

# The Comprehensive Classroom Management Plan

Creating a Comprehensive Classroom Management Plan is the final project for EDUC 355: Classroom Management. All of the assignments done during the semester so far have been leading to this final project.

The Comprehensive Classroom Management Plan should be something that could be shown to an interview team when interviewing for a teaching position. It makes sense, then, to make sure that there are no errors and that the plan looks nice and professional. The CCMP should be an asset to the interview, not a detractor.

The Plan:

## Components:

- A folder or small (1 inch or less) binder
- Cover that states title and author in professional manner
- Divider pages for each section
- Table of contents
- A portfolio rationale statement stating *why and how* this Comprehensive Classroom Management Plan fulfills the appropriate section of the education portfolio.
- The yellow or green sheet from your portfolio where the reviewer signs off
- Belief Statements
- Rules
- Consequences
- Letter to Parents
- Room Arrangement
- Classroom Procedures
- The First Days of School Lesson Plans
- The rubric to grade the CCMP

## Format:

- Type all parts of the Plan.
- Use 12 point font in either Arial or New Times Roman.
  - o Exception: Parent Letter
  - o Exception: Rules Poster
  - o Exception: Consequence poster
- Use ¾ inch (.75") to 1 inch (1.0") margins all the way around the page.
- In the header, put your name in 9 point font, italics.
  - o If you do not know how to do this, please ask!
- Be concise! Bulleted lists are highly recommended. The CCMP should be highly readable in a short amount of time. (Most teacher interviews last from 30 to 45 minutes.)
- Correct any errors in the first copy of each entry. Include the original to show me the "before and after." Be sure to remove the "before" before going to an interview or before putting this into the William Penn education portfolio.
- Cite sources using either APA or MLA; cite page numbers.

## Cover and Dividers:

- The CCMP must look professional – something you would be *proud* to use in an interview.
  - The complete plan should be put into a book-like presentation.
    - o Preferred: a folder that accommodates 3 hole punched papers
    - o a thin 3 ring binder, or
    - o some other book-like presentation
- Create a cover for the plan booklet.
  - The cover must contain your name, the title, and the date.
- Create divider pages to use between sections of the plan. Divider pages can be in sheet protectors. They should be larger than the rest of the pages or in a color so that the sections can be easily found.
- Do NOT put the pages into sheet protectors! The pages should be hole punched and put into the folder.** If you use sheet protectors, use them ONLY for the dividers.

Explanation of Each Component in the Order They Should Appear in the CCMP:

*A complete, detailed description and example of each component can be found in Moodle.*

### **Belief Statement** (1 page)

The Belief Statement is the foundation for all the components of the plan that follow. You will write statements that describe your beliefs about children and classroom management. Statements should answer questions such as

- What makes a teacher “effective?”
- How does an effective teacher create an effective learning environment?
- What kind of attitude does an effective teacher have? About what?
- What does an effective teacher do about student motivation?
- What does an effective teacher do that makes him/her a proactive classroom manager?
- How does an effective teacher view children/students with challenging behaviors?

#### *Format*

At the beginning of the paper, write *I believe*. Write belief statements in bold print. Write the rest of the paragraph in regular print.

### **Rules** (1 page for rules mini-poster, 1 or 2 pages for explanation)

- Rules may be written in the form of a poster.
- Rules should be accompanied by a brief paper that explains why you selected the kind of rules, and why you chose the rules on the poster.

### **Consequences** (1 page for consequence mini-poster, 1 to 2 pages for explanation)

- List negative consequences.
- Be sure to write these in such a way that *anyone* reading them will understand what will happen if students follow or do not follow rules.
- A paper explaining the consequences, why you chose this kind of consequences.

### **Letter to Parents** (1 page)

- Include a sample letter to parents that includes
  - introduce yourself to them,
  - inform them of class expectations, rules and consequences,
  - contact information
  - positive expectations for working with parents
  - a tear-off sheet that indicates parents have read letter
- The letter should say something about your beliefs, and the relationship you expect to establish with parents.
- A revised version of the newsletter or web pages made in Media Methods is acceptable if it contains the above information.

### **Room Arrangement** (2 to 4 pages including a color copy of the room arrangement)

- Include the room arrangement and the explanation.

### **Classroom Procedures** (2 to 6 pages)

- A minimum of 10 procedures that you will implement in the classroom, including the five required.
- State the situation and then *how* students will complete this procedure.

For example:

#### *Sharpening Pencils:*

- Students will sharpen pencils before class begins.
- Students will take turns as needed.
- Students will have a hand-held pencil sharpener in their desk. (Listed in classroom supply list.) This should be the kind that catches the pencil shavings.
  - Students will use this pencil sharpener when the teacher is teaching.
- If the teacher is not teaching, students may use the pencil sharpener as needed.

