



# OUR BENDMEER STANDARDS

## Our Code of Conduct for all Bendemeerians



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## PROLOGUE

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.

**Our Bendemeer Standards** outlines the 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 all Bendemeerians can be anchored in our school values of **Courage**, **Adaptability**, **Respect** and **Excellence** (C.A.R.E).

All students are thus expected to always abide by the Bendemeer Standards in and out of school. Consequences will be meted out accordingly to students who do not keep up to any of these Standards. Through our Bendemeer Standards, all Bendemeerians will grow holistically to achieve our School Vision of becoming Critical Thinkers, Courageous Leaders and Caring Contributors. Together as One Bendemeer School Community, we live out our School Motto: From Each His Best, To Lead and Serve!

### A. SCHOOL 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 all school-related activities and tasks. Absenteeism for any school day, including Co-Curricular Activities (CCAs), and/or school planned programmes must be validated by an official medical certificate (MC) from a medical practitioner registered with the Singapore Medical Association.
- Only an MC is allowed for validating a student's absence from any assessment (school-based assessment or national examinations). The MC 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.
- Up to, and only, 5 Parent's/Guardian's letters**, would be accepted for student's absence **per semester**.
- 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.
- Students must maintain a minimum 80% school attendance to be eligible for year-end examinations.**
- 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 go home from school.
- Students should not travel overseas on school days.** Written permission must be sought from the Principal should there be a valid reason to travel.

### B. PUNCTUALITY

Punctuality reflects self-discipline and responsibility, 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.
- Hence, students must reach the school compound by 7.27am, in order to be present at the assembly area by 7.30am sharp. Table 1 below shows the assembly area for every school day.



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Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
School Hall	Classrooms	Classrooms	Classrooms	School Hall

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

- Students who arrive after 9.30am will **not be permitted entry into the school** premises unless they present a valid reason for their late arrival. Valid reasons include, but are not limited to:
  - Medical appointments with supporting documentation
  - Family-related exigencies with appropriate verification
- 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.

#### C. DAILY MORNING ASSEMBLIES

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

- The morning music piece played at 7.23am is a signal for students to make their way expediently to the assembly area.
- 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 when they are 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 when the National Anthem and school song are sung, when the Pledge is being recited, and when announcements are being made.

#### 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 and 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 specified events.
- Students are expected to be properly attired and presentable in the school's full and/or 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 Fridays.



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- All school shirts/blouses and T-shirts are to be neatly tucked in at all times, whether students are in or 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 by the end of 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 must cover the ankles and cannot be tapered.
- Students are expected to wear only 100% white socks that reach above the ankles, and mainly white shoes for school. No other footwear is permitted unless permission is sought through parent's/guardian's letter and supporting medical documents submitted to the Class Mentor(s) and Year Head (indicating associated medical reasons).
- Students who fail to meet the required standards of the school will be required to rectify the issue 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 neat in appearance, clean shaven and no facial hair is allowed.**
- Spot checks on students' school attire and personal grooming are 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 Class Mentor(s) should there be any difficulties purchasing them. **Students who are recalcitrant in not having their materials may face disciplinary consequences.**
- Students are expected to be attentive, participate actively during lessons, file and organise 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 Student Movement Pass issued by the teacher.** Without which, they may face disciplinary actions for leaving.



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- 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 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.**

#### **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, smart watches, headphones, tablets, gaming consoles) so that the quality of learning is not compromised. To respect the learning environment and prioritise academic excellence and meaningful social interactions, students must adhere to a **Zero-Use Policy** within the school premises. They are also expected to be discerning, respectful and responsible in their online/cyber behaviour.

- Personal electronic devices such as mobile phones, smart watches, earphones or game consoles are prohibited during all school hours, which include lessons, transitions between lessons, recess/lunch breaks, free periods, outside/after school activities (e.g. learning journeys and competitions) and CCA sessions.
- All smart devices are to be switched off and kept inside students' lockers by 7.30am.
- The **School Foyer** is the only area where students may use their phones, only to contact parents/guardians. This is permitted only **before** the school day begins or **just before leaving school**.
- **Students who use their electronic devices such as the mobile phone during school hours will have their devices 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.
- **Students who misuse or inappropriately use devices to abuse or hurt the school, staff, students or members of the public will have their devices confiscated.** They are also subjected to severe disciplinary actions.
- Inappropriate behaviour includes spamming, 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 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.



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- 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 or damage of personal electronic devices or PLDs must be reported to the Class Mentor(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 (e.g. classrooms and laboratories/workshops/kitchens/music room/field) and common spaces (e.g. School Canteen, Library, the AnchorEdge and Study Areas) clean and tidy after use.
- Students are also expected to take the initiative to pick up litter to keep the school 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 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 of any inappropriate behaviour.
- 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.



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**PERSONAL GROOMING STANDARDS**

<b>Gentlemen</b>	<b>Ladies</b>
<b>Personal Wear</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Any inner wear such as singlets, briefs or brassieres should be white or skin coloured. Straps should not be seen.</li> </ul>	
<b>Hair</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Students' hair must be neat and tidy at all times. No fancy hair style is permitted.</li> <li>All hair fringes must not touch the eyebrows when pressed/pulled down.</li> </ul>	<ul style="list-style-type: none"> <li>Long fringe must be pinned up, away from face.</li> <li>Long hair must be tied up in a neat ponytail. Only black hair ties and clips/pins are allowed.</li> </ul>
<b>General Appearance &amp; Accessories</b>	
<ul style="list-style-type: none"> <li>Nails are to be kept short, clean and free of nail polish or varnish of any sort.</li> <li>No temporary or permanent makeup is permitted.</li> <li>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.</li> <li>No jewellery or accessory is permitted.</li> <li>Only a pair of small simple ear-studs (no more than 3mm) is allowed for girls at the lowest pierced hole in the earlobe.</li> <li>No tinted/coloured contact lenses are permitted.</li> </ul>	

\* The haircut should be sloped at the back and sides, meaning the hair gradually tapers and does not touch the shirt collar at the back or the ears at the sides.



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**ATTIRE & GROOMING (GENTLEMEN)**

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



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



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**ATTIRE & GROOMING (LADIES)**

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



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



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