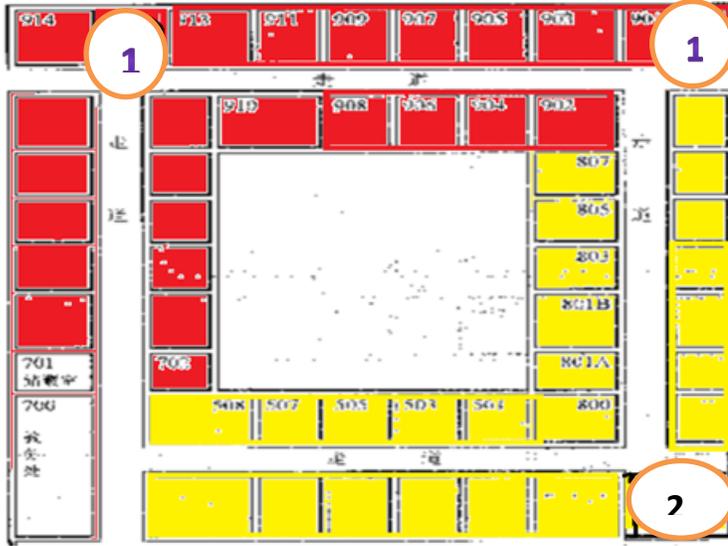


值班守则



Bell Schedule:

- 1:30pm
- 2:20pm
- 2:30pm
- 3:20pm
- 3:30pm
- 4:20pm
- 4:30pm
- 5:20pm

1 号位 : Position1

- 负责上图红色区域走廊秩序，如遇陌生人在走廊或教室逗留要询问并劝离。如教室有需要提供适当协助。要特别注意小班的孩子课间跑动。选坐其中之一位置，另一位大门用桌子抵上并随时查看。上课期间游荡的学生要将其送回教室。Be responsible for the red highlighted area. Make sure no strangers interrupt the classrooms. Watch out small children's safety. Please discipline students. Sit in one of the position and block the other side door with the table. Watch the doors and make sure that no one uses them. Provide help if needed.
- 5:30 签出 Sign out.

2 号位 : Position2

- 负责黄色区域走廊秩序，如遇陌生人在走廊或教室逗留要询问并劝离。如教室有需要提供适当协助。Keep corridor (yellow highlighted area) clean and quiet. Provide help when needed.
- 在以下时间负责图上红黄区域打铃。Ring the bell at 1:30, 2:20, 2:30, 3:20, 3:30, 4:20, 4:30, 5:20
- 为了安全起见走廊尽头的大门不能打开，如遇事故或者投诉值班人员全权负责。Do not allow people to use the side door.
- 5:30 签出 Sign out.

3 号位 : Position3

- 二楼电梯口，确保小孩子进出电梯要有大人陪同，如有不听劝者拍下其照片记下其姓名班级报告 PTA
- 5:20 协助 401 学员将椅子等推回教室归位。Watch the elevator and do not allow small kids to use it unless accompanied by an adult. At 5:20PM go to rm#401 to help arrange the chairs.
- 5:30 签出 Sign out.

4 号位 : Position4

- 不定时巡查以下区域秩序各两次，每次间隔 1 小时以上：主教区大门入口处，停车场（拍照违规停车），Cafeteria, Gym, 以上区域和办公室之间传递信息或教学物品。其他视当日安排。Periodically check the main entrance, parking lot, Cafeteria, and Gym twice to report any violations. Help move teaching supplies if needed.
- 5:30 签出 Sign out.

5 号位 : 根据当日需要待定

注: 为了减轻家长负担, 2018-2019 学年值班安排于以往有些变动:

值班次数由每学年两次减为一次。

新学年开始, 值班人员不再负责教室内部的归位整理, 新规则将由老师或俱乐部负责人每节课后带领学生一起完成。请家长事先与孩子沟通好。

未报中文课而只报了文体课或俱乐部, 且活动场地在 Gym, Cafeteria, 401, 406 的学员可以免除值班, 但要配合老师自行负责桌椅器械等摆放归位, 保持场地卫生及秩序。3 号位值班人员会协助把椅子推回 401 教室。(请此类家庭把家庭 ID 号/父母姓名发送给 pta@hxeb.org)

请仔细阅读以下细则, 如有任何问题或建议欢迎与 PTA 联系沟通, 大家辛苦, 谢谢合作。

请注意不要使用电梯, 不要打开除正门以外的任何大门。

值日时间 1:20PM-5:30PM, 敬请准时, 迟到或早退 20 分钟自动算作缺席。

Dear Parents,

Parent duty is assigned at one per family; each HXEB family that has children learning Chinese is subject to one parent duty each semester, for a total of two parent duties per school year. If you don't fulfill one parent duty by the end of each semester, the pre-paid parent duty deposit will not be returned.

For Parents on Duty: Please keep your duty area in order, and do NOT allow kids to run or fight in your duty area. If someone reports that there are kids running or fighting in your duty area with evidence but no action is taken by you, your deposit will not be returned.

1. Please arrive on time at the HXEB PTA desk at 1:20pm. If you can't make it, please ask other parents you know to switch.
2. The PTA desk is at the main entrance. Sign in on the PTA desk with your cellphone number only.
3. The parent duty time is from 1:20 to 5:30 pm. Please don't leave before 5:30pm; otherwise it's considered missing your parent duty.
4. Parents on duty will be randomly checked twice during the 4-hour duty period (1:20PM-5:30PM). If you are found to be absent and cannot be reached by cell phone, you will be considered missing your parent duty.
5. If you are arranged to clean up a classroom, please be sure to put all class chairs back in their original layout. If you move any chairs out of the classroom, you should bring them back after your duty is done. Please be sure all parents are away from the classroom area during class periods, thank you!

If you have any question about parent duty, please stop by the office (Room # 700).

Thank you, and see you there!