

CLASSROOM

Cougars	Expectations & Procedures
Students	Students will attend class regularly and be on time. Students will bring all required materials to class and participate in learning activities provided by the teacher. Students will observe and follow all classroom rules and procedures. Students will communicate with the teacher and substitute in a respectful manner.
Teachers/Aides	Teachers will maintain a safe and orderly learning environment in their classroom. Teachers will have all emergency procedures posted. Teachers will post procedures, rules, consequences, and learning objectives for each day. Teachers will employ methods that are most effective for them to enhance and behavior through out the year. Teachers will make appropriate referrals as needed.
Parents	Parents will read and sign the classroom rules and procedures for each of their at all expectations are being met. Parents will support their student in being successful by sending them to school on time with all necessary materials and making sure they are properly dressed.
Secretaries	Secretaries will protect classroom instruction by cutting down on interruptions. Secretaries will e-mail, voice mail and/or send any written messages to teachers they receive in the office as soon as possible. Secretaries will communicate with principals about any classroom problems immediately.
Counselors	and document their visit. Counselors and office personnel will support teachers by informing them through memo or e-mail of parent conference requests. Counselors will make every effort to balance schedules for optimal class sizes.
Principal/APs	Principals will make frequent drop-in classroom visits. Principals will appropriately deal with students who behave in an inappropriate manner. Principals will also assist with climate control and turning in work orders for classroom repairs. The principals will assist teachers through the provision of resources and quality professional development training. The principals will support teachers when dealing with parents and students. The principals will immediately address issues that impede progress in the classroom.
All Stakeholders	Students will be in class engaged in a meaningful learning experience. A variety of learning activities will be experienced daily.

