

# School Rules

Objectives:

To develop students' character and well being

To ensure the school is a safe and conducive environment

## **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 has to contact parents/ guardian. If he/she is late **4 times or more** 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 During Formal Curriculum**

- 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.
- v **Leaving the country during school days**  
Parents and students are reminded that no leave of absence will be granted to any students during normal school days (i.e. days that are not officially declared as school holidays) for family travel or other non-school related activities.

However, the school must be notified of any intent to be away from Singapore especially during school terms by showing supplementary documents such as flight tickets

## **2 Misconduct**

### **2a Use of mobile phone or other electronic gadgets**

- i Students must take full responsibility for the security of their mobile phones or electronic gadgets.

Students are not allowed to charge up their mobile phone or electronic gadgets in school.

Students may use the mobile phones or any electronic gadget, only in the canteen and the waiting area (beside the driveway) **after formal curriculum time including CCA sessions.**

Mobile phones and electronic gadgets are to be switched off at all other times and placed securely in the locker.

If used outside the stipulated timings and place,

1st Offence- the mobile phone or electronic gadgets will be confiscated and handed over to HOD Student Management. It will be returned to the student after school. A stern warning will be given and the offence will be recorded.

2nd Offence- the mobile phone or electronic gadgets will be confiscated and handed over to HOD Student Management. It will be returned to the student after notifying the student's parents. The consequences will be shared with the parents if the student violate the handphone policy again. The offence will be recorded.

3rd and subsequent offence- the mobile phone or electronic gadgets including the SIM card will be confiscated and handed over to HOD Student Management. Parents will be notified, and the offence will be recorded. The item(s) will be safe kept by the Vice- Principal for at least a month. Parents will be subsequently notified to collect the mobile phone.

### **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 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.

## **2e 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.

## **2f 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.

## **2g Vulgarity**

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

## **2h Open rudeness and defiance**

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

## **2i Bullying/Cyberbullying/Online Misbehaviour**

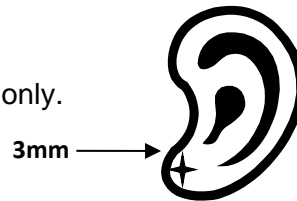
- i Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. **Cyberbullying or Online Misbehaviour is the**

**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.
- ii 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 with 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.

**Boys**

- Navy blue bermudas for Lower Sec boys and navy blue 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 always tuck in their shirts

**Boys and Girls**

- Uniform 1- The yellow top with navy blue skirt (girls), navy blue bermudas (Lower Sec boys) and navy blue pants (Upper Sec boys) to be worn on every Monday.
- Uniform 2- The navy blue polo t-shirt with navy blue skirt (girls), navy blue bermudas (Lower Sec boys) and navy blue pants (Upper Sec boys) may be worn from Tuesday to Friday or on other days when instructed.
- Sleeves are not to be rolled up.

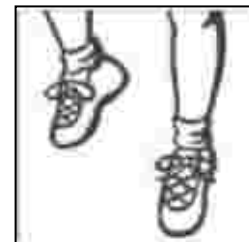
SKIRT		
Waist	Hip	Length
22	34	20
24	36	21
26	38	21
28	40	21
30	42	22
32	44	22
34	46	23
36	48	23

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 **Jacket or Cardigan**  
If you need to wear either a jacket or cardigan, it must be plain, navy blue or black. No sweaters or pullover is allowed. No oversized jackets or cardigan is allowed. The design should be simple with no large logos or brands on them.
- iii 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.
- iv 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.
- v Students should be in their appropriate CCA attire during their CCA.

- vi 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**

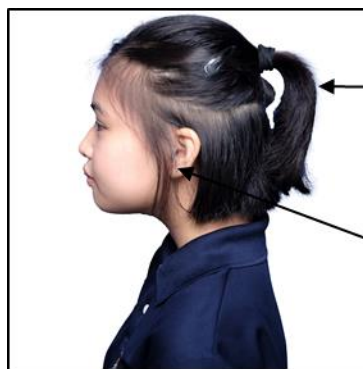


Fringe must not touch the eyebrows

Skirt length must touch the knee  
(in front as well as rear)

