

Care and Discipline – School Rules

In Bowen, we strive to create a caring and vibrant learning environment for Bowenians to ‘**Do Well and Do Good**’. Our rules and regulations describe the standard of conduct and behaviour expected of you at all times. Our end-goal is to guide you to cultivate core values and habits and to become **self-disciplined individuals of good character**, which is integral for growth and maturity.

1. Be Respectful

- Be respectful and courteous to teaching and non-teaching staff and fellow Bowenians at all times. Do not bully others or say mean or disrespectful things to others, whether in person or online.
- Uphold your own reputation and the reputation of the school both in school and in public by being on your best behaviour, whether you are in school uniform or not.
- Respect the teachers’ personal space. The staff room is out of bounds to students. If you wish to see a teacher, use the phone outside the staff room to call the teacher and meet the teacher outside the staff room. If you need to telephone or to text your teacher, do so within daylight hours. Avoid night hours and weekends, unless there is an emergency.
- Students must attend the daily flag-raising ceremony. 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.

2. Be Responsible

- Be responsible for your words and actions; take ownership for what you say and do, and do not blame others if you choose to do the wrong thing. If you see others doing the wrong thing, step in to correct the matter, or report it to a teacher.
- During lessons, do not leave the classroom without permission from the teacher in class at that time. During recess, during PE periods and after school, do not remain in class or loiter around the classroom blocks.
- Be responsible for the cleanliness of your classroom. Food and bottled/packet drinks can only be consumed in the canteen.
- Responsible use of your handphone is strongly advised. Handphones should be turned off during curriculum time and should not be a source of distraction during lessons. A breach of this rule may result in the handphone being confiscated. Parents may be asked to come to the school to collect the handphone.
- You are not allowed to have in your possession any weapon. You are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.

3. Be Present

- Attendance at school and school-related activities (e.g. CCA, Sports Day) is compulsory, as there will be continuity of learning when there is regular attendance. Students who are absent must submit a valid medical certificate (MC) or a letter from parents with valid reasons immediately upon their return to school after they are absent. Students who are absent from school without either MC or parents’ letter stating a valid reason will be regarded as having committed truancy, which is a serious offence. Only Medical Certificates from doctors who are registered with the Singapore Medical Association will be accepted.
- As it is important that that students attend school regularly, we encourage parents / guardians to excuse their children from school through parents/guardians’ letters only for valid reasons such as unforeseen family circumstances. If students are unwell, we encourage parents to seek medical attention and be excused from school through an MC. We will allow students to be excused from school through parents/guardians’ letter only up to 3 letters per term.
- Poor attendance may affect the student’s conduct grade.

- Our students' safety, well-being and learning are our top priority. No student is allowed to leave the school during school hours (including lesson time, CCA time and other school activities) for any reason without permission. A student is only allowed to leave school before the official dismissal time if he/she: (a) has a valid reason and are granted approval, and (b) is picked up by his/her parent/guardian from the General Office.

4. Be Punctual

- Students must be punctual for school, lessons, CCA and other school activities. Students should be at the flag-raising ceremony by 7.30 am.
- Students who are late for school will have to explain themselves to the Discipline Teachers. Parents may be informed of late-coming.
- Persistent late-coming to school, especially after Warning Letters are issued, will affect the conduct grade.

5. Be Well-Groomed

5.1 Uniform and Attire

- The school uniform is a key symbol of school identity. Students should wear the school uniform neatly and with pride. All students are to wear the prescribed school uniform and modification to the uniform is not allowed.

3 Types of Bowen School Uniforms

Smart Formal Attire

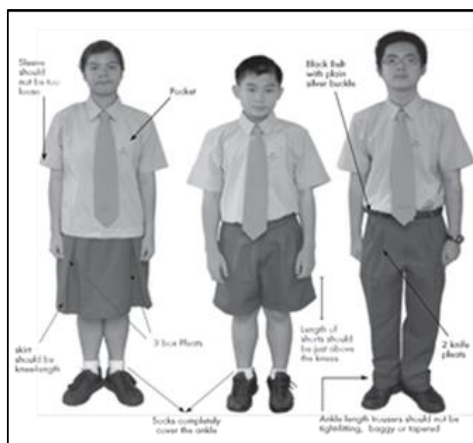
Compulsory for Mondays
School Tie for Formal Events

PE Attire

Attire for PE Lessons only

Smart Casual Attire

(optional)
Alternative for Tuesdays - Fridays



The **Smart Formal Attire** (*shirt with trousers / shorts for boys, blouse with skirt for girls; without school tie*) is compulsory for Monday mornings as the school will convene in the school hall for the weekly morning assembly. Students can choose to change into the **Smart Casual Attire** (*polo-shirt with trousers / shorts / skirt*) after recess break.

From Tuesdays to Fridays, both Smart Formal Attire and Smart Casual Attire may be worn. For 2018 only, students may continue to wear the PE T-shirt (eg, on hot days) instead of the Polo T-shirt.

