

Javier Garcia
Classroom Management Plan
April 1, 2019
Elementary

Discipline Philosophy

- Classroom management plan must be in place to improve the success of classroom instruction and learning. Discipline should redirect students and mistakes should not be the cause of discipline.
- The classroom environment should be safe for all students. Procedures and rules need to be in place in order to provide students with consistency. Learning should be a fun positive experience for all students. (See Brochure Attached)

Classroom Management

- Arrival –
 - All students are to be greeted using special greeting chart with options such as fist bump, high five, and waving.
 - Students are to put homework folder in designated basket.
 - Backpacks and jackets are to be put up in designated area.
 - Restroom break (if in class restrooms), sharpen pencils, sit at desk reviewing agenda on board, and get started on morning assignment.
- Tardy –
 - When tardy, student obtains tardy slip from office prior to entering class.
 - Hand teacher tardy slip and if during instruction student will sit and follow along. Once instruction is complete, teacher will follow up with student for understanding.
- Absence –
 - Student will provide front office (give me copy) with note for absence.
 - During class, an absence folder aka “While you were gone folder” will be used on student desk to provide material covered for day. If students pass papers out, they will put a copy in the absence folder. Assignments will be due end of week.
- Homework –
 - Any homework will be assigned on Monday to turn in by Friday of the same week.
 - Homework must be part of the lesson and not just something to send home.
- Getting the Class’ Attention –

- Use of Call backs teacher: says “Class Class” students respond “Yes Yes”.
- Hand raised to gather student’s attention (keeps from trying to raise voice over students).
- Visitor in the Room (What will the students do While you are with a visitor?) –
 - When visitor is in the room that needs immediate attention, students will pull library books out to read to self or partner (during instruction).
 - If visitor is in the room when doing independent work students will continue task (Call back if needed to reinforce students to be on task).
 - Reinforce positive behavior when visitor has left the room. Example “Great job staying on task while someone came in”.
- Getting the Teacher’s Attention –
 - Students will use hand signals for teacher attention, which poster will be on wall of the hand signals.
 - Palm up = I have a question.
 - Crossed fingers = I need a restroom break.
 - Pointer finger up = I need a pencil or need to sharpen pencil.
- Restroom –
 - Fingers crossed will show need for restroom break.
 - Before beginning first morning assignment and when leaving class (to go to lunch, recess, and specials) will make sure students have an opportunity for restroom break.
 - Younger children will have more opportunities for restroom breaks and use restroom in class as needed.
- Lining Up/Hallway –
 - Students will line up on floor tape and repeat as a group “My eyes are to the front. I’m standing straight and tall. My hands to my side and I’m ready for the hall. My lips are sealed”.
- Collaborative Group Work –
 - Class dojo will be used to create groups, which will allow to modify any requirements such as low level with high level students.
 - Students will have assigned positions within group such as leader, time keeper, supply manager and they will rotate based on days.
- Transition –

- The use of a song such as “robot cleanup” to have students put their things away and clean up.
- I will use the “Pink Panther” song or another song that supports quickly quietly get to the carpeted area.
- What To Do When Done –
 - When done with assignment turn in to inbox.
 - Start on extension activity for the lesson. Extension activity will be located in extension tray next to class books.
- Dismissal –
 - Students will get folders to put in backpacks.
 - All students will clean room up by setting chairs, pickup up trash, returning supplies in designated area. To reinforce children to clean properly a game can be played such as saying “I see a piece a trash and let’s see who can find it”.
 - Line up on floor tape and reciting the exiting chant (See Lining Up Procedures).
- Home and School Connection –
 - Class website will be used to keep parents current on activities.
 - Class dojo or educational app will be used to send parents immediate information, reminders, and students’ achievements.
 - Class folder will be used to send home any school communication for parents review and if needed a signature.
- Bullying Pledge –
 - Pledge: “I will speak up, I will reach out, and I will be a friend”
 - Speaking up – The student as a bystander will notify teacher of any bullying that they see. As a victim the student will tell the bully to stop and how they are making them feel.
 - Reaching out – The student as a bystander will reach out to the victim letting them know they are not alone. As the victim the student would reach out to other for comfort/help.
 - Being a friend – The student as a bystander will be a friend to the victim by saying positive things about them. As the victim the student will tell bully they are not being a friend.

