

英華

YINGHUA  
ACADEMY

# DRAGON LIFE ORGANIZATION HANDBOOK



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## What is the Dragon Life Organization?

All students in all grades at Yinghua Academy, are, by nature, a part of Dragon Life and are encouraged to play an active role in the life of the school. The Dragon Life Organization (DLO) gives you, the students, opportunities to be genuine leaders. These opportunities will allow you to have a direct influence in the school and the lives of your classmates. As a part of the DLO, you will develop life skills while doing actual jobs, assisting teachers, planning social events, developing community service projects, tutoring peers, etc. Students in grades 7-8 who wish to serve as a leader in the Dragon Life Organization may apply to be a Dragon Life Prefect.

Prefects (like the prefects in Harry Potter) work in cooperation with and complement the efforts of the administrative and academic staff. Prefects are valuable assets to the school. Prefects help uphold high standards of behavior and encourage participation in school activities. School staff and administrators support student prefects as they perform real jobs, complete valuable tasks and plan important events for the school.

The DLO empowers students to make a difference by giving them real responsibility and opportunities to develop skills in leadership, cooperation, confidence, creativity, problem solving and communication. While engaging in DLO activities such as service projects and "late nights", students acquire and refine talents and perspectives that will help them in high school, college and beyond.

The goals of the Dragon Life Organization are as follows:

- 1) Create and promote a positive school climate and healthy community.
- 2) Complement the academic portion of students' education.
- 3) Allow students the opportunity to experience real-life work, responsibility and accountability.
- 4) Involve students in their own education through ownership and investment.
- 5) Promote the highest standards of ethical and moral values.
- 6) Model the Dragon Code for the whole school.



## **The Structure of the Dragon Life Organization**

The structure of DLO mirrors and compliments the structure of school administration. There are varying levels of responsibility that provide many opportunities for students to get involved, depending on their personal interests.

### **Head Prefect**

The Head Prefect works closely with the Dean of Students, Student Activities Coordinator and Dragon Life Chinese Coordinator(s) to oversee and manage the DLO. This is similar to how our Executive Director manages the entire school. This is a big responsibility! The Head Prefect is typically involved with every aspect of DLO. They lead by example, help give direction, attend as many DLO events as possible, and assist the rest of the Prefects on a regular basis.

### **Deputy Head Prefects**

These students assist the Head Prefect by leading and managing their individual departments. The Deputy Head positions also carry a lot of responsibility! Just as the Dean of Students manages behavior for the school, the Deputy Head of Behavior will lead their department in helping to manage behavior and confront bullying around the school. Similarly, while the Academic Coordinator manages academics throughout the school, the Deputy Head of Academics will lead their department in helping to manage academically themed activities like our tutoring program, the Book Fair, Teacher Prefects, etc.

### **Senior Prefects**

Each department is made up of a number of teams that each have a specific focus within the scope of their individual department. Each team is led and managed by one or two Senior Prefects. The rest of the members on the team are made up of volunteer student prefects of all ages.

### **Interns**

Students in this position are usually younger or less experienced in Dragon Life. They are an assistant to the Senior Prefect on their team. Being an intern allows them to be closely involved with older leaders, helping and shadowing them throughout the year. In this way, they have an opportunity to grow and gain experience so they are more prepared to take on greater levels of responsibility in the years to come. Typically, interns are students who are looking ahead and desire to be Senior Prefects or Deputy Head Prefects in the future. They may even become our Head Prefect someday!

## Dragon Life Prefect Organizational Chart

Below is a chart that shows the basic arrangement of the organization. The Head Prefect position is in the blue-green box at the top. Deputy Head Prefects are in the colored boxes across the second row. Below them are listed the various Senior Prefect positions/teams within each department.



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## **Prefect Interview and Selection Process**

Unlike traditional "Student Councils", YA Dragon Life Prefects are selected through an interview process; not elected through a popular vote of their peers. Interviews for the next school year are typically held in the spring of the previous school year. Students who are interested should sign up as soon as possible once the interview process begins. When you sign up, you will select a time to meet with the Dean of Students, the Student Activities Coordinator and the Dragon Life Coordinator(s). There is no need to be anxious about the interview. The interview process is meant to be a discussion about your passions and interests. We want to know what areas of Dragon Life you are interested in and why. We will also be curious about your past experience and why you think you are the right person for the job, so come prepared. And, remember, "past experience" doesn't just mean your experience in Dragon Life. If you don't have any experience in Dragon Life yet, that's okay. Maybe you help your parents at the family business? Maybe you babysit or mow lawns in your neighborhood? Perhaps you're a Boy Scout or Girl Scout? Maybe you've volunteered in programs to help people in need? All of these are great examples of experiences that we want to know about. If you don't think you have any experience, don't worry. We also spend a lot of time considering your history at YA, including academics, behavior, attitude, character, maturity, organizational skills, communication skills (including Chinese Language skills), etc. Bottom line – anyone in grades 7-8 who is interested is encouraged to sign up for an interview!

## **Do I have to apply, interview and be accepted in order to be involved?**

No, you do not need to be a Prefect in order to be involved in Dragon Life. All students in grades 5-8 are encouraged to volunteer and join in the activities and leadership opportunities Dragon Life provides throughout the year. A variety of roles and tasks exists throughout Dragon Life to cater to the different interests and skills of students. Tasks fall into Dragon Life Departments, which mirror the structure of the school. Students are welcome to be involved as much, or as little as they wish. Some students participate in DLO every chance they get. Others may only volunteer once or twice per year. The most important thing to remember is that this is your chance to make your school the best school it can be, for yourself and for your classmates.

