

快乐谷中文学校家长守则

(修订版, 2025 年 8 月 15 日)

快乐谷中文学校为一非营利性质之教育机构, 学校之日常运作与教育质量, 依赖于家长之理解、协作与持续支持。为保障教学秩序、维护学生安全及明确权责界限, 特制定本家长守则如下:

第一条: 支持与配合学校管理

1. 家长应尊重教师、职员、志愿者及其他家长, 营造良好、和谐之校园沟通氛围。
2. 家长应积极参与学校事务, 协助组织各类教学与校园活动, 支持教学及行政管理工作。

第二条: 遵守校规, 做好示范

1. 家长应指导子女严格遵守《学生守则》及学校各项管理制度。
2. 家长本人亦应遵守学校一切适用之规章制度, 身体力行, 为学生树立良好榜样。

第三条: 学费及相关费用缴纳义务

1. 家长须于每学期开课前, 足额缴清学费及教材费。逾期未缴者, 学校有权暂停学生之课程安排。
2. 学生所需练习本、文具等学习用品, 由家长自行购置。

第四条: 学生接送管理规定

1. 学生如因病或事无法出勤, 家长应事先通知学校或任课教师。
2. 家长须将学生送至指定教室, 并确认其安全进入课堂后方可离开。
3. 学生下课后, 家长应于课程结束后 10 分钟内完成接送 (例如课程于下午 5:00 结束, 须于 5:10 前接走学生)。
4. 关于迟到接送:
 - (1) 第一次迟到超过 20 分钟者, 学校将发出书面提醒;
 - (2) 第二次及以后每次迟到者, 将按每位学生每次\$10 之标准收取看护管理费, 用以补偿工作人员额外看护成本。
5. 如需提前接学生, 家长应提前通知任课教师, 并尽量于课间完成接送。
6. 若由他人代为接送学生, 须事先提供书面授权。教师在未获事前许可之情况下, 有权拒绝将学生交予第三人。

第五条: 选修课程之出勤要求

1. 参加舞蹈、武术等选修课程之学生, 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, 学校无需另行通知。
2. 经任课教师或学校管理人员事前批准者, 可不受上述限制。

第六条: 场地使用规范与赔偿责任

1. 鉴于学校使用场地为租赁之公共教育资源, 家长与学生均有义务维护教室内外整洁及良好秩序。
2. 若学生因故意或重大过失行为导致设备或设施受损, 家长须承担全部法律责任, 包括但不限于维修费用、清洁费用及房东可能提出之损害赔偿。

第七条：家长值日义务

1. 家长应依学校安排轮值参与校内管理，协助维持课堂秩序、学生安全及环境卫生。
2. 值日工作内容详见《快乐谷中文学校家长值日内容及要求》。
3. 无故缺席者将影响其后续课程之注册资格。

第八条：安全责任及免责说明

1. 家长有责任对其子女进行充分安全教育与行为约束，确保其在校期间遵守相关安全规范及教师管理。
2. 学校将在合理范围内尽力保障学生在校期间安全，惟如因不可抗力或不可预见事件致学生财产损失或人身伤害，学校不负法律责任。
3. 若学生因违纪行为或拒不服从管理造成自己或他人之财产损害或人身伤害，相关民事与法律责任由家长独立承担，学校免责。

第九条：通讯与信息系统使用规范

1. 学校电子邮件系统为学校事务之官方传播平台，仅限用于发布校内通知、教学安排及校内活动等信息。
2. 严禁家长擅自使用该系统发布与学校无关之私人事务、商业广告或未经授权之其他信息。
3. 如有违反，学校将立即终止其信息发送权限，且若因此造成名誉或财产损害，责任由当事家长承担。

本规定自 2025 年 8 月 15 日起生效，由快乐谷中文学校管理团队负责解释与修订。学校保留对本制度的最终解释权，并有权根据实际需要对其内容进行修改。

Happy Valley Chinese School Parent Code of Conduct **(Revision Effective: August 15, 2025)**

Happy Valley Chinese School is a non-profit educational institution founded. Its daily operations and the quality of education depend on the understanding, cooperation, and ongoing support of all families involved. To ensure orderly classroom instruction, maintain student safety, and clarify the rights and responsibilities of parents, the following Code of Conduct is hereby established:

Article I: Support and Cooperation with School Operations

- I.I** Parents shall treat all teachers, staff, volunteers, and other parents with respect and contribute to a positive and collaborative school environment.
- I.II** Parents are encouraged to actively participate in school affairs, assist with school-organized events, and support administrative and instructional work.

