

值班家长职责

1. 每位学生的家长每学年有义务参加家长值班至少一次（2 小时1 5 分钟），注册时自愿登记日期。空档由学校指定，派人担任。如果在本学年没有参加家长值班的，学校将在下学年开学注册时收取3 0 美元罚金。已在本校有教学任务的家长减免值班。
2. 每位学生注册时家长应认真阅读有关职责和规定，认可后请在上面签字。本学年将取消coupon制度。但上学年的coupon将只能抵做这个学年的费用使用，下学年将不再使用。
3. 值班家长应在当班之日按时到校。在校办公处签到网站上签到，并领取、佩戴值班牌，了解职责，完成所担负任务。值班家长完成其职责后，再回到校办公处，在签到网站上办理签出手续，同时送还值班牌。请勿迟到或早退。如果迟到或早退二十分钟以上，学校将收取10美元罚金
4. 值班家长负责走廊，楼梯，门厅的秩序。阻止学生的跑，闹，追逐，喧哗，保证教学环境安静和良好的安全秩序。阻止学生在没有大人陪伴下离开教学区。在离校前检查教室、洗手间、走廊，保持其整洁。值班家长有时需根据学校要求帮助做其他校务工作。
5. 值班家长如因故不能到校值班，请自行找其他家长替换。如无法找到替换家长，请尽早电邮助理校长张建华(jhzhang200860@yahoo.com), 学校将帮助安排替换家长. 如当天有急事无法前来，请速电847-912-1051。如不通知学校，学校将按照规定在下学年注册时罚款30美金。
6. 以上职责，自2009年秋季学期开始执行。

PARENTS-ON-DUTY RULES

Xilin North Shore Chinese School

1. Parents must serve as a parent-on-duty for at least one 2-hour and 15 minute time slot for each student enrolled during the school year. Please select dates and time when you register. Unfilled slots will be assigned to parents by the school. In the current school year, if parents fail to do so during the school year, the school will charge them \$30 fine during registration for the next school year. Parents who teach at Xilin School are exempt from the parent-on-duty service.
2. When each student registers, parents should carefully read the regulations and understand the duty requirements before signing the registration form.
3. Parents on duty should arrive on time. Upon arriving, please proceed to the school office where you will sign-in on the school's website and receive and wear a duty-plate. After completing your work, parents should sign out, and return the duty-plate to the school's office. **Please do not arrive late or leave early. If you are more than 20 minutes late or leave more than 20 minutes early, the school will charge you a \$10 fine.**
4. Parents-on-duty will be responsible for maintaining order in the lobby, stairs and hallways. This includes keeping students quiet and safe, and preventing them from running and disturbing others. Students will not be allowed to leave the classroom area unless accompanied by an adult. Before leaving the school, parents-on-duty at the end of the class day are also responsible for policing the area, to ensure that classrooms, toilet and lobby are clean and in reasonable order. Parents on duty may also be required to assist in other office work.
5. If a parent-on-duty cannot be at the school for their assigned time, they are responsible for recruiting a substitute to fill their time slot. If a replacement cannot be found, the parent-on-duty must email the Assistant Principal Jianhua Zhang at jhzhang200860@yahoo.com as early as possible. The school will help to arrange a replacement. If the parent-on-duty cannot make their assigned time due to an emergency arising on that day, please call 847-912-1051 immediately. If parent-on-duty does not inform the school in advance that they are unable to make their commitment, the school will charge the parent-on-duty a \$30 fine at registration for the next school year.
6. Please be advised that the coupon policy will be cancelled after this school year. The coupon from last year will only be honored in this year and can be applied to tuition or fees, but will no longer be valid for the next school year.
7. These rules take effect with the 2009 fall semester.