

Ms. Leyba's Classroom Management Plan



**Classroom
Management Plan
Emily Leyba
October 2018
Elementary Level**

Discipline Philosophy

Classroom management is the process in which teachers create procedures and practices necessary to establish and maintain a positive, safe, and effective learning environment for all students. A well thought out, detailed classroom management plan helps limit negative behavior that may cause disruptions in the classroom. It is very important that rules, expectations, and procedures are created and explained in detail at the beginning of the school year. When students know what is expected of them, and expectations are reinforced daily, students have very little room to make mistakes. They need to understand each procedure and guideline and the reason behind it. On the first day of school, the students and teacher will define and write a set (5-6) of clear, straightforward class rules together to make connections and have greater respect for the rules. These rules need to inform students of what they should do rather than what they should not do—i.e. “Use your inside voice” instead of “No shouting/yelling.” Each student will then sign their name so we can all agree on our “Class Expectations.”

The rules will be displayed at the front of the classroom so both the students and the teacher may reference them often. If the rules are broken, we will refer back to our class expectations for guidance. If poor behavior continues, please refer to the DISCIPLINE PLAN.

Classroom Management

Procedures

▪ Arrival

- Everyday upon arrival, I will greet students at the door with a smile and a high fist pump, high five, or hug. Students will place their backpacks, jackets, and any loose items in their lockers. Students should grab their daily folders and place them in the designated bin before class begins. When the tardy bell rings, students should be prepared to start class either at their desks or on the class meeting mat at the front of the classroom (as stated on the whiteboard). If students are instructed to sit at their desks they should begin working on the bell ringer exercise written on the board. Bell ringers will consist of a 10-15 minute daily journal entry or a review exercise from the previous lesson. During this time, I will take attendance, take lunch count, and remove the daily folders from the bin to review.

▪ Tardy

- Students who are tardy to school are expected to check in to the office and get a pass to class. Tardy students will be sent to the office to get a pass if they do not bring one to start out. They will then follow the standard daily procedures without disrupting other students.

▪ Absence

- Students who miss class can retrieve their missed assignments from the designated "Absent Folder" from the day they missed (labeled by the day of the week...i.e. Monday, Tuesday..., etc.). Any assignments that were to be turned in the day the student missed class may be labeled with the student's name and turned in to the teacher at the beginning of the next class they attend. It will be the student's responsibility to get their work from the folder for each day they miss. They will be given a designated amount of time to complete the assignments depending on the level of detail of the assignment and the number of missed days.

▪ Homework

- Daily folders will be sent home every night. Each folder will have a "Take Home" pocket and a "Return to School" pocket. Homework and any classwork students were unable to complete in class will be placed in the "Take Home" pocket. When assignments are complete, they should be placed in the "Return to School" pocket to ensure they will be turned in on time. I will remove all completed assignments daily. Additionally, parents are expected to review any items placed in the "Take Home" pocket with their child. Other items that may be sent home with students include: the

weekly newsletter, school-wide announcements, permission slips, parent volunteer sheets, etc.

▪ **Getting the Class' Attention**

- To get the class' attention at the end of an activity, I will play a song and instruct them to return to their seats or move to the next station. If I need to make an announcement or give further instructions to the class during an activity, I will use the call-on response "Shark bait!...Oooh ha ha!" (or any unique call-on response we may make up at the beginning of the year) and have students look up from what they are doing and listen to what I have to say.

▪ **Visitors**

- Should a visitor enter the classroom while I am teaching, I will find a place to pause and meet with the visitor, While I am speaking with the visitor, students are expected to remain quiet in their seats and be mindful and respectful while the visitor is in the room. If students are engaged in a hands-on activity or stations, students should continue to work. If students have any questions, they should ask a friend or two. If they are still unable to answer their question they should not interrupt me and the visitor but raise their hand and wait patiently for us to finish talking. Students should abide by the classroom rules at all times.

▪ **Getting the Teacher's Attention**

- Students can get my attention by raising their hand quietly, without disrupting the rest of the class. Should students need the restroom or a drink of water, they can use simple hand gestures to get my attention, such as crossing their index and middle fingers to use the restroom (sign language 'r') or three fingers up (sign language 'w') to get a drink of water.

▪ **Restroom**

- There will be restroom breaks throughout the day. Should students need to use the restroom during class, they should first ask, move their number clip to "Restroom," and walk quietly to the nearest restroom. After they use the restroom, students must return directly to class.