# HEAD PREFECTS

## Head Prefect Responsibilities

The Head Prefect is the primary student leader in the Dragon Life Organization. This role allows them to be the chief liaison, or “point person” when working with school administrators to lead the Dragon Life Organization. He or she regularly meets with the Student Activities Coordinator, the Chinese Dragon Life Coordinator(s), the Dean of Students, occasionally the Executive Director, and routinely with every department in DLO.

The Head Prefect is primarily responsible for maintaining the “big picture” while supporting the mission and vision of the Dragon Life Organization. They lead by example and actively engage in all aspects of DLO in order to create and maintain a positive, open and supportive team environment.

Additional Head Prefect responsibilities include, but are not limited to:

- Speaking, writing and integrating the Chinese language into all DLO events and publications whenever possible.
- Translating or delegating other prefects to translate for non-Chinese speaking staff during meetings and events.
- Helping prefects work through conflict; guiding them through reconciliation and finding solutions.
- Attending occasional afterschool meetings with staff and families to represent DLO, which may involve minor speaking and answering questions.

## HEAD PREFECT RESPONSIBILITIES CONTINUED...

- Facilitating communication between DLO Prefects and Administration (i.e. – sending and forwarding emails, passing on feedback, clarifying instructions, answering questions, etc.)
- Helping to lead and organize DLO cabinet meetings. The “cabinet” is made up of the 6 Deputy Head prefects and the Head Prefect.
- Creating and managing a master calendar of DLO events for the year, including meetings for the Cabinet and the entire Dragon Life Organization.
- Taking notes or delegating other Prefects to take notes at meetings, then forwarding the notes to the entire Dragon Life Organization.
- Assisting Deputy Head Prefects with planning and organizing their departments, including their weekly/bi-monthly meetings, events and schedules.
- Attending individual DLO department meetings as much as possible.
- Introducing and standing with Deputy Head Prefects and their Departments as they make announcements (i.e. – Morning Meeting in the gym, cafeteria, classrooms, etc.)
- Checking in with Deputy Head Prefects and other student leaders on a regular basis to offer support and help hold them accountable; making sure that projects are moving along and on schedule to meet deadlines.
- Maintaining a current list of DLO prefect email addresses and phone numbers.
- Taking lead on miscellaneous projects and events, like decorating DLO bulletin boards, Meet Your Teacher nights, Field Day, keeping the hallways and the loft tidy, etc.
- Helping to promote the Dragon Life Organization and recruit students to be involved. Examples include leading the Deputy Heads and their departments in setting up the Dragon Life Fair (posters and tables), video presentations, speaking to homerooms, etc.
- Training students and delegating tasks as needed.



## DEPUTY HEAD PREFECT RESPONSIBILITIES

The Deputy Head Prefects make up the foundational leadership team for the entire Dragon Life Organization. Together with the Head Prefect, they are referred to as the "Dragon Life Cabinet". The DLO Cabinet meets every week. Meetings are typically held from 3:10-4:00 on a day selected by the Cabinet.

Just as the Head Prefect is responsible for leading the entire Dragon Life Organization, each Deputy Head Prefect is responsible for leading their own individual department. Their role and responsibilities are nearly identical to the Head Prefect, except on a slightly smaller scale that is focused primarily within their own Department.

By understanding the roles and responsibilities of the Head Prefect, as outlined on pages 7-8, Deputy Head Prefects will know their own leadership responsibilities within their department, and DLO as a whole. For example, Deputy Heads will attend meetings with administrators on a regular basis to plan their departments' events, activities and projects. It their responsibility to communicate and coordinate those plans with the rest of their department, and then lead their teams in making the plans a reality. Deputy Head Prefects meet with their teams weekly or bi-monthly, coordinate emails, delegate tasks to their team members and attend all of their Department's events. Some projects and events only happen once or twice per year. Others may require weekly, or even daily supervision.

In this way, the success of every department relies heavily on the daily, hands-on involvement and leadership of its Deputy Head Prefect.

**The specific scope and responsibilities of each individual department, as well as individual Senior Prefect responsibilities for each team, are outlined on the following pages.**

# ACADEMICS

## ➤ Teacher Prefects

The Academics Department is responsible for complimenting and supporting academic, or “educational” aspects of the school.

**Teacher Prefects** support teachers by providing an extra set of hands; helping teachers with organizational tasks and various projects in their classrooms.

## ➤ Book Fair

**Book Fair Prefects** sign up to cover shifts at the fall and spring book fairs that are sponsored by YACA (Yinghua Academy’s parent volunteer organization).

## ➤ Tutoring

**Tutors** pair up with younger classmates on a weekly basis to offer additional help with their homework.

## ➤ Library Prefects

**Library Prefects** help the librarians organize and manage the library.

## ➤ Blue Tickets

**Blue Ticket Prefects** work with office staff to promote and manage the middle school Blue Ticket program which is designed to encourage more spoken Chinese in non-class settings.

