

## 值日家长职责

1. 提前 10 分钟到校 ( 12:50 )。值班时间为 12:50 – 16:00.
2. 将文具柜从储藏室移到指定地点。佩戴上放在柜里的值日牌，安置好两台复印机，并把失物招领箱放在桌子上，以便认领。
3. 帮助教师及校务人员复印材料。
4. 打上下课铃。第一节课: 1:00pm–1:45pm; 第二节课: 1:55pm–2:40pm; 第三节课: 2:50pm–3:40pm 。
5. 为了学生的安全，请在上课和课间休息时在走廊巡视，防止学生乱跑或做危险动作，特别是二楼的楼梯处，以免发生事故。
6. 在火警演习和各种紧急情况下，协助学校搞好疏散工作。
7. 在第三节课结束后，请把复印机和其它一切物品放回文具柜，把文具柜锁好并送回储藏室。
8. 请检查所有教室及餐厅以确保整洁。若发现老师和学生丢失物品，请将其收放到失物招领箱里。
9. 协助负责家长值日的代表清场，确认没有学生或家长在学校逗留，所有人员在四点之前离开学校。
10. 完成所有事情后，将钥匙交还给学校负责家长值日的代表，并领回值日押金。

## Responsibilities of Parents on Duty

1. Arrive at school at least 10 minutes before school starts (at 12:50). Work starts at 12:50 and ends at 16:00.
2. Move the school supply cabinet from the storage room to the designated area. Please wear the parents on duty badges that are available inside the cabinet. Set up the copy machines, and put out the Lost-and-Found box on the table.
3. Assist school teachers and staff in making copies.
4. Ring the bell before and after each period. First period: 1:00pm - 1:45pm; Second Period: 1:55pm - 2:40pm; third period: 2:50pm -3:40pm.
5. Monitor hallways during and between classes for student safety. Prevent students from running or any other dangerous behavior. Pay special attention to the stairway areas on the second floor to prevent any accident.
6. Assist school officials during fire drill and any other emergency situations.
7. After the third period, put all equipment and supplies back in the cabinet, lock the cabinet, and return the cabinet to the storage room.
8. Inspect all classrooms and cafeteria area. Collect items that are left behind by students and teachers, and put them in the lost-and-found box.
9. Assist the school PTA representative to confirm that no student or parent has stayed at the school and that all persons leave school before four o'clock.

10. After completing all tasks, return the supply cabinet key to one of the school PTA members.  
School PTA will return the \$50.00 deposit.