▪ **Lining Up/Hallway**

- On the first day of class, students will be assigned a number to be used for the entire year. Students will use this number to line up in order every day. I will use these numbers to learn names, take attendance, and keep track of students' whereabouts during class. Students will have number clips to let me know if they leave the room, as well as to monitor daily behavior.
- Students will follow basic rules for walking in the hallways while not disrupting other classes.
 - Walk in a single file line.

- Keep your hands to yourselves.
 - No talking in the hallways.
 - No running.
- **Collaborative Group Work**
 - Students will actively participate in group work while being positive and respectful. Everyone will listen to their peer's thoughts, opinions, and ideas, and work as a team.
- **Transition**
 - I will perform transitions by playing upbeat music, allowing students to clean-up and prepare for the next lesson or activity. Once the song ends students should be ready to proceed with our lesson.
- **What to do When Done**
 - As students near the end of their activities, I will prompt them with quiet activity options (i.e. AR reading, previous unfinished assignments, educational computer time, etc.) Students must work quietly, allowing other students to finish the activity without disruptions.
- **Dismissal**
 - We will prepare for dismissal 10-15 minutes prior to release. In order for students to be released, the classroom should be tidy, with all trash picked up and chairs pushed in under the desks. I will call out numbers for students to gather their backpacks and meet on the "meeting" rug. I will make any important announcements and hand out daily folders for students to put in their backpacks. I will then divide students in to dismissal groups based on their form of transportation (bus rider, parent pick-up, walker, or after school activities). Students will then quietly go to the appropriate dismissal meeting spot.
- **Home & School Connection**
 - To keep parents and students informed about what is happening in class, important dates, and reminders, I will send out a hard copy weekly newsletter in the students' daily folder. If parents prefer to receive the newsletter by email I will accommodate them. It will also be posted to my teacher website: msleyba123.weebly.com. Parental participation will be strongly encouraged.
- **Anti-Bullying Pledge**
 - I will not tolerate bullying in my classroom. At the beginning of the school year I will have students sign an Anti-Bullying Pledge contract:



- Along with each individual anti-bullying pledge contract, students will sign a class anti-bullying contract that will be displayed on the wall year-round to help re-assure a no tolerance bullying policy.

I will teach these procedures using Wongs' 3-step cycle: Teach, Rehearse, and Reinforce. The procedures will be clearly defined and explained to students, and will then be put to action through practice. By practicing, students will get a better understanding of procedures until it is routine. For example, when I am teaching students how I will get their attention, students will pretend to do an activity, socialize, and get off task. I will then say "Shark bait!" and they will reply "Oooh ha ha!" I will then have them get back on task.

Discipline Plan/Classroom Rules

Classroom Rules

- Classroom rules will be determined by students and teacher at the beginning of the school year. It is important for students to have a say in what they believe the rules should be and understand why they are important. Students will be more likely to abide by the rules if they help establish them. We will set 5-6 rules as a

class, which will be posted at the front of the classroom so we can refer to them throughout the school year.

- Examples might include:
 - Be respectful to one another.
 - Come to class prepared.
 - Raise your hand,

I will also implement the ClassDojo points system to track students' behavior.

- **Rewards**

- I firmly believe in creating a positive culture in the classroom by recognizing all students for good behavior and working hard in class. Students will be awarded Dojo points for good behavior, helping others, working hard, etc. As students accumulate points they will be able to use them to purchase items from the ClassDojo store, including prizes and fun activities (i.e. stickers, computer time, a fun lunch with the teacher, pencils, etc.).

- **Consequences**

- If student break the class rules or act out in class, ClassDojo points will be taken away. I will use my best judgment and provide students with a fair amount of warnings before taking appropriate action.
 - **Accountability**
- I will provide students with several opportunities to improve their behavior before contacting administration, and hold students accountable for their own behavior. Prior to seeking help from administration students will get:
 1. Two verbal warnings
 2. Loss of Dojo points
 3. 5 minutes taken off recess
 4. Student-Teacher conference
 5. Phone call home
 6. Parent-Teacher conference

It is important for all students to feel safe at school. Violence towards teachers or other students will not be tolerated in the classroom and will warrant immediate notification to administration.

