

## **STUDENT CODE OF CONDUCT**

**(Revised January 2026)**

### **Overview**

Students of NJC are expected to exercise responsible decision-making and evaluate the rewards and risks of their choices regarding self and others. This involves understanding the impacts and consequences of one's actions. College rules help guide students in this decision-making process and safeguard the interests of the different stakeholders in the College community.

The Student Code of Conduct is part of the College's Character and Citizenship Education (CCE) programme, which aims to help our students to:

- Develop self-awareness and management to attain personal discipline and well-being
- Develop social awareness and responsibility for the well-being of others
- Be accountable for their own decisions and actions

Good habits and self-discipline, which are essential for our students' cognitive and character development, are nurtured both in school and at home. A strong partnership between the College and parents/guardians will allow students to grow to be socially responsible individuals.

### **Restorative Practice**

The College community works together to ensure that the school environment is safe and conducive. One's action or inaction can affect others and lead to strained relationships. The school adopts a restorative approach to help the community build strong relationships as well as repair those that are strained or broken. There are three questions an individual can ask in response to an incident:

- What happened?
- Who has been affected and in what way?
- What can be done to make things right?

The focus on relationship building contributes to a restorative culture where positive relationships between all stakeholders are highly valued.

## **Expectations and Decorum**

The expectations and decorum of our students are expressed in the following sections. Key revisions (January 2026) are shown in **blue**.

### **1. Attendance and Punctuality**

Students are expected to attend all school programmes punctually throughout the year. This includes curriculum lessons, CCAs, enrichment programmes, amongst others.

#### **1.1 Reporting Times and Late-coming**

##### Mondays, Wednesdays and Fridays

- The school gates will close at 7.40 am.
- Students are to be with their respective classes at morning assembly by 7.45 am, unless advised otherwise.
- Students who fail to do so will be deemed as late.

##### Tuesdays

- Junior High students are to report to their respective lesson venues by 7.40 am.
- Senior High students with 7.40 am lessons are to report to their respective lesson venues by 7.40 am.
- All students are to be with their respective classes at morning assembly by 8.45 am, unless advised otherwise.
- Students who fail to report for their lessons or morning assembly as required will be deemed as late.

##### Thursdays

- The school gates will close at 8.40 am.
- Students are to be with their respective classes at morning assembly by 8.45 am, unless advised otherwise.
- Students who fail to do so will be deemed as late.

**Students who are late on one or more occasions may face disciplinary consequences (see 2.4.1)**

### **1.2 Assembly and Flag Raising Ceremony**

All students must attend Morning Assembly and Flag-Raising Ceremony, and observe the ceremony with dignity and respect. **Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.** Non-Singapore citizens should stand still to show respect to the host country during the Flag-Raising and Pledge-Taking Ceremony.

### **1.3 Absenteeism**

Absence from school and/or school programmes including curriculum lessons, CCAs and enrichment programmes without a valid reason, as well as leaving school during school hours or before 12 p.m. without permission from the Principal or teachers, will be considered acts of truancy.

Students who are absent from school should notify their Personal Mentor before Morning Assembly. **Parents/guardians must submit the medical certificate or parent's letter (maximum of five per semester) through Parents' Gateway within seven calendar days** of the start of their child's/ward's absence or as agreed upon with their child's/ward's Year Head, failing which the absence will be considered as without valid reason.

Only valid medical certificates from medical practitioners who are registered under the Medical Registration Act on the Singapore Medical Council website will be accepted. Similarly, medical certificates from Traditional Chinese Medicine (TCM) practitioners will be accepted if the TCM practitioner is registered under the Medical Registration Act. However, **medical certificates from TCM practitioners will not be accepted for absence from formal school-based or national assessments (i.e., tests and examinations)**. Students who are absent from tests and examinations without valid medical certificates will be given zero marks for the papers that they have missed.

Parents who wish to request for leave during the school term for their child/ward (e.g., to attend to urgent family matters) should **email their request to the Principal (njc@moe.edu.sg), Year Head, Personal Mentor(s), as well as CCA teacher(s) where applicable**. The email should contain relevant supporting documents. All requests are subject to approval by the Principal.

