

School Rules

Objectives:

To develop students' character and well being

To ensure the school is a safe and conducive environment

Bartley Secondary School subscribes to **The 7 Habits of Highly Effective Youths**. All Bartleyans are expected to exhibit the qualities of a leader by adhering to the following 7 habits:

Habit 1: Be Proactive

Habit 2: Begin with the end in mind

Habit 3: Put first things first

Habit 4: Think Win – Win

Habit 5: Seek first to understand, then to be understood

Habit 6: Synergise

Habit 7: Sharpen the saw

1 Attendance

1a Latecoming

- i All students are to assemble at the assembly area by 7.15am punctually for the announcements and the flag raising ceremony.
- ii Students who reach the assembly area at or after 7.30am will be considered as latecomers. A student who is late for more than 2 times a term will need to attend detention. Such records of latecoming will affect the conduct grade of a student.

1b Truancy

- i Absence from school shall be permitted when it is supported by a medical certificate (MC) or **parent's letter covering 4 days per semester** only stating special reasons other than medical.
- ii Students must be proactive and call their Form Teachers to update the reason of their absence.

1c Skipping classes/CCA or Loitering around the school

- i Students are to attend all lessons/CCAs promptly.

1d Leaving school without permission

- i Students are to obtain permission from the office before leaving the school premises during formal curriculum time.
- ii If a student is unwell and can go home by himself/herself, his parents/guardian will be informed by the form teacher or admin staff. A parent taking a student home before school dismissal must produce his/her identity card and sign out before the student is released.
- iii The student's particulars will be recorded by a teacher or admin staff. Permission to Leave School form will be endorsed by the Principal, Vice-Principal, HODs or Operations Manager. This form will be given to the student before he/she leaves school.
- iv For official reason, students must provide a letter from parent/guardian addressed to the Principal or an official document from the relevant authorities, for example, hospital or ICA appointment letters. Approval is given on a case-by-case basis only.

2 Misconduct

2a Abuse of Technology/Use of Handphone

- i **Handphone must be kept away in the school bag during lesson time and can only be used at the canteen during recess, lunch and after school. Failure to comply may result in the confiscation of the handphone for up to a month. The handphone policy is necessary to ensure that students have a conducive learning environment to study in (be proactive).**

2b Disruptive Behaviour

- i Students must respect their teachers and peers at all times.
- ii Students who wish to enter a classroom must knock 'lightly' on the door and wait patiently for the teacher to permit them to enter ~~the classroom~~. Students must use the front door to enter the classroom if there is a teacher in the class.
- iii Students must be proactive and greet all teachers and relevant authorities who pass by. If students do not know the name of the teacher, they should address them as 'Madam' or 'Sir.'
- iv Students must be attentive during lessons. They must be on task and cooperate with each other during group work for a win-win.
- v Students must move quietly, briskly and in an orderly manner along the corridors and staircases to avoid distracting others who are in class having their lessons. (win-win)

2c Cheating in tests/ examinations

- i Students are to follow all instructions given by the invigilators and instructions stated on the question paper. Failure to do so may lead to students being penalised.
- ii Students must begin with the end in mind and refrain from talking, whispering, attempting hand signals or any other form of verbal or non-verbal communication during any tests/exams. Such actions will be considered as having the intention to cheat and it will be seriously dealt with. (think win-win)

2d Loitering

- i Students must obtain the permission of the teacher before leaving the classroom. Special passes are to be issued by the teacher and students must display these passes prominently on themselves before leaving the classroom.
- ii Students should be proactive and visit the washroom before or after school and during recess, so as not to miss lessons (begin with the end in mind). Students are not permitted to use the staff washrooms.
- iii Only one student is allowed to visit the washroom at any moment if he or she has the urgent need to do so.
- iv In the absence of a teacher, students should put first things first and complete or revise their work.
- v During the change of lessons, no student should be loitering along the corridor. Students could take this opportunity to clean their classroom for learning to take place in a clean and safe environment. (think win-win)
- vi Students are to leave the school after dismissal unless engaged in an organised and approved activity of the school under the supervision of a teacher.

