

## Classroom Management Plan

I would like for your management plan to take on a scrapbook type of appeal. Please remember to be thoughtful and creative in designing your plan. You may use a binder, scrapbook or whatever you feel will express who you are as a teacher. Your classroom management plan should include the following:

- **Info about yourself** – Please include a professional photo of yourself or a picture of you at one of your observation sites.
- **Rules/Expectations** – Identify 5 or less positively stated enforceable rules/expectations for your class.
- **Procedures** – Identify 5 procedures that students will engage in on a regular basis in your class and provide steps and details for each procedure. (ex. Restroom, submitting homework, sharpening pencils, etc.)
- **Schedule** – Provide a sample class schedule that includes lunch, recess if applicable, and any ancillary periods for your students – What might your class schedule look like? Please provide grade level.
- **Rewards for Adhering to the Rules and Procedures**
  - Identify the positive consequences of following rules and procedures. Decide if students will be publicly or privately recognized. If you choose to use a reward system, specify in detail the behaviors you will target.
- **Consequences of Failure to Adhere to the Rules and Procedures**
  - Identify the steps you will take when addressing noncompliance by a student. How will you record and report infractions? What is the consequence for the 1<sup>st</sup> infraction, 2<sup>nd</sup> infraction, etc.? Procedures should be detailed for corrective actions up to and including office referral and classroom removal. Identify your plan of action for serious infractions such as fighting or vandalism.
- **Parent Communication (parent letter and newsletter)**
  - **Part I** - Include a sample letter to parents introducing yourself and welcoming students and parents to a new school year. Please include the following (must be a minimum of three typed paragraphs):
    - Opening statement
    - Educational experiences and any personal facts you wish to share

- Philosophy of education
  - Goals for the students you plan to teach
  - Open communication with parents – contact information in case parents need to contact you.
  - Discipline policy
  - Information regarding grading policy
  - Etc.
- **Part II - Class Newsletter**
    - Create a sample class newsletter that you will use to communicate with parents weekly or monthly. Creativity is a plus. Items you may consider including are:
      - Class theme
      - Contact information
      - Announcement of upcoming events
      - Invitations to class activities or open houses
      - Reminders
      - Lists of items parents could collect or save for class projects
      - Items needed in class (tissue, wet ones, paper towels, etc.)
      - Thank-you notes to families who help out
      - Descriptions of study units and suggestions for parents to supplement units at home
      - Library schedule
      - Explanations of grading policies, standardized testing, and other means for assessing and evaluating performance
      - Explanations of behavior standards and consequences for misbehavior
      - Highlights of community resources such as a museum exhibit, play, concert, or television show
      - Children's writing and artwork
      - News about classroom pets, trips, celebrations
      - Star student of the month or the Big Cheese for the Week!
- **Evaluation Plan**
    - How will you determine whether or not your classroom management plan is working? What information (data) or observation (objective/subjective) will you rely on to change or continue your plan? How frequently will you collect the information or reflect?

- **Management Strategies and Techniques**
  - Include 5 techniques or strategies you learned during the semester that you would use in your classroom and your rationale for selecting these techniques.
  
- **Miscellaneous Teacher Tidbits**
  - Information you received during the semester that will assist you in becoming an effective teacher (handouts, notes, info received from presenters, teachers, field trip, School, etc.)
  
- **Final Thoughts on Classroom Management**
  - Now that you have completed EDCI 4460 what is your perspective on classroom management?
  - What will you need to do in order to be successful in the classroom?
  - How will you begin preparing for your classroom?
  - What are you excited about?
  - What are your fears and concerns?
  - Additional comments you would like to share