

15. Can we totally get rid of this “lousy” parent’s duty system? What if no parent’s duties at all?

It is possible. However, in order to keep the same classes and the same education quality, we will need to hire additional staff to perform the works that are covered by parents now. It is estimated that hiring those staff will cost an average of \$200 per family per year. This number is much bigger than what you may be charged by missing all four possible parent duty assignments. The Board of Directors has to make the decision to alter the parent duty rules.

16. How about other Chinese schools in Chicago area? Do they have similar parent’s duty?

The majority of the Chinese schools in the USA require parents to be on mandatory-volunteering duty. Chicago area is no exception. Some local Chinese schools even collect parent duty fee when registering for the classes. The parent duty fee is refunded to a family account only after the family has successfully completed its assigned parent duty assignments.

17. I read all above answers, but still have more questions. Where should I submit my opinions, complaints, questions, and etc?

Please submit your opinions, complaints, questions via email to the email addresses: info@raychineseschool.org, vplogistics@raychineseschool.org, principal@raychineseschool.org, and/or chairman@raychineseschool.org. You may also find contact information on RCS website: www.raychineseschool.org

瑞华中文学校

RAY CHINESE SCHOOL

Parent Duty FAQs



瑞华中文学校校委会
March 2011

1. Why do we need a parent on duty in each classroom? Is this necessary?

A parent helps the teacher maintain the classroom and building in a clean and orderly manner during breaks and before/after class.

By our school’s bylaw, parent duty is a mandatory-volunteer task for all families as they join the school and send their children to the school for study and/or other activities. A family has to agree to this requirement before proceeding to the registration.

The Illinois state law accepts schools to generate such a requirement to benefit the schools.

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787 Meadowridge Drive, Aurora, IL 60504

2. How to separate morning and afternoon duty sessions? How are different duties scheduled?

Morning Session: 10:00am to 1:00pm;
Afternoon Session: 1:00pm to 4:45pm.
Currently, Kennedy Campus has both morning and afternoon sessions while Still Campus has afternoon session only. Your duty session(s) are consistent with your class session(s). If you have registered classes both in the morning and afternoon, our computer will automatically assign you to the most needed session. According to our registration history, you are most likely assigned to a morning session since it has greater needs.

3. Why can’t the teachers do all the works in lieu of parent’s duty?

Unlike most of the public school teachers, our teachers are only compensated by the hours they spend in the classrooms. Our teachers spend many uncompensated hours doing classes preparations and their work load is heavy since many of our classes are at the maximum number of students allowed in a classroom. There are great needs of parents to help teachers in classrooms in order to keep the school running smoothly. Typically, each class, (with the exception of adult classes) needs a parent on duty during school hours.

4. What are the responsibilities of the parents on duty? How does the process work?

The main responsibilities of a parent on duty include but not limited to helping the classroom teacher copying/printing class materials, maintaining classroom in order and clean, preventing students from damaging local school’s properties in the classroom, and etc. See “RCS Guidelines for Parents on Duty” on the parent’s duty assignment sheet for more details.

A parent on duty needs to sign in at the front desk at least five minutes before the session starts. You need to pick up an assignment sheet and read parent’s duty assignments carefully for all tasks and responsibilities.

After completing all tasks assigned to him/her by session teachers, the parent on duty should return the properly filled out assignment sheet with teachers’ signatures to the front desk. Failure to return the complete parent-duty assignment sheet could result in a fine of \$35 or additional parent-duty assignment in the future.

5. How frequently will a parent be assigned parent duties?

A family is usually assigned one to two duty sessions for each semester. It is highly possible that you will be assigned parent duty twice in a semester.

6. How is parent duty assigned?

Based on the number of classroom duty needs for a whole semester, most families are required to take duty sessions. The parent duty assignments are processed by the following sequences:

- 1) First Assignment: every family who registers for more than one credit hour (class) is assigned a parent duty session according to the computer’s registration order.
- 2) Second Assignment: families are grouped by the number of classes taken. The more classes a family is taking, the more likely the family will be assigned a second duty session. In fact, most of the families will be assigned second parent duty session due to the need of assistance for classes.

