

Classroom Management Plan

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Situation	What are your procedures/expectations?
Student entering/leaving class <ul style="list-style-type: none"> • Entering before/after tardy bell • Leaving before end of class 	<p>Students will enter room quietly. Students will pick up binders from shelf as they enter the room. Bell ringer will be placed on the board and as soon as the student has taken a seat, he or she will begin.</p> <p>Begin cleaning up area and placing materials back in their designated place. Once the bell rings the students will quietly get up from their chairs, push it under the table, and proceed toward the front exit to get on the bus.</p>
The day's date - location	Will be located in the right hand corner of the eno board.
Room set-up - How will you work the room?	Each of the 6 tables will have 2 students (if applicable). The teacher workstation where student materials such as staplers, electric hole puncher, and typing paper will be kept at the back on the room. The small shelf to the right of the entrance will have tissue, hall pass, Germex, and binders. The rolling cart will items such as markers, pencils, staplers, highlighters, and coloring pencils.
Bell activities - What/Where/Graded/Timed	Placed on the eno board. 5 minutes will be used. Keep in binder in section labeled Bell Ringer. They will be quickly reviewed and discussed. They will pertain to the CPAS Exam. They will be taken up and checked at the end of each nine weeks and given back to students. A grade will be given for all bell ringers for that nine week period.
Checking attendance	As the students are completing their bell ringer I will take roll on the designated attendance sheet and submit it to Mrs. Bell. I will then enter the attendance in Sam6i.
Students who are tardy	Student should have an admit slip from the secretary.
Student receiving permission to speak/comment/ask questions/leave desk etc.	Raise hand and wait for permission to speak.
Students needing materials- Pencil or pen/paper/textbooks etc.	Pencils are on the red cart located by my desk. These materials must be obtained before instruction begins and put back before dismissal. Paper is located on the shelf by my office.

	Textbooks are located on the metal shelf by the window behind my desk.
Students coming to attention – Signal/expectations	Teacher will visually get students’ attention by standing in the front of the class. As students notice this they will place their attention on the teacher. When the entire class is in attention, teacher will proceed.
Students needing to go to the restroom Signal/expectations	Go to the back shelf and pick up the pink card, sign it and take it to the restroom. Only 1 student may leave the room at a time. This may be done during bell ringer time. Once the class begins, only use above procedures for emergencies.
Student needing to throw paper away	Keep paper at the table until the last 5 minutes of class.
Student needing to sharpen pencil	Pencil sharpener is on the teacher workstation table. Use at the beginning of class. Suggest having 2 pencils sharpened and ready.
Student needing tissue	Kleenex are located on the back shelf by the class entrance.
Student work: <ul style="list-style-type: none"> • Heading of papers • Passing in papers • Use of pen or pencil • Writing on back of paper • Neatness • Incomplete work/late work • Due dates • Make up work for absent students • Notebook expectations/grading • Homework – when/how much/grading/ turning in 	Name, date and block at the top. All papers should be placed on white table next to the teacher’s desk in the designated stack for each block. Pens (black or blue) or pencils (#2 lead). Notes may be taken on back of paper. Papers to be turned in should be front only. Must be legible and neat. No late papers will be accepted unless with a valid excuse. If a student is absent, ask another student/teacher for assignments and complete them within 2 days. Homework is due the next day and must be turned in at the beginning of class. Will always be graded and discussed in class for understanding.
End of class dismissal	Students will be asked to quietly clean up their area and put away material. They will then remain in their seat until the bell rings.
Teacher pacing of instructional time	Watch the wall clock. After 5 minutes bell ringers are discussed. 5 minutes before class ends, clean-up.
Class movement Transition in class Going to assemblies	Leave in an orderly fashion! Students will not leave the class until permission is given by the teacher.

