

BUKIT BATOK SECONDARY SCHOOL

School Uniform Guidelines



Face

- Clean shaven, without moustache or beard

Shirt and tie

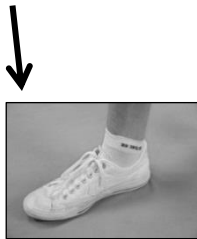
- Shirt must be tucked at all times when wearing a tie

Accessories

- No bracelets, ring, necklaces, chains or wristbands are to be worn with the uniform
- Spectacles with fanciful, colourful frames are not allowed.
- No spectacles with tinted glasses (unless for health/medical reasons)

Pants

- Grey bermudas and pants must not be altered to be obviously tapered (no “skinny-cut” pants)



- Only plain white quarter socks or BBSS socks
- Socks must be worn above the ankle
- Only plain white canvas or white track shoes are allowed



Side View



- Hair not touching ears
- No long sideburns
- Fringe above eyebrows

Back View



- Sloped finish
- Not touching collar
- There should not be a tail at the back

BUKIT BATOK SECONDARY SCHOOL

School Uniform Guidelines

Side View



- Fringe properly pinned up and not touching eyebrows

Back View



- Only black hair clips, ribbons, hair bands or hair accessories are allowed



- Only plain white quarter socks or BBSS socks
- Socks must be worn above the ankle
- Only plain white canvas or white track shoes are allowed



Accessories

- No bracelets, ring, necklaces, chains or wristbands are to be worn with the uniform
- Spectacles with fanciful, colourful frames are not allowed
- No spectacles with tinted glasses (unless for health/medical reasons)
- Only a pair of small, solid (gold or silver) ear studs may be worn, one on each ear lobe.
- Makeup, coloured contact lens and plucking of eye brows are not allowed

Blouse

- Blouse with zip opening must be properly zipped up
- Rolling up or folding up of sleeves is not allowed

Culottes

- Culottes should touch the knee.

Front view (long hair)



Front view (short hair)



- Hair that touches or is below the collar must be pinned up or braided
- Fringe above the eyebrows or pinned up

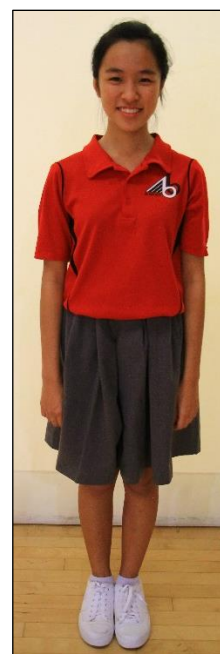
School Attire

1. Uniform

1.1 STUDENTS ARE TO WEAR THE PRESCRIBED SCHOOL UNIFORM AND MODIFICATION TO THE UNIFORM IS NOT ALLOWED.

1.2 The school uniform must be purchased from the school bookshop.

1.3 Students must be in school attire whenever they are in school, including weekends and holidays.



1.4 Girls' Blouse and Culottes

- Cream blouse with sharp collar, a school logo on the left and slits at the side.
- A-line culottes with 2 box pleats on each side, in the front and the back, and an inner pocket on the right. Culottes must touch the knees.
- Girls who wear the school blouse with a zip opening must ensure that their blouse is properly zipped up.

1.5 Boys' Shirt and Shorts/Pants

- Safari style cream shirt with a pocket on the left and school logo embossed on the top right hand corner of pocket, and an overlap at the back.
- A pair of grey bermudas with permanent press fold at the bottom for lower secondary boys and a pair of grey pants for upper secondary boys. There should be no belt holders. For comfort, pants must not be altered to be obviously tapered (no "skinny-cut" pants).