- vii Any overnight camp/stay must be under the charge of a teacher. Prior consent must be obtained from parents and approval should be obtained from the Principal for the purpose.
- viii If students need to use the facilities of the school, e.g. the computer lab, gym or hall, prior booking of the venue must be done through the teacher in-charge.
- ix Students are to return home immediately after school. Students are to keep up the good image and reputation of the school when they are outside the school premises or on public transport.

2d Forgery

- i Forgery, alteration, falsification, or misuse of any instrument of identification, document, or record, is prohibited. This includes, but is not limited to, records pertaining to medical certificate, movement books and test or exam results.

2e Bringing of educational materials and submission of assignments

- i Students must plan for their lessons (begin with the end in mind) and bring proper school bags containing books and other related materials (e.g. apron, geometrical set, calculator, dictionary, files) required for the day.
- ii Leaving books under the desks is not allowed. All books and files must be brought home at the end of the day for revision and self-study (sharpen the saw).
- iii Students must complete and submit all assignments promptly.

2f Vulgarity

- 4wq Vulgarity is not tolerated even if it is meant as a joke.

2g Open rudeness and defiance

- i Students must be polite to all staff, students and members of the public.
- ii Students must abide all school/class rules. Students who defy the rules will be seriously dealt with.

2h Bullying/Cyberbullying/Online Misbehaviour

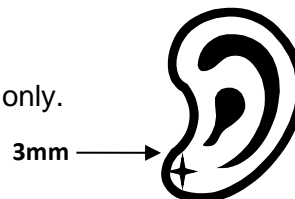
- i Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. **Cyberbullying or Online Misbehaviour is the use of any electronic device to scam, harass, intimidate, or bully others. Students who are involved in bullying or cyber bullying and other online misbehaviour will be seriously dealt with (seek first to understand).**

2j Attire & Grooming:

Appearance

- i Students are to groom themselves properly to uphold the image of a Bartleyan at all times.
- ii Boys, at all times, should have a **regular school boy haircut**, that is, hair just long enough to comb on top. Hair should be above the eyebrows, sloped at the back (hair must be above the collar) and with short sideburns. Outlandish (overlapping, hard part and clean shaven lines) or punkish hairstyles, perming and styling the hair in a trendy manner like celebrities (fins, tails, spiky) is strictly prohibited.
- iii **Male students must be neat in appearance and clean-shaven and no facial hair is allowed.** Moustache, beards, goatees or sideburns are strictly forbidden
- iv Girls must keep their hair tidy at all times. Hair extending below the collar should be neatly tied, plaited, pinned up and/or clipped.

- v All students are strictly prohibited from bleaching, streaking, tinting, highlighting, colouring or dyeing of hair.
- vi Nails must be kept short and free from nail polish and nail varnishes.
- vii Tinted/Fanciful framed spectacles/coloured contact lenses are not allowed.
- viii Rings, necklaces, locket, fanciful earrings, ear-sticks, bracelets, nose stud, anklets or any other form of jewellery or accessories are not allowed to be worn.
- ix **Ear Studs**
 - Only girls are allowed to wear ear studs.
 - They can only wear one stud per earlobe.
 - The ear studs must be of the same size and design.
 - The diameter of the ear stud must be less than 3mm only.
- x No body piercing or decorative body art (**henna painting or tattoo**) of any form is allowed.
- xi Make-up or any form of cosmetics is not allowed.



School Uniform

Students are to wear the prescribed school uniform and modification to the uniform is not allowed. The proportions are indicated below:

Girls

- Navy blue skirt and light yellow blouse with navy blue pointed collar and short sleeves. Skirt length must touch the knee (in front as well as rear).
- Trendy/coloured undergarments are not allowed to be worn under the blouse.
- Navy blue bermudas for Lower Sec boys and long pants for Upper Sec boys with side pockets only. No bell bottoms or tapered pants are allowed. Pants must be properly sewn if torn.
- Light yellow shirts with navy blue pointed collar and short sleeves.
- 3 cm broad, black belt only to be worn with a simple buckle.
- Boys are to tuck in their shirts at all times

Boys and Girls

- Sleeves are not to be rolled up.

