Mr. Robert Harris

Classroom Management Plan

January 2019

Social Studies 4-8

**Discipline Philosophy:**

* Classroom management is the process of creating a guide of procedures, rules, and expectations that establish a positive, respectful learning environment. The management plan will inform students of how to conduct themselves and what is expected of them within and out of the classroom. Providing a safe environment for students allows them to ask questions and experience the joy of learning. Respect for oneself, others and the classroom are necessary for this environment to exist. The classroom management plan will be discussed with the students upon the first day of class. During this discussion, the teacher will include the students in creating an additional 3-5 classroom rules that will be posted throughout the year. If a rule is broken, the teacher and student can refer to the posted rules for understanding to avoid future misconduct. If misconduct persists the consequences are listed within the classroom management plan.
* See attached Philosophy brochure.

**Classroom Procedures:**

* **Arrival**

I will greet each student at the door with a handshake and a word of encouragement. This positive engagement will set the tone for the class. I will encourage students to create their own fun handshakes and I look forward learning them. Upon entering the classroom students will gather their social studies journal, handouts, and have a seat at their assigned desk. While preparing for the daily lesson, quite visitation is allowed until the tardy bell rings. At this time, students will open their social studies journal and begin working independently on the “Bell Ringer” which will be displayed on the white board. While the students are working I will begin taking attendance and preparing the classroom for the days lesson.

* **Tardy**

Students who are tardy to class must go to the office and receive a tardy slip. They will then enter the classroom quietly and place the tardy slip in the marked bin located by my desk and sign their name in the tardy log located next to the marked bin. The student will quietly gather their social studies journal, handouts, and have a seat at their assigned desk. Tardy students are not to disturb others who are working on the daily lesson.

* **Absence**

If a student is absent it is their responsibility to gather missed work from the “Absent Folder” located by my desk. I will place the missed work in the folder for the student to complete. The missed work will be labeled with the student’s name to avoid confusion. The student can meet with me and arrange time during school to complete the missed work, otherwise it is to be taken home to be completed. If a parent is aware that a student will be absent, they may contact me and receive the assignment for the day of the absent.

* **Homework**

I will allow ample time for students to complete daily assignments in class. If the assignment is not completed, it will become homework. The homework will be due the next day or by the due date that is given by me. Students are to place completed homework in the appropriate class bin located by my desk. When a class project is assigned I will provide class time for students to work on the project. Occasionally students will be required to complete additional work on assigned projects.

* **Getting the Class’ Attention**

There are several strategies that I intend on practicing to get the class’ attention. My preferred method is to raise my hand. Once a student sees that my hand is raised, the student will raise their hand too. Soon another student will notice and raise their hand as well. Eventually the entire class will be sitting quietly with their hands raised waiting for instruction. Getting the class’ attention can also be fun and creative. I may clap four times quickly and the class responds, “Deep in the heart of Texas”. As the school year progresses the students will have the option of creating an attention grabber. The attention grabbers will be voted on and the favorite will be applied to the classroom.

* **Visitors in the Classroom**

Visitors will be treated with the utmost respect from all students. When the visitor enters the classroom, I will find a place to pause within the lesson and address the visitor. Students are expected to continue working quietly on the assignment. If a student has a question, they are to raise their hand and wait for me to address them. If a student needs to use the restroom they are to raise their hand with the appropriate hand signal. Students are to remain seated at their desks when visitors are in the classroom, unless I have given them instruction to do otherwise. If a visitor interacts with a student, the student is expected to be respectful to the visitor.

* **Getting the Teacher’s Attention**

Hand gestures will be used to get the teacher’s attention. By teaching these hand gestures to my students, they will be able to get my attention without disrupting the learning environment.

Hand raised – I need help.

Pointer finger in the air – I need to sharpen my pencil.

Two fingers crossed – I need to go to the bathroom.

Three fingers – I need a tissue.

Four fingers – I need to throw something away.

Thumbs up – I’ve completed my assignment (waiting for instruction).

* **Restroom**

Restrooms should be used during the passing period, but I understand that students sometimes need to use the restroom during class time. If this is the case, the student will raise their hand with the proper hand signal (two fingers crossed). I will dismiss the student and they will sign out in the log book and go to the restroom. When they return to the classroom, they will sign back into the log bog. The log book allows me to keep a record of the student’s activity.

* **Lining Up** / **Hallway**

Students should stand in an appropriate single file line. Voices should be quiet, and students should be respectful of other students and classes. Students should be prepared with the materials and supplies needed for the lesson. If a student is disruptive in line, they will not be allowed to enter the classroom or assembly, thus resulting in a tardy slip.

The students are expected to walk single file, hands to their sides, with no talking to any school assembly or event.

