CHINESE SCHOOL of ROCHESTER (罗城中华语言学校)

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家长值日

Parent on Duty

1、 提前5到10分钟到指定负责区域。

Arrive the designated area 5 to 10 minutes in advance.

- 2、 值日前到学校办公室签到,并领取值日袖章,值日后归还袖章。
 - Sign-in and pick up the armbands at the school office before duty. Return the armbands after the duty.
- 3、 负责指定区域的秩序,对不遵守守则的学生进行制止和劝导。典型行为包括奔跑、 推攘、喧哗、破坏公共物品等。
 - Responsible for the order of the designated area. Stop and persuade the students who don't comply with the Student Conduct. Typical behaviors include running, pushing, bustling and damaging public properties
- 4、 协助负责区域内老师完成教室内纪律的监督。
 - Assist the teachers in the designed area to supervise the classroom disciplines.
- 5、 将严重违反守则或不听劝导的学生汇报到学校办公室。
 - Report the students who seriously violate the rules or do not take advices to the school office.
- 6、 留意学生是否在没有大人陪同的情况下离开教室和走廊,特别是出口方向的楼梯。
 - Pay attention to whether students leave the classroom and corridors without adults accompanying, especially to the direction of the exit stairs.
- 7、 如发现任何突发异常情况或人员,请及时处理,并汇报到学校办公室。
 - Promptly handle situations of any sudden abnormalities or personnel, and report to the school office.

日期 Date	语言文化课 Language & Culture Class 10:00AM - 12:00PM				选修课 Elective Class (1): 9:00AM - 10:00AM (2): 12:00PM - 1:00PM	
	Area 1	Area 2	Area 3	Area 4	(1) Area 3&4	(2) Area 3&4

TCMS BUILDING MAP



