

## GUIDELINES FOR TEACHERS

1. PRAY – PREPARE – PRAY
2. Enjoy your time with your students!
3. Arrive by 6:45 or earlier each night.
4. Arrange room as you would like it. Remember to return everything as you found it.
5. On the first night make a class Covenant with Students – Use the Golden Rule as a guide. “Do unto others and you would want done to you.” Ask the students their thoughts as to how they want to be treated and are willing to treat others. Have them make up a covenant, (promise) let one of them take it home and write it on the computer. They can use graphics, colors, etc. Have the covenant returned to class and everyone in the class signs it. It then should be displayed during each class and read together as part of your prayer at the beginning of class.
6. Have different children set up prayer table each week.
7. Begin with prayer.
8. Follow lesson plan.
9. Breaktime – Let students stretch and talk for five minutes. Bathroom needs should be taken care of at home. Try to limit bathroom use so there aren’t any problems.
10. Praying for your class – Put the names of your students on an index card to take with you in the car or to place around your home where you will see their names and offer them up in prayer.
11. Discipline – Set limits from the very beginning and stick to them. They will test you. If you don’t follow through you will not have an effective year. **Please send down to the office any student that is disrupting the class.** You will be setting a precedent in your class, which is good. By removing a disruptive student, this allows the student that wants to be there to be able to participate in class and enjoy class. **Don’t let one or two children ruin it for all the others.**
12. Church – Remind students the proper way to enter church: bless yourself, kneel before entering the pew, sit quietly and prayerfully. Make sure the students are spread out. Monitor your students’ behavior and the students around you as well. **Remember to model the behavior you expect from your students.**
13. Substitutes – It is your responsibility to attain a sub if you need one. Take the substitute list out of your attendance folder and keep it at home. Try to allow enough notice to the sub, so they can prepare and make arrangements to get your books, etc. **The best subs are the parents of your students.**
14. When leaving the classroom at the end of the night, please make sure it is left the way you found it. Remember to close windows if you open them.