

## CLASSROOM POLICIES

**ADHERENCE TO CURRICULUM:** Teachers will ensure that class activities are always in accordance with the curriculum for the assigned grade. Teachers will prepare lesson plans in advance and classes progress at a pre-determined pace. Teachers may do their own self-evaluation after the end of each class day for teaming progress and curriculum fulfillment. Periodic evaluation of teachers will be performed. Training, meetings, and brainstorming sessions will be called for throughout the school year. Teachers are required to attend these sessions.

**CIVILITY:** Conversations among students and teachers must be within the confinement of civility. The school environment must encourage children to practice politeness, respect, and courtesy. Use of any rude or disrespectful language will not be tolerated. Parents and all school staff members must be polite and respectful of each other; we set the example for our students.

**LEARNING ENVIRONMENT:** Teachers will treat students with fairness, kindness, and equality in the classroom, while maintaining discipline and order in the classrooms.

**VISITORS IN THE CLASSROOM:** Visitors are welcome in the classrooms, but any visitor to the school must first come to the Office and get permission to enter the classroom.

**TEACHER'S ABSENCE FROM THE CLASSROOM:** Classrooms should never be left unsupervised. If a teacher should leave the classroom, the assistant teacher will continue with lessons. In the event that an assistant teacher is not available, teachers should arrange for a substitute. A teacher's absence for a day or more must be arranged for by the teacher and principal.

**DISCIPLINE:** Teachers will first give students who do not adhere to proper behavior a verbal warning. After this initial warning, the student may be sent to the Principal's office for a conversation with a member of the Administration Team. This member will then make the judgment whether the parents of the offending student need to be informed on the spot or if a letter or phone call home is in order.