



## 家長代表職責 **General Guidelines for Parent Representatives**

1. 在配合老師教學方面，大力協助，予以方便。例如：
    - 幫助老師收集教材、製造教具。
    - 安排整年值日家長輪值表，及校區巡邏輪值家長，並轉告職責。
    - 每星期四負責提醒該週值日家長帶點心及飲料(學校不強制提供飲食，班裡家長須同意提供)，並鼓勵他們在課堂內主動幫助老師維持秩序。
    - 對於不合作的家長有責任報告校方，以維護多數人之利益。
  2. 對老師及家長的意見交流、感情方面多做聯繫。例如：傳遞家長們對老師教學上的意見。傳達老師對家長們配合幫助教學的期望。
  3. 如向全班家長收取班費，並負責班費的開支運用，則於學年結束時，將收支明細表公佈全班家長。
  4. 積極參加校務會議，代表家長傳遞對校方的意見，鼓勵家長們踴躍參加學校各項活動。
  5. 按時參加家長代表會，交換意見及討論支援學校各項活動。
  6. 在選出家長參與學校之活動後，積極聯絡並安排各家長之職務。
  7. 每年開學時，收集各家長之電子郵件地址，作為校方之聯絡網，定時傳遞校方之訊息。
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1. Coordinate with teachers to provide teaching assistance and convenience, which includes the following:
    - Help the teacher to collect teaching materials and instruction tools;
    - Schedule and coordinate Room Parent duty as well as Campus Patrol for the year;
    - Remind Room Parents on Thursday to bring snacks and drinks (optional) to class and encourage them to actively help teacher during class time;
    - Report any parent who does not follow the instructions and operations of the school.
  2. Provide a communication channel between parents and the teacher to promote the exchange of ideas and feedback.
  3. Report to the parents at the end of the school year on all revenue and expenditure if a class fee is being collected during the school year.
  4. Participate in school business meetings and encourage other parents to participate in all school functions.
  5. Attend all Parent Representative meetings and support school activities.
  6. Coordinate with BCS activity parent helper to help on school activities.
  7. Collect email address of every parent at the beginning of school year and forward school news.

## 值日家長職責      **General Guidelines for Room Parent**

博愛中文學校是互助的學校，所有的家長皆有權利及義務參與學校事務 包括任職董事、職員、老師助理、家長代表、班協代表及值日家長。根據值日之時間表，值日家長須於課堂上協助老師上課，並提供班上同學於課間休息時之飲食。學校不強制提供飲食，班裡家長須同意提供。值日家長之工作，為學生入學時，家長必須履行之義務工作條件之一，並清楚列明於註冊單上，如有違反者，將導致該學生被拒接受下年度之註冊。現任本校老師和校董可免役。本班班代和班協可免役(班中一子女學生)。

BCS is a cooperative school. All parents are required to serve the school. Services include Parent Representative, Class Liaison, Room Parent, Campus Parent Patrol and Board Member. The room parent assists the teacher and provides snacks for the class during recess on his or her designated date. Snack is optional and provided per agreement among class parents. As stated in the registration form, Room Parent service is mandatory. Failure to fulfill this obligation will lead to future registration denial. BCS teachers and board members are exempted from this duty. Parent representatives and class liaisons are exempted from this duty (for 1 child).

1. 須 8:45am 上課前到達教室，巡視教室內現況，例如：地面清潔，桌椅的安排及黑板的清潔，並填寫“教室清單”。
2. 協助老師維持教室內外學生秩序及一般安全。
3. 協助老師教學工作，例如：收集分發作業、試卷、文件打孔及裝訂、登記及批發作業、統計及記錄考試成績、點名。
4. 協助幼童去洗手間。
5. 在課間休息提供點心、飲料、杯子及紙巾若班裡家長同意。請留意學生是否對食物敏感。
6. 下課前，協助老師，學生恢復教室原狀，保持環境良好清潔及處理遺失物。
7. 值日家長如無故缺席（未與家長代表聯絡或未請替代者）將被罰款 \$20，並須安排補值日，如補值日仍無故缺席者，本校將不接受下學期註冊申請。
8. 上課日上午 9:45am 去校區辦公室幫老師繳交文件及領取並分發本班信件。
9. 協助傷患學生去校區辦公室急救，通知學生家長。送往醫院如情況須要。
10. 如遇緊急疏散，協助老師帶領出全班學生至指定集合地點。

1. Arrive at the classroom by 8:45 am to set up furniture, clean up floor and whiteboard, etc., if necessary. Fill in the BCS Classroom Checklist.
2. Assist the teacher in maintaining classroom order and ensuring student safety.
3. Assist in teacher's classroom duties, such as distributing and correcting workbooks and tests, roll call, etc.
4. Escort young students to the restroom.
5. Provide snacks, drinks, cups and napkins during recess if agreed upon by parents of the class (please be aware of any food allergies among the students).
6. Restore classroom furniture, clean up the floor, and handle lost and found items at the end of class.
7. If the Room Parent is absent without notifying the Parent Representative and a substitute is not present, a \$20 fine will be incurred. A make up service is still required. Repeated violations will lead to future registration denial.
8. Go to BCS office at 9:45am to pick up and distribute mail.
9. Assist injured students to BCS office for first aid and inform the parents/guardians · Send to hospital if the situation is required.
10. Assist in the emergency evacuation and lead the class to the designated assembly area.

## 博愛活動家長義工

## BCS Activity Parent Helper

家長們應積極參與學校之各項活動。被選為活動家長義工的家長，須協助校方籌辦學校之各項活動(如春季文藝公演等)。以求活動順利進行。

如互助家長無故缺席(未與班協聯絡或未請替代者)，將被罰款\$20，並安排補值日。如補值日仍無故缺席者，學校將有權拒絕其學生之註冊申請。

現任本校老師和校董可免役。本班班代和班協可免役(班中一子女學生)。

Parents should always participate in school activities. If they are selected to be the BCS Activity Parent Helper, they will be asked to help with the assigned activity (e.g. Spring Performance) and work with the other members of the school.

If the parent helper is absent without notifying the class liaison and a substitute is not present, a \$20 fine will be incurred. A make-up service is still required. Repeated violations will lead to future registration denial. BCS teachers and board members are exempted from this duty. Parent representatives and class liaisons are exempted from this duty (for 1 child).

## 校區巡邏

## Campus Parent Patrol

校區巡邏由每班家長代表負責選出班家長擔任。校區巡邏成員年齡須滿 18 歲以上。請勿在巡邏時間攜帶幼小兒童。每次巡邏任務將由兩個班級負責，請參閱後頁巡邏時間表，以確定所屬班級之巡邏日期。

校區巡邏之主要工作為配合校區管理主任以保障校內師生及家長的安全。擔任校區巡邏的家長須準時到辦公室報到(語言班 8:45am, 文化班 11:40am)，遲到或缺席者將被罰款 \$20。缺席家長在繳交罰款後仍須安排替補值日巡邏。重複的違規者學校將有權拒絕其學生之註冊申請。

Campus parent patrols are selected by the parent representatives in each class. Campus patrols must be at least 18 years old. Please do not bring along other children. Patrol duty is assigned to two language classes and one culture class on each school day. Please refer to the patrol schedule on the following pages for the days that your class is assigned.

The primary responsibility of Campus Parent Patrol is to work with the campus manager and to assure the safety of students and members of the school, as well as the security of the campus. The campus parent patrol is required to show up on time (8:45am for language class and 11:40am for culture class). A penalty of \$20 will be incurred for parents who are late or absent. Make-up service is still required for absent parent patrol, in addition to the fine. Repeated violations will lead to future student registration denial.