

Classroom Management Policy for the CAT Lab:

Classroom Rules:

1. Time:

- ❖ Learners should respect the time allocated (duration) for the class/subject.
- ❖ Always get to class on time.
- ❖ No excuses for late coming will be taken.

2. Eating in class:

- ❖ Under no circumstances will the learners be permitted to eat or drink in the lab.
- ❖ During recess/break time learners are required to vacate the lab unless the teacher states otherwise.
- ❖ Learners are prohibited from eating during teaching and learning time.
- ❖ No chewing gum in the lab will be tolerated.

3. Be Respectful:

- ❖ Allow others to learn (do not disturb others).
- ❖ Use kind words and manners.
- ❖ Use a soft and low voice for classroom discussions and activities to avoid disturbing others (Voice 1).
- ❖ Keep quiet when listening, do not disturb the teacher (Voice 0).
- ❖ Make use of a positive and friendly tone when speaking to others.
- ❖ Always respect the privacy and time of all fellow learners.

4. Be Responsible:

- ❖ Give your schoolwork your best effort.
- ❖ Always listen and follow the instructions given.
- ❖ Be prepared to learn (learning materials, behaviour, and attitude).
- ❖ Stay on task and finish your given tasks, always.
- ❖ Be responsible for yourself and the learning environment.
- ❖ Place the chairs back in the place where you found them.

5. Computer Rules:

- ❖ Keep your workstation neat.
- ❖ Save your work on regular intervals.
- ❖ Ask permission from the teacher to use the printer.
- ❖ Ask permission to insert flash drives or any other media.
- ❖ Always remember to log out of your account after using it.
- ❖ The internet may be used for educational purposes only.
- ❖ Only one person is allowed to occupy a workstation unless stated otherwise by the teacher.

- ❖ Make the teacher aware of any challenges you are facing regarding computers.

6. Unacceptable Behaviour:

- ❖ No form of violence is permitted or acceptable in the classroom.
- ❖ The school has zero tolerance toward bullying and fighting, therefore learners are to abide by that rule even in class.
- ❖ Do not throw things/objects at others.
- ❖ Learners should not use obscene language in class.

7. Be safe:

- ❖ Walk safely around the lab (avoid running).
- ❖ Always stay in the classroom (unless I permit you to go out).
- ❖ Keep your feet on the floor (do not climb on chairs or desks or any furniture for that matter).

8. Use of Cellphones:

- ❖ The use of cell phones is not allowed in class. This is in line with the school's policy.
- ❖ This is mainly because cell phones can be destructive in class.
- ❖ Learners can only bring cell phones to class when requested or instructed by the teacher to do so.
- ❖ If they are to be found by other teachers using them (outside of my class) I will not be held liable.

Positive Reinforcement/Motivational Systems:

- ✓ Thank you slips are awarded after academic activities, where the learner meets expectations.
- ✓ Bucket filling slips are rewarded for positive and helpful actions.
- ✓ Stickers are added to the monthly behaviour chart every Friday/last day of the school week.
- ✓ Term awards/rewards are given to all the learners who have met all the expectations (Respectful, Responsible, and Safe expectations).

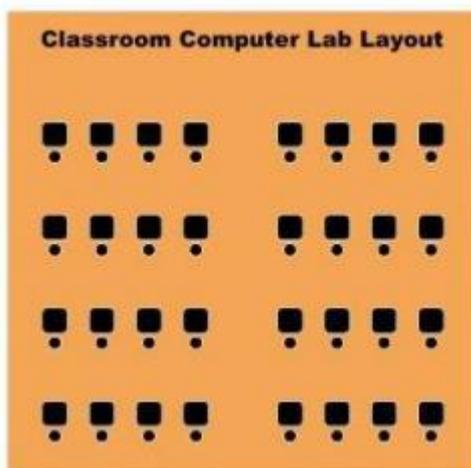
Interventions/Consequences for Violations of Set Classroom Rules:

- Verbal reminders of expected learner behaviour will be given randomly.
- **1ST Warning-** Circled check mark on the learner's monthly behaviour chart. This will be followed by the loss of some privileges (shortened recess time).
- **2ND Warning-** A Circle will be erased leaving only a check mark on the monthly behaviour chart. This will be followed by the loss of more privileges (no recess time and the learner will have to clean the class after school hours) and the parents will be notified of the learner's behaviour via SMS.
- **3RD Warning-** The learner will lose all their privileges. They will be subject to lunch and after-school detention. Furthermore, they will be given more subject-related work to do. Lastly, a

call to the parents will be made after school to update them and to schedule a meeting to discuss the learner's behaviour.

- **Serious offence [i.e., causing any physical or emotional harm (such as bullying and fighting) to others, obscene language, throwing objects at others, etc.]**- De-escalation strategies will be used to assist the learner to regain control of themselves and prepare to meet expectations to return to classroom activity. The learner may choose to remove himself/herself from the classroom, with adult/teacher supervision, in order to take a break and regain self-control. The learner will also lose privileges by getting lunch and after-school detention. The principal and the learner's parent(s) will be notified thereafter of the learner's behaviour. Lastly, the learner will be subject to a disciplinary hearing, which may result in suspension or expulsion if it is not the first offence.
- **Cellphones**- If a learner is found using a cell phone in class, it will be confiscated. For the learner to get their cellphone back they will have to pay a fee of R150 at the end of the term then they will get it. Furthermore, the learner's parent(s) will be notified about this action.

The Computer Lab Layout:



The reason for using this layout is that it serves as a great instruction room where learners learn computer topics from me (as a teacher) at the front of the lab. With everyone facing the same direction, it allows the teacher to see the faces of the learners with which to read non-verbal cues as to whether learners are learning the material or need more help. Secondly, it is similar to the layout of other classroom environment emphasizing that the students are there to learn.