



Professional
Development
GROWEXCELLENCE

South Atlantic Conference of
Seventh-day Adventists
Office of Education

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My Classroom Management Plan

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My Classroom Rules

- Keep your eyes are on the teacher.
- Listen to and follow directions the first time they are given.
- Raise your hand quietly and wait for your turn to speak.
- Be respectful of others and your space around you.
- Do your best work every time.

Rewards

- Extra recess time.
- Lunch with your teacher.
- 1 “Pascal” buck for each day your card is “green.”
- Access to “Pascal” shop at the end of the week.
- Extended technology time.
- Teacher for a day.
- Classroom celebration – All cards stayed green for the week.
- “Friday Matinees” – Movie at lunchtime.

Consequences

When you have broken a rule, it will be your responsibility to change your card.

- Green: No warning given.
- Yellow: Warning given; 5 minutes taken away from privileges.
- Red: 10 minutes taken away from privileges; completion of behavior reflection sheet.
- Orange: Loss of privileges; phone call to parent; student will speak to parent with teacher present; completion of behavior reflection sheet.
- Purple: Student conference with principal; parent-teacher conference involving principal.
- Severe Clause: Teacher will change card to most severe level. Student will be removed from class. Principal will contact parent(s) and administer appropriate disciplinary measures to rectify behavior.

Taking Attendance Procedure

- The teacher will call your name to record your attendance.
- When the teacher calls your name, stand at desk and respond by saying “present.”
- After your attendance is taken, you may take your seat again and wait for further directions.

Addressing Frequent Tardiness

- Three (3) unexcused tardies in a week – Phone call to parent(s) to address concern.
- Ten (10) unexcused tardies - Letter home to parent(s) to address concern.
 - Concern brought to the attention of the principal.

Addressing Excessive Absenteeism

- Three (3) unexcused absences in a week – Phone call to parent(s) to address concern.
- Four (4) or more unexcused absences – Letter home to parent(s) to address concern.
 - Concern brought to the attention of the principal.

Addressing Off Task Behavior

1. First address
 - Teacher will remind the student in private that he/she must get back on task.
2. Second address
 - Teacher will firmly instruct the student in public that he/she must get back on task.
 - Student will change card to yellow and lose five (5) minutes from privileges.
3. Third address
 - Student will change card to red and lose ten (10) minutes from privileges.
 - Student will complete reflection sheet.
4. Fourth address
 - Student will change card to orange and lose privileges for the day.
 - Student will contact parents to make them aware of classroom behavior.
5. Fifth address
 - Student card has been changed to purple.
 - Student to the principal where his/her parents will be contacted about behavior.

Arrival Procedure

Procedures:

- Quietly line up outside of the classroom to be greeted at the door.
- Quietly remove the items out of your bag you will need for the day.
- Properly stow away your book bags and jackets.
- Quietly enter the classroom after you are directed to do so.
- Quietly walk to your desk and wait to be seated.
- Quietly take your seat and wait for further instructions.

Teach first two weeks of school:

- Teach the students how to line up in the hallway with their items.

Rehearse first two weeks of school:

- Practice with the students how to behave during arrival procedures.

Reinforce Daily from Day One:

- Inform the students that this procedure will be followed with other teachers' classrooms.

Cell Phone Procedure – Based on School Policy

- Cellphone must be turned off once you have entered the building.
- Place your cellphone into the file cabinet for safekeeping.
- Cell phone may be retrieved at dismissal time and activated to contact parent(s) for pick up.

Checking a Book Out of the Classroom Library

Procedures:

- Find the book that you would like to read.
- Sign and date the checkout sheet on the clipboard.
- Return to your quietly to read your book.
- Return the book and sign and date the checkout sheet.

Teach first two weeks of school:

- Students will be instructed on how to complete the procedure of checking books from the classroom library.

Rehearse first two weeks of school:

- Review and walk through the steps of checking out books with the students.

Reinforce Daily from Day One:

- Remind the students that the books are for them and that they should take care of what they have.
- Encourage the students to check out books for their reading pleasure as often as possible.

