（2019年）常州市滨江中学每日值班记录

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 总值班人员 | | 余方明（代）） | | 值班教师 | | 七： 刘明珠（1） | | | | | | | | | | | | | | | | 八： 钱相如 | | | | | | | | | | | | | | | | | 九： 冯涛 | | | | | | | | | | | | | | |
| 日 期 | 2月25日 | | | 星期： 周一 | | | | | | | | | | | 天气情况 | | | | | | | | | | 晴 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **检查时间** | **岗位** | | **检查内容** | | **情况记录** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6:40-7:00 | 校门口情况 | | 学生晨到情况（进校自觉下车、文明礼貌等） | | 义工家长很早就到校门口维持秩序，效果很不错；有几辆送孩子的机动车进入斑马线区域，事后找到相关学生进行引导教育，要求学生将学校的要求向家长传达；学生进校向值班教师和保安同志礼貌打招呼的人数少，需进一步加强文明礼仪教育。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 班级  情况  6+4 | | **⑴班级三自管**（黑板有要求、有学生管理、纪律好）（注：填达标数1/2/3）  **⑵6：50班主任到位**情况  （注：到位打√） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | 3 | | √ | | 3 | | √ | | | 3 | | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | | 3 | | √ |
| 八 | | 3 | | √ | | 2 | | × | | | 2 | | √ | | 2 | | | √ | | | 3 | | √ | | 2 | | √ | | 2 | | × | | 2 | | | √ | | 2 | | × | | 3 | | √ | |  | |  |
| 九 | | 3 | | √ | | 3 | | × | | | 3 | | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | |  | |  |
| 7:00-7:30 | 教学楼  3+3 | | **⑴巡视各班早读情况**  （注：填优A、良B、中C ）  **⑵教室内外卫生整体情况**  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | | A | | A | | A | | A | | | A | | A | | A | | A | | A | | A | | A |
| 八 | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | | A | | A | | A | | A | | | A | | A | | A | | A | | A | |  | |  |
| 九 | | A | | A | | A | | A | | | A | | A | | A | | | A | | | B | | A | | A | | A | | A | | A | | A | | | A | | A | | A | | A | | A | |  | |  |
| 9:10-9:40 | 运动场地  6 | | 检查升旗仪式或外体活动，跑操的集队、退场等情况**、**做操状态及整体情况  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 九 | | B | | | | B | | | | | B | | | | B | | | | | | B | | | | B | | | | B | | | | B | | | | | B | | | | B | | | |  | | |
| 11:30-12:00 | 食堂  6 | | 巡视学生的用餐情况，注意学生用餐的文明程度  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | A | | | | | A | | | | A | | | | | | B | | | | A | | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 九 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 12:00-12:40 | 教学楼  6 | | 巡视各班的午自修或午休的班级纪律情况  （注：优A、良B、中C） | | **班级** | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | |
| 七 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | | A | | |
| 八 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 九 | | A | | | | A | | | | | A | | | | A | | | | | | A | | | | A | | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 全体随机  6 | 教学楼  实验室  运动场  6 | | 巡视学生学习、活动情况 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （上、下午至少各1次的课间纪律巡视记录）  （注：优A、良B、中C） | | **班级** | | | **1** | | | | **2** | | | | | **3** | | | | **4** | | | | | | **5** | | | | **6** | | **7** | | | | **8** | | | | | **9** | | | | **10** | | | | **11** | | | |
| 七 | | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | A | A | | A | | A | | | A | | A | | A | | A | | A | | A | | A | |
| 八 | | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | A | A | | A | | A | | | A | | A | | A | | A | | A | |  | |  | |
| 九 | | | A | | A | | A | | A | | | A | | A | | A | | | A | | | A | | A | | A | A | A | | A | | A | | | A | | A | | A | | A | | A | |  | |  | |
| 17:30  -18:00 | 校门口 | | 学生进出情况（只允许出） | | 正常 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 外校人员来校活动情况 | | 无 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 偶发事件及处理情况 | | 无 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 表扬与批评 | 表扬：中午11:55，七年级8、9、10、11班，八年级9、10班，九年级7、8、9、10班学生都能安静进入自我处理作业状态。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 有关建议 | 1.建议学校请专业人士（部队）训练升旗和课间操进退场次序，动作要领，进退场路线。八年级东边下楼梯时总是“堵车”，可以从各个方向分散进场。退场时八年级各班按次序退场，但是由于基本上同一路线，也出现“堵车”情况。九年级基本上属于“一哄而散”的状态。  2.午休，只有八1、2、5、9、10整班睡觉，八3、4、6都有部分学生被老师喊着在外面补作业，有在四楼教室的，有站在阳台上的，建议整班睡觉，老师也需要休息，这样学生累，老师也累。  3.建议6:40-7:00班级三自管理要加强，有的班级好，有的班级学生来了讲话，个别学生抄作业，有的班级来了讲话声到没有多少，但是什么事情都不做，没人引导他们，似乎不知道做什么事情。  4.建议学校开展整顿“缩手”行动，看似与学习无关的一个问题，但是反应出学生“精神不佳，斗志不强，不能吃苦耐劳”的精神，这样的学生没有“狼性”，缺乏斗志，也会间接影响学生。  5.升旗仪式上，有好几个同学出现缺糖头晕现象，应该是没有吃早餐的缘故，请班主任注意引导，要求学生一定要吃早餐后来学校。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

 注：为促进学校实现全员德育，让更多的老师参与学校德育管理，更合理更全面更科学的评价各班班级管理，特对学校值日表进行改进，请各位值班老师按表中要求及时、实事求是地进行填写，并及时发到学校教师QQ群。对表格设计如有建议请及时与学校校长室联系，谢谢