**Kimberly Coltrain’s Classroom Management Plan**

*\*\*Please thoroughly read and discuss our classroom management plan with your fourth grader. Then, sign and return the signature page. Thank you!\*\**

· **Classroom Processes/Procedures**

Beginning of Class Routine

Students will take care of all restroom needs before entering the classroom. Once in the classroom, students will unpack, turn in all homework to the Homework Box, sharpen dull pencils, and begin working on the Bell Ringer question(s). Students will also make their lunch choice by writing their name under the choice they want.

Answering Questions/Volunteering

Students will not talk out of turn or interrupt others, but will rather raise their hands to answer/ask questions or volunteer. Students are expected to be ready to answer questions regardless of whether or not their hand is raised. To ensure that every student is afforded the opportunity to participate in class discussions, each student’s assigned number will be written on a craft stick and randomly pulled from a bucket throughout instruction.

Lining Up/Walking Down the Hall

Students will line up in a single file line and walk silently in the halls. Students will follow Raider Rules when walking down the hall. Should a student talk when in the hallway, they will lose a Dojo point. When switching classes, students will silently line up against the wall outside of Mrs. Powell’s classroom.

Restroom/Water Breaks

There will be scheduled class restroom/water breaks throughout the day. To avoid class interruptions, every student is expected to at least try to use the restroom during these breaks. Should a student have a restroom emergency during class, they will raise their hand with the sign for restroom, and they will be allowed to leave during a break in direct instruction. If restroom emergencies become a frequent distraction during instruction, a phone call home will be made. Students will be allowed to have a single bottle of water (water ONLY) on their desks. If a student should get thirsty and does not have a bottle of water, he or she should raise their hand with the sign for water.

Leaving the Classroom

Students will raise their hand with one of three signs to silently signal a request to leave the classroom. A request to leave the classroom for a restroom emergency will be shown with the American Sign Language (ASL) sign for R (index and middle fingers crossed). A request to get a drink of water will be shown with the ASL sign for W (three fingers in the shape of a W). A request to leave the classroom for any other reason will be shown with the ASL sign for L (index finger and thumb in the shape of an L). Requests will be granted/denied at the discretion of the teacher.

Homework/Classwork

Students are to complete all assigned homework each night. They are to complete the homework themselves, in their own handwriting, even if they receive help (which is encouraged). All homework should be complete and ready to be checked at the start of class in order to receive credit for completing it.

All homework completion is recorded in the homework section of the grade book. Completed homework that is turned in on time will receive full credit (100%). Partially completed homework will receive credit for what is completed. No late work will be accepted in math/science. Not submitting homework will receive no credit (0%). *Homework completed in any handwriting other than the student’s is considered “not submitted” and will receive no credit (0%).*

When a student is absent, the work that he or she missed will be provided to turn in as make-up work without penalty. If the absence is unexcused, the student must turn in the make-up work the day after receiving it. If the absence is excused, the student must turn in the make-up work no later than three (3) days after receiving it. The teachers reserve the right to extend the time allowed for make-up work, as determined on a case-by-case basis. If make-up work is not submitted on time, it is recorded as zeros in the grade book. \*See the student handbook for a definition of “excused absence.”

Classwork can be independent or group work, depending on the task and/or standard we may be working on. If classwork is group work, students are expected to collaborate with their group (share thoughts/ideas, give positive coaching to those who are struggling, ask/answer questions to clarify understanding), and turn in any assignments that will be collected. If classwork is independent, students are expected to work silently by themselves and turn in all work in their specific classwork bin. Coltrain’s homeroom and Powell’s homeroom will each have a different colored bin for work that is collected.

All graded work will be weighted into students’ overall averages as follows:

* + Homework/Participation: 10%
  + Classwork: 20%
  + Quizzes: 30%
  + Tests: 40%

Homework/Participation grades will account for 10% of the students’ final grade. Classwork grades will account for 20% of the students’ final grade. Quizzes will account for 30% of the students’ final grade. Tests will account for 40% of the students’ final grade.

