



THE BENDEMEER STANDARDS

Our School Rules & Code of Conduct

The Bendemeer Standards outlines the school rules, expectations and code of conduct for all students to adhere to in order to contribute to a conducive and purposeful learning environment in and outside school. It defines the highest standards of behaviour and decorum so that there is discipline and order in the overall school tone.

Character is built through order and discipline. Our students thrive when they are **(Be)** anchored in values, **Dare** to aspire, **Motivate** one another and **Strengthen** their strengths. Self-discipline empowers our students to stay focused on their life goals, enhance personal confidence and build stronger personal and school pride.

All students are thus expected to always abide by the Bendemeer Standards in and out of school. Consequences will be meted out to students who violate any of the Standards.

A. ATTENDANCE

Attendance in school is mandatory. To develop our students to their fullest potential, the school takes a strong stance towards student attendance and punctuality. Students must take ownership of their learning by being present and punctual for school-related activities and tasks.

- Any absenteeism for any school day, including Co-Curricular Activities (CCAs), and/or school planned programmes must be accompanied by an official medical certificate (MC) from a medical practitioner registered with the Singapore Medical Association.
- Parent/Guardian's letter is only accepted for five days of absence per semester.
- Only a MC is allowed for student's absence from any assessment (school-based assessment or national examinations).
- The MC or parent/guardian's letter must be submitted within one day upon return to school. The school reserves the right to request for any documentation where required. Failing which, the student will obtain a zero mark.
- Any wilful absenteeism will be severely dealt with. Truancy is a serious offence. Students who are absent without valid reasons will face serious disciplinary consequences.
- Students are not allowed to leave the school before his/her last period ends.
- In the event that a student is unwell during school hours, the School's administrative personnel will inform the student's parent or legal guardian to take him/her to see a medical doctor or home from school.
- Students should not travel overseas during the school days. Written permission must be sought from the Principal should there be a valid reason to.

B. PUNCTUALITY

Punctuality reflects self-discipline and respect, and is critical to students' academic achievement.

- Students are expected to be present at the assembly area for our flag-raising ceremony and attendance-taking at 7.30am sharp. Table 1 reflects the assembly area for the school days. Those who are not present at 7.30am are considered late.



	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Odd Week	School Hall	Classrooms	Classrooms	Classrooms	School Hall
Even Week	School Hall	Classrooms	Classrooms	Classrooms	[Home-Based Learning Day]

Table 1: Assembly Area for Morning Assembly at 7.30am sharp

- Students are expected to be punctual for all school-related programmes and activities, including lessons, assessments, CCA sessions and/or other school-planned or facilitated activities in or outside school.
- Students are expected to submit quality homework/tasks on time. Any delay may result in consequences such as a reduction in marks.

C. DAILY MORNING ASSEMBLIES

Our daily morning assemblies allow us to gather as a school community to start the day right through the flag-raising, singing of our National Anthem and recital of our Pledge.

- The morning music played at 7.23am is a signal for students to make their way quickly to the assembly area, if they are not there yet.
- All students are expected to be present at the assembly for our flag-raising ceremony and attendance-taking at 7.30am sharp.
- Monday Morning Assemblies:
 - Students are expected to be in their full school uniform with school tie for every Monday Morning Assembly.
 - Students must sing the School Song and recite the Student Bendemeerian Code with pride and respect.
 - Students may only remove their school tie after Monday Morning Assembly in their respective classrooms.
- **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 must show respect and stand at attention during the flag-raising ceremony where the National Anthem is being sung and the Pledge is being recited, and when announcements are made, and attendance is being taken.

D. SCHOOL ATTIRE

Wearing our school uniforms appropriately and neatly reflects commitment, respect and a sense of belonging to the school community. Students are expected to be presentable in our school attire to reflect personal and school pride at all times.

- **Students are to wear the prescribed school uniform. Any modification to the uniform is not allowed.**
- Students are expected to be in their full school uniform with school tie for every Monday Morning Assembly, school events such as Speech & Awards Day, and any other events specified.
- Students are expected to be properly attired and presentable in the school full and half uniform at all times (except full school uniform for Monday Morning Assemblies), with the exception of Physical Education (PE) lessons and CCA sessions where the PE and CCA attires are permitted.



- Only approved Class and CCA T-shirts may be worn on odd week Fridays and even week Thursdays.
- All school shirts/blouses and T-shirts are to be neatly tucked in at all times, whether students are in and out of school. The only exception is when students are having their PE lessons or sports CCA sessions.
- Students are expected to change into half uniform immediately after their PE lessons.
- School bottoms (bermudas, pants, shorts and skirts) must be worn at the waist. School bermudas and skirts must be at knee's length while school pants with the school belt must cover the ankles and cannot be tapered.
- Students are expected to wear only 100% white socks that cover above the ankles, and mainly white shoes for school. No other footwear is permitted unless permission is sought through parents/guardian's letter and supporting medical documents from the Form Teacher(s) and Year Head on medical grounds.
- Students who fail to meet the required standard of the school will be required to rectify the problem before they are allowed to join in the lesson.
- Students are expected to come to school and return home in their school uniform.