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



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



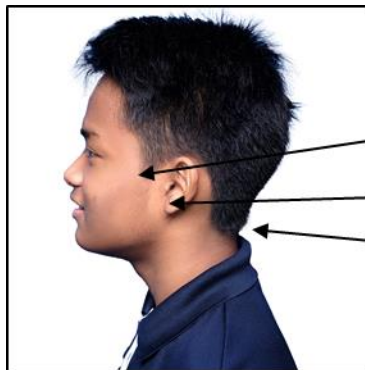
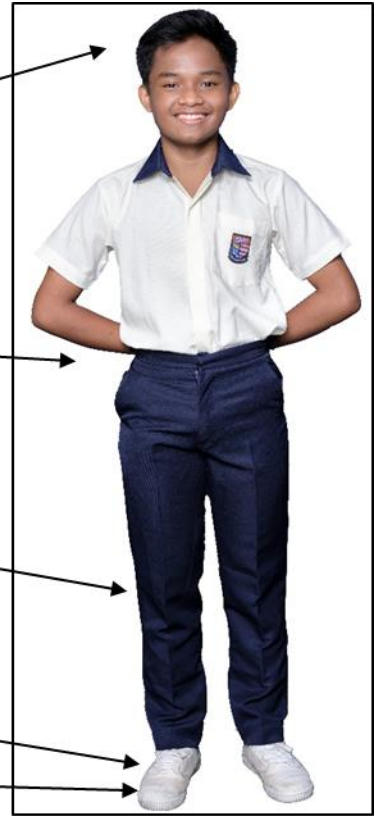
Hair must be short and neat  
Fringe must not touch the  
eyebrows

