge,  
Reaching for the highest star.  
Gifted minds, adding value,  
Building our community.

#### **Chorus:**

Let's unite and keep it true.  
Let Meridian guide us through.  
We will strive with all our hearts  
To make Meridian great.

#### **Verse Two:**

Caring people, daring leaders,  
Leading in the thoughtful path.  
Sharing arts, touching hearts,  
Enrich our community.

### **MERIDIAN FAMILY SONG**

#### **Verse:**

Meridian,  
You give us the key to discover.  
Our dreams, our goals,  
Through arts, our passion.  
Meridian,  
Guide to the tower of success.  
Leading with love, serving others,  
Doing our best.

#### **Chorus:**

This is the place where we belong,  
Where we'll be strong as we unite.  
Reach for the grand horizon,  
And soar above the sky (x2)

#### **Coda:**

Meridian's where we belong,  
Where we'll be strong,  
Here we belong (x3)

## 6. 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 school SMS system 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 on the following school day.
- 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 on the following school day.



### 1.3 Punctuality

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

Number of Times Late	Follow-up Action
1 and 2	<ul style="list-style-type: none"> <li>• Students will be advised to be punctual by StMT.</li> <li>• StMT will safe-keep the handphones and return them to the students at the Detention Room at the end of the school day.</li> </ul>
3 to 6	<ul style="list-style-type: none"> <li>• Parents/guardians will be informed of students' late-coming and the consequences, by FT.</li> <li>• Latecomers' handphones will be retained and returned to students after consequences are served at the end of the school day.</li> <li>• Students will meet HOD Student Management or Year Heads at the 6<sup>th</sup> time to discuss and carry out a resolution to be punctual.</li> </ul> <p><u>Consequences</u></p> <ul style="list-style-type: none"> <li>• Students will serve recess canteen clean-up or other service to school on the same day.</li> <li>• Students will report to Detention Room after school for resolution-making before handphone is returned.</li> </ul>
7 to 10	<p><u>Consequences</u></p> <ul style="list-style-type: none"> <li>• FT will inform parents that Conduct Grade for the semester will be changed to <b>Fair</b>.</li> <li>• Latecomers' handphones will be retained and returned to students after they have completed one session of detention (2h) which includes reflection of values and related logical consequences.</li> <li>• Students are required to have a conversation with the School Counsellor after school.</li> <li>• <b>Restriction of Privileges*</b></li> </ul>

11	<p><u>Consequences</u></p> <ul style="list-style-type: none"> <li>• Latecomers' handphones will be retained and returned to students after completing one day of <i>in-school suspension</i>.</li> <li>• FT will inform parents that Conduct Grade for the semester will be no better than <b>Poor</b>.</li> <li>• <b>Restriction of Privileges*</b></li> </ul>
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\* **Restriction of Privileges** include the following:

- Affects eligibility for MOE and School Awards, e.g. EAGLES Award, Edusave Character Award, Lee Zheng Rong Caring Award, etc.
  - Affects eligibility for school-organised overseas trips.
  - Affects eligibility for school-based programmes, e.g. Graduation Day etc.
  - Affects eligibility for leadership opportunities.
- Students who need to serve detention will not be allowed to attend CCA trainings, remedial lessons and other school programmes on that day.
  - Students who are late for more than half an hour will be issued a Red Slip and will serve the consequences on the day of late-coming, regardless of the frequency.
  - Parents will be informed via the school SMS system by 9.30 am if their child reported late to school for the 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 will be referred to the StMT.
- 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**.
- For safety reasons, students are **NOT** permitted to stay in their classrooms during recess and lunch break.
- 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