E. PERSONAL GROOMING

Proper personal grooming fosters self-confidence and is critical to nurturing one's growing identity as a self-respecting and self-disciplined young adult.

- Students are expected to be well-groomed at all times. This includes caring for their personal hygiene, cleanliness and school attire.
- **Male students must be clean-shaven and neat in appearance at all times.**
- Spot checks on students' school attire and personal grooming is conducted every morning and at other appropriate times. Students who fail to comply with the standards expected will face disciplinary consequences.
- Students are to refer to **Annex A** for the **Personal Grooming Standards**.

F. LEARNING ATTITUDE AND BEHAVIOUR

A positive learning attitude and behaviour towards learning brings one midway towards success. Students are encouraged to be fully engaged and respectful during all school lessons and activities.

- All students are expected to be punctual for their lessons and school activities. Attendance will be taken at the start of each lesson. Perpetual latecomers will face disciplinary actions.
- Students are reminded to be respectful to all teachers and school staff, including administrative, logistics and cleaning personnel and fellow students. They are to greet them respectfully.
- Students must have the necessary learning materials (e.g. stationery, books, notes) so that proper learning can take place. Students are encouraged to share with their Form Teacher(s) should there be any difficulties purchasing them. Recalcitrant students who always do not have their materials may face disciplinary consequences.
- Students are expected to be attentive, participate actively during lessons, file and organize their files and notes, and submit quality assignments and homework punctually. They are reminded to consult teachers when in doubt.



- Students are expected to seek permission from their teachers if there is a need to leave the classroom/learning venue with a Lesson Exit Pass issued by the teacher. Without which, they may face disciplinary actions for leaving.
- Students are expected to keep all learning venues clean, neat and tidy at all times. All fans, lights and air purifiers are to be switched off when not in use. Classrooms are to be locked by the Class Chairperson when no one is in the classroom.
- No food or sweetened drinks are to be brought from the canteen to the classrooms. All food and sweetened drinks are to be consumed in the school canteen. Only dry snacks are permitted to be taken in the classrooms with the teacher's permission.
- **All students are not allowed to have any weapon in their possession. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to self or others.**

G. USE OF ELECTRONIC DEVICES INCLUDING PERSONAL LEARNING DEVICE AND MOBILE PHONES

Students are to exercise self-discipline and responsibility in managing their use of electronic devices (e.g., mobile phones, headphones, tablets, gaming consoles) so that the quality of learning is not compromised. They are also expected to be discerning, respectful and responsible in their online/cyber behaviour.

- Personal electronic devices such as mobile phones, earphones or game consoles are not allowed during any school-organised learning activity which includes lessons, outside/after school activities (e.g. learning journeys and competitions) and CCA sessions.
- All mobile phones are to be switched off and kept inside students' lockers before the start of the first period till the last period.
- Mobile phones may be retrieved during recess and lunch breaks but must be immediately kept in their lockers before the start of the period after recess/lunch.
- Students who use their electronic devices such as the mobile phones during curriculum time will have their devices/mobile phones confiscated. Recalcitrant students will face disciplinary consequences.
- Students are expected to ensure responsible and ethical use of technology, including their electronic devices and the internet. It should not bring disrepute to themselves, the school, any staff or student, and not infringe on the laws.
- Any misuse or inappropriate use to abuse or hurt the school, staff, students or member of the public will have their devices confiscated. They are also subjected to severe disciplinary actions.
- Inappropriate behaviour includes spam, scamming/phishing, personal attacks, accessing/possessing/circulating pornography, posting of materials that are inappropriate on any platforms, taking of photographs and videos of school staff, students or any member of the public without their permission.
- Smartwatches are not permitted for communication (e.g., calls and text messages) during school hours. Smartwatches are not permitted during school-based assessment and national examinations. Any student caught using will be taken as cheating and a zero mark will be given.
- All Personal Learning Devices (PLDs) must be stored in the student lockers during school hours unless actively being used for learning purposes as directed by a teacher. Students must safe-



keep their PLDs in their lockers when they leave their classroom during recess, lunch, PE lessons, CCA sessions or any out-of-class activities that do not require the use of PLDs.

