

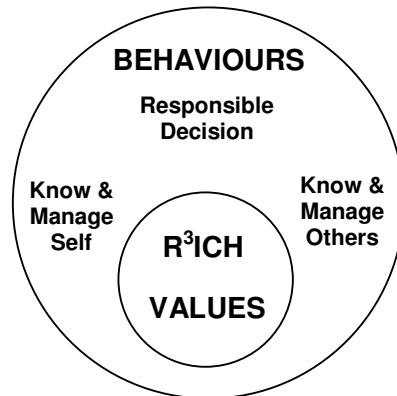
# Ahmad Ibrahim Secondary School Code of Conduct

Our core purpose at Ahmad Ibrahim (AI) is to empower each pupil to be a **Life-long Learner** and **Responsible Citizen** with integrity and compassion. This can be achieved through a **Caring and Learning Environment** in AI.

Pupils are expected to contribute to this caring and learning environment through their actions and behaviours.

Through the **Character Development Programme** at AI, each pupil will develop the R<sup>3</sup>ICH Values (**R**espect, **R**esponsibility, **R**esilience, **I**ntegrity, **C**are, and **H**armony) that will enable them to behave positively.

The AI **Code of Conduct** sets out **expectations** in knowing and managing self and others (page 2 and 3). The **positive consequences** of these expected behaviours will be a caring and learning environment for every pupil. AI pupils will be assessed on their conduct based on these expectations and this will be reflected in their **Conduct Grade** for each Semester. Our expectation is for each pupil to be graded Very Good and above.



## EXPECTATIONS OF SELF & SOCIAL BEHAVIOURS

### SELF Awareness & Self Management

<p><b>1. Responsibility and Integrity</b>  <u>Comply with school expectations.</u></p> <ul style="list-style-type: none"> <li>a. attired appropriately for school</li> <li>b. attend Curricular Programmes regularly</li> <li>c. attend Co-Curricular Programmes regularly</li> <li>d. punctual for all school programmes</li> </ul>
<p><b>2. Appropriate Work Habits</b>  <u>Practise positive work habits</u></p> <ul style="list-style-type: none"> <li>a. aspire and set goals</li> <li>b. well organized &amp; plans</li> <li>c. exhibit good time-management – keep deadlines and submit all assignments</li> <li>d. complete all tasks, assignments &amp; allocated duties</li> </ul>
<p><b>3. Confidence and Resilience</b>  <u>I can</u></p> <ul style="list-style-type: none"> <li>a. articulate ideas / beliefs</li> <li>b. make responsible decisions</li> <li>c. resist negative peer pressure &amp; influence</li> <li>d. have courage to face challenges</li> </ul>

### SOCIAL Awareness & Relationship Management

<p><b>1. Appropriate Interpersonal Skills</b>  <u>Build Positive Relationships</u></p> <ul style="list-style-type: none"> <li>a. communicate effectively - listen, take turns to speak</li> <li>b. practise social graciousness – greetings, use polite language</li> <li>c. show respect to authority and others</li> <li>d. display teamwork and sportsmanship</li> </ul>
<p><b>2. Harmony within the community</b>  <u>Respect diversity</u></p> <ul style="list-style-type: none"> <li>a. befriend others of a different race or religion</li> <li>b. speak in English when in a multiracial group</li> <li>c. respect other points of view</li> <li>d. manage conflict situations appropriately</li> </ul>
<p><b>3. Care through Service</b>  <u>Serve the needs of the school and community</u></p> <ul style="list-style-type: none"> <li>a. take care of class and school property – keep class and school clean</li> <li>b. participate in class CIP</li> <li>c. volunteer services</li> <li>d. lead community service activities locally and abroad</li> </ul>

### Conduct Grade Component Ratings and corresponding points

Rarely Observed	Some of the time	Most of the time	Almost all the time
1	2	3	4

Overall Conduct Grade	Summed Mark Range	
<b>Excellent</b>	30	34
<b>Very Good</b>	25	29
<b>Good</b>	17.5	24
<b>Fair</b>	12.5	17
<b>Poor</b>	8.5	12

*Note:*

**Double Weighting for 'SELF 1' (Responsibility & Integrity)**

**1.5 times Weighting for 'SELF 2' (Work Habits)**

**Double Weighting for 'SOCIAL 1' (Interpersonal Skills)**

## EXPECTATIONS OF CLASS BEHAVIOUR

Expectations	Consequences for Non Compliance
<p><b>Materials:</b> Pupils must have relevant materials for lessons</p>	<ul style="list-style-type: none"> <li>1) Warning</li> <li>2) Standing inside or outside the classroom</li> </ul>
<p><b>Environment:</b> Pupils create a conducive Environment for learning</p>	<ul style="list-style-type: none"> <li>1) Loss of lesson time until class is ready</li> <li>2) Class stays back after school</li> </ul>
<p><b>Attention:</b> Pupils focus and concentrate during lessons</p>	<ul style="list-style-type: none"> <li>1) Warning</li> <li>2) Standing inside or outside the classroom</li> <li>3) Confiscate distractions</li> </ul>
<p><b>Work:</b> Pupils complete work on time</p>	<ul style="list-style-type: none"> <li>Submit by 5 pm that day</li> </ul>

# EXPECTATIONS FOR PERSONAL BEARING FOR PUPILS



Junior Boy



Senior Boy



Girl



## SCHOOL UNIFORM

1. School badge is to be worn on the top right-hand corner of the pocket.
2. White blouse/shirt must be neatly tucked in.
3. Junior and Senior boys should wear short and long grey pants respectively.
4. Senior boys must wear the black school belt.
5. Girls should wear green knee-length skirts.
6. Plain white socks must be visible above the rim of shoes.
7. Shoes including track shoes must be predominantly white. Coloured sports shoes are only allowed on competition days.



