College Safety Management

Personal Belongings

✓ You are reminded to always take good care of your personal belongings and ensure these are kept safe at all times. At no time should any personal belonging e.g. bags, mobile phones, graphic calculators, laptops, etc be left unattended, including in common areas like the TJCafeteria. Personal responsibility and vigilance should be exercised.

✓ If you lose any personal items, you are required to make a report at the General Office.

Personal Well-being

- Please see a doctor and do not turn up in College if you register a temperature above 37.6°C
- Always notify your Civics Tutor (CT) of your absence (preferably before 7.30am).
- Complete the tenure of your MC (if you are recovering from a fever) before returning to College.
- Please inform your CT if you have a medical condition or if there is a change in your medical condition that may impact on your participation in physical activities.
- You are covered by a basic insurance scheme for injuries sustained during college activities. This takes care of a portion of in/out-patient medical treatment cost.

Personal Safety

✓ Your safety is of paramount importance to the college. As a student, you should exercise due care to ensure your personal safety e.g. avoid being alone in secluded areas; be in groups when studying after office hours; take care of your own safety and well-being when participating in all college activities, etc.

Traffic Safety

- When you come to college by private transport, you are required to alight within the college compound at the Arts Hub drop-off / pick-up point. In the interest of safety as well as being considerate to other road users, you are not to alight at the main road outside the College.
- No drop-off or pick-up is allowed at the Canteen Area as it is dangerous when vehicles make a 3-point turn or reverse.
- For the safety of our students, no visitors are allowed to wander around the college; unless with prior permission. Visitors must wear the “Visitor’s Tag” at all times.
- You should make use of the pedestrian crossing outside the college. You are strongly advised not to dash across the road (both within and outside the college) or flout traffic rules.

Lightning Alert

✓ In the event that the lightning alert being activated (i.e. siren accompanied by flashing lights at the admin block and sports gallery), you are to take IMMEDIATE shelter in covered areas. You should not be found loitering in the open and subjecting yourself to lightning risk.

✓ All PDP activities held in the open must immediately cease when the lightning alert is activated.
College Spirit and Discipline

As a member of the Temasek Community, you come to it for a serious purpose. The College expects you to adhere to its code of ethics and discipline, and to be a responsible individual who will demand of yourself, high standards of achievement, honesty and personal conduct.

Fundamental to independent learning and growth are the principles of honesty and integrity in the conduct of one’s academic and non-academic life.

A thriving learning and living environment requires that all members of the Temasek Community exercise due respect for the basic rights of one another.

Anti-social habits and behaviour such as disrespect, cheating, plagiarism and other forms of intellectual dishonesty are considered serious offences against the academic community. Equally so are disrespect for College property, misuse of facilities and conduct prejudicial to the reputation of the College.

Offenders will be subject to institutional penalties.

“Discipline is the bridge between goals and accomplishments.”
- Jim Rohn

Discipline Philosophy

TJC is a caring community that nurtures students to be effective leaders who are trailblazers with a heart. As a TJCian, your conduct must be exemplary at all times on and off campus. The College discipline structure has the means of recognising and rewarding good behaviour as well as meting out consequences for those who do not adhere to the rules. By developing good habits, you will enhance the collective well-being of the diverse individuals who make up the Temasek family. Self-discipline is expected of you as we seek to develop you holistically through Temasek Excellence to be a global and future-ready youth.

To benefit from holistic education at Temasek Junior College and to create a conducive environment for all, you must bear in the mind the following:

“Temasek Junior College is renowned for her caring culture. I believe we have to be thankful for all the care and concern that has been showered upon us by our college leaders, tutors, peers and the EAS. As a form of gratitude, we should always show respect to them, which would in turn carry on the legacy left behind by past generations of TJCians.”

See Wee Siang
President, 38th Students’ Council
**Uniform**

You are to be in full uniform or polo T-shirt with college pants / skirt for all lessons and formal College events.

