

Question Box Guidelines

1.0

Purpose:

- 1.1 allows students to maintain anonymity
- 1.2 allows teacher time to prepare answers for students' questions

2.0

Materials and Preparation:

- 2.1 empty box (e.g. tissue box, shoe box)
- 2.2 to ensure confidentiality, create a box with a small slot so students cannot reach in and remove questions

3.0

Guidelines for Use:

- 3.1 Explain how to use the question box.
- 3.2 Distribute blank pieces of paper for questions/comments that students will submit at the end of the lesson (All students hand in their piece of paper at the end of the lesson to ensure anonymity. Students may submit a blank paper if they do not have a question.)
- 3.3 Read all questions beforehand to determine which questions you will answer. Screen questions to determine if students are at risk and refer concerns to principal.
- 3.4 Attempt to organize questions in a logical sequence according to topic.
- 3.5 Make an effort to answer all questions.

4.0

Student Rules for Use of the Question Box:

- 4.1 All questions are valid and welcome. However, you will have to make the final decision as to the appropriateness of each question for total class discussion. Clarify that it is not a “bad” question but that you feel that it may not be of interest to all students or that you are not prepared to lead a class discussion around that issue. Have students see you at the end of class to answer the question privately.
- 4.2 Remind students not to discuss personal behaviour during the class. Refer students to parents/clergy for discussion of moral/religious questions.
- 4.3 When writing the questions, encourage students to use correct terminology. If they do not know the proper word, have them use the term with which they are familiar.