Article II: Compliance with School Rules and Role Modeling

II.I Parents shall guide their children to comply strictly with the Student Code of Conduct and all other school policies.

II.II Parents themselves must comply with all applicable school rules and serve as positive role models for students.

Article III: Tuition and Fee Payment Responsibilities

III.I Tuition and textbook fees must be paid in full prior to the beginning of each semester. The school reserves the right to suspend a student's enrollment for non-payment.

III.II Parents are responsible for providing their child with necessary learning supplies such as notebooks and stationery.

Article IV: Student Drop-off and Pick-up Regulations

IV.I If a student is unable to attend class due to illness or other reasons, parents shall notify the school or the teacher in advance.

IV.II Parents must escort their children to the designated classroom and ensure their safe arrival before leaving the premises.

IV.III Students must be picked up within 10 minutes after the end of class. (For example, if class ends at 5:00 PM, pick-up must be completed by 5:10 PM.)

IV.IV Late pick-up policy:

(1) First occurrence of being more than 20 minutes late will result in a written reminder.

(2) Subsequent late pickups will incur a supervision fee of \$10 per student per occurrence to compensate staff for extended care.

IV.V Early pickups must be coordinated with the teacher in advance and should be conducted during break periods whenever possible.

IV.VI If someone other than the parent is picking up the student, prior written authorization must be submitted. Teachers are not obligated to release students to unauthorized individuals.

Article V: Attendance Requirements for Elective Classes

V.I Students enrolled in elective courses such as dance or martial arts who miss more than two classes without valid justification will automatically forfeit their eligibility to participate in public performances, without further notice.

V.II This provision does not apply to students whose absences have been approved in advance by the instructor or school management.

Article VI: Facility Use and Liability for Damages

VI.I As the school uses rented public educational facilities, both parents and students share responsibility for maintaining a clean and orderly environment.

VI.II If a student damages facilities or equipment due to intentional or grossly negligent conduct, the parent shall bear full legal liability, including but not limited to repair costs, cleaning fees, and any claims from the facility owner.

Article VII: Parent On-Duty Obligations

VII.I Parents shall participate in scheduled on-duty rotations to help maintain classroom discipline, student safety, and campus cleanliness.

VII.II Duties are outlined in the “HVCS Parent On-Duty Guidelines.”

VII.III Unexcused absences from on-duty shifts may affect a family’s eligibility for future course registration.

Article VIII: Safety Responsibilities and Disclaimer

VIII.I Parents are responsible for educating their children on safety and appropriate conduct to ensure compliance with school rules and directions given by school personnel.

VIII.II The school will make reasonable efforts to provide a safe environment; however, it shall not be held liable for any loss or injury caused by unforeseeable or force majeure events.

VIII.III In cases where a student causes damage or injury to themselves or others due to misconduct or failure to follow rules, the parent shall bear all related civil and legal liability. The school accepts no responsibility.

Article IX: Communication and Information System Use

IX.I The school’s email communication system is an official channel for distributing information related to school affairs, instructional arrangements, and campus events.

IX.II Unauthorized use of the system to send personal messages, commercial advertisements, or other non-school-related content is strictly prohibited.

IX.III Violations will result in immediate termination of access to the email system. Any reputational or financial damages caused by misuse will be the sole responsibility of the violating party.

This policy shall take effect as of August 15, 2025, and shall be subject to interpretation and revision by the Administrative Team of Happy Valley Chinese School. The School reserves the exclusive right to the final interpretation of this policy and retains the authority to amend its provisions at its sole discretion in accordance with operational needs.