1.6 Sweaters and wind-breakers should not be outlandish or have offensive messages.

1.7 Students cannot roll or fold up the sleeves of their shirts.

1.8 Belts are not allowed to be worn.

- 1.9 Only the school PE, House T-shirt, or CCA T-shirt may be worn beneath the school uniform. Offenders will have their non-regulation T-shirts confiscated.
- 1.10 Female students should not wear fanciful or dark-coloured undergarment underneath their school blouse.
- 1.11 Students engaged in PE and outdoor sports activities should be in their PE attire.
- 1.12 Students must wear their PE T-shirt or House T-shirt during PE lessons. They should change to PE attire at the start of PE lesson, not before the lesson. They should change back into their school uniform immediately after the PE lesson or during their next break.
- 1.13 On Fridays, students must wear the school corporate polo-shirt and school grey pants, shorts or culottes for morning assembly.
- 1.14 Tie day falls on the first Tuesday of every term. All students are expected to wear their school ties for the whole day. Male students should tuck their shirt at all times when wearing the school tie. Those who do not wear the school tie on tie day must report to their form teachers and wear the school tie for the next three school days.
- 1.15 The school PE shorts are to be worn in the school during PE lessons and CCA sessions, except for some CCAs given permission by HOD/PE & CCA to wear different shorts or bottoms. For such CCAs, members should only wear the CCA attire during their CCA session and should change back into the school PE shorts or school uniform after that.

2. Shoes and Socks

- 2.1 Only plain white canvas or white track shoes are allowed.
- 2.2 Only plain white quarter socks (covering the whole ankle) or BBSS school socks are allowed. Offenders will have their non-regulation socks confiscated.



3. Accessories

3.1 For Girls

- Only black hair clips, ribbons, hair bands or hair accessories are allowed.
- No bracelets, rings, necklaces, chains, brooches or wristbands are to be worn with the school uniform.
- Only plain, simple gold, silver or simple solid colour ear studs can be worn.
- Only one ear stud in each ear lobe is permitted at any one time.
- No make-up is allowed when in school uniform.



3.2 For Boys

- No bracelets, rings, necklaces, chains or wristbands are to be worn with the school uniform.
- Boys are not allowed to wear earrings or ear studs.

3.3 For All Students

The following are not allowed:

- Ear sticks
- Studs in the tongue or other parts of the body
- Tattoos
- Coloured or cosmetic contact lens
- Spectacles with tinted glasses (unless for health / medical reasons)
- Spectacles with fanciful or colourful frames.

4. **Hair**

4.1 For Girls

- Hair that touches or is below the collar must be tied up or braided.
- Fringe must be kept above the eyebrows or pinned up.

4.2 For Boys

- Hair must be short and neat at all times.
- Hair at the sides must not touch the ears and the fringe must not fall below the eyebrows. There should not be a tail at the back.
- Boys must be clean shaven. Beard, moustache or long side-burns are not allowed.

4.3 For All Students

- Hair must be of its natural colour and not tinted.
- Hair should not be shaved intentionally such that there are fanciful designs, eg. one part should not be distinctively much shorter than the other.
- The school discipline committee has the right to arrange for a barber to trim the hair of a student or to send the student out for a hair-cut if the hair style is deemed too long, outlandish, punkish or inappropriate.

4.4 Procedures for hair and attire checks

- On the day of the check, form teachers (FTs) will inspect the students during morning assembly. FTs will note the names of those who have long hair or inappropriate hairstyle. These students will be given 2 days (inclusive of the day of the check) to make rectifications. FTs will also inform parents of these students.
- After this 2-day grace period, FTs will conduct a **follow-up check** during morning assembly. Students who fail this follow-up check will be sent to the school-appointed barber for a haircut immediately in the school. Payment will have to be made on the spot.
- Students who refuse to have their hair cut will be suspended for three school days.
- Students who are late or absent on the day of the check will still be checked by their FTs, and they will still be subject to the follow-up check and the consequences just like the other students.
- If students whose names were taken down by their FTs are absent on the day of the follow-up check, they will be checked by their FTs when they return to school. If they fail this follow-up check, they will be given time to leave the school to have their hair cut.

- Students with coloured / tinted hair will not be allowed to join their class till the problem is rectified. These students will be given time to leave the school to have their hair coloured black. Parents will be informed.
- In addition to the school-level checks, teachers may also check on their students' hair and attire any day and time to ensure compliance with school rules.

5. Personal Hygiene

1. Students must keep short, clean and unvarnished finger nails.
2. Students should always come to school in clean uniform.

