

# Classroom Management Procedures

1. Promptness - Punctuality is a valuable habit desired by all employers. College employees should meet with their scheduled classes or other meetings at the time designated and insist students arrive on time.
2. General Housekeeping - Prospective students, student employers, and numerous other interested individuals routinely visit the College. It is important that all employees be active in helping to maintain an orderly and well-organized campus. The proper attitude toward clean and orderly shops, labs, and other workspaces can be passed on to the student by their instructor's attitude and actions. Employees are expected to ensure that:
  - a. Tobacco products are prohibited in all College buildings, facilities, grounds, and college-owned vehicles. Instructors may permit food or beverages in the classroom but are responsible for maintaining classroom cleanliness.
  - b. Paper and other materials must be picked up prior to leaving the classroom.
  - c. All instructional equipment and materials are secured in their proper storage place at the end of each class.
  - d. Furniture is left in an orderly appearance. In general, disarrangement of a classroom because of teaching activities shall be corrected prior to leaving the room.
  - e. All labs are secured according to established departmental procedures.
3. Classroom Expectations - Effective classroom management must be maintained in all learning environments. Each instructor has the responsibility of establishing appropriate classroom expectations and handling any issues that arise in class. The College does not condone prolonged disruptive activities by students or groups of students. Student disciplinary matters shall be dealt with pursuant to College policy.
4. Professional Appearance – Instructors should always present a situationally appropriate, professional appearance.
5. Safety –It is extremely important that the following safety regulations be utilized by all instructors:
  - a. Safety rules and regulations specific for each program of instruction must be posted or available based on regulatory guidelines.
  - b. The instructor should demonstrate proper procedures for the use of equipment. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.
  - c. The instructor or designee must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor or designee must leave the area, another instructor or designee should be placed in charge, or the shop or laboratory should be locked.
  - d. Unauthorized students are prohibited from using equipment and machinery.
  - e. North Carolina law requires that eye protective devices be worn by students, instructors, and visitors to the instructional area where any of the following activities are conducted:
    - i. Working with hot solids, liquids or molten metal.
    - ii. Milling, sawing, turning, shaping, cutting or stamping of any solid materials.
    - iii. Heat-treating, tempering, or kiln firing of any metal or other material.
    - iv. Welding of any type.

- v. Repairing or servicing any vehicle.
  - vi. Using caustic or explosive chemicals or materials.
  - f. Any visitor to a classroom, shop, or laboratory, must be accompanied by a College employee.
  - g. Children are not to be left unattended anywhere on campus and are not permitted to attend classroom sessions, unless they are enrolled or have specific permission from the appropriate Dean.
  - h. Special permission must be obtained from the instructor before a spouse or friend may audit a class session.
6. Equipment and Furniture - It is the instructor's responsibility to ensure that the equipment and furniture for each area is maintained. Abuse of equipment or furniture is not tolerated.

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