

## **Guidelines for Respectfully Using the Classrooms**

1. Students should never be left unsupervised in the classroom.
2. Do not erase anything that is already written on the whiteboard(s) by Canton High teachers.
3. Bring, and use, your own dry erase markers and eraser.
4. Do not touch anything on the teacher's desk unless necessary. Students should not be touching belongings of Canton High except for desks and chairs that they are using.

### **Prior to leaving the classroom, please do the following:**

5. Restore desks and chairs to the same positions that they were in at the start of class.
6. Make sure all your belongings are accounted for. If students left belongings, it is your responsibility to take it out of the classroom.
7. Please make sure that all connections are restored if you unplug any cords during the duration of the class.
8. Turn off the lights and close the door if you teach second session.

## 如何关爱地使用教室

1. 任何时候学生都不能留在教室，无人监护。
2. 不要擦除高中老师写在白板上的东西。
3. 带上并使用自己的白板笔和白板擦。
4. 除非万不得已，不要动老师的办公桌上的东西。教育并监督学生不要动除了他们使用的课桌椅以外的其它物品。

在离开教室之前，请检查你是否完成以下事项：

5. 恢复桌椅到原来的位置。
6. 检查自己和学生的东西是否全部带走。
7. 恢复所有电线连接。
8. 如果你教第二节课，请关灯，关门。