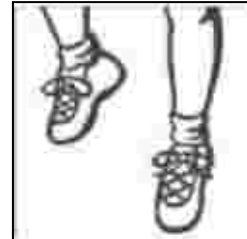
SKIRT		
Waist	Hip	Length
22	34	20
24	36	21
26	38	21
28	40	21
30	42	22
32	44	22
34	46	23
36	48	23

LONG PANTS			
Waist	Hip	Length	Leg Opening
26	36	40	14
28	38	40	15
30	40	42	15
32	42	42	16
34	44	42	16
36	45	42	17
38	47	42	17
40	48	42	18

Tolerance in inches +/-0.5"

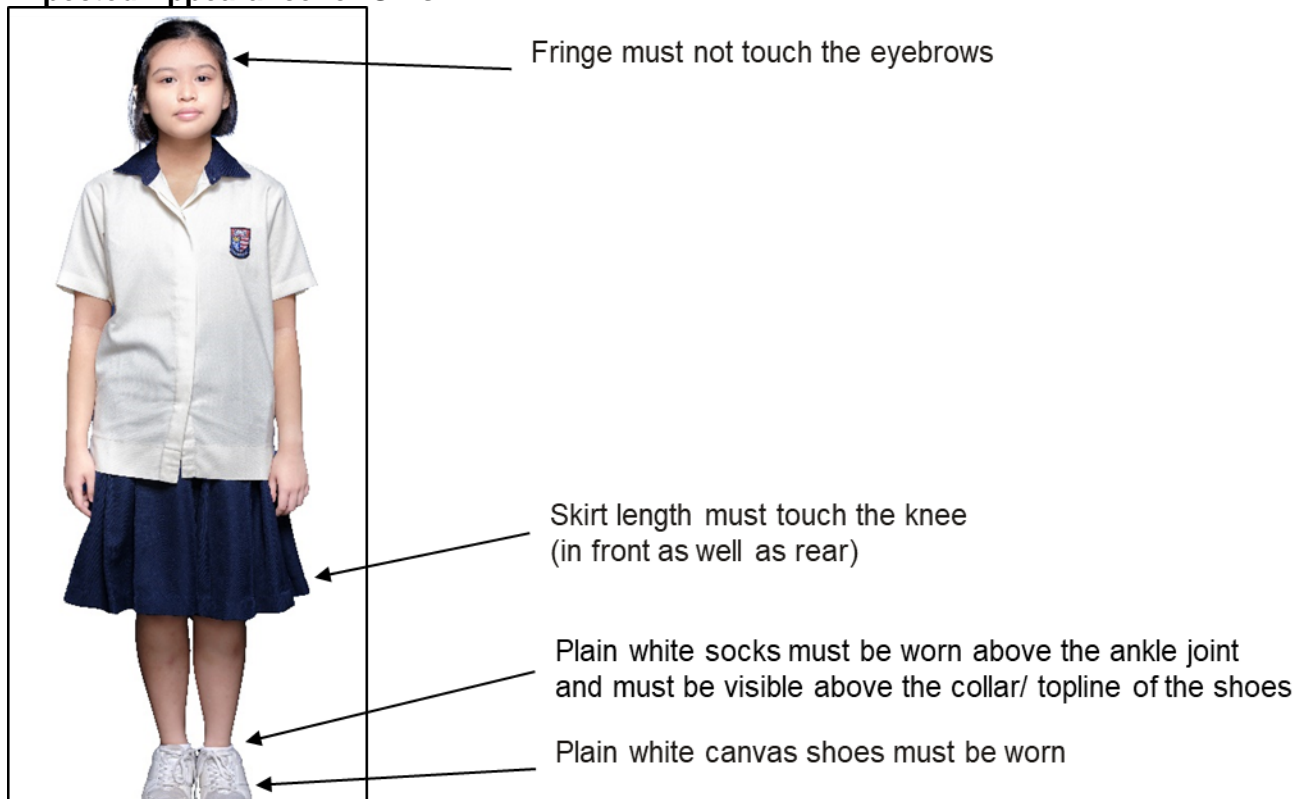
- i Students are to be in the prescribed school uniform for morning assembly, lessons and all examinations.