***\*Please note that******quizzes and tests account for 70% of the final grade.***

***This means that it is imperative that all students study every night to be able to master the standards’ requirements on assessments.***

Classroom Library

Students will be split into five groups and assigned a specific day of the week to check out up to two classroom library books from their homeroom classroom libraries. On the students assigned day to check out books, they will select their books and check them out using Booksource’s Classroom Organizer on the computer. Students may keep their classroom library books for one week. Students will use the Classroom Organizer to check books back in and put books back in the appropriate basket.

Classroom Jobs

Each week teacher helpers will be assigned. The helpers for the week will be selected using their student number. Helpers will be responsible for taking notes to the office, picking up snack from the lunchroom, and helping out as needed.

Math

All students must show work for math problems!! All math work must be done in pencil!! NO PEN is accepted!

Communication

Every Tuesday, Weekly Communicators (red folders) will be sent home with students to share with their parents/guardians. The Weekly Communicator will include student work, information, notes, and a newsletter, with the expectation that parents/guardians review everything in the folder. Parents/guardians are required to fill out, sign, and/or return all items on the “RETURN TO SCHOOL” side of the red folder. All items on the “KEEP AT HOME” side of the red folder should be removed and not returned to school.

**Classroom Rules**

Classroom rules will be formed as a group, printed on a poster, signed by each student, and posted on the wall where they are visible at all times. Though the rules will be formed as a class, I anticipate them to be similar, if not exactly as follows:

In general rules will be along the lines of this:

1. **Be Respectful** – Always be kind to others

2. **Be Prepared** – Always come to class with your assignments and materials

3. **Be Positive** – Attitude is powerful!

4. **Be Productive** – Use class time effectively!

5. **Be Polite** – Raise your hand, Do not talk while others are talking, stay in your seat unless told otherwise

* **Incentives and Consequences**

Our team will use an internet-based behavior system called ClassDojo to motivate students to stay on task. The students earn positive points for appropriate behaviors (i.e. working hard, staying on task, helping others) and also earn negative points for inappropriate behaviors (i.e. disrespecting a classmate or teacher, being off task, being unprepared). Positive points accumulate and are redeemable for classroom incentives. Negative points accumulate into consequences.

Positive Points Earned:

*10 positive points*: Owl Coupon (Coupons include - but are not limited to - being able to listen to music while working independently for one day, being able to use a pen on all assignments for the day, and being able to move his or her desk anywhere in the room for one day.)

*20 positive points*: Win-a-Spin (This is an iPad app that allows the students to spin a wheel to decide their incentive. Incentives include an Owl Coupon, a treat from the Treat Jar, and a trip to the Treasure Chest.)

*30 positive points*: Trip to the Treasure Chest (The students will be able to dig through and select one knick-knack from the chest.)

Positive points accumulate from day to day and will be redeemable every Friday. Each student will have the option to spend or save his or her points for a later Friday. Students will receive class points for earning “Class Compliments” from school personnel other than Mrs. Powell and Ms. Coltrain. When the class accumulates 10 Class Compliments, the class will be awarded an incentive that will be determined by and voted on by the students.

Negative Points Earned:

*3 negative points:* Teacher’s Choice (Typically silent lunch or laps around the basketball court during recess.)

*6 negative points*: Note or phone call home

*9 negative points:* Visit the office

*Fighting, cursing, spitting, hitting:* Automatic visit to the office, regardless of negative points accumulated

Negative points reset every day.

*We will discuss the rules and this system extensively in class, so that the students understand what is expected of them. The parents will also receive instructions for how to log on to the students’ online ClassDojo account, in order to have a better connection between home and school.*

Please review this with your student, sign confirming that you have done so, and send back to school by Friday, August 28. Be sure to keep the management plan for your record. Thanks!