- When you wear the full uniform, you will wear the college shirt / blouse with college pants / skirt / shorts, neatly tucked in, with College collar pin on the left side of the collar. PDP badges should be pinned on the right collar. No more than one badge on each collar. No modification is allowed. For girls, the hem of your skirt should touch the top of the knee. For Yr 1 and Yr 2 boys, the hem of your shorts should touch the top of your knees.

- Shirts / Blouses should be neatly tucked in. Skirts / Shorts should be of appropriate length. Baggy shorts, tapered pants and short skirts are disallowed.

- On Mondays from 7.25am to 10.00am, you are to be in full uniform with the College tie. The tie should be neatly worn and the tie-knot snugly secured at the collar.

- On days when you have PE lessons in the morning, you can report to College in your PE T-shirt, except on Mondays. PE T-shirts are not to be worn during lessons.

- You can be in half-uniform when permission is granted by the College. When you wear the half-uniform, you will wear a college-related T-shirt (ie. PDP / House / approved Class T-shirt) with college pants / skirt / shorts.

- All designs for PDP/House and Class T-shirts must be approved by the Discipline Master.

**IP Uniform**

**IP Year 1-2 Boys**

The College collar pin must be worn on the left collar. PDP badges should be pinned on the right collar. No more than one badge on each collar.

- Shirts / Blouses should be neatly tucked in.

- Skirts / Shorts should be of appropriate length. Baggy shorts and short skirts are disallowed. The hem of your skirts / shorts should touch the top of the knee.

- For hygiene purposes, socks must be worn and be visible. Only white and black socks are allowed.

**IP Year 1-2 Girls**

Students are required to wear sports shoes or canvas shoes. Sport shoes must be predominantly (>80%), black, white, grey or navy blue. Canvas shoes may only be white or black and must have laces. Shoes which are flashy or with garish design are not allowed.
Attire Code for All Students

<table>
<thead>
<tr>
<th>Day</th>
<th>Attire</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>College uniform with college tie</td>
<td>Tie to be worn from 7.25am to 10.00am</td>
</tr>
<tr>
<td>Tuesday</td>
<td>College uniform or college polo T-shirt</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>College uniform or college polo T-shirt</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>College uniform or college polo T-shirt</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Dress-down Day. Half-uniform allowed</td>
<td>No PE T-shirt</td>
</tr>
<tr>
<td>Saturday and</td>
<td>Half-uniform allowed</td>
<td>No PE T-shirt</td>
</tr>
<tr>
<td>School Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Test and</td>
<td>College uniform</td>
<td>No T-shirt allowed</td>
</tr>
<tr>
<td>Examination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IP Year 3-6/ JC 1-2 Boys

The College collar pin must be worn on the left collar. PDP badges should be pinned on the right collar. No more than one badge on each collar.

Shirts / Blouses should be neatly tucked in.

Pants / Skirts should be of appropriate length. Baggy or tapered pants and short skirts are disallowed. For girls, the hem of your skirt should touch the top of the knee.

For hygiene purposes, socks must be worn and be visible. Only black, white or grey socks are allowed.

Students are required to wear sports shoes or canvas shoes. Sport shoes must be predominantly (>80%), black, white, grey or navy blue. Canvas shoes may only be black, white or grey and must have laces. Shoes which are flashy or with garish design are not allowed.

IP Year 3-6/ JC 1-2 Girls
Footwear

- You are required to wear sports shoes or canvas shoes. Sports shoes must be predominantly (>80%), black, white, grey or navy blue. Canvas shoes may only be white, grey or black and must have laces. Shoes which are flashy or with garish design are not allowed. Please refer to the Discipline Noticeboard for approved designs of shoes.
- For hygiene purposes, socks must be worn and be visible (i.e. not below ankle). Only white, grey or black socks are allowed.
- You are not allowed to come to College in sandals or slippers (unless you have an official MC to endorse a medical condition).

