

I. 聯絡事宜 Maintain Class Contact

- (1) 建立班級聯絡網名單(除了家電外，另可包括公電或 e-mail 地址)。最好能測試聯絡網一次。
Establish a class communication tree. In addition to home phone#, office phone# or e-mail address can also be included. Test once to ensure the effectiveness of the communication tree.
- (2) 通知停課和活動需知。
Inform parents of school closings and activities.
- (3) 班母的 e-mail 只能完全用於該班聯絡有關事宜。Room parent emails to other class members should be restricted to class business only.
- (4) 請避免用全班 e-mail 傳送以下私人事宜，譬如個人進退、負面感想、傳言和未經校方證實的警語等。Please refrain from sending messages which would bring up personal events or issues (including but not limited to baby showers, birthday parties, personal feelings, hear-says, etc., or unverified warnings either related or unrelated to the Li-Ming school business).

II. 協助老師 Provide Assistance to the Teacher

- (1) 尊重導師的決定，依其需要提供協助。
Respect the teacher's decisions and provide assistance when requested by the teacher.
- (2) 依導師的需要，聯繫並徵求其他家長來共同協助班上活動。
When requested by the teacher, coordinate with parents to help with teacher assignments.

III. 聯誼活動 Organize Class' Social Activities

- (1) 計劃班上課外活動的次數、時間、地點、性質及內容。不得佔用上課時間為休閒活動。
Plan after school class social activities. This includes frequency, timing, location, nature, and agenda for the activities.
- (2) 儘量請班上的家長及學生來協助您。
Ask parents and students to get involved and help you out as much as possible.
- (3) 若需用學校場地，請向場地聯絡人洽詢。
Contact facility coordinator to make reservations if school facility is needed.
- (4) 若可能，請記錄每次活動內容，以刊登學校網頁。最好有普通相片或數位相片。
(Optional) Write a report for school's web site. Provide photos or digital pictures if available.

IV. 其他職責 Other Tasks

- (1) 通知所有家長，協調選出下學年度班父班母，並將名單交給班級聯絡組長。
Inform and coordinate with parents to select the roomparent(s) for the next school year, and give the name(s) to Class Parent Coordinator.

V. 注意事項 Miscellaneous Items

- (1) 每一學年，班父班母開會三次：開學初、學年中、及學年末。
Attend roomparent meetings three times a school year: in the beginning, the middle, and the end of the school year.
- (2) 可於班級家長會前後用 5~10 分鐘徵詢家長意見及需要。可考慮與家長討論是否收活動費。
Make use of 5 to 10 minutes before or after the teacher-parent meeting to inquire feedback and needs from all parents. May consider discussing with all parents to collect activity fee as needed.
- (3) 注意其他班級的活動，可聯合舉辦。
Pay attention to activities held by other classes. Co-host activities with other classes if appropriate.
- (4) 不主動向家長收費送禮給老師。
It's recommended that you do not take initiatives to collect money from all parents to buy gifts for the teacher.
- (5) 班級聯誼活動與黎明中文學校無關。如家長有顧慮，可參照黎明網頁(www.li-ming.org/form/FieldTripGeneric.gif)下載同意書修改成私人使用。
Class' social activities are not part of Li-Ming Chinese Academy's school activities. If parents have concerns, please download a copy of the Field Trip Permission Slip (www.li-ming.org/form/FieldTripGeneric.gif) and modify it to suit your needs.
- (6) 若有困難，請向班級聯絡組長報告。
Inform Class Parent Coordinator for any problems you have.