

Checklist before Class

- Write down when you arrive at the classroom: _____
- Read student rules
- Remind student
 - Not to write on smart board
 - Not to touch the teacher's desk
 - Not to touch the projector
 - Not to touch the laptop
- Check the following equipment and report any issues to the staff on duty
 - Smart board
 - Whiteboard
 - Teacher's Desk
 - Teacher's Podium
 - Laptop
 - Projector



Checklist after Class

- Restore desks and chairs to their original settings
- Check the following equipment and report any issues to the staff on duty
 - Smart board
 - Whiteboard
 - Teacher's Desk
 - Teacher's Podium
 - Laptop
 - Projector
- Write down when you leave the classroom: _____
- Turn in this checklist to the staff on duty

Classroom #: _____ Class Time (From/To): _____

Name (Print Please): _____ Date: _____



Student Rules

DO

- ✓ Attend school on time.
- ✓ Bring all required textbooks, exercised books, stationery and homework to class.
- ✓ Comply with classroom disciplines and obey teacher's instructions.
- ✓ Listen attentively to the teacher in the class
- ✓ Be quiet
- ✓ Raise your hand to speak.
- ✓ Ask for teacher's permission to leave classroom.
- ✓ Clean up trash before leaving.
- ✓ Walk quietly on the right side of hallway.
- ✓ Show respect and courtesy to fellow students, teachers and school staff.
- ✓ Study Chinese at home and finish homework on time.



Student Rules

DO NOT

- ⊗ Leave the classroom without teacher's approval.
- ⊗ Disrupt class and/or the learning climate.
- ⊗ Disobey teachers, school officials, and volunteers who are helping school officials.
- ⊗ Use intimidation, harassment, and physical/verbal abuse on others.
- ⊗ Cheat on homework, quizzes and/or examinations.
- ⊗ Move, modify, or damage the school's property.
- ⊗ Draw on walls, tables, chairs and any school's facilities.
- ⊗ Possess/use dangerous articles or toys irrelevant to school programs.
- ⊗ Use another person's properties without permission.
- ⊗ Run, chase, climb anywhere other than in playground area
- ⊗ Shout, push, and/or fight on school premises.