

School Rules & Regulation



Bartleyans always strive to be good ambassadors for the school, and their daily actions and decisions are anchored on the school values of Courage, Optimism, Respect & Excellence.

In doing so, they become the aspired version of a Bartleyan – A Discipline Learner, A Principled Leader and a Compassionate Contributor.

1	Grooming & Attire
1.1	<p>Personal Grooming</p> <ul style="list-style-type: none"> • All students must be neat in appearance. • Fingernails are to be kept short and clean. No vanish is allowed. • The following are NOT ALLOWED for all students: <ul style="list-style-type: none"> • Wearing tattoos (including henna art) on any part of the body. • Wearing coloured/fanciful contact lenses or outlandish/tinted spectacles. • Wearing all forms of jewellery and accessories, e.g. caps, piercings, necklaces, nose studs, bracelets and rings. • Cosmetics and any alterations to any facial features, e.g. slits in eyebrows. • Bleaching, streaking, tinting, highlighting & colouring of hair. • Appropriate Hairstyles and Appearance for BOYS <ul style="list-style-type: none"> • Regular schoolboy haircut • Hair must be short and slope at the back. • Hair must not cover the ear and sideburns to be short. • Hair fringes are not to touch the eyebrows. • Hair must not be tinted or dyed. • Outlandish, punkish and fanciful hairstyles (eg: permed, undercut, spiky styles) are not allowed. • Ear accessories are not allowed. • Facial hair is not allowed. Boys are expected to be neat in appearance and always keep a clean-shaven look. Moustache, beards, goatees or sideburns are strictly forbidden. • Appropriate Hairstyles and Appearance for GIRLS <ul style="list-style-type: none"> • Hair must not be tinted or dyed. • Hair that is longer than the upper end of the collar must be tied up neatly. • Wear only black or dark blue ribbons/hair band/hair clips. • Outlandish and fanciful hairstyles (e.g. permed, undercut, spiky styles) and hair extension are not allowed. • A pair of small and simple black studs can be worn in the earlobe. • No wearing of cosmetics (e.g. coloured lip balms, foundations, etc.)
1.2	<p>School Uniform</p> <ul style="list-style-type: none"> • Students are to wear the prescribed school uniform and modification to the uniform is not allowed.

	<ul style="list-style-type: none"> • The prescribed school uniform is to be worn by all students when attending school or any school function, or when representing the school in external activities. • Should students need to wear either a jacket, cardigan or pullover, it must be plain, navy blue or black. There should not be any large logos of brands, advertisements or designs on them. • Plain white canvas shoes with white shoelaces or white velcro must be worn. There should be no fanciful or reflective stripes, logos or designs on the shoes. • Plain white socks must be worn at least 2 fingers above the ankles and must be clearly visible. • Wearing sandals or flip-flops is permissible only when accompanied by medical reasons. In such cases, students must produce a medical certificate or report. • School Uniform for BOYS <ul style="list-style-type: none"> • Light yellow shirts with navy blue pointed collar and short sleeves. • 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. • Boys are to always tuck in their shirts • School Uniform for GIRLS <ul style="list-style-type: none"> • 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.
<p>1.3</p>	<p>P.E. Attire</p> <ul style="list-style-type: none"> • All students must wear the school PE attire during PE lessons. • After the PE lesson, students are to change into their school uniform and only do so during recess. • All students must be in their appropriate PE/CCA attire when reporting and participating in their CCA activities.
<p>1.4</p>	<p>Headgear of any type is not allowed.</p>

