

Parents-on-Duty (POD) Policy

每位学生的家长每学期有义务参加家长值班至少一次（2 小时 20 分钟）：一个孩子值班一次，两个孩子值班两次，三个孩子值班三次，以此类推。值班日期和时间在注册时自选，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按每缺一次 30 美元收取罚金。在本校有教学和服务任务的家长减免值班。

值班家长应在当班之日按时到校。在学校办公处签到，并领取、佩戴值班牌，了解职责。值班家长完成其分配职责后，请回到办公处签出，并同时送还值班牌和工具。值班家长迟到或早退十分钟以上，学校将收取 10 美元罚金；如果值班时没有尽责，被校委会发现后，需要重做。

值班家长负责学校走廊，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。在离校前检查指定区域的教室、洗手间、走廊，保持其整洁。根据需要值班家长也可能协助学校举办的特别活动，以及帮助做其他校务工作。

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，请尽早电邮学校 PODadmin@xilinnschinese.org，学校将帮助安排替换家长。如当天有急事无法前来，也请电邮或在学校微信群告知。如未通知学校而缺席的，需要在本学年补做或在下学年注册时支付罚款。如果家长拒付罚款，学校保留取消学生注册的权利并将欠款作为不良信誉报告给信用局。

Parents must serve one parent-on-duty (POD) shift (about 2 hours and 20 minutes) for each enrolled student per school semester. If you have two children enrolled, you should do POD twice, three times for three children, and so on. You can choose

the date and time when you register online. Unfilled slots will be assigned by the school. If parents fail to perform POD duty during the current school year, a POD fine of \$30/shift will be charged on your invoice during registration for the next year. Parents who teach at Xilin NS or serve on the administration team are exempt from the parent-on-duty responsibility.

Parents-on-duty should arrive on time for the registered time slot. Upon arriving, please proceed to the school office (in the cafeteria) where you will sign-in and receive a POD badge and tools. After completing your shift, please go back to the

cafeteria to sign out and return the badge and tools. Late arrival or early departure for over 10 minutes will be charged a \$10 fine. **PODs do not fulfil their assignment will need to serve a make-up shift.**

Parents-on-duty are 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 at the end of the school day, parents-on-duty are also responsible for checking their assigned area, to ensure that classrooms, bathroom and lobby are reasonably clean and in order. Parents on duty may also be assigned other duties such assisting in school events, observing a class or assisting with other administrative tasks.

If a parent-on-duty cannot be at the school for their assigned time, they are responsible for finding a substitute to fill their time slot. If a replacement cannot be found, the parent-on-duty must email the Xilin NS POD administrator podadmin@xilinnschinese.org 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 on the same day, please email or post in the WeChat group immediately. For parents who fail to inform the school in advance of their absence, a POD fine will be charged at \$30/shift at registration for the next school year. If the parents refuse to pay the fine, the school reserves the right to cancel the family's registration and report the case to the credit bureau.