Acton Chinese Language School
P. O.Box 2239
Acton, MA 01720-6239

ACLS Parent-on-Duty Guidelines

Thank you for serving as a Parent-on-Duty at Acton Chinese Language School (ACLS). Your participation is essential in helping maintain a safe, orderly, and welcoming environment for all students, teachers, and families.

Each family is required to sign up one security or in-classroom duty per semester for each child in a language class, except teacher, administration team member, or a parent council member. If for some reason you cannot perform any duty in a semester, a $35 fee will be charged per semester to cover a replacement cost.

Please carefully review the following guidelines and expectations to ensure a smooth experience.

General Responsibilities for All Parent-on-Duty Positions:

- Be punctual. Please report to check in at the security desk or Room 409 at least 10 minutes before your scheduled duty.
- Wear orange security vests.
- Be alert and walk around your assigned area regularly.
- Always prioritize student safety and well-being.
- Do not allow children to enter the fitness center, gyms, rooms where they do not have class, or any areas not rented by ACLS.
- If you observe any unsafe, inappropriate, or suspicious behavior, report it immediately to Room 409.
- Stay off your phone except in the case of emergencies or if needed for school coordination.
- Treat all students, staff, and parents with respect.
- You have up to Monday before Sunday to make changes. After that you should make an effort to come, or ask a friend or another family member to cover for you. If you really cannot make it and cannot find a substitute, contact the school security director and inform him that you cannot make it. After the Sunday you should sign into your account and select a new duty to perform.
- If you fail to show up for your duty without notifying the security director in advance, you will be subject to a fine of $50 per semester.

Specific Duty Areas & Responsibilities (Refer to Security Position Map in Appendix):

1. Main Entrance:

- Direct drop-off and pick-up traffic and monitor security. Vehicles may not park in the circle; they must keep moving.
- Ensure students are dropped off/picked up safely.
- Prevent students from exiting the building without adult supervision or teacher permission.
- Do not allow non-school people to enter the building.
- Assist ACLS administrators, teachers, and staff in loading/off-loading school-related materials.
- Monitor for suspicious individuals entering/exiting. If you notice anything unusual, notify Room 409 immediately.

2. Lobby & Hallways:

- Do not allow non-school related activities in the lobby.
- Monitor for wet floors, clutter, or hazards. Place a caution sign or report to Room 409 if necessary.
- Ensure no running, yelling, fighting, taking food/drink or roughhousing.
- Do not allow students to touch any locker in the hallway.
- Keep noise levels down.
- Prevent students from lingering outside classrooms without reason.
- Assist lost or confused students in finding their classroom.

3. Restroom Vicinity:

- Check nearby restrooms periodically.
- Ensure lights are on, floors are dry, and no running water, broken fixtures, or excessive noise.
- Watch for students playing, slamming doors, or engaging in inappropriate behavior.
- Report any restroom maintenance needs to Room 409.

4. Side Entrances/Exits:

- Do not allow anyone to use side doors (except the one directly facing the parking lot) for entrance or exit, or to pass through non-accessible areas.
- Watch for students entering/exiting unsupervised.
- Do not allow non-school people to enter the building.
- Ensure surrounding areas are free of hazards and students are behaving appropriately.
- Make sure the side door entrance is locked when leaving the school.

5. Cafeteria:

- Monitor security (not damaging any school property).
- Put chairs and desks back to original order before leaving.
- Ask people to clean up food leftover and drink spillage right away.
- Coordinate with copy personnel to monitor the public telephone for misuse.
- Do not allow students to run, fight or scream in the cafeteria area.
- If the cafeteria is in use during school special events,
    - monitor food lines, cleanliness, and student behavior.
    - Ensure proper clean-up and no food fighting or waste.

6. “In Class Room” duty

- All families from CSL-1, CSL-2, CSL-3, pre-K, K and first grade do not need to take ACLS security parent duty, instead, they need to help teachers in classrooms.
- Please choose the date for this in-classroom duty for the semester during registration. If you choose not to serve the duty, you need to pay a fee of $35 to the school.
- Should also check in at the security desk on the day you perform your ‘In Class Room’ duty.
- Roles

A. Supervision & Safety

- Assist the teacher in maintaining order during class.
- Help monitor the children, especially during activities or transitions.
- Accompany children to the restroom (standing outside the door if needed).
- Watch for signs of distress, accidents, or unsafe behavior.

B. Support for the Teacher
- Help distribute or collect materials.
- Assist with small group activities or one-on-one support if needed.
- Help tidy up the classroom after activities or class ends.

C. Behavior Monitoring
- Gently redirect children who are distracted or disruptive.
- Support classroom rules as communicated by the teacher.
- Prevent students from touching areas covered or marked off by the RJ classroom teachers.
- Notify the teacher of any behavioral concerns.

Emergency Procedures:

Medical Emergency:
- Stay calm.
- Alert the nearest teacher or Room 409 immediately.
- Do not attempt to administer medication or treatment unless certified and authorized.

Fire or Evacuation:
- Follow the instructions of school staff.
- Help direct students calmly to the nearest exit.
- Do not re-enter the building until declared safe.

Lockdown or Security Alert:
- Follow the school's lockdown procedure.
- If in a hallway, calmly direct students into the nearest classroom and stay with them.
- Do not open doors unless instructed by school officials.

Best Practices:
- Practice active supervision: scan, move, and engage.
- Intervene gently and redirect inappropriate behavior. Reinforce positive behavior by praising cooperation and kindness.
- Avoid being alone in an enclosed space with a student.
- Notify a teacher or administrator if needed. Report incidents objectively and respectfully.

Reporting:

All incidents, questions, or observations should be reported to Room 409.

Thank you for your commitment to a safe and caring ACLS community!
To sign up for parent duty, log into ACLS Online Registration System with your family account. Then choose an available position and time to perform your duty.
To check your sign up status, log into ACLS Online Registration System . A “Parent duty status” line is displayed on the homepage of the system.
For more information, please read ACLS parent duty FAQ. You may also contact the school security director at school or via email security@acls-ma.org for assistance.

Appendix: Security Position Map

- All exterior doors shall remain closed except the front main entrance door
- No running inside the school.
- No food and drinks are allowed in the classrooms and corridors except in the big or small cafeterias.
- No roller shoes are allowed in the school.
- Read specific duty of the each position