

Hannah Lugar

Classroom Management Plan

11/16/14

Second Grade

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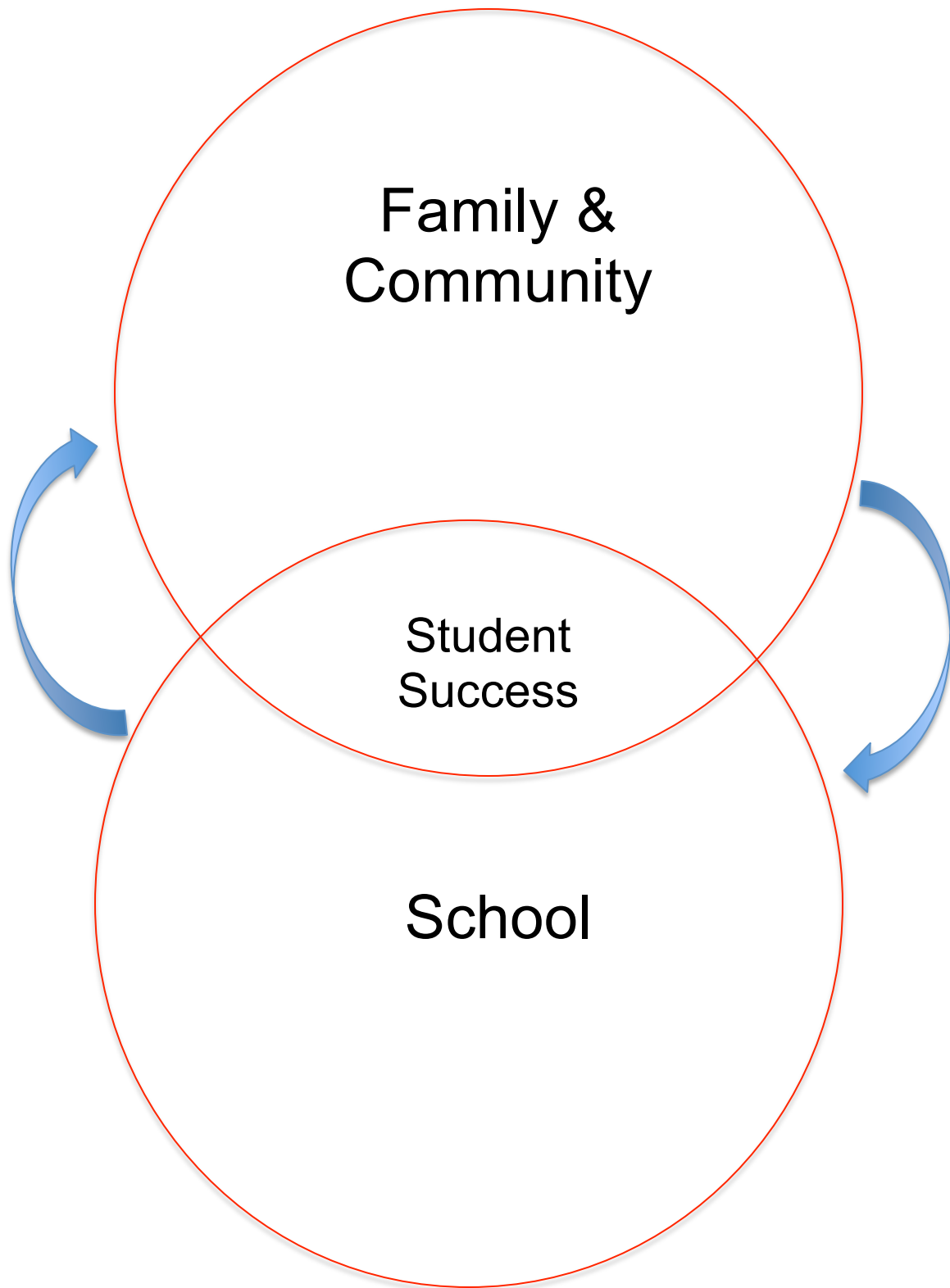
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Discipline Philosophy:

- Beliefs about classroom environment: (Tri-fold attached on Blackboard)

- Philosophy of Education: I believe that students are only successful when teachers are in constant communication with the guardians. They are the experts on the children! I also believe that students will only achieve greatness when a teacher has a strong classroom management plan in place.