# **TEACHER PREFECTS**

## **Senior Prefect Responsibilities**

- Plan, coordinate, lead and organize the Teacher Prefect program.
- Recruit Teacher Prefects (TP's)
- Communicate with teachers about the program.
- Create a list of the teachers who would like the help of a TP each week.
- Pair TP's with teachers.
- Design a master schedule and publish to the rest of the team – TP's should help their teachers at least one day per week during Activity Period.
- Check in with teachers on a regular basis to make sure that their TP's are showing up and that things are going well.
- Hold TP's accountable; guiding, training and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## **Teacher Prefect Expectations**

- Support teachers by helping them in their classroom with basic tasks and organizational projects. Examples of duties include sorting papers, decorating bulletin boards, hanging student work, cutting, cleaning white boards, organizing, checking homework and quizzes, etc.
- Teacher Prefects should meet with their assigned teacher during the first month of the school year and decide together how this partnership will best work for them.
- Work hard and do the best job you can, be polite and respectful, speak Chinese whenever possible and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time – the teachers are counting on you! The only reason for missing a shift is being assigned to mandatory Homework Lab. If you are going to miss your shift be sure to email the teacher and the Senior Prefect ahead of time.
- Check school email account daily and respond to emails as soon as possible.

# **BOOK FAIR**

## **Senior Prefect Responsibilities**

- Plan, coordinate, lead and organize the Book Fair Prefects.
- Communicate and coordinate with the YACA parent in charge of the book fairs.
- There are two book fairs – One is during fall conferences in October and the other is during spring conferences in April. Communication needs to start well in advance in order to plan properly. (*See Master Calendar*)
- Help recruit Book Fair Prefects (BFP's) and help them sign up for shifts.
- Sign yourself up for a shift.
- Help train the BFP's in preparation for each book fair. There is often a video that BFP's need to watch before they will be allowed to work the cash register.
- Keep BFP's informed about book fair plans.
- Help set up and take down each book fair.
- Hold BFP's accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## **Book Fair Prefect Expectations**

- Sign up ahead of time to work a shift at the book fair.
- Participate in any training that is required before your first shift. Students will not be allowed to operate the cash register without proper training.
- Be on time for your shift.
- Work hard and do the best job you can, be polite and respectful, and speak Chinese whenever possible.
- Model a positive attitude.
- **Note** - Only students in grades 6-8 may be Book Fair Prefects.

# **TUTORING**

## **Senior Prefect Responsibilities**

- Plan, coordinate, lead and organize the Tutoring program.
- Students being tutored are called "tutees," and they come to us in three ways:
  - a) Student requested tutoring support.
  - b) Parent requested tutoring support for the student.
  - c) Teacher referred the student for tutoring support.
- Communicate with teachers and create a list of student tutees.
- Recruit tutors and pair with tutees. Create a master list of all tutors and tutees.
- Assign one lead tutor for each homeroom to check in weekly with all of the tutors in their class, and then report back to you.
- Design a master schedule and publish to the rest of the team. Tutors should meet with their tutees at least one time per week – usually during Activity Period or PM Homeroom.
- Plan a training meeting with all tutors before starting the program.
- Work with the DLO Activities Coordinator to communicate with the parents of the Tutees, explaining how the program will work.
- Hold tutors accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## **Tutor Expectations**

- Participate in any required training before your first meeting with your tutee.
- Be on time for your meetings – the younger students really look forward to meeting with you. If you are going to miss your meeting be sure to email the teacher and the Senior Prefect ahead of time.
- Be calm, patient, warm, kind, positive and encouraging. But also remember to be firm.
- Help, show, demonstrate and explain, but do not do the work for the tutee.
- Do the best job you can and speak Chinese whenever possible.
- Attend meetings and training sessions.
- Check school email account daily and respond to emails as soon as possible.
- Lead tutors check in weekly with all of the tutors in their homeroom to identify issues, offer support and report back to the Senior Prefect.
- **Note** - Students in grades 5-8 may sign up to be tutors.

# **LIBRARY PREFECTS**

## **Senior Prefect Responsibilities**

- Plan, coordinate, lead and organize the Library Prefects.
- Meet with the school librarian at the beginning of the year and determine what they need help with.
- Recruit and train Library Prefects (LP's).
- Design a master schedule and assign LP's to shifts. The goal is to have 1-2 LP's working in the library every day during Activity Period. Publish schedule to the rest of the team.
- Hold LP's accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## **Library Prefect Expectations**

- Participate in any required meetings and training sessions.
- Straighten and organize library, return books, and follow the directions of the school librarian.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Follow the master schedule, be consistent and show up on time.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# **BLUE TICKETS**

## **Senior Prefect Responsibilities**

- Plan, coordinate, lead and organize the Blue Ticket program.
- Meet with office staff in charge of Blue Tickets at the beginning of the school year to plan and determine what they need help with.
- Recruit and train Blue Ticket Prefects (BTP's).
- Design a master schedule and publish to the rest of the team.
- Hold Blue Ticket Prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## **Blue Ticket Prefect Expectations**

- Participate in any required meetings and training sessions.
- Collect Blue Tickets from homerooms on a weekly basis.
- Tally Blue Tickets, fill cylinders with colored pompoms, and then return Blue Tickets to students.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# ACTIVITIES

## ➤ Activity Period Clubs

The Activities Department is responsible for planning and coordinating events and activities for middle school students. In addition, this department helps design the school yearbook.

## ➤ Middle School Dances

**Activity Period Club Prefects** work with the Chinese Dragon Life Coordinator(s) to plan and organize the “club” options that are available for middle school students during Activity Period. Activity Period is the daily middle school “recess” period from 11:36-12:20 for grades 6-8, and 12:15-12:40 for grade 5.