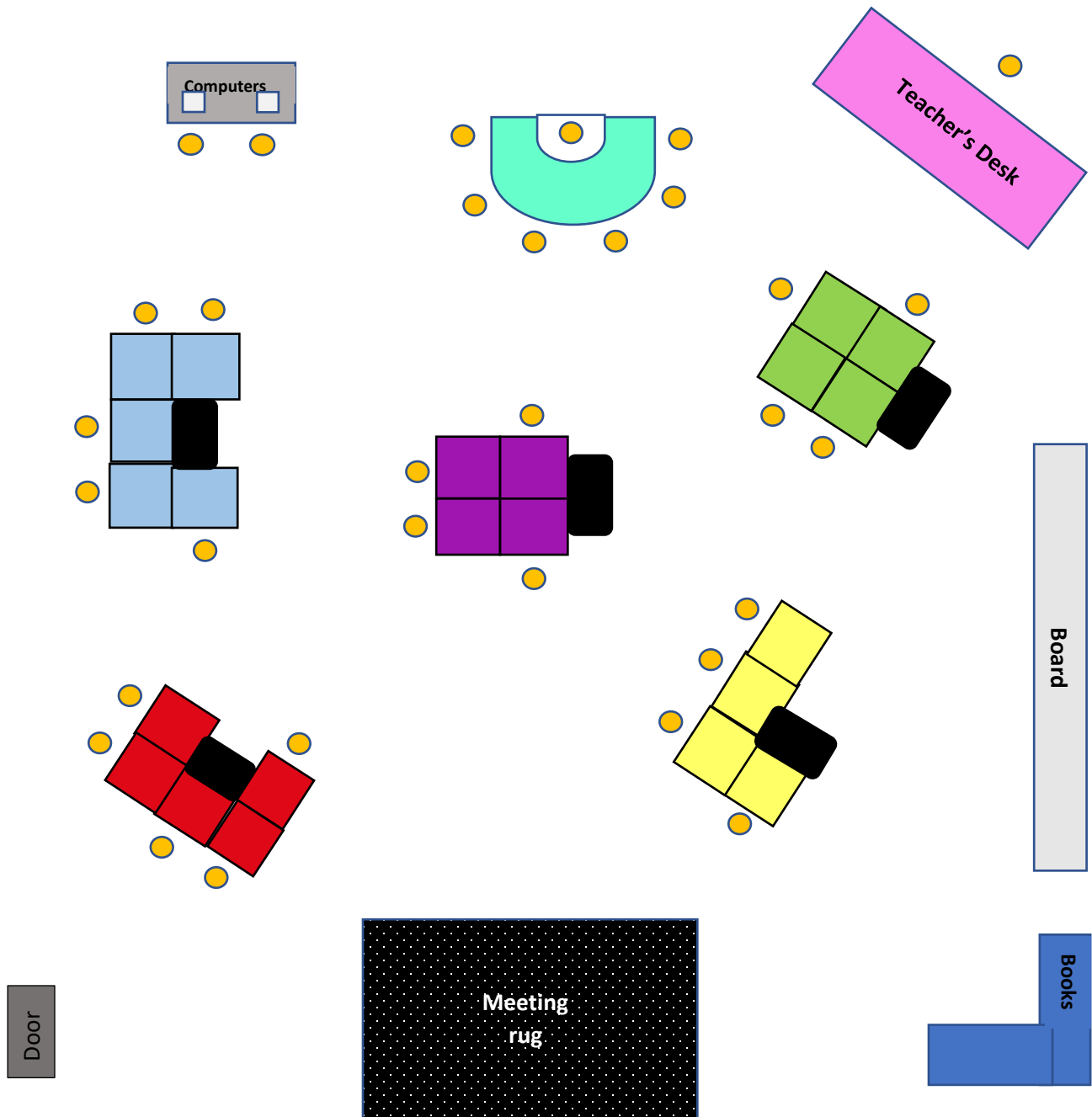
Seating

- My preferred seating style is to group students' desks in groups of 4-5. With each group of desks there will be a small shelving unit with basic supplies, Kleenex, dictionaries, and student journals close by and available to students. This will allow students to access their supplies during class without walking across the classroom and disrupting other

students. Each group of desks will have different colored supply bins/organizers, as well as a number label, which will be visible on top of each shelving unit.



- I will also implement flexible seating to benefit all students' learning styles. Seating options will vary in color, comfort, or the option to move around the room.



▪ Classroom Layout

- Overall my classroom layout is set up so all students can see the white board and have access to different areas in the room. When students walk in the door they can quickly and easily access their lockers and the daily folder bin. The teacher's desk is located at the front of the classroom at an offset angle so I can see all students when I am sitting at my desk (to take attendance, during student-teacher conferences, etc.). Most of my time will be spent walking throughout the classroom as students work, engaging with them. The meeting rug where we will gather for class discussions and at the end of the day before we release for the day. This will allow for students to actively participate during class. Computers will be located at the back of the classroom where I can see computer monitors at all times. The reading center will be located at the front of the classroom between the meeting rug and the board, allowing students to move around freely to read. The announcement board and the calendar will be located in front of the meeting rug so we can see and discuss them as a class. They can easily be viewed by all students with no obstructions.

