



WINCHESTER SCHOOL OF CHINESE CULTURE

文誠中國文化學校

Classroom Rules

- Teachers and TAs shall arrive at the classroom 15 minutes prior to class time (first period), to check the classroom condition, equipment, desk/chair arrangement, etc.
- If there is anything out of the ordinary in the classroom or it appears to be in a disrupted state, teachers are advised to take a picture of the classroom and report the situation to a school administrator immediately.
- Do not use classroom equipment. Teachers shall use their own erasers, markers, and paper. Waste from the pencil sharpener shall be emptied into the trash.
- Do not move any items on the teacher's desk in the classrooms. Try not to sit at the teacher's desk to avoid any possible accidents.
- Try not to move any desk and chairs; however, if any re-arrangement is necessary, the original state shall be recorded on paper or on the white/chalkboard. This will help to restore the room to its original state after the last period. The last period teacher shall make sure that the classroom is in its original state before leaving. If any problem is found, he/she needs to immediately report the situation to a school administrator.
- Food is prohibited in the classroom. Water is allowed but empty bottles shall be placed in the recycle bin.
- Maintain classroom cleanness. Do not leave paper scrapes and pencil sharpener waste on the floor. Students should not write on the desks. Teachers and TAs shall supervise students regarding their behavior.
- Drawing and calligraphy teachers shall pay extra close attention to maintaining desk top and floor cleanness. If necessary, a plastic cover or newspaper shall be used to cover the desk top and floor.
- Students cannot be left in the classroom alone. If a teacher needs to leave the classroom for any reason, he/she needs to ask a school administrator to send an adult supervisor to the classroom.
- New teachers need to be trained in the classroom rules before commencing work.
- Record classroom management log conscientiously and transition between periods smoothly. Second and third period teachers shall exam the classroom condition carefully and report any problems to a school administrator. If a second or third period teacher fails to report to a school administrator about the classroom condition in a timely manner, the second or third period teacher will be fully responsible for the consequences.
- A Parents Association member shall check all the classrooms before school is closed each time. The Parents Association member will warn the teachers and TAs who often violate the rules. Consequences can be a warning, the withholding of a bonus, or even termination.



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Classroom Management

Room Number: _____

Date: _____

Period One:

Teacher Name: _____ Teacher Signature: _____

Period Two:

Teacher Name: _____ Teacher Signature: _____

Period Three:

Teacher Name: _____ Teacher Signature: _____

Checklist:

Period One Period Two Period Three

Whiteboard/chalkboard is clean and in original state.

Table and chairs are in original state.

Floor and desks are clean.

No food was eaten in the classroom.

No items in and on the desks were disturbed.

No items on the wall were disturbed.

Windows are closed.

- 1) The first period teacher gives this form to the second period teacher.
- 2) The second period teacher gives this form to the third period teacher or
- 3) Returns this form to an administrator at the greeting desk in the cafeteria if it is last class in the room.