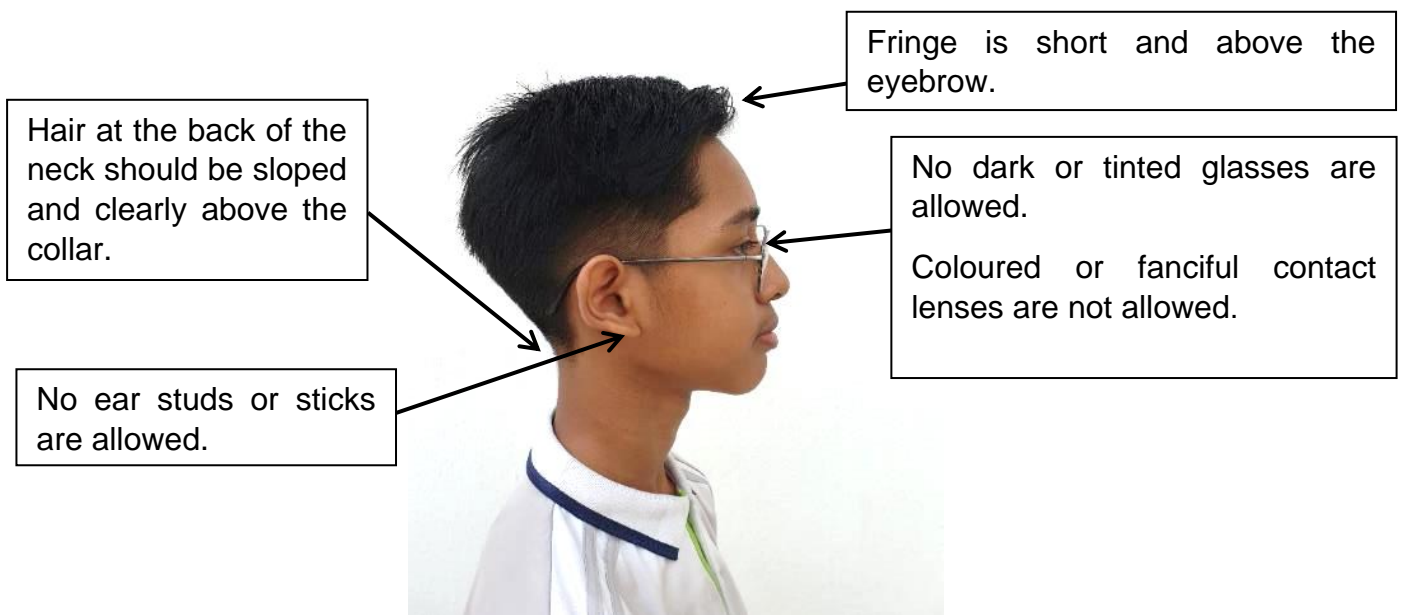
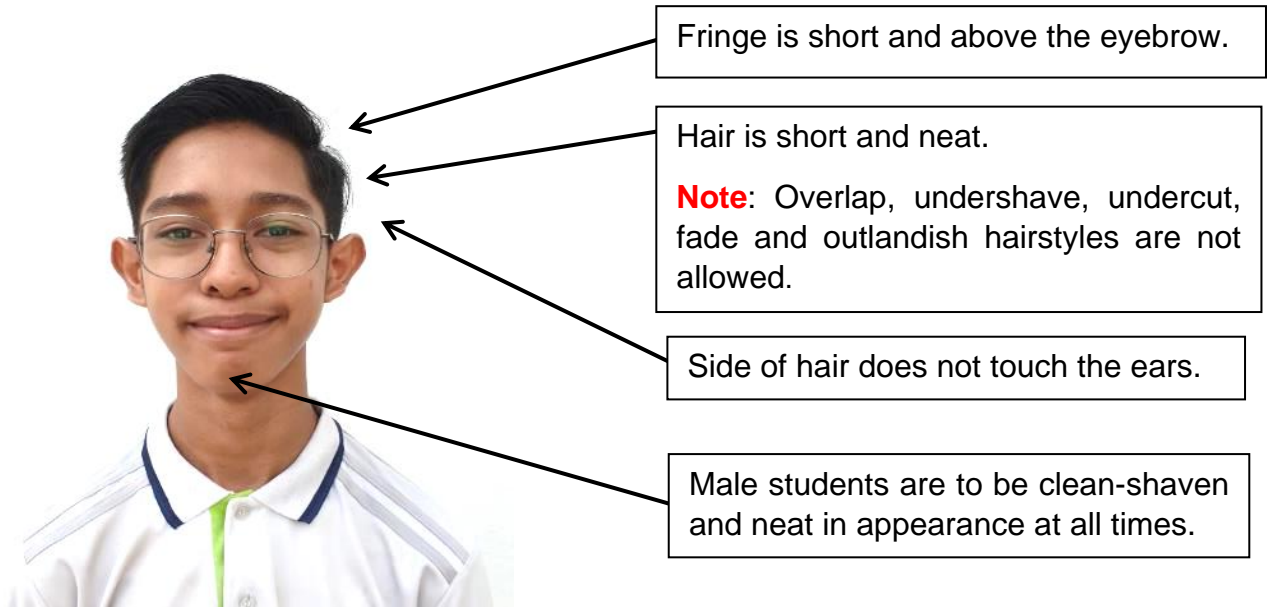
- Students are to wear the prescribed school uniform whenever they come to school, including during the holidays. Modifications to the prescribed school uniform are strictly **NOT** allowed.
- Students are to wear approved PE attire for PE lessons and during sports and games. Students may report to school in PE attire (Polo T-shirt and shorts) from the start of the day if they have PE lessons for the day and continue to stay in the same attire throughout the day.
- On Tuesdays, students are allowed to wear their CCA T-shirts. 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 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.

