

Pam Conover  
Classroom Management Plan  
June 27, 2019  
Secondary

## **Mrs. Conover's Class Procedures**

**Arrival:** Walk quietly into the classroom, turn in homework assignments, pick up any missed work, then take your seat. Check the board for bellringer activity and work quietly while waiting for instruction.

**Tardy:** You must have a tardy slip from the office before entering the classroom. Enter the classroom quietly and begin working. You are responsible for any work missed.

**Absence:** If you are absent, you are responsible for picking up missed work or handouts from the "absent bin". Ask a member of your group for any notes you may have missed. For every day missed, you have one day to complete and return the work. If you miss a test, let the teacher know and you can complete it during advisory period.

**Homework:** Homework is due the next day at the beginning of class. It should be placed in the homework bin with your class period number as you enter the classroom. Homework that is turned in late will be counted off 5 points for each day it is late.

**Attention, please:** When I raise my hand, you are to stop what you're doing and wait silently, quietly notify classmates that haven't noticed, remain silent and give me your full attention.

**Visitor in the room:** When a visitor knocks on the door, only the teacher may open the door for security reasons. Once the visitor enters the room, you are to work silently until I advise you to resume your activity.

**Getting the Teacher's Attention:** Quietly raise your hand until I call on you. If I have not acknowledged you within 1 minute, ask for me by name.

**Restroom:** If I am in the middle of instructing the class, wait until I have finished. Otherwise, quietly raise your hand and ask. If permitted, quietly take the restroom pass and write your name and time out on designated clipboard. When you return, quietly replace the pass, write time in, and return to your seat. Only one student may use the restroom at a time.

**Lining Up/Hallway:** When leaving the classroom, we will quietly line up and leave the classroom. We will walk quietly to our destination, showing respect for those working in their classrooms.

**Collaborative Group Work:** When working in groups, you are expected to offer help to your teammates, ask teammates for help when needed, participate and make a contribution to your team, encourage others to participate and contribute, treat others with respect, and listen respectfully to your teammates.

**Transition:** I will give a two-minute warning when we are about to change activities. During this time, you should quietly wrap up what you are doing, gather up supplies, and wait quietly for instruction.

**What To Do When Done:** Check the instructions and look over your work to make sure you did it correctly and didn't forget anything. Make sure you have name and heading on your paper and turn it in. Read quietly or work on homework while waiting for instruction.

**Dismissal:** Clean up your area, return any supplies, and throw away trash. Wait for teacher to dismiss you, then quietly walk out of the classroom.

**Home and School Connection:** Encourage parents to visit class website for information on upcoming events and assignments in our classroom. Encourage parents to sign up for monthly campus newsletter. On Fridays, send home a "week at a glance" paper newsletter that includes events and assignments for the following week, as well as, classroom website address and information about subscribing to campus newsletter.

**Bullying Pledge:** Instruct students on types of bullying and that bullying of any form will not be tolerated. Victims and witnesses should report any bullying to a teacher or administrator immediately. Bystanders should speak out against bullying when they witness it and report it immediately. Have students recite Bullying Pledge and sign it.

I understand that bullying in any form is against State, District and School rules. I agree to stamp out all types of bullying. I believe that everyone should be able to enjoy school, feel safe, secure, and accepted regardless of gender, ethnicity, popularity, athletic ability, intelligence, religion or nationality. By signing this pledge I agree to:

...Support students who are bullied

...Teach by example treating others with respect

...Open my eyes and be alert to all incidents of bullying

...Prevent bullying by reporting any suspicious behavior Signature

\_\_\_\_\_ Date \_\_\_\_\_

Retrieved 06/2019 from <http://www.lusd.net/common/pages/DisplayFile.aspx?itemId=18530532>

I will prepare a PowerPoint presentation with classroom procedures that we will go over the first two days of class. The procedures will be implemented using the Three Steps to Teaching Classroom Procedures: Teach, Rehearse, and Reinforce. For each procedure, I will Teach it by explaining and modeling it for the class. I will then choose a student to role play the procedure, then allow time for discussion, questions or clarification. After going through all procedures, we will Rehearse the procedures. I will place students into groups and they will practice the procedures while I observe. While observing, if a student looks lost or isn't following directions, I will Reinforce by verbally coaching and demonstrating what they should do and praising students that are correctly following steps of the procedure.

## **Mrs. Conover's Class Norms**

Classroom norms are the expectations of our classroom. We will collaborate and decide on the norms together. The students will pledge to be responsible learners and take accountability for their success.

- 1.** Come to class on time, prepared, and ready to learn.
- 2.** Respect one another, the classroom, and other people's things.
- 3.** Listen during instruction and follow directions.
- 4.** Follow class procedures
- 5.** Observe rules in student handbook.