- The school shirt / blouse should not be worn with sleeves folded or with the topmost button fixed (except when the school tie is worn).
- Trousers modifications (e.g. tapering and skinny jeans style) are not allowed except for length

- adjustment. Only black or dark brown-coloured belts with plainly designed buckles are allowed.
- Skirt modifications are not allowed. Skirts must not be tight-fitted and must be at knee-length. Folding at the waistline of the skirts is also not allowed.
- Students should in the Smart Formal/Casual attire during examinations and common tests.

Attire for PE Lessons: Students must wear their PE T-shirt and school black PE shorts for PE lessons. After PE lessons, students must change out of their PE attire and into their shirt / polo-shirt and formal attire bottoms (shorts, trousers, or skirt) after PE lessons.

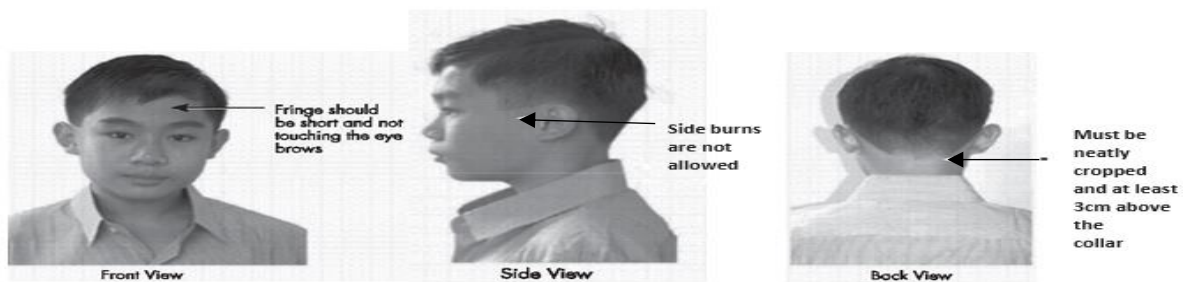
School Tie: The school tie should be worn during formal school events (e.g. Speech Day). Students are also expected to wear their ties when attending formal events outside school such as when receiving Edusave awards, or when representing the school during formal events.

School Shoes: Students are allowed to wear track shoes in only black, white, grey, blue or purple colours (i.e. school colours) to school. Students' may also choose to wear black canvas shoes with black or white shoelaces. Side rubber trimmings of the sole can either be black or white. Only white socks are allowed and must be worn such that the cuffs (top part) of the socks are visible. Students who come in flip-flops or slippers may be disallowed entry into the school.

Students who come to school on Saturdays, during school holidays or the Night Study Programme must come in school uniform and with proper footwear.

5.2 Hairstyles

- Students are not allowed to colour their hair.
- **For boys**
 - Hair should be short and neat and should not touch the eyebrows, ears or the shirt collar.
 - Hair at the back of the head must be cropped close to the nape of the neck and must be neatly sloped.
 - Outlandish hairstyles are not allowed.
 - Boys must be clean-shaven. Moustache, beards, goatees or long sideburns are strictly forbidden.



Sample of hairstyle recommended in school.



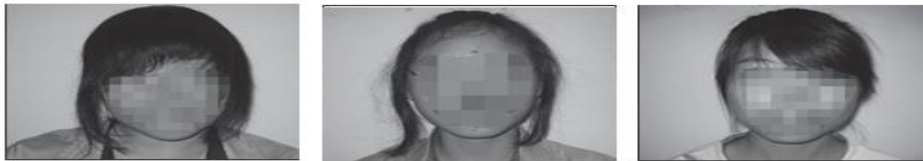
*Sample of hairstyles **not allowed** in school include layered haircut and shaving only the sides (leaving the back portion longer).*

- **For girls**
 - Girls should keep their hair neat at all times.
 - Hair extending below the collar should be neatly tied, pinned up or clipped.
 - The fringe should be neatly pinned or clipped so as not to touch the eyebrows.

- Hair accessories like hair pins, hair bands or ribbons must be either black, dark brown or navy blue in colour.



Sample of hairstyle recommended in school.



Sample of hairstyles (for girls) **not allowed** in the school. Fringes must be neatly clipped up (including those at the side of the forehead) - refer to page 17 for the standard hairstyle for girls.

5.2 Contact Lenses

- Students who use contact lenses must not use coloured lenses.

5.3 Make Up and Body Art

- Students are not allowed to use any form of make-up, except during school performances and with approval from the teachers-in-charge.
- Body art / painting / piercing, including tattoos and henna paintings, is not allowed.

5.4 Ornaments/Accessories

- Rings, necklaces, locket, fanciful earrings, large plastic ear-sticks, bracelets, anklets or other forms of jewellery or accessories are not allowed.
- Ornaments worn for religious reasons must not be visible.
- Girls are allowed to wear only one small ear stud on each ear (diameter should not be more than 0.5cm).

Conclusion

- Students who break the school rules will be guided with a firm and fair hand to reflect and learn from their mistakes. Where necessary, discipline measures such as 'time out', warning letters, detention class and caning will be used to support the students' learning.
- This list of rules above can be summarised as – **Be Respectful and Responsible**. While the list is not exhaustive, students who are respectful and responsible will strive to do the right thing in all situations. We look to parents to work with the school as consistent and collaborative partners, so that we can achieve the goal of **self-disciplined individuals of good character**.