### **1.4 Early excuse during school hours**

Students who are unwell or need to leave school for official functions or medical appointments during school hours will need to seek permission from their Personal Mentor. If the Personal Mentor is unavailable, students can seek permission from their Subject Tutors or Year Head.

After obtaining approval for early excuse from the Personal Mentor, students are to approach the General Office Reception counter to sign out their early excuse using the **online blue form system**. It is considered an act of truancy if a student signs out their early excuse without obtaining approval.

Parents/Guardians will be required to pick the child/ward up from the General Office. In the event that the parent/guardian is unable to do so, he/she must consent to the early release via text messages or email to the teacher who approved the early excuse.

## **2. General Behaviour and Decorum**

NJC is a community of self-regulated learners, guided by honesty and integrity. Students are expected to be courteous and respectful to all members of the school community.

### **2.1 Food and Drink Guidelines**

#### Food

- Food may only be consumed at the canteen and canteen extension. The consumption of food in other parts of the campus is not allowed, unless advised otherwise.

#### Drinks

- Drinks (other than plain water) in cups, cans or packets are only allowed at the canteen, canteen extension and sports complex, unless advised otherwise. This is regardless of whether they are sealed or unsealed.
- Drinks (plain water or other beverages) in bottles that can be sealed are allowed anywhere on campus.

When eating or drinking, students must clean up surface spills of food or drink out of consideration for others and only dispose of food or drink containers in the large bins provided for such purposes.

### **2.2 Mobile Devices Guidelines**

#### Junior High and Senior High Students

- Students are strictly not allowed to use any mobile phones during lessons, unless permission has been granted by a teacher.
- Personal Learning Devices (PLDs) such as tablets and laptops may be used for learning purposes in accordance with the 'Acceptable Use Policy for use of EdTech Resources'. Students must follow any routines established by their teachers for the use of PLDs.
- Students are strictly not allowed to record and/or publish any teacher's teaching and student's learning. Prior approval must be obtained from the school to record and/or publish the materials.
- The school reserves the right to conduct checks on any mobile device (e.g., mobile phone, tablet, laptop) brought to school at any time.
- **Students are not to charge their mobile phones in school.**
- Students are to be personally responsible for the safekeeping of their mobile devices, and any device that is left unattended will be confiscated.

### **Junior High Students**

- Students are strictly not allowed to use any mobile phones during school hours including curriculum lessons, CCAs and enrichment programmes, unless permission has been granted by a teacher.
- During school hours, mobile phones must be stored in mobile phone lockers. If there is no mobile phone locker (e.g., during CCA), students should follow the instructions of their teacher(s) for the storing of their mobile phones.
- Students should not bring smart watches to school.
- All Personal Learning Devices (PLDs), whether purchased through the school or elsewhere, must have the MOE-approved Device Management Application installed and activated during school hours.
- When in school, all mobile devices (e.g., mobile phone, tablet, laptop) are to be used as learning tools only. **They are not to be used for entertainment** (e.g., gaming, social networking sites/apps, videos) **at all times within the College**.

### **Consequences for Junior and Senior High Students**

- Students who do not follow the above guidelines on the use of mobile devices will have their device(s) confiscated. Confiscated mobile devices will be placed at the General Office. The device(s) may be collected from the General Office between 3-4pm, unless advised otherwise.
- Where applicable (e.g. Defiant Behaviours), students may also face consequences under other offence categories, such as a longer confiscation period, downgrade of Conduct Grade, etc.

### **2.3 Dress Code & Appearance**

Proper attire and grooming reflect discipline and respect for learning and for all members of the learning community. Students are expected to present themselves in a manner that does not distract themselves or others from remaining focused and engaged in the learning process. As ambassadors of the College, students are expected to uphold its reputation at all times by grooming themselves appropriately and wearing the school attire with dignity and pride.

- Students are expected to be neatly and appropriately attired whenever they are wearing the school uniform. All students are to wear the prescribed school uniform and **no modifications** are allowed to the uniform. Unless otherwise instructed, students are **not allowed** to wear PE attire during lectures and academic lessons. Exceptions will be made for students who have lessons/lectures immediately after PE (without any break). These students are required to change into their school uniform at the next available break.
- All students are expected to wear the **college pin on the left collar** when in full school uniform.

