Classroom Management Plan

1. Classroom Rules

- Be on time and be prepared for class.
- Be respectful and considerate of classmates.
- Focus on the task at hand.
- No electronic devices, food or gum.
- Eye protection, gloves and apron must be worn at anytime we are involved in a lab.

The rules for the classroom will be posted at the front of the room in a clearly visible location and have writing that is high in contrast. There will be a second location at the rear of the room to ensure that students all have a clear view of the rules. It is important to have the rules to the classroom located in a location, and presented in a way, that is visible to all students. This can reduce the amount of disputes against the rules of the class and allows for the teacher physical signage to refer to in the event of misbehavior.

I will allow the students to participate in the rule making process to a certain degree. To start the period in which the students will be in my class I will give them hard copies of the standard classroom rules that are listed above. The students will be given time to review these rules and formulate three more rules that they feel will benefit their learning experience. A hand raise method and the top three rules will be added to the list of classroom rules will vote the proposed rules on. This will give the students ownership in the conduct of the classroom, which can lead to fewer infractions due to misbehavior. The classroom rules and consequences to infractions will be printed on a contract in which the students will be asked to sign and take home to their guardian for review and their signature. Doing this will provide the guardians with a listing of the
behavioral responsibly of their students and lets them acknowledge that their student has taken on this responsibility of proper classroom conduct. Once the contracts are returned they will be catalogued and be used as a reference to guide consequences for behavior infractions. Each infraction involving the student will be documented on the back of the contract and the consequences will also be documented. This will create a record of issues that the student has been involved in and the measures that were taken to correct the behavior.

2. Incentives and consequences

Students should be rewarded for their good behaviors in the classroom but the rewards should reflect the class material and involve some form of instruction. There should not be any instructional time wasted on rewards that the students have earned. The reward system that I will put into place in my classroom will involve the implementation of hands-on activities. These will be activities, such as labs, that will provide the students a reprieve from the everyday structure of the class but at the same time deepen their knowledge in the content that we are currently discussing. The students will earn these labs following specific criteria that will be outlined on their student conduct contract. The criteria will have three terms that must be met throughout the length of the unit. The criteria will include the following,

- Students must arrive to class on time and prepared. More than 10 total tardy (collective as a class) will result in loss of lab.
- Respect will be shown at all times. Any amount of bullying, horseplay or vulgar/foul language throughout the course of the unit will result in loss of lab.
- Bell work will have an 80% completion rate for the entire class. Any less will result in the loss of lab.
• All students must have taken the unit exam before the day of the scheduled lab. If any students fail to complete their exam the lab will be canceled.

These are the criteria that will be put into place to allow students to gain a day of lab activity. These reward labs will be labs that are not essential to the material but support the material that was covered in the unit and will have a theme that is more focused towards fun than academics. These criteria will be used to ensure that students are in class and focused in on their assignments. Having the students there at the start of class and ready to work will lend itself to a much more productive classroom environment. The rule about the bell work is added into the list of criteria because the bell work is what I will use to see how well the students are grasping the material. The higher the rate of bell work completion the more data that I will have to gauge the comprehension of the students. The bonus labs will be the only incentive for good behavior in my classroom.

The student conduct contract will outline the rules of the classroom and the consequences for breaking the rules. The consequences will be broken into eight steps of increasing severity, culminating in intervention by the school principal.

1. The first rule that the student breaks they will be called on verbally in the classroom and asked to address the behavior that they are exhibiting,

2. The students second offense will result in a discussion with the teacher after the class has ended. The behavior will be discussed and modifications to the behavior will be suggested to the student. This meeting will be documented on the students conduct contract,

3. The third offense for the student will result in a 10-minute detention before of after school with the teacher. Failure to attend the detention will result in addition of extra days of detention. This will be documented on the students conduct contract,
4. The students behavior persists to a fourth offense then the guardian of the student will be notified via email or phone call. The behavior issues with their student will be discussed along with the record of the behavior documentations on the student conduct contract. One week of 10-minute detentions will be assessed to the student along with a 1-page reflection of how their behavior affects their peers. Failure to complete the paper or detention will result in notification to the principal. Interactions with the student and guardian will be documented on the students conduct contract.

5. The fifth offense of the student will result in a 1-hour detention after school. In the detention the student will be responsible for preparing a two-page reflection on the effects of their actions. The parents will be notified and further discussion on the student’s behavior will take place. Failure to complete the assignment and/or detention will result in notification of the principal. All interactions with the student and guardian will be documented on the students conduct contract.

6. The sixth offense will result in a scheduled meeting with the guardian. The student will not be present at this meeting. The behavior will be discussed and the action that will be taken will be a joint effort formed between the guardian and instructor. The school principal or other administration member may be asked to sit in on the meeting. The documentation of prior events will be shared with the guardian and any member of administration that is present. The student will be referred to one day of in school suspension. The meeting will be documented on the students conduct contract,
7. The seventh offense will result in a second scheduled meeting with the guardian of the student. This meeting will involve a member of the school administration. The behavior will be discussed and the punishment will not be a joint effort but rather a referral for the student to have THREE days in school suspension. Changes that need to be made to the behavior will be discussed and the documentation of previous events will be discussed. This meeting will be documented.

8. The student will be referred to the office. The school administration member will be made aware of the ongoing behavioral issues and provided with a copy of the previous transgressions and the steps taken to correct the behavioral issues.