Attendance

1. Attendance in school is compulsory.
2. A medical certificate is required for absence from school (including tests and examinations. Refer to the school examination and assessment policy.) The number of letters of excuse from parents should not exceed 4 a year for each student.
3. Students may not leave the school premises during school hours without permission from the Principal, Vice-Principals, Deans or Form Teachers.
4. Any student who wishes to leave the school during school hours has to be accompanied by his/her parent/guardian who should fill in and sign the Early Dismissal Book in the general office. The Principal, Vice-Principals, Deans or Form Teachers will endorse this.
5. Students are not allowed to absent themselves and leave the country before the official end of term, on half-days before public holidays, or during compulsory holiday lessons. Such absence may be counted as truancy.

Latecoming

1. Latecoming is defined as arriving at the front gate after the start of morning assembly. Students are also considered late when they fail to be standing in line with their class at the start of the morning assembly, even if they may have been within the school compound earlier.
2. Students who are late have to report to the Discipline Committee members on duty, have their particulars recorded, and sing the national anthem and recite the pledge. These apply during test and examination days.
3. Students who are late 1 to 2 times a term could face warning and detention conducted by their form teachers.
4. Students who are late 3 times a term will need to serve detention.
5. Students who are late 6 times a term face suspension. They are also liable for suspension when they reach frequency of 10, 15, 20, etc.
6. Persistent latecomers could face further consequences as determined by the Discipline Committee, such as reporting to Discipline Committee members by 7.10 am for a period of time.
7. Students who arrive at the school after 8 am without a valid reason will need to report to the Principal or Vice-Principals and could be sent back home. Students who do not even turn up at the school gate at all and claim that they have been late will be considered as having played truant and will be punished accordingly.

Classroom Conduct

1. Students are not permitted to write on the whiteboard unless authorised to do so.
2. Students are to keep all the classrooms clean, neat and free of litter at all times.
3. The class president is to lead the class in greeting and thanking teachers.
4. The class president is to ensure that attendance for the day is written in the class diary and to inform subject teachers of any discrepancies during the course of the day.
5. Students are to remain seated and pay careful attention during lessons. They are to maintain a conducive environment for learning.
6. No food and drinks are to be consumed in the classroom and special rooms at all times.
7. Students moving from one venue to another must move together in a quiet and orderly manner. Students should bring along their valuables with them at all times.
8. Students who are given permission to leave the classroom should display the passcard on their uniform.
9. Students are to be polite at all times.
10. Students are not allowed to play any ball games in the school buildings. Those who do so will have their items confiscated.
11. Students must not enter any classroom without permission.
12. Students should not leave any valuable items unattended in the classroom, or anywhere in the school. They should be responsible for their own belongings.

Morning Assembly

1. Students are to assemble in their school uniform at the parade square in a quiet and orderly manner for the flag raising ceremony. All students must attend morning assembly unless permission is granted by the Dean or Form Teachers.
2. Students must stand with their respective classes.
3. **STUDENTS WHO ARE SINGAPORE CITIZENS MUST SING THE NATIONAL ANTHEM AND TAKE THE PLEDGE.**
4. **STUDENTS WILL TAKE THE PLEDGE WITH THE RIGHT FIST OVER THE HEART.**
5. Non-citizens will stand at attention and be quiet and respectful during this ceremony but they need not sing the anthem or take the pledge.

Maintenance of School Facilities and environment

1. Lights, fans and air-conditioners of rooms must be switched off when not in use.
2. All facilities are to be properly maintained and kept clean and tidy.
3. Students should take good care of all furniture and equipment in the school. School property is not to be abused. Vandalism or abuse of school property is a serious offence. Students should report any damages or malfunctioning of equipment to the General Office.
4. All students are expected to take responsibility in maintaining a clean and green environment conducive to learning.
5. Littering is an offence; students are to dispose of all litter in the litter bins provided. Students are expected to pick up and properly dispose any litter they see lying around.
6. The school lifts are strictly for all staff and visitors. Students who are injured should obtain permission from Deans to use the school lift. A copy of the permission slip should be kept with the student at all times.
7. Students should not charge their mobile phones or any other electronic devices in the school premises.
8. Food or drinks should be consumed in the canteen area only. Students should return all used utensils to the respective stall receptacles after eating.

