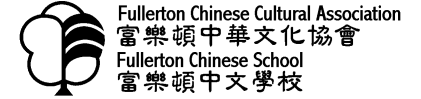


輪值家長須知

INSTRUCTIONS FOR ROOM-PARENTS



1. 家長輪值以班為單位，於開學當天，請家長至每班集合，選定輪值日期，並互選一人為小組長，協調該班輪值事務。
2. 輪值家長必須於輪值日上午八時三十五分向老師報到。
3. 幫助師生準時上下課，下課後協助清理，安放桌椅，用具至原位，整理完畢關好門窗後才離去。
4. 輪值家長不能干預老師上課，若有任何意見，請於下課後與老師或校長溝通。
5. 請主動與老師配合維持上課秩序，制止學生翻動教室的任何東西。
6. 下課休息時，所有學生不得留在教室內，輪值家長必須留守教室，制止任何學生返回。
7. 如發現學生有任何意外，請採取緊急措施，並立即通知學校。
8. 請勿在服務時與其他家長聊天，輪值時請勿攜帶小孩。
9. 如因故在輪值日無法到校時，請自行找人代替，或與小組長或家長聯絡人協調。
10. 輪值家長於輪值日，無故不到時，所有家長服務費不得退還。

1. Parents are encouraged to help in the classroom. Each class should choose one lead room-parent to coordinate all work schedules at the beginning of the school year.
2. All room-parents should report to the teacher at 8:35 a.m. on the days of their service. Any tardiness over 10 minutes is considered as absence.
3. Ask the teacher if there is any work that needs to be done before class begins. Assist in cleaning and restoring the classroom at the end of the class.
4. No room-parent is to interfere with the teacher's instruction. Any comments should be directed to the teacher after class or to the principal.
5. Assist in maintaining classroom order. Remind students not to disturb any displays or materials belonging to the host school.
6. The room-parent should stay inside the classroom during recess to make sure no student remains indoor.
7. In case of accidents, please take any necessary emergency actions and notify the school or parents immediately.
8. Do not chat with other parents or bring young children during your service hours.
9. If you can not help in the school on your assigned date(s), it is your responsibility to look for a qualified substitute and notify the lead room-parent or room-parent chairperson.
10. Any parent who misses his/her day of service without acceptable excuses will not be assigned make-up hours, and the parent service fee will be forfeited.