Hairstyle & Accessories

For all students:
- You are not allowed to highlight or dye your hair.
- Hairstyles must be neat and tidy.
- Jewellery, accessories or religious ornaments in any form should not be worn unless it can be hidden under the uniform.
- Outlandish or fanciful spectacle frames are not allowed to be used.
- Tinted lenses for spectacles and coloured contact lenses are not allowed.

Female students:
- Tie up your hair if you have shoulder length hair. Hair accessories should be kept simple. Fringes should not touch eyebrows.
- Only one pair of simple and small ear studs should be worn (one on each ear lobe). Only transparent ear-sticks are allowed.
- You are not allowed to use make-up or sport painted nails.

Male students:
- You must be clean shaven. Long sideburns, facial hair, moustache or beard are not allowed.
- Your hair must be short, tidy and not touch your ears, the shirt collar or cover your eyebrows.
- You are not allowed to wear earrings.

General Etiquette

- You are expected to greet all staff members.
- You are required to show respect for your peers and behave in a considerate manner towards each other.
Morning Assembly

- The Morning Assembly commences at 7.25am every day except on Wednesday which starts at 8.25am. You are to be present at the assembly ground for the flag-raising ceremony. If you are not in your CG when attendance is marked, you will be considered as being late for College.
- During the flag-raising ceremony, students who are Singapore citizens must sing the National Anthem and recite the Pledge. Students will take the Pledge with the right fist placed over the heart. Non-citizens must stand quietly at attention during the singing of the National Anthem and the recitation of the Pledge.
- You are to place your bags in front of you to create walking space for Civics Tutors to do morning checks.
- There should be no talking during assembly so that announcements and instructions can be clearly heard.

Attendance & Punctuality

- You are expected to be present and punctual for morning assembly, all lessons (including PE and Guidance), talks and official College functions as these are compulsory school activities. By doing so, you will benefit from the holistic education provided by the College.
- All students are required to register their attendance daily using the biometric scanners located at various points in the College. Students who fail to log-in by the stipulated assembly times will be recorded by the electronic attendance system as being late.
- The College reserves the right to bar a student from taking the College Examinations and not issue a testimonial if the student fails to fulfil the 90% attendance requirement (including MCs) for any of the above.
- Absence from College must be covered by a medical certificate (for rebased attendance) or a parent’s letter (counted as absent) to be submitted to the Civics Tutor by the next working day. Failure to do so is tantamount to truancy and you will be subjected to disciplinary action. Frequent absence may result in an adverse conduct grade which, in turn, will affect your eligibility for leadership roles, awards and scholarships.
- If you are unwell and need to use the Sick Bay, you will need to obtain a form from your CG Care Rep or from the General Office. This form needs to be countersigned by the tutor whose class you are missing. You are also required to sign in and sign out from the Sick Bay using the Sick Bay Register in the GO. You are also expected to ask your CG Rep to inform the tutors of the classes you are missing.
- The main gate will be closed at 8.00pm (unless informed otherwise). You are not allowed to remain in the College after this time without permission from and without the presence of your respective teacher-in-charge.

Obtaining Permission to Leave

- If you need to leave College before 12.30pm (12.50pm on Wednesday) OR before your last period for the day, you need to get an early leave form from the General Office duly endorsed by your Civics Tutor and/or Subject Tutor and the AM or Registrar. The counterfoil, together with an MC or letter from competition organisers needs to be submitted to your CT or the GO the next working day.
- Any student who wishes to leave the country during term time must seek approval from the Principal at least 4 weeks before departure. A formal letter from parents or supporting documents must be submitted.
Any student who has any private examination/competition/approved lesson at other learning centres is required to seek approval from the school in writing at least 4 weeks in advance if it occurs during school hours/activities.

Prior to making holiday plans to travel overseas during vacations, students must check with tutors and ensure that there are no assessments, lessons or activities.