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

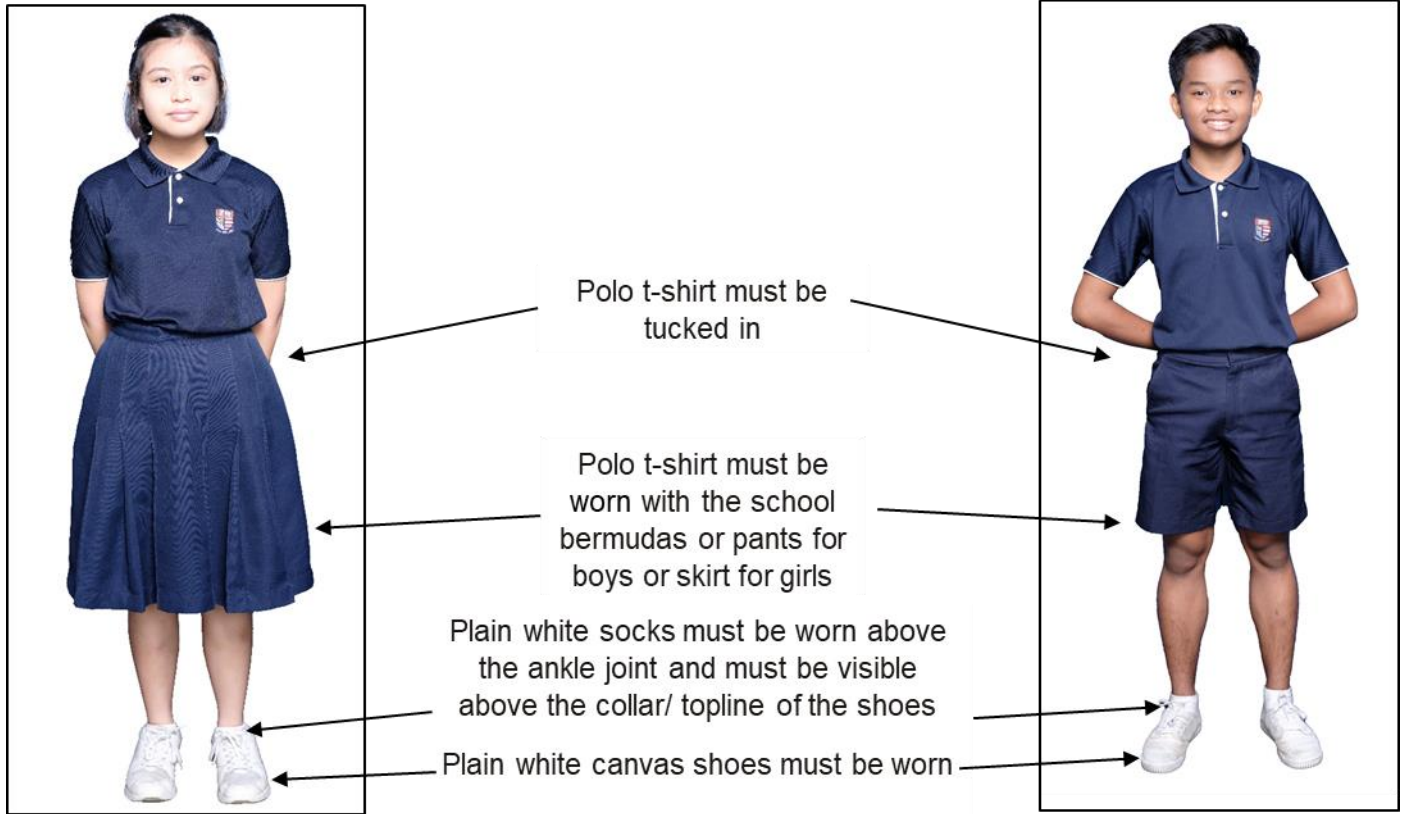


Short sideburns. Facial hair should be shaven clean

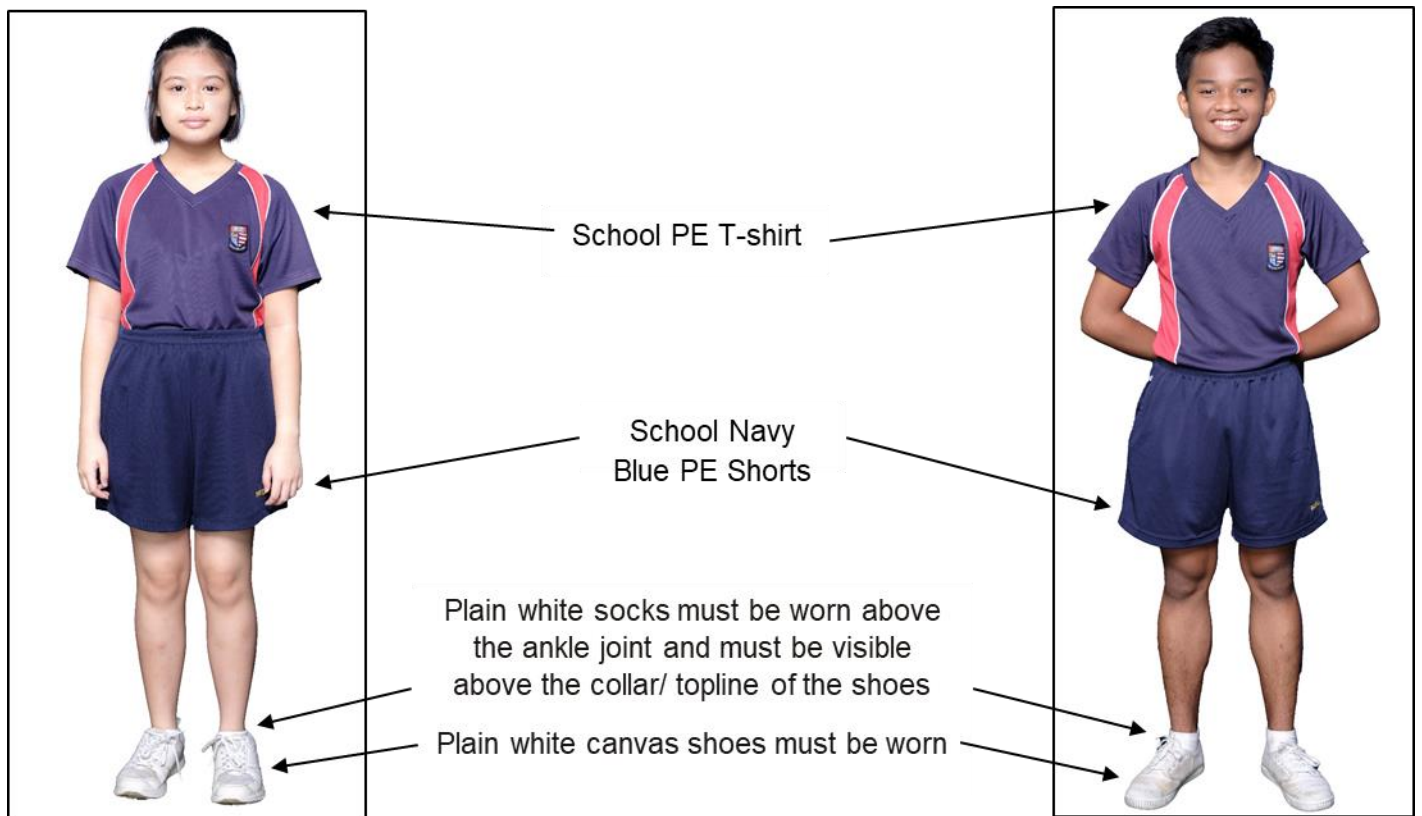
No ear studs, rings or stick to be worn

Hair length should be above the collar (back)