Procedures will be taught starting the first week of school. Sharing with the class about each procedure and guiding them to share why it is a procedure. The teacher will model the good behavior of the procedures and give bad examples. Then,

teacher will check for understanding before having students practice. To reinforce good procedure behavior, give praise for the students that are following procedures, so that they may continue the behavior and allow for other students as a reminder of what is expected. Practice will be daily until it become routine.

Discipline Plan/Classroom Rules –

- Discipline Plan – Will be completed with students. The selection of the rules will be done by having all students provide input.
 - Rules – we will have walking feet (no running in class), we will so respect to others, we will keep our bodies to our self, we will have a caring heart, we will use our inside voices in class.
 - Rewards – earning dojo points, which may use to turn in for a prize at the end of the week.
 - Consequences – First losing dojo points. If poor choices persist, I will talk to student to identify the issue and guide them to a solution. Next level contact parent to inform behavior issues and reassure the student the benefits of making good choices. If continued setting up parent conference with child and parent.
 - Accountability Component – Rules will be enforced with parents and students by having contracts that they sign at the beginning of the year showing expectations of students. Also, included in contract will be ways parents may support student.

Seating

- Written rational (Attached map) –
 - Student desk are in groups of four to be able to use cooperative learning more efficiently.
 - Group desks provide open concept for teacher to instruct in power zone.
 - Teacher table is placed where all students are always visible while working with students at teacher table.
 - Lockers will be by door to provide easy access to remove or grab things when lining up.
 - A calming area is provided in case a student needs to calm down or gather themselves away from other students.

- Student material for centers and reading books are located for easy access to students.
- Seating Assignment Method –
 - Name tags will be placed on desk for group members to see.
 - Groups will be identified by hanging shapes that have different colors appropriate for grade level.
 - Seating will be adjusted by student levels having high- and low-level students seating in a group (Conflict issues may adjust seating).

Preparation

- Before the Students Arrive Checklist.
 - Plan bulletin boards.
 - Decide where to post announcements, and calendar.
 - Prepare a welcome display.
 - Designate boards for subject area work, and boards for students to design.
 - Decide where to display students' original work.
 - Set up learning centers.
 - Post signs to help learn classroom rules and routines.
 - Prepare class rolls and records.
 - Greeting sign outside the class door.
 - Name tag on desks.
 - Confirm class schedules such as specials, and lunch.
 - Organize all supplies.
 - Prepare take-home packets for students: emergency forms, school rules, supply list, and any required documents.
 - Determine if any students have any identified disabilities or needed accommodations such as resource class.
 - Prepare the take home folders.
 - Review lesson plans.
 - Gather materials needed for lessons.
 - Make sure important information for first day is on board such as teacher name.
 - Greet students outside of door with excitement “Welcome to your new class” and have them look for their name on desk. (If younger students greet them inside class to guide them to seating).
- Letter of Introduction to Students.