## ➤ Yearbook

**Middle School Dance Prefects** plan and host two middle school dances per year – one in the fall and one in the spring.

**Yearbook Prefects** works with office staff and Life Touch to design YA's annual yearbook. They also help take photographs of school events to help document the year.



# ACTIVITY PERIOD CLUBS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Activity Period Club schedule – there are typically three schedules per year; one for each term.
- Regularly meet with the Chinese Dragon Life Coordinator(s) and work together to design the club schedule.
- Recruit additional students to help with and lead clubs. Encourage students to create exciting, interesting and active clubs.
- Recruit Chinese teachers to lead Chinese themed clubs.
- Assign clubs to classrooms and design a master club schedule for each term. Send the finished schedule to middle school teachers and the rest of the Activity Period Club team.
- Create an online Google Form for middle school students to sign up for their clubs for each term. Turn on the form and let all middle school students and teachers know when the sign up process will take place.
- Make sure that every student has signed up for a club for every day of the week; find students who have not registered and help them sign up.
- Upload and manage the Google Form responses – create a spreadsheet, organize the data and make sure it is accurate. Sort and filter the spreadsheet in order to create rosters/attendance sheets for each club.
- Plan training meetings with all club leaders before each round of clubs begin.
- Hold Activity Period Club leaders accountable; supervising, guiding and mentoring them as needed. Help make sure that students are attending their clubs as scheduled and following the rules.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Activity Period Club Prefect Expectations

- Participate in any required meetings and training sessions.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Follow the master schedule, be consistent and show up on time.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# MIDDLE SCHOOL DANCES

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the fall and spring middle school dances.
- Regularly meet with the Student Activities Coordinator and work together to plan the dances.
- Select a theme for each dance.
- Recruit prefects to help design decorations.
- Create advertisements, flyers and posters to promote the dance, including the theme and the 5 W's/1 H (Who, What, When, Where, Why & How).
- Design a Google Form for students to sign-up for the dance.
- Help the Dragon Life Activities Coordinator collect and organize payments for the dance - create a spreadsheet and use the spreadsheet to create an attendance sheet to check students in as they arrive at the dance.
- Create a sign-up sheet (hard copy or Google Doc) for students to volunteer to help set up before the dance and take down at the end of the dance.
- Create a song list – collect requests from students and make sure that every song on the play list is school appropriate, including language and content.
- Go shopping with the Student Activities Coordinator for supplies, food, treats and beverages for the dance.
- Recruit teachers (and sometimes parents) to help chaperone the dance.
- Hold dance prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Middle School Dance Prefect Expectations

- Participate in any required meetings and training sessions.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Be consistent and show up on time.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# YEARBOOK

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Year Book team.
- Regularly meet with office staff responsible for the annual Yinghua School Yearbook.
- Set up and lead a Yearbook Club during Activity Period. Hold regular meetings with all YP's.
- Participate in required Life Touch training.
- Recruit and train Yearbook Prefects (YP's); assist them with any required Life Touch and/or YP photographer training sessions that are needed.
- Design a master schedule, including deadlines and events to photograph for the year. Assign YP photographers to events and activities. Publish the schedule to the rest of the team.
- Take pictures and document as many YA events and activities as possible, including as many grade levels as possible.
- Help collect and manage photos; identify students in pictures and write captions.
- Help create the yearbook using the Life Touch software program.
- Hold YP's accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Yearbook Prefect Expectations

- Participate in any required meetings and training sessions.
- Take pictures and document as many YA events and activities as possible, including as many grade levels as possible.
- Help collect and manage photos; identify students in pictures and write captions.
- Help create the yearbook using the Life Touch software program.
- Treat school cameras with respect.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Follow the master schedule, be consistent and show up on time.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## BEHAVIOR

### ➤ Anti-Bullying

### ➤ Golden Tickets

### ➤ Hallway Prefects

The Behavior Department is responsible for helping to create and promote a positive and supportive school environment. Behavior Prefects work to minimize bullying in all areas of the school. A big part of their role is to help educate students so they learn how to identify bullying; then teach them strategies to help themselves, and others, when it happens.

**Anti-Bullying Prefects** promote campaigns to increase awareness and education about bullying. They also organize events and activities that promote connectedness amongst the students. In addition, Anti-Bullying Prefects often mentor and support peers and younger classmates who are experiencing social challenges.

**Golden Ticket Prefects** help manage YA's Golden Ticket program which is designed to recognize, or "catch" students who exhibit positive behavior choices. Students who are seen behaving in a way that stands out as promoting YA's values can be awarded a Golden Ticket by any teacher. The tickets are collected and entered into a drawing every month. Winners are treated to an ice cream celebration hosted by school administration and the Golden Ticket Prefects.

**Hallway Prefects** help patrol and monitor the hallways and cafeteria during the lunch and recess hour. They help remind students to be safe, follow the rules and dress properly for the weather.

