

CEDAR BEHAVIOUR POLICY 2017

Our Philosophy

We believe that every Cedarian knows and can learn what is right and wrong. She has personal integrity and is capable of responsible behaviour. We seek to develop strong social and emotional competencies in every Cedarian with an emphasis on the development of moral and performance character. We strive to nurture every Cedarian into a leader of character, who through her actions and behaviour models thoughtful leadership practices and qualities.

The school provides a positive and supportive environment that is conducive to the learning of sound moral values, with opportunities to exercise personal responsibility. Our learning environment is structured so as to enable our students to develop life skills and learn collaboratively. Guided by the school motto, honesty, courtesy and perseverance are values that underpin the way of life in the Cedar community. Together with this, the five school values of moral integrity, passion for learning, love for the school and nation, synergy in diversity and a culture of graciousness are the hallmarks of the Cedar learning environment.

As a responsible member of the Cedarian community, every Cedarian is expected to uphold the school rules to the best of her ability. Every Cedarian must play her part well and be committed to interact in a positive and mutually supportive manner with others around her. The school also sees parents as key partners in supporting all its efforts to develop responsible and self-disciplined Cedarians.

Overall Student Expectations

To be an effective learning community, all Cedarians are expected to be honest, courteous, considerate and responsible. This is to protect the rights and welfare of the school and all its members. Critical to this fundamental belief are the following expectations of Cedarians:

- Be helpful and greet all staff and visitors of the school
- Be punctual for all school activities
- Participate actively and meet requirements spelt out by the various activities
- Be neat and tidy in your appearance at all times
- Behave well both in and out of school and role model the quality of graciousness
- Be responsible for your own property as the school is not liable for any loss
- Observe the school rules at all times

Attendance Policy

The staff of Cedar works hard to design interesting and relevant programmes so that learning is meaningful and ignites the passion for learning in our students. Students can only benefit fully from these programmes by being present, punctual and participating actively in all school programmes. Parents are to note the start and end dates of each term in the academic year. All students are expected to be present and to attend lessons during term time, and all other school activities that have been planned for them.

A student's attendance and punctuality are recorded in her academic report as the number of school days present, excused absence, unexcused absence and instances of late coming. Examples of excused absence include medical leave (only medical certificates from a doctor registered with the Singapore Medical Council are accepted), urgent medical or dental appointments, external examinations, court proceedings, death in family and other leave of absence approved by the Principal.

If a student is unwell, she must see a doctor and obtain a medical certificate to validate her absence from school on that day. The school will accept only Medical Certificates from general practitioners, the polyclinic and other medical institutions (doctors registered with the Singapore Medical Council) for cases where the student is absent due to health/medical reasons. We understand that a student may not fully recover after the one day of medical leave given by the doctor. In such instances, the school will accept a letter from the parent to explain the student's second or third day of absence from school, provided that the first day of absence is supported by a medical certificate. The school will accept up to five letters from parents, to explain instances of students' absence from school in each academic year.

All documents to validate a student's absence from school must be submitted to the Form Teacher immediately, once the student returns to school.

It is the responsibility of a student to be disciplined and come to school every day. Each student is required to tap in to register her attendance at the attendance kiosk upon arrival in school every morning, and to tap out when she leaves. If a student has difficulty tapping in or has misplaced her ez-link/Smart card, she must complete and submit the appropriate forms (Form A or Form B) to the General Office by 7.30 am. We expect each student to display integrity and personal accountability in registering her own attendance in school every day. Each student should only tap in her own attendance with her own ez-link/Smart card.

Consequence for misuse of ez-link/Smart card in registering attendance are :

- 1st offence: parents informed of student's offence. Character Education (CE) grade downgraded / MOE Beta record updated
- 2nd offence: conduct recorded in Report book / Prelim Results slip
- 3rd offence: conduct recorded in testimonial

Parents are to call the school office (Tel: 62884909) by 8.30 am on the same day of absence to notify the school of the student's absence. Failure to notify or validate absence upon return to school may be treated as truancy and appropriate consequences will be meted out. Truancy is thus defined as:

- Unreported absence
- Absence without valid reason
- Not attending classes or scheduled activities in school (including remedial and enrichment lessons, CCA, Reflective Thinking Programme (RTP) or detention)

(a) Late coming

A student should be with her class at the Courtyard by 7.25 am for the morning assembly. The morning bell for school to commence will be at 7.30 am. The school's main gate will be closed at 7.30 am and students arriving in school after this time will be considered late. All instances of late coming will be noted by the Form Teacher.

