

Student Culture: Our Shared Commitment to Respect & Learning (学生文化：尊重与学习守则)

A guide for students and parents to the values, expectations, and procedures that create our ideal learning environment.

Our Guiding Principles:

- **Integrity (诚信):** We are honest, accountable, and ethical in all we do.
- **Zeal (热忱):** We bring energy, commitment, and a positive attitude to the pursuit of knowledge.
- **Collaboration (协作):** We work together to maintain a positive environment and help each other succeed.

Our Core Community Values | 我们的核心价值

These values put our principles into daily practice.

- **We Value Learning | 热爱学习:** We come to class prepared, on time, and ready to participate actively and do our best.
- **We Value Respect | 彼此尊重:** We treat teachers and peers with kindness, courtesy, and respect. We listen when others are speaking.
- **We Value Safety | 安全至上:** We uphold a zero-tolerance stance against bullying, harassment, and discrimination. We care for our shared space and each other's well-being.
- **We Value Integrity | 诚实守信:** We are honest in our work, take responsibility for our actions, and hold ourselves accountable.

Centre-Wide Rules & Procedures | 中心守则与流程

These rules are in place to protect everyone's right to learn and ensure a safe, focused environment.

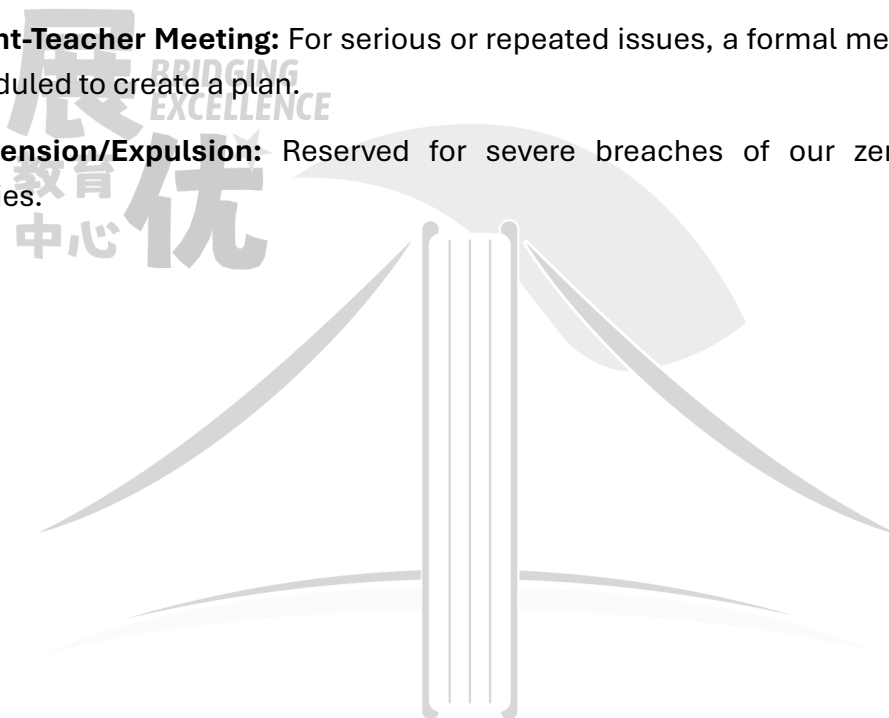
Category	Rule	Expectation & Reason
Technology Use	Personal mobile phones must be switched to silent and kept in your bag during class.	To minimize distraction and maximize engagement. Phones may be used during breaks.
	Earbuds/headphones are not to be worn during lesson.	To ensure you can hear instructions and participate in discussions.
Attendance & Punctuality	Arrive at least 5 minutes before class with all necessary materials (books, stationery, calculator).	Being early prevents disruption and ensures you are ready to learn from the first minute. Preparation is key to your success.
	If you cannot attend a class, a parent must inform the centre at least 1 hour in advance .	This is a matter of Integrity and Collaboration. It allows us to plan and shows respect for your teacher's time.
Safety & Security	Students are not permitted to leave the centre premises during lesson hours.	Your safety is our utmost priority. Once you are in the centre, you are under our care.
Environment & Belongings	Food and sugary drinks are generally for common areas and Student Lounge. With prior teacher permission, students may eat neat, non-disruptive snacks in class to accommodate busy schedules.	To keep our classrooms clean and free of pests while being understanding of student needs. Water in a clear bottle is always okay.
	Please dispose of all rubbish and leave your workspace tidy.	We Collaborate by taking pride in our shared space and showing respect for those who use it after us.

Our Discipline Policy: Fairness & Consequences (我们的纪律政策)

To uphold our values and rules, we have a clear and consistent 4-Tier discipline framework.

How It Works:

1. **Verbal Warning:** For a first minor offence.
2. **Written Reflection & Action Plan:** For repeated minor offences or a first major offence. **This practice builds Integrity** by encouraging self-reflection and accountability.
3. **Parent Notification:** The Management Team will call home to discuss ongoing issues.
4. **Parent-Teacher Meeting:** For serious or repeated issues, a formal meeting will be scheduled to create a plan.
5. **Suspension/Expulsion:** Reserved for severe breaches of our zero-tolerance policies.



4-Tier discipline framework

Tier	Label	Description & Examples
Tier 1	Minor Misconduct (Classroom-Managed)	Behaviour that disrupts learning but can be effectively managed by the teacher. <ul style="list-style-type: none"> • Talking out of turn / side conversations • Late to class • Forgot materials • Not sitting still / frequently out of seat • Daydreaming / off-task • Using phone/gadgets without permission • Minor disrespect (eye-rolling, mild backtalk)
Tier 2	Major Misconduct (Teacher-Managed, Team-Aware)	Repeated minor issues or more significant disrespect that requires documentation. <ul style="list-style-type: none"> • Ignoring instructions after warnings • Rude/disrespectful language (mild cussing, name-calling) • Verbal arguments • Cheating on tests/assignments • Intentional disturbance of others • Inappropriate phone use (recording, social media in class)
Tier 3	Serious Misconduct (Leadership-Managed)	Behaviour that violates safety, respect, or integrity. Requires immediate leadership involvement. <ul style="list-style-type: none"> • Bullying (verbal, social, physical) • Use of racist / sexist / derogatory slurs • Stealing or deliberate vandalism • Possession of banned items (cigarettes, vapes, lighters, weapons) • Threatening staff or students • Recording/sharing videos without consent • Severe defiance

Tier	Label	Description & Examples
Tier 4	Grave Misconduct (Zero-Tolerance)	Acts that are illegal, highly dangerous, or cause severe harm. Likely to result in expulsion. <ul style="list-style-type: none"> • Sexual harassment / inappropriate touching • Sharing obscene content • Causing physical harm • Physical assault or violence • Use of cigarettes, drugs, weapons, or alcohol • Severe bullying or harassment • Arson, theft

A Note for Parents & Guardians | 家长须知

Your Collaboration is essential to your child's success. You can help us by:

- Reviewing these guidelines with your child.
- Ensuring they arrive on time and prepared.
- Informing us of any changes in contact information.
- Supporting the centre's policies and communicating with us through official channels (e.g., front desk, Management Team).

By enrolling at this centre, students and parents agree to abide by this shared commitment to our community values and rules.