

# 教师日常工作常规标准

## Standard of Daily Routine for Teachers

### 一. 日常教学 Daily teaching

1. 预备铃响起时，教师应到达指定教室。不得迟到或提前下课，不鼓励教师拖堂。不带食物进入教室，但可以带水、茶或咖啡进入教室；

When the preparation bell rings, teachers should arrive in the designated classroom. Teachers are not allowed to be late or finish class early, and teachers are not encouraged to go overtime. No food is allowed in the classroom, but water, tea, or coffee can be brought into the classroom;

2. 学校鼓励教师使用多媒体工具进行授课，但教师应在课堂正式开始之前完成设备的调试和文件的准备；

The school encourages teachers to use multimedia tools to teach, but teachers should complete the preparation of the equipment and files before the official start of class;

3. 教师应当肩负起管理课堂的工作。因此，教师有义务确保课堂上，学生没有进行违反课堂纪律的行为。当学生出现对应行为时，教师应及时提醒，多次提醒仍未改善的，应当予以适度惩戒。这些

行为包括：睡觉、在课堂上饮食（喝水、茶或咖啡是允许的）、擅自离开座位或坐姿不端、未经允许的情况下讲话或发出噪音、违规使用电子产品，或其他任何会干扰他人正常学习或课堂正常进行的行为；

Teachers should take the responsibility of managing the classroom. Therefore, teachers must ensure that students do not violate classroom rules. When students exhibit corresponding behaviors, teachers should promptly remind them. If students still fail to improve after repeated reminders, they should be appropriately punished. These behaviors include sleeping, eating and drinking in class (drinking water, tea, or coffee is allowed), leaving their seat without permission or sitting in a bad posture, talking without permission or making noise, unauthorized use of electronic products, or anything else that would interrupt the class;

4. 为确保课堂精神饱满，教师授课时，应站立授课，且学校鼓励教师在授课过程中在教室内适当走动。考虑到教师日常工作辛苦，在非讲授时间，教师可坐下休息；

Teachers should stand while teaching, and the school encourages teachers to move around the classroom during teaching. Considering that teachers have hard daily work,

teachers can sit down and rest during non-teaching time;

5. 在当今社会，电子产品的使用无法避免，但学生大多是未成年人，没有足够的自制力以避免电子产品造成的分心。因此，为了确保课堂效果，仅在以下情形下，允许学生在教师的监管下使用电子产品：

In today's society, the use of electronic devices is unavoidable, but most students are minors and do not have enough self-control to avoid distractions caused by electronic devices. Therefore, to ensure classroom effectiveness, students are allowed to use electronic products under the supervision of teachers only under the following circumstances:

- 1) M1-H1 年级和 G1 年级禁止使用电子设备，仅可在教师监管下使用电子词典

M1-H1 and G1 students are prohibited from using electronic devices except that only electronic dictionaries can be used under teacher supervision;

- 2) H2-H4 年级和或 G2-A2 年级，学生需要在课堂上使用学校没有提供纸质书的电子材料，且教师在学期初明确告知教学处

H2-H4 and G2-A2 students can use electronic devices in class when the school does not provide paper textbooks and teacher does not provide printed material, so that

they need electronic devices to get access to class material, and the teacher must inform the AAO at the beginning of the semester;

- 3) H2-H4 年级, 或 G2-A2 年级, 课程存在学生必须使用电子设备才能完成的课堂任务的情况, 如: computer science, digital art, photography 等。有这些情况的, 教师需在课程大纲里明确提出, 并在提交课程大纲时, 告知教学处

H2-H4 and G2-A2 students can use electronic devices when the courses include tasks that students must use electronic devices to complete in class, such as computer science, digital art, photography, etc. If there are any of these situations, teachers need to specify them in the course syllabus and inform the AAO when submitting the course syllabus;

- 4) 学生申请使用, 经教师和班主任评估, 认为该生有足够的自控能力, 可以在监管下使用

A student who applies for the use of electronic devices and is approved by the subject teacher and homeroom teacher can use the electronic devices under the supervision of teachers.