Consequences for late coming are:

- Late coming for the 3rd time: Parents informed of student's conduct by Form Teacher
- Late coming for the 4th time: Student reports to Reflection Centre for Reflective Thinking Programme after school (within 3 working days)
- Late coming for the 5th time: 1st warning letter sent to parents to notify them of student's late coming. CE grade downgraded/MOE Beta record updated
- Late coming for the 6th time: 2nd warning letter sent to parents to notify them of student's persistent late coming. Conduct reflected in Report book/Prelim Results Slip

(b) Early Leave from School

All students are expected to remain in school until they are officially dismissed. Permission to leave school before the official dismissal time will only be granted in the following instances:

- The student is unwell. She should go to the Recovery Room. Staff from the General Office will determine whether to send her home. They will assist the student by informing members of the family to pick her up or arrange to bring her home from school
- The student has urgent personal matters to attend to or needs to leave early for any other reason during curriculum time. She must seek approval from the General Office Reception Counter. Only the Principal, Vice-Principal, HOD, AM or OM can authorize such leave. The form "Permission to leave school early" must be duly completed and signed, and handed over to the security guard at the main gate before leaving the school premises. The school reserves the right to grant leave on a case-by-case basis
- The student is representing the school in a game, competition or official function: she may leave class only at the time stated in the early departure form that is prepared by the teacher-in-charge of the activity

(c) Flag Raising Ceremony

The daily practice of singing the National Anthem, School Song and reciting the pledge are ways we seek to inculcate and demonstrate our value of "Love for School and Nation". It is a solemn start to the school day reminding us of the ideals we stand for and values we should live by. All students are to attend this ceremony with respect and pride. Form teachers will note the class attendance after the flag raising ceremony. Students are to:

- Line up in 2 straight lines according to their class index numbers as shown in the attendance register
- Stand at attention and sing the National Anthem with pride. Students who are Singapore citizens are to place their right fists over the heart when taking the pledge
- Pay attention when announcements are made
- Proceed to class in an orderly and quiet manner after the ceremony

(d) Assembly

There will be assembly every alternate Wednesday in the Cedar Hub. The school commits a large amount of resources in designing special programmes to make these sessions meaningful, enriching and engaging for the students. It is the school's expectations that students have a positive attitude to learn and participate wholeheartedly as an audience. For school assembly, Cedarians should:

- Proceed to the hall quickly in a quiet and orderly manner
- Sit according to their numbers in the attendance register
- Pay attention and refrain from speaking loudly
- Respect the speaker or presenters by being a good audience
- Leave the Cedar Hub quietly class by class after the assembly

Tardiness Policy

A Cedarian who is passionate about learning will pay full attention to all lessons conducted and participate actively in the activities, including submitting her homework on time and respecting her teachers. This will enable the school to make optimal use of the teaching and learning time as well as develop the students' potential and talents.

(a) Homework

Homework is for the purpose of reinforcing instruction and facilitating learning through application of what has been taught. Homework is any assignment to be completed out of class individually or collaboratively. It can take many forms and may include projects and studying for tests and examinations. It should be submitted by the deadline specified by the teacher. If an extension is needed, the pupil may negotiate with the teacher concerned, citing her reasons for the extension. Students are responsible for finding out from their teachers the work they missed during their absence from class as soon as possible, and make up for the work according to the teacher's instructions. A student who repeatedly submits her homework late for more than 3 times will be sent to the Reflection Centre. She will be tasked to complete all her outstanding homework in school.

Test and Examination Policy

Tests and examinations are integral in helping the school assess a student's academic ability. The standard of each assessment is calibrated to challenge and ensure that students attain an expected standard for each subject area. A student's overall academic performance is determined based on a set of planned Continuous Assessments (CA) throughout the year, as well as the Semestral Examinations (SA) at mid year and end of year. To obtain a true reflection of a student's academic performance, every student needs to uphold moral integrity.

