

Classroom Management Plan

Procedures for Running an Effective Classroom for Intermediate Levels

Metts, Samantha

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# PROCEDURES

* Classroom procedures demonstrate how to properly perform each task. Teacher will demonstrate how to perform specific procedure and then have students practice individually or in groups, as applicable. Teacher will utilize teach, rehearse, and reinforce process to teach procedures. Encourage students who are performing the procedure correctly and offer coaching to students who need help with performing the procedure.
  1. Upon arrival, students are to unpack belongings and hang backpacks/coats in the designated area (identified by sign above rack).
  2. Review school tardy policy – if student is not in seat by 8:10AM, he/she is considered tardy.
     1. If you are tardy, enter classroom quietly so that you do not disrupt your classmates.
     2. If tardy is excused, advise teacher during break/lunch and provide and necessary documentation.
  3. Review district attendance policy – for an absence to be approved, written note from parent must be received within two days of absence. If student leaves before 10:00AM or arrives after 10:00AM, he/she will be considered absent for the day (unless doctor’s note is provided).
  4. Homework is due at the beginning of class in the basket located at the teacher’s desk – there will be no extensions unless there is an excused absence. Homework will be graded and handed back for review/correction (whichever applies) within 48 hours.
  5. When the teacher needs to get the attention of the entire class, the teacher will say “Are you ready?” and hold up one finger. The teacher will utilize several methods to get the classes attention and keep their minds sharp.
  6. When a visitor is in the room, designated classroom host greets the visitor and introduces visitor to the class.
     1. If the teacher needs to speak with the visitor during class time, students will be directed to start a cooperative learning strategy that fits the lesson.
  7. To get the teacher’s attention/asking a question in class – raise hand and wait to speak until called upon.
     1. If teacher is not available to answer question, ask shoulder or pod buddy.
     2. If question is not urgent, write question down and ask during Q&A time.
     3. Students must always refer to fellow classmates before asking the teacher a lesson related question.
  8. Bathroom procedures
     1. Students should use the bathroom before school, before class, during recess, and during passing period whenever possible.
     2. If a bathroom break is needed outside of those times, student should notify teacher by raising hand to indicate that he/she needs to use the restroom.
     3. Hall pass will be provided to student and student will be instructed to immediately return to classroom when done.
     4. Teacher will meet with student if excessive.
  9. Lining up – Students should stand up at corner of pod (4 students at each corner). Teacher will line students up by pod at the door.
     1. Advise students to keep hands to herself/himself.
     2. Have students practice lining up in classroom and show students how to make a straight line.
  10. Collaborative group work is an important part of the learning process in our classroom. Students should be respectful to each other and allow each other to openly express his/her viewpoint without fear of ridicule. Each student is expected to contribute to the discussion. Group work will be conducted frequently and will factor in to each student’s overall class participation grade.
  11. Passing in papers – pass papers to the student that sits in the pod seat that is closest to the teacher’s desk. Teacher will collect papers from one person (for all students at pod table) at each pod.
  12. Review importance of washing hands and review procedure.
      1. Only use one squirt of soap to wash hands and one paper towel to dry hands.
      2. Be sure to wash your hands each time you use the restroom.
  13. Transitions
      1. During a transition, students are to remain in their seat and silent until teacher says “now you may…”
      2. Teacher will give clear instructions on what will happen before, during, and after, the transition.
  14. What to do when done – If a student finishes assigned work early, the student should work on any other incomplete assignments first. If all assignments are complete, the student can read a book, write a short story, or offer to help another student.
  15. Classroom dismissal – wait for teacher to dismiss you. Teacher will end day with “Have a great day, student!”
  16. Review dismissal procedures:
      1. Pack all items up in preparation for class dismissal.
      2. Separate into groups for parent pickup, bus riders, and early pickup.
      3. Students should line up in appropriate line and wait in the designated area for dismissal.
  17. A weekly classroom newsletter will be sent out in the student’s folder each Friday for the following week. The newsletter will include topics that will be covered the following week and will list special activities that are scheduled. Teacher’s phone number and email address will be listed on each newsletter for parents to reach out with any questions.
  18. Bullying is not permitted in our classroom or on the school campus.
      1. Bullying Pledge: “I make a commitment to take a stand against bullying. I will be kind and respectful to all classmates and will have the courage to report bullying if I see it.”
      2. If bullying is reported, a meeting will be set up with the student suspected of bullying and asked to describe the incident and write down what happened. The victim will then be interviewed and asked to write down the details of the incident, as well.
      3. Talk with the parents of both students to level set and reiterate the school’s policies about bullying.
      4. Meet with both students to come up with a solution and reconcile any differences.
  19. No cell phones – if your cell phone is out during class, it will be confiscated and returned at the end of the day.
* Rehearse procedures with students to ensure understanding.