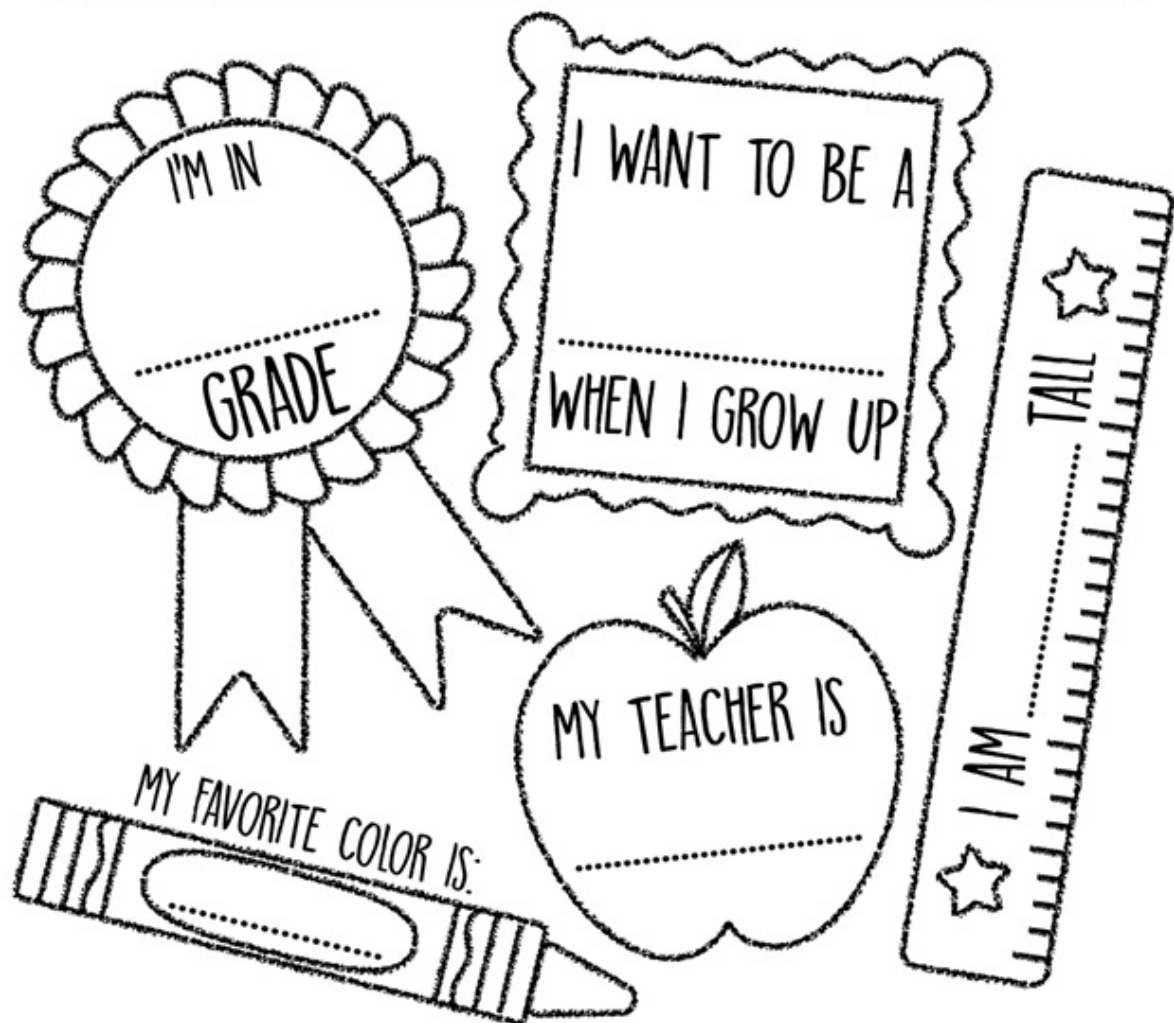
- See Attached
- Letter of Introduction to Parents.
 - See Attached
- Tentative Agenda/Schedule for the Day
 - 7:50 Greet each student, have students put their backpacks on locker hooks, students find seats with their name tags, student put away additional material brought, teacher take attendance.
 - 8:15 Go over with students bell procedure what their response needs to be when the hear the bell. Stop what they are doing listening and bubble in mouth. Model to students, then have a student try for understanding. Have class practice after teacher model how to cleanup and walk to carpet quietly.
 - 8:20 Meeting at the carpet, have students understand the purpose of carpet meetings. Students will introduce themselves and rest of students will greet them as they introduce themselves. Go over rules and consequences.
 - 8:40 Class does game that implements rules of class such as hand to self.
 - 8:45 Go over agenda of the day and week.
 - 9:00 Transition to reading with telling students what type of reading lesson they will be going over.
 - 9:05 Teacher does lesson over reading.
 - 9:20 Students do independent work.
 - 9:45 Transition over to procedure for lining up.
 - 10:00 Second lesson over stories.
 - 10:15 Practice procedure for getting ready to leave.
 - 10:25 Procedure for lunch and recess.
 - 10:40 Specials class.
 - 11:40 Lunch review lunch procedure and go to lunch.
 - 12:15 Recess review recess procedure and go to recess.
 - 12:30 Return to class.
 - 12:35 Go over math and being a listener.
 - 1:30 Clean up go over procedure for going home.
 - 1:35 Stack chairs.
 - 1:45 line up procedure and day over.
- First Day Bell Work Assignment