Our strict examination procedures are adopted from the guidelines given by the MOE Cambridge G.C.E O-level Examinations. Any attempt to cheat, forge documents or make alterations will be taken seriously, with the necessary consequences meted out. The following states some general rules for tests and examinations:

(a) For class tests / continuous assessments

- A medical certificate must cover absence from tests and examinations. (Only medical certificates from doctors registered with the Singapore Medical Council will be accepted). In the event that absence from tests and examinations is not validated by a medical certificate, a zero mark will be assigned. Requests for an alternative date (only for those with valid medical certificates) for any missed class test is to be initiated by the student on her return to school the next day
- In the event that a student is unwell and has a medical certificate to validate her absence, it is not advisable for her to attend school just to take a test/examination on that day. She is expected to rest as recommend by her physician

(b) For examinations

- Students are to report for morning flag-raising assembly (by 7.25 am) every examination day in full uniform
- Books, files, bags, approved handphones, etc, are to be left outside the examination room
- All stationery items are to be placed in a clear plastic case
- Students are to keep silent once they enter the examination room
- Students will sit in rows according to the class register number or exam index number
- Mistakes should be cancelled neatly and the desired answer is to be written above the cancellation. Correction tape or correction fluid should not be used
- In the event that a student is absent from an examination, there will be no re-scheduling of the exam paper

Attire and General Appearance Policy*

The school uniform is an important symbol of identity to the school and is a means to cultivate in students a sense of belonging, loyalty and pride in the school. The way a Cedarian wears her uniform reflects her graciousness, love and respect for the school. All Cedarians are expected to wear their school uniform smartly and with pride.

(a) Uniform

- Students are to wear the prescribed school uniform and no modification to the uniform is allowed.
- Blouses must be appropriately **tucked in** and sleeves are not to be folded or rolled
- The school skirt must be worn at knee length. Students are not allowed to make any modification to the skirt
- Students are not to use elastic bands to tuck in their blouses
- The school tie is to be tied neatly at the collar with the first button fastened
- The school badge must be worn at all times along with the correct nametag. The nametag must show the student's full name as reflected in the class register
- Other attire (including unofficial T-shirts/clothes) are not to be worn in the school premises unless permission is granted by a teacher e.g. students putting up a skit
- Only the Cedar official jacket or any other approved jackets that are either in black **or school colours (blue, grey or gold) is allowed.**
- There should be no large branding or advertisements on unofficial jackets - only a small, inconspicuous logo is allowed

(b) PE attire

- Students are to wear the yellow school PE T-shirt with the grey school PE shorts.
- The T-shirt must be **tucked in** at all times.
- The PE attire must be worn for both PE lessons and jogging sessions.
- The grey school shorts must be worn for school's sports day, VCA Run, inter-class games and post-exam activities.
- For PE/jogging **before recess**, students can wear their PE attire to school to attend flag-raising. Thereafter they must change into their school uniform by the end of recess.
- For PE lessons **after recess**, students are to wear their school uniform to school to attend flag-raising. Thereafter they must change into their PE attire for PE lesson, after which they must change into their school uniform by lunch, regardless of whether or not they have CCA for that day.
- During Level/Enrichment/post exam activities, students can come to school in their PE attire. During Level/Enrichment/post exam activities, students can come to school in their PE attire **(if permission is given)** except on the day when there is 'Review of Papers', where students have to be in their school uniform. They can change into their PE attire after these events for the next activity except on the day when there is 'Review of Papers', where students have to be in their school uniform. They can change into their PE attire after these events for the next activity.

(c) Hairstyle

- Short hair must be neatly combed back, while long hair must be tied up in a single pony tail, bun or braid
- No cropped or boyish hairstyles are allowed
- Hair clips must be either in black or school colours (blue, grey or gold)
- No big hair accessories that attract unnecessary attention are allowed
- The fringe should be of appropriate length not touch the eyebrows
- Dyeing/tinting/bleaching/highlighting of hair is not allowed
- No hair gel or mousse is to be used

(d) Footwear

- Only **white socks** worn at or above the ankle are allowed

- No leather shoes, high-cut shoes, slippers or sandals are allowed
- Shoelaces must be white and tied in the standard way. No weaving, plaiting, tying at the back of the shoe is allowed
- Only track shoes with white base are allowed. If there is any design/logo/minor trimming on the white-base track shoe, they should be small and inconspicuous, and must be either in black or school colours (blue, grey or gold)

(e) Accessories

- Only one small ear stud in school colours (blue, grey or gold), or short colourless and transparent ear stick, is to be worn at any one time on each of the earlobes
- The ear studs must be identical
- These should be simple and small so as not to attract unnecessary attention

