罗城中华语言学校
CHINESE SCHOOL of ROCHESTER
School in session on Saturday at Twelve Corners Middle School, 2643 Elmwood Ave, Rochester, NY 14618
Mail: Chinese School of Rochester, P.O.Box 18153, Rochester, NY 14618-0153 Phone: 585-666-**CSR**6
E-mail: headteacher@csrochester.net; principal@csrochester.org Web: www.csrochester.org

Fall 2015 Officers on Duty List

10/24/2015-12/19/2015

1. Arrive at the school before 9:20am.
2. Take out the printer cart from the storage closet next to the office.
3. Check all classrooms to see if they are opened (the classroom sheet is in the red folder in one of the boxes under the printer). If not, find the janitor on the first floor to open them.
5. Ring the bell at 9:30am, 10:30am, 10:40am, and 11:30am on both 3rd and 4th floor.
6. Monitor the hallway and supervise students to follow the rule of "NO running in the hallway" during breaks.
7. Sell text books [$10 for 中文 (three books); $10 for 幼儿汉语 (4 books); $20 for 快乐汉语 (2 books & 1 CD); $75 for Integrated Chinese Level 1 Part 1 (Student Book & Work Book); $95 for Integrated Chinese Level 2 Part 1 (Student Book & Work Book); $10 for 拼音(2 books); $10 for 三常]. **Please sell whole sets only, do not sell them separately.**
8. Answer questions and resolve problems of the day.

Date	Office name1	Officer name2
10/24/2015	Tracy	Phang Ye
10/31/2015	Jin Xia	Shaohua Liu
11/7/2015	Peng Wu	JinLian Zhang
11/14/2015	Rachel Wang	Ling Zhou
11/21/2015	Longze Zhang	Xiaoyan Hsu
11/28/2015	NO SCHOOL	
12/5/2015	Jue Wang	Su Ning
12/12/2015	Ranya Chen	Xiaorong Xu
12/19/2015	Shirley Zhu	Yan Yan
01/09/2016	Jie Qian	Ranya Chen