## **Consequences for Breaking Rules**

- First Time: You will receive a warning.
- Second Time: You will be removed from the activity, we will have a conference with a chance to return to the activity.
- Third Time: You will receive an office referral and a phone call to parents.

## **Rewards for Following Procedures and Rules**

- You are Awesome certificate
- No Homework Pass
- Positive call to parents

## **Before the Students Arrive Checklist**

- Decorate the room and make bulletin boards: one for student achievements, one for classroom procedures and school calendar.
- Arrange seating and make seating charts.
- Make bins for each period to turn in homework and pick up missed work.
- Create classroom procedures and post hard copy to bulletin board.
- Create class rules poster and post in visible area.
- Create syllabus.
- Create PowerPoint with classroom procedures.
- Create bellringer activity.
- Make Lesson Plans for the first two weeks.
- Get ready to greet students at the door enthusiastically with a smile and handshake!

## Letter to Students

June 17, 2019

Dear Students,

It is with great pleasure that I introduce myself as your business teacher for the 2019-2020 school year! I am looking forward to teaching essential skills that will help you be successful through high school, college, and your career.

I believe you will find my instructional methods to be informative and fun. We will go through this journey together, learning from one another. As we learn new concepts and tackle challenging academic achievements, we will work collaboratively to solve problems and find solutions.

You can count on me to be there for you and help you be successful, not just in my class, but in life. I want you to know that I am here to help, encourage, love, and prepare you for the future.

I look forward to meeting you in person and learning more about you and your goals.

Sincerely,

Pam Conover  
Business teacher  
Room 202  
Best High School

## Letter to Parents

Aug 15, 2019

Dear Parents,

My name is Pam Conover and I will be your child's business teacher this year. I grew up in a small town near Waco, but I have lived in the DFW area for most of my life. I have a Business degree from Tarleton State and I am currently pursuing my Master's degree in Curriculum and Instruction. I have been busy all summer preparing for the school year and eager for the first day of school. We are going to have a fun, challenging, and productive year learning skills that will help students be successful through high school and beyond.

I am aware of the impact teachers have on students and I don't take the responsibility lightly. I encourage open communication between parents and teachers and hope this letter is the beginning of that dialogue. Please feel free to contact me anytime by phone or email to discuss your child and how I can help them be successful in the classroom. I encourage you to visit my class website [pamconover@weebly.com](mailto:pamconover@weebly.com) for updates on class activities and subscribe to the campus newsletter for campus updates.

I would like to know more about your student and I am requesting that you take a moment and email me things you would like me to know about him/her. What are his/her greatest strengths, proudest achievements, or favorite things to do? What are things you like or admire about him/her? How does your child learn best? Include anything you would like to share with me about your child. I look forward to a successful year and meeting you in person during Meet the Teacher on August 21 at 6:00 pm.

Sincerely,

Pam Conover

[pconover@anyschool.com](mailto:pconover@anyschool.com)

Best High School, room 202

817-555-5555

## Schedule for the First Day

- 7:55 – 8:05 Enthusiastically greet students at the door. Make eye contact, shake their hand and tell them you're happy to have them in class.
- 7:55 – 8:05 Have seating chart projected onto whiteboard and have students find their seats.
- 8:05 – 8:10 Introduce myself, write name on the board, and share personal information. Discuss expectations and educational philosophy. Explain bell ringer activity and that this will normally be started as soon as the bell rings. Have students start working on bell ringer.
- 8:10 – 8:20 Take attendance, having students give preferred name and share one thing they enjoy doing in their free time.
- 8:20 – 8:25 Share expectations about being to class on time with materials, in their seats, ready to learn. Explain tardy policy. If student is tardy, they must go to the office for a tardy pass. Lunch detention will be issued after the third tardy.
- 8:25 - 8:30 Share attendance policy and point out bins where missed assignments can be picked up, and where homework is to be turned in.
- 8:30 – 8:35 Point out Bulletin Boards and what is displayed on each.
- 8:35 – 8:45 Point out classroom norms posted in room and go over them together. Ask if there is anything they don't agree with or they would like to add.
- 8:45 – 8:55 Go over PowerPoint presentation on classroom procedures, schoolwide discipline plan, and syllabus.
- 8:55 – 9:00 Distribute paper copies of syllabus, classroom procedures, and supply list.
- 9:00 – 9:05 Explain dismissal procedure as the class prepares for dismissal.

\*Repeat for each period throughout the day



## **Bell Ringer Activity for Day 1**

Tell me what makes you special. What do you hope to learn in this class? How do you think it will help you through high school and beyond? How do you learn best? Seeing, Hearing, or Doing?