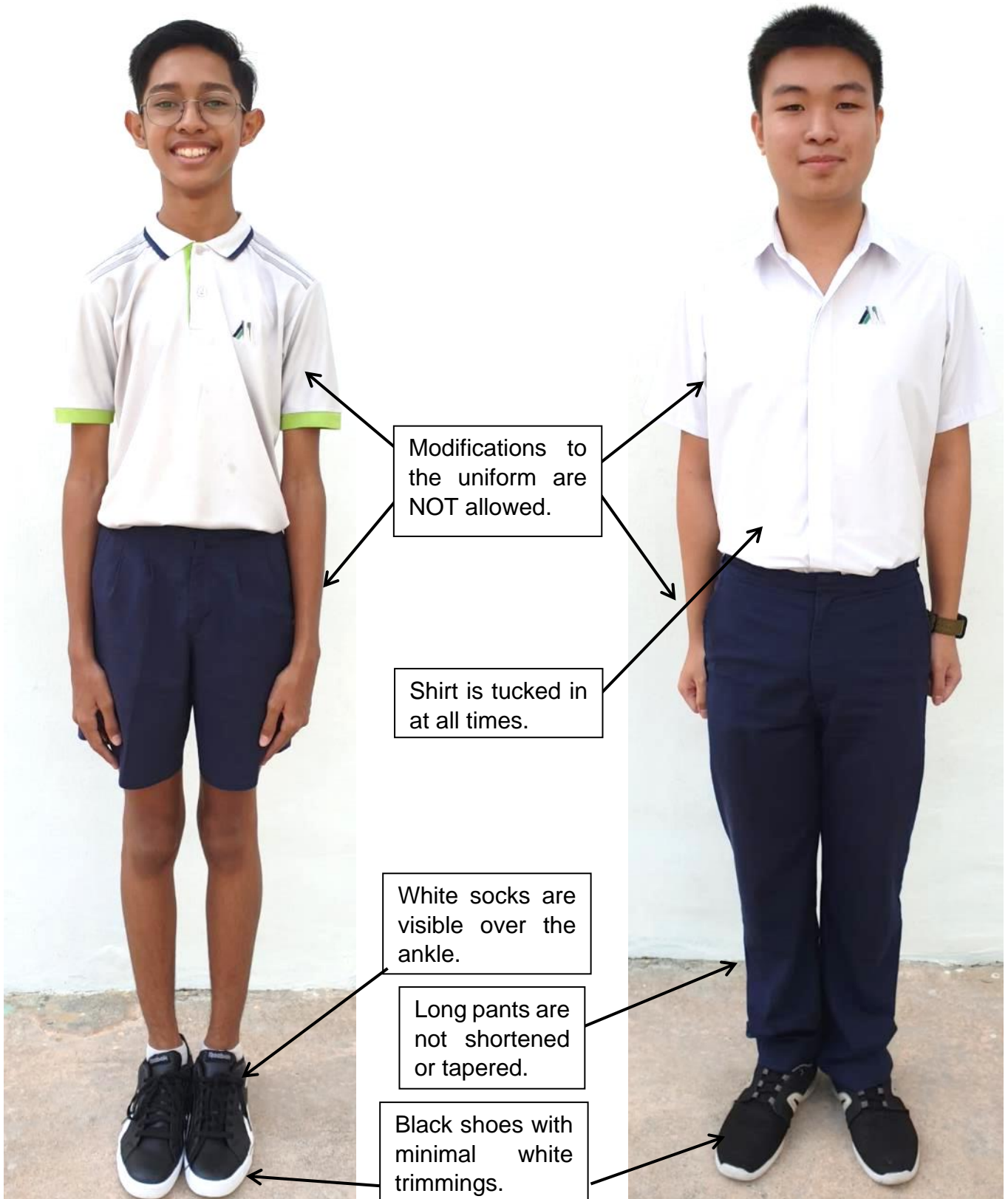
- Caps are **NOT** to be worn with the school uniform unless required for safety reasons during school-organised activities.
- Hairstyles such as side-shaven, undercut, long fringes, razor-lines across etc. are not allowed. It is advisable for a student to check with the Form Teacher/ Year Heads/ Student Management Team the intended hairstyle before getting a new hairstyle.

## 2.6 Boy's Grooming and Attire



A. Informal attire (Lower Sec boy)  
- Polo T-shirt and shorts

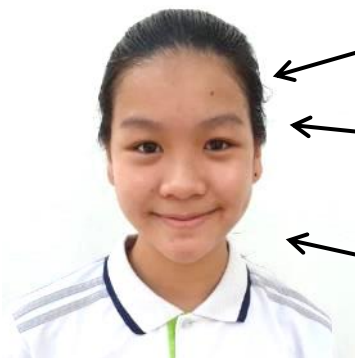
B. Formal attire (Upper Sec boy)  
- Shirt and long pants



## 2.7 Hairstyle 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.

## 2.8 Girl's Grooming and Attire



Hair falling below the eyebrow should be clipped up.

Hair longer than shoulder length must be tied up.