**Learning Etiquette**

- You will participate positively in all activities and always give of your best.
- You will respect other people’s differences and opinions.
- Your mobile phone must be switched off or in silent mode, and kept out of sight, during lessons and talks. Otherwise, it will be confiscated. No card games, electronic games or computer games is allowed in the College.
- You are required to use only the College writing pads when taking tests and examinations, Reflection Classes and for all class assignments that have to be submitted to the tutors for assessment.

**IT Usage Policy**

- You must use the College's computer facilities and wireless network in a responsible manner and not share your account or password.
- The College will take disciplinary action against students who violate the IT usage policy. The following are not allowed on the College’s computer facilities and/or wireless network:
  1. Access, store, download, create or transmit illegal, obscene or pornographic materials.
  2. Unauthorised access, copying, uploading, destroying / deleting and altering of data or software programmes.
  3. Copying, storage, transmission and use of copyrighted software or materials.
  4. Gaming, whether online or offline, unless authorised by teachers for educational purposes.

**Examination Policy**

**Condition for the Sitting of College Examinations and Common Tests**

You must achieve at least 90% attendance in all lessons (including PE and Guidance) and College activities before you are allowed to sit for College Examinations and Common Tests. You will be exempted from this condition only if you have valid medical certificates or are excused for official reasons.
Exemption from Examinations and Tests
You may be exempted from a test or examination only if you are medically unfit. A medical certificate must be produced.

Based on tutors’ comments, the College will decide whether you should be promoted, retained or superannuated if you have missed tests and examinations with or without medical certification.

Endorsement in Records
An overall grading based on tests, assignments, projects and other course work will be given to students exempted on medical grounds. If this is not possible, it will be recorded as ‘MC’ against the relevant subject(s).

A zero and/or grade ‘U’ will be recorded against the subject if you have no medical excuse for your absence from a test or examination.

After obtaining a grade of ‘S’ or better in any earlier ‘A’ Level MTL Examinations, you may decide not to re-sit your MTL paper. The better of such grades will be endorsed in your result slip.

Instructions to Candidates in the Examination Hall / Room
You must be at your seat in the examination venue 10 minutes before the time fixed for the start of the paper.

You will not be allowed to sit a paper without the approval of the Principal or the Vice-Principal if you are late for that paper.

You are not allowed to leave the examination venue before the end of the time allocated for the paper or without the permission of the invigilator.

Unauthorised equipment or materials (e.g. notes), mobile phones, pagers and all other electronic devices that facilitate communication are strictly not allowed in the examination venue. Possession of these devices will be deemed as an intention to cheat.

You are not allowed to take away from the examination room any answer booklet, writing paper, storage devices and other used or unused exam stationery.

You will be expelled from the examination venue and will then be dealt with by the Principal or the Vice-Principal if you are caught cheating or behaving suspiciously. You will be deemed to have failed the entire examination if you are found to have cheated in any of the examination papers.

Caring for the Environment and the Community

Switch off all fans and lights when you leave the classroom.

Do not litter.

Consume food and drinks only at the canteen and under R@EZ

Graffiti is a serious offence and students found guilty will be severely dealt with.
Compliance and Consequences

✓ Civics Tutors, Co-Civics Tutors and Subject Tutors will advise the student to comply with College rules and regulations failing which the case will be referred to the Discipline Master (DM).

✓ You can be barred from lessons and may be asked to leave the College premises if you are not properly attired or not in compliance with College rules.

✓ You risk not meeting the 90% attendance requirement when you are barred from classes due to non-compliance.

✓ For recalcitrant students, a log will be kept where they have to obtain the signatures of their respective subject tutors to indicate that they are attending classes.

✓ The above measure will also apply to students who have issues with punctuality and absenteeism.

✓ A student guilty of transgressing College rules may be counselled, cautioned, serve Reflection Class and / or placed on probation.

✓ Students whose disciplinary records escalate beyond minor offences will not be eligible for privileges such as leadership positions, nominations for awards, scholarships and external programmes, etc.

✓ Any further misdemeanour could lead to suspension from College. In-house suspension bars a student from attending lessons and other College activities. The student’s parents will be informed.