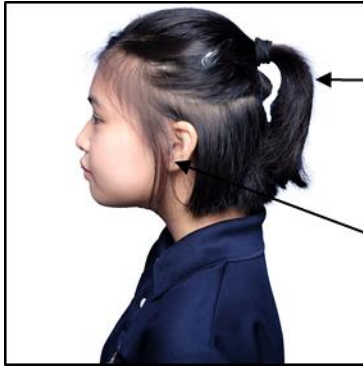
- ii Proper PE attire (School PE t-shirt, shorts and covered shoes) is to be worn for PE lessons for safety (begin with the end in mind). PE t-shirt must be neatly tucked in at all times. For good hygiene, students are to change back into their school uniforms after recess.
- iii Students may choose to wear school uniform, polo t-shirt or PE attire when attending school on Saturdays and during the school vacation, unless informed otherwise.
- iv Students should be in their appropriate CCA attire during their CCA.
- v Plain white canvas shoes with white shoe laces or white velcro must be worn. There should be no fanciful or reflective stripes, logos or designs on the shoes. Track shoes can only be worn during PE lessons or CCA. Plain white socks must be worn at least 2 fingers above the ankles and must be clearly visible. Sandals or slippers are not allowed.
- vi **Headgear of any type is not allowed.**



All students must be properly attired and groomed at all times

Expected Appearance for Girls





Shoulder length and long hair falling below the shoulders must be neatly tied up

Only a pair of plain ear studs can be worn

Expected Appearance for Boys



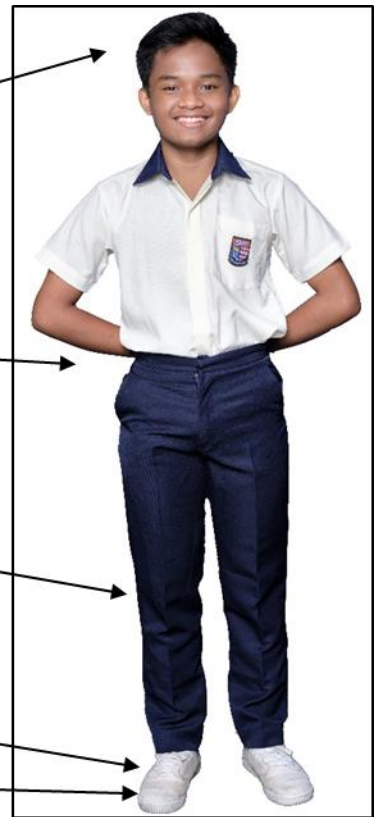
Hair must be short and neat
Fringe must not touch the eyebrows

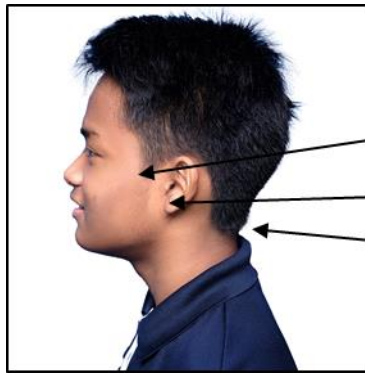
Shirt must be tucked in

Straight cut pants
Modification is disallowed

Plain white socks must be worn above the ankle joint and must be visible above the collar/ topline of the shoes

Plain white canvas shoes must be worn





Short sideburns. Facial hair should be shaven clean

No ear studs, rings or stick to be worn

Hair length should be above the collar (back)

Blue polo t-shirt may be worn from Tuesday to Friday or on other days when instructed.