1.5 Expected Appearance for Girls

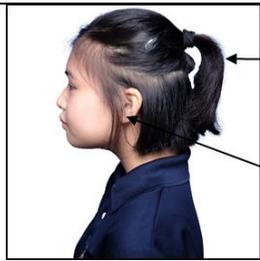


Fringe must not touch the eyebrows

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

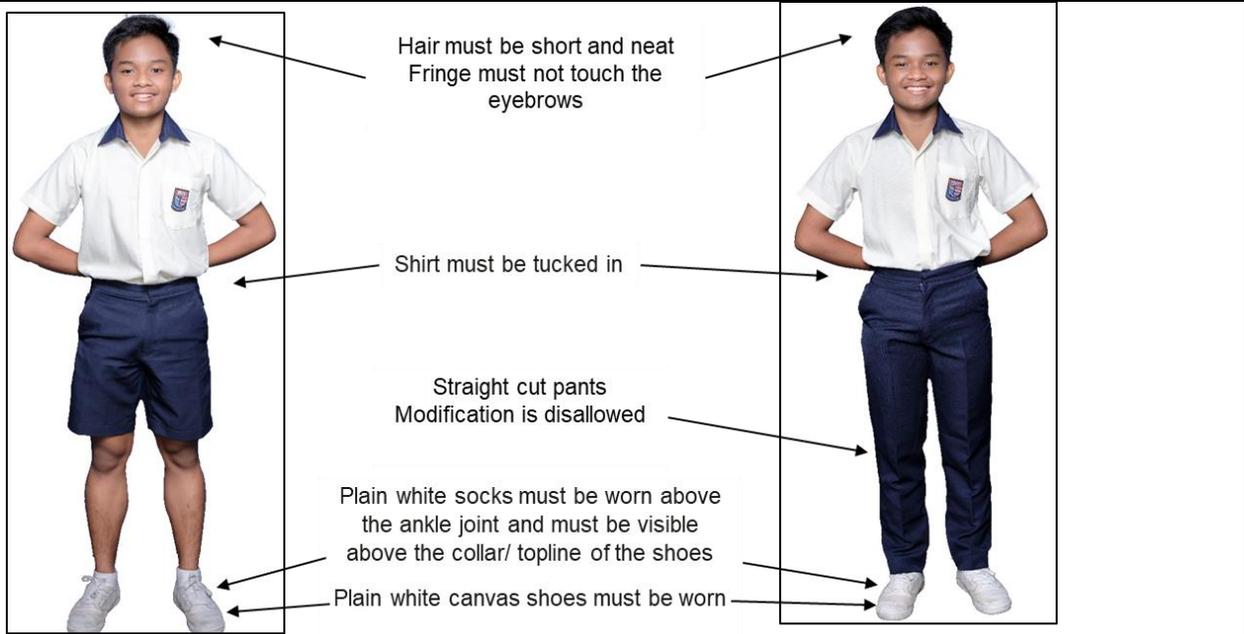
Plain white canvas shoes must be worn



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

Only a pair of plain ear studs can be worn

1.6 Expected Appearance for Boys



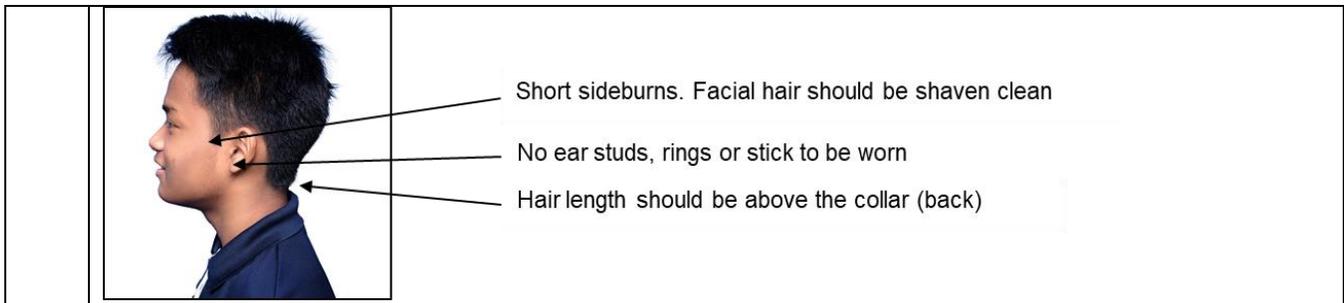
Hair must be short and neat
Fringe must not touch the eyebrows

