

2007-2008 校園輪值協調聯絡人 Campus Duty Contact Person

	Laguna	Franklin	McClatchy	Inderkum
輪值家長編排/調動/協調 Campus duty parent organization/coordination/support	WCS office 392-0442	WCS office 392-0442	WCS office 392-0442	WCS office 392-0442
當日輪值簽到/簽退及領/繳智慧背心 Sign-in/Sign-out/Retrieve & Return Vest	Class Teacher	Class Teacher	Class Teacher	Class Teacher
電話通知家長輪值時間 Contact parents to be on duty about campus duty time and date	Clare Ng 429-0374	Clare Ng 429-0374	Tina Lau 392-3926	Henry Chen 835-8825
家長在校園執行任務時請教問題 While on duty, please contact the following person for questions.	May Cheung 425-7371	Henry Chen 835-8825	Eva Wong 479-0977	Henry Chen 835-8825

家長輪值須知 Notice to Parents on Campus Duty

1. 已簽名輪值者，敬請每次依時出席。
If you signed up to be on campus duty, please be sure to be present.
2. 輪值當日，請穿輕便布鞋，暖和外套。
On the day of campus duty, please wear comfortable shoes and a warm jacket.
3. 輪值家長若有手提電話，敬請攜帶以防緊急之需。
If you have a cell phone, please have it with you in case of an emergency.
4. 請向各班老師簽到，領取輪值背心穿上
Please sign in with your teacher to retrieve the campus duty vest.
5. 若因事故需調換，請各自私下與其他家長協調後，告訴該班老師即可。
If you would like to switch your scheduled campus duty time, please contact the other parents to work out a schedule, then inform the class teacher.
6. 負責通知下週值班家長(請見輪值表上之名單及電話)
Please remind the next parent to show up for campus duty the following week.
7. 已列出之輪值家長有事敬請派親友代表任職。確定無法依期擔任職務，請自行與其他家長調更輪值時間。
If you have a last-minute situation where you cannot do campus duty on your assigned day, please ask a friend or neighbor to take over your time slot. If you cannot find anyone, then call the other parents to substitute for you.
8. 無法任職而又無請代職者，請及早通知校方後 繳\$20 班老師轉交校方，將此巡邏費聘用他人代職。
If you don't show up for campus duty on your designated day or find a substitute, there is a \$20 penalty. WCS will use the funds to hire someone to do campus duty.
9. 輪值時遇無法決定事件 請向各區[行政負責人]聯絡處理 若無法聯絡其人則與班老師聯絡由老師通知校方 When on duty, if you encounter a situation where you don't know how to handle, please contact the site campus duty contact person listed on the chart above. If you cannot do so, then contact the class teacher. The teacher will then contact the principal.
10. 輪值時遇有急事，請與鄺校長行動電話 (916) 769-1513 聯絡；其他時間則電 392-0442 校方電話聯絡。
If you have an emergency and have to leave the school while you are doing campus duty, please call Principal Beth Kwong at (916) 769-1513.

Wisdom Chinese School Site Class Periods

Laguna Friday Class	Franklin Friday Class	McClatchy/Inderkum Sat. Class
4:00-5:00PM 第一節課 1 st Period 5:00-5:15PM 休息 Break 5:15-6:15PM 第二節課 2 nd Period 6:15-6:35PM 休息 Break 6:35-7:15PM 第三節課 3 rd Period 7:15PM 放學 Class Dismiss	4:30-5:30PM 第一節課 1 st Period 5:30-5:45PM 休息 Break 5:45-6:45PM 第二節課 2 nd Period 6:45-7:00PM 休息 Break 7:00-7:45PM 第三節課 3 rd Period 7:45PM 放學 Class Dismiss	8:30- 9:30AM 第一節課 1 st Period 9:30- 9:45AM 休息 Break 9:45-10:45AM 第二節課 2 nd Period 10:45-11:00AM 休息 Break 11:00-11:45AM 第三節課 3 rd Period 11:45PM 放學 Class Dismiss

輪值家長職務說明 Parents on Campus Duty Information

職務分類 Type of Service	A. 課堂教務 Classroom Help	B. 行政事務 Administrative Work	C. 校園巡邏 Campus Duty
值勤時間 Time	第一二三節課堂時間內 During 1 st , 2 nd & 3 rd periods	第一二三節課堂時間內 During 1 st , 2 nd & 3 rd periods	上課前 15 分 15 mins before class begins 第一二三堂上課時間 During 1 st , 2 nd & 3 rd periods 第一二三堂休息時間 During 1 st , 2 nd & 3 rd periods 下課後 15 分 15 mins after class is over
報到/值勤地點 Report/Service Location	各班教室 Individual Classroom	按需要而定 According to the need	各區校園 Individual Site Campus
職務內容 Service Content	1. 協助老師檢查學生之上週功課 2. 課堂教學擔任分組組長協助老師 3. 指導幼齡或初學者 4. 放學前之當日功課記錄 1. Offer help to the teacher in grading homework 2. During class time, divide the class in groups 3. Help younger students or beginners 4. Write down homework before class dismiss.	1. 印刷或裝釘教材/校訊 2. 派發各班教材/校訊 3. 協助校長轉答訊息各班老師 4. 當日活動之協助 1. print, staple teaching materials/newsletter 2. Distribute teaching materials/newsletters to each class 3. Assist the principal in giving announcements to each class 4. Assist in that day's activities	1 上課前確定課室已開門,若無則找校工開啟。 2 巡視各班教室秩序若有異樣則執行任務: 3 上課時學生上廁所安全 4 休息時間學生活動 勿離本校學習環境區 5 點心時間之校園清潔 6 維持校內外的安全 7 代表校方處理突發事件 8 確定家長接送無違規停車 9 放學後確定全校學生離校 1 Make sure the door is unlocked before class begins. 2 Ask the janitor to unlock the door if needed. 3 Escort students to restrooms during class time to ensure safety. 4 Supervise students to stay within the campus facilities during recess time. 5 Clean up after snack time. 6 Maintain safety within and outside of the school site. 7 Represent WCS to handle unexpected situations 8 Make sure other parents are not violating traffic rules when stopping to pick up and drop off their children. 9 Make sure all students have left the school after class is over.
所需物品 Things Needed	各班老師自行通知 Teachers provide information individually	校方預備之文具用品 Stationary supplies provided by WCS	巡邏衣 (智慧背心) Campus Duty Vest