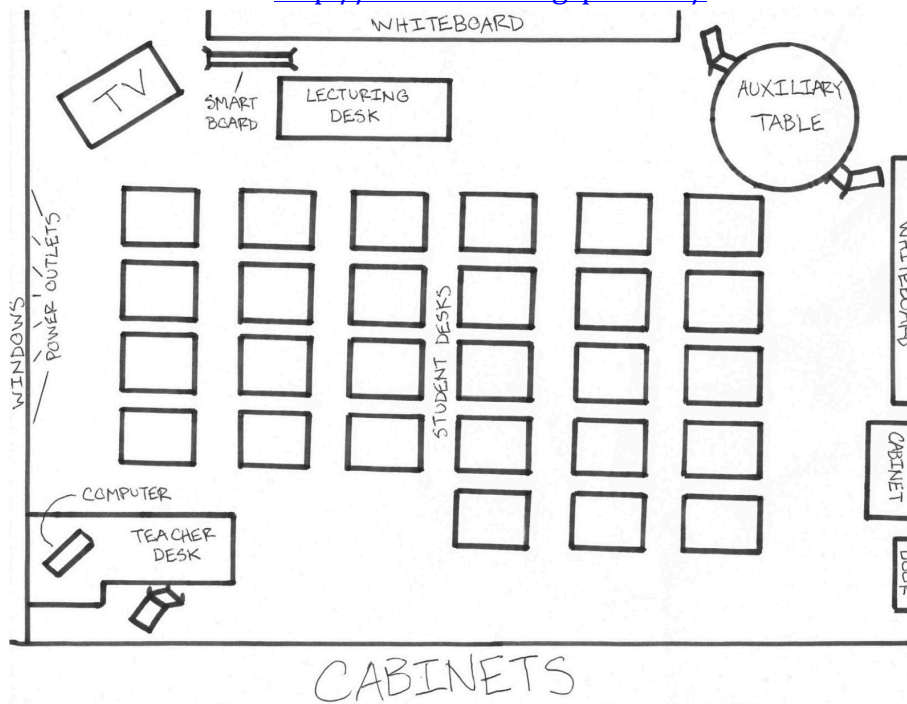## Classroom Management Plan

1) Courses you would like to teach:
   a. I would like to teach, but I am not limited to: personal financial literacy, business management, marketing, accounting, economics, web design, introduction to computers, and keyboarding.
2) Classroom Structure
   a. I will run my classroom with this motto: Be firm, be fair, and be friendly. This order cannot change. I will not gain any respect by trying to be everyone's friend on the first day of school. Students need a steady person in their lives that will treat them with respect and fairness. Some students come to school for a break from their home lives, and I want to make the environment as positive as possible. In my opinion, the only way to make the environment positive is through good classroom management, (which will result in a well-behaved classroom where students get treated fairly and are positively encouraged) and it is the best way to have a positive experiment at school.
   b. This is an example of a floor plan I would like to implement in my classroom, space permitting. I want my desk to be in the back of the classroom, because I plan to be more active in the classroom. Also, during work time, students are not given the opportunity to study me – but I can study them. More than likely, if I am teaching any computer classes (which is common as a business teacher), every student will have a computer in front of them. I will be able to monitor every student's activity on the computer, and track if they are staying on-task.
   c. I will have a seating chart in my classroom. With this said, I will be flexible and give students the opportunity to sit with friends, but once they act up they will be back into the original seating chart. I will also mix it up often so that students don't sit with the same ones all the time. I will try to put loud and disruptive students closer to the front, so that the chances of them disrupting are hopefully lowered.
   d. This sketch is from http://alistair12.blogspot.com/

3) Classroom Expectations
   a. Posted Classroom rules:
      1. Be on time and ready to work.
      2. Respect EVERYONE and EVERYTHING
      ii. These rules will help with my classroom management tremendously. If a student forgot their textbook, they have broken the first rule because they did not come to class ready to work. I am also a firm believer in respect, and respect can go a long way. If you forget to bring your textbook, the student is also breaking rule number 2 - they are disrespecting the teacher and other students my disrupting class to get their book. I feel that if we have the rule of respect everyone, students can relate many broken rules to rule number 2. For instance, if there is gum left under a desk, and a student argues that there is no rule for leaving chewed gum anywhere – I can say that they have broken rule number 2. These sets of rules will be very broad, clear, and useful.
      iii. When a student has broken a rule, I will make note of it and ask to speak to them after class. If they argue or are non-compliant, I will call down to the principal's office.
   b. How the classroom rules will be taught:
      i. I will have the rules posted in the classroom, and we will go over them on the first day of class, again on the second week of class, and then periodically when students need a brief reminder.
   c. How will you TEACH one of your routines?
      i. I will perform the routines quickly, and teach them when all students are paying attention. All lessons will begin promptly, and engage learner's attention and maximize instructional time.
   d. What will be your pre-correction reminders?
      i. I will reinforce productive behavior by the use of proximity control, use of the learner's name in the context of the lesson, redirecting learner attention, and by encouraging learners to take personal action.
   e. What will be your correction procedures? (Fully develop this to include all steps including the point that you would ask them to leave the room and procedures for that)
      i. I would like to provide situational assistance by taking time for a quiet work, providing rule reminders, removing the learner from the situation, responding with clarity and firmness, arranging conferences with misbehaving learners, and asking the parents or guardians for help.
      ii. **1st offense**: Verbal warning to the student
          2nd offense: Meeting with the student and myself, notice mailed to parents
          3rd offense: Meeting with the student, principle, and myself, notice also mailed to parents
          4th offense: Meeting with the student, principle, parents, and myself
   f. What will be your record keeping system?
      i. I will use the course management system, like infinite campus, blackboard, or my K12 teacher website – whatever the school district I am teaching for requires.

      g. What will be your follow up procedures?
- i. My follow up procedures are implementing the consequences by losing a privilege, providing in-class isolations, removing the learner, making up wasted time. I will also involve others by involving parents or guardians, and arrange conferences with other professionals.

4) Description of policies
- a. I will abide by the rules set by the school district. I will follow the policies established and I will encourage students to follow them as well. If a student breaks a school rule, I will do what the handbook states – whether I myself am the discipliner or if the office takes care of it. When it comes to detention, I feel that students should not get a free study hall pass, and that the students should have to clean or help others in some sort of way. Sometimes the school district will have detention set up on Saturday mornings, so I will again, abide by the policies that are set forth.
  - i. Homework Policy
    1. Multiple assignments will be given throughout each unit. Time will be allowed in class, yet students should expect to work on assignments outside of the allotted class time. Assignments are due before the class period starts the following day, unless otherwise stated when the assignment is given. Assignments will be submitted into the appropriately signed basket, share drive, or course management system. Failure to do this will also result in a dock in grade.
  - ii. Late-work Policy
    1. Students will have 2 days to turn in late work for ½ credit of their original grade. Late work is not acceptable, but will be used for ½ credit.
  - iii. Tardy
    1. Students must follow the school district's policy for tardiness and absences.
  - iv. Clothes & Dress
    1. Students must follow the school district's policy for clothes and dress. I also believe that if a student's clothes or dress is distracting the classroom in any way, it is under my discretion to send that student to the office.
  - v. Candy & Gum
    1. Students must follow the school district's policy for the consumption of candy and gum in the classroom.
  - vi. Make up Work
    1. Students will have 2 days to turn in make up work for each day that they are absent or sick.