

华夏南部中文学校家庭值班细则

作为非营利组织，华夏南部中文学校依靠家庭义务值班来维持学校的教学秩序，节约办学成本，为家庭参与学校管理提供机会。在校值班即是每一位学校成员的职责，同时也是义务。

1. 家长会在每周一会向周六需要值班的家庭通过电子邮件发出通知。各位接到通知的家庭请在当周的周三之前发信给家长会确定能否值班。
2. 如果家长会到时没有接到确认信，就会给应值班家庭打电话确信其是否收到电子邮件。
3. 请注意家长会会尽最大的可能联系到您！但请您保证在学校的账户里更新您的电子邮件地址和电话号码。
4. 请您理解：由于多种原因，家长会很难协调更换值班安排。如果有些家庭需要更换时间，请您自行联系其他家庭替补。
5. 如果您刚搬到这个地区，没有亲戚朋友，请让我们知道，我们会尽力帮助您的。但是这也仅限于学期刚开始的时候。请您尽量早地在中文学校交到朋友。
6. 如果您无故缺席值班，您的押金账户将被扣除 \$50. 学校执行这个规则是为了保证对参加值班家庭的公平，同时也为了保证有足够多的家庭参加值班，为我们的孩子创造一个安静安全的学习环境，并且保证学校教室和设施的归整。
7. 每学年每个家庭将会有两次值班的机会。
8. 值班时间：周六 1:15pm - 4:30pm。
9. 值班当日，请您在 1:15pm 签到，并于 4:30pm 签出。请您在整个过程中坚守岗位，并应用您的常识去保证给孩子们提供一个安静安全的教育环境。举例来说，没有佩戴牌子的人员在教学时间不能进入教学区；学生们不允许在教学区里跑动和制造噪音；教室桌椅‘黑’板等在使用后要复原；看护好高中的设施，教具，书本，locker；把好二楼入口，阻止学生，家长上二楼；如果有人上二楼，立刻向办公室或者家长会报告。

Family On Duty Policy

Our school is running as volunteerism based, all school general members are required to participated in family duty, this is also a good chance for you to get involved in school management.

1. PTA sends out emails notifying families to be on duty the following week on Monday. It would be greatly appreciated if the families can confirm if to be present for their duty no later than Wednesday.
2. If PTA has not received your acknowledgement email, a courtesy call will be made to follow up by Wednesday or later to make sure you have received our emails.
3. Please be reminded that PTA try the best to reach you. It's your responsibility to provide the updated email address and phone number(s) to school. So, please make sure that your contact information is current in your school account.
4. We ask for your understanding that it is difficult for PTA to arrange a duty switch between families due to multiple reasons. As a result, please arrange accordingly yourself for such need.

5. If you are absolutely new in this area and have no friends or relatives, please let us know. We will try to do something for you. But this can only happen at the beginning of school year. Please make friends in Chinese School ASAP. Any emergency will be considered individually.
6. If you are absence for your family duty, your escort account will be deducted \$50. The school exercises this rule for the purpose of being fair to the families fulfilled the duty and ensuring your kids having a quiet and safe environment, and the facilities like classroom are kept in their original order.
7. Each family will have 2 duty/special event days throughout the whole school year.
8. The duty time is from 1:15 pm to 4:30pm on Saturday.
9. On your duty day, you need to sign in at 1:15pm and sign out at 4:30pm. Please stay on duty during this period. Please apply common sense at your duty to ensure a quiet and secure education environment for the children. For example, no personnel without badge are allowed to enter the class area; Children are not allowed to run and make noise at the class area; classroom tables, chairs, whiteboard and etc. are restored to their original locations and status; school facilities, teaching aids, books, lockers are left untouched; children and parents are not allowed to go upstairs, entrances to the 2nd floor are frequently inspected; upon seeing someone entering the 2nd floor, report to school office or PTA immediately.