* **Collaborative Group Work**

Most of the lesson will require students to work in pairs or in groups. Groups will consist of no more than 5 students. Students are to follow instructions and complete the tasks together. When students work together in groups it creates a positive experience where students learn from one another instead of the teacher. Students must listen with their ears and minds. Students will take input from others to make ideas better. I will be walking amongst the groups and assisting when needed. If students productively work together, group work will be a fun and engaging activity allowing for all talents of the group to shine.

* **Transition**

When I create lesson plans for the classroom my intent is for the lessons to flow together creating a smooth transition from one lesson to another. The flow of the lessons also allows for students to build upon prior knowledge from the previous lesson. Before the transition takes place, I will inform the students to start cleaning up their work area. While the students are cleaning and preparing for the next lesson, I will provide music signaling the transition. Once all work areas are clean and the students are sitting, I will stop the music and begin giving instructions for the next lesson.

* **What to Do When Done**

When a student has completed their work, they will raise their hand with the proper hand gesture (thumbs up). I will look at their work and make suggestions if needed. If the work is correct and ready for grading the student will place it in the proper bin located by my desk. The student is to return to their desk and allowed to have “free study”. During this time, the student may sit in the reading area or work on other material if they are not disturbing others around them.

* **Dismissal**

Prior to the ending bell, I will notify the students to start cleaning up their area and putting away material. Each week a student will be chosen from each group to gather journals and assignments from their group and put them in the proper place. All other students are to remain seated. Journals will be returned to the specific class shelf. Assignments will be placed in the proper bin located by my desk. Students are not to begin cleaning up until I have instructed them to do so. After the bell has rung, students are to leave class orderly and quietly.

* **Home and School Connection**

It is important that parents and guardians know how special the students are to me and the classroom. Every student is valued in the class and their presence helps the class to grow in knowledge together. I will send home bi-monthly newsletters that will inform parents and guardians of important dates, upcoming lessons, and the success of the classroom. By providing the newsletter to parents and guardians, they will know what their child is learning in my class. Along with the newsletter I will create a classroom website. This website will contain fun and educational resources, contact information, photos of class projects, and volunteer information.

* **Bullying Pledge**

Any form of bullying will not be tolerated. Students need to feel safe, both mentally and physically. I will post the bully acronym in the classroom and teach it to the students.

B – Be a Friend

U – Use Kind Words

L – Look for and Report Bullying

L – Learn to use Empathy

Y – You can Stop Bullying

I will also establish a “lunch with friends” group. I will encourage this group to be aware of those students who are eating alone and students who are new to the school and invite them to have lunch with the group. Students will also be provided the following Anti-Bullying contract to sign.

A close up of text on a white background

Description generated with very high confidence

The method used to teach the procedures to students will be the 3-step cycle (**teach, rehearse, reinforce**). On the first day of school I will **teach** all procedures to the students. Along with the students, we will then **rehearse** the procedures. After demonstrating to the students what I expect from them, they will then physically show me what I have demonstrated. I will not lecture to the students what I expect, I want to put my expectations into action. To **reinforce** the procedures the students and I will continue to practice, practice, practice. I will verbally coach the students with prompts and encouragement. If a procedure needs to be retaught, I will continue to physically demonstrate what is expected. The procedures listed in the classroom management plan are not rules. Procedures are steps that create a safe, and consistent learning environment. By continually rehearsing these procedures, they become a part of the students daily classroom routine.

**Discipline Plan/Classroom Rules:**

* **Classroom Rules**

Prior to the first day of class I will have posted in the classroom 3 classroom rules that I have created. These non-negotiable rules are:

1. Be Respectful – Respect others, the classroom, and yourself.
2. Be on Time
3. Be Prepared – Bring your materials to class every day.

I will also give the students the opportunity to create 2 additional classroom rules. By having students participate in the creation of classroom rules, the students take ownership of these rules and become more accountable for their actions. I will guide the students through the process by giving some suggestions which may include:

1. Be Friendly to Others
2. Be Helpful
3. Be Attentive
4. Be Ready to Learn

Together the students and I will discuss the rules. It is very important that all students have a clear understanding of the rules and the consequences for breaking the rules.

* **Rewards**

It is very important that students are recognized for good behavior. To build self-esteem and success within the classroom, positive reinforcement is necessary. I will also incorporate a class points system. If the entire class is well behaved, they will receive points throughout the year. If a goal is reached, I will reward the students with a special event. Together with the students, we will decide what the event will be.

Students may also earn individual points for good behavior. These points can be used for a special lunch with me, decorative pencils, erasers, or extra credit points.

* **Consequences**

If a rule is broken, the student will face consequences. A minor violation will result in a verbal warning. If the student continually breaks the rule, I will begin deducting individual reward points. If the student’s behavior is not corrected they will receive a written citation, and I will phone the parent or guardian.

* **Accountability**

I will only contact administration when a serious violation occurs. Most violations will be handled within the classroom. Negative behavior is disruptive to the learning environment and will not be tolerated in the classroom. I will correct the negative behavior immediately and the student will be held accountable for their actions. The following steps of accountability will give the student an opportunity to correct the behavior.

