Behaviour Practices

1. Do not smack your lips, tsk, roll your eyes, or show disrespect with gestures.
2. When you cough, burp, or sneeze, it is appropriate to turn your head away from others and cover your mouth with your hand. Afterwards, you should say, "Excuse me."
3. Violence, cursing, bullying, offensive, and abusive language will not be tolerated. You must behave at all times.
4. Treat each other with kindness and respect. At school, you should be able to develop all your talents and learn to respect others and respect differences.
5. We do not discriminate on the basis of race, creed, colour, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, and marital status. Differences shape who we are and what we know. Life, history, society, happiness, and power cannot be understood from a single perspective; we need experiences and viewpoints from people to truly see the world.
6. Everyone has the right to be safe in this school. If anyone is bothering you, do let any teachers or administrative personnel know. We are your teachers; we are here to look after you and protect you. We are not going to let anyone in this school bully you or make you feel uncomfortable. In return, we ask you not to take matters into your own hands—let us deal with the student. (You can also report anonymously by scanning the Safeguarding QR code on posters around the school).
7. Do not insult others' belongings. We should treasure the things that we have. Take care of your own property, and the belongings of others and Harvest as well.
8. Be on time. Punctuality is a must. Try to be early so that you can have extra time to allow for any unexpected delay. If you arrive after 8:20 AM without a certified medical note, you will be marked as late.
9. The Student Card must be worn at all times. Take care of your Student Card. If lost, report it immediately because it's dangerous if any strangers have access to Harvest.
10. No headwear. Dress appropriately for school as shown in the Harvest Dress Code and accordingly for any occasion.
11. Throughout the year, teachers may reward students for good behaviour, academic performance, and other acts worthy of praise. If you ever ask for a reward, however, it will not be given. You should be good and try your best because you are trying to improve yourself, not because you are anticipating a reward.
12. If you win or do well at something, do not brag. If you lose, do not show anger. Instead, say something like, "I really enjoyed the competition, and I look forward to playing with you again," or "Good game."
13. You will make every effort to be as organised as possible and ensure that you are ready to learn.
14. Flush the toilet and wash your hands after using the toilet.
15. Gentlemen, please keep the toilet seat clean. Lift the seat before using it, or clean it with water, then tissue paper if you have dirtied it. Ladies, please dispose of used feminine products appropriately into the dustbin provided in the toilet. Do not flush any kind of feminine products.
16. If you approach a door and someone is behind you, hold the door open. If you are the next person, you should replace the first person.
17. If someone drops something, pick it up and hand it back to them. Even if they are closer to the object, it is polite to make the gesture of bending down to retrieve the item.

18. If you see someone who needs help and you are capable of helping, do so without a second thought, no matter if they are older or younger than you. If your friend is not good at something, you must not laugh at them; you should encourage and help others, as you would want others to help you if you were in the same situation. However, **safety** comes first; if you think it's the right thing to do, don't hesitate just because others are not doing what needs to be done.
19. Be ambassadors for the school.

Speaking Practices

20. Do not address others' names in any inappropriate way.
21. Everyone in Harvest is equally important. Quickly learn the names of other teachers and students in school and greet them by saying things like, "Good morning, Ms Mary," or "Good afternoon, Mr James."
22. When responding to any adult, you must answer by saying "Yes, Ma'am" or "No, Sir." Just nodding your head or saying any other form of yes or no is not acceptable.
23. It is polite to make eye contact when someone is speaking. If someone makes a comment, turn and face that person.
24. Everyone has the right to express their own opinions and feelings, but it should be done in an appropriate manner. Shouting and misbehaving are strictly not allowed. We should respect others' comments, opinions, and ideas.
25. When you are talking to someone or answering the phone, both in school and at home, you must do so in an appropriate manner.
26. Always say thank you when someone gives you something. Never insult that person by making negative comments about the gift or by insinuating that it isn't appreciated.
27. When we meet different people, if the teacher introduces you to them, make sure that you remember their names. Then, when leaving, make sure to shake their hands and thank them, mentioning their names as you do so.
28. English is the medium of communication among Harvestians. We must practise correct and proper English.
29. If you are asked a question in conversation, you should ask a question in return.

    Me: "Did you have a nice weekend?"

    You: "Yes, I had a great time. My family and I went shopping. What about you? Did you have a nice weekend?"

    It is only polite to show others that you are just as interested in them as they are in you.
30. Answer all questions in complete sentences.
    For example, if a person asks, "How are you?", instead of just responding by saying "Fine", you should say, "I'm doing fine, thank you. How about you?".
31. Students are not allowed to enter the admin or teachers' offices without permission and a valid purpose. Always knock first, then ask for permission. For example: "May I see Mdm Jennifer for speech practice?".

Classroom Practices

32. If someone in the class wins a game or does something well, we will congratulate that person.
33. Every time teachers enter and leave the class, you should greet them to show appreciation.