# ANTI-BULLYING

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize events and campaigns to promote a positive and respectful school environment in order to minimize bullying throughout the school. Examples include “National Unity Day Against Bullying – Wear Orange!” and poster campaigns around the school.
- Research and brainstorm additional ideas that promote kindness, compassion and a climate to combat bullying.
- Recruit and train students to be involved in these campaigns.
- Plan one, themed “Mix-It-Up at Lunch” day per month. Examples include sitting at lunch tables according to birthday month, favorite animal, favorite hobby, sports you play, favorite movie, etc.
- Plan educational presentations to teach students about bullying; what it is, why it's hurtful, and what you can do to help prevent it or stop it when it happens.
- Challenge students get to know other students they don't know yet.
- Encourage students to intervene and stand up to bullying when they see it, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Anti-Bullying Prefect Expectations

- Participate in any required meetings and training sessions.
- Contribute in promoting Anti-Bullying campaigns and activities; help create posters, mentor and support younger students, visit classrooms, etc.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# GOLDEN TICKETS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Golden Ticket program.
- Meet with the office staff in charge of coordinating Golden Tickets at the beginning of the school year; and throughout the year as needed.
- Recruit and train Golden Ticket Prefects (GTP's).
- Design a master schedule and publish to the rest of the team.
- Plan a training meeting with all GTP's at the beginning of the year.
- Hold GTP's accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Golden Ticket Prefect Expectations

- Participate in any required meetings and training sessions.
- Remind and encourage teachers to write Golden Tickets.
- Collect Golden Tickets from homerooms in grades K-8.
- Bring Golden Tickets to office and then organize and sort them.
- Return Golden Tickets to students.
- Help set up for Golden Ticket ice cream celebrations - bag candy and treats, set up cafeteria.
- Host ice cream celebrations – help manage students, hand out candy bags, hand out reward certificates, distribute ice cream, and help clean up afterwards.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# HALLWAY PREFECTS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Hallway Prefects.
- Recruit and train Hallway Prefects (HP's).
- Design a master schedule and publish to the rest of the team. Post the schedule in the Dean's office near the yellow safety vests. There should be a minimum of 5-10 HP's working every day during Activity Period (see below).
- Plan a training meetings with all HP's.
- Hold HP's accountable; making sure they show up, supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Hallway Prefect Expectations

- Participate in any required meetings and training sessions.
- Work hard and do the best job you can. Be polite and respectful.
- Follow the master schedule, be consistent and show up on time.
- Get your radio and yellow safety vest from the Dean's office and return them when your shift is over. Be sure to hang your safety vest, turn off your radio and place it in the charger correctly.
- Monitor Hallways, Doorways and Stairs – Respectfully and calmly remind students to be safe and follow general school rules during the lunch/recess period (walk, indoor voices, no physical, etc.)
- Report inappropriate, disrespectful or unsafe behavior to the Dean of Students.
- Primary HP Stations include:
  - **2 Cafeteria** – Help manage students as they dump their trays, line up in the mural hallway, and wait for their teachers.
  - **2 Middle School Homework Lab** – Check in with the teachers at HW Lab and write a list of missing students, then track down the missing students and remind them to go to HW Lab.
  - **1-2 @ Door 16** – Keep students from banging on the windows and from going in and out repeatedly; remind them to dress properly.
  - **1-2 @ Floor 2 Main Stair Landing** – Hallway monitor
  - **1-2 @ Floor 3 Main Stair Landing** – Hallway monitor
- Check school email account daily and respond to emails as soon as possible.
- Model a positive attitude.
- Speak Chinese whenever possible.

## COMMUNITY SERVICE

### ➤ Global Service Project

### ➤ Local Service Project

### ➤ Birthday Board

The Community Service Department is responsible for planning and coordinating school wide projects that support people in need. These projects provide students with an opportunity to deepen compassion and gain experience helping others, furthering our mission to create well-rounded global citizens. Sample projects include collection drives, fund raisers, acts of physical service and disaster relief. The Dragon Life Organization goal is to conduct at least one “local” and one “global” project per year. This Community Service Department also manages the Birthday Board in the cafeteria.

**Global Service Project Prefects** plan at least one project each year whose purpose is to help or support a community in need that is part of the greater world outside of the United States.

**Local Service Project Prefects** plan at least on project each year whose purpose is to help or support a community in need here in the Twin Cities or greater Minnesota.

**Birthday Board Prefects** use the Birthday Board in the cafeteria to recognize monthly birthdays for the entire school each.



# GLOBAL SERVICE PROJECT

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the annual Global Service Project.
- Research and brainstorm ideas. Pay attention to global events and news.
- Select preferred ideas and present to the DLO Cabinet and school administrators.
- Regularly meet with the Student Activities Coordinator to plan the project.
- Set dates and design a master schedule for the selected project. Publish to the rest of the Community Service team.
- Recruit and train prefects to help manage the project.
- Lead regular meetings with prefects.
- Create posters and advertise the project. Present the planned project to students and teachers (i.e. – Morning Meetings in the gym and homerooms, lunch in the cafeteria, etc.).
- Hold prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Global Service Project Prefect Expectations

- Participate in any required meetings and training sessions.
- Help advertise – design posters and present to students.
- Help manage the project – collect items, count and organize money, package and mail or deliver items, host the event, etc.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Follow the master schedule, be consistent and show up on time.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# LOCAL SERVICE PROJECT

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the annual Local Service Project.
- Research and brainstorm ideas. Pay attention to local events and news.
- Select preferred ideas and present to the DLO Cabinet and school administrators.
- Regularly meet with the Student Activities Coordinator to plan the project.
- Set dates and design a master schedule for the selected project. Publish to the rest of the Community Service team.
- Recruit and train prefects to help manage the project.
- Lead regular meetings with prefects.
- Create posters and advertise the project. Present the planned project to students and teachers (i.e. – Morning Meetings in the gym and homerooms, lunch in the cafeteria, etc.).
- Hold prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Local Service Project Prefect Expectations