- Theoriest/ Reseachers:
 - I identify with Fred Jones because of his See, Say, Do method and visual instruction plans (VIP). I believe that students learn best when they are shown exactly what is expected of them. When teaching new material, I will Say the new information, allow my students to See what is happening through modeling, and I will allow my students to Do the new material through guided practice.

I believe that VIPs are also a great tool to use in the classroom. Giving the students step-by-step picture of what they are expected to do will decrease helpless hand raising and increase self-discipline. This is also a great tool to use for students who have disabilities and need a visual reminder.
 - I also identify with Jacob Kounin. I believe that his central idea, withitness, is essential to having an effective classroom. Being aware of every part of the classroom at all times will decrease behavior issues and increase instructional time. Withitness also includes being able to multitask, which is essential when you have 20 children with 2,000 different needs! 😊 Because students will know that you know what they are doing at all times, they will become more self-disciplined. This will allow students to feel safer in the classroom.

Preparation

- Letter of Introduction Parents (attached)
- Letter of Introduction to Students (attached)
- First Day Bellwork Assignment (attached)

Classroom Management

- Arrival Procedure
 - Enter the room quietly and with a smile on your face
 - Hang up coat/ backpack
 - Put homework in “Homework” tray
 - Put any papers from home in the “Notes From Home” tray
 - Move your star to what you want to eat for lunch
 - If you are getting home a different way, change the board
 - Sit at your desk quietly
 - Start morning bell work (posted on the board)
- Tardy Procedure
 - Check in at the office
 - Enter the room quietly
 - Hang up coat/backpack
 - Put office slip into the “Notes From Home” tray
 - Sit quietly and join in with the class activity
- Absence Procedure
 - Take all papers that are in the “Absence” folder

- Put a check mark next to your name inside the folder
- Complete any papers marked “Homework”
- Turn all make-up work in to the “Make-up” tray
- Homework Procedure
 - Turn all homework into the “Homework” tray at the start of each day
 - Highlight your name BEFORE you turn in your homework
- Getting the Class’ Attention
 - I will use various attention getters such as:
 - “Class, Class” “Yes, Yes”
 - “Peanut Butter” “Jelly Time”
 - I will have a tambourine that I will use after group work
 - I will also raise my hand to get the attention of the students when they are too loud.
- Visitor in the Room
 - When a visitor is in the room the students will either:
 - Continue working on what they were doing
 - Do homework for the night
 - Read a book
 - Work on something in their “Extra” folder
 - Work quietly & independently
- Getting the Teacher’s Attention
 - Students will place a red star on their desk to get the attention of the teacher.

- During discussions, students may raise their hands when a question is asked
- If it is an emergency, they can raise their hand or come to the teacher
- Restroom Procedure:
 - Line up and walk through the hallway using the lining up/hallway procedure
 - Go into the restroom and do your business quickly and quietly
 - Line back up
 - Return to the classroom
 - **If you have to go outside of a class break, you must ask the student for permission then you have 4 minutes to go to the restroom and return to the class***
- Lining Up/ Hallway Procedure
 - Walk to get in line
 - Line up quietly
 - Keep hands and feet to yourself
 - Walk silently and faced forward
 - Instead of talking to passing classes, just give a quick head nod and smile
- Dismissal Procedure
 - Wipe off desk with Clorox wipe
 - Make sure all homework is in your backpack

- Put on coats and backpacks
- Follow the lining up/ hallway procedure
- Leave knowing that you worked hard!
- Bullying Procedures
 - If you are the target:
 - Tell the bully to stop
 - Tell them that what they are doing hurts you
 - Be confident and stand tall
 - Use humor to calm the situation
 - Tell a trusted adult ASAP
 - If you are the bystander:
 - Defend the target
 - Tell the bully to stop
 - Ask the bully why they are doing it
 - Get your friends around you to help be on the target's side
 - Tell a trusted adult
 - If you are the bully:
 - Think about why you bully
 - Ask yourself if you would like someone to do the same things to you
 - Find an adult to talk to about how you are feeling