Student expectation for intercom Announcements/calling of student to office	Student will remain quiet while announcements are being made. Students take the pink sheet and sign it.
Student expectations - emergency <ul style="list-style-type: none"> • Fire/evacuation-long ring • Bad weather-short ring • Lockdown, etc. 	Fire - leave books and exit through the front entrance of the school. Stay with the class. Bad weather - report to the girls' bathroom and get in the appropriate position. Lockdown - Go to the bathroom and lock door.
Student expectation for <ul style="list-style-type: none"> • Visitor in room • Director in room 	Remain quiet and do not address any visitor unless given permission by the teacher.
Student needing to go to <ul style="list-style-type: none"> • Office (referral/phone, etc.) • Sick/nurse • Counselor 	Take pink slip and indicate destination. Return with slip signed.
Collection and distribution of student work	Have a student designated to pick-up and distribute papers. Papers are picked up from the table located in the front of the teacher's desk.
Ask-Pause-Call	Give students adequate time to respond.
Volunteers to answer	Call on student with hand up first and then proceed to others.
Choral Response	Use quiet voices to respond.
Signal Response	Teacher will point to the student to inform them it is okay to respond.
White Board Response	Rotate calling on those who raise hand.
Going to board - expectations	Be serious about board work. Don't try to impress the class by being comical.
Substitute expectations - teacher/students	Substitute will follow the work left by the teacher. Students will be graded on work. If not done, students will be given a zero. If behavior is a problem, substitute will leave a list of names and the incidents will be handled accordingly.
Random questioning of class	Choose students who are not attentive and have them find the answers from another student.
Think-Pair-Spare	Pair students to work on projects. Pair those who have similar interests and work habits if possible. Also pair low performing students with high performing students.
Group work expectations	Everyone in the group works. Each group chooses a leader, a motivator, a critic, and a secretary. Grades will be given based on job responsibilities completed.
Food/drink/candy/gum in classroom	Edible items are allowed in class in which

	students must clean up behind themselves and discard all trash. If cleaning up become a problem them privilege will be taken away.
How will student assignments be posted?	Verbally and on eno board.
Breaking of rules <ul style="list-style-type: none"> • Signal • Consequences • Writing referrals • How will you keep up with 	1 st - Signal -Reprimand. 2 nd - Notify parent. 3 rd - Counselor Referral 4 th - Taking away of privileges 5 th - Sent to Director.
Students exchanging/grading papers	Student's will be given the opportunity to grade other student's papers but will have to place their name on the bottom of the paper.
Progress reports	Progress reports will be given out at the home school. Grades for progress reports will be put in the system in a timely manner.
Positive incentives for students <ul style="list-style-type: none"> • Student of the Month • Other incentives/rewards 	A student will be selected each month as Student of the Month based on behavior and classroom achievement. Students will receive a little star trophy and a student of the month certificate with a Teacher Academy Design.
Communications with parents <ul style="list-style-type: none"> • Back to school letter • Materials students will need for your class • Positive contacts • Parent contact log • Planner/agenda 	Teacher will have a mandatory meeting with the parents within the first two weeks of school. Class expectations will be given to students and parents and will be signed by both parties. A syllabus will be given to each student which will provide them with supplies required for the class, class fees, and other class related information Log kept with phone calls, visits with parents. Teacher will also use Remind 101 to communicate with parents and students. Monthly agenda given to students.
Grade book maintenance <ul style="list-style-type: none"> • Determining report card grades • Recording grades • Extra credit 	30% of grade is from notebook, homework, daily grades, and quizzes. 70% is from field experience, portfolio, essays, projects, tests. Extra credit opportunities will be given throughout the school year. Grades recorded weekly and passed back to the students.
Posting of student work	Rotate student work on the board. Students will also design bulletin boards that will be on

	display throughout the building.
Student working on other assignments	If students are caught working on assignments from other classes, the assignment will be taken up and kept by the teacher. If there is time left over from class the teacher may possibly allow the student to work on other assignments.
Student writing/passing notes	Take up the notes. Warn. Parent Conference
Rules and Procedures - Testing	Students will sit 1 to a table and spaced out at the computers. If open note tests are given, the student may only use his/her notes. Hand to the teacher when finished with test. Sit quietly until everyone is through with the test. Student may put his/her head down while waiting on others to finish.