- Girls with hair touching the collar are expected to tie it up neatly. In addition, only one ear stud should be worn per ear, on the ear lobe. All other accessories are strictly not allowed.
- Boys must be **clean shaven** and **no facial hair** is allowed. In addition, ear accessories (e.g., ear rings, ear studs) are strictly not allowed.
- [Lower JH] Socks must be white in colour and need to be **visible** at all times.
- [Upper JH and SH] Socks must be appropriate and not distracting (e.g., white, grey, other muted colours)
- Shoes and shoelaces that are **garish** in nature are not allowed.
- Necklaces, bracelets and other non-approved accessories are not allowed.

## 2.4 Offences

Offences are categorised as Minor Offences and Serious Offences. Some of the common behaviours or actions for both categories of offences can be found in 2.4.1 and 2.4.2. Please note that these lists are not exhaustive.

Students must learn to be responsible for their actions and expect certain consequences if their actions or inactions have affected the interests of others.

All offences may be recorded in the School Cockpit depending on the nature, severity and circumstances of the offence.

### 2.4.1 Minor Offences

If a student commits the same Minor Offence repeatedly, the multiple Minor Offences may be considered as a Serious Offence and consequences will be meted out accordingly.

Infringement	Consequences / Action taken
<p><b>Inappropriate Grooming</b></p> <ul style="list-style-type: none"> <li>• Facial hair (moustache, beard)</li> <li>• [For boys] Long hair, fringe and/or sideburns (Fringe should not touch the eyebrows when pulled down. Sides and back of the hair should be sloped and not touching the collar.)</li> <li>• [For girls] Hair touching the collar or the eyebrows (<b>hair should be clipped or tied back with a black or dark brown/blue hair accessory</b>)</li> <li>• Any other inappropriate hairstyles, including but not limited to highlighted / tinted / dyed hair</li> <li>• Long fingernails / coloured nails</li> </ul>	<ul style="list-style-type: none"> <li>• Student to make immediate correction</li> </ul> <p>Other possible consequences (depending on the case):</p> <ul style="list-style-type: none"> <li>• Prohibited items (if any) to be confiscated; and/or</li> <li>• Parents to be contacted to take necessary action; and/or</li> </ul>

<ul style="list-style-type: none"> <li>• Wearing of jewellery, talisman or any form of adornment</li> <li>• (For girls) More than one ear stud worn per ear. Ear studs are strictly to be worn on the ear lobes only.</li> <li>• (For boys) Wearing of any ear accessories</li> <li>• Piercing on the facial regions</li> <li>• Tattoo</li> <li>• <b>Wearing of coloured contact lenses</b></li> <li>• <b>Use of make-up</b></li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Grade downgraded; and/or</li> <li>• Warning letter of suspension; and/or</li> <li>• Suspension from school until the correction is approved by the school</li> </ul>
<p><b><u>Inappropriate Attire</u></b></p> <ul style="list-style-type: none"> <li>• No collar pin when in full school uniform</li> <li>• Inappropriate socks and/or socks that are not visible</li> <li>• Modified school uniform (e.g. tapered pants or altered skirts)</li> <li>• Ill-fitting or torn school uniform</li> <li>• Improper PE attire (<b>only NJC PE T-shirt and NJC black PE shorts are allowed</b>)</li> <li>• Improper wearing of uniform</li> <li>• Improper footwear (includes slippers/flip-flops and sandals)</li> </ul>	

Infringement	Consequences / Action taken	
<b><u>Late Coming</u></b> Students who fail to report for morning assembly or lessons on time (according to the designated start time for that day) <i>*Consequences are counted on <b>a per year basis</b></i>	1 to 3 times	<ul style="list-style-type: none"> <li>• Verbal Warning by PM</li> <li>• Parents may be informed</li> </ul>
	4 to 6 times	Parents will be informed via email
	7 to 9 times	<ul style="list-style-type: none"> <li>• Parents will be informed via email</li> <li>• Conduct Grade will be downgraded to Good</li> </ul>
	More than 9 times	<ul style="list-style-type: none"> <li>• Parents will be informed via email</li> <li>• Conduct Grade will be downgraded to Fair</li> </ul>