- Participate in any required meetings and training sessions.
- Help advertise – design posters and present to students.
- Help manage the project – collect items, count and organize money, package and mail or deliver items, host the event, etc.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Follow the master schedule, be consistent and show up on time.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# BIRTHDAY BOARD

## Senior Prefect Responsibilities

- Plan, coordinate, organize and decorate the Birthday Board.
- Recruit and train Birthday Board Prefects (BP's).
- Contact the YA IT Manager or Registrar for a copy of all staff and student birthdays for grades K-8 at the beginning of the school year.
- Set up and lead a weekly Birthday Board Club during Activity Period.
- Research and brainstorm ideas for monthly themes. Select a school appropriate theme for each month. Sample themes can be individual cut out shapes for each student's name and birth date (i.e. – hearts for February birthdays). Or, a larger scene with names and dates decorating throughout the picture (i.e. – a beach scene with a large rainbow umbrella for June, July & August birthdays). Be creative and have fun!
- Design a master schedule for the year, including the theme for each month and publish to the rest of the team.
- Decorate the board for the coming month during the last week of the previous month. For example, the April Birthday Board should be decorated by the end of the last week of March.
- Decorate the board for the months of August & September during the last week of August (typically the first week of school).
- Decorate the board for the months of May, June & July during the last week of April and leave up for month of May.
- Hold BP's accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Birthday Board Prefect Expectations

- Participate in any required meetings and training sessions.
- Help create and decorate the Birthday Board (i.e. – create decorations, cut out shapes, take down the old board, put up the new board, etc.)
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## LOWER SCHOOL

### ➤ 4<sup>th</sup>/5<sup>th</sup> Grade Late Nights

### ➤ Reading Buddies

### ➤ Big Siblings

The Lower School Department is tasked with planning and organizing events and activities specifically designed for lower school students. The goal of these activities is twofold. First they are meant to be fun for the younger students. In addition, they create connections between the younger students and the older students, building a stronger school community as a whole.

**4<sup>th</sup> & 5<sup>th</sup> Grade Late Night Prefects** plan special evening events for students in grades 4 and 5. These events happen both on and off campus after school, and are typically held on Fridays. Examples include bowling, water parks and movies.

**Reading Buddies** help plan opportunities for older students to read to younger students. Sometimes these opportunities include one-on-one or even large group readings. For example, some Reading Buddies have read to kindergarten classes in the library, while others have met with individual students in their classroom during Morning Meeting or PM Homeroom.

**Big Siblings** plan after school events and activities for younger students. These events are smaller in scale than the 4<sup>th</sup>/5<sup>th</sup> Grade Late Nights and often happen in the middle of the week during Aftercare. The events are planned and chaperoned by the older prefects. Big Siblings have also been involved in setting up mentorship programs, which is when an older student is partnered with a younger student who might benefit from having a “big brother” or “big sister” type relationship at school.

# 4TH & 5TH GRADE LATE NIGHTS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the 4<sup>th</sup> & 5<sup>th</sup> Grade Late Nights.
- Regularly meet with the Student Activities Coordinator to plan the events.
- Research and brainstorm ideas, including calling potential venues to confirm availability, then propose to the Student Activities Coordinator.
- Design posters and advertise the event.
- Announce the event to younger students (i.e. – Morning Meeting in the gym or in classrooms, at lunch in the cafeteria, etc.)
- Help design a Google Form for parents to sign their children up for the late night.
- Recruit and train student prefect chaperones for each event. Create a sign-up form (Google Form or hard copy) and promote with middle school students.
- Design a master schedule with deadlines and publish to the rest of the team.
- Plan regular meetings with team members.
- Hold prefect chaperones accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## 4<sup>th</sup> & 5<sup>th</sup> Grade Late Night Prefect Expectations

- Participate in any required meetings and training sessions.
- Help advertise and promote the events with younger students.
- Help manage the students while attending the event.
- Help distribute the food and assist with set up and take down at the event.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# READING BUDDIES

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Reading Buddies program.
- Regularly meet with the Student Activities Coordinator to plan reading opportunities.
- There should be one time per term when a middle school class goes down to lower school classrooms to read books from the classroom library to the younger students. This will need to be coordinated with teachers.
- Reading Buddies can also read to younger students before school (i.e. – kindergarten room, 1<sup>st</sup> grade room, 2<sup>nd</sup> grade room, etc.)
- Recruit and train students to be Reading Buddies. Create a sign-up form (Google Form or hard copy) and promote with middle school students.
- Design a master schedule and assign prefects to each event. Publish to the rest of the team.
- Hold Reading Buddies accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Reading Buddy Prefect Expectations

- Participate in any required meetings and training sessions.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Follow the master schedule, be consistent and show up on time.
- Model a positive attitude.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# BIG SIBLINGS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Big Sibling events.
- Regularly meet with the Student Activities Coordinator to plan each event.
- There should be two events each year per grade level for grades K-3 – one in the fall and one in the spring. Events are typically held mid-week after school during Aftercare.
- Recruit and train Big Sibling Prefects. Create a sign-up form (Google Form or hard copy) and promote with middle school students.
- Design a master schedule for the year and publish to the rest of the team.
- Plan a training meeting with all Big Sibling prefects before each event.
- Hold Big Siblings accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Big Sibling Prefect Expectations

- Participate in any required meetings and training sessions.
- Help set-up each event and take down after each event.
- Help manage the students and actively engage with them at the event.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## OPERATIONS

### ➤ Lost & Found

The Operations Department is responsible for helping manage aspects of the school that are related to facilities, grounds and transportation. There is an element of overlap with Operations that involves general student behavior management and even community service.