These steps are some that I feel will prevent future issues with behavior in my classroom. These steps will not be definite increase in severity at every infraction, only when infractions are persistent and closely bunched together over time. The introduction of detention will stop most behavioral issues before the steps that include guardian conferences. The involvement of the guardians in the intervention on the student’s behavior will help to reinforce the need for behavior modifications beyond the walls of the school building. This sort of pressure from home and school will be more effective in adjusting behavior than from one front alone. The documentation that will take place in the each step is important because it provides a record of the transgressions and the steps that have been taken in response to those transgressions. This can be provided to the guardians to show a history of behavior issues and keep them from being defensive about their student’s situation. These are steps that will be provided to both the parent and the student via the student conduct contract that I will ask them both to review and sign.

3. Classroom organization
The arrangement of my classroom will be a front centered design with tables facing the board or projector screen. The tables will be divided into three rows with an equal number of students at each row of tables. There will enough space for me to move about the room to increase proximity to students when needed. Since my subject tends to focus on lectures and presentation of diagrams the students will all face the board so that they will all have the same ability to view the material that is being presented. Having the students in the rows will allow me to quickly handout papers as they can be passed down the rows from student to student with me only making three stops. There will a space in my classroom where labs will be performed as well. This portion of the class will not be used unless we are engaged in a lab, and will be made up of counter space. I will have my desk placed in the corner of the class but I will not be at that location during the class. I prefer the room to be open so that I can move around and help students that may need my attention. I feel that this makes the learning more personal and can help students to feel more comfortable to ask questions. The ability to move around the class will also reduce the amount of behavioral issues that can occur because of the ability to move near to students that are beginning to act out.

4. In class house keeping

I will have a seating chart in which the students will be expected abide by. This will allow me to pass out papers more efficiently. I will arrange the graded papers in alphabetical order so that I can simply go down the rows and hand out the papers. The arrangement by alphabetical order will also help me take the role at the beginning of the class period. I will collect the papers by having the students pass them to the end of the row and therefore will have only three stops to collect all the papers. The room set up I would like to have will make this the most efficient way
to collect papers. While the students are doing their bell work I will take that time to record the roll. Having the students in alphabetical order will make this process much more efficient because programs that are used to take the roll, that I have worked with, list the students in alphabetical order.

Students that miss class will have exactly 7 days to make up an assignment from the day they missed, provided they have a excused absence. Students that do not have an excused absence will not be permitted to complete any assignment that they have missed. It will be the responsibility of the student to contact me to arrange a makeup assignment or exam. I will work with the student as much as possible to arrange a time that they can meet and complete a make up test if need be. After the 7 day period from the initial miss the work not completed will be given a zero. This will help to teach the students responsibility for their work. This is a lesson that goes beyond that classroom and will benefit them throughout their lives.

In the event a student needs to leave the room during class, the first rule will be to alert me to the need to be excused. This is an area that I am not strict on. If a student needs to be excused then I will generally allow them, unless they are coming off a break or are asking to leave the class excessively. The time of the request may also dictate whether or not I allow the student to leave the class. If the student asks in the middle of a quiz or exam they will not be allowed to leave the class. The same goes for material that is important to the class. They will be allowed to leave after the exam or presentation of the material has been completed.

Assignments in the class will be announced in several different ways. The first and most utilized will be in class announcements, which will be both verbal and written on the board so that students can refer back to the assignment if they miss some portion of it. I will also run a teacher website that I will update daily. This website will provide several tools for students and parents. It
will have links that allows the students to view assignments, power points, notes, lesson plans, exam schedules and will have contact information for the guardians and the students if they would need to reach me. I will also set up a text alert system that will text students phone with important information dealing with the class. This will not be a direct text from me to the students but rather an alert system that the students can sign up for on their own. These three ways of presenting the assignments and important class material will help foster responsibility for the student’s own work. It will also provide them with a means to obtain information that they may have missed in class or due to an absence, keeping them up to date.

The needs of a student will always come first in my classroom. I will reserve the right to change the orientation of my classroom, the seating arrangement, or even the style of the presentation of material to better suit the needs of a student. I will review any IEPs that students in my class have and adjust the class to better suit their needs. The classroom that I run will be an environment that is least restrictive to all students not only students that my have a disability.

5. Parental Involvement

The involvement of the student’s guardians is very important to their academic success. To help keep the students guardians involved at the beginning of the year I plan on having an open house to introduce myself. During this time I will present the guardians that attend with the rules and expectations of my class. I will then hold a discussion where they can voice their concerns. This will be very important because it will allow me to gauge the interest that the student’s guardians hold in their education. It also allows me to bring everyone up to speed with my expectations of the students both academically and behaviorally. I will provide several different ways to reach me if they have any concerns at this meeting. I also will have a teacher website that
will have announcements as to what we are doing in class and a written version of the rules and consequences for my class. The traditional methods of reaching out to parents will be utilized as well, such as face to face parent teacher meetings, phone calls to home when the situation calls for that action, and progress letters at the end of every grading period to share the students growth in my subject area. Keeping the students guardians involved is important to their success because when they know that the people at home are on the same page as their teacher at school it applies a little pressure for them to do better. The parents will also be able to hold them responsible for assignments that are due when they are more in touch with what is proceeding in the classroom. The development of the report with the parents and guardians will help to create a less hostile environment if there are any behavioral issues that need to be discussed. This can allow the teacher and the parent to work together to get the behavior corrected promptly, which aids the student’s success and reduces distractions in the classroom.