Classroom Management Plan

Procedures for Running an Effective Classroom

Kasey Murphree – Elementary School

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# Classroom Management Definition

*A classroom management plan involves teachers and students creating a positive learning environment through developing rules, policies, and procedures. The plan must be taught, rehearsed, and reinforced frequently and implemented with consistency and fairness.*

# Classroom Philosophy

*We will maintain a safe and productive learning environment, where students feel comfortable with expressing their viewpoints and asking questions. As a class, we will respect one another and promote teamwork, while still respecting each student’s differences and strengths.*

# Seating Assignment Method

Students will sit in “pods” of four students per group, at the student tables. This will allow optimal collaboration and student participation.

* 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 for group activities, individual reading, computer literacy, and creative play.
* White boards are hung on the main wall (opposite door) for presenting/demonstrating ideas.
* The coats are kept near the door to allow for easy access when students arrive and when students 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 purple, to promote creativity.



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# First Day of School Itinerary

* Student’s Desk
  1. Tape student name to assigned desk for easy location on Day 1.
  2. Place journal or coloring page (grade appropriate) on desk.
  3. After greeting student, direct to the general pod location of assigned seat.
* Materials on Desk
  1. Crayons.
  2. Coloring page.
  3. Copy of classroom procedures (graphical or outline).
* To Start the Day
  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
     + Show students how to spell last name.
     + Review my title – Mrs. Murphree
     + 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.
     + Married with 3 children and a plethora of farm animals.
     + Enjoy gardening, traveling, and horseback riding.
     + 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; learn more about your classmates – Mix/Pair/Share.
  5. Review classroom procedures (covered in next section).
* Parent tasks – show students forms which require parent signatures and need to be returned.
* Familiarize students with classroom/skill
  1. Show locker location and test combination with students (if applicable).
  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.

# First Day Bell Work

* Place bin of Legos at each desk.
* Use Legos for first day bell work as they are appropriate for various elementary ages and allow the students to use creativity.
* Instruct students to build the most interesting thing they can think of.
* Allot five minutes for students to briefly share what he/she built.

# Classroom Procedures

* Demonstrate how to properly perform each task. Utilize teach, rehearse, and reinforce process to teach procedures. Teacher will demonstrate how to perform specific procedure and then have students practice individually or in groups, as applicable. 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.
  6. When a visitor is in the room, designated classroom host greets the visitor and introduces visitor to the class.
  7. Bathroom procedures
     1. Students should use the bathroom before school, before class, during recess, 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.
  8. 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.
  9. Review arrival and entering the classroom process with students – shake hands and begin morning bell activity per lesson plan on the white board.
  10. 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.
  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. 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 and remain silent when walking through the hallways.
      2. Have students practice lining up in classroom, and show students how to make a straight line.
  14. 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.
  15. 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.
  16. 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.
  17. 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.
  18. No cell phones – if your cell phone is out during class, it will be confiscated and returned at the end of class.
  19. Classroom dismissal – wait for teacher to dismiss you. Teacher will end day with “Have a great day, student!”
* Rehearse procedures with students to ensure understanding.

# Starting the Day – Greeting the Students

* Before class begins, display a brief outline on the white board showing the lesson plan and any special activities that are scheduled for that day.
* Tape name tags to each desk so that students can easily identify his/her seat when they enter the classroom (first day process).
* At the start of the morning, greet each student at the door and check off name to document attendance for the day.
* Advise students to hang belongings on coat rack/in cubby upon entering classroom.
* Advise students to read and review the day’s lesson plans until all students have arrived and are seated in their seats.
* Direct students to pull their class folders/pencils out in preparation for the day.

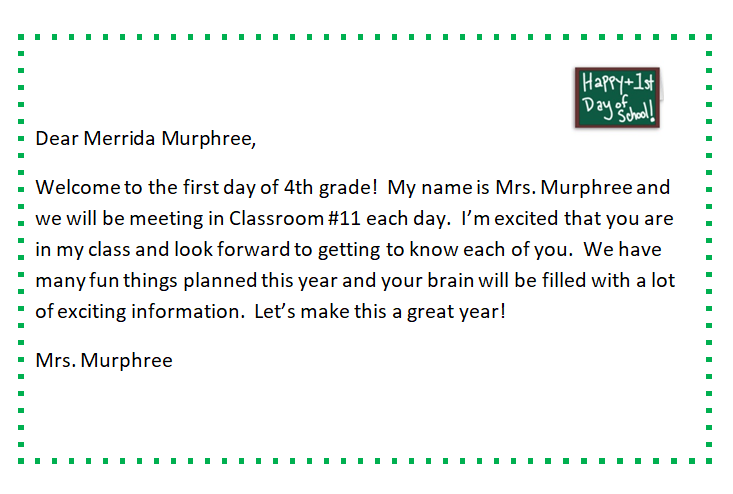
# Classroom Rules

* Classroom rules will be displayed on whiteboard 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.
  4. Use manners – please, thank you, yes maam, no maam.
  5. Do your best.

# 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 white 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 to eat in the classroom with the teacher.
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.

# Introduction Letter to Student





# Introduction Letter to Parents

Dear Parent or Guardian,

I’m so happy to have your child in my class this year! My name is Kasey Murphree and I am very excited to teach your child this year! I live with my husband and three daughters in Azle, and enjoy horseback riding, running, and music. I’m looking forward to filling your child’s brain with lots of exciting knowledge, and making learning fun.

There will be minimal weekly homework, with the exception of reading and learning the spelling of sight words. A copy of weekly sight words will be sent home each Monday, and a test will be given the following Friday. Reading is imperative to your child’s success in my class, and in future school endeavors. I encourage parents to have your child read to you each night to improve both word recognition and reading fluency.

Although I don’t anticipate any issues from your children, I do have a discipline plan in place. Your child will receive a warning for the first infraction, a written warning for the second infraction, and a note home for the third infraction.

I encourage open communication with all parents and guardians, in an effort to provide the best possible education to your child. Please email me at [kasey\_lowe@hotmail.com](mailto:kasey_lowe@hotmail.com) or call me at my office number, XXX-XXX-XXXX, if you have any questions or concerns.

This is going to be a great year!

Mrs. Murphree



# Before the First Day of School

1. Prepare first day packet.
   1. Fill out any required forms together.
   2. Include a copy of classroom rules (to be signed by students/parents and filed).
   3. Distribute a classroom contact list.
   4. Provide a supply list, as needed.
2. Prepare lesson plans.
   1. Focus on teaching procedures during the 1st two weeks of school.
   2. Review and discuss the classroom management plan with students.
   3. Teach, rehearse, and reinforce classroom procedures.
   4. Prepare lesson plans for 1st two weeks.
3. Prepare an agenda.
   1. Outline schedule for the day.
   2. List opening assignment.
   3. Prepare lesson objective.
4. Organize the classroom.
   1. Display procedures, rules, expectations, emergency/fire exit information, and bell schedules on the wall.
   2. Arrange desks in a manner that promotes collaborative work, and ensure that students have full view of teacher.