Dismissal Procedure

Procedures:

- Quietly stand at your desk when instructed to do so.
- Line up quietly at the door to walk into the hallway.
- Quietly gather your book bags and jackets and come back to your desks.
- Pack your bags with the items you will need for the night.
- Remain standing for end of the day prayer.
- Line up at the doorway to be dismissed.

Teach first two weeks of school:

- Students will be instructed on how they will be dismissed from class.

Rehearse first two weeks of school:

- Students will demonstrate the right and wrong way to be dismissed from class.

Reinforce Daily from Day One:

- Encourage the students to set an example for the students who are in the lower grades.

Emergencies

Fire

Procedures:

- Carefully listen to and follow the directions of the teacher.
- Quickly and quietly walk to the door without talking and out into the hallway.
- Head to and exit out of the south door to the gates.
- Walk through the gates and quietly walk out into the parking lot, lining up quietly.
- After attendance has been taken and the all clear signal has been given, follow the procedures we would follow for arrival.

Teach first two weeks of school:

- Students will be taught how to exit the classroom during a fire drill.
- Students will make note of the map directing the class where to go.

Rehearse first two weeks of school:

- Students will practice how to exit the classroom during a fire drill.

Reinforce Daily from Day One:

- Students will be encouraged to lower their exit times to get out of the building in a safe manner.

Tornado

Procedures:

- Carefully listen to and follow the directions of the teacher.
- Quickly and quietly walk to the door without talking and out into the hallway into your respective restrooms.
- Remain in the restroom until we have received the all clear signal.
- After attendance has been taken and the all clear signal has been given, follow the procedures we would follow for arrival.

Teach first two weeks of school:

- Students will be taught how to exit the classroom during a tornado drill.
- Students will make note of the map directing the class where to go.

Rehearse first two weeks of school:

- Students will practice how to quickly and quietly exit the classroom during a tornado drill.

Reinforce Daily from Day One:

- Students will be encouraged to lower their exit times to get out of the classroom in a safe manner.

Active Intruder

Procedures:

- Carefully listen to and follow the directions of the teacher.
- Quickly and quietly move away from the classroom door and get down on the floor.
- DO NOT get up to go the door.
- Listen for the all clear signal and follow the procedures we would follow for arrival.

Teach first two weeks of school:

- Students will be taught how to remain in the classroom during an active intruder drill.
- Students will make note of where to go in the classroom during the drill.

Rehearse first two weeks of school:

- Students will practice how to remain quiet in the classroom and how to lock the classroom door during a drill.

Reinforce Daily from Day One:

- Students will be encouraged to move quickly as time will be of the essence.

Finishing Work Early

Procedures:

- Inform the teacher that you have finished your work by giving him/her a “thumbs up.”
- The teacher will acknowledge you and check your assignment.
- If there are any mistakes in the assignment, you will make the necessary corrections before grading can occur.
- If there are no mistakes in the assignment, your assignment will be graded.
- You will follow procedures for checking out a book from the class library for silent reading.

Teach first two weeks of school:

- Students will be taught on the procedures of what to do should they finish their assignment(s) early.

Rehearse first two weeks of school:

- Students will role-play the right and wrong way to behave when work has been finished early.

Reinforce Daily from Day One:

- Students will be encouraged to always take advantage of reading or practicing math skills when work has been completed early.

Getting the Class' Attention

Attention Signal:

- Students will observe that the teacher silently raises his/her hand in the air.
- Students will immediately stop what they are doing and give their full attention to the teacher.

Teach first two weeks of school:

- Students will be taught what to do when the teacher is getting the class' attention.

Rehearse first two weeks of school:

- Students will practice the correct and incorrect ways to respond to the teacher getting their attention.

Reinforce Daily from Day One:

- Remind the students that this procedure is very important for all procedures.

Getting the Teacher's Attention

Procedures:

- Raise your hand quietly and wait to be recognized by the teacher.
- The teacher will acknowledge you and you may state your question or make a statement.
- The teacher will let you know when it is appropriate to call out answers or make a statement without having to raise your hand.

Teach first two weeks of school:

- Students will be taught how to properly get the teacher's attention.

