Classroom Management Plan Assignment-Ms. Scruggs’ Class

1. General Procedures
   1. Beginning of Period
      1. Attendance Check - Students will come into class and begin their five-minute warm up while the instructor passes back any papers that were graded. The instructor will also tell the class of any announcements that they need to be aware of for the day or week regarding the class, school, and community.
      2. Previously Absent Students - Students who were absent or missed a part of class the previous day should go to the back of the room and look into the “Absent” folder for their designated class period during the warm-up. Inside of it will be worksheets or notes that they missed from the previous day. They will be allowed to make up any quizzes or tests within two days of the day they missed. The worksheets and notes that were missed should be received from a fellow classmate. The student will have one day to catch up to where the class is on notes and will be expected to know the information for any upcoming quizzes or tests by the following day.
      3. Tardy Students – Students who come to class late will receive a pass either from the teacher in their previous period or from the office admitting them to class. If students do not have a pass, they will receive a warning. Their second warning will be a lunch detention, and their third will be a disciplinary referral. Students who have a pass will receive no penalty, but will be responsible for making up any missed notes or work from before they entered the room.
      4. Expected behaviors – Students are asked to come into class and pull out their binders once the bell has rung. They are to turn any assignments that are due that day into the folder or tray that is designated for their class period. They must begin the warm-up when they get to class and should be quietly working until given further instruction from the teacher. Snacks are allowed as long as it is nothing that will create a mess or a distraction to students who are learning. All trash must be thrown away at the end of class of the privilege of being able to eat in class will be taken away.
   2. Out of Room Policies
      1. Bathroom, Water and Tissue – Students are able to use the restroom or get some water by taking the bathroom pass at the table in the back of the room, after receiving permission from the instructor. They must sign in and sign out of the room on the designated area of the whiteboard before leaving the room. Students are not allowed to leave the room during teaching, but during class work and group work they will be given permission to leave the room. Tissues are located in the back of the room on the back table and will be provided for students each day, so they are not constantly leaving the room.
      2. Office, Nurse, and Counselor – Students will be given a pass to these resources when needed. They will have to sign out and sign into the room on the whiteboard in the designated area before they leave.
      3. Exceptions – Students will be given a pass most times to leave the classroom, however, the teacher is allowed to deny access to leave the room at any time during the class period.
   3. Materials and Equipment
      1. All extra materials and equipment for students will be provided on the table located in the back of the room near the computers. Students are allowed to grab any materials needed before class begins if they have forgotten certain supplies for the day. Art supplies will be located near the bulletin board by the door for students to use during group work or any class work. Computers are available for students to use during class work or group work involving computer use. Bathroom passes are located in the back of the room and also may be used (see Bathroom policy). Pencil sharpeners are located near the computers and students can get up quietly out of their seat at any time during class to sharpen their pencils if needed. Students are expected to return the materials at the end of the class, and if the privilege is abused, the teacher has the right to take away the privilege of supplies being available.
   4. Ending of Period
      1. The instructor will teach the class each day until the bell rings, unless class work or group work is assigned. Students will be dismissed by the bell, and should turn in any work due by the end of class to the designated tray for their class period before leaving the room. They also should write down the homework at some point during class, and if not at the end of class so they are prepared to turn in any assignments due the next class.
2. Seatwork and Instruction Procedures
   1. Student Attention
      1. Students are required to stay in their seats while the teacher is instructing. If any group work or class work is being done, students are free to walk around the room for supplies. It is expected for the class to not be around socializing with different groups and wandering around the room, but to work within their own groups and only be getting out of their seats to retrieve supplies or ask the teacher any questions that they may have. During the entire class period, students are expected to sit up and be attentive in class. If a student puts their head on the desk or falls asleep, they will be called upon with a warning. A second time would result in them standing in the back of the classroom during the lesson. A disciplinary referral will be given if a student falls asleep for a third time during class, and will be asked to sit in the hall unless they are told to go to the office. Any materials not allowed on the desks should be put away to refrain from any other distractions during the lesson or any class work or group work.
   2. Student Participation
      1. Students will be notified that participation counts towards 15% of their final grade. There will be a column in the teacher’s gradebook that is designated for daily participation. Students will receive a check for completing their participation for the day. If students are not participating, they will receive a notice from the teacher, so that they have a chance to bring up their participation before the end of the grading period. Students should be respectful of others participating, and all students should have positive remarks toward class discussion. Any negative remarks during discussion will not be tolerated. If students continue to make negative remarks, they will receive a discipline referral.
   3. Seatwork Procedures
      1. Talk amongst Students – Students may talk amongst themselves before the bell rings at the beginning of class. During instruction there should be no talking unless called upon by the teacher or if there is a class discussion being held. Any time that students are doing group work or class work, they may talk amongst themselves as long as the noise level is kept at a minimum and there are not too many side conversations being held about random topics. Any time a test or quiz is given, students will not be allowed to communicate and if they do so, it will be assumed they are cheating. They will be given an incomplete for the assignment, which will result in a “0” and a disciplinary referral to the office.
      2. Obtaining Help – Students are expected to raise their hand for any help during the lesson. When there is group work or class work, students may come to the teacher’s desk and ask individual questions, or raise their hand in the group for the teacher to go and assist them. If students fail to raise their hand during the lesson, they will be given a warning to not speak out during class, but to remember to raise their hand. A second verbal warning will be given, and the third warning in one class period will result in dismissal from the class and a disciplinary referral.