**DISCIPLINE PLAN / CLASSROOM RULES**

# CLASSROOM RULES

* Classroom rules will be displayed on bulletin board at the front of the room. Rules are selected in a manner which promotes good character and student accountability. Feedback will be solicited by students on the first day of class and rules will be adjusted to integrate the feedback from the students. A copy of rules will be sent home with the student for parents to sign and return. Students and teacher will sign and document will be kept on file.
  1. Treat everyone, students and adults, with respect and kindness.
  2. Have pride in your work area/classroom and ensure your area is clean and tidy.
  3. Work hard and do your best.
  4. Use manners – please, thank you, yes ma’am, no ma’am.
  5. Come to class prepared to learn.

# DISCIPLINE PLAN - REWARDS AND CONSEQUENCES

1. Self-discipline is imperative:
   1. Maintain high standards for all of your students.
   2. Show the connection between effort and success to the students.
   3. Show the students what the “right” choice looks like.
   4. Be encouraging and positive
   5. Express to students that they will be held accountable for their actions- both positive and negative.
2. Sticker chart will be displayed on a bulletin board to track awesome student behavior throughout the week – helping other students in the classroom, being respectful in class, setting a good example for other classmates. When ten stickers are earned, the student will be rewarded.
3. Student will be given an opportunity to select an item out of treasure box after receiving ten stickers on the chart. If student does not want to select item from treasure box, they can opt for a lunch pass for 1 day.
4. There are consequences for bad behavior. Each student is responsible for his/her daily behavior.
   1. For the 1st occurrence of bad behavior, student will receive a verbal warning
   2. For the 2nd occurrence of bad behavior, student will receive a written warning – name will be placed on board.
   3. For the 3rd occurrence, a call will be made home to the parent and the unacceptable behavior and remediation plan will be discussed.

# SEATING ASSIGNMENT METHOD

Students will sit at each lab table of four students per group, at the tables. This will allow optimal collaboration and student participation during labs as well as traditional instruction.

* The location of the teacher desk allows for 100% visibility of all sections of the room, as well as maintaining easy access for students to ask questions during independent practice.
* Separate areas are set up around the perimeter of the room safety areas, computer literacy, and creative display.
* White boards are hung on the main wall for presenting/demonstrating content/activities.
* The coats and belongings are kept near the door to allow for easy access when students arrive and when students arrive and leave.
* “Cubby” bins will be stacked beside or under coat rack (whichever space allows for) and labeled with each student’s name, to store backpacks and other personal items.
* Bulletin boards/white boards will display classroom rules and birthdays of each student.
* Color scheme for classroom will be pastels (purple, pink, green, yellow), to promote creativity.

Teacher Desk

Safety Shower

vvv

White Board/Projection Screen/Front of Room

Bulletin Board

Sitting/Reading/Quiet Area

Lab Benches / Student Seating

Student Cubbies / Coat Hangers

Supplies Cabinet

Creativity Area / Science Project Display

Computer Area

# PREPARATION

## BEFORE THE STUDENTS ARRIVE CHECKLIST

* Make sure I am stocked on school supplies
* Write daily duty on board
* Set up student’s desks
  + Plan seating chart for each period
  + Assign number to student with corresponding desk
* Prepare first day packet.
  + Fill out any required forms together.
  + Include a copy of classroom rules (to be signed by students/parents and filed).
  + Distribute a classroom contact list.
  + Provide a supply list, as needed.
* Prepare lesson plans.
  + Focus on teaching procedures during the 1st two weeks of school.
  + Review and discuss the classroom management plan with students.
  + Teach, rehearse, and reinforce classroom procedures.
  + Prepare lesson plans for 1st two weeks.
* Prepare an agenda.
  + Outline schedule for the day.
  + List opening assignment.
  + Prepare lesson objective.
* Organize the classroom.
  + Display procedures, rules, expectations, emergency/fire exit information, and bell schedules on the wall.
  + Arrange desks in a manner that promotes collaborative work, and ensure that students have full view of teacher.
  + Arrange weekly folders.
  + Arrange book shelf.
  + Set up quiet place in room.
  + Decorate room to add relaxing and comfortable atmosphere
  + Complete bulletin boards.
  + Make sure my door is decorated
  + Arrange classroom science posters
* Greeting
  + Teacher will greet students at the door, doing a variety of greets. Have students pick: high five, fist bump, hand shake, secret hand shake, smile, funny joke
  + Teacher will also greet by asking students how their weekend was, how was their game/other extracurricular, etc.