Rehearse first two weeks of school:

- Students will practice the right and wrong way to get a teacher's attention.

Reinforce Daily from Day One:

- Students will be encouraged to follow this procedure unless directed otherwise.

Guest and/or Substitute Teacher

Procedures:

- Each student will wear a badge with their name and picture to identify themselves.
- The class leader for the day will assist in taking attendance and lead the class out in prayer and pledges.
- The schedule will be followed unless otherwise noted.
- All procedures will be followed.

Teach first two weeks of school:

- Students will be taught how to behave when a guest/substitute teacher is present in the classroom.

Rehearse first two weeks of school:

- Students will practice what to do when a guest/substitute teacher is present in the classroom.

Reinforce Daily from Day One:

- Students will be reminded that when their homeroom teacher is not present, the procedures are to be followed.
- Students will be reminded that the guest/substitute teacher is to be respected in the same way they would respect their homeroom teacher.

Heading a Paper Procedure

Procedures:

- Keep your heading within the left and right margins.
- Neatly write your first and last name on the line just to the right of the left margin.
- Neatly write your school's name on the line directly underneath your first and last name just to the right of the left margin.
- Neatly write today's date on the same line as your first and last name over to the right of your paper just to the left of the right margin.
- Neatly write the subject you are working in on the line directly underneath today's date just to the right of the left margin.

Teach first two weeks of school:

- Students will be taught how to properly put a heading on their paper.

Rehearse first two weeks of school:

- Students will practice how to properly put a heading on their paper.

Reinforce Daily from Day One:

- Students will be reminded to write in their best penmanship possible for all assignments.

Respecting the Home Homework Policy

See Conference suggested guide.

Procedures:

- Homework is to be done neatly and will be turned in the next day.
- Heading procedures will apply.
- Homework that is not turned on the due date will be assessed 10 points is to be turned in the next day along with any assignments given the night before.
- Late assignments not turned in by the next day will not be accepted and will be graded a zero (0).

Teach first two weeks of school:

- Students will be taught the importance of completing tasks (assignments) in a timely manner.

Rehearse first two weeks of school:

- Students will practice how to prioritize their time with the activities that they must complete.

Reinforce Daily from Day One:

- Students will be encouraged to hold themselves accountable when given responsibilities to complete.

Notes from Home

Procedures:

- Should you have a note from home, the note is to be handed to the teacher during attendance.
- The notes from home will be placed in your folders for recordkeeping to verify that the teacher has received the notice and has already made contact with your parents.

Teach first two weeks of school:

- Students will be taught to hand notes in a timely manner.

Rehearse first two weeks of school:

- Students will practice handing in their notes to the teacher.

Reinforce Daily from Day One:

- Students will be reminded that their notes are not to be given to their classmates to turn in but to the teacher or principal if possible.

Organizing Your Learning Tools

Procedures:

- Textbooks are to be properly covered to keep them from getting damaged.
- Each homework folder will be neatly labeled for each subject area it will be used for.
- Portfolios are to be properly tabbed to store returned assignments and selected tests.
- Each notebook will be labeled for the subject area you will use it for.
- Keep loose utensils (pencils, pens, erasers, etc.) in a utensil box or case.
- Store all items into your desk neatly.

Teach first two weeks of school:

- Students will be taught to keep their area clear and organized.

Rehearse first two weeks of school:

- Students will practice putting away their materials in an organized manner into their desks.

Reinforce Daily from Day One:

- Students will be reminded that keeping their areas clear of obstructions not only protects them but their classmates as well.

Turning In Work/Returning Graded Work

See Conference grading policy.

Procedures:

- All assigned work must be completed in a neat manner and turned in to be graded.
- If work that is turned in needs to be corrected, the teacher will allow extra time to make corrections.
- After turned in work has been graded and recorded into RenWeb, assignments will be returned to student to place into their portfolio.

Teach first two weeks of school:

- Students will be taught to turn in assignments to be graded.

Rehearse first two weeks of school:

- Students will demonstrate the differences between complete and incomplete assignments.

Reinforce Daily from Day One:

- Students will be encouraged not to rush through assignments and learn to take pride in turning in work