      3. Out-of-seat – Students are not to leave their seats during a lesson unless they are sharpening their pencils. If class work or group work is being completed, students may leave their seats to gather supplies, sharpen pencils, throw away trash, ask the teacher any further questions, use the hole puncher, staple papers, use a tissue, or anything else they may need from the back of the room.
      4. When seatwork is complete­ – When students complete an assignment, they should take it and turn it into the designated tray for their class period in the back of the classroom on the table. If students finish an assignment early, they may begin their homework for the day for class. If they finish their homework assignment, they are allowed to work on other class homework, as long as they are not being a distraction to other students who are still working.
3. Student Group Work
   1. Use of Materials and Supplies
      1. When students are assigned group work, they will be given instructions on what materials they will need. Most materials will always be provided in class, and if not, students will be warned a few days ahead of time to gather these materials for class. Art materials will be located on the table in front of the bulletin board near the door, and other materials will be located on the back counter next to the computer. Once the assignment is given, one member of each group will go and gather the materials for the group to work with for that class period.
   2. Assignment of Students to Groups
      1. In the beginning of the year, students will be placed in their groups based on where they are sitting. Each cluster of desks consists of four people, which makes up a group. Groups will be assigned randomly, and if there is an issue, the teacher will delegate if a student needs to have their seat moved or not. Students will move seats after each grading period. On occasion, groups will be assigned differently for specific projects and assignments.
   3. Student Participation and Behavior
      1. Members in each group will be required to participate in any group activities. If it is called to the teacher’s attention that a student is not contributing, the teacher will have an individual talk with the student about participation, and their grade will suffer if they continue to not participate. If a group needs to be changed due to students arguing or being off task, the instructor will switch the groups around if necessary.
4. Miscellaneous
   1. Class Rules
      1. The instructor will have class rules and procedures posted somewhere in the room for all students to see. Rules would include respect, honesty, responsibility, and participate, to name a few. These will be talked about throughout the first week of class, and students will be expected to follow these rules each day. Rules may be altered if the instructor sees fit, and students may come to the instructor at any time to discuss any of the rules or procedures if they don’t see them fitting to the classroom. School wide rules and regulations will also be followed. If a student does not follow these rules, they will receive a discipline referral to the front office.
   2. Daily Protocols
      1. Students will be well aware of what is going on in the classroom the minute they walk in for class. The objectives for the day will be posted on the board, next to the homework for the day and agenda for the week, showing upcoming tests or quizzes. The bell schedule will be posted somewhere in the room for students to see so they know what time to be in class so that they are not tardy. At the beginning of class, students will be allotted a time to ask any questions about upcoming assignments or anything else on the agenda for the day.
   3. Levels of Consequences
      1. Students will be informed about the warnings they will receive if they fail to follow any rules or instruction. A first warning will be verbal, but one on one with the student. The second will result in another verbal warning in front of the class or lunch detention, and the third will result in talking with the teacher in the hallway and a disciplinary referral to the front office.
   4. Intervention Strategies
      1. If a student has a repetitive behavior issue in the classroom, they first will have a conference with just the instructor after class or during lunch. Second, the teacher will call home and schedule a parent-teacher conference, and then ask the student to join them to discuss the issue. If any problems continue, an administrator will join the conference to discuss further plans of action.
   5. Preventative Behavior Management and Motivation Techniques
      1. Students who have a hard time focusing in class and have energy will be given various tasks in class to do. For example, students who like to move around will be assigned to pass back papers and collect any trash during group work and class work. All students should clean up their mess before class ends, including throwing away trash, cleaning off their desk, and straightening up the area around their group table. Failure to clean will result in the snack privilege being taken away in class.
   6. Behavior during Interruptions
      1. Students are expected to behave maturely during any class disruptions. If a student chooses to act out, they will receive a warning, and may end up with a discipline referral of their own. If the instructor has to leave the room for a brief moment to deal with a disciplinary action, students may talk quietly but remain on task with their assignment, unless it’s in the middle of a lesson.
   7. Fire and Disaster Drills
      1. Students should know that drills should be taken just as seriously as if it were the real thing. Students will be expected to follow all school regulations for drills. If they fail to follow those regulations they will be given an immediate disciplinary referral to understand how important fire and disaster drill procedures are to students and the school as a whole.
   8. Lunch Period
      1. Students will be given third period for lunch for sixth grade, fourth period lunch for seventh grade, and fifth period lunch for eighth grade. At this time, students will be assigned to their homeroom teacher’s classroom. Students will have twenty-five minutes for lunch, and twenty minutes for outside time. If it is a rainy day, students will stay inside and play an indoor classroom game during their usual outside time.
   9. Lockers
      1. Students will never be permitted to use their lockers during class time. They each will have one pass per semester to leave the room if they forget something in their locker, and they may only use it during class work or group work time. Once the pass is used, no others will be given out. If students never use their locker pass, they will be able to hand it in at the end of the semester and add five points to a test or quiz grade of their choice.

**Implementation Plan:** Students will be given a copy of this plan in the form of a syllabus on the first day of class. It will be expected of students to read and understand all the plans, and to sign their name on the attached slip of paper that they agree to abide by the procedures. There also will be a slip for their parents to sign and return to me stating that they read and understood the procedures of the classroom as well. I will keep a copy of the plan for myself, and students will be expected to keep their copy in their binder at all times in case they ever need to refer to it. I will check to make sure they have the syllabus easily accessible during notebook checks at the end of each grading period. Students should be fully aware of what is going on in my classroom by being able to look at the objectives for the day, the agenda, and the homework board. All materials will be available in the back of the room or at the art supplies table. Students should never have to ask questions, but if they do they need to ask after class or at the beginning of class before the bell has rung, in order to not disrupt class time.