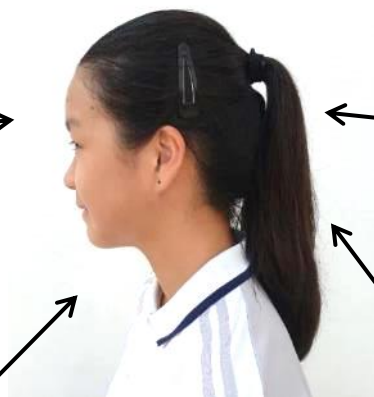
**Note:** Hair must be simply styled.

**No make-up must be worn.**

No dark or tinted glasses are allowed.

Coloured or fanciful contact lenses are also not allowed.

A pair of small **black, gold** or **silver** pin-sized ear studs or **transparent** ear sticks only.

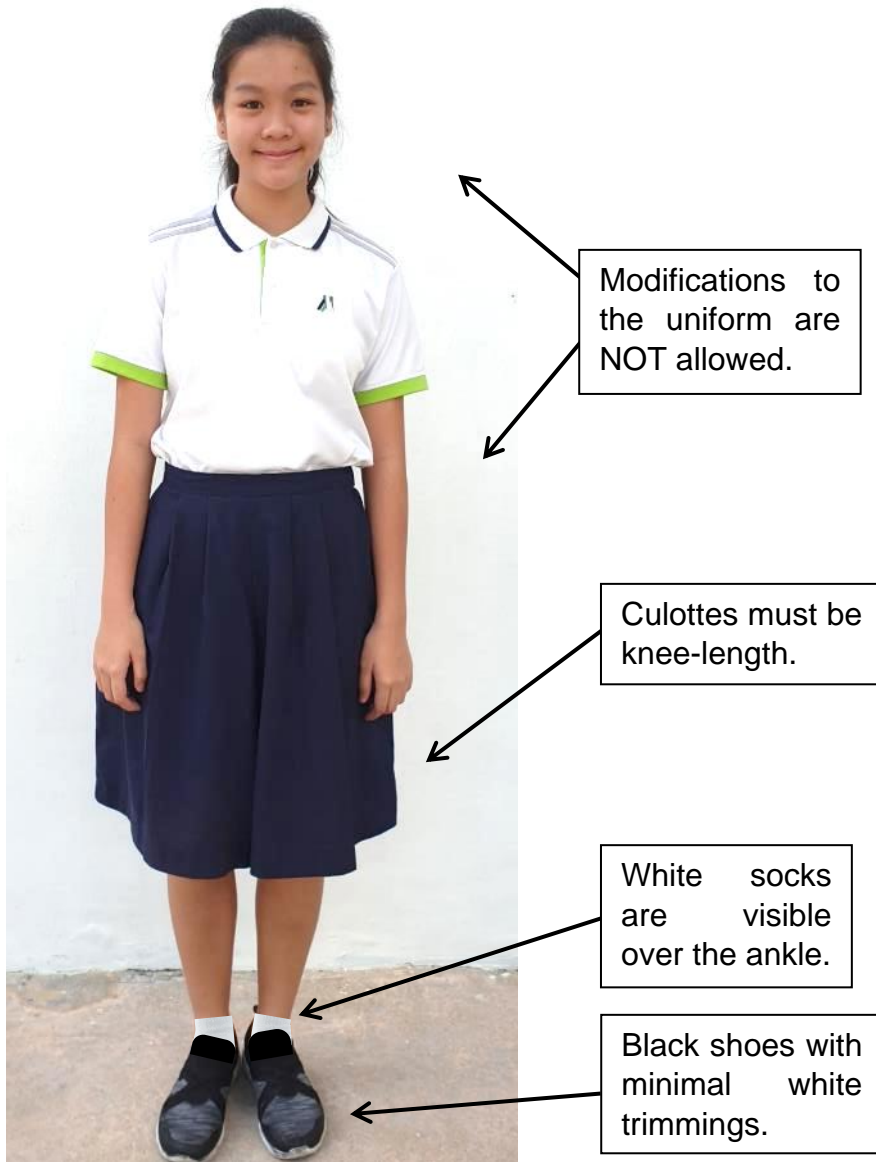


Hair accessories must be plain black or dark brown.

Hair longer than shoulder length must be tied up.

**Note:** Hair must be simply styled.

- Polo T-shirt (shown here) or shirt with culottes





## 2.9 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.

## 2.10 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.
- 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 from StMT and a Permission Pass will be issued.

## 2.11 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 discourage 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.

#### 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.

## 7. 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.

**MSS Classroom Routines**

# Are you GAME enough?

**G**reet teachers

Stand in position according to allocated seating plan.

Class Chairpersons to lead in greetings.

**A**ttendance, **A**ttire

Be punctual for lessons.

Be neatly and correctly attired for lessons.

**M**aterials

Ensure your environment is clean.

Ensure your resources (notes/books/ files/worksheets/ chromebooks) are ready.

