

# Classroom Management Plan

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24-25 School Year

## Attention Getters

- 1-2-3 Eyes on me! "1-2 Eyes on you!"
- Waterfall! "Shhhh."
- Ready, set. "You bet!"
- To infinity. "And beyond!"
- Doorbell

## Arrival procedures

- Follow Mason arrival procedures. Students should use the restroom before waiting in line in the gym. The teacher will pick up the students and will guide them to class.
- Students will wait in a line, with voice level 0, outside of the classroom door. Students will greet the teacher as they enter the classroom.
- Students place lunch boxes inside of the class lunch crate and place water bottles at the water station.
- Students place their backpacks and jackets in their lockers, removing any needed class materials.
- Students will quietly come and sit on their spot on the carpet and wait for morning meeting to begin.

## Transitions

- *Magic word*: each day the teacher will write a new word on the board. During the morning meeting, the teacher will introduce the "magic word." During the day, after giving directions, the teacher will say the magic word as a placeholder for "go," when starting transitions. This keeps the students actively engaged with the transition process and requires them to use active listening when being given directions.

## Dismissal procedures

- Once students clean their desks off, the teacher will dismiss them, 4 at a time, to get their backpacks from their lockers. They are to bring backpacks, lunch boxes, and water bottles back to their desks.
- Students will receive their take home folders to put in their backpacks.
- Students are expected to write in their daily agenda the homework assignments for the evening.

- The teacher will lead the closing meeting. The closing meeting involves shout outs (from both the teacher and the students), glow-grow-glow and goal setting for the next day, and the reveal of the *secret student*.

### **Positive reinforcement/Incentives**

- **Mystery Puzzle:** There is an empty, numbered puzzle board displayed at the front of the room. Each time the class receives a compliment, or the teacher is impressed with their good behavior, the teacher will draw a random puzzle piece. Each piece has a corresponding number that matches a space on the board. As the class continues to desirable behavior, the puzzle slowly reveals itself. The puzzle is the reward. For example, the puzzle once completed could be a picture of a pizza, indicating the class has earned a pizza party.
- Class Dojo points and the Class Dojo store.

### **Secret Student**

- Each week, the teacher will write a name on the board and cover it with the secret student sign.
- Throughout the week, the teacher will keep a watchful eye on the secret student, noting their behavior.
- At the end of the week, if the student displayed excellent behavior throughout the day, the teacher will reveal the secret student to the class, and allow the student to pick from the prize box. If the student does not meet expectations for the week, the teacher will not reveal the secret student.

### **Class rules**

1. Listen and follow directions.
2. Be kind and respectful.
3. Be honest and responsible.
4. Keep your hands and feet to yourself.
5. Do not speak when the teacher or another classmate is speaking (respect).
6. Treat the classroom and the materials with respect.
7. Do your best.
8. Believe in yourself.

### **Consequence progression**

1. Warning (3).
2. Meeting with teacher and behavior sheet.
3. First contact with parents – email.
4. Second contact with parents – phone call with student.
5. Office referral.

## Redirection

### Level 1

- Teacher looks and proximity.
- Nonverbal hand signals/redirection
- Say student's name.
- Acknowledge students who are meeting expectations.

Level 2: Will be offered up to 3 redirections/warnings before consequence step 2.

- Verbal redirect

Level 3: Involves step 2 of consequences, meeting with teacher and a behavior reflection sheet.

- Temporary seat change
- Calm down corner.
- Private conversation

### Level 4

- Behavior contract
- Regular check-in meetings with teacher (1/day or 1/week, as needed)
- Conversation with parents

### Level 5

- Office referral
- Conversation with parents

*Examples:*

<b>Student Behavior</b>	<b>Logical Consequence</b>
Rushed through work.	Redo the work, right then or at lunch, or at home.
Playing/off-task while working at group table	Move to a more secluded spot to complete the work and apologize to classmate for disruption.
Disruptive during whole class lesson.	Move to separate spot for the day and complete behavior reflection sheet.
Work refusal	Complete the work as homework and note to parents explaining the extra work.
Rude or mean to classmate.	Write apology note and discuss with teacher 3 ways to make amends.

## **Technology**

- Each student will receive an iPad.
- iPads are to be left in the technology cart when not in use.
- While occasionally homework will require the iPad, overall, they will be kept at school for in class use.
- iPads are to be plugged in at the end of each day. The cart is to always remain locked.
- Only the teacher may unlock the cart.

## **Snack**

- Snack is not required in second grade. However, there will be a brief 15-minute window offered during independent work time where students will be allowed to eat a small, non-messy snack at their desks. Snack will not be provided; it must be brought from home. All spills must be cleaned, and trash needs to be thrown away when finished.

## **Homework policy**

- Each week, students will receive a new set of spelling words and activities to practice those words.
- Students need to read a minimum of 20 minutes each night, for a total of 100 minutes each week (not including the weekend).
- Science and social studies homework will be assigned as needed throughout the units.
- There will be a math assignment every night to practice that day's lesson material.
- All homework is due Friday morning.

## **Take-Home folders**

- Each student will be given a "Take-Home" folder. This is where all important documents and communications will be kept. Students need to turn in their folder each morning. The teacher will check and stuff folders each day, as necessary. Students will bring folders home every day.
- Weekly homework is kept in these folders.
- Reading log is stored in these folders.
- Students will be given a student planner to track and record homework assignments and other pertinent information. Students are expected to update their planner every day during pack up, and parents will sign off on completed assignments.