

# **WEST VALLEY CHINESE LANGUAGE SCHOOL**

## **2010-2011 Mandatory Parent Participation Policy**

West Valley Chinese Language School (WVCLS) is a nonprofit, all-volunteer organization. We have a long tradition of excellence, due in part to the dedicated support of our parents. To help ensure an effective education for our children, WVCLS is entirely dependent on all parents to help with the administration of the school. Please read the following carefully to better understand where and how you, the parents, can best support WVCLS.

### **1. Parents of CS1 students**

All CS1 parents are REQUIRED to stay in class EVERY school night to help their children and assist the teacher in teaching and class preparation.

### **2. Parents of CS2 and above, CK and above students, if not serving as a teacher or a school board member this school year, are REQUIRED to**

A. Help as traffic/security patrol and in the office.

- Duty starts at 6:30pm and end at 9:15pm at school each week.
- There is a penalty of \$20 for late-show and \$120 for no-show.
- The School Board will assign these duties for the entire school year. A duty roster will be sent home on the first day of school.

B. Further support the school's ongoing General Service Activities such as during Chinese New Year, promotion ceremony etc.

- Parents are REQUIRED to sign up, and identify their preferences, for jobs listed on the "General Service Activities" form.
- The School Board will assign these activities for the entire school year. Some activities will be pre-assigned and a duty roster will be sent home on the first day of school, while other activities will be assigned as the school year progresses.
- The start time and end time for General Service duties vary with different activities. Parents will be notified of the duty times when they receive their assignments.
- Parents who signed up for a preferred general service activity but who refuse to accept and perform the activity, or do not show up for the duty as assigned, will be invoiced a penalty charge of \$120.

### **3. General Considerations**

- The work and time contributed by CS1 parents in the classroom, teachers, and School Board members apply towards fulfillment of the parent participation requirements as above.
- It is the responsibility of the School Board to conduct a fair parent participation program. Parents with more than one child registered with the School can expect to be scheduled for the traffic/security patrol and office-helper duties and assigned for General Service Activities more than one time during the year.
- Parents should take note of their traffic/security patrol and office-helper duty assignments and workdays. **It is the parents' responsibility to trade workdays if needed.**
- Every consideration will be given to accommodate the activity preferences identified on the "General Service Activities" form. However, the School Board cannot guarantee that all preferences can be met and final assignment of activities is up to the discretion of the School Board.
- If CS2 and above, CK and above parents do not wish to serve in any of the traffic/security patrol and office helper and General Service duties after the start of school, notification must be sent to school in writing by the second week of school. Under such circumstances, the School will invoice the parent a fee of \$120 per student or \$200 per family to be excused from the mandatory and general service participation. Payment is due immediately upon receipt of invoice. This fee is not refundable.
- Parents must submit any exceptions or deviations from the said assignments and policies described above for approval by the School Board.