Classroom Management Plan

Entering the classroom

Students will quietly line up outside the door, and stand quietly until the teacher gives the signal to come in.

Beginning the day

Students will come in quietly, shake hands and say good-morning to the teacher, complete the checklist\* on their desk, and do their corrections. Bell will ring 1 min. before 8:30. At 8:30, door will close. Students will be ready with Bible, songbook, Bible memory, and clean desk, and stand to the left of their desks. The student leader of the week will ring the 2nd bell and lead the students to the class area while singing “Good morning to you” and lead them in several stretches/exercises. Students will then say “good-morning” in response to the teacher, and the teacher will lead in prayer.

\*Daily Checklist - students tape one on their desks each afternoon for the next day

Morning:

1. Put backpack away.
2. Make sure you have 2 sharp pencils.
3. Do corrections.
4. Use restroom and get a drink.
5. Take out Bible and songbook.
6. Do morning work.

Daily:

1. Flashmaster for 3 min.
2. Penmanship.
3. Practice Bible memory 3x.
4. History. \*I have books available for them to read about American History.
5. Daily assignment.

 Thank you! 

Transition between subjects

When it’s time to start a new subject, the teacher will ring the bell and move the arrow to the next subject of the day. Students will clean off desk and take out materials for next class.

Class-time procedures

Students must be “5-star listeners”, including when classmates are speaking. They will raise their hands to speak unless they’re called on, and wait to raise their hands if someone else is speaking. Require “quiet hands” - no waving, etc. When a student’s class is called, he should stop what he is doing, prepare for class, and come to the class area with pencil and books.

When done early

Students must complete their daily checklist and put in the basket by the teacher’s desk before choosing an activity or a book.

Asking for help

When a student is working at his desk, he will put up his flag and keep on working. If a class is being taught, teacher will not be able to come right away. Teacher checks should all be signed at the end of the lesson unless they are large teacher checks.

Checking

Neat and complete work is expected. Sloppy, incomplete work will be erased and re-done. Only 2 people at checking table at one time.

\*I check all 1st grade work. 2nd grade is introduced to checking Math by the 2nd quarter. 3rd grade is responsible to check Math, Bible, and Language.

Passing in papers/books

When turning in papers, place quizzes and tests in bottom file on the teacher’s desk, and in top file for all other papers. Books to be checked should be placed in checking slot according to grade. All books and papers will be passed in before Recess or before study hall.

Corrections

Mon., Wed., and Fri. will be “peer-checking day”.

Tues. and Thurs. will be “check-on-your-own day.”

All checked and corrected books will be shown to the teacher during study hall.

Movement in classroom

Students may not leave their desks without permission, unless there is an emergency. They will walk quietly about the room.

Checking = 1 finger

Get books or supplies = 2 fingers

Bathroom = 3 fingers, pay 1 ticket

Tissue = hand over nose

Passing in papers or supplies = hold it up

Exchanging pencils = hold pencil up, pay 1 ticket

Restroom Breaks

Use restroom and get a drink (if needed) before school, before morning and afternoon recess, and before lunch. If a restroom break is needed, student will pay a ticket before using restroom.

Students will line up in hall outside restroom - girls on one side, boys on the other. They will stand quietly, and raise their hand if they need to talk. Two girls or one boy will use restroom at a time. They should finish quickly, wash hands with soap, dry them with 3 pumps of paper towel, and line up again.

Sharpening Pencils

Students may sharpen pencils before school, during Recess, or during Cleanup. No more than 2 people at sharpener at a time. Small personal sharpeners may be used during study time. A container of sharp “teacher pencils” will be on the teacher’s desk. Students may ‘rent’ one of these by putting a ticket on the teacher’s desk. When the pencil is returned, the ticket is theirs again.

Dismissing for Recess

When the teacher rings the bell, students will clean off desk, push chair in, and stand to the left of their desks, facing the door. Dismiss by rows - class leader first. Pass in books and papers and follow class leader to line up for restroom.

Recess

The teacher will announce recess game and playing area before dismissal. When teacher blows whistle, students gather quickly and quietly. When the teacher is talking, students will wait to ask questions, then raise hand. Good sportsmanship is required! Grumbling, complaining, making unkind remarks, and not playing fair is not allowed, and will be punished by missing recess and/or losing privileges. All students are expected to participate. When the teacher says “bell-time” or blows 3 times on whistle, students will immediately line up and follow class leader upstairs. They will then line up outside the classroom door.