**Lost & Found Prefects** help collect lost and found items, sort and organize the collection area, and then return lost items to their owners.

### ➤ Bus Prefects

**Bus Prefects** help manage student behavior and safety on the buses. They remind students of the rules, help keep them safe, and report inappropriate behavior to the Dean of Students. They are the eyes and ears of the Dean on the bus.

### ➤ Announcements

**Announcement Prefects** write weekly announcements for the entire school, then read the announcements over the public announcement system (PA) every Monday during Morning Meeting.

### ➤ Green Team



# LOST & FOUND

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Lost & Found Prefects.
- Regularly meet with the Student Activities Coordinator about Lost & Found.
- Recruit and train student prefects to help with the Lost & Found.
- Design a master schedule and publish to the rest of the team.
- Set up a master list of homeroom rosters and a school map. Post them by the Lost & Found area for prefects to refer to when returning labelled items.
- Collect unclaimed items from around the school and bring to the Lost & Found.
- Organize, sort, hang and return labeled items in the lost and found every week during Activity Period and PM Homeroom.
- Encourage students to label all of their personal items whenever possible.
- Organize, sort and bag the unclaimed lost and found items into the following categories at the end of each month:
  - a) Items to be donated to charity
  - b) Items for YACA's used uniform sale
  - c) Items for garbage and recycling
- Coordinate with the YACA representative in charge of helping with the Lost & Found. Determine when and how they will pick up items "a" & "b" above.
- Hold prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Lost & Found Prefect Expectations

- Participate in any required meetings and training sessions.
- Collect unclaimed items from around the school and bring to the Lost & Found.
- Organize, sort, hang and return labeled items in the lost and found every week during Activity Period and PM Homeroom.
- Encourage students to label all of their personal items whenever possible.
- Work hard and do the best job you can, be polite and respectful, model a positive attitude, and do not disrupt any classes that are in session.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# BUS PREFECTS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Bus Prefects.
- Regularly meet with the Student Activities Coordinator and Dean of Students.
- Recruit and help train Bus Prefects at the beginning of the school year.
- Assist the Dean of Students with setting up bus seating charts in Google Docs.
- Plan events to help celebrate Minnesota Bus Driver Appreciation Day.
- Set up routine meetings with Bus Prefects to discuss problems and offer support.
- Hold Bus Prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Bus Prefect Expectations

- Participate in any required meetings and training sessions.
- Remind students of the rules and stop students from being unkind. Report unsafe or inappropriate behavior to the Dean of Students (i.e. – email or in person).
- Remember that you represent the Dean of Students & Executive Director – you are the “deputies” on the bus.
- Remain calm, patient and kind. Also remember to be firm and direct.
- Don't react or get into arguments with students.
- Don't yell at, tease or call students names.
- Help the Bus Captains manage the younger students during dismissal.
- Help the bus driver manage younger students during the bus ride.
- Assist the Dean of Students with setting up bus seating charts in Google Docs.
- Make sure students are always sitting in their assigned seats.
- Work hard and do the best job you can, be polite and respectful, and model a positive attitude and safe, appropriate behavior at all times.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# ANNOUNCEMENTS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the weekly morning announcements.
- Regularly meet with the Student Activities Coordinator and Chinese Dragon Life Coordinator(s) to coordinate announcements.
- Review the master school calendar for the year and highlight events that need to be covered in announcements.
- Keep abreast of additional events and school news that should also be covered in weekly announcements.
- Gather all needed information that the school should know about.
- Announcements should always look ahead 1-2 weeks and also cover, or recap, events that happened the week before (i.e. – DLO events, statistics and successes, sports events, statistics and stars, academic events and stars, upcoming events and deadlines, etc.)
- Write each announcement the week before. 3-5 minute limit. Start by writing the announcement in English, then translating it into Chinese. Send the finished draft to the Chinese Dragon Life Coordinator(s) and Student Activities Coordinator for final approval by Thursday morning each week. The draft will be edited and approved by the end of the day Friday.
- Rehearse and practice reading the announcement.
- Read the announcements over the Public Announcement (PA) system in the main office every Monday morning from 8:30-8:35 during Morning Meeting.
- Read the Chinese version first, followed immediately by the English version.
- If there is no school on Monday, read the announcement Tuesday morning.
- Recruit and train additional students to do the morning announcements.
- Design a master schedule and publish to the rest of the team.
- Hold Announcement Prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

### **Announcement Prefect Expectations**

- Participate in any required meetings and training sessions.
- Help gather important information that should be included in the announcement (see above).
- Help write the weekly announcements in English, and then help translate them into Chinese.
- Read the announcements over the PA system every Monday morning from 8:30-8:35 during Morning Meeting. Practice and rehearse before doing so.
- Work hard and do the best job you can, be polite and be respectful.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# GREEN TEAM

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Green Team.
- Regularly meet with the Student Activities Coordinator and Facility Manager to coordinate projects.
- Recruit and train additional Green Team Prefects.
- Help manage and coordinate the school recycling program with cafeteria and facility staff, including educational presentations to students (i.e. – Morning Meetings in the gym and classrooms, in the cafeteria during lunch, etc.).
- Plan events to celebrate Earth Day.
- Coordinate projects with the Operations Coordinator to help maintain the school grounds and playgrounds.
- Design a master schedule and publish to the rest of the team.
- Hold Green Team Prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Green Team Prefect Expectations

- Participate in any required meetings and training sessions.
- Assist cafeteria and facilities staff with the recycling program.
- Help students and teachers manage recycling in the classrooms.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## SPORTS

### ➤ School Spirit

### ➤ Concessions

### ➤ Playground Prefects

The Sports Department is responsible for managing aspects of Dragon Life that have to do with sports and school spirit.