- Students will color first day of school sheet (see attached) or color and write on second option worksheet (depending on grade level).
- Teacher Welcome/ Introduction
 - See Attached

First Day of School!



FIRST DAY



Parents Letter

Dear Parents/Guardians,

My name is Mr. Garcia and I will be your child's teacher for the year. A bit of information about myself, I graduated from Tarleton State University in 2018 with a bachelor's in psychology and I am currently pursuing my masters also through Tarleton. I enjoy helping others, especially children to be the best that they can be.

The exciting things that your child will get to be a part of will include learning things that will prepare them to be successful in my classroom and future classrooms as they continue with their educational journey. In our class we will have opportunities to do many hands-on activities and work together to include ideas from all students.

The discipline for your child's class will include reinforcing procedures and rules that the students help create. I would like to emphasize that discipline is not initiated by making mistakes. In my class mistakes are part of learning and help students grow. Although, when rules are not followed such as respecting others and consistently become an issue there will be different attempts to redirecting students. An example of redirecting any unwanted behavior would be losing class points that they will be able to use point at the end of the week to get a prize.

A brief reminder that that our class room number is (Room #) and the most recent important upcoming dates are: (dates of upcoming events). If there are any concerns or need for clarification please feel free to contact me.

Thank you

Mr. Garcia

Student Letter

Mr. Garcia,
(Room #)
(Grade)

Dear Student,

Welcome to your new class for (Grade #) grade I am excited to have you in my classroom. We will get to do so many fun activities in our classroom that will help us learn. I hope you are just as excited to get started and to share any great ideas you may have. If there is anything that I can do to help make your experience easier, let me know. I am ready to listen.

Thank you,

Mr. Garcia

About Me

My name is Javier Garcia. I was born and raised in Fort Worth, TX.

My passion to help others has led me to teach students in helping them obtain their dreams.

One of my priorities as a teacher is to make sure that all of my students make progress and have fun while they are doing it.

Contact Me:

Mr. Garcia,

School phone: XXX-XXX-XXXX

Website: (weebly website)

Email: (School email)

School Address: (Address of School)

“If we experienced life through the eyes of a child, everything would be magical and extraordinary. Let our curiosity, adventure and wonder of life never end.” – Akiane Kramarik



Mr. Garcia's Classroom



Classroom Management

I plan on having a safe and healthy learning environment in the classroom.

This will give all students the opportunity to learn, grow, and be successful.

My expectation of the students will push toward a growth mindset mentally. By not setting limits to the students' capabilities, they will be allowed to reach levels beyond their own expectations. Please be assured that I will strive to work with all students in the most positive manner that I am able.

Procedures

Procedures in our classroom help build consistency, which allow for a safer environment. Without procedures, the increase of unwanted behaviors is possible.

Rules

The rules of the class will be created by the students and myself as a team.

By creating the rules as a team this will make certain that all students understand and agree with the rules of the class. Students are held accountable for not following the rules that they helped create.



“Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents with high expectations”

-Bob Beauprez

Discipline

Discipline is needed to modify unwanted behavior or reinforce good choices.

Unwanted behavior happens when a student is not following the rules. When a student breaks the rules, they will first lose points, then if it continues, I will talk with the student to understand their concerns. After working with student to come up with a solution the parents will be contacted for support on the issue. Although, a student may show behavioral issues they will still have time to redeem themselves. Positive behavior is rewarded by gaining points and praise. Students will be encouraged to make good choices and celebrated on their achievements.