****Bully Pledge Attached****

Discipline Plan/ Classroom Rules

- How you selected your rules and whether you will do it alone or in conjunction with students?
 - I decided to create the rules on my own and have a full discussion with my students. I believe that because this was focused on 2nd grade, having the rules already set will give us more time to discuss the rules and expectations of my classroom.
- Complete discipline plan with 3-5 rules, rewards, consequences, types of system and accountability component (parent, student, teacher, signatures on contract)
 1. Keep hands, feet, and objects to yourself.
 2. Follow directions the first time they are given
 3. Sit in your chair unless you have permission to get up
 4. When someone else is talking, sit quietly, face them, and listen
 5. Treat EVERYONE with respect

These rules will be posted at the front of the class. On the first day, we will discuss the rules and consequences. I will also send home a copy of these for the student and the guardian to sign.

Students' discipline will be monitored through the use of "popcorn". Each student will have a popcorn container. Throughout the week, they can gain

popcorn by following the rules. Depending on the activity, the students may place their own popcorn in their buckets, or I could place popcorn in them as I teach.

Students may also lose pieces of popcorn if they are not following the rules. (When students lose popcorn, they will go in a baggie next to their bucket.) The first time a student does not follow the rules, they will simply lose one piece of popcorn. Next time, he or she will lose a piece and have to conference with me. The third time, the student will lose another piece of popcorn and will not be able to buy anything at the class store that week. The fourth time a student breaks a rule, he or she will lose a piece of popcorn and have a phone call to or note sent home to parents. If the behavior persists, parents will be called in for a conference.

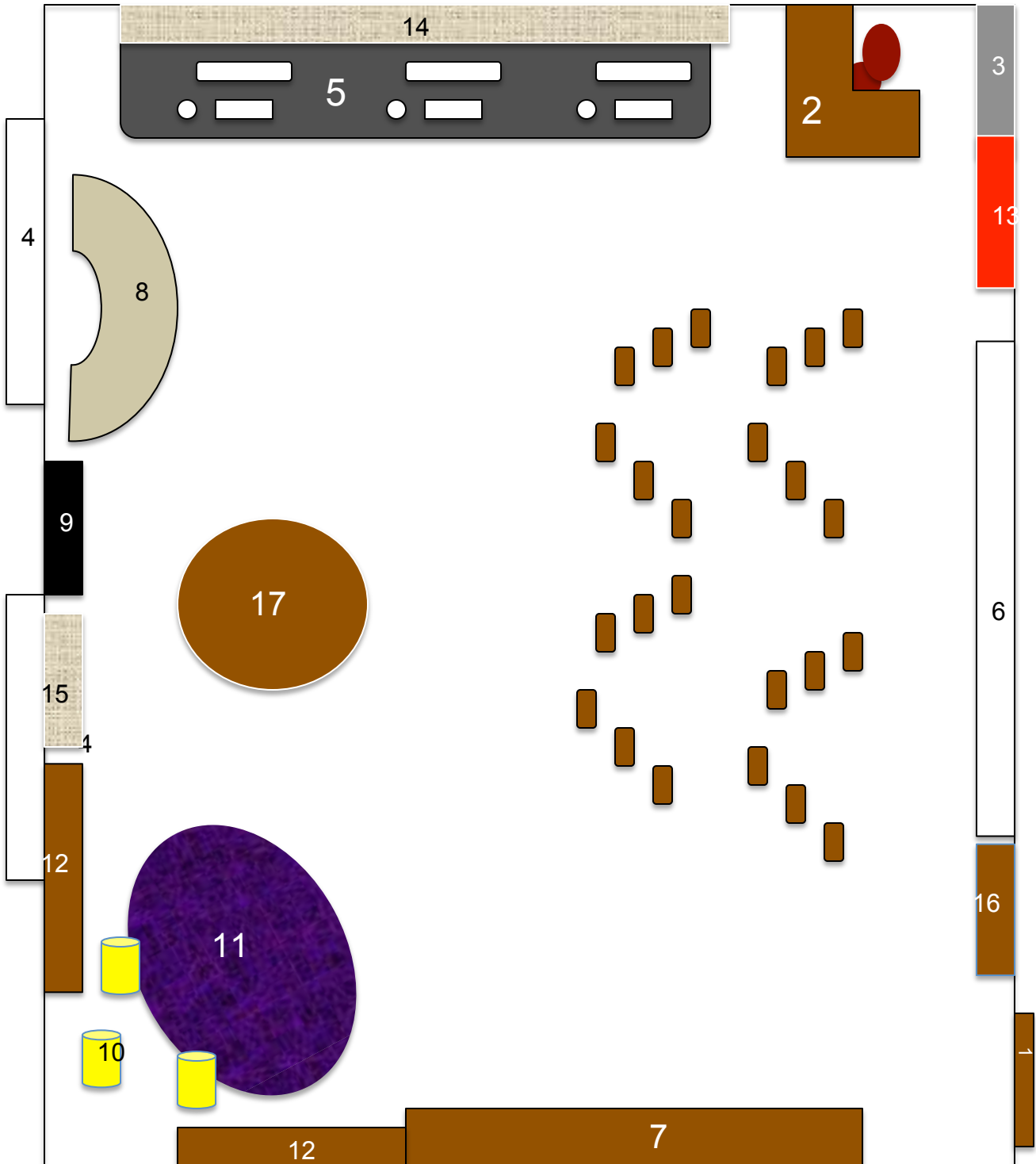
****If a student causes harm to anyone they will be sent to the principal immediately****

