

华夏中文学校南部分校家长值班细则 2011-2012

作为非营利组织，—华夏中文学校南部分校依靠家长义务值班来维持学校的教学秩序，节约办学成本，为家长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. 每次值班由 2 名家长会的成员带队，6 名其他家长参与。值班家长需要提前 15 分钟到校签到，并接受岗位培训。
2. 值班家长在学校第三堂课下课，并通知了领班家长之后才能离开。
3. 值班时间：**9:15am-12:30pm**
4. 家长值班按家庭排队，每个值班家庭需要派一名成人家长参与值班。一个家庭在每学年可能会有 1-2 次值班的机会。
5. 家长会在学期开始时需要将值班日程通知全体家长，每个家庭要按照值班日程安排人手值班。家长会需要在值班前一周贴出名单，领班家长会在值班前几天通过电子邮件或电话通知提醒值班家庭。**每个家庭要确认其留在学校的联系方式是正确的。**
6. 因特殊原因，家长不能在其值班日到校工作，原则上由家长自己联系其他家长或成人替补。家长在实在找不到替补值班的情况下，可以通知家长会并请求安排替补。一年最多一次。
7. 值班是每个家长应尽的义务。对无故缺席的家长学校罚款 50 元。所有罚款从押金里扣除，每学年结算一次。
8. 下列情况可能被当缺席，会被重新安排值班或罚款(由家长会决定)。
 - 值班当天没有来报到，也没有通知家长会
 - 9:30 以后才来报到
 - 在值班时间擅离职守（比方：去上课而没有找人替补）
 - 还没有到第三堂课下课就离开学校
 - 没有执行任何值班任务（比方：在一号值班台没有及时阻止无佩带牌子的人员进入教学区,对教学区有事故视若无睹。）

Parent On Duty Policy 2011-2012

1. Every week, there will be 2 PTA members and 6 parents performing duties. The parents on duty need to report to PTA desk 15 minutes before classes start and get trained.
2. The duty will finish after 3rd class is over. The parents on duty have to notify the PTA members, sign out and return the badge before leaving the duty.
3. Duty time: **9:15am-12:30pm**
4. Duty is assigned per family. Each family needs one adult to perform duty. Each family may be assigned 1-2 times per school year.
5. PTA will post the duty schedule for the whole semester at beginning of the semester giving people ample time to make adjustment accordingly. As a reminder, PTA will also post the names on the school day the week before, and PTA in charge will call or email

the families a few days prior. **All families should confirm one more time with school that both contact phone and email will reach you.**

6. Under special or unforeseeable situation, duty family member may not be able to come, please try best to find substitute yourself. If still having difficulties finding one, please notify PTA as early as possible so you can be rescheduled. Each family is allowed one reschedule each school year.
7. Performing school duty is every family's obligation. For those unexcused absences, the penalty will be **\$50**, deducted from deposit. You will have to pay back prior to next registration.
8. Following conditions may be categorized as UNEXCUSED ABSENCE, may face another duty time or penalty (upon PTA's discretion):
 - a. Absent on the duty date without notifying PTA
 - b. Sign-in/report to PTA desk after 9:30am
 - c. Leaving duty position without substitute
 - d. Leaving duty before duty time ends, 12:30pm
 - e. Didn't perform any duty while on duty (i.e.: didn't stop parents from entering the classroom area after 9:30, ignore the disorder in the responsible area, etc)