

Connecticut Chinese Language Academy

康华中文学校 值班家长守则

Parent-On-Duty Check List

1. 请值班家长提前 10 分钟到校, 协助本班老师做好课前准备.
Please be in classroom 10 minutes ahead the class starting time, help teacher to get ready for the class.
2. 上课期间请值班家长协助老师维持课堂秩序, 以保证教学顺利进行.
Please help teacher make the class go smoothly and efficiently.
3. 课程结束后请检查教室内的用具, 桌椅, 及其他教学设备器材是否缺少和损坏及是否归回原位。
Please check and make sure the classroom facilities, furniture, and educational equipments are function well; bring the classroom back in original order.
4. 请整理清洁卫生, 检查教室内的地面及所有地方是否干净, 教室内的黑板是否擦干净, 如有垃圾或纸片请放入垃圾桶中. 如需要请更换垃圾袋.
Please clean up desks, the white writing board, floor, garbage can, and etc.
5. 请检查教室内的电灯电源是否按规定关闭; 教室的门窗是否关好锁好.
Please turn off all lights in classroom; close the windows and the door after class.
6. 值班时, 请认真填写教学质量调查表.
Please take the responsibility to fill in the education quality improvement survey form if it is required.
7. 通知或提醒下周的值班家长.
Please send a reminder to inform the parent who should be on-duty next week after your term.
8. 若因事因病, 不能按时值班, 由本人负责安排或联系其他家长代值.
Please find a delegate to fill in your on-duty week if you can not make it due to your personal conflict or illness.