Rewards: popcorn, trading in popcorn to buy things from the class store on Fridays, verbal praise, class celebrations, being chosen to pick the book for story time, and being chosen to read to the class

Consequences: losing popcorn, conferencing with Miss Lugar, not being able to buy anything from the class store, note sent home to parents, and a conference with parents



Seating



- 1→ Door
- 2→ Teacher's Desk
- 3→ Teacher's Filing Cabinets/ Storage
- 4→ Windows
- 5→ Computer Station
- 6→ Smartboard/ Whiteboard
- 7→ Students' Coatracks & Storage Lockers
- 8→ Worktable
- 9→ Homework Travs/ Absence Folder
- 10→ Reading Corner Stool
- 11→ Reading Corner Rug
- 12→ Bookshelves
- 13→ Attendance/ Lunch Account/ How Are you Getting Home? board
- 14→ Bulletin Board
- 15→ Star of the Week Board
- 16→ Popcorn Discipline Chart
- 17→ Small Group Table
- Student Desk

- Teacher's Desk: I placed the teacher's desk on the same side of the door so that it is out of the way. This would give me plenty of room to store materials. However, it is in the corner because I will not be sitting at it during the day.
- Students' Desks: I placed the students' desks in mini horseshoes. This arrangement will allow me to walk in between every desk and see every student. The students' desks are facing the smartboard.
- Attendance/ Lunch Account/ How Are You Getting Home? Board: I placed this board at the front of the room so that students do not forget to move their star every day.
- Popcorn Discipline Chart: I placed this chart at the front of the room so that I can easily add or remove popcorn as I teach without interrupting the class.
- Computer Station: I placed the computer station near the worktable so that I can observe students working independently as I work with small groups.
- Students' Coatracks & Storage Lockers: I placed these as soon as you walk into the door so that the students remember to put their items away as soon as they enter the room.
- Silent Reading Corner: I placed this corner away from the computer station and worktable so that students have a quiet place to enjoy their books. I also allowed for enough room in this area to read to my students.
- Worktable: I placed this in the back of the room so that it would allow students room to work in their different stations. It will also give me a private space to have small group work. I can also see the whole room from this table.
- Small Group Table: This table is placed near the worktable and will be used for a similar purpose. This table will also be used during center time. I placed this table near the worktable so that I can monitor the students.
- Star of the Week Board: This board is placed in the back of the room so that anyone who comes in the room can see it.
- Computer Station Bulletin Board: I placed a bulletin board above the computer station so that I could post important websites and instructions.

****Our rules and procedures will be posted on small poster throughout the room****

- Seating Assignment Method: Every desk will contain a nametag with a student's name on it.