Preparation

▪ Before Students Arrive

- Create a detailed Classroom Management plan. Place it in teacher binder. The detailed procedures will be discussed and rehearsed by the class throughout the first week of school.
- Create a first day agenda
- Create Teacher Introduction PowerPoint about rules of the classroom which will be presented to the students.
- Post student numbers on the announcement bulletin board for easy access.
- Create a seating chart and label each desk with students' assigned numbers.
- Design class layout and décor.
- Decorate bulletin boards—1. Front of the class at meeting rug (class rules & calendar), 2. student work in the hall, 3. "Look Who Got Caught Reading" by the class library, and 4. Writing procedures by the whiteboard
- Stock desk shelving units with colored bins and supplies.
- Label each desk group.
- Hang Dojo poster and stock prizes.
- Create "Absent Folder," "Sub Plans," and assignment bin and place in designated area.
- Prepare daily writing prompts.
- Write first day objective on the board.

- Welcome each student at the door with a high five, smiling and making eye contact with each person.
- **Letter of Introduction to Students**
 - See LETTER OF INTRODUCTION TO STUDENTS.
- **Letter of Introduction to Parents**
 - See LETTER OF INTRODUCTION TO STUDENTS.
- **Tentative Agenda/Daily Schedule**

Time	Activity
7:25-7:45	Greet students at the door Students put backpacks in assigned locker Students sit in assigned desk Begin working on the activities on their desk Take class attendance and lunch count
7:45-7:55	Tardy bell rings Listen to morning announcements Say the pledges
7:55-8:25	Complete daily journal entry
8:25-8:45	Discuss the layout of the room Explain the numbers on desks and lockers
8:45-8:50	Allow 5 minutes for students to explore the room and ask questions
8:50-9:05	Create 3-5 classroom rules with students
9:05-9:15	Bathroom and water break Take this opportunity to explain lining up by number Have students sit back at desk and repeat lining up 2 times
9:15-9:20	Students will gather on the meeting rug Present Teacher Welcome PowerPoint
9:20-9:45	Explain the "About Me" introductory worksheet to the class Make sure they understand and ask questions if needed Explain time limit and set visible timer for completion Students return to seats and begin assignment independently Walk and monitor students working
9:45-10:05	Play music to indicate that students stop working and put supplies away Explain desk groups and colors/numbers Pair and share work to share 3 fun facts about one another
10:05-10:15	Students turn in activity sheets and return to seats Class discussion to learn about each other

10:15-10:30	Role play bully situations and how they should be approached Pass out Anti-Bully pledge and have students sign and turn in
10:30-10:50	Cooperative team building exercises
10:50-11:20	Return to seats and complete name bulletin activity
11:20-11:25	Put away supplies, throw away trash, push chairs under tables Students line up by number for recess – Practice lining up
11:25-11:30	Bathroom and water break before recess
11:30-11:50	Recess
11:50-11:55	Wash hands
11:55-12:25	Lunch
12:25-1:15	Rotation Period (Mon-Art / Wed-Music / Tues Thur Fri-PE) *While students are in class I will decorate the bulletin board bulletin activity, antoi-bullying pledge, and class rules
1:15-1:20	Students will explore the newly decorated bulletin board Students will stand up and do cool down and stretching activity Quick transition into next lesson
1:15-1:25	Gather on discussion rug for class read aloud and discussion
1:25-1:40	Have students return to seats and write a few sentences about their first day of school Round Robin activity with their desk group to discuss what they wrote
1:40-1:50	Turn in writing assignments in assignment bin on my desk.
1:50-2:25	Review rules and procedures we've learned today. Discuss your favorite thing about the first day of school Questions?
2:25-2:35	Bathroom and water break
2:35-2:50	Prepare daily folders with items to take home and return
2:50-3:05	Pack up for dismissal and meet on meeting rug
3:05	Dismiss

- **First Day Bell Work Assignment**

When the tardy bell rings on the first day of school, students will get settled at their assigned seats. Students will take a moment to get to know their desk mates and observe the room together. They will complete a “Class Scavenger Hunt” to locate important locations/ items in the classroom. This assignment is easy, stress-free and will allow them to become familiar with their new surroundings. It will also allow opportunities to familiarize faces.

showing their name and number. Once they have completed this color sheet, they will

▪ **Teacher Welcome Introduction**

- See TEACHER WELCOME INTRODUCTION attached.