Submit your homework.

**E**ngaged in learning

Be active learners.

Stay attentive during lessons.

Participate in class/group discussions.

**Now that you are GAME for lessons, let's get to work!**

## Assembly Routines: Student Does, Teacher Does

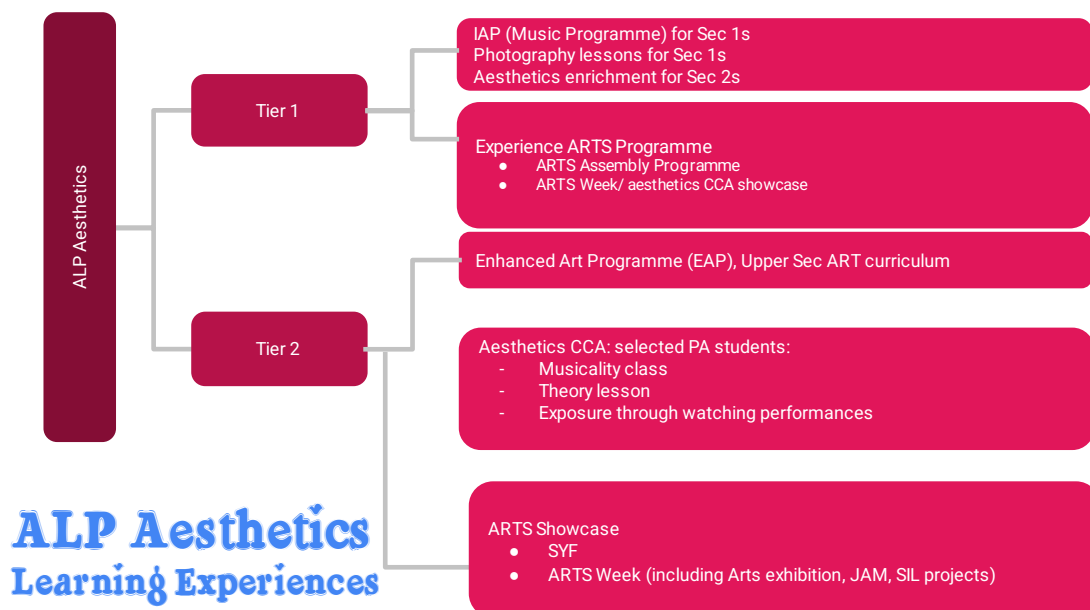
Meridians will...	Teachers will ...
<ul style="list-style-type: none"><li>✓ move to the front, sit according to classes and place their bags on their right.</li><li>✓ show respectful and responsible behavior by<ul style="list-style-type: none"><li>○ reading a book while waiting for the assembly to begin</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>

## 8. Applied Learning Programme: Aesthetics

Students who are keen on the Arts will have the opportunity to unleash their interest and creativity through Meridian Secondary School's Applied Learning Programme (ALP) in Aesthetics.

Our ALP in Aesthetics provides opportunities for all students to explore various art forms - visual, performative and musical to communicate thoughts and ideas. The programme focuses on developing students who understand the value of learning Arts and are confident in communicating through the Arts. Students are exposed to a range of learning experiences - appreciation of the Arts, acquisition of Arts knowledge and skills, and Arts creation.

To gain arts knowledge, students will learn Gamelan and Violin as well as Photography skills at Sec 1 and a range of arts experiences such as Videography, Drama, Poetry Slam, Music, and Hip Hop at Sec 2. Students will also be exposed to different Art forms through our ARTS Assembly Programme. Students who are highly passionate in Arts can specialise and have more in-depth learning through our Tier 2 programme which includes the Master classes, Music Festivals, Meridian Artistes Programme, Arts Week, Enhanced Art Programme (EAP), Media Club and other Performing Arts CCA. The programme includes collaborations and projects with our stakeholders and peer institutions such as Temasek Polytechnic and Nanyang Polytechnic.





## 9. Learning for Life: Community Youth Leadership

Meridian Secondary aims to strengthen the development of character and values of all Meridians under a structured leadership programme called Learning for Life Programme (LLP) – Community Youth Leadership.

### Student Leadership Tiered Model

The Student Leadership Tiered Model at Meridian Secondary is designed to be aligned with the Kouzes and Posner’s Five Practices of Exemplary Leadership and the four beliefs.

The school adopts an age-appropriate and progressive three-stage leadership training programme:

- Leaders of Self
- Leaders of Peers
- Leaders of Community



### **TIER 1**

Cohort leadership reaches out to the masses. Hence, students will be equipped with the knowledge of K&P principles through an anchor programme at the Lower Secondary level. They will also be provided with opportunities to apply their learning and practise leadership through various platforms such as CCAs and VIA activities.

