

Policy on classroom

1 - Classroom Appearance

Classroom is your home away from home. Indicate so by maintaining a safe and orderly class that reflects organization and creative attractiveness. Each time you and your leave the room – for lunch, PE, recess, lab, etc., please straighten up the furniture and pick up any litter on the floor. It makes it easy for the custodians as well as serves as good housekeeping training for the students. The way you organise your things sets an example for all.

2 - Maintenance of classroom

Carefully check several times a day, to see that your room is clean of paper bits and other litter.

When you leave for the day, switch off all lights in your room unless the custodians are cleaning the place.

3 - Bulletin Board

Bulletin boards inside your classroom and in your corridor should ALWAYS reflect student work. This includes academic and other activities that are currently being conducted in your classroom. Bulletin boards and display cases are excellent ways to display students' accomplishments. In order to ensure all students have the opportunity to have their efforts displayed, please display any extraordinary work, accomplishments that you feel would fit well into the display case.

4 - Outside Classroom:

- Photo of pupil of the week and why.
- Display samples of pupils' work

5 - Inside Classroom:

- Displays should be properly mounted and changed regularly – minimum once in a month.
- Displays should contain a balance of pupils work and work that provides an opportunity for independent learning e.g. facts relevant to the subject(s).
- Teacher and pupils should ensure the classroom(s) is (are) clean, well maintained , litter free and safe.
- Switch off the computer before leaving the room.

6 - Teacher Should:

- Always be smartly dressed and ensure their pupils are too.
- Greet teachers warmly on arrival or at the start of a lesson.
- Always be courteous and expect courtesy from others.
- Know the birthdays of pupils in class and wish them.
- Always show appropriate concern when pupils are absent, distressed or clearly in need of support.
- Pupils should, from time to time , be given the opportunity and the responsibility to listen to and / or read the work of other pupils and to verbally appraise it. (This is a key element in the process now known as 'assessment for learning')

Classroom is a place where:

Freedom, responsibility, self-discipline and consideration for others are learned by practicing them at all times.

The full range of individual difference is accommodated.

Individuality is richly prized and given full expression.

Pupils are provided abundant opportunities to develop intellectually.

Respect and trust are learned by being treated with respect and trust.

Pupils are able to produce good work in time with good teaching.

Distribution of circulars, worksheets etc. is quick and orderly.

Correct spacing, neat handwriting, margins, numbering which are very important, are enforced.

Noise is controlled.

Correction must be done correctly. Watch out for your own bad handwriting and incorrect spelling.

Children learn neatness by keeping the classroom neat and attractive.

Specially Check	
Bad language	Learning Disable Child
The quarrelsome one	The hyperactive child
Regular latecomers	Regular homework shirker
Poor eater	The child who tires easily
Nails	Hair and grooming
Personal cleanliness	Carelessly turned out child

Also Check	
Corridors	Play area and equipment
Toilets	Classroom

Creating classroom discipline plan

Whether kindergarteners or twelfth graders, your students all share something in common when they arrive in your classroom – each brings a variety of behavioural expectations from home and a variety of behavioural expectations from previous teachers. These expectations, however, may not be your behavioural expectations. Your students can't be expected to know how you want them to behave in your classroom unless you make those expectations clear to them. General classroom rules, therefore, are the first part of your classroom discipline plan.

What are general classroom rules?

General classroom rules are those rules that are in place all day long – throughout all activities. General classroom rules are important because they let your students know what basic behavioural expectations you have.

Choose rules that are observable.

Address behaviours that you can clearly see. Vaguely stated expectations may mean one thing to one child and an entirely different thing to another. As a result, they often cause problems by opening problems by opening the door to arguments.

For example:

Observable Rules

Keep hands and feet to yourself.

Be in line when the bell rings.

No yelling or screaming.

Vague Expectations

Be kind to other students

No fooling around when.....

No unnecessary talking

Choose rules that apply throughout day.

General classroom rules are rules that apply all day, no matter what activity is taking place. These are rules that students are expected to follow at all times.

Now, before you choose your own rules, take a look below at some rules that are not appropriate general classroom rules. Though often seen in classrooms, we have found that these rules are not appropriate general classroom rules because they are not applicable throughout the day. Notice that while each rule sounds sensible it cannot be a realistic ongoing expectation.