

PARENTS-ON-DUTY RULES AND AGREEMENT

值班家长职责

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，注册时自愿登记日期。如果没有注册上本学期的POD, 家长不用担心，学校还会给家长提供其他机会，比如参加workshop 或者帮助学校准备新年和年度picnic或者其他活动。如果这些机会家长都参加不了，学期结束之前你可以找学校谈，学校有很多地方需要家长的帮忙，罚款并不是目的。如果学校给予家长这么多机会，家长都不能完成POD义务，而且家长也不愿找学校再给机会，那么只能作为罚款处理。如果家长注册了新年的POD或者是秋天的Picnic POD, 在没履行义务前，罚款不能取消，仍反应在你的帐上。如果正赶上交学费，那么学校就要收取你的罚款，等你的义务履行了，再从学校领取罚款。已在本校有教学任务的家长减免值班。

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。

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听讲座、听课和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，请尽早电邮助理校长Ms. Wendy Mei (梅文姬)(wendymeimei@gmail.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 224-216-3804 。如不通知学校，学校将按照规定在下学期注册时罚款30美金。如果家长没有做POD，又没有交罚款，不管何种原因，学校会按照规定给家长发欠款账单。如果家长还是拒付，学校会把欠款做为不良信誉报给信誉局。

以上职责，自2016年春季学期开始执行。

PARENTS-ON-DUTY RULES

Parents must serve as a parent-on-duty for at least one 2-hour and 20 minute time slot for each student enrolled during the semester. If you have two children, you should do PODS twice. If you have three children, you should do three times PODS. So on and so forth. You are free to select the time you like but first comes, first serves. If you have not got a chance to sign up your POD duty for the current semester, school will still provide you other opportunities for you to sign up such as celebrating Chinese New Year, annual

school picnic or other duties. If you still miss these additional opportunities and refuse to talk to school to get one more opportunity, then a fine could be the only choice for us although we don't want to see it happen. If you sign up the additional opportunities of doing your POD duty, the fine will still show up on your account until your duty is fulfilled. If it happens to be the time when school collects the tuition, you are required to turn in the fine and claim the fine back when your duty is fulfilled. Parents who teach at Xilin School are exempt from the parent-on-duty service.

When each student registers, parents should carefully read the regulations and understand the duty requirements before signing the registration form.

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 10 minutes late or leave more than 10 minutes early, the school will charge you a \$10 fine. If you have not done your POD duty very well, then you have to do it again.

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 do other duties such as listening to a workshop, observing a class or assisting with other office work ect.

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 Wendy Mei at wendymeigmail.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 224-216-3804 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.

If a parent has not fulfilled his/her POD, and has not paid for the fine, then the school will send them the invoice. If the parents still reject to pay the fine, then the school will report the case to the credit bureau.

These rules take effect on Jan 1, 2017.

I have read and understood the parents-on-duty rules.

Signature (签名):

Date (日期) :