✓ A serious breach of conduct or recalcitrance may result in the student being expelled from College.

✓ The Electronic Attendance Module tracks student attendance. Persistent late coming and truancy will be subject to discipline measures.

✓ The Student Conduct Module tracks student conduct. Merit and demerit points are given to individual students which contribute to a personal Conduct rating. Aggregated scores of all individuals within a class determine the CG Conduct rating.
TJC Discipline Structure and Flowchart
(Aligned to Student Attendance and Student Conduct)

Discipline Comm will brief students on College Code of Conduct, Student Attendance Module & Student Conduct Module.
Admin will issue periodic reminders.
ALL CTs and subject tutors to enforce rules and regulations.
There will be regular assembly and Civics checks.

CONSEQUENCES

- Warning
- CT to follow up
- Parents to be called
- Reflection Class
- In-house suspension
- Expulsion

REFLECTION CLASS (RC)
Rationale: Using reflection questions adapted from Restorative Practice Model to help students learn greater self-awareness and improve behavioural outcomes.
- Conducted every alternative Wednesday from 4.30-5.30pm or 5.00-6.00pm.
- Students will be informed through maTrix, CTs, assembly announcement and Discipline Noticeboard.
- Students required to bring TJ writing pad to do their reflection.
- Reflection letters will be placed in CT letterslot for follow-up action.
- RC takes precedence over other events student is required to attend eg training, rehearsals, etc.

DEMERITS
Discipline Form will be issued to student who violates college rules:
Minor offences
- Long or coloured hair; inappropriate attire eg short skirt; altered pants; inappropriate socks, shoes, earring or accessory; no tie or collarpin; eating in unauthorised area; disobedience; HP misuse; not handing in assignment; etc.
Major offences
- Defiance, rudeness or challenging authority; intimate behaviour, truancy; persistent tardiness; insubordination; disrespect; cheating; smoking; forgery; vandalism; cyber-offence; etc.

MERITS
Will be given for considerate acts; kind deeds; commendation by member of public; etc.

IN-HOUSE SUSPENSION
For Serious offences eg smoking, fighting, bullying, theft etc. Parents will be informed.
In-house suspension bars a student from lessons and PDPs.

SERIOUS OFFENCES
Will be recorded in College records.
Reflection Class

- Reflection Class (one-hour duration and conducted 4 times termly) is designed to help students reflect on their misdemeanours. This will be meted out to persistent offenders for offences such as tardiness, misuse of mobile phone, attire violations, disobedience, truancy and other major offences.
- Reflection Class takes precedence over PDP trainings, rehearsals, etc.

The College reserves the right to escalate discipline penalties based on the severity of the offence.

Student Conduct Grade*

As a student of the College, you will receive a conduct grade (see table below for different conduct grades) and this will be computed based on the following factors

- Attendance and Punctuality to College
- Attendance at Personal Development Programme (PDP)
- Academic Characteristics (AC)
- Personal Qualities (PQ)

* Do note that behaviour affects the conduct grade

<table>
<thead>
<tr>
<th>Conduct Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
</tr>
<tr>
<td>Very Good</td>
</tr>
<tr>
<td>Good</td>
</tr>
<tr>
<td>Fair</td>
</tr>
<tr>
<td>Poor</td>
</tr>
</tbody>
</table>

Please note that conduct grade will be considered for College, MOE and external awards. A minimum of Very Good is required to be considered.

“The only discipline that lasts is self-discipline.”

- Oail Andrew “Bum” Phillips

Student Life

The College’s Student Life Programme incorporates Life skills, Values and Citizenship Education to guide students in their personal, social and character development. The programme delivered via classroom lessons and outside classroom activities focuses on 2 major domains - Personal and Social Domain, and Academic and Career Education Domain. The classroom component, which is developmental, together with the experiential learning activities aim to inculcate values in students and expose them to life skills in the following areas - intrapersonal and interpersonal skills, academic and career planning, character development and responsible behaviour through the activities conducted.