

# RACL Parent on Duty Policy

1. RACL is a volunteer based non-profit organization. With continued growth, the school's daily operation requires the volunteer service of every parent. Starting from the spring of 2008, all RACL families are **required** to participate in school and classroom assignment.

2. All families are required to sign up for volunteer service as "Parent-on-Duty" for their children's class at registration. Families with more than one child are responsible for each one of their children's class. The number of weeks on duty is determined by the class sizes. **Parent-on-Duty Policy applies to both language classes and activity classes.**

3. Parent-on-Duty tasks include:

a. Arrive by 9:20AM. Activity class parents need to arrive by 11:15AM.

b. Help with classroom setting (arrange tables and chairs before class begins) and help teachers with teaching materials (e.g. making copies).

c. For lower grade classes, you may need to bring snacks for students. Parent representatives are responsible to organize and decide how snacks are supplied.

d. At the end of class, help the teacher move the tables and chairs back to the original positions.

4. Parents who cannot carry out the "parent-on-duty" tasks can take the option to pay a \$30 fee per duty-day or a \$60 fee per semester at registration.

5. Fail to show up for parent-on-duty will result in a \$30 fine to the family. The fine will be collected during next semester's registration.

6. Parent Representatives are not required to sign up for "Parent-on-Duty", however it is his/her responsibility to schedule and remind the on duty parents prior to their duty date. They should also arrange additional parents on duty during exams or other class/school activities. When additional tasks are needed (such as helping exams), parents are required to continue the assignment rotation according to Parent Representatives' arrangement.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

## 洛丽中文学校 (RACL) 家长值班规定

1. RACL 是一个由家长发起的, 带有义工性质的组织. 随着学校的不断扩大, 我们需要每个学生家长参与学校的义工活动. 从2008年春季开始, RACL 要求所有家庭参与学校安排的任务.
2. 开学注册时, 每家都必须报名参加家长值班. 值班以学生为单位, 家长需在其每个孩子的班里值班. 值班次数取决于班级的大小. 此规定适用于语言班和课外活动班.
3. 值班家长的职则:
  - a. 在值班日必须早上**9:20**之前到校, 课外活动班值班家长必须在**11:15**之前到校.
  - b. 准备教室(摆桌椅等), 帮助老师复印材料等.
  - c. 低年级的班如需带零食, 由家长代表组织如何提供零食.
  - d. 课后协助老师把桌椅摆回教堂指定位置 (墙上有桌椅位置图).
4. 不愿或不能参加值班的家庭, 可在注册时交**\$30/次**或**\$60/学期**.
5. 如值班日缺勤, 将被罚款**\$30/次**. 罚款必须在下学期注册时交齐.
6. 家长代表不必参加值班. 他们应提前提醒值班家长值日并安排班上其它活动, 比如考试. 如班上需更多家长帮助