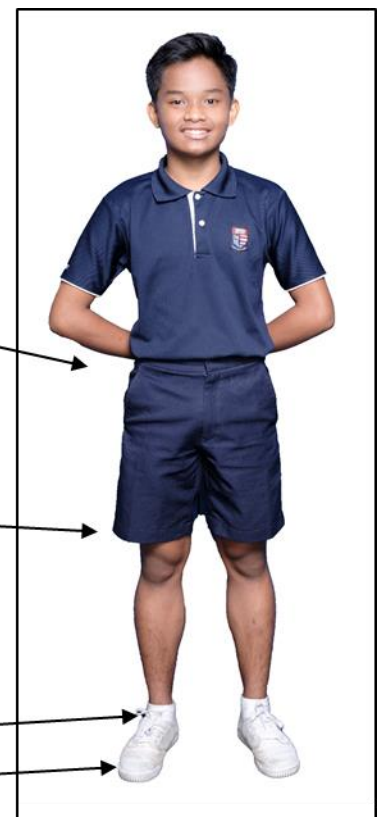


Polo t-shirt must be tucked in

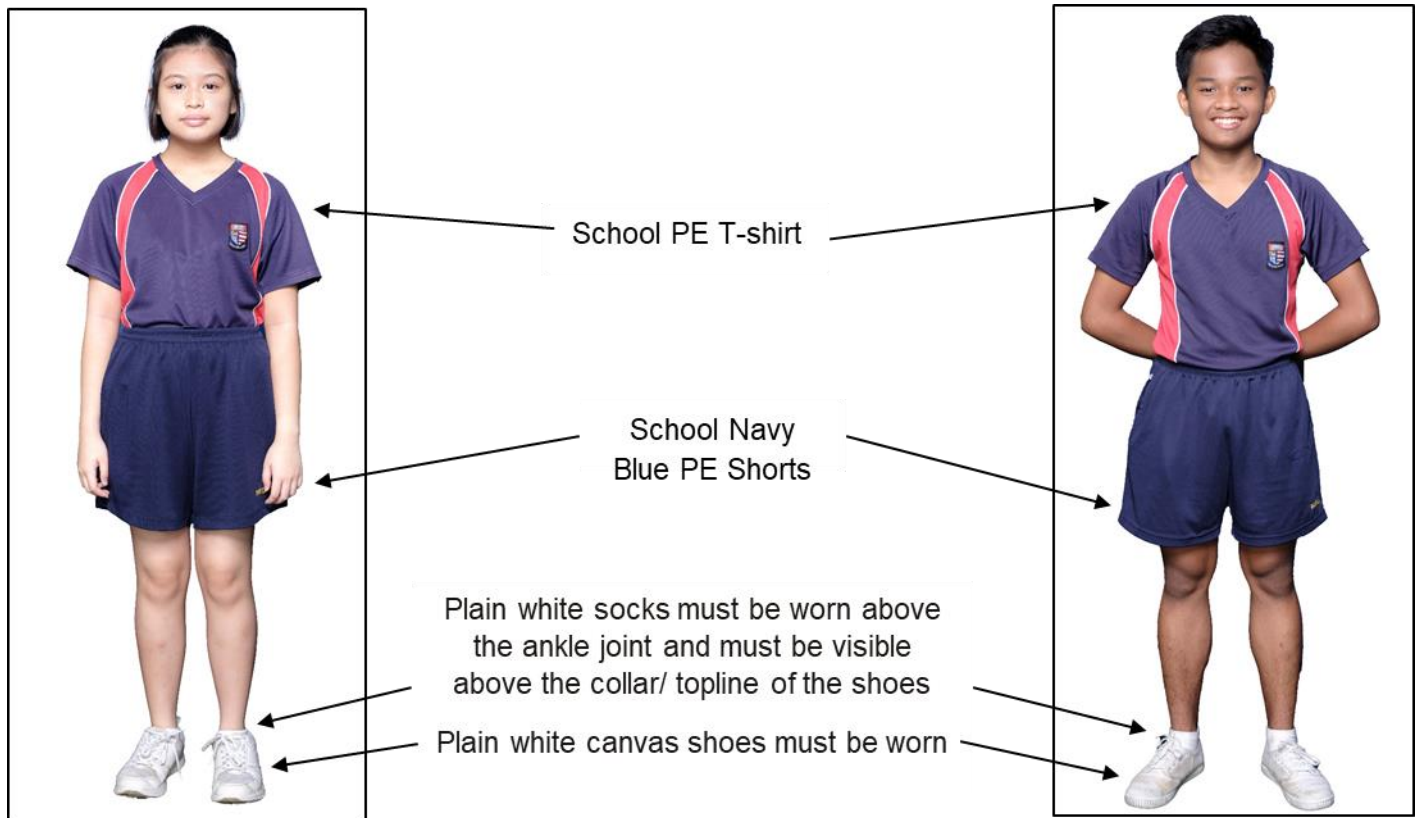
Polo t-shirt must be worn with the school bermudas or pants for boys or skirt for girls