Shirt must be tucked in

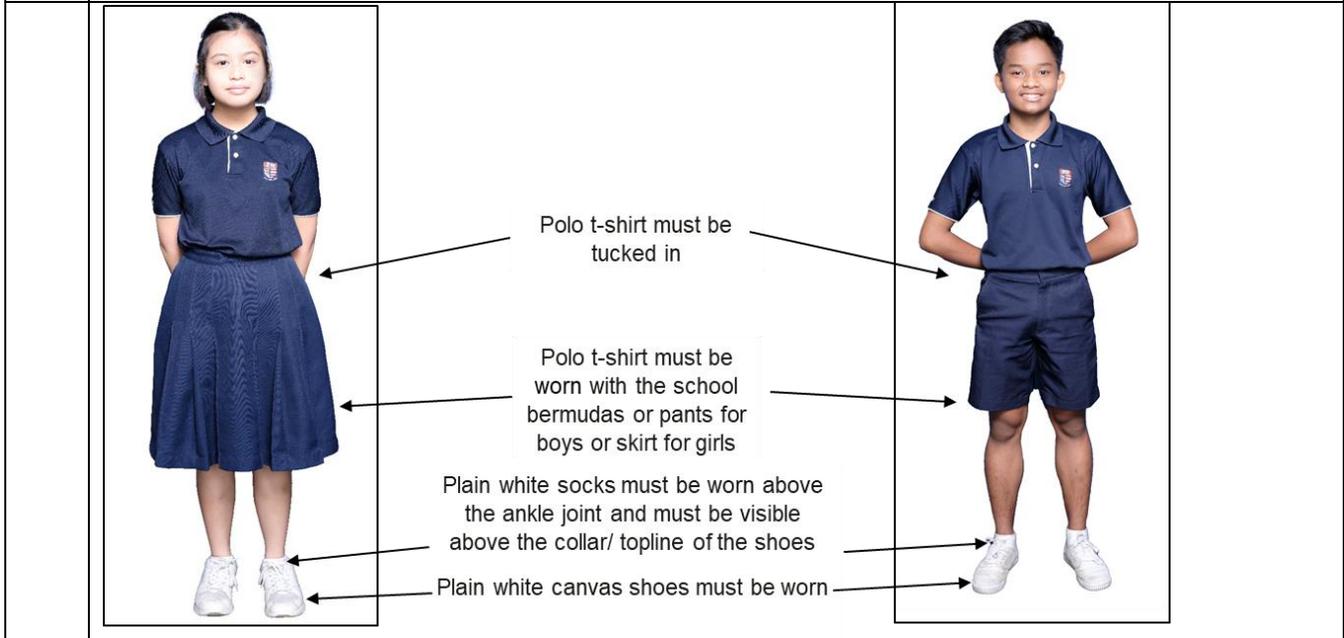
Straight cut pants
Modification is disallowed