- PLDs should be switched off and placed securely within the lockers to prevent accidental damage or disruption during class time.
- Students are responsible for keeping their PLDs charged and ready for use when needed for instructional/learning activities.
- Students are to bring their PLDs home daily to be charged fully before bringing them back to school the next school day. Strictly no storage of PLDs inside the lockers overnight.
- Students are responsible for the safekeeping of their items stored including their personal electronic devices such as their mobile phones and their PLDs. The school is not responsible for any loss or damage to the items stored in the lockers.
- The use of PLD and School ICT resources is also guided by the Acceptable Use Policy (AUP).
- Any loss of personal items or PLDs must be reported to the Form Teacher(s), Head of Department/Subject Head of ICT immediately.

H. SCHOOL PROPERTY AND FACILITIES

Keeping our school clean and well-maintained is everyone's responsibility. Having well-maintained school premises and facilities is important to our safety and well-being.

- Students are expected to take responsibility for the cleanliness of the school environment. Students should maintain a conducive learning environment by keeping all learning venues (such as the classrooms and laboratories/workshops/kitchens/music room/field) and common spaces (such as the School Canteen, Library, Student Café and Study Areas) clean and tidy after use.
- Students are also expected to take the initiative to pick up litter to keep the school compound clean.
- Students are expected to take good care of school property such as student tables, chairs, lockers, toilets, canteen and classroom IT facilities among others.
- Students are to report damage or misuse of school property immediately to the school staff.
- Students who have damaged any school property are expected to admit to the mistake and make good any damage. He/She may face any disciplinary consequences.

I. SCHOOL SAFETY

Besides ensuring the good condition of the school, it is also every student's responsibility to ensure the school compound and facilities are safe and secure.

- Students must maintain the safety of self and others by reporting to a teacher immediately when any inappropriate behaviour is taking place.
- Students will only use the special rooms such as the Science laboratories, D&T workshops, FCE kitchens, Music/Art rooms, computer laboratories and other special rooms under the supervision of a teacher.
- Students will not activate the fire extinguishers, fire hose reels and fire alarms unless for emergency purposes.
- Students are not permitted to enter the Staff Rooms unless accompanied by a teacher.



J. DISCIPLINE APPROACH

Students learn well when there is order and discipline. They also need care, encouragement and space to learn from mistakes, reflect on them and make improvements. Our discipline approach adopts an educative process to guide students to develop self-management and responsible decision-making. Disciplinary consequences help them to learn the consequences of their inappropriate actions and poor choices, and take responsibility not to repeat their mistakes.

Refer to **Annex B** for our **Disciplinary Policy**.






PERSONAL GROOMING STANDARDS





Gentlemen	Ladies
Personal Wear	
<ul style="list-style-type: none"> Only simple and plain sweaters/cardigans with no offensive words/images are permitted when the weather is cold. Students should stay at home if they are unwell. Any inner wear such as singlets, briefs or brasseries should be white or skin coloured. Straps should not be seen. 	
Hair	
<ul style="list-style-type: none"> All hair should be of natural colour with no tint/dye/highlight/bleach. The school may request for parent/guardian's letter to justify student's hair colour, should there be a need to. Students' hair must be neat and tidy at all times. No fancy hair style is permitted. All hair fringes must not touch the eyebrows when pressed/pulled down. 	
<ul style="list-style-type: none"> Hair length at the back must be above the shirt collar. Hair length at the sides must not touch the ears. Male students must be clean-shaven and neat in appearance at all times. 	<ul style="list-style-type: none"> Long fringe must be pinned up, away from face. Only black hair ties and clips/pins are allowed.
General Appearance & Accessories	
<ul style="list-style-type: none"> Nails are to be kept short, clean and free of nail polish or varnish of any sort. No tinted/coloured contact lenses are allowed. No temporary or permanent makeup is permitted. Tattoos or any other forms of body painting, permanent or temporary, are strictly not allowed on any part of the body. Students found with tattoos will be suspended from school until efforts are made to remove them. No jewellery or accessories is permitted. Only a pair of small simple ear-studs (no more than 3mm) is allowed for girls at the lowest pierced hole in the earlobe. No coloured contact lenses is permitted 	









ATTIRE & GROOMING (GENTLEMEN)

Hair		
Front	Side	Back
		
<ul style="list-style-type: none">• All hair fringes must not touch the eyebrows when pressed/pulled down.• All hair should be of natural colour with no tint/dye/highlight/bleach.	<ul style="list-style-type: none">• Hair length at the sides must not touch the ears.• Male students must be clean-shaven and neat in appearance at all times.	<ul style="list-style-type: none">• Hair length at the back must be above the shirt collar.