Infringement	Consequences / Action taken
<b><u>Inappropriate Behaviours</u></b> <ul style="list-style-type: none"> <li>• Eating outside designated areas</li> <li>• <b>Playful/uncooperative behaviours</b></li> <li>• <b>Insensitive acts/remarks</b></li> </ul>	<ul style="list-style-type: none"> <li>• Student to make immediate correction</li> </ul> <p>Other possible consequences (depending on the case):</p>

<ul style="list-style-type: none"> <li>• Unruly or disruptive behaviour (e.g., use of vulgarities, <a href="#">abusive language or gestures</a>)</li> <li>• Use of mobile devices during lessons without permission</li> <li>• (For Junior High) Inappropriate use of mobile devices during school hours (e.g., social media, gaming)</li> <li>• <a href="#">Online misconduct</a></li> <li>• Playing of poker/gambling cards</li> <li>• Lying</li> <li>• <a href="#">Littering</a></li> <li>• <a href="#">Not doing assignments</a></li> </ul> <p><b><a href="#">Damage to Property or Resources</a></b></p> <ul style="list-style-type: none"> <li>• Negligent Damage of Property</li> </ul> <p><b><a href="#">Others</a></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Other minor offences</a></li> </ul>	<ul style="list-style-type: none"> <li>• Prohibited items (if any) to be confiscated; and/or</li> <li>• Parents to be contacted to take necessary action; and/or</li> <li>• Conduct Grade downgraded; and/or</li> <li>• Warning letter of suspension; and/or</li> <li>• Suspension from school until the correction is approved by the school</li> </ul>
--	--

## 2.4.2 Serious Offences

An offence is considered serious when a student:

- causes **serious harm and/or disruption to self**, whether physical, psychological or social; and/or
- causes **serious harm and/or disruption to others**, whether physical, psychological or social; and/or
- causes **serious damage to property or resources**; and/or
- shows **defiance against authorities**.

For **serious offences which also involve a breach of the law** (e.g., Substance Abuse, Vaping, Theft, Possession of weapons, Scams and Frauds), the **College will report the offence to the relevant law enforcement agencies**. For such cases, the **College will mete out school-based consequences, in addition to the consequences meted out by the authorities**.

**Students who commit multiple/repeated Serious Offences may be expelled from the College.**

Infringement	Consequences / Action taken
<b>Attendance</b> <ul style="list-style-type: none"> <li>• Truancy (absence from lessons, CCAs and other school programmes without official permission)</li> <li>• Leaving school grounds without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Parents informed; and</li> <li>• Conduct Grade downgraded</li> </ul> <p>Other possible consequences (depending on the case):</p> <ul style="list-style-type: none"> <li>• Mandatory counselling; and/or</li> <li>• Warning letter of suspension or expulsion; and/or</li> <li>• Suspension or expulsion</li> </ul>
<b>Hurtful Behaviours</b> <ul style="list-style-type: none"> <li>• Bullying (cyber, physical, social, verbal)*</li> <li>• Fighting/Physical violence</li> <li>• Gangsterism</li> <li>• Assault</li> </ul>	<ul style="list-style-type: none"> <li>• Parents informed; and</li> <li>• Conduct Grade downgraded</li> </ul> <p>Other possible consequences (depending on the case):</p> <ul style="list-style-type: none"> <li>• Mandatory counselling; and/or</li> </ul>
<b>Defiant Behaviours</b> <ul style="list-style-type: none"> <li>• Open defiance and insubordination</li> <li>• Wilful disobedience</li> </ul>	<ul style="list-style-type: none"> <li>• Service to the college in the form of corrective work; and/or</li> </ul>
<b>Dishonest Behaviours</b> <ul style="list-style-type: none"> <li>• Cheating in assessments</li> <li>• Plagiarism</li> <li>• Forgery</li> <li>• Impersonation</li> <li>• Theft</li> <li>• Scams and frauds</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded zero marks for test/ examination/ assignment (for cheating and plagiarism); and/or</li> <li>• 1 to 3 strokes of the cane (for boys only); and/or</li> <li>• Warning letter of suspension or expulsion; and/or</li> </ul>
<b>Damage/Infringement to Property and Resources</b> <ul style="list-style-type: none"> <li>• Cybersecurity violations</li> <li>• Trespassing and unauthorized access</li> <li>• Vandalism</li> <li>• Arson</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension or expulsion</li> </ul>