## The First Days of School Lesson Plans (3 to 5 pages + handouts or materials)

- Use the Education Division's lesson planning template. Type the plan directly onto this planning worksheet.
- Write a lesson plan or plans that will show how you will use the first days of school to teach students.
  - the essential procedures for the class
  - if there seems to be time in the lesson, the teacher may also teach:
    - information about what the students will learn in the class
    - the rules
    - negative consequences
  - the essential classroom procedures like what to do when entering the classroom
- The lesson plan must include the following:
  - Objective or purpose for the lesson
  - Materials needed
  - Procedure
    - Introduction or "hook" (how are you going to get them interested?)
    - Modeling, demonstration
    - Guided practice, and/or Independent practice
    - How the teacher will check for understanding (CFU)
  - Anticipated Misconceptions: Consider and write about what could go wrong with this lesson (understanding) and what you will do to try to prevent that. Incorporate this into the lesson itself, not as an addition to the lesson.
  - Anticipated Problems: Consider and write about what could go wrong with student behavior during this lesson. Incorporate this into the lesson, not as an addition to the lesson.
  - Student assessment: How will you know that the students learned what you wanted them to learn?
  - Teacher assessment: What kinds of questions could you ask yourself to decide if you did a good job teaching? (Hint: This is NOT "the kids had fun," or "the kids got the worksheet right". Ask your self questions about *how* you teach.)
- Students who do well on this have some sort of activity related to teaching rules and procedures. Remember: teachers who want to set a positive note for the school year start the learning right away. They do not have day 1 be a day of just fun and games. They do not just read or lecture about the rules and procedures. They have the students **DO** something to learn the rules and common procedures. Therefore, teach the rules and expectations in the context of real learning. Do not say, "I will pass out a syllabus with the rules."
- If you have not had much experience planning lessons, you may want to review this article: <http://712educators.about.com/od/lessonplans/ht/lessonplans.htm>

### Other:

- Portfolio rationale, using the form found in Moodle in Education Information CASPS
  - Be sure this is filled out COMPLETELY.
  - Adjust the margins so the content of the page is not jumbled.
- Portfolio record sheet (green or yellow)
  - Without this, the CCMP is not officially part of your portfolio
- Rubric to grade CCMP (included in this packet).
  - Put your name on this sheet.
  - Put rubric in back of CCMP, in pocket or loose, NOT hole punched and put in binder, and NOT in a sheet protector.

# Comprehensive Classroom Management Checklist

## Appearance

- I used a thin binder or professional looking folder.
- The cover sets the tone for the CCMP.
- The cover and dividers have a unified look.
- There is a table of contents.
- There are professional looking tabs so a reader can find the parts easily.
- I removed the class headings and replaced them with my last name in the header.
- I have proofread every paper and each paper is free of errors.
- I have tabs for:
  - Beliefs
  - Rules
  - Consequences
  - Procedures
  - Communications
  - Room Arrangement
  - First Day of School Lesson Plan

## Contents:

- Beliefs**
  - I followed the assigned format.
  - Each belief is 1 to 3 sentences.
- Rules**
  - The poster is printed in color.
  - The paper is short and to the point.
- Consequences**
  - The poster is printed in color.
  - The paper is short and to the point.
- Procedures**
  - The paper has a brief introduction.
  - Each procedure is explained step-by-step using bullets.
- Communications**
  - The introductory letter to families
    - on stationery
    - printed in color
    - information about the teacher, expectations for student, overview of what the students will learn, contact information, a "tear off" sheet to indicate that parent read the letter
    - signature
  - OR include the web pages you designed in Media Methods
    - web pages must include information about the teacher, expectations for student, overview of what the students will learn, contact information.
- Student-teacher problem-solving conference form
- Negative parent contact planning form
- Positive parent contact record sheet
- Room Arrangement**
  - image of classroom printed in color
  - brief paper
- First Day of School Lesson Plan**
  - teaches essential procedures
  - contains ways teacher will check for understanding
  - contains ways teacher will avoid problems or misconceptions that may occur during the lesson
- In Pocket of Binder or Folder:**
  - CCMP feedback sheet
  - Portfolio rationale
  - Portfolio record keeping sheet

## Comprehensive Classroom Management Plan Rubric

Name: \_\_\_\_\_

Project Components	Possible Points	Points Earned	Comments
Belief Statements	<b>20</b>		
Rules (final version)	<b>20</b>		
Consequences (final version)	<b>20</b>		
Parent Letter (final version)	<b>20</b>		
Classroom Layout (final version)	<b>20</b>		
Classroom Procedures (final version)	<b>20</b>		
First Days of School Lesson Plan(s)	<b>50</b>		
Overall Appearance and Professionalism	<b>20</b>		
Portfolio Rationale and Record Sheet	<b>10</b>		
<b>TOTAL</b>	<b>200</b>		