

## 家长代表工作条例

### Parent Representative Check List

1. 做好学校与家长之间的通信交流工作。即把学校的各项决定和通知及时传达给家长,同时也把家长提出的意见和建议随时转达给校方和老师。  
Please serve as a communication link and mutual support among parents, teachers and school administration. Helping parents understands school rules and policies and get feedback from parents (suggestions, ideas concerns etc.)
2. 指导和帮助家长理解并签署各类必要的文件,并收集交给校方。  
Please help parents understand and sign all the school forms and facilitate their return to school.
3. 开学前二周,按照要求将本班的学生名单从数据库调出并标准化。新学期开学当天,提前到教室,协助老师核对学生和家长的信总。内容包括学生,家长,和任课老师的姓名,地址,电话,和电子信箱。自我介绍给老师和家长,通知开学的时间,教室位置,和开学需知。  
Please verify and collect students, parents and teachers information from your class two weeks before school starts, and confirm this information with class teacher on the first day of school. (Include name, address, home phone, e-mail address; course schedule and classroom location etc.)
4. 制定本班家长值勤表和联络小组表,把家长值勤条例传达给家长,每周提醒家长值班。  
Please create a "parents on duty" schedule and a "contact trees", Remind parents do their duty.
5. 开学1-2周开家长会,请老师介绍教学大纲和要求。  
这对新同学最有帮助,半学期再开一次家长会,老师对教学的进展和各个同学的学习状况可以和家长交流。  
Please organize a few classes meeting around the school year. Let teacher, parents and students know each other and parent know teacher's curriculum plan and course schedule .In the middle of the semester, have the second class meeting, and let parents know their children's progress.
6. 组织活动,对老师的教学和辛勤劳动表示支持和感谢。  
Please remind parents and students show their appreciation to the teachers in our teacher appreciation week.
7. 协助新学年老生注册工作。  
Please help returning students register for school.
8. 帮助学校搞活动,特别是全校性的大型活动。鼓励班上学生家长积极做义工。  
Please help organize school events and activities, and encourages all the students and parents of Pilot program to be involved.