

# Classroom Management Plan

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This document is a compilation of my top ten beliefs on classroom management. It will include my philosophy on teaching, routines and procedures, implementation of classroom management practices, classroom set up, and a parent letter. These are the values that I hold strong to, and I believe that through their implementation my classroom will be an environment conducive to learning.

### **Philosophy of Classroom Management:**

The foundation of my values is based on ideas from theorists such as Coloroso, Wong, Gordon, Marshall, Kohn, Albert, and Canter. Each of these theorists present ideas that I feel are important to the classroom. I believe that by taking bits and pieces from each of them I can construct my own classroom management plan that will serve to benefit my students in the learning process.

### **Top Ten Beliefs:**

My first belief deals with Marvin Marshall's theory on positivity, an emotion of optimism. Being around happy people makes a person feel better. Smiles are contagious. Therefore as teacher I plan to be optimistic and excited about learning. A teacher once told me that part of being a good teacher is being a good actor; even when you do not like what you are doing or do not feel well you cannot let the students know. If you the teacher are not excited about the topic then the students will not be excited either. I plan to start my days with a smile and end them the same way.

Next I believe in Wong's theory in preparing the classroom and procedures prior to the first days of school. Then once those procedures are established the teacher should

spend the first few weeks modeling and practicing those procedures with students. In order for the classroom to run smoothly, the teacher needs to have appropriate procedures for students to follow. These procedures can eliminate behavior problems and help in maximizing the learning time.

Lee and Marlene Canter present positive recognition, an idea that I feel is important in every classroom. Positive recognition refers to encouraging students and giving personal attention to those who act appropriately. Rather than calling out students that are misbehaving a teacher can make a comment about how well another student is behaving. This gets the attention of the other students, and they begin to model the appropriate behavior, which leads to Gordon's idea on preventative measures.

The best way to avoid misbehavior is to try and prevent them before they occur. According to Thomas Gordon teachers can do three things to prevent most discipline problems: use I-messages, collaborate rule setting with students, and use participatory classroom management (80). To avoid unnecessary blame I will use I-messages in my classroom. This will prevent students from shutting down, and will allow us to work together to solve problems. In the room there will be three rules: respect yourself, respect others, and respect peoples property. Students will then brainstorm rules that they think are necessary in the classroom and we will connect them with the three classroom rules. This will ensure that the students understand the rules and gives them a sense of responsibility to them as they helped to define their meaning. Participatory classroom management will help students gain confidence and self-esteem in the classroom. They will have choices, which will give them a sense of power and will be involved in class decisions, such as topics at class meetings.

Kohn is a believer in class meetings. This is an activity in which all students can be involved and can happen as often as daily. They allow for students to express thoughts and feeling on different topics, which students can be involved in selecting. In my classroom, I plan to have class meeting weekly. This will be an opportunity for students to let me know how they are feeling about different things in the classroom. I believe that through these meetings students will build trust and confidence in each other as well as in me, the teacher.

Building relationships between students is another belief of Kohn. By getting to know my students, I will be better able to meet there needs, and I believe they will behave more respectfully in the classroom. According to Kohn, if they know they are cared about, they are more likely to care about others (85). I will build these relationships through class meeting and talking with students, which will help in building a community of learners.

Another strategy in creating a community of learners is class arrangement. In my classroom student desks will be clustered into groups of four. Each student will have their own workspace, but they will be surrounded by the support of three of their classmates. These group clusters will work together during cooperative learning time, and will switch several times throughout the year. This will give students the opportunity to work with a variety classmates, and build trust and confidence in each other.

Promoting responsibility among students is a belief of Marshall, that I plan to implement in my classroom. Students will be assigned a variety of jobs throughout the year in which they will be responsible for a certain task. The tasks will range from passing out papers to being line leader. Students will also be responsible for returning

homework and completing class work. If assignments are not turned in students will have a consequence that will be decided collaboratively with the students on the first few days of school. Along with jobs and homework, students will be responsible for their behavior. I feel that holding students accountable for their behavior leads to inner discipline.

Inner discipline is a theory presented by Barbara Coloroso in which students have the power to make decisions and then are responsible for the consequences. The idea is for students to build self-control. In my classroom students will be done by trusting students and treating them the way in which I would want to be treated. When a problem arises, I will facilitate students into solving the problem. Although some problems may have direct consequences tied to them; in that instance students will just have to accept the decision they made. However, in appropriate situations students will be given the opportunity to use problem-solving skills in order solve their own problem.