### Expected Appearance for Girl and Boys when wearing polo t-shirt



### 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](mailto: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, sharing or distributing pornographic or voyeuristic materials are prohibited. Students who possess, distribute, 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/ Vaping**

- i Under aged smoking and possession of tobacco product is **prohibited**. Vaping or possession of e-cigarette is **illegal**. Posting images of smoking or vaping is also an offence. If caught, item(s) will be confiscated. Parents of offenders will be notified and they have to acknowledge a warning letter by Health Science Authority (HSA). He/ she must attend mandatory smoking/ vaping cessation programme. Repeated offenders will face serious consequences such as caning or suspension. The case will be referred to HSA for further interventions. The intervention may include further investigation by the authorities and/ or fine up to \$2000 per offence.

**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.

**For Strict Compliance**

- **Students are to wear the prescribed school uniform and modification to the uniform is not allowed.**
- **Headgear of any type is not allowed.**
- **Male students must be neat in appearance and clean-shaven and no facial-hair is allowed.**
- **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.**
- **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.**

## Consequences

All cases will be investigated. Student will face the relevant consequence or a combination of consequences so as to ensure better behaviour and to develop his/ her character.

During the mid and end of the academic year, the total offence occurrences will be considered as a factor in determining the student's conduct grade.

### Minor Offences

The table below outlines the consequence(s) that the student will face when **minor** offence is committed.

Types of Minor Offence	*Consequences to student
<ul style="list-style-type: none"> <li>• sleeping in class</li> <li>• skipping class/ CCA</li> <li>• leaving class without permission</li> <li>• not bringing books, assignments, materials to school</li> <li>• leaving books behind in class</li> <li>• not handing in work</li> <li>• latecoming</li> <li>• Improper personal grooming and attire</li> <li>• littering</li> </ul> <p>(This is by no means an <b>exhaustive list</b> but it gives an indication of the types of minor offences)</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Home involvement</li> <li>• Referral to Discipline Teachers, School Counsellor and/ or Year Heads</li> <li>• Detention</li> <li>• Corrective Work Order</li> <li>• Daily monitoring</li> <li>• Opportunities to run for leadership positions, camps/overseas trips and school representations will be taken away.</li> <li>• Leadership position will be removed, if Student Leader</li> <li>• Suspension from class/ school</li> <li>• Caning (for boys)</li> </ul> <p>*The severity of the consequence(s) depends on the number of times student have been dealt with for various minor offences.</p>

***Be aware that the offence(s) will be updated in the discipline records. An accumulation of such records will have an impact on the student's conduct grade.***

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### **Serious Offences**

The table below outlines the consequence(s) that the student will face when **major** offence(s) is committed.

<b>Types of Serious Offence</b>	<b>*Consequences to student</b>
<ul style="list-style-type: none"> <li>• Truancy</li> <li>• Leaving school without permission</li> <li>• Abuse of Technology</li> <li>• Violation of AUP/ Use of Handphone</li> <li>• Open defiance and rudeness</li> <li>• Disruptive behaviour</li> <li>• Forgery</li> <li>• Vulgarity</li> <li>• Bullying or Cyber Bullying</li> <li>• Cheating in test/ exams</li> <li>• Arson</li> <li>• Theft/ Shoplifting</li> <li>• Vandalism</li> <li>• Assault/ Fighting</li> <li>• Voluntarily Causing Hurt</li> <li>• Pornography</li> <li>• Substance abuse</li> <li>• Gambling</li> <li>• Extortion</li> <li>• Possession of Weapons/ Weapon like items</li> <li>• Gangsterism</li> <li>• Smoking</li> </ul> <p>(This is by no means an <b>exhaustive list</b> but it gives an indication of the types of major offences)</p>	<ul style="list-style-type: none"> <li>• Home involvement</li> <li>• Referral to Principal, Vice-Principal, HOD (Student Management)</li> <li>• Detention</li> <li>• Confiscation</li> <li>• Compensation</li> <li>• Corrective Work Order</li> <li>• Caning (for boys)</li> <li>• Daily monitoring</li> <li>• Suspension from class/ school</li> <li>• Mandatory counselling</li> </ul> <p>*The consequence(s) depends on the severity of the major offence(s).</p>

Depending on the nature of the serious offence(s), the student will be referred to the HOD (Student Management) and/ or Principal, Vice Principals.

Students who commit serious offences repeatedly or commit serious sexual misconduct will be considered for long term suspension or even expulsion.

***Be aware that the offence(s) will be updated in the discipline records. Such records will have an impact on the student's conduct grade.***