

RACL Parent On Duty Policy

1. RACL is a volunteer supported organization. There is a lot of work to be done and the available volunteers are not enough to handle all the tasks. Starting from Spring 2008, all RACL families are **required** to participate school and classroom assignment.
2. All families are required to sign up for "Parent On Duty" assignment for their children's class during school registration. Families with more than one child need to participate in all of their children's classes. 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:
 - A. arrive on or before 9:20AM, sign in with the safety team. Activity class parent on duty must sign in before 11:15AM.
 - B. prepare classroom (arrange tables and chairs before class begins) and help teacher with teaching materials (e.g. making copies).
 - C. lower grade classes may need to bring in snacks for students. Parent representatives are responsible to organize and decide how snacks are supplied.
 - D. be available to the teacher at all times during the class (inside or outside the classrooms).
 - E. clean up the classroom (vacuum the room, put tables and chairs back to required positions).
 - F. for activity class on duty parents, they must inspect the room at around 11:25AM. If the classroom condition is unacceptable, they must contact the safety team immediately and report the situation. Otherwise, the activity class on duty parent assumes the final clean up responsibility of the room when the activity class is over.
 - G. requests an inspection by a safety team member. Sign out when passing the inspection.
 - H. It is optional that on duty parents wait for the safety team to inspect their rooms. If passing inspection, they are not responsible to issues related to that room. Parents who leave school without waiting for inspection are subject to such responsibilities and subsequent penalties.
4. Parents can opt not to perform the parent on duty tasks by paying \$25 one time or maximum \$50 per semester at the registration time.
5. Any violation of the policy, including but not limited to, no show on duty day, unavailable when teacher needs help, don't clean up the room or fail to meet the cleaning standard enforced by the safety team will result in a \$50 charge to the family. The charge will be collected during next semester's registration. Failure to pay such charges will result in incomplete registration.
6. Parent Representatives don't need to sign up for "Parent On Duty" assignment. They should remind on duty parents before their duty date. They should also arrange additional parents on duty during exams or other class/school activities. When additional tasks are present (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 是一个基于义工的组织。随着学校的成长，义工人手常常不能满足需要。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，在安全小组人员处签到。课外活动班值班家长必须在 11:15 之前签到。
 - b. 准备教室(摆桌椅等)，帮助老师复印材料等。
 - c. 低年級的班如需带零食，由家长代表组织如何提供零食。
 - d. 不论在教室内外，值班家长应能随时帮助老师。
 - e. 课后打扫教室(吸地板，把桌椅摆回教堂指定位置(墙上有桌椅位置图))。
 - f. 课外活动班值班家长必须在 11:25 检查语言班打扫卫生情况。如情况不能接受，应立即通报安全小组人员。否则，课外活动班值班家长将负责最后的打扫卫生工作。
 - g. 打扫卫生之后，请安全小组人员检查。通过检查后可离开。
 - h. 我们不要求家长等候检查。如通过检查，值班家长对之后可能发生的事情不负责任。如不等候检查，之后教室里有什么情况，此家长要负全责。
4. 不愿或不能参加值班的家庭，可在注册时交\$25/次或\$50/学期。
5. 任何违反规定的行为，如值班日缺勤，不能及时帮助老师，不打扫卫生，不能通过检查等将被罚款\$50/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，家长代表应根据现有值日计划轮流安排任务。

RACL Parent On Duty sign up sheet Semester: _____

Class: _____ Room: _____ Teacher: _____

Date	Wk	Parent name	Student name	Contact	Notes
01/12	1				
01/19	2				
01/26	3				
02/02	4				
02/16	5				
02/23	6				
03/01	7				
03/08	8				
03/15	9				
03/22	10				
03/29	11				
04/05	12				
04/19	13				
04/26	14				
05/03	15				
05/10	16				
05/17	17				

RACL Parent on duty task worksheet / check list:

Arrive at or before 9:20 AM.

Sign in with the safety team.

Arrange classroom tables and chairs and help teacher prepare class materials.

Sit in or standby the classroom when classes are in session and help teacher when requested.

For activity class on duty parent:

Be at the room at or before 11:25. Inspect the room condition. If not acceptable, contact the safety team immediately.

When class is over:

___ Move tables and chairs back to their original position. Use the diagram on the wall as reference.

___ Clean or vacuum the floor and table top if they are not clean

___ Wipe the black/white board clean

___ Make sure windows are closed

___ Ask a safety team member to inspect the room

___ Turn the lights off

___ Sign off (and go home 😊).