

	Teachers	Students	Parents	Room Parents	On-Duty Parents	Student Affairs Staff
1:10PM		No loitering in playground and parking lot.			Report for Duty at the Office. \$5 deduction for every minute delay.	1. ensure that on-duty parents arrive at 1:10PM.
1:20PM	Arrive At the Classroom; assign room parent to stay in class, or closeby, for back up when needed.	Don't stay in the classroom without the presence of your parent or teacher; keep your voice down when talking in hallway; no running.	drop off children no earlier than 1:20PM; make sure your children is with the teacher or room parents before you leave.	help teacher set up the classroom; help taking care of the students.	Fulfill your responsibility and complete the job that you're assigned. Keep the 'unattended' students close by you in the hallway. Take their names, grade, and classrooms and notify Student Affairs at 3:00pm.	2. station on-duty parents in each hallway, particularly in the elevator area - that is where church staff had to raise his voice to slow down the running kids.
1:30PM (Class begin)	Additional support from Student Affairs or On-duty parents is available in the hallway.	Enter classroom immediately, quietly.	share the responsibility and be watchful in hallway for 'running' students.	maintaining classroom order; share the responsibility and be watchful in hallway for 'running' students.	Stop the 'running' students. Take their names, grade, and classrooms and notify Student Affairs at 3:00pm.	3. educate the on-duty parents that it is their job to take names of those who violate the policy, either they do it or church staff will do it. I'd rather the parents do it because next time when church staff does this job, we will be asked to leave the church.
1:30-2:20 (1st Class)	Notify Student Affairs before 3:40 should there be lack of hallway support.	No loitering in playground and parking lot.	share the responsibility and be watchful in hallway for 'running' students.	maintaining classroom order; share the responsibility and be watchful in hallway for 'running' students.	Stand by the designated hallway, during class time, for teachers' backup should they require a quick assistance (no more than 5 minutes).	4. educate the on-duty parents to stop all unaccompanied students from entering the bulding before 1:20PM. They just have to stay with the on-duty parents.
2:20-2:30 (Break)	Finish class on time (3:30 for Language, 4:30 for Cultural). Any student not picked up by the time you are ready to leave, please bring them to the office.	keep your voice down when talking in hallway; no running.	share the responsibility and be watchful in hallway for 'running' students; help teacher in classroom so teachers can take a bathroom break.	share the responsibility and be watchful in hallway for 'running' students; help teacher in classroom so teachers can take a bathroom break.		5. set the orange cones before school and remove them after school.
2:30-3:30 (2nd Class)		No loitering in playground and parking lot.	share the responsibility and be watchful in hallway for 'running' students. Pick up your child promptly at 3:30. Otherwise, pick up at office.	maintaining classroom order; share the responsibility and be watchful in hallway for 'running' students.		
3:30 (After Language Classes) and 4:30 (After Cultural Classes)	Ensure desks/chairs are restored to their original positions; clean whiteboard / chalkboard; turn off lights.	keep your voice down when talking in hallway; no running; no loitering in playground and parking lot.	help teacher restore the desks/chairs in the classroom; help clean up the classroom.	help teacher restore the desks/chairs in the classroom; help clean up the classroom.	Report for Off-Duty at the Office at 3:45. Service deposit will be returned upon completion of above responsibilities on time. Otherwise, it will be forfeited.	

In case of violation:

First violation: Parent conference and parent attends child's class for four consecutive weeks.

Second violation: \$50 fine and two-week suspension.

Third violation: Regrettably, expulsion from school. We simply cannot afford any more violations.

Student Name (Print, Sign and date) _____

Class _____

Parent Name (Print, Sign and date) _____

Teacher Name (Print, Sign, date) _____