Classroom Management –

I. Room Preparation

A. Bulletin Boards and Walls

1. “Get to know you” board
2. Science board (connected to current topic)
3. ELA board
4. Maps (connected to current Social Studies)
5. Strategies, Class Rules, and other items.

B. Floor Space

1. Teachers desk and cabinets in one corner
2. Student’s desks in groupings of three to six. Can move to a line if too much talking
3. Bookcases set up in corner for easy access
4. Two tables set up for ELA group work

C. Storage Space

1. All materials will be organized in closets or cabinets
2. Common use items will be accessible in a bookcase near their station
3. Students will keep their supplies in their desks

II. Classroom Procedures – Elementary

A. Room Use

1. The teacher’s desk and files will be out of the way and used only by the teacher for planning and private work.
2. All teaching will be done while moving among the students and from a table placed in the center by the board.
3. Students will have personal nametags to place on the appropriate hook when the bathroom is needed. Only one male and one female student should be out of the room at any given time. Pencils will be sharpened in the morning during bell work and then only when instructional lessons are not in progress, unless there is a necessity.
4. Common materials will be on shelves for easy access by the teacher. Materials used by all will be placed on shelves in a common area of the classroom.

B. Seat work and teacher-led instruction
1. Mutual respect will be given by and to the students during presentations and instructional lessons.
2. Student participation will be accomplished by hand raising, calling on a student and pulling a Popsicle stick with their name on it.
3. When working independently students may confer quietly about the assignment or schoolwork only.
4. If a student needs help they should first ask a classmate. If they do not understand then they should come to the teacher.
5. When seatwork has been completed, quiet reading will be allowed.

C. Transitions into and out

1. Upon arrival, there will be a schedule of bell work on the board listing what the students need to do before we begin the day. This will include: putting homework in the appropriate file, sharpening pencils, getting water and using the bathroom. It will then tell them an activity to start with until their peers and I are ready to begin.
2. When lining up for any special, lunch or dismissal I will call specific groups, up based on their appropriate readiness.

D. General Procedures

1. There will be a rotating list of helpers that will pass out and collect papers, take the attendance, the lunch count, close the door, turn out the light, wash the board etc. This will give everyone a chance to become a helper and relieve me of some of the work.
2. We will practice for fire drills and discuss the rules of appropriate behavior in the cafeteria and special classes.

III. Accountability Procedures

A. Grading System

1. While complying with the districts grading system, I will also add a check, check plus, and check minus system to the grading. This will be used to show that work was completed.
2. I will grade for content, mechanics, and effort. It will be possible for the student to receive two grades on those assignments.
3. The grade book will be separated into various areas, homework, class work, participation, and testing.
B. Feedback and monitoring

1. I believe in instant feedback with a focus on the positive activities. Verbal and written praise will be given to every student.
2. Longer assignments will have a timeline for grades to offer the student an opportunity to get the best grade they can.
3. Calling randomly on the students will also give me the feedback I need.

C. Communicating Assignments

1. Homework assignments will be listed on the homework board. Class assignments will be listed on the front board and then moved to the homework board if necessary.
2. Grades will be given for content and quality to allow students to do well in at least one area if not all areas.
3. I will send home a flyer at least every two weeks keeping the parents up to date on what is happening in the classroom.
4. If a student stops doing their assignment first I will speak with the student to decide what is the reason for not completing assignments. If this does not improve the behavior, I will notify the parents, and then offer extra assignments if needed.
5. There will be a special table with a file for homework and labeled with courses for class work.
6. There will be a file for the student who is absent. On their return they will find the work they missed in this folder. It will be their responsibility to pick up this work.