1. Verbal warning
2. Deduction of individual reward point(s)
3. Written letter of apology
4. Student/Teacher conference
5. Citation – Parent contacted
6. Parent contacted by Student – After school detention

Behaviors that are violent and severe towards the teacher, other students, or classroom will be reported to administration immediately. No exceptions.

**Classroom Seating:**

* **See Classroom Design**
* **Seating**

It is important to me that the classroom be visually appealing to the students. My intention is to engage the students by displaying educational, historical, and interesting facts about Texas. Student will be able to take a visual road trip through Texas history while sitting at their desks. Student desks will be arranged in groups of 4. This grouping will allow for collaborative group activities. The grouping will be spaced accordingly so that the students and I can move freely. My desk will be in the back of the room in an offset angle. A reading area will also be located toward the back of the classroom. During class time, I will be teaching from the power zone and walking around the classroom. Classroom journals, handouts, and supplies will be located on shelving located between the front door and my desk. A white board will be used to display projected images, educational videos, and written information. Bulletin boards will be changed out frequently with word banks, historical information, fun facts, and important dates. Class rules will be posted by the front door and remain there throughout the school year. The reading area will provide a relaxing atmosphere, reserved for students who have finished their work. To not distract students who are still working on assignments, the reading area is quite area.

* **Seating Method**

At the beginning of the school year, students will be assigned in heterogeneous teams. Assigned seating will allow me to learn the students by names. Each team will also be given a team name. The team names will be associated with the regions of Texas: Great Plains, Central Plains, Coastal Plains, and Mountains and Basins Region. These assigned names will help the students learn the regions of Texas. As the year progresses the teams will be reorganized so that students will be able to work with other students. New team names, related to Texas, will be created by the students.

WI NDOWS

/

WALL

Student desks Student Desks

Teacher

Desk

Reading area

**Preparation**

* **Before the Student Arrive Checklist**

1. Prepare classroom management plan and make copies for all students.
2. Arrange desks and prepare room (Texas themed).
3. Prepare bulletin boards: The rivers of Texas, important dates associated with current unit of study, word bank associated with unit of study.
4. Create PowerPoint presentation covering classroom rules.
5. Label classroom management plans with student’s names.
6. Prepare absence and tardy bins.
7. Prepare classroom log book.
8. Decorate front door in an appealing Texas theme, include Mr. Harris on door.
9. Create 3 x 5 notecards asking students to list favorite music, food, vacation spot, favorite television show, and hobbies.
10. Place classroom management plans and notecards on student desks.
11. Prepare “Bell Ringer”, place student desks.
12. Greet students at door, with a smile and handshake.
13. Write first day objective on white board.

* **Letter of Introduction**

Dear Students,

Welcome to 7th grade Texas history, room #304. My name is Mr. Harris and I will be your tour guide through this great State of Texas. Along with historical information, I will share with you some interesting facts about the state in which you live. I encourage you to ask questions, share experiences, and have a good time. Afterall, learning can be fun.

Looking forward to this year,

Mr. Harris

* **Letter of Introduction to Parents**

Dear Parents,

My name is Mr. Harris and I am honored to be your child's Texas history teacher.

I was born in raised in this great state. After owning my own business for 17 years, I decided to follow my desire to become a teacher. I graduated from Tarleton State University in May of 2018. I enjoy family time, traveling, and play guitar.

Your child’s classroom will be a place of inspiration, encouragement, and creativity. Classmates will work together and independently to discover the wonders of Texas. We will share ideas, discuss topics, and dream big. The lesson plans will be both educational and creative; teaching students the joy of learning.

I will create a safe learning environment where the students will respect one another, themselves and the classroom. They will know that they are valued by me and the classmates. I look forward to working with you this year to ensure your child’s success.

Sincerely,

Mr. Harris

7th grade Texas history

Room #304

* **Tentative Agenda**

Before class – Stand by door and welcome students to class with a smile and handshake. Give words of encouragement. Be authentic and positive. Smile

Bell rings– 10min. – Welcome class, students working on “bell ringer”, take attendance.

* **First Day Bell Work**

The “Bell Ringer” for the first day will instruct the students to answer questions about themselves. These questions will be on a 3 x 5 card provided by me. Questions asked will be:

1. What hobbies do you have?
2. What is your favorite food?
3. Do you have any siblings?
4. What music do you listen to, what television shows do you like?
5. What do you want to learn in this class?

These questions will allow me to get to know my students better. I will also file the notecards away for future reference and notes.

For the remainder of the class, I will be going over procedures and rules. I will continue to address the procedures for the remainder of the week. It is important that all students understand what I expect from them. The students and I will also create 2 additional classroom rules and discuss the consequences for violating the rules.