

EXPECTATIONS AND GUIDELINES FOR ADULTS IN OUR CLASSROOM

Thank you for being in my classroom. These are a few reminders about my expectations to enable you to better work with our students.

- Be on time, not too early, but before class begins.
- Follow the classroom rules (no gum, drinks or food, no bathroom breaks, etc.)
- Turn off all cell phones, pagers, and any other electronic devices. Avoid their use during class time.
- Try not to talk during whole class discussions or when the class is working silently. If you must, use a low voice as not to distract other students.
- Phone or leave a message in my box if you cannot attend your regularly scheduled class.
- Follow through with your commitment. Stay the length of the class and the days you agreed to be available.
- Have students address you properly. I introduce daily all adults to the class so they will know how to address you properly.
- Address students appropriately and use names if possible. Stay away from comments such as “sweetie”, “honey”, and “you guys” until you know the students well enough that they would not be offended.
- Speak positively even in negative situations. Use phrases like “you are acting immature,” not “you are immature.” Stay away from “shut-up”, “stupid”, etc.
- Dress appropriately to teach. It is better to be on the conservative side. I usually wear a shirt, pants, and shoes.
- Be prepared with any materials you may need. (paper, pen, pencil...)
- Please let me know if there are any problems ASAP.

Thanks again for your help!

By Caleb Cheung