Charlotte Chinese Academy
夏 洛 特 中 文 学 校

CCA Classroom Before and After Check List

Class 班级		Room Number 教室号码		Date 日期	
On-duty Parent Name (Print) 值班家长姓名(正楷)		Enter Time 进入时间		Exit Time 离开时间	

Students Count in Session1 第一节课学生数	Student Count in Session 2 第二节课学生数	Please notify CCA staff immediately, if student counts between two sessions are different without any reason.如果两节课上课的学生数无故不一致，请立即通知校委。

Inspection Items 检查项目	Before 之前	After 之后	Comments 备注
Windows – Locked and Clean 窗户- 锁好，干净			
Desk – In place, clean, and clear 桌子 – 整齐，干净，无涂鸦,在原位			
No food/soft drink in the class room 教室内禁止食物和饮料			
Floor and Black board – Clear and clean 地面，黑板- 干净，整洁			
Markers – Enough and caps are in place 笔 – 足够，笔帽盖好			
Left belongings from CCA teacher or students 检查是否有老师或学生的遗忘物品			Please contact CCA staff if anything Found 如有遗忘物品请及时联系校委
Empty trash baskets and dispose to outdoor trash cans 清空教室内垃圾，并放置在楼外垃圾桶内			

Violations 违纪情况	Violator 违纪学生姓名	Comments 备注
Food/soft drink in the class room 教室内吃喝		
Running in the building 教学楼内奔跑		
Disturbing teacher and/or other students 影响教学		
Other Violations 其它违纪情况		

Property Damage Record 物品损坏记录	

On-Duty Parent Signature 值班家长签名		Date 日期	

值班家长职责

1. 提前10分钟到达学校，在前台值班校委处签到并领取值班表
2. 整理桌椅，并帮助教师准备上课材料
3. 随堂听课，并为教师提供必要帮助
4. 禁止在教室内涂鸦
5. 注意并制止违纪行为，同时记录违纪学生姓名
6. 上完课后将桌椅位置复原
7. 填写职责检查表，并记录任何发现问题
8. 值班完毕后在离开学校前将此表交还校委。校委若发现职责检查未履行将处于$100罚款

CCA Parent on duty Instruction:

1. Arrive 10 minutes earlier before 10:00AM, sign in and receive the on duty checklist at the front desk
2. Arrange tables and chairs, and prepare class material if needed
3. Sit in the class room during the sessions and provided necessary assistance
4. No drawing/painting any part of the class room
5. Prevent and record any violations
6. Recover tables and chair to the original position
7. Fill the on-duty checklist, and record any observed problems
8. Return filled form to the front desk before leaving. There will be $100 fine if any unfulfilled duty is found.