

# Classroom Management Plan

## Jennifer Stirling

### ■ Classroom Rules:

1. Respect must be shown between and towards the teacher, peers, and property at all times.
2. Students and the teacher must come to class prepared and show personal responsibility.
3. Students must participate in the classroom and put in their best effort to succeed.
4. All students must behave appropriately in order to create a safe environment.
5. All students must oblige by school rules/policies.

### ■ Classroom Consequences:

First Offense	A Private Verbal Warning
Second Offense	A Public Verbal Warning
Third Offense	Student/Teacher Meeting or Note Home
Fourth Offense	Teacher/Student/Parent Meeting
Fifth Offense	Student/Teacher/Principal Meeting
Sixth Offense	Student/Parent/Principal Meeting

### ■ Statement on Rules and Consequences:

*I believe that students, especially in elementary school, should be given multiple opportunities to correct their behavior. Also, I believe it is important that the students are included in deciding the rules for the classroom. That way, they understand what is expected of them and are responsible for their actions if they misbehave. The consequences will also be reviewed in a similar light. These rules and consequences will be the foundation for the classroom and can be applied to many different situations, when necessary.*

### ■ Classroom Management and Organization:

- Classroom rules and consequences will be discussed with students on the first day of school and then posted on the wall in the classroom later that first week.
- The students will learn procedures and routines during the first week of school.
- Students will have assigned desks (with nameplates) that will be moved into clusters with different students by teacher discretion.
- Learning objectives will drive all lessons, activities, and group work. These objectives will be based on the state's standards.

### ■ Expectations of the Teacher:

- The teacher will arrive early to class and be prepared when the class begins.
- The teacher will be respectful to all students and fellow faculty.

- The teacher will understand the subject material and teach it with passion.
- The teacher will treat each student fairly and always make herself available.
- The teacher will be active in the classroom, working alongside the students to achieve goals, explore new concepts, and answer questions as needed.
- The teacher will be professional in every setting during the school day.

■ **Expectations of the Students:**

- Students will respect the teacher, their peers, and property at all times.
- Students will come to class prepared with homework completed.
- Students will participate in all classroom activities.
- Students will abide by all classroom and school-wide rules and accept the consequences that go with violating said rules.
- Students will be responsible for their work, for their behavior, and for their emotions in the classroom.
- Students will control their behavior and use safety to keep the classroom and school a comfortable place to learn.

■ **Procedures and Routines:**

• **Beginning of the Day:**

- Upon arrival to school, students will put their personal belongings (backpacks, coats, etc.) into their lockers in the hallway. The only thing students will need to bring into the classroom is their homework folder and their planner.
- Students will drop their homework folder into the crate that is placed next to the door. The student will also make their meal choice for that day's lunch.
- Each student will then address the problems on the board and complete them on the sticky note that was placed on their desk by the teacher.
- The teacher will then assist the students in going over the problems before collecting the sticky note as a means of attendance.

• **Beginning Each Subject:**

- When beginning a new subject, the teacher should clearly state the objective of that lesson. Students should be focused, paying attention, and listening to the teacher as she gives instructions and subject matter.
- Students, even though they sit in groups, should not socialize with their peers until told it is okay to do so.

• **Ending Each Subject:**

- The teacher should wrap-up what was learned in the subject by checking the class for understanding and reviewing the lesson's objective.

- **Group Work:**

- Students will begin group work in their cluster of desks once the teacher has finished instructing them.
- Communication is welcome among peers as they work together to complete the task.
- The teacher should be actively involved and observing each group as they work.

- **Independent Work:**

- Students should only begin their individual work after the teacher is finished instruction.
- Students should work quietly on their task without interaction with other students. If needed, a student can move to another location in the room to work individually. However, students should ask the teacher before moving to another location to make sure it is okay.

- **Room Usage:**

- Students are allowed to move about the space during group work if they need more space or a less formal area to communicate in.
- Students are allowed to explore the library, technology, and arts stations during their free time after recess.
- Students should not be inside the teacher's desk area unless they have permission.
- Students should only get up from their seats (to sharpen pencils, get resources, etc.) during group work or individual work times.
- Students should not use technology equipment without teacher approval and supervision.
- There will be a table in which supplies are available for students in the classroom. Students are allowed to use anything present on the table. These supplies are to be returned before the end of the day.

- **Traveling to Other Classrooms:**

- When traveling to other classrooms, lunch, or recess, students will be dismissed by cluster. Once dismissed, students will gather any resources they need for their destination and then join the line at the front of the class.
- The teacher will lead them to their destination. Students should walk calmly and quietly in a line to their destination.
- The teacher should be clear that as soon as a student crosses the threshold of the classroom into the hallway, all talking stops, so that other students are not disturbed.

- **Out of Room Procedures:**

- If a student wishes to go to the bathroom or get a drink, they need to do so during group or individual work. They must ask for permission to leave the classroom. Only one student can be out at a time.
- For safety, fire, and tornado drills, the students must listen and follow the teacher's instructions at all times.
- Students are expected to treat any other classroom as their own meaning equal respect for that teacher, peers and property.

- **Ending the Day:**

- At the end of the day, the teacher should allot time to go over the homework for the following day. All papers for homework should be put in the students' homework folder to take home.
- Students should make sure their planner is filled out to take home as well to show parents. They will write down all the things we did that day, as well as their homework, to take home to their parents.
- The teacher should inform the students of any last reminders before the school bell rings. At that time, students may head to their lockers to grab their things and head home.
- Any correspondence from the teacher or office to parents should be placed in the homework folder in an envelope. If an answer is not received, the teacher will assume the parent never received it. A phone call home will then take place.

- **Beliefs about Classroom Discipline:**

- **Minor Disruptions:**

Minor disruptions such as passing notes, talking to neighbors, and throwing things, are behaviors that cannot be ignored. An elementary school student is testing what they can get away with and these disruptions can have a lasting impression. The look, moving in their area, or simply bringing their attention back to the lesson can typically put down these disruptions. Even if the teacher cannot address the issue at the time, it is important that it is eventually addressed through a conversation with the student.

- **On-Going Discipline Issues:**

Ongoing disruptions and discipline issues will be handled using the consequences severity chart. The first step is to have a private conversation with the student about the issue. The next step is a verbal warning during class. Depending on the issue, a student may need to have a meeting with the teacher or the parents may have to get involved. In all cases, the student should have equal input and be able to create a plan of action to end the disruptions.

- **Aggressive and Violent Behaviors:**

Aggressive and violent behaviors have to be handled with extreme precaution. The teacher should follow the code of the student handbook. In cases of fighting, it is important to separate the students to allow them to calm down before seeking disciplinary action. All acts of aggressive or violent behavior will immediately result in a trip to the Principal's office, where he or she will decide the consequence for the child.