<p><b>Substance Abuse (Possession and/or Consumption)</b></p> <ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Inhalant</li> <li>• Smoking</li> <li>• Vaping</li> <li>• Drugs</li> </ul> <p><b>Sexual Misconduct</b></p> <ul style="list-style-type: none"> <li>• Pornography (possession and/or circulation and/or viewing)</li> <li>• Sexual Harassment</li> <li>• Sexual Exploitation</li> <li>• Sexual Abuse/Assault</li> <li>• Other forms of sexual misconduct</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Disruptive behaviour</li> <li>• Gambling</li> <li>• Possession of weapon, or weapon-like object</li> <li>• Use of mobile devices to store, modify or create content (e.g., documents, presentations, pictures, videos) that is pornographic or defamatory in nature</li> <li>• Other Serious Offences</li> </ul>	
<p><b>*Bullying</b> is a <b>repeated pattern of behaviour</b> where a student or group <b>intentionally targets others to cause distress</b>. It can be cyber, physical, social/relational or verbal in nature.</p> <p><b>Cyber</b> – Using technology to repeatedly harass, threaten or humiliate others;</p> <p><b>Physical</b> – Acts of causing physical harm, intimidation or property damage;</p> <p><b>Social</b> – Acts of intentional exclusion or causing reputation damage; and</p> <p><b>Verbal</b> – Acts of name-calling, threats or spreading of rumours</p>	

## 2.5 Conduct Grade Criteria

The default conduct grade for all students is Very Good. Students who exhibit exemplary conduct may have their conduct grade raised to Excellent. Students who do not adhere to school rules may have their conduct grade downgraded to either Good, Fair or Poor. Downgrade of Conduct Grade may affect eligibility for MOE & School Awards, scholarships, school-based programmes, overseas trips, school team representation, selection for/continuation in leadership positions, among others.

Excellent	<ul style="list-style-type: none"><li>• Exemplary in conduct and demonstrates NJC's REACH Values (Resilience, Enterprise, Altruism, Civility, Hope) consistently; <b>and</b></li><li>• An advocate that leads and guides others on the right thing to do; <b>and</b></li><li>• Late for school no more than 3 times a year</li></ul>
Very Good	<ul style="list-style-type: none"><li>• Follows all school rules; <b>and</b></li><li>• Always respectful towards others; <b>and</b></li><li>• Late for school no more than 6 times a year; <b>and</b></li><li>• No Serious Offences</li></ul>
Good	<ul style="list-style-type: none"><li>• Respectful towards others most of the time; <b>and</b></li><li>• Late for school 7 to 9 times in the year; <b>and/or</b></li><li>• Committed Minor Offence(s); <b>and</b></li><li>• No Serious Offences</li></ul>
Fair	<ul style="list-style-type: none"><li>• Needs reminders on proper behaviour; <b>and/or</b></li><li>• Late for school more than 9 times in the year; <b>and/or</b></li><li>• Many occasions of being disrespectful towards others; <b>and/or</b></li><li>• Committed Serious Offence</li></ul>
Poor	<ul style="list-style-type: none"><li>• Improper behaviour in school and public; <b>and/or</b></li><li>• Defiant and rude towards others; <b>and/or</b></li><li>• Committed multiple/repeated Serious Offences</li></ul>

## **2.6 Other Matters**

### Classroom Cleanliness

Students have the responsibility to look after the school facilities and its environment.

All students are expected to maintain the cleanliness of their classrooms and personal desk, as well as their duty when rostered. The class committee is to ensure that the duty roster is followed throughout the year.

Students who attend lessons in other classes' homerooms are expected to be responsible and considerate in the use of the equipment and personal desks of others.

Any defacing of furniture or misuse of equipment in the classrooms is considered vandalism and will be deemed a disciplinary offence. Such behaviour may also be reported to the police.