Plain white socks must be worn above the ankle joint and must be visible above the collar/ topline of the shoes

Plain white canvas shoes must be worn



Expected Attire During PE Lesson



Purchasing of Uniform

Opening Hours:

Mon – Fri: 8.30 am – 3.00 pm

Closed on public and school holidays

Alternatively,

Asencio Pte Ltd

120 Hillview Avenue #05-01

Kewalram Hillview

Singapore 669594

Telephone : 67643102

Fax : 67641032

email: ascenciopteltd@gmail.com

3 Damage of Property/ Theft

3a Arson

- i Students are to refrain from bringing items, like lighters, match sticks or any other combustible items which may cause a fire. Students who start a fire on school property or hurt others will be seriously dealt with (think win-win).
- ii Students must refrain from using the fire evacuation equipment in the school, such as fire extinguishers, fire hose, etc., unless there is a fire incident.

- iii Students must refrain from causing false fire alarm, that is, setting off a fire alarm without a reasonable belief that a fire exists.

3b School property and vandalism

- i Students are to treat all school property with respect and refrain from any form of vandalism (think win-win).
- ii Students should refrain from meddling with the projector, screen and other related facilities (think win-win).
- iii Before leaving the classrooms or special rooms, students are to make sure that the lights and fans are switched off.
- iv School premises must be kept clean and tidy at all times (think win-win).
- v All classrooms are to be swept and kept clean by all students.
- vi Food items, including sweets and sweetened drinks, must not be consumed in the classroom to prevent pests (begin with the end in mind).
- vii Litters must be thrown into the recycling bins.
- viii Washrooms must be kept clean and dry at all times. Toilet bowls must be flushed immediately after use (think win-win).
- ix Students must refrain from sharing of food, drinks or utensils (cups, fork, spoon, plate, bowl) to ensure the safety of self and others (think win-win).
- x Students are to scrape food remnants into bins provided before returning used utensils to the receptacles provided by the canteen vendors.
- xii Purchase only canteen food for consumption in the school premises. Food or drinks purchased from outside vendors are not allowed to be brought into the school premises for consumption.
- xiii Stay within the canteen during recess. Students are not allowed to remain in the class or loiter around the school premises. During recess students are not allowed to leave the school premises.

3c Theft/Shoplifting

- i Students must refrain from bringing lots of cash to school.
- ii Students must keep all their valuables with them at all times.
- iii School bags, books and any other valuables are to be taken to the special rooms or other venues for lessons. During PE and CCA lessons, wallets and any other valuables are to be left with the PE teacher.
- iv Electronic handheld games are prohibited in the school at all times. Such items will be confiscated when they are seen or heard.

4 Other Serious Offences

4a Assault and Fighting

- i Assaulting is a serious offence. Problems must be settled amicably (seek first to understand, then to be understood).
- ii Fighting and rioting are serious offences. Students involved in fighting or provoking a fight will be seriously dealt with. This includes all participants involved in the fight and student spectators who encourage or condone the fight.

4b Gambling

- i Possession of gambling paraphernalia such as Poker, Magic/Fantasy trading cards is prohibited in the school at all times. Such items will be confiscated when they are seen.
- ii Betting or participating in any unauthorised collection of money is prohibited.

4c Gangsterism

- i Gangster-like activities are not tolerated in and out of school.
- ii Students who extort money from others will be seriously dealt with.

iii Students are to be proactive and report any injury or unlawful activities to the General Office immediately. Students are to also report to the General Office immediately if they notice any strangers loitering around the school.

4d Sexual Misconduct

i Possession or sharing of pornographic materials is prohibited. Students who possess or share pornographic materials or engage in sexual misconduct will be seriously dealt with.

4e Possession of Weapon

i **All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.**

4f Smoking

i Smoking or possession of tobacco product or e-cigarette is prohibited.

4g Substance Abuse

i Students will be seriously dealt with if they consume or possess substances such as drugs or alcohol.

4h Flag Raising and Pledge Taking

i **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.**

ii Throughout the singing of the National Anthem and reciting the pledge, students are to face the flag.

iii All students are to keep still and pay full attention. They are not to carry anything in their hands.