（2019年）常州市滨江中学每日值班记录

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 总值班人员 | | 陈正宁 | | 值班教师 | | 朱榛 | | | | | | | | | | | | | | 周俊秀 | | | | | | | | | | | | | | | | 徐文 佳 | | | | | | | | | | | | | | |
| 日 期 | 4.10 | | | 星期 三 | | | | | | | | | | 天气情况 | | | | | | | | | 阴 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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） | | 校车按时到校，只有一名义工家长到岗，部分学生主动和老师问好。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | √ |
|  | | 3 | √ | | 3 | | √ | | | 3 | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | |  | |  |
|  | | 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 |
|  | | A | A | | A | | A | | | A | A | | A | | | A | | | A | | A | | A | | A | A | | A | | A | | | A | | A | | A | | A | | A | |  | |  |
|  | | A | A | | A | | A | | | A | A | | A | | | A | | | A | | 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 | | A | | | A | | | | | A | | | A | | | | | | A | | | | A | | | A | | | | A | | | | | A | | | | A | | | |  | | |
| 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 | | | | | | 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 | | | |  | | |
| 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 | | 正常 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （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 | |  | |  | |  | |
| 17:30  -18:00 | 校门口 | | 学生进出情况（只允许出） | | 6：40基本放完，除了九年级晚自习学生，门口有部分学生放学后逗留，还返回校园，七年级有一位同学骑车打闹、还摔了一跤，已进行批评教育。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 外校人员来校活动情况 | | 刘瑞康家长来校。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 偶发事件及处理情况 | | 无 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 表扬与批评 | 午餐时，七1，2，3班纪律好。八（9）、八（10）较快进入早读。午餐九年级秩序良好、安静。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 有关建议 | 大课间七、八年级进场秩序有待加强、精气神不足。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

 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