

快乐谷中文学校教师工作条例

(修订日期: 2025 年 8 月 15 日)

为确保教学质量、维护良好课堂秩序、强化教师职业规范及团队合作精神,快乐谷中文学校特制定以下教师工作条例,全体教职员工须严格遵照执行:

第一条 教学态度与师德规范

- 教师应秉持对中文教育事业的高度热忱,恪守职业道德规范,举止端正,树立良好师表形象。
- 尊重学生个体差异,平等、公正对待每一位学生,营造积极、包容、鼓励的学习环境。

第二条 教学计划与备课要求

- 教师须严格依照学校统一制订的教学大纲、教材及授课计划开展教学,确保课程目标达成。
- 所有教师须在学年开始前向学校提交完整的学期教学计划;每堂课应提前备课,形成书面教案,并根据学生反馈适时优化教学内容。

第三条 课堂管理与教学秩序

- 教学过程中应兼顾关爱与纪律管理,维持良好课堂秩序,保障学生在安全、有序的环境中学习。
- 教学期间,教师不得从事与授课无关的事务;不得擅自使用个人电子设备处理私事。

第四条 教学语言与教学方法

- 授课语言原则上应为标准普通话,必要时可辅以英文解释以增强理解。
- 板书须工整清晰,作业批改应及时、准确并给予反馈。
- 鼓励采用多样化、互动性强的教学方法,包括但不限于测验、课堂提问、小测试等,以评估学习成效并完善授课策略。
- 教师应主动与学生及其家长沟通,听取反馈并优化教学方式与内容。

第五条 教学活动与会议义务

- 教师应准时出席学校召集的教务会议、教研活动及在职培训,并积极配合各项教学相关事务。
- 未经批准,不得无故缺席校内各类教师集体活动。

第六条 学生安全与课堂管理责任

- 教师负有维护上课期间学生人身安全的责任。教学期间,教师与助教至少应有一人持续在场,不得擅自离岗或让学生单独滞留教室。
- 若课程安排需离开教室或组织校外活动,须事先征得家长书面同意,并报校方批准备案。

第七条 场地与公物管理

- 教师应教育并监督学生爱护教学设施,保持环境整洁。课程结束后应组织学生清理垃圾、整理桌椅,恢复教室原状。
- 如发现设施损坏或异常,教师应立即报告校方并协助处理。

第八条 请假制度

- 教师因个人事务或健康原因需请假时,应提前递交书面申请,获学校批准后方可离岗。

2. 请假期间应协助学校妥善安排代课，确保教学不受影响。

第九条 教师职业操守与团队合作

1. 教师应尊重学生人格发展，关注其身心成长，鼓励其长处、包容其不足，做到公正无私。
2. 教师之间应当互相支持、团结协作，共同营造专业、高效、积极的教师团队文化。

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 TEACHER CODE OF CONDUCT

(Revision Effective: August 15, 2025)

To uphold the quality of education, maintain classroom discipline, reinforce professional ethics, and promote collaborative spirit among educators, Happy Valley Chinese School hereby enacts the following Teacher Code of Conduct. All faculty members are required to comply with the provisions herein:

Article I: Professional Conduct and Ethical Standards

- I.I Teachers shall demonstrate a sincere commitment to Chinese language education, adhere to professional ethical standards, and maintain exemplary behavior in and out of the classroom.
- I.II Teachers must respect the individual differences among students, treat every student equitably and fairly, and foster an inclusive, supportive, and encouraging learning environment.

Article II: Curriculum Planning and Lesson Preparation

- II.I Teachers shall conduct classes in strict accordance with the school-approved curriculum, teaching materials, and instructional plans to ensure academic objectives are met.
- II.II All teachers must submit a complete semester teaching plan prior to the start of the academic year. Each class session must be thoroughly prepared with a written lesson plan and continuously refined based on student feedback and learning outcomes.

Article III: Classroom Management and Instructional Integrity

- III.I Teachers must balance compassionate guidance with disciplined management to maintain order and ensure a safe and structured learning environment.
- III.II During instructional time, teachers shall not engage in any non-teaching activities or use personal electronic devices for private matters.

Article IV: Instructional Language and Methodology

- IV.I The primary language of instruction shall be Standard Mandarin. English may be used as a supplementary tool when necessary to aid comprehension.

IV.II Handwriting on the board must be neat and legible; assignments must be reviewed and returned promptly with constructive feedback.

IV.III Teachers are encouraged to employ diverse and interactive teaching strategies, including but not limited to quizzes, oral questioning, and formative assessments to evaluate student progress and refine instruction.

IV.IV Regular and constructive communication with students and their guardians is expected to continuously enhance teaching effectiveness.

Article V: Participation in School Activities and Meetings

V.I Teachers are required to attend school-organized faculty meetings, training sessions, and academic events in a timely manner and actively cooperate in related school initiatives.

V.II Unauthorized absences from school-mandated teacher events are strictly prohibited.

Article VI: Student Safety and Classroom Oversight

VI.I Teachers bear full responsibility for student safety during class hours. At least one responsible adult (teacher or assistant) must be present in the classroom at all times; students may not be left unsupervised.

VI.II Any off-campus or out-of-classroom activities must be approved in advance by the school and accompanied by written parental consent.

Article VII: Facility Use and Property Management

VII.I Teachers shall instruct and supervise students in maintaining classroom cleanliness and protecting school property. At the end of each class, teachers must ensure that trash is disposed of and furniture restored to its original arrangement.

VII.II Any damaged or malfunctioning facilities must be reported immediately to school administration and handled in a timely manner.

Article VIII: Leave Policy

VIII.I Teachers requesting leave for personal or medical reasons must submit a formal written request in advance and obtain school approval prior to absence.

VIII.II Teachers on leave must work with school administration to ensure proper instructional continuity and substitute arrangements.

Article IX: Professional Conduct and Team Collaboration

IX.I Teachers must respect the individuality and holistic development of students, offer encouragement for their strengths, accommodate their limitations, and exercise impartiality and fairness.

IX.II Teachers are expected to collaborate harmoniously with colleagues, provide mutual support, and cultivate a professional, efficient, and positive faculty environment.

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.