

## 华夏爱迪生中文学校 家长值班细则

华夏爱迪生中文学校是在美华人自己的学校。学校 25 年来从风雨中走过十分不易。这与广大家长的支持于合作是密不可分的。作为非盈利组织，家长义务值班是学校维持教学秩序，节约办学成本的重要一环。本细则详细讲述了家长义务值班的要求。

每位家长须要了解值班需要，认真做好值班工作。

### 1. 学校工作

- a. 每个开课周会有一份报名表，包括当周值班任务时间和工作
- b. 值班报名表链接会在学年初以 email 的形式发送给所有注册的家长，链接也会放在学校网站上 [hxedison.org](http://hxedison.org)
- c. 每周五晚学校会发 email 提醒所有注册的家长
- d. 学校将值班记录在系统中更新

### 2. 家长值班前工作

- a. 家长访问值班报名表链接，并在合适的开课周和时间注册值班任务（先选先得）
- b. 如果当周有事需要取消，请在当周周三前通知学校
- c. 如果需要更换时间，请自行联系其他家庭替补交换，并通知学校

### 3. 值班当日

- a. 请按照报名表上值班时间提前到校
- b. 如果不清楚值班任务，可以到 102 办公室询问确认
- c. 任务完成后请务必到 102 办公室签出（学校会根据此记录更新系统，不然家长值班状态无法更新）

### 4. 家长值班以家庭为单位，每学期每个家庭将有一次值班的义务

5. 如果当学期没有完成值班，您账户中值班押金将被扣除。下学期注册时须补交押金。此规定是为了鼓励足够多的家庭参加值班，保证参加值班家庭的公平。学校为我们的学生提供一个安静安全的学习环境，保证学习教室和设施完整离不开家长义务奉献。

## Parent Duty Policy

Huaxia Edison Chinese School (or school) is a non-profit organization, running as volunteerism based. All school families are required to participated parent duty. This can provide a proper study environment for all students.

1. School Tasks
  - a. There is one signup sheet per school week, including a list of duties with time and details
  - b. The webpage link of signup sheets will be shared to all registered families at the beginning of the school year and also be posted on school website (hxedison.org)
  - c. School will send out remind email every Friday
  - d. School will update the system with completed parent-duty
  
2. Parent Tasks – before Duty Day
  - a. Parent accesses the webpage link and selects the duty for the available week (first come first serve)
  - b. If need to cancel, parent should notify the school before Wed of the duty week
  - c. If need to change, parent can exchange the duty with other family and notify the school
  
3. Parent Tasks – on Duty Day
  - a. Parent must arrive at school on time
  - b. Parent can visit room 102 for any questions
  - c. Parent must check-out at room 102 when completing the task (this is very important as the school will update the system based on check-out list)
  
4. The parent duty is family based. Every family must participate one duty every semester
5. Failure to show up for parent duty will result in the forfeit of the parent duty deposit. As a result, a new withholding will be applied at the next registration. The school exercises this rule to encourage the participance. This is import to provide a safe and quite environment for all students. It is also for the purpose of being fair to the families who fulfilled the duty.