

## **Educator Preparation Institute (EPI) Alternative Certification Program**

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### **TASK INSTRUCTION SHEET: Classroom Management**

Remember that this activity should be useful in your current/expected teaching situation.

*“What you do the first day of school will determine your success or failure for the rest of the year.” Harry Wong*

#### **TASK:**

Through a written communication to parents, demonstrate how your classroom rules and consequences support your classroom philosophy and the expectations from the Florida Department of Education that every child can learn. Provide parents with a list of 5-10 classroom procedures that you will implement the first week of school and explain one of the procedures in detail.

#### **DIRECTIONS:**

Develop a set of Classroom Rules and Procedures. Rules are to be limited to a minimum of three and a maximum of five. Consequences are to be limited to a five-step process. Create a bulleted list of 5-10 classroom procedures to be taught the first week of school and explain one of the procedures in detail. The procedure is to have a six-step limit. Present the above information in a positive letter addressed to parents on school “letterhead” that includes:

1. Approximately 2 pages written on school letterhead. If you are not currently employed as a teacher, use a school letterhead for “EPI Elementary, EPI Middle School, or EPI High School” and the Polk State College address.
2. A welcome including the real/expected grade level being targeted.
3. Your briefly stated classroom philosophy about learning and children.
4. The U.S. Department of Education’s philosophy which is No Child Left Behind.
5. Your rules and consequences.
6. List 5-10 classroom procedures to be taught the first week of school.
7. Explain one of your classroom procedures in detail (six-step limit).
8. Instructions for the parent as to how to contact you (email and school phone with hours that you are available to talk).
9. A section for parents to sign and return indicating that they have read and understood your rules, consequences and procedures.
10. The letter translated into Spanish using the designated website for translations.  
<http://www.freetranslation.com>

#### **CRITERIA:**

**Overall product** should include:

1. Parent welcome and teacher introduction of self
2. Personal and FLDOE teaching philosophy
3. Classroom rules and consequences
4. List 5 – 10 classroom procedures
5. Explain one of your classroom procedures in detail (six-step limit)
6. Contact information for parent to communicate with teacher
7. Hypothetical or realistic letterhead
8. Electronic translation into one common language other than English

The **written document** should include the following characteristics:

1. Appropriate and correct grammar and spelling
2. A positive and welcoming tone
3. Realistic expectations for the grade level targeted

#### **ADDITIONAL INFORMATION:**

**Classroom Procedures:** Method or process for how things are to be done in a classroom. No penalties or rewards. Procedures include topics like; how to enter the classroom, how homework is to be turned in, lining up, sharpening pencils, class dismissal, how to make up work, and issuing hall passes.

**Classroom Rules:** Classroom rules refer to guidelines for students’ behavior. Rules set limits.

**Classroom Consequences:** Classroom consequences refer to disciplinary steps that the student works through when classroom rules are broken. An office referral is the last step.

## Classroom Management Task Scoring Criteria

Student Name \_\_\_\_\_

Lesson Topic \_\_\_\_\_

<b>Criteria</b>	Possible Points	Points Earned
Letter is written on school letterhead & is limited to 1-2 pages.	5	
Welcome is inviting and friendly. Includes grade level being targeted.	5	
Teacher's classroom philosophy is clearly stated.	5	
Participant has a clear understanding of the Federal and State Department of Education's philosophy which is No Child Left Behind.	5	
Simple classroom rules are stated that are consistent and equitable to all.	10	
Reasonable consequences for rule violations are stated & limited to a five-step process.	10	
List of Classroom procedures are appropriate for the grade level and the beginning of school.	10	
Provides clear direction for one classroom procedure in detail (six-step limit).	10	
Teacher contact information includes school phone number and e-mail address.	5	
Letter is accurately translated into Spanish.	10	
Overall letter exhibits a positive, warm, and welcoming tone.	5	
Overall expectations are appropriate for grade level targeted.	5	
Letter contains a section to be signed and returned by parents indicating that they have read & understand the contents of the letter.	5	
Correct spelling, punctuation, grammar.	10	

Total Score \_\_\_\_\_