34. When we are in transition from one classroom to the other, the change will be swift, quiet, and orderly in a careful and considerate way. We should consistently be able to enter the classroom complete with all homework and necessary materials.
35. We will follow certain classroom protocols. We will be organised, efficient, and on task. In order to do so, we will follow these rules:
    a. Do not get out of your seat without permission. Exception: If you are sick, you may leave.
    b. Students are not allowed to leave the classroom 30 minutes before and after break and lunch.
    c. You may bring a bottle of water and place it under your desk. No beverages or snacks are allowed.
    d. Do not speak unless:
        i. you raise your hand and the teacher allows you,
        ii. or the teacher instructs you otherwise (e.g., during group work).
36. When you are grading each other's papers, if you deliberately give someone an incorrect grade, whether it is higher or lower than they deserve, the number of marks that differ from the actual mark will be deducted from your paper.
37. When we read together in class, you must follow along. If the teacher calls on you to read, you must know exactly where we are and begin to read immediately.
38. Electronic devices such as mobile phones and tablets must be turned off or in silent mode and kept in the locker during class time unless permitted by the individual subject teacher. Laptops can be brought into classrooms but can be used only if the individual subject teacher allows it.
39. While you are with a substitute teacher, you will obey the same rules that you follow.
40. When a teacher assigns homework, there is to be no moaning or complaining. This will result in a doubled assignment.
41. You should always check your email and Google Classroom to stay updated. You can access them from your PC, Android, or Apple devices. Homework is to be completed as posted even if you are absent.
42. Homework must be turned in before or on time for each subject by every student. You should ask teachers if you have trouble with the homework. There are no exceptions or excuses.
43. If you have a question about your homework, you may leave a message on Google Classroom, Google Chat, or email the teacher. Leave your message politely, for example: "Hello Teacher Patricia, I need help with...".

Dining Practices

44. Dining etiquette

a. Wait for the teacher to distribute food. If you don't like the dish, let the teacher know; you can have a smaller portion, but you must try it unless you are allergic to the food. Take only what you can finish; if you want more, you can request it after you have finished your first plate.
b. Whenever you are offered food of any kind, do not take more than your fair share. You never want to be greedy—not only because it is wasteful, but also because it is disrespectful to others when you do not leave enough for them.
c. You should never complain if the line is too long, the food isn't good, or if there is a wait. You don't want to be negative to the point where you spoil the enjoyment of the event for others.
d. After we eat, we will make sure to clean off the table and leftovers, tidy the chairs, and put our plates and utensils in the trolley neatly. It is important to be responsible for your rubbish no matter where you are, and to be sure not to litter.

45. Table manners

a. Never start eating until you are at your seat.
b. Do not save seats in the dining room. If someone wants to sit down, let them. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.
c. Never reach over someone's plate to get something. You should say, "Will you please pass me the soy sauce?" If you are being asked, pass it over to your friend politely.
d. Never place the cutlery that you have used back on the table; leave it on a plate or saucer.
e. If you are leaving the table, you should stand up without making chair noise and say, "Excuse me."

Self-Motivating Practices

46. Stand up for what you believe in when your heart and mind are leading you in a direction that you feel strongly about. Sometimes, people tell you that you cannot because they don't understand. At the same time, be ready to accept different perspectives from others.
47. Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life. But you have to understand that to achieve something you want, you have to work harder, and sometimes that will be difficult. However, after that, you will be happy with your result, thus making your parents, friends, and teachers proud of you.
48. Be persistent and consistent. For example, if there's someone who can run faster but does not persist, and you persevere, you will eventually surpass them. It does not matter how slowly you go as long as you don't stop. If there is something you want to do, go for it and don't stop until you make it happen.
49. Live so that you will never have regrets. If there is something you want to do, do it! Never let fear, doubt, or other obstacles stand in your way. If there is something you want, fight for it with all of your heart.
50. If you have already said "I don't know" twice, it's time for you to explore the answer. Never say you don't know a third time; you know most of the time you can get the answer. Knowledge is what can bring you further.
51. Take responsibility for your actions.
    a. We are responsible for our thoughts and behaviour, whether deliberate or unintentional.
    b. Accept that you are going to make mistakes, but when you do, take responsibility and make it right. *Learn from them, let it go, and move on.*
    c. When you try to make excuses or blame others, not only do you fail to take ownership of your actions, but you demonstrate a character trait that is common in people who fail to succeed in anything.
52. No matter what the circumstance is, always be honest. Even if you have done something wrong, it's best to admit it. Teachers will respect that, and often teachers will forget any disciplinary measures because of your honesty.
53. *Carpe Diem*. You only live today once, so don't waste it. Life is made up of special moments, many of which happen when caution is thrown to the wind and people take action and seize the day.
54. Surprise others by performing random acts of kindness.
55. Be the best person you can be.