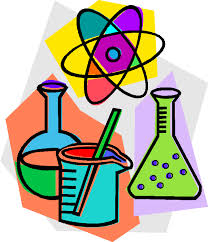
## LETTER OF INTRODUCTION TO STUDENTS

Dear Ms.Metts’ 7th Grade class,

Welcome to the first day of 7th grade! My name is Ms. Metts and we will meet every day in room #311. I am so very excited to get to know each and every one of you. We have a lot planned this year, so put on your goggles and let’s make this a great year!

Love,

Ms. Metts



## LETTER OF INTRODUCTION TO PARENTS

Dear Parent or Guardian,

I am so happy to have your child in my class this year! My name is Samantha Metts and I am very excited to get to know your child. I live with my longtime boyfriend, our dog, Bella, and our bird, Eve. In my free time, I enjoy travelling, camping, bird watching, and most importantly, spend time with my family. I am looking forward to filling your child’s brain with the subject I love the most, SCIENCE!

I have so many exciting things planned this school year! There will be minimal weekly homework in my class except for the occasional science project. Each week I plan to prepare a short quiz over the key topics learned, and I will have daily grades which include participation, activity work, and discussion. All of these things will be outlines in a syllabus which I will provide the first day of class.

I take respect and integrity in my classroom very seriously, so I have a strict discipline plan that I follow. Students will be rewarded for their good behavior but if need arises, (3rd occurrence) a call will be made home to discuss the matter. Although I so not expect any issues from your child, I feel the need to inform all parents of this plan.

I encourage open communication with all parents and guardians, in an effort to provide the best possible education to your child. Please feel free to email me at [sam.metts13@gmail.com](mailto:sam.metts13@gmail.com) or by phone at 000-000-0000. My office extension is 0000. If you have any questions or concerns, please don’t hesitate.

This is going to be a wonderful year!

Ms. Metts



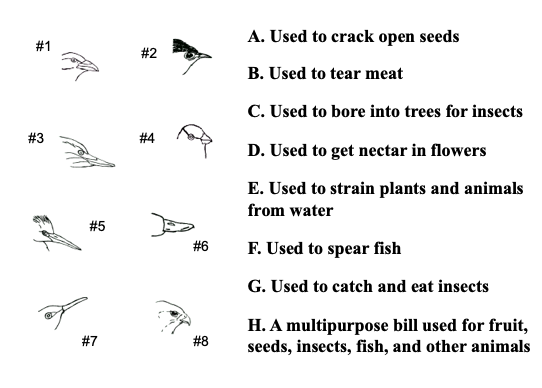
## TENTATIVE AGENDA/SCHEDULE FOR THE FIRST DAY

* Student’s Desk (complete prior to student arrival)
  1. Tape student name to assigned desk for easy location on Day 1.
  2. After greeting student, direct to the general pod location of assigned seat.
  3. Have all forums on desk, including syllabus for students and parents.
* To Start the Day (25 minutes total)
  1. Welcome students to “X’ grade – express eagerness to make this an exciting year filled with fun and learning.
  2. Explain items that are on desk for first day activities – forms which require parent/guardian signature, bus # review, and scheduled lunch time.
  3. Welcome…A little about me (5 minutes)
     + Show students how to spell last name.
     + Review my title – Ms. Metts
     + Graduate of Tarleton State University.
     + Discuss my favorite subject when I was in school and why I chose to be a teacher.
     + Extensive “real life experience.
     + Enjoy my animals, traveling, and the outdoors.
     + Express how excited I am to teach this class, and that I’m looking forwarding to getting to know each student.
  4. Complete ice breaker activity (10 minutes total)
     + First day bell work
     + learn more about your classmates – Mix/Pair/Share.
  5. Review classroom procedures (covered in next section). (10 minutes)
* Familiarize students with classroom/skill (10 minutes – remainder of class)

1. Show locker/ supplies bin location.
2. Familiarize students with whiteboard and advise that bell work will be listed at the beginning of each day. When student enters classroom and is seated, bell work should be started.
3. The “All About Me Board” will be used to display interests of our class. Bring pictures, magazine articles, or postcards that reflect who you are.
4. Answer questions.

* Teacher breaks
  + Breaks will only be taken during lunch, or during off period.
  + In case of emergency, teacher will have a hall partner to help watch class if needed for a break.

## FIRST DAY BELL WORK ASSIGNMENT

* Teacher will use “science starters which will be fit to what students are currently learning about.
* First day bell work will consist of an ‘about me’ that they will fill out and turn in private.
* Starters cover general science, physical science, biology, earth science/astronomy, or any other topic covered in class.
* The starters typically take 5 minutes or less to complete and provide students with a focused activity to start class.
* Students will record their answers in their journal to be graded (feedback/participation only) at the end of each week.
* Example:

## TEACHER WELCOME AND INTRODUCTION

* See attached PowerPoint.