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

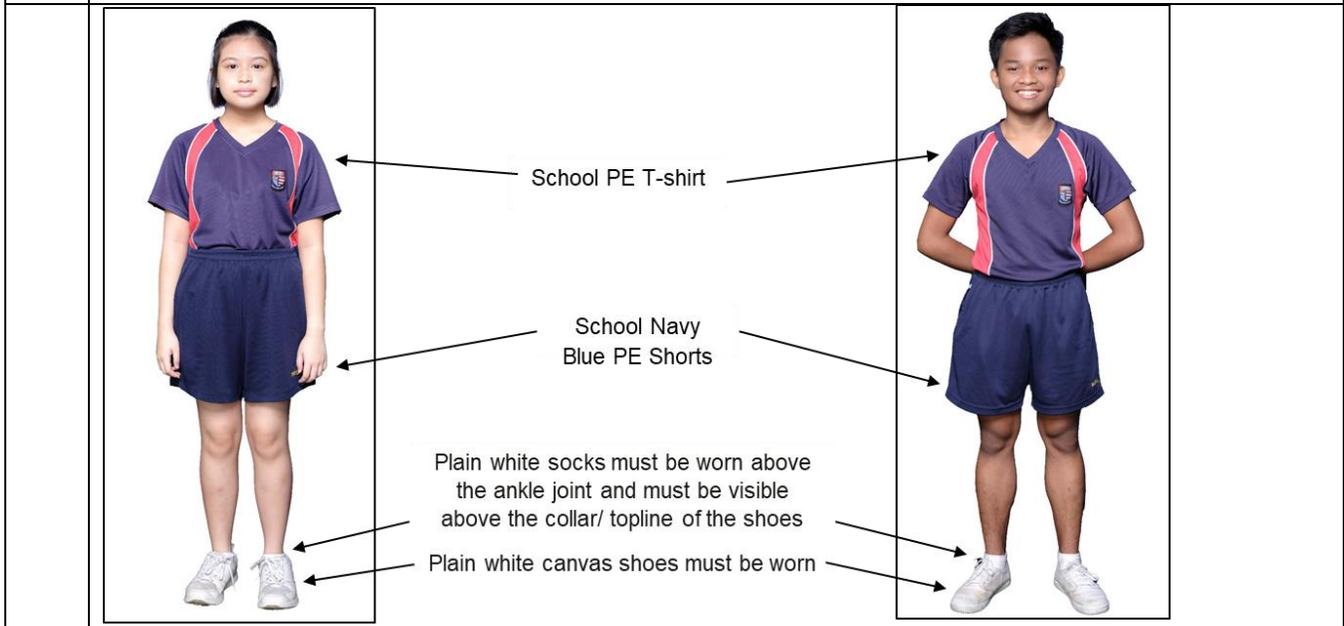
Plain white canvas shoes must be worn



1.7 Expected Appearance when wearing School Polo T-shirt



1.8 Expected Appearance when wearing School PE Attire



2	Attendance
2.1	<p>Truancy- Being absent from school without a valid reason on school days</p> <ul style="list-style-type: none"> • Attendance in school and any school-related activities (including CCA) is compulsory. • Form teachers will check and confirm the daily attendance during the morning assembly. • Absence from school due to illness must be covered by a medical certificate, issued by a doctor registered with the Singapore Medical Association. • Absence from school without any valid reason (MC or parent's letter) will be considered as truancy. • Truancy is considered a serious offence and students who play truant will face disciplinary consequences. • Absence from school shall be permitted when it is supported by a medical certificate (MC) or parent's letter/ email (limited to 10 per year). The school will accept not more than 10 parent's letters/ emails per year.
2.2	<p>Punctuality</p> <ul style="list-style-type: none"> • Morning Assembly <ul style="list-style-type: none"> • All students are to move to the assembly area at 7.30 am when the music is played. • They should assemble with the class at the assembly area by 7.45 am punctually for the flag raising ceremony and the daily announcements. • Students who are not physically present with their class for the assembly by 7.45 am will be considered as late for school. • Parent/ guardian will be notified via PG each time a student is late for school. • In case of wet weather or unavailability of the school hall, students will be instructed to assemble in the classroom. • Students must be punctual for school, lessons, CCA and any other activities organised by the school.
2.3	<p>Leaving school during Curriculum Time</p> <ul style="list-style-type: none"> • Students who need to leave the school premises during school hours must seek permission from the Form Teacher/Co-Form Teacher/Year Head and fill in the form on 'Permission to Leave the School'. The form must be endorsed by the staff at the General Office before the student can leave. • Parents/Guardian will be notified, and to accompany the student home if possible. • If a student is unwell and wants to go home by himself/herself, his parents/guardian will be informed by the form teacher or admin staff. • For official reasons, 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.
2.4	Leaving the country during school days

