Outline of Classroom Management

I. Room Set-Up

1) Student Desks – Students will be arranged in groups of 4 in a group. This arrangement will allow the students to work together with their peers in cooperative assignments.

2) Teacher’s Desk – The teacher’s desk will be located at the back of the room in the corner facing the students. At the front of the class there will be a table that will hold the supplies for each lesson of the day.

3) Bookcases – one area of the room will be designated as the reading center. This is where the bookcases will be located filled with books available in all core subject areas.

4) Learning Centers – There will be one center located at the back of the room near the teacher’s desk and another near the front of the class in the opposite corner. On a rotating basis the learning centers will contain information and activities in all core subject areas.

II. Classroom Procedures

A. Room Use
1) Pencil Sharpener – Students will not be allowed to use the pencil sharpener once the lesson has started. It will be their responsibility to have at least two sharpened pencils at the start of each lesson. If necessary, the students will need to sharpen immediately after the teacher instruction time, right before the student work portion of the lesson.

2) Bathrooms – Students will have access to bathrooms by signing out on a sheet by the door. Only one student will be allowed at any one time, either male or female, to use the bathroom. At the sign out the students will write the date, time out and time returned, along with their name.

B. Seat Work

1) Student participation – Students will be expected to raise hands if they are to participate in the lesson, which will be encouraged.

2) When seat work is finished – students will be expected to read from a DEAR book when they are finished with their seat work between lessons. Reading will be encouraged and stressed throughout the year with this reinforcement.

C. Transitions

1) Beginning of the school day – Students will follow a daily routine
of beginning the day with a morning activity. This activity will change each day.

2) Ending the Day - The final five to ten minutes of the day will be spent having the students completely fill out their planners, if not already done, with all of the assignments for the next day, even if they are finished. Students will be checked off by the teacher once their assignments are filled in. This will ensure that the parent will know what the child has done in class and what they are responsible for for the next day.

III. Classroom Rules

1) Students will compile a list of 3 to 5 rules to write into the classroom constitution. These rules will be posted and each student will sign the posted Class Constitution, as seen in Positive Classroom Management by Terri Breeden and Emalie Egan. This will give the students ownership of their responsibilities as a student.

2) Students and teacher will devise a list of classroom crimes and the appropriate disciplinary actions for each. These will be posted next to the Classroom Constitution as a reinforcement of the class responsibilities. This list will be
compiled during the first week of school.

3) Once students commit a classroom crime or come unprepared to class without their homework, they will receive a yellow partner paper to share with their parent. This partner paper will communicate to the parent that the student was either unprepared for the day or that they made poor behavior decisions.

IV. Accountability Procedures

A. Communicating Assignments

1) All assignments will be posted on the homework board throughout the day as they are given. Next to the board will be assignment folders for the students who are absent. When these students return to school they will find their makeup work and notes in the assignment folders.

2) Each written assignment will include a criteria rubric that will serve as a guide for the students throughout their work on the assignment.

3) All final work, if not word processed or typed, will be written in blue or black pen on loose-leaf paper. All assignments will have the same heading.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
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<tbody>
<tr>
<td>Assignment</td>
<td>Date</td>
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B. Communication with Parents

1) Student’s assignments will be written in their planners for the parent to look over and sign each day.

2) In addition to the yellow partner papers for incomplete assignments or bad behavior choices, the students will each Friday receive a blue partner paper for one good deed that they had done throughout the week. The blue partner papers can also be given at any time throughout the week for exceptional behavior by any student.