**School Spirit Prefects** help plan and coordinate the annual "Spirit Days" held every winter. They also recognize YA's sports teams by creating posters and decorating athlete lockers.

**Concessions Prefects** manage the concessions table at home games in the YA gym.

**Playground Prefects** go outside during recess and help recess staff manage behavior and safety. Playground Prefects play with younger students, build positive relationships, and teach strategies to resolve conflict.

# SCHOOL SPIRIT

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the School Spirit Prefects.
- Regularly meet with the Student Activities Coordinator.
- Coordinate with the Athletic Director as needed.
- Recruit and train School Spirit Prefects and Physical Education (PE) Prefects. (See page 40 for more information about PE Prefects.)
- Design a master schedule and publish to the rest of the team.
- Post sports team schedules around the school and encourage students to attend.
- Get spirit going at games – Lead by example, be responsible and keep things appropriate.
- Help organize a “Fan Appreciation Day” once per season for 7<sup>th</sup> & 8<sup>th</sup> grade teams, including a half time show.
- Research and brainstorm ideas for Term II “Spirit Days”. Help promote and advertise the themes, including announcements to students.
- Plan and lead a Pep Fest towards the end of Term II.
- Hold School Spirit Prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## School Spirit Prefect Expectations

- Participate in any required meetings and training sessions.
- Recognize and support YA middle school athletes for each sport by decorating their lockers with a name tag.
- Help plan and lead the Pep Fest.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## PE Prefect Expectations

- PE Prefects help PE teachers and athletic coaches manage the gym for class and sporting events.
- PE Prefects also help set up the gym for assemblies and other meetings in the gym.
- Duties include pulling out or pushing in the bleachers, lowering or raising the hoops and dividing curtain, setting up or putting away PE equipment, cleaning the gym, organizing the shelves in the little hallway (PE shoes), picking up lost and found items, etc.
- Remember safety first at all times. Non-PE Prefects may not adjust equipment, including bleachers, hoops, divider, etc.
- Work hard and do the best job you can, be polite and respectful, and do not disrupt any classes that are in session.
- Respect PE equipment at all times - Do not play with equipment or non-PE Prefect students while working.
- Students, including PE Prefects, are not allowed in PE storage closets unless given specific permission by PE staff.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Communicate your schedule with your homeroom teacher. PE Prefects may only miss class and PM Homeroom if requested by PE staff and/or coaches and must have a pass.
- Don't enter the gym or begin work unless an adult is present.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.
- **Note** – Only students in grades 7-8 may be PE Prefects. Students must be pre-approved and trained by the Athletic Director before being allowed to help in the gym.



# CONCESSIONS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the concessions table at YA home sports events in the gym.
- Regularly meet with the Student Activities Coordinator.
- Recruit and train Concessions Prefects. Create a Google Doc for students to sign up to work at the concessions table.
- Design a master schedule of workers at the beginning of each sports season and publish to the rest of the team.
- Manage the concessions inventory and keep the Student Activities Coordinator informed about what needs to be restocked.
- Hold Concessions Prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Concession Prefect Expectations

- Participate in any required meetings and training sessions.
- Manage the concessions table, including exchange money, keeping money safe, and restocking inventory.
- Wear yellow DLO safety vest for the duration of the shift.
- Do not socialize with peers. Do not give away free inventory.
- Work hard and do the best job you can, be polite and respectful, and model a positive attitude at all times.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

# PLAYGROUND PREFECTS

## Senior Prefect Responsibilities

- Plan, coordinate, lead and organize the Playground Prefects.
- Regularly meet with the Student Activities Coordinator.
- Coordinate with the Operations Coordinator and recess staff as needed.
- Recruit Playground Prefects by creating a Google Doc for students to sign up.
- Design a master schedule and publish to the rest of the team.
- Plan a training meeting for all Playground Prefects. Include the Operations Coordinator.
- Hold Playground Prefects accountable; supervising, guiding and mentoring them as needed.
- Attend required meetings.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.

## Playground Prefect Expectations

- Participate in any required meetings and training sessions.
- Help manage the students and remember that safety is the number one priority - Heart Safe-Body Safe! No physical or unkind words.
- Play and engage with younger students.
- Promote sportsmanship and teach strategies to resolve conflict (i.e. – Rock, Paper, Scissors and do-overs).
- Teach younger students the school rules to games, especially kickball, soccer and football.
- Help pick up balls and equipment.
- Wear a yellow DLO safety vest.
- Work hard and do the best job you can, be polite and respectful, and be a good role model at all times.
- Model a positive attitude.
- Follow the master schedule, be consistent and show up on time.
- Check school email account daily and respond to emails as soon as possible.
- Speak Chinese whenever possible.