Handphone Policy

Handphones can only be used **during recess and after school** at the **canteen, Student Plaza, field, or basketball court**. Misuse of handphones will result in confiscation. To create a more conducive learning environment for all, students will be required to put their handphones in the pouches placed in the rooms they are having lessons before the beginning of each lesson. Those who do not abide by the rules of the handphone policy will face consequences that include confiscation of handphones.

Prohibited Items

1. Students are not allowed to bring harmful or distracting objects to school.
2. All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.
3. If students are caught with any of these items, the items will be confiscated and their parents will have to claim these items from the school.

Conduct outside school

1. Students should exercise self-discipline and behave appropriately outside the school, regardless of whether they are in school uniform or not. They should respect the use of public space and show consideration for others.

Disciplinary Offences and Consequences

Category of Offence	Action to be taken
Arson, mischief by fire Vandalism	<ul style="list-style-type: none"> • Form Teacher / Parent Conferencing • Counselling by Form Teacher / Dean / FTSC • Police Assistance • Pay for damage • Liable for caning* • Beta form issued
Assault & Fighting Gambling Bullying / Intimidation Gangsterism / Extortion Pornography – possession, viewing, sharing Theft Outrage of modesty Possession of Weapons (including stationery or utensils used as weapons or for threatening) Substance and alcohol abuse / possession Transactional / commercial offences (eg. Forgery, cheating, etc) Dishonesty / Giving false information	<ul style="list-style-type: none"> • Form Teacher / Parent Conferencing • Counselling by Form Teacher / Dean / FTSC • Police Assistance • Liable for caning* • Referral to outside agencies • Beta form issued
Smoking/Possession of all forms of cigarettes in and/or outside school (below 18 years of age)	<ul style="list-style-type: none"> • Liable for caning* • Beta form issued • Referral to Health Promotion Board • Liable to be charged in court and fined
Smoking/Possession of all forms of cigarettes in and/or outside school (above 18 years of age) Buying of cigarettes for others /Sharing cigarettes with others who are under 18 years of age	<p>If caught smoking in restricted areas, eg. school, or outside school in school uniform</p> <ul style="list-style-type: none"> • Beta form issued • Liable for caning* • Referral to Health Promotion Board
Cheating during tests and examinations Breaking test and examination regulations	<ul style="list-style-type: none"> • Form Teacher / Parent Conferencing • Counselling by Form Teacher / Dean / FTSC • Zero mark for the paper • Liable for caning* • Beta form issued

*applicable to boys only. Female students are liable for suspension.

Category of Offence	Action to be taken
Rudeness and/or defiance to staff (including usage of vulgar language in the presence of a staff, and disruptive behaviour)	<ul style="list-style-type: none"> • Form Teacher / Parent Conferencing • Counselling by Form Teacher / Dean / FTSC • Liable for caning* • Beta form issued
Truancy <ul style="list-style-type: none"> • absence from school without valid reason Skipping lessons <ul style="list-style-type: none"> • in school but absent from lesson without valid reason • turning up for lesson more than 10 minutes late without valid reason • leaving the classroom without the permission of the teacher 	<ul style="list-style-type: none"> • Form Teacher / Parent Conferencing • Counselling by Form Teacher / Dean / FTSC • Liable for caning* • Beta form issued
Not doing assignments Littering Defiant & challenging the authority of prefects Latecoming	<ul style="list-style-type: none"> • Form Teachers to inform parents • Counselling by Form teacher / Dean / FTSC • Form teacher to fill in Beta form on fourth and subsequent offence • Liable for suspension or caning* from fourth offence onwards (for latecoming – from sixth offence onwards)

*applicable to boys only. Female students are liable for suspension.

Note:

1. Suspension shall be implemented as and when deemed necessary, especially for combination of offences.
2. Some or all of the above consequences may be implemented for an offence in each category.
3. Additional actions, as determined by the Discipline Committee, may be implemented for any offence.
4. All offences recorded in Beta form will be keyed into the school cockpit system.