

Parent Volunteer Instruction

1. Parents are required to volunteer in two work categories: School Volunteer and Classroom Volunteer (Room Parent).
2. Participation: Each family is required to volunteer at least twice a year (two Saturdays) for each volunteer category. Parents may sign up for School Volunteer at the beginning of school year. Classroom Volunteer is organized by the Head Room Parent. Students may not register for the next school year and deposits for the current school year will not be refunded if family fails to complete the volunteer work requirement.
3. Absence: Parents are responsible for finding a replacement if they are not able to show up on the dates they sign up to work. Parents must inform the administrative staff responsible for security (listed on the Student Directory) or the Head Room Parent about the switch for proper recording of service hours. Families will be billed \$30 or the equivalent of \$30 of eScript donation for each absence without pre-arranged substitute.
4. Parents play a vital role in the success of our school. We encourage all parents to participate in school work as much as possible. Families unable to fulfill the volunteer work requirement may pay a \$120 fee in lieu of service for the school year.
5. Interested parents are welcome to join the school administration team. Parents who participate in school administration are not required to fulfill the volunteer duties described here.

Duties of <u>School Volunteers</u> (Please fill out the Job Sign Up sheet)	
Traffic	Parents must arrive at the school before 9:15 a.m. and cannot leave the school until 12:30 p.m. Upon arrival, contact the office immediately to get a traffic control vest, a handheld stop sign, a whistle, and a first aid pack. These equipments are needed to direct traffic, parking, and student pick-up and drop-off before and after school. All equipments must be returned to the storage room upon completion of work.
Safety	When class is in session, parents need to patrol areas outside the classrooms and the restrooms to ensure no student leaving the classroom without permission and make sure that students going to the restrooms return to class safely. Parents should alert to persons entering the school building; maintain silence in the hallways; patrol the playground, the auditorium, and the gymnasium to ensure student safety.
Bell & Clean up	Ring bells to signal the beginning and the end of class at: 9:30, 10:20, 10:35, 11:25, 11:30 and 12:20. Return the two bulletin boards placed outside of the office, the hot water boiler, and paper cups, etc. to the storage room at 12:25 PM.
Final Inspection	At the end of the third period (culture class), after students exited the classroom, parents need to inspect all the classrooms (total of 23) for the following: A. Desks and chairs are neat and tidy. B. No student belongings left in the classroom. C. No Chinese character mark left on the black/white board; all black/white boards be wiped clean with a damp paper towel. D. No garbage left in the classroom. E. No garbage (such as juice containers, candy wraps, tissues, etc.) or anything other than paper left in the recycle bin. F. All windows are closed.
Others	Sell fund-raising items, such as, gift certificates (arranged by the PTA), assist parent volunteers working on the aforementioned tasks, or perform other tasks as needed.
Duties of <u>Classroom Volunteers (Room Parent)</u> (Please contact the Head Room Parent)	
Room Parent	Assist the teacher as needed. Duties may include: copy homework before class starts, collect homework in class, provide assistance to students at the request of the teachers, maintain classroom order, and ensure student safety in the classroom. Arrive at the office before class begins to pick up the attendance list; check attendance and return the list to the office before 10:30 a.m. After the third period, around 12:20 p.m., clean up classroom and restore desks and chairs to their original positions. Please follow items A to F under Final Inspection when checking classrooms.
Head Room Parent	Volunteer or elected by parents in the classroom. Responsible for communication among the teacher, the parents, and the PTA. Also responsible for scheduling Room Parent volunteers and keeping record of service hours of Room Parents. Help the PTA organize and coordinate school-wide activities.