

MRS. JONES

# Classroom Management Plan

## Discipline Philosophy

My goal is to create a positive and respectful learning environment for each child. Therefore, I will be implementing procedures, rules, expectations, and consequences in the classroom. I hope to construct good relationships among everyone. For it has been proven that students react better to direction when they do it out of respect for others. Additionally, students like to know the teacher's expectations of them. Therefore the rules and procedures will serve as a guide.

**\*Pamphlet for Parents has been attached.**

## Classroom Procedures

* **Arrival** Students will be asked to arrive to class on time. Additionally, they will be asked to enter quietly and take a seat. I will then allow everyone to use the restroom or and go to the locker by twos.
* **Tardy-** Student will be made aware that being tardy will have consequences. The class will start when the bell rings. A student who arrives late to class will be asked to grab and fill out a tardy slip.The student will then look at the board for direction on daily activities and pick along.
  + **Note:** I will carry tardy slips to the office during my conference time.
* **Absence** Every student will turn in a folder on the first day of school. I write their names and will label the folder missed work. The student will be instructed to grab their folder upon arrival to class. The student will be allowed complete and return missed work, within a two-day frame.
* **Homework** Homework will consist of reading material, and there will not be any consequences for late homework.
* **Getting the Class' Attention** We will learn about ways I will be communicating with them without words, on the first day of class. I will teach them that putting my finger on top of my mouth will signal shhh or be quiet, pointing to their desk will mean for them to take a seat, and bowing will mean thank you for complying and following directions.
* **Visitor in the Room (What will the students do while you are with a visitor?)** Students are expected and will be instructed to be quiet at all time when there is a visitor in the classroom. The students will be allowed to talk if the teacher or visitor starts the conversation with them first. Being interruptive will have the same consequences as being disrespectful.
* **Getting the Teacher's Attention** I will make word hand fans with word on them such as restroom, help, conference needed, for the student to communicate with me during quiet time. The students will be instructed to show me their fan word during the rules and consequences activity.
* **Restroom** One restroom breaks will be allowed during class. A restroom pass will be hanging next to the door, and the student will be allowed to go to the restroom as long as the pass is not in use. (Student with bowel problems will be allowed to go accordingly).
* **Lining Up/Hallway** I will instruct the student that the same rules that are to be followed in the class thus apply to the hallways. Which it includes no pushing or shoving an being respectful of others. Students will be instructed to line up or walk in an orderly while walking down the hallway.
* **Collaborative Group Work**Children learn better when being engaged by working with others. Therefore, I will implement collaborative work in my classroom. Collaborative work will mean that students and teachers will come together and work with each other to find solutions to problems. Students will be asked to work in pairs or groups at least once a day. Students will have the opportunity to discuss their
* **Transition** There will be a chronological order of our activities for the day up on the board. I will allow them to visit, draw, or read during a five minutes break, after completing each task. They will not be allowed to work on work during that time.
* **What To Do When Done** The student will be allowed to work on other material, draw, or read a book when finished with all work. The student who shows responsibility throughout the year will be allowed to work on extracurricular activities.
* **Dismissal** I will define what being dismiss means. “Students are fixing to be dismissed which means everyone is going to be allowed to leave my classroom.” I will discuss why it is the importance of safe and orderly dismissal. “Remember to walk in order and slowly, so that nobody gets hurt by running into each other. This will allows the teacher to know where ya are at all times so that no one will get lost.” I will then dismiss the class.
* **Home and School Connection** I will send a weekly newsletter to parents. I will involve parents in the learning process of the child when necessary. Also, will try to make it where together we can come up with solutions to problems involving discipline. Additionally, I will keep parents informed of the student progress and setbacks.

## Discipline Plan/Classroom Rules

I will select the class rules according to the level of comprehension of the students. I will present the classroom rules and procedures with picture presentations and posters. I will then guide the students in the roleplay of proper procedures in class. I will allow group discussion of the rules. I will ask the students to give their thoughts on the rules and consequence.

**Classroom Rules**

**1. Arrive to class on time.**

• Enter the classroom and take a seat.

**2. Respect others and their property.**

• No Bullying

• No cursing and using inappropriate language in class.

• No talking or interrupting while the teacher is talking to a visitor in class unless asked.

**3. No Cheating/copying the work of others.**

**4. Keep hand to oneself.**

• No fighting.

• No pushing.

• No horseplaying.

• No public display of affection (no kissing)

**Rewards** One snack and a drink inside a water bottle will be allowed when finished with work or during the last 10 minutes of class. Visting time with peers will be allowed as long as everyone visiting is done with homework during the last 10 minutes of class. Consequences can be reversed if the student correct misbehavior.

**CONSEQUENCES**

Consequences will be broken into levels, depending on the severity of the case and ongoing misbehavior of the sort.

**LEVEL I**

* **Verbal warning and/or contact parent**
* **Student/Teacher conference and contact parent-** I will talk to the student about their actions and attitudes. I will contact their parents.

**LEVEL II 1ST Referral With the Name on Board**

* **Lunch detention and contact parent-** Student will have to sit alone and be quiet during lunch time.
* **Recess detention and contact parent-** Student will not be able to participate during visiting time/recess. I will contact their parents

**LEVEL III Ongoing Warnings, Referrals, and Name on Board**

* **Parent/Teacher/Conference –** The parent will be contacted to come to the school. The teacher and parent will sit down and talk about alternative ways to help guide the child into better attitudes/behaviors.
* **I will let the principal decide punishment-** I will contact the principal if the child continues to misbehave, even after calling parents for a conference.
* **Excuse the child from class-** I will ask for advice on placing the child out of class when misbehavior keeps others from learning.

**Accountability Component**

My students will be accountable for following the rules and will be asked to sign an agreement to follow the rules. Additionally, I will send a copy of the rules for the students parents to sign. Therefore I will then know that parents are made aware of what I expect from their child. A copy of my management plan will go to the principals office.

## Seating

I will put the desk in a half circle kind of way. Which will create an environment in which everyone can see each other at all times. I will be guiding them in the top center of the classroom and will walk around while assessing my students.

I Will have name tags in chronological order of name. I will change the order of seating after I have memorized the students' names.

## Preparation

I will be at the door waiting for each of my student to arrive and greet them at the door as they come in. Hello how are you doing today? While shinkg hand.

**Letter of Introduction to Students**

\*Postcard has been attached.

**Letter of Introduction to Parents**

\*Letter has been attached.

**Tentative Agenda/Schedule for the Day**

**First Day Bell Work Assignment**

I will have a quote up on the board. Additionally, I will instruct the students to write down the quote on their assigned journals. The student will then be asked pair up and share what they think the quote means.

**Teacher Welcome/Introduction**