在此过程中, 学生可以使用电子设备进行:

Students may use electronic devices to:

1) 完成老师布置的课堂任务

Complete classroom tasks assigned by the teacher;

2) 电子材料的阅读 Read electronic materials;

3) 单词查询 Look up words;

4) 记录电子笔记或草稿 Take notes or drafts;

5) 在教师评估，课程内容已完全掌握的情况下，进行其他科目的学习。

After the teacher evaluates that the course content has been fully mastered, students can study other subjects.

此外全部行为，如：使用社交软件、浏览网页、观看视频等均不被允许。

Behaviors that are not mentioned above, such as using social software, browsing the web, watching videos, etc., are not allowed.

6. 学校采用走班制，维持环境的干净整洁，方便大家使用是所有师生共同的义务。因此，教师需要保证使用完教室后，及时清理讲台和白板，指挥学生将桌椅摆放整齐，并带走个人物品和产生的垃圾，清理好桌面。教师需将投影设备恢复到桌面，以便下一位教师使用。如果下一节课该教室没有课程安排，教师应关闭投影设备。

It is the obligation of all teachers and students to

keep the classrooms clean and tidy for everyone to use. Therefore, teachers need to ensure that after using the classroom, they clean the front table and whiteboard promptly, instruct students to arrange tables and chairs neatly, take away personal belongings and garbage, and clean the desks. The teacher needs to restore the projector so that it can be used by the next teacher. If there are no classes afterward, teachers should turn off the projector.

以上日常教学常规教学处将安排巡检，进行普查，并据此采取一定的奖惩。望各位教师注意加强对课堂的管理。

The AAO will inspect the daily teaching routine and adopt certain rewards and punishments accordingly. We hope all teachers will pay attention to strengthening classroom management.

## 二. 作业管理和教务系统信息更新

### **Homework management and Schoolpal information updates**

1. 非论文、ppt、程序等必须以电子文件形式提交的作业，均必须在练习册、作业本或打印材料上完成和提交

Assignments must be completed and submitted in

exercise books, workbooks, or printed materials unless they have to be submitted in the form of electronic files (papers, PPTs, programs, etc.);

2. M1-H1 年级应确保每次课后教师都布置作业，且每次学生提交作业后，1 个工作日内完成批改和登分；

M1-H1 teachers should assign homework after each class.

After students submit homework, teachers need to grade them and upload the scores within 1 working day;

3. 教学处要求教师在每次作业的批改完成后予以简评，如：

Very Good/ Need to improve in..., 并记录批改日期；

Teachers should give a brief comment after grading each assignment, such as “Very Good/Need to improve in...” , and record the grading date;

4. 教师在批改作业时，需要标记学生犯的错误，包括步骤错误和语言表达错误；同时，鼓励教师标记出学生作业完成好的部分，如作文中精彩的表达等；

When correcting homework, teachers need to mark mistakes made by students, including errors in steps and language expressions; at the same time, teachers are encouraged to mark parts of students' homework that are well done;

5. H2-H4 年级和 G2-A2 年级，除音乐、体育、艺术科目外，每周

必须完成至少一次成绩更新，包括：课堂表现与考勤、作业成绩。音乐、体育、美术科目更新频率不得低于2周一次；

Teachers of H2-H4 and G2-A2 courses, except music, physical education, and art subjects, must complete at least one score update per week, including classroom performance, attendance, and homework scores. The frequency of updates for music, physical education, and art subjects should not be less than once every two weeks.

6. 教师应给学生布置可确保学习效果的足量练习。一般来说，数学、英语作业量不低于平均30分钟/天，其他学科不低于20分钟/天的作业量。学校鼓励教师布置多种形式的作业，但必须确保这些作业完成情况是可查的；

Teachers should give students enough exercises to ensure learning results. Generally speaking, the amount of homework in Mathematics and English should not be less than an average of 30 minutes/day, and the amount of homework in other subjects should not be less than 20 minutes/day. The school encourages teachers to assign various forms of homework, but must ensure that the completion of these homework can be checked;

教学处和学科组将每周对作业批改情况和登分情况进行检查。

The AAO and departments will check the homework grading and score uploading every week.