	<p>No leave of absence will be granted to any student during normal school days (i.e. days that are not officially declared as school holidays) for family travel or other non-school related activities, except for extenuating circumstances or represent state for international competitions.</p>
2.5	<p>Flag Raising and Pledge Taking</p> <ul style="list-style-type: none"> • 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. • Throughout the singing of the National Anthem and reciting the pledge, students are to face the flag, keep still and pay full attention.
2.6	<p>Skipping classes/ CCA - Being absent without a valid reason</p> <ul style="list-style-type: none"> • Students are to attend all lessons/ CCAs promptly. • Students must obtain the permission of the teacher before leaving the classroom. Movement pass is to be issued by the teacher, and students must display these passes prominently before leaving the classroom. • Only one student is allowed to visit the washroom at any one time. • Students are not permitted to use the staff washrooms.
2.7	<p>Expected Behaviour during break and at dismissal</p> <ul style="list-style-type: none"> • During the change of lessons, no student should be loitering along the corridor. • Students are to stay within the canteen when consuming food and drink during recess. They are not allowed to remain in the classroom or loiter around the school premises. • 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.
3	<p>Misconduct</p>
3.1	<p>Use of smart and computing devices such smartphone, smartwatches, PLDs.</p> <ul style="list-style-type: none"> • Students are not to use smartphones and smartwatches during school hours, including recess, CCA and after-school programmes. • Smartphones and smartwatches should be switched off and kept in designated lockers during school hours. • Students should bear responsibility for safekeeping these devices. • Students are not allowed to use their smartphone at all times except during dismissal time and only at designated areas, namely the school canteen and the foyer area in front of the General Office. • Personal Learning Devices (PLD) are to be used for educational purposes only and when it is directed by the teacher. • Electronic handheld games are prohibited in the school.

	<p>Non- compliance of the abovementioned policy will result in the confiscation of the device(s).</p>
3.2	<p>Bullying</p> <ul style="list-style-type: none"> • 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. • Social bullying refers to excluding an individual deliberately. • Students who are involved in bullying or cyberbullying and other online misbehaviour will be seriously dealt with.
3.3	<p>Cheating in tests/ examinations - Possessing notes or other prohibited items, copying from others, allowing others to copy, tampering with marks</p> <ul style="list-style-type: none"> • 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. • Students must not be 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.
3.4	<p>Disruptive Behaviour - Interfering with the smooth running of class or school events. For example, running around, talking across, clapping when not necessary, etc.</p> <ul style="list-style-type: none"> • Students must always respect their teachers and peers. • Students who wish to enter a classroom must knock 'lightly' on the door and wait patiently for the teacher to permit them to enter. Students must use the front door to enter the classroom if there is a teacher in the class. • Students must be proactive and greet all teachers. • Students must be attentive during lessons. He/ She must be on task and cooperate with each other during group work. • 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.
3.5	<p>Business or monetary transactions</p> <ul style="list-style-type: none"> • Students are not allowed to perform any form of business transactions and/or exchange of money in school. • Students must know that it is an offence to encourage or participate in any scams or fraudulent activities.

