

CLASSROOM PROCEDURES:

- Take attendance.
- Welcome new students.
- Review your classroom's rules- You should not have more than three- my rules are the following:
 1. Show respect to self, to others and to the property. Respecting the property is extremely important because we are sharing the facility with SMS.
 2. Listen to the adult in charge and to each other.
 3. Be responsible.

You might have more rules but the less you have the more successful you will be.

- Be prepared for your session. The students can always detect when the teacher is not ready, and that's the prime invitation to chaos and the result is elevated stress and a feeling of lack of control.
- Start on time and make sure you start by sharing with the students the purpose of the lesson and also what they are going to be marked on. The first five minutes of your lesson will make or break your lesson. Get them motivated to listen.
- Use an assertive voice when you are talking. Your voice should reflect confidence and enthusiasm about what you are teaching.
- Do not threaten with things that can not follow up with. Say what you mean and mean what you say. Many research studies show that children who understand the classroom procedures and the consequences behave better.
- Be consistent: if you call a student on his/ her behaviour one day .Be persistent to continue to do it for as long as it takes.
- Be fair; treat all the students with the same level of kindness and respect.
- Avoid sarcasm, which always does more harm to everyone who is involved. Remember that if you want the children to respect you, you should respect them as well. Sarcasm does not show respect.
- Do not ask students to go out in the hallway, that's what kids, want and this does not teach them, anything.
- Train the students to put their hands up if they need you. You will not be able to help 10 people crowded around the whole time. They will need to be patient. If you expect it from them they will be able to perform.
- Finish your lesson on time. The children should not be left in the classroom without supervision. You need to make your way to your next class quickly enough, to minimize the transition time.
- At 12:55, let the students know that they should make their way to the lunch room where they will eat lunch, they will have to clean up, and leave to go make Wudu to get ready for Thuhur prayer. Once Wudu is done they can proceed to the gym to play until prayer time. **Please do not leave the classroom until all the children leave in front of you, they will need to take their**

snack/ lunch. The backpacks can stay in the classrooms because they will be returning to the same classroom for their last session.

- The last session will end at 2:45. The students should take their belongings with them.
- All teachers need to make sure that the students have cleaned up before leaving the rooms. Teachers should also clean the boards that they used. Return the desks to their spot (if they moved them), turn the light off, and shut the door before they leave.
- **Last but not least if the teacher needs to miss a class he/she should let the principal know a week in advance and leave a sub plan for the substitute teacher for the week after.**

Thank you so much for your efforts to make a difference. May Allah reward your good deeds.