Lastly, I believe in keeping parents involved in their child's education. This is an idea of Linda Albert. As a teacher, I plan to send home a monthly newsletter to parents. The letter will briefly describe what is happening in the school and in the classroom, as well as give parents ideas on what they can do at home to help in their child's education. I also plan to make phone calls to parents letting them know when their child is doing exceptionally well, or when they might need a little extra help. I think it is important to keep in contact with parents; this allows them to know what is going on in the classroom and exiles all surprises at parent-teacher conferences. Parents should know how their child is doing often, that way they can intervene if necessary.

By implementing these beliefs I feel that my classroom will be a warm caring environment. It will be a safe place for students that is conducive to learning. However in order for these beliefs to work they must be integrated into the classroom routines and procedures.

### **Procedures and Routines:**

**Beginning of the Day-** The beginning of the day can make or break a classroom. According to Wong it is important to have a routine for students to follow when they get to school each morning. This structure will allow for fewer behavior problems because students will be engrossed in their morning routine. The expectations of the student will be to unload all needed materials from their book bag. They will then store their book bag, lunch box, gym clothes, and jacket in their locker or closet. Afterward students will sort through their homework folder and turn in all assignments to their appropriate tray. When they have finished students will walk to their desk where they will find their morning work. During this time students will be required to sharpen five pencils. This will ensure that they will have a sharpened pencil at all times of the day and limit the distraction of the pencil sharpener in the midst of class. When they are finished with their morning work there will be an assigned basket or tray in which the student will turn in their assignment. Expectations of the teacher will include to teach this procedure to the students, as well as to have an appropriate basket labeled for the students to turn in all assignments.

**Classroom Helpers-** Classroom helpers can make a classroom run like clockwork if implemented correctly. In my classroom the helpers will switch each week and will be

displayed on a bulletin board in the classroom. There will be a “Paper Specialist.” This student will be in charge of collecting and passing out papers throughout the week. The next job will be the “Line Leader,” which is self-explanatory. This student will lead the class when going to lunch and specials. There will be a “Trash Collector;” this individual will be responsible for picking up any trash that might be on the floor at the end of the day. Lastly, there will be a “Secretary.” This student will be in charge of checking attendance and gathering lunch money. Once the money is gathered he or she will walk it down to the office or cafeteria.

**Getting Attention/Signaling for Quiet-** Through different experiences in the classroom I have found the give me five method very effective for getting student’s attention. For this technique the teacher raises his/her hand in the air. The students then go through the five steps: eyes on the speaker, quiet, be still, hands free, and listen. This is a procedure that should be taught within the first days of school. In my classroom when I raise my hand it will be a signal for each student to go through the steps and raise their hand as well so that I know I have their attention.

**Communication with Parents-** Communication with parents will be done through monthly newsletters and calls home when necessary. The responsibility of the students will be to transport the newsletters home and give them to their parents. The teacher will be responsible for typing the letters and getting them out on time. These letters will contain information about the school and the learning goals for the classroom throughout the month, as well as contain information on what parents can do at home to help in the learning process with their child. The teacher can also maintain contact with parents through email if it is available to the parents. I feel that maintaining contact with

parents is essential in the success of students, and it will be my responsibility to sustain contact with them however possible.

**Distributing Materials-** When distributing materials to the class, I will have the assistance of my “Paper Specialist.” This student will help with passing out any necessary papers. When working on a project or assignment that involves a variety of materials, the teacher will prepare them before class, and then put enough items in a basket for each student at a desk cluster. When it is time to work on the project the teacher will place a basket at each desk cluster containing all the necessary materials.

**Expected Behavior During Cooperative Learning-** In my classroom there will be several opportunities in which students will be working in groups. During this time students will be expected to collaborate with those students in an appropriate manner. Students will be expected to use indoor voices, and respect the opinion of every person in the group. There will be no put-downs. If students do not agree on an idea they should talk amongst themselves and use problem-solving skills to come up with a compromise. I believe that students learn best from each other, and that if each group member respects the other then working in groups will be very beneficial in the learning process.