3.6	<p>Forgery – include forging signatures, medical certificates, consent forms, etc. with the intention to deceive</p> <ul style="list-style-type: none"> • 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.
3.7	<p>Open rudeness and defiance - Refusing to conform to school rules, norms and practices; disobeying teachers' instructions; displaying rudeness and disrespect in speech or body language</p> <ul style="list-style-type: none"> • Students must be polite to all staff, students and members of the public. • Students must abide all school/class rules. Students who defy the rules will be seriously dealt with.
3.8	<p>Horseplay/ Rough Housing - Engaging in playful interaction that causes physical harm or damage to property.</p> <ul style="list-style-type: none"> • Students should be engaged in meaningful play only. He or she should refrain from causing harm to their peers or the environment.
3.9	<p>Bringing of educational materials and submission of assignments</p> <ul style="list-style-type: none"> • Students must plan for their lesson and bring proper school bags containing books and other related materials required for the day. • Leaving books under the desks is not allowed. All books and files should be brought home for revision and self-study. • Students must complete and submit all assignments promptly.
3.10	<p>Vulgarity - Verbalising coarse or abusive language</p> <ul style="list-style-type: none"> • Vulgarity is not tolerated. Be respectful in speech and body language.
3.11	<p>Littering- Dropping or leaving rubbish in school premises or public places</p> <ul style="list-style-type: none"> • Students are to keep the classroom clean. They are to clean the class after every lesson. They are also expected to keep the common areas, like corridors, canteen, school field, indoor sports hall and special rooms clean. • Only water can be consumed in the classrooms. • Food or sweetened drinks must be consumed within the canteen area. No food should be consumed in the classrooms.

	<ul style="list-style-type: none"> • Litters must be thrown into the recycling bins. • Students are to scrape food remnants into bins provided before returning used utensils to the receptacles provided by the canteen vendors.
4	Damage of Property/ Theft
4.1	<p>Arson- Planting explosives or setting of fire, whether attempted or actual</p> <ul style="list-style-type: none"> • 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. • 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. • Students must refrain from causing false fire alarm, that is, setting off a fire alarm without a reasonable belief that a fire exists.
4.2	<p>School property and vandalism- Vandalising school or personal property, writing graffiti</p> <ul style="list-style-type: none"> • Students are to treat all school property with respect and refrain from any form of vandalism. • Students should refrain from meddling with the projector, screen and other related facilities. • Before leaving the classrooms or special rooms, students are to make sure that the lights and fans are switched off. • Washrooms must be always kept clean and dry. • Purchase only canteen food for consumption in the school premises. • Food or drinks purchased from outside vendors are not allowed in school.
4.3	<p>Theft/Shoplifting- Stealing school property or property belonging to others</p> <ul style="list-style-type: none"> • Students must always keep all their valuables with them and refrain from bringing lots of cash to school. • School bags, books and any other valuables are to be taken to the special rooms or other venues during lessons. • During PE and CCA lessons, wallets and any other valuables are to be left with the PE teacher.
5	Other Serious Offences
5.1	<p>Assault and Fighting</p> <ul style="list-style-type: none"> • Assaulting is a serious offence. Conflicts must be settled amicably. • 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.
5.2	Gambling

	<ul style="list-style-type: none"> • Possession of gambling paraphernalia such as Poker, Magic/Fantasy trading cards is always prohibited in the school. Such items will be confiscated when they are seen. • Betting or participating in any unauthorised collection of money is prohibited.
5.3	<p>Gangsterism</p> <ul style="list-style-type: none"> • Gangster-like activities are not tolerated in and out of school. • Students who extort money from others will be seriously dealt with. • 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.
5.4	<p>Possession of Weapon</p> <p>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.</p>
5.5	<p>Pornography</p> <ul style="list-style-type: none"> • Consuming, possessing, distributing, selling pornographic materials is an offence. If pornography is received from others, delete it away and refrain from sharing with others.
5.6	<p>Sexual Misconduct- Being involved in attempted rape, outrage of modesty, underage sex, sexual grooming, peeping, etc.</p> <ul style="list-style-type: none"> • Students who engage in sexual misconduct such as sexual harassment, sexual abuse/ assault, sexual exploitation or any other form of sexual misbehaviour will be seriously dealt with.
5.7	<p>Smoking</p> <ul style="list-style-type: none"> • Under aged smoking and/ or possession of tobacco product are prohibited. Using, possessing, distributing and/ or selling cigarettes is a serious offence and it is against the law. Hence, such offenders will face serious consequences. • Posting images or recording of smoking is also an offence. If caught, item(s) will be confiscated. • Students will face school consequences as well as referred to HSA for counselling.
5.8	<p>Vaping</p>

