

快乐谷中文学校家长守则

快乐谷中文学校是一所由家长自发创办的非营利性中文教育机构。学校的正常运作和教育质量依赖于家长的理解、配合与持续支持。为保障教学秩序，维护学生安全，明确责任边界，特制定以下家长责任与义务条款：

一、支持与配合学校工作

1. 家长应尊重教师、工作人员、志愿者及其他家长，维护良好的校园秩序和沟通氛围。
2. 家长应积极参与学校事务，协助组织相关活动，支持学校教学管理。

二、遵守校规制度，树立榜样

1. 家长应指导子女严格遵守《学生守则》及学校制定的各项规章制度。
2. 家长本人亦须遵守学校相关管理规定，为学生树立良好榜样。

三、学杂费缴纳义务

1. 家长须在开课前全额缴清当学期学费及教材费用。若未按时缴费，学校有权暂停该学生的课程安排。
2. 学生所需作业本、文具等学习用品由家长自理。

四、学生接送管理规定

1. 学生如因病或其他原因无法到校上课，家长须提前向任课教师或校方请假。
2. 家长需将学生送至指定教室，并确认其安全进入课堂，方可离开。
3. 放学时，家长须在课后 **10 分钟内** 接走学生。例如，若课程于下午 5:00 结束，家长须在 5:10 前完成接送。

4. 迟到接送管理规定：

- (1) 第一次迟到接孩子晚于 5:20 者，学校予以书面提醒；
- (2) 第二次及以后每次迟到接孩子晚于 5:20，将收取 \$10/人 的迟到管理费用。
5. 若因特殊情况需提前接学生，家长应提前与任课教师沟通，并尽量在课间完成接送。
6. 若由他人代为接送学生，家长须提前书面通知任课教师或学校管理人员。未经许可，教师有权不将学生交由第三人带走。

五、选修课程出勤要求

1. 选修舞蹈、武术等课程的学生，如无正当理由缺席超过两次，将自动丧失当期公开演出资格，恕不另行通知。
2. 有特殊情况，得到老师或校方管理人员同意的情况，除外。

六、场地使用与赔偿责任

1. 学校使用的教学场所为租赁公共教育资源，家长与学生有义务共同维护教室内外卫生及场地整洁。

2. 若学生在校期间因故意或过失行为导致场地或设备设施损坏，家长须承担全部法律责任，并承担由此产生的全部赔偿费用（包括但不限于维修费、清洁费及由场地方提出的索赔）。

七、家长值日义务

1. 家长应轮值参与校内值日工作，协助维护教学秩序、学生安全及校园环境。
2. 具体内容参见《快乐谷中文学校家长值日内容及要求》。
3. 无故缺席将影响后续课程注册资格。

八、安全责任及免责声明

1. 家长须对其子女进行充分的安全教育和行为管理，确保其在校期间遵守安全规定，服从教师管理。
2. 学校将尽最大努力保障在校学生的安全，惟因不可预见或不可抗力因素导致的财产损失或人身伤害，学校不承担法律责任。
3. 若学生因违反纪律、不服从管理、打闹玩耍等行为造成自身或他人财产或人身损害，责任由学生家长承担，学校不予负责。

九、通讯与信息使用规范

1. 学校的电子邮件通讯系统（Email List）为校务信息传达专用，仅限发布学校官方通知、教学安排、校内活动等信息。
2. 严禁任何家长擅自使用该系统发布与学校无关的个人事务、商业广告或其他非授权内容。
3. 违反者将被立即终止信息发送权限，若造成名誉或财产损失，相关法律责任由发布者全权承担。

Happy Valley Chinese School – Parent Code of Conduct

Happy Valley Chinese School is a non-profit Chinese language institution founded and operated voluntarily by parents. The smooth operation and educational quality of the school rely on the understanding, cooperation, and ongoing support of all families. To maintain teaching order, ensure student safety, and clarify responsibilities, the following responsibilities and obligations are established for parents:

I. Support and Cooperation

1. Parents must respect all teachers, staff, volunteers, and fellow parents, and help maintain a positive and respectful school environment.
 2. Parents are encouraged to actively participate in school affairs, assist in organizing events, and support the school's teaching and administrative efforts.
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II. Compliance and Role Modeling

1. Parents are expected to guide their children in strictly following the *Student Code of Conduct* and all other school rules.
 2. Parents themselves must comply with relevant school policies and serve as positive role models for students.
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III. Tuition and Fees

1. Parents must pay all tuition and textbook fees in full before the start of the semester. Failure to do so may result in suspension of the student's enrollment.
 2. Parents are responsible for providing required learning supplies such as notebooks and stationery.
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IV. Student Drop-off and Pick-up Regulations

1. If a student will be absent due to illness or other reasons, the parent must notify the teacher or school administration in advance.
 2. Parents must escort their children to the designated classroom and confirm their safe arrival before leaving.
 3. Students must be picked up within 10 minutes of class ending. For example, if classes end at 5:00 PM, students must be picked up by 5:10 PM.
 4. **Late Pick-up Policy:**
 - First late pick-up later than 5:20pm: written reminder issued.
 - Second and subsequent late pick-ups: a late fee of \$10 per occurrence per student will be charged to compensate for the extra supervision.
 5. For early dismissal, parents must notify the teacher in advance and aim to pick up the student during a class break.
 6. If someone else will pick up the student, the parent must provide prior **written notice** to the teacher or school administrator. Without such notice, the teacher has the right to withhold the student from leaving with an unauthorized individual.
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V. Attendance Policy for Elective Courses

1. Students enrolled in elective courses such as dance or martial arts who are absent more than twice **without valid reasons** will automatically forfeit their eligibility to perform in public presentations. No separate notice will be issued.

2. Exceptions may be made for special circumstances approved by the teacher or school administrators.
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VI. Facility Use and Liability

1. As the school operates in rented public education facilities, both parents and students share the responsibility of keeping classrooms and surrounding areas clean and orderly.
 2. If a student intentionally or negligently causes damage to the facility or equipment during class time, the parent will bear full legal responsibility and must cover **all related costs**, including but not limited to repair fees, cleaning fees, or claims made by the venue owner.
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VII. Parent On-Duty Responsibilities

1. Parents are required to participate in on-site duty rotations to help maintain classroom order, student safety, and cleanliness.
 2. Please refer to *Happy Valley Chinese School Parent Duty Guidelines* for detailed responsibilities.
 3. Unexcused failure to fulfill duty obligations may affect the family's eligibility to register for future classes.
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VIII. Safety and Legal Disclaimer

1. Parents are responsible for educating their children on safety and appropriate behavior, and ensuring that students comply with school rules and follow teacher instructions.
 2. While the school will make every effort to ensure student safety, it will **not be held legally liable** for any personal injury or property loss caused by unforeseen or uncontrollable circumstances.
 3. If a student causes injury or damage to themselves or others due to misconduct (e.g., rough play, disciplinary violations), the parent shall assume full responsibility. The school shall not be held accountable.
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IX. Communication and Email Usage Policy

1. The school's official email system (Email List) is strictly for school communication purposes only, such as announcements, class arrangements, and school events.
2. Parents are strictly prohibited from using the system for personal matters, business advertisements, or any unauthorized content.

3. Any violation will result in immediate termination of email privileges. If reputational or financial damage occurs, the sender will bear full legal responsibility.