7. Why are some parents not assigned to their children's classrooms?

Our school computer system is optimized to maximize the possibility of assigning parents to be on duty in their children's classrooms. However, to avoid a family being assigned two parent duty sessions consecutively, the two assignments are usually scheduled at least two weeks apart. Therefore, there is no guarantee that parents are always assigned to their children's classrooms.

8. Are there any RCS families whose parent duties are waived? Why?

Yes. All families who only register for one hour of class are not required to be on parent duty. In addition, the following families are also waived from parent duties:

- 1) Members of the Board of Directors (Board Members). All board members are volunteers for the school. They commit their time and effort to the school outside the classes. RCS has nine board members.
- 2) School Executive Committee Members. The Executive Committee members work on various administration and management tasks during and after the school hours. It's impossible for them to stay in specific classrooms to perform parent duties. In 2010-2011 school year, there are nine Executive Committee members who manage the two RCS campuses (Kennedy and Still).

- 3) Teachers. Many teachers have their own children registered in the school. These teachers are also school members. However, due to the teaching tasks during the school day, these teachers are waived from classroom duties. There are about sixty-five teachers in RCS teaching a variety of classes in both campuses.
- 4) Parents Patrol Team Members. These parents are in charge of school-wide general duties including traffic control, front desk duties, timing classes, taking care of copy machines and printers, and etc. Parents Patrol Team members are constantly on school duties during school hours. There are about twenty Parents Patrol Team members in RCS both campuses.

You are welcome to join to above teams so that you can help RCS in better ways.

9. How do I find out my parent duty schedule?

Your duty assignments are posted online under your family account. Log into your account, and click "My Duty".

We cannot schedule all duties for the entire semester at the very beginning of each semester because some families change their registrations in the first couple weeks of each semester.

We normally run the parent duty assignment program at the beginning of each semester to assign parents to classes for the first three weeks. On the second week, we rerun the program to assign parents to classes for the fourth to the eighth week. At the 6th or 7th week, we will run the program again to assign parents to the classes for the rest of the semester.

In addition to the online posting, a separate

updated duty-assignment message will be sent to your email box a couple of days before your duty date.

It is very important and it's the parent's responsibility to check "MyDuty" under your accounts periodically and to keep your email addresses updated with the school.

10. What if I cannot perform my parent duty due to a schedule conflict?

We understand that sometimes a parent may have time schedule conflict to perform his/her parent duty. The school will try its best to find possible substitute for the parent provided the parent would notify the school at least three (3) weeks in advance. However, there is no guarantee that the school can find a substitute for you. It is ultimately the parent's responsibility to find a substitute in case that a parent cannot perform his/her assigned parent duty for whatever reason.

11. What will happen if I miss a parent duty?

If a parent fails to complete the assigned duties, a \$30 fine will be automatically charged to his/her account for each incomplete duty assignment. The fine must be paid within two (2) weeks of occurrence.

Among the \$30 fine, \$25 will go to the parent who helps your perform your duties. The other \$5 is for the extra cost of data processing and rescheduling, due to your absence.

12. Can I do a make-up duty?

Yes, you can always make up a missing parent duty. Twenty-five dollars (\$25) will be credited back to your account after you complete your make-up duty.

13. How can I make up my duty? Can I do a makeup duty anytime I want?

When you are ready to make up your parent duty assignment, you should go to the front desk directly at the beginning of each session (10:00 AM for morning session, 1:00 PM for afternoon session). The front desk will try to find any classrooms that need substitute parents due to the absences of the parents assigned to those classrooms. You may be assigned to those classrooms. After completing all duties assigned to you by the teachers, you should return the duty assignment sheet with the teachers' signatures on it to the front desk. A \$25 will then be credited to your account.

Makeup duty shall be completed in the same semester. You will only be allowed to make up your parent duty assignment in the next semester if your absence happens to be on the last day of the semester.

14. Can I have alternate duty schedule? I only want to do a 2-hour duty while my kid is in the school. But I can do more school days.

No. Usually families have their own favorite approaches. RCS has tried many ways to schedule parent duty assignments in the past two decades. The current duty scheduling system has been proved to be the most reasonable and most effective.

Please see Item 2 and Item 7. Parents shall follow the assignments.