

华夏奔腾中文学校

家长值班细则

- 所有注册中文学习家庭每学年都有一次家长值班的义务。值班以家庭为单位，不计注册孩子的人数。每次值班需要一个家长出席。只注册文化课的学生不计。
- 学校在注册收费时已收\$100 定金，定金在当家长按照学校要求完成值班义务时退还。
- 值班职责分为三大类：
 - Regular：时间为星期六 1:00pm 至 5:30pm。
 - Sales：负责采购小卖部的物品，事先会得到需要采购物品清单，要求在值班日 1:15pm 之前将采购物品送到学校交接。
 - Hollaween Party 和 Chinese Spring Festival：庆祝万圣节与中国春节活动，由校委会负责组织。
- Regular 值班职责：
 - 走廊职责：
 - 被分配此职责的家长负责本走廊的上、下课打铃。打铃必须准时，执行职责时必须将计时工具作校准。打铃时间为：1:30pm, 2:20pm, 2:30pm, 3:20pm, 3:30pm, 4:20pm, 4:30pm, 5:20pm.
 - 在上课时间内，不得擅自离开负责的走廊，维持走廊秩序，劝阻影响正常教学秩序的人和事，对不听劝阻者，及时报告校委会。随时准备帮助授课老师解决突发事件。
 - 最后下课后，负责擦拭黑（白）板上留下的文字，将学生失物交到校务处；不必清理打扫卫生。
 - 交通职责：
 - 在 1:15pm 之前将指定的 500 走廊教室桌椅搬到走廊上来，按教室安放，5:20pm 之后再搬回教室内恢复原状。
 - 在两个时间段（1:10pm 至 1:45pm, 及 3:10pm 至 3:45pm）在交通繁忙的 600，700 走廊和体育馆大门外负责指挥交通。

- 缺席补偿方法：
 - 学校会尽量为因为有急事不能值班的家庭提供其它机会
 - 如果不能按时值班,请先自己找人替换.
 - 如果实在找不到替换,必须提前至少四天通过电邮通知学校. 否则将失去值班押金.
- 请各位家长及时更新电子邮箱, 也请随时查询邮箱。值班通知在星期二发出.

Morris Chinese Academy

Parent Duty Policy

- All families enrolled in MCA Chinese classes are required to serve one parent duty during the school year. Only one person per family needs to serve duty regardless how many students are enrolled. Families only enrolled in cultural classes don't need to serve duty.
- \$100 deposit has been collected during the registration. Deposit will be refunded after parent has served duty and signed off.
- There are three categories of parent duties :
 - Regular: **Saturday** 1:00pm to 5:30pm.
 - Sales: **Purchase snacks and drinks.** You will receive a list of items to purchase from school and need to deliver them before 1:15 on Saturday.
 - Halloween party and Chinese New Year : **Join committees to organize the special events.**
- Regular duties :
 - **Hallways:**

- Parents should adjust watch to match the clock in cafeteria. Ring bell at 1:30, 2:20, 2:30, 3:20, 3:30, 4:20, 4:30 and 5:20.
 - Patrol assigned hallway during classes. Make sure parents don't stay in hallways during classes, students don't run in the hallway during breaks. Help teachers when needed.
 - Check classroom for items left by our students.
 - Other duties assigned by school
- Traffic control :
 - Move chairs from designated rooms in 500 wing to the hallway by 1:15 PM for dance classes, put them back to the rooms in original layout after classes finish at 5:20 PM
 - Direct traffic in the corridor outside the building near 600 and 700 wings during 1:10-1:45 Pm and 3:10-3:45 PM.
 - Other duties assigned by school
- Make-up :
 - The school will make every effort to offer opportunities to make up if you are not able to serve at the assigned date.
 - Please try to find someone to switch if you are not able to serve on the assigned date.
 - You must notify school via email at least four days before your scheduled duty date if you can't find substitute.
 - Families not serving on the assigned date and failing to notify school will forfeit parent duty deposit.
- Parent duty reminder email will be sent out on Tuesdays.