**Formal Uniform** is to be worn during Honouring Ceremony, formal school functions, competitions and school representations.

## Sports Attire

- Only School-approved T-shirts and shorts are allowed for CCA activities.
- Only School PE T-shirt and **plain black** shorts or track pants can be worn during PE lessons. Running shorts are not allowed for PE lessons.
- On PE days, pupils are to be in half-uniform (i.e. T-shirt and pants / skirt) for morning assembly. After recess, pupils are expected to change back to at least half uniform.

## HAIR



- Girls**
1. Shoulder length hair should be tied up neatly.
  2. Hair longer than shoulder length should be plaited.
  3. Long fringe and bangs by the ears must be pinned-up using only black/ white/ green hair accessories.



- Boys**
1. Hairstyle must be short and neat. Outlandish combing and cutting styles are not allowed.
  2. Fringe should not touch the eyebrow.
  3. Sideburns must not extend beyond the tragus i.e. middle of the ear.
  4. The natural hair line at the back of the neck should be visible.
  5. Face must be clean-shaven and should not sport a moustache and/or beard.

**Dyeing/ tinting/ bleaching/ highlighting of hair is not allowed.**

## ACCESSORIES

Pupils are not allowed to wear any jewellery, ornamental or religious accessories.

Only girls may wear one identical pair of ear studs in the centre of the ear lobes. The ear studs must not be more than 0.5 cm in length. Only transparent ear-sticks are to be used in place of ear studs when needed.



## PERSONAL GROOMING

- Fingernails should be kept short at all times
- Use of nail polish, varnish or cosmetics is not allowed

## NEGATIVE CONSEQUENCES

The AI Code of conduct also outlines the negative consequences for inappropriate behaviours and actions.

These are classified into 3 categories as follows:

### Category 1 Offences

1. Rudeness/ Defiance to any authority appointed by the school (ie All School Staff and Student Leaders)
2. Truancy (ie Absent from School without Valid Reason)
3. Leaving School without Permission
4. Skipping lessons including CCA activities
5. Fighting/ Assault
6. Hurtful Behaviour/ Bullying/ Threats/ Extortion/ Rioting
7. Smoking/ In possession of tobacco products
8. Theft/ Shoplifting from school stalls or Bazaar
9. Persistent disruptive behaviour
10. Use of abusive language/ obscene/ vulgarity/ racist remarks
11. Using Internet or other technologies for unethical or immoral activities.
12. Cheating/ Attempting to cheat during examinations/ tests
13. Vandalism
14. Forgery
15. Drug/ Inhalant abuse
16. Gambling
17. Illegal Assembly
18. Rash Act (i.e. actions that caused hurt to others although not intended)

### Consequences for non-compliance

*First-time offenders:* For boys- Caning and Detention  
For girls- Extended Detention

*Repeat offenders:* Out-of-school suspension or even expulsion from school  
Presence of parents in school required for both cases.

For Offence 5, 8, 11, 15 and 17, depending on the extent of hurt caused to oneself or others, the case may be referred to Police for further investigation.

### Category 2 Offences

1. Latecoming
2. Non-compliance on Personal Bearing Expectation (ref. annex)
3. Tardy behaviour/ Loitering/ Out of classroom without pass or note
4. Chewing gum/ in possession of chewing gum
5. Eating in classroom/ Littering/ Spitting
6. Displaying or using handphones or other electronic devices during curriculum hours and outside of canteen area

### Consequences

*First-time offenders:* Verbal Warning/ Confiscation of item/ CWO (Cleaning Work Order), according to offence type.

*Repeat offenders:* Detention

*Recalcitrants:* For boys- Caning and Detention;  
For girls- Extended Detention.

Presence of parents in school required for recalcitrant cases.

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### Category 3 Offences

1. Pupils are to wear the prescribed school uniform. Any modification to the uniform is not allowed.
2. Pupils who are Singapore citizens must sing the National Anthem and take the Pledge. Pupils will take the Pledge with the right fist placed on the heart.
3. Boys must be clean-shaven without a moustache, beard or long sideburns.

### Consequences for non-compliance

Out-of-school suspension **and** presence of parents in school will be required.

The school reserves the right to amend rules as and when it deems fit, and when necessary, introduce new rules to protect the interest of its student and staff population.

The school will carefully deliberate on the merits of each case and in any dispute, the school's decision is final.

Any other action committed, not stated in this guide, deemed to be an offence will be dealt with by the school authorities.