


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.3
	DOCUMENT NAME CLASSROOM MANAGEMENT	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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1.0 OBJECTIVES

- 1.1 To maintain a system that guarantees a classroom atmosphere that is highly conducive to learning.
- 1.2 To ensure that students comply with guidelines on attendance, uniform, wearing of ID, and haircut as stipulated in the Code of Conduct.
- 1.3 To maintain order and discipline in the classroom.
- 1.4 To ensure that the teacher is well-prepared in every class/lesson.
- 1.5 To ensure that time is maximized through discussion and highly engaging student-centered activities.
- 1.6 To have a consistently fair and efficient method of assessing and recording all graded student activities.

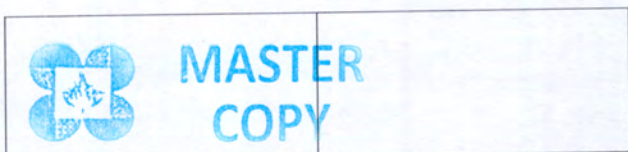
2.0 SCOPE


This procedure covers activities of the following and the controls necessary to ensure that the classroom is equipped, maintained, and managed such that it is an environment that is conducive to learning:

- Monitoring of attendance, uniform, ID, and haircut
- Maintaining Proper Behavior and Discipline in the Classroom
- Preparation and execution of the Subject Implementation Plan.

3.0 POLICIES


- 3.1 Faculty members shall record the student attendance in his/her classes.
- 3.2 Faculty members shall check on the students who are required to present an Admission Slip (from the Registrar Unit, to be accomplished by a student who has been tardy or absent).



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- 3.3 Faculty member shall accomplish the Anecdotal/Incident/Non-compliance Report Form if needed (from the Student Discipline Office) for any student violations.
- 3.4 The PSHS faculty is confident and competent enough to prepare a Subject Implementation Plan that:
- 3.4.1 Strictly follows the content of The Subject Scope and Sequence and the Curriculum Guide.
 - 3.4.2 Is patterned after academically accepted formats like but not limited to the following 5E's, 4C's, 21st Century Skills, Pedagogical Content Knowledge.
 - 3.4.3 Contains instructional materials, tests, student-centered activities that facilitate the teaching-learning process.
 - 3.4.4 Implements systematic checking, recording, and record-safekeeping of student performance.
- 3.5 Each faculty member shall:
- 3.5.1 Discuss the course syllabus and orient the students regarding class policies, grading system, course requirements and related academic requirements at the start of the school year.
 - 3.5.2 Strictly observe schedule for starting and dismissing classes.
 - 3.5.3 Follow the subject implementation plan.
 - 3.5.4 Inform the students of their performance periodically and provide effective feedback mechanism to students.
 - 3.5.5 Enforce school rules and regulation.
 - 3.5.6 Ensure orderliness and cleanliness inside the classrooms, and help maintain cleanliness of hallways and school premises.
 - 3.5.7 Exercise supervisory authority over students and activities in the classroom.
 - 3.5.8 Ensure safety of students at all times for all types of activities.
- 3.6 School rules and regulations during class shall include the following:
- 3.6.1 Eating and sleeping are not allowed inside the classroom.
 - 3.6.2 Other classroom offenses as indicated in the Code of Conduct.



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4.0 PROCEDURES


4.1 Monitoring of attendance, uniform, ID, and haircut

Responsibility	Activity
Faculty Member	<ol style="list-style-type: none"> 1. Checks the students' compliance (in accordance with the rules in the Code of Conduct) with the following at the beginning of the period: <ol style="list-style-type: none"> a. Attendance b. Uniform c. Wearing of ID d. Haircut 2. Accomplishes the Daily Attendance Record. 3. Checks the Admission Slip of students who were previously tardy or absent and ensures that the students have been cleared to attend classes. 4. Conducts a rapid assessment of the class for students with possible communicable diseases and refers these students to the Health Services Unit for appropriate action.

4.2 Maintaining Proper Behavior and Discipline in the Classroom

Responsibility	Activity
Faculty Member	<ol style="list-style-type: none"> 1. Conducts class, takes note of disruptive student behavior and files an Anecdotal Report/Incident Report/Non-compliance Report, if necessary, with the Student Discipline Office.



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4.3 Managing the Teaching- Learning Process

<u>Responsibility</u>	<u>Activity</u>
Subject Teacher	<ol style="list-style-type: none"> 1. Prepares the Subject Implementation Plan according to the prescribed guidelines. 2. Execute the Subject Implementation Plan. 3. Revises the Subject Implementation Plan as needed. 4. Prepares all the needed materials, activities, tests, and other forms of assessment of learning. 5. Conducts assessment to measure student performance. 6. Records student performance. 7. Informs students of their performance.


5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Daily Attendance Record
- 5.1.2 Admission Slip
- 5.1.3 Form 1 (Subject Description)
- 5.1.4 Form 2 (Scope and Sequence)
- 5.1.5 Form 3 (Curriculum Guide)

5.2 Reports

- 5.2.1 Anecdotal Report/Incident Report/Non-compliance Report
- 5.2.2 Class record
- 5.2.3 Subject Implementation Plan

PREPARED BY:  	APPROVED BY: 	 MASTER COPY	