（2019年）常州市滨江中学每日值班记录

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 总值班人员 | | 常一新 | | 值班教师 | | 七： 姜丽娟 | | | | | | | | | | | | | | | | 八： 胡心怡 | | | | | | | | | | | | | | | | | 九： 宋迪 | | | | | | | | | | | | | | |
| 日 期 | 2019.6.12 | | | 星期： 三 | | | | | | | | | | | 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） | | 大部分学生6点50分到校，没有学生迟到。进校较有礼貌。护学岗家长工作认真负责。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | √ | | 3 | | √ | | | 3 | | √ | | 3 | | | √ | | | 3 | | √ | | 3 | | √ | | 3 | | √ | | 3 | | | √ | | 3 | | √ | | 3 | | √ | | 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 | | A | | A |
| 九 | | 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 | | | | 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 | | | | 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 | | | | 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 | | 大课间和活动课暂停，课间九年级学生阅读历史认真、声音响亮！ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （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 | | 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） | | 八年级一学生中午擅自外出吃午饭。准时放学，临近期末考，部分老师对学生放学后辅导。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 外校人员来校活动情况 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 全天 | 校内 | | 偶发事件及处理情况 | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 表扬与批评 | 临近会考，各班在班主任和任课老师的配合下，进行有序的复习。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 有关建议 | 今天学校发生了八年级学生进老师办公室盗窃的事件，该生在初一已经多次偷盗，屡教不改，希望全体老师重视起来，请大家务必保管好自己贵重物品。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

 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

另：（1）当天值日人员：每人可以到门卫领取纸质稿一张，作好记录，也可用手机直接输好，结束后发总值日人员汇总上传；

**（2）统一标准**：A（都达要求，且有亮点）；B（都达要求）；C（有1项以上不达要求）（其中亮点和不达要求处可以在建议中简单写下。