### **TIER 2**

At Tier 2, students undergo further training and participate in a wider range of community projects to develop their skills as “Leaders of Peers” through their roles as Student Councillors, CCA Leaders, Class Chairpersons or Peer Support Leaders. As Leaders of Peers, student leaders often conduct activities for peers of their level or for their juniors.

### TIER 3

At Tier 3, after student leaders have honed their skills, they will pay it forward by leading and inspiring their juniors and challenge themselves to collaborate with external partners to serve the wider community.

#### **Student Leadership Functional Titles**

Groups	Key Roles
ExCo	<ul style="list-style-type: none"><li>➤ To inspire all Meridians through strategizing and leading school programmes</li><li>➤ To gather feedback from student body and initiate changes to the school</li></ul>
Student Councillors	<ul style="list-style-type: none"><li>➤ Make a positive impact in the community</li><li>➤ To represent the student body as the 'voice'</li><li>➤ To strengthen the school culture and to heighten the sense of belonging to the school</li><li>➤ To inspire the student body in achieving high standards of discipline</li></ul>
CCA Leaders	<ul style="list-style-type: none"><li>➤ To work closely with CCA teachers to ensure the smooth running and leadership succession of the CCA</li></ul>
Class Chairpersons	<ul style="list-style-type: none"><li>➤ To work closely with Form Teachers to rally classmates to create a conducive learning environment</li></ul>
Peer Support Leaders	<ul style="list-style-type: none"><li>➤ To promote a culture of care and sense of belonging in the school through Peer Bonding, Peer Helping and Peer Influencing efforts.</li></ul>

#### **DSA Programme**

Sec 1 Students who are selected for admission through the school's DSA Leadership programme will have an advantage over their peers – they will, by default, be accepted into the school's Tier 2 Leadership programme.

## 10. Student Conduct Grade

Grade	Behaviour	Attendance & Disciplinary Records (Per Semester)
<b>Excellent</b>	Consistently behaves in an exemplary manner and upholds the school image at all times <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>	Consistently behaves very well and upholds the school image most of the time <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>	Behaves well most of the time and upholds the school image most of the time <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>

## 11. Criteria for Student Progression

	<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

	<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 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 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)

More information on Sec 1 progression will be shared in due course.

## 12. Student Recognition

### A. Academic Awards

No.	Award	Criteria/ Eligibility
1.	Certificate of Academic Achievement	<p>Express Course:</p> <ul style="list-style-type: none"> <li>- Achieve L1B5 (first language and best 5 subjects) target or better result</li> <li>- <math>L1B5 \leq 20</math></li> </ul> <p>Normal Academic Course:</p> <ul style="list-style-type: none"> <li>- Achieve EMB3 (English, Mathematics and best 3 subjects) target or better result</li> <li>- <math>EMB3 \leq 19</math></li> <li>- Overall pass</li> </ul> <p>Sec 5 Normal Academic Course:</p> <ul style="list-style-type: none"> <li>- Achieve L1B4 (first language and best 4 subjects) target or better result</li> <li>- <math>L1B4 \leq 25</math></li> </ul> <p>Normal Technical Course:</p> <ul style="list-style-type: none"> <li>- Achieve EMB1 (English, Mathematics and best 1 subject) target or better result</li> <li>- <math>EMB1 \leq 10</math> (Upper Sec)</li> <li>- <math>EMB1 \leq 8</math> (Lower Sec)</li> </ul>
2.	Academic Distinction	Top student at National Examinations
3.	Meridian SAC Excellence	<ul style="list-style-type: none"> <li>- Students who show excellent academic performance in major examinations, for each level and stream.</li> <li>- Students who show marked academic improvement between major examinations and achieved the academic target set for them.</li> </ul>
4.	Meridian Secondary School All-Round Excellence	<ul style="list-style-type: none"> <li>- For Sec 4 &amp; 5 students who have excelled both in their CCA and the academic area.</li> <li>- Students should have attained a conduct grade of at least a 'Very Good'</li> </ul>
5.	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.
6.	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).
7.	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

No.	Award	Criteria/ Eligibility
1.	Meridian Caring Award	Students who exhibit the values of care and concern towards others and are leaders of self.
2.	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)
3.	CCA Distinction and Merit Award	Students who have shown excellent CCA performance throughout their 4 or 5 years in their CCA.
4.	Outstanding CCA Leader Award	Students who have displayed exemplary leadership in CCA.
5.	Outstanding Character Award for Students (OCAS)	Students who have demonstrated exemplary character and excellent personal qualities through their behaviour and actions.
6.	Edusave Character Award (ECHA)	Up to 2% of Singaporean students who have demonstrated exemplary character and outstanding personal qualities through their behaviour and actions.
7.	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.



## 13. Holistic Education (Co-Curricular Activities Matters and LEAPS 2.0)

### **Co-Curricular Activities (CCA) Matters**

Co-Curricular Activities (CCAs) are an integral part to the school experience and constitute the heart and soul of education. They provide authentic platforms for students to develop skills, distil knowledge to reflect on, practise and live the values and soft skills taught in the classroom.