Dismissing for Lunch

After prayer, students will use restroom, then pick up their lunches and go to cafeteria.

Cafeteria

Stay seated except to throw something away or heat food. Students will not share food, and they will keep hands, feet, and other objects to themselves. They will use “indoor voices” to talk; all talk must be clean and kind. Use “please” and “thank you”. Lunches should be finished before they go to play, except with permission. When finished, students will clean up lunch area. They will remain seated until the teacher dismisses them to put lunches away and go to play area.

Traffic Light

A “light” on the board will indicate noise level.

Red=No talking or communicating without permission.

Yellow=whisper time, will be used for small groups, partners, etc.

Green=free to talk in an “indoor voice”.

Quieting the class

When the teacher raises her hand, students will stop what they are doing, raise their hands, and look at the teacher. They should be a “5-star listener”:

\*Eyes on speaker.

\*Hands free.

\*Quiet.

\*Be Still.

\*Listen.

Working in groups

Students will have an assigned “buddy” they practice flashcards with when alarm goes. They should quietly tap their “buddy” on the shoulder and practice at one of their desks. May have an older/faster student responsible to help a younger/slower student.

Small groups will be teacher-chosen, with clearly defined roles for each student. Students may whisper. They should try to solve problems on their own before asking for the teacher’s help.

Study habits to teach/reinforce

-good posture

-neatness

-thorough, complete work

-how to check and correct a lesson

-how to find an answer

-how to study for a quiz or a test

-how to handle teacher checks (Large-sign before continuing; small-sign before checking)

-how to color, cut, and erase correctly (outline first, color in soft circles)

-how to use time wisely

-how to set up an assignment paper (model on board)

Cleanup/End of Day

When 2:50 bell is rung, students will complete their end-of-day checklist. On Wednesdays and Fridays, \*cleaning job will be done. When the checklist is finished, students will wait quietly at their desks until the 2:55 bell is rung. They will push in chair and face toward the door. Teacher will dismiss class to get backpacks and line up again. At 2:58, teacher will dismiss with prayer and “Have a good day!” Dismiss by rows. Class leader will lead students to go out the door to pickup area.

Cleaning Jobs

1. Host/Zookeeper - Makes sure guests have chairs, candy jar, and visitor’s book. Feed class pets.
2. Secretary-change date and day-of-the-week on board. Change name for story corner.
3. Janitor - pick up all trash or any other objects on floor. Straighten learning center.
4. Teacher helper - available to pass out papers, books, do grading, or anything teacher needs help with. Tape checklists.
5. Clean blackboard - wipe off daily work.
6. Class leader - lead out in morning opening. Lead the line before and after Recess and lunch, and at the end of the day.

Communication with home

Homework will be written on a homework slip and taken home. Incomplete homework will be completed during 1st Recess, and student will pay a ticket/get a mark on the board.

Completed tests and quizzes, Creative Writing projects, Art projects, etc. will be placed in a folder with the student’s name on it. Every Monday the folder will be sent home. The tests and quizzes and report cards should be signed and sent back to school with the folder by Wednesday.

“Learning Center”

This area is for working on extra projects, like puzzles, games, reading, etc. Classroom rules still apply - if you have permission to talk, it will be in a whisper. One student’s name will be posted every day. This student will have priority to use beanbag or couch during extra time. They will also lead out in prayer/choose lunch song that day.

Students may choose one 10 min. “learning center time” each day if they are finished with their work.

Clean desks

Desk must be clean and neat every time you leave it. All extra papers will be stored in an extra folder. Papers like Bible memory sheets, extra paper for the day, Math practice sheet, song sheets, etc. will be stored in the school folder.

Clean/empty out folders every Friday.

Library

If a student takes a class library book home, he should sign his name, date, and book title on the posted paper. Book due in 2 weeks.

If students want to have a book at their desks to read, they should pick it out at the beginning of the day.

Bank/Store

Students will be able to collect two tickets (or pennies) at the end of the day when all their work is finished and they are ready for dismissal. They may also earn tickets in other ways - i.e.: neat, complete work; going the extra mile; reaching a class goal such as quick and quiet line-up. Each student will have a small ticket container/wallet with their name on. Every Friday before cleanup, rows will be called forward. Students may purchase coupons (privileges) or save their tickets for another week.