Full Uniform (Mondays & School Formal Events)	Half-Uniform (Tuesdays to Fridays)	School Attire
Lower Secondary Gentlemen		
		<p>School Shirt:</p> <ul style="list-style-type: none"> To be tucked in neatly Top button to be buttoned when school tie is worn <p>School Bermudas:</p> <ul style="list-style-type: none"> At knee level <p>Socks</p> <ul style="list-style-type: none"> White socks worn above ankle <p>Shoes</p> <ul style="list-style-type: none"> Plain white shoes
Upper Secondary Gentlemen		
		<p>School Shirt/School Polo T-Shirt:</p> <ul style="list-style-type: none"> To be tucked in neatly Top button to be buttoned when school tie is worn <p>School Pants:</p> <ul style="list-style-type: none"> Straight cut <p>School Belt:</p> <ul style="list-style-type: none"> To be worn with school pants at all times/where required <p>Socks</p> <ul style="list-style-type: none"> White socks worn above ankle <p>Shoes</p> <ul style="list-style-type: none"> Plain white shoes

ATTIRE & GROOMING (LADIES)

Hair (short)		
Front	Side	Back
		
Hair (long)		
Front	Side	Back
		
<ul style="list-style-type: none"> • All hair fringes must not touch the eyebrows when pressed/pulled down. • Long fringe must be pinned up, away from face. • Only black hair ties and clips/pins are allowed • 	<ul style="list-style-type: none"> • Hair length must not touch the shoulders and must be neat • Hair should not be tied • All hair should be of natural colour with no tint/dye/highlight/bleach. 	<ul style="list-style-type: none"> • Hair length at the back must be above the shirt collar, or, • A neat ponytail is recommended for long hair that touches the collar.



Full Uniform (Mondays & School Formal Events)	Half-Uniform (Tuesdays to Fridays & All Other School activities)	School Attire
Lower Secondary & Upper Secondary Ladies		
		<p>School Blouse:</p> <ul style="list-style-type: none"> • To be tucked in neatly • Top button to be buttoned when school tie is worn <p>School Skirt:</p> <ul style="list-style-type: none"> • At knee level <p>Socks</p> <ul style="list-style-type: none"> • White socks worn above ankle <p>Shoes</p> <ul style="list-style-type: none"> • Plain white shoes



DISCIPLINARY POLICY

Offences	Disciplinary Consequences
Level 1 Offences (1st to 3rd time)	
<ul style="list-style-type: none"> Late-coming Not singing the National Anthem Not taking the Pledge Inappropriate personal appearance Not bringing books/material Sleeping in class Tardiness in completing/handing up schoolwork Using vulgar language Using electronic devices* Inappropriate remarks Exam irregularity Attendance - NVR <p>(*Allowed only during recess in the canteen and after school hours)</p>	<ul style="list-style-type: none"> Counselling Warning Reflective Processes Parental Involvement Confiscation of Mobile Phones School Services Conduct Grade to be Adjusted
Level 2 Offences	
<ul style="list-style-type: none"> Reoffend Level 1 (4th time onwards) Disruptive behaviour Being Rude/Disrespectful/Defiant Discriminatory remark Cheating during class tests/class assignments/class projects (non-weighted) Posting inappropriate content on social media Coordinate/plan 'settlement talk' 	<ul style="list-style-type: none"> Recording offences in SOM Reflective Processes School Services Parental Involvement Confiscation of Mobile Phones Suspension Caning School Services Conduct Grade to be Adjusted <p><i>Note:</i> (Zero mark awarded for affected paper/assignment/project)</p>
Level 3 Offences	
<ul style="list-style-type: none"> Reoffend Level 1 Reoffend Level 2 Cheating during weighted assessments and examinations Truancy Smoking/Possession of cigarettes/vaporizers or e-cigarettes Fighting/Bullying (physical, verbal, psychological)/Extortion/Threatening Disrespectful and defiance towards staff Theft Gambling Forgery 	<ul style="list-style-type: none"> Recording offences in SOM Reflective Processes School Services Confiscation of Mobile Phones Conduct Grade to be adjusted Parental Involvement School Services Reporting to Police, CNB or HSA Caning Suspension



<ul style="list-style-type: none">• Vandalism• Drug Abuse• Possession & distribution of Pornography• Open defiance• Posting inappropriate message on social media that brings disrepute to self, school, staff, students and/or member of the public• 'Settlement talk'• Leaving school grounds without permission• Sexual misconduct• Possession of weapons• Assault• Arson• Gangsterism• Alcohol abuse	<ul style="list-style-type: none">• Expulsion <p><i>Note:</i> <i>(Zero mark awarded for affected exam or test paper)</i></p>
<ul style="list-style-type: none">• Other offences not specified	<p><i>The SLs will decide on the most appropriate action to be taken with regards to the offence committed.</i></p>