### **Implementation of Classroom Management Practices:**

**Classroom Rules/Expectation:** In my class there will be three rules: 1.) Respect yourself . 2.) Respect others. 3.) Respect people’s property. I feel that these three simple rules are easy to remember and include all other rules. To prove this and demonstrate to my class, on the first day of school I will have students brainstorm

classroom rules. We will then write my three rules on one side of the board and the student's rules on the other side. We will then draw lines to where we think each rule fits. For example if a student makes a rule that states, "Do not hit." that rule would fit under respect others. The classroom rules will then be posted in the classroom, so that all students can see them. If a rule is broken there will be consequences. However, these consequences will be determined collaboratively between the students and the teacher. Once the consequences are determined the teacher will post them next to the classroom rules, so that they are visible to students all year.

**Characteristics Used to Engage Students:** I want students to be enthusiastic about learning. In order for this to happen, I have to make my curriculum and instruction engaging for students. I feel that the best way to keep students engaged is by letting them experience the material. Students will be involved in story drama, research projects, experiments, and observations. I plan to challenge my students and encourage them to think critically and problem solve. When instructing, I will be enthusiastic about the topic, in hopes that my excitement about the topic will spread to the students and show in their coursework.

**A Classroom Management Style that is Preventive, Supportive, and Corrective:**

My classroom management plan includes strategies that are preventive to misbehavior. I will plan lessons that are engaging to students and I will manage my time in order to utilize it appropriately. I also plan to use strategies presented by Gordon that include the use of I-messages and allowing students to be involved in decision making. I

have that by allowing students to be involved in the decisions of the class they will be more likely to act appropriately.

My classroom will be supportive, as students will work together for common goals. The classroom will be arranged so that students can work together and collaborate. Student desks will be in clusters of four, and there will be centers located around the room that will be used to enrich learning. Students will also be involved in class meetings, in which students will express ideas and feelings and seek guidance from their classmates. I feel that by allowing students opportunities to work together, they will build trust and confidence in each other, encouraging them to seek support in one another. I will also support students in reminding them at appropriate times about their behavior, in hopes to eliminate misbehaviors before they occur.

My classroom will be corrective in the way in which consequences are enforced. Students will be involved in creating the consequences, in hopes that they will feel as an equal in the classroom and that I value their input. However, as a teacher, I must take into consideration the needs of my students. I would not punish an autistic child the same way in which I would punish another child, as children with special needs have different abilities than other children. I also hope that through my management plan students will build respect for themselves and for others, keeping misbehavior to minimum.

**Conclusion:**

Throughout the year I have become familiar with ideas from many different theorists. It is from those theorists that I have taken ideas to construct my own classroom management plan that I feel will be successful. These ideas have been compiled and

tweaked to match my personality and beliefs on teaching. My goal is for all students to be successful, and through the implementation of my management plan, I feel that misbehaviors will be limited thus expanding the learning time.

**Parent Letter:**

Dear Parent or Guardian,

Hello my name is Miss Dennis and I will be your child's teacher this year. I am very excited to get to know your child, as I think this is going to be a GREAT year. I have lots of fun activities planned to enrich your child's education. My classroom will be a place of learning through experience and inquiry.

As the year begins, I feel that it is important to inform parents of the rules and procedures that I have implemented in my classroom. There will be three simple rules that I expect students to follow.

1. Respect Yourself
2. Respect Others
3. Respect People's Property

We will review these rules the first day of school and students will brainstorm together defining each rule. I want my expectations to be clear from the beginning.

Students will also be involved in creating consequences for the rules. I believe in giving students responsibility, and I feel that by allowing them to attach consequences to the rules they will be more likely to abide by the rules. These consequences will have to be approved by me, as we will work collaboratively in their creation.

Lastly, I believe in parent involvement. Each month I will be sending home a newsletter that will contain information about the school, what we are working on in the classroom, and ideas on what you can help your child with at home. I will also be making house calls when I feel necessary. I like to let parents know when their child is

doing exceptionally well, or when they are struggling a bit. I feel that by keeping this contact we can make this year a success for your child. My door is always open to parents. Feel free to contact me by phone, email, or scheduled visits.

Phone: 555-555-5555

Email: [afdennis@someschool.k12.in.us](mailto:afdennis@someschool.k12.in.us)

Thanks for all your support!

Sincerely,

Miss Amanda Dennis