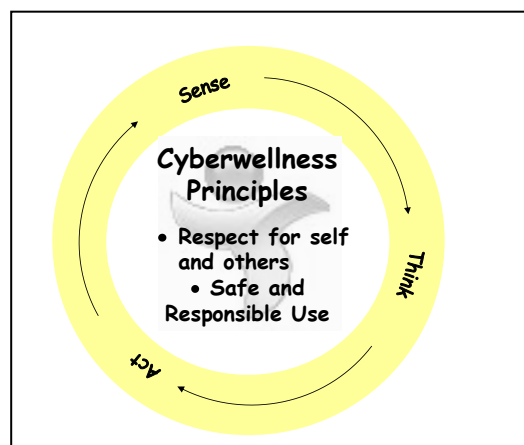
(f) Others

- Fingernails are to be kept short at all times without any nail polish or varnish application.
- All students are not to wear any make-up to school
- Prohibited items in school include the following: - tobacco products, poker cards for gambling and pornographic materials (print or non-print)
- Students are responsible for the security of their own hand phones. Hand phones must be switched to silent mode during all lessons and school activities. There should be no usage of peripheral accessories on hand phones eg, camera, MP3 player, video recorder during all lessons and school activities except when permission is granted by teacher. Any violation of these guidelines will result in the immediate confiscation of the hand phone
- Students are to be responsible for their own personal property as the school will not be liable for any loss

Cyberwellness

Cyberwellness refers to the positive well-being of Internet users. It involves an understanding of the risks of harmful online behaviours, an awareness of how to protect oneself and other Internet users from such behaviours.

In alignment to **MOE Cyberwellness Framework** (see diagram), our school's approach focuses on developing the student's instinct to protect herself and empower her to take responsibility for her own well-being in cyberspace. The 2 principles: (i) Respect for self and others (ii) Safe and Responsible use, will be reinforced through workshops and SEL lessons over the 4 years of studies through topics such as (a) Dangers of Cyber contacts (b) Copyright (c) Cyberbullying (d) Internet addiction and (e) Computer Security.



General student guidelines include:

- Students are to keep their passwords confidential and change their passwords periodically to prevent identity theft or misuse of accounts.
- Students must not divulge their personal details (e.g. name, address, mobile number, photos etc.) to strangers they meet online.
- Students should not open files in emails sent by people they do not know.
- Students should check for the copyright of files before downloading them.
- Students should not continue to visit websites that make them feel uncomfortable or guilty.

Use of laptops/mobile devices and the school wireless network

- Students are responsible for their own laptops and should keep them secure in the lockers when they are not in use. Laptops/mobile devices should never be left unattended in classrooms or common areas.
- Students who are not co-operative in class and disrupt the flow of lessons through the misuse of their laptops/mobile devices will be subjected to disciplinary action
- Students who bring a laptop/mobile devices to school are subject to random checks in the event of suspected theft or misuse of the school network
- Students who log-on to the school network are subject to random checks and screening of the websites that are visited. They are not allowed to access inappropriate websites. They are also subjected to the 'Terms of use and Privacy Statement' as stated in the school website.
- Students are not allowed to download or stream music or video files to ensure that the school's network remains accessible to all members of the school.
- The school reserves the right to bar the use of laptops/mobile devices or the school network to any student.
- Students on the iLEARN@Cedar (1-to-1 Computing Programme) are to bring their laptops/mobile devices on a daily basis and should ensure that their laptops/mobile devices are fully charged before coming to school

Responsibility for school property

(a) Classrooms

Students spend a great deal of time in their classrooms. All classrooms should be well maintained by the students in order to keep the classrooms clean, students need to:

- Dispose of all litter in the waste paper baskets in their classroom and dustbins in the school compound
- Clean the desks, chairs, windows, doors and the walls of the classroom regularly
- Clean the classroom before the start and at the end of each school day. Students are to pick up litter on the floor, clean the teacher's table, students' desks and the white board and empty the waste paper basket
- Ensure that the desks and chairs are arranged neatly and not defaced. It is a serious offence to deface classroom furniture and the consequence is severe

(b) At the Dining Hall

Recess time for upper and lower secondary students is staggered in order to cater to the student population. To ensure that food is served efficiently, students need to observe the following:

- Queue up to buy food and drinks in the dining hall.
- Consume all meals in the dining hall
- Practise good table manners and clear any food scraps on the table
- Return all eating utensils, crockery, empty bottles, cups, etc, to the designated receptacles provided in the dining hall
- Throw leftovers, plastic-wrappers, pieces of paper and empty drink packets into the rubbish bins provided

(c) Special rooms

For safety and security reasons, students are restricted from entering certain areas within the school. Unless they are accompanied by a teacher, or have been given specific permission, pupils are NOT allowed in the following rooms:

- HOD Room
- Staff Room
- *plush* Auditorium
- Arts Theatre
- Science Laboratories
- Computer Labs
- Design Studio
- Home Economics Rooms
- Gymnasiums
- Music Space
- Art Space
- All other Special Rooms (eg. Seminar Rooms)