	<ul style="list-style-type: none"> • Using, possessing, distributing or selling e-vaporisers is illegal. Parents of offenders will be notified, and they will face a composition of fines by the Health Science Authority (HSA). • He/ she must attend mandatory smoking/ vaping cessation programme by HPB. • In addition, such offenders will also face serious consequences such as caning or suspension by the school. • Recalcitrant will face escalated consequences by HSA as well as the school.
<p>5.9</p>	<p>Abuse- Alcohol, Drug and Inhalant Abuse</p> <p>Students will be seriously dealt with if they consume or possess substances such as drugs, inhalant or alcohol.</p>

Consequences

All cases will be investigated. Students will face the relevant consequence or a combination of consequences 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 a minor offence is committed.

Types of Minor Offence	*Possible consequences
<ul style="list-style-type: none"> ● Sleeping in class ● Skipping class/ CCA ● Leaving class without permission ● Not bringing books, assignments, materials to school ● Not handing in work ● Late coming ● Improper personal grooming and attire ● Littering ● Violation of Acceptable Use Policy/ Misuse of Smartphone/ Smartwatches and/or mobile devices ● Use of insensitive acts/remarks ● Use of vulgarities or abusive language or gestures ● Playful/uncooperative behaviours <p>(This is by no means an exhaustive list, but it gives an indication of the types of minor offences)</p>	<ul style="list-style-type: none"> ● Verbal warning ● Home involvement ● Referral to Discipline Teachers, School Counsellor and/ or Year Heads ● Written reflection ● Corrective work <p>Recalcitrant offenders shall face tougher consequences listed below:</p> <ul style="list-style-type: none"> ● Detention ● Daily monitoring ● Opportunities to run for leadership positions, camps/overseas trips and school representations will be taken away. ● Conduct grade will be reviewed ● Leadership position will be removed, if Student Leader ● Suspension from class/ school ● Confiscation of devices during curriculum time ● Caning (for boys) <p>*The severity of the consequence(s) depends on the number of times student has been dealt with for various minor offences.</p>

Be aware that the offence(s) will be updated in the discipline records.

Serious Offences

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

Types of Serious Offence	*Possible Consequences
<ul style="list-style-type: none"> ● Truancy ● Leaving school without permission ● Open defiance and rudeness ● Disruptive behaviour ● Forgery ● Cheating in test/ exams ● Theft/ Shoplifting ● Scams & frauds ● Possession of Weapons/ Weapon like items ● Cybersecurity violations ● Trespassing and unauthorised access ● Arson ● Vandalism ● Gambling ● Extortion of money ● Smoking ● Vaping ● Bullying (Cyber, Physical, Social, Verbal) ● Assault ● Fighting ● Gangsterism ● Voluntarily Causing Hurt ● Pornography ● Sexual Misconduct (Sexual Harassment, Sexual Abuse/ Assault, Sexual Exploitation or any other sexual misconduct) ● Substance abuse (using, possessing, selling or distributing Alcohol, Drug and Inhalant) ● Vaping with etomidate <p>(This is by no means an exhaustive list, but it gives an indication of the types of major offences)</p>	<ul style="list-style-type: none"> ● Home involvement ● Referral to Principal, Vice-Principal, HOD (Student Management) ● Detention ● Confiscation ● Compensation ● Corrective Work Order ● Caning (for boys) ● Suspension from class/ school ● Mandatory counselling or referral to agencies ● Daily monitoring ● Involvement of Law Enforcement Agencies ● Expulsion ● Opportunities to run for leadership positions, camps/overseas trips and school representations will be taken away. ● Conduct grade will be reviewed ● Leadership position will be removed, if Student Leader <p>*The consequence(s) depends on the severity of the major offence(s) and is not limited to the list above.</p>

Depending on the nature of the serious offence(s), the student may 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.