Through the continuum of experiences provided by CCA, students translate lessons from prior experiences to improve future experiences. This continuum coupled with the alignment of CCA experiences with the interests of students, creates the intrinsic motivation for students to embark on a life-long pursuit of interests.

Each CCA has its specific objectives. For instance, the Physical Sports develop robustness, fair play and team spirit in students. The Visual and Performing Arts instil a sense of graciousness and an appreciation for the rich culture and heritage of a multi-racial society. Uniformed Groups activities aim to make good citizens of students by inculcating in them self-reliance, resilience, discipline and spirit of service to others. Clubs and Societies allow students to explore and extend their interests in wide ranging and specialised areas which may be knowledge-based or skills-based.

CCA also fosters social integration and help students develop a sense of belonging, camaraderie and loyalty. Active participation in CCA also helps students develop healthy recreational interests, which contributes to their overall well-being. They will be well grounded in sound moral values and equipped with competencies, ready for future challenges

The school is committed to providing quality CCA for our students. Where necessary, the school engages qualified external coaches and instructors to conduct activities, and there are opportunities for students to take part in competitions and be sent for specialized courses, exhibitions and musicals.

The school makes a concerted effort to ensure that students join a CCA which suit their talents and skills. Participation in CCA is compulsory. First and foremost, the CCA allocation is based on the students' choice. However, in specific CCAs which are popular and in high demand, the school conducts selection trials to identify the students based on merit and vacancy.

CCA attendance is taken into account as part of the school's conduct grading guidelines as shown below. This is to encourage consistent individual good conduct and behaviour in school.

<b>Conduct Grade</b>	<b>CCA Attendance Rate</b>
Good	75% to 100%
Fair	50% to 74%
Poor	< 50%



## **LEAPS 2.0**

The school offers a range of co-curricular programmes to help students achieve a holistic education. Community service is also invaluable in helping students develop qualities such as care, concern and respect for others in society.

LEAPS 2.0 is a framework to recognise secondary school students' holistic development. Students will be recognised with levels of attainment in four domains: Participation, Achievement, Leadership and Service

### **Participation**

This domain recognises students' participation in one school-based Co-Curricular Activity (CCA). Recognition is based on the number of years of participation and exemplary conduct and active contribution to the CCA. Sustained engagement in the same CCA allows for progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.

### **Service**

This domain recognises students' development as socially responsible citizens who contribute meaningfully to the community. Every secondary school student will contribute at least 6 hours per school year to the community. They can choose to embark on a Values-In-Action project (VIA). Students will be recognised for the time they put into planning, service and reflection, when participating in a VIA project.

### **Leadership**

This domain recognises students' leadership development. Recognition is accorded to students' ability to take charge of personal development, work in a team and assume responsibilities in service of others. In addition to formal leadership appointments, participation in student leadership modules/workshops, CCA or student-initiated/student-led projects will also be recognised.

### **Achievement**

This domain recognises students' **representation** and **accomplishment** in co-curricular involvements beyond the classroom. Opportunities for representation and accomplishment present valuable learning experiences for students to learn discipline, resilience and develop their character. Students may represent the school or organisations endorsed by the school. Recognising external opportunities better caters to students' diverse interests and talents. It also recognises the community's role in developing the child.

**Representation** refers to being selected and endorsed by the school or an organisation endorsed by the school (e.g. the community club or national association) to contribute, perform or compete. It need not be tied to his/her CCA in school.

**Accomplishment** refers to attaining accolades and awards at competitions, festivals, performances, exhibitions, conferences and symposiums where the student represents the school or other organisations endorsed by the school.

At the end of the graduating year, students' co-curricular attainment will be recognised according to **Excellent/Good/Fair**. The level of attainment will be converted to a bonus point(s), which can be used for admission to Junior Colleges/ Polytechnics/ Institutes of Education (JC/Poly/ITE).

Co-Curricular Attainment	Details
Excellent (2 bonus points)	Student who attains a minimum Level 3 in all four domains with at least a Level 4 in one domain.
Good (1 bonus point)	Student who attains a minimum Level 1 in all four domains with any one of the following: <ol style="list-style-type: none"> <li>i. At least Level 2 in three domains;</li> <li>ii. At least Level 2 in one domain and at least Level 3 in another domain; or</li> <li>iii. At least Level 4 in one domain.</li> </ol>
Fair	Student's attainment in co-curricular will not translate into any bonus points.

### **CCAs in Meridian Secondary School**

Physical Sports	Uniformed Groups	Visual & Performing Arts	Clubs and Societies
<ul style="list-style-type: none"> <li>▪ Badminton (Boys &amp; Girls)</li> <li>▪ Basketball (Boys)</li> <li>▪ Floorball (Boys &amp; Girls)</li> <li>▪ Football (Boys &amp; Girls)</li> <li>▪ Netball (Girls)</li> </ul>	<ul style="list-style-type: none"> <li>▪ National Cadet Corps NCC (Land)</li> <li>▪ National Civil Defence Cadet Corps (NCDCC)</li> <li>▪ Red Cross Youth</li> </ul>	<ul style="list-style-type: none"> <li>▪ Choir</li> <li>▪ Drama</li> <li>▪ Angklung/Kulintang/Gamelan Ensemble</li> <li>▪ Dance</li> <li>▪ Concert Band</li> </ul>	<ul style="list-style-type: none"> <li>▪ Media Club</li> <li>▪ Robotics Club</li> </ul>

## 14. 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 uniform or school polo t-shirt when they present themselves for the examination.
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.
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 study.
- 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.



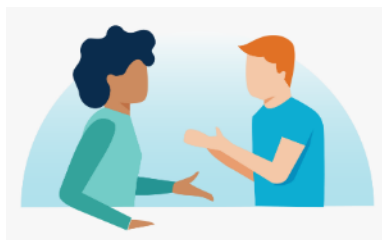
### DURING EXAMS

- **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.



## 15. Assessment Weighting

### Sec 1 to 3

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<b>Component</b>	Weighted Assessment	Weighted Assessment	Weighted Assessment	End-of-Year Examination
<b>Weighting</b>	15%	15%	15%	55%

### Sec 4 and 5

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3/4</b>
<b>Component</b>	Weighted Assessment	Weighted Assessment	Preliminary Examination
<b>Weighting</b>	15%	15%	70%

## 16. 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.



**C**alm your friends down  
Allow your friends time to cool down. Ask them to take deep and slow breaths to calm their emotions.



**H**ear your friends out  
Listen attentively to your friends words or feelings. Keep an open mind. Do not judge or interrupt.



**E**mpathise with your friends  
Understand how they feel by putting yourself in their shoes. Check if you have understood your friends' issues and emotions correctly.



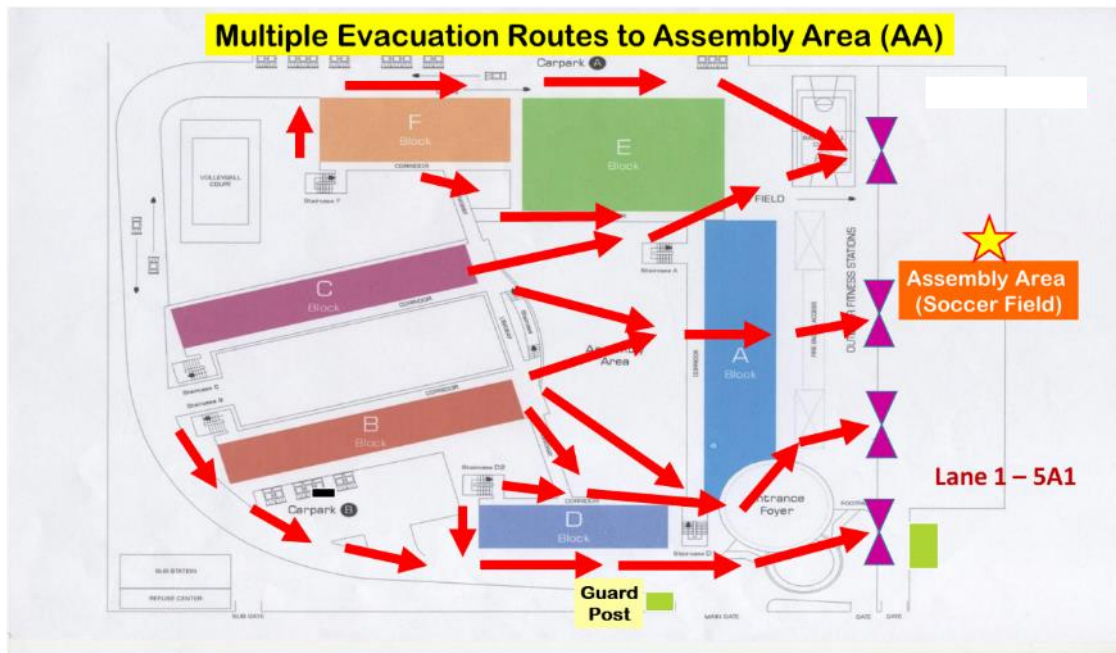
**E**ncourage your friends to seek help  
If your friends cannot resolve the problem, encourage them to talk to a trusted adult, such as a parent, teacher or School Counsellor.



**R**efer your friends to a trusted adult  
Talk to a trusted adult if you are worried that your friends may hurt themselves or others, or if the problem continues for a long time.



## 17. Emergency Evacuation



*\* Evacuation Routes should be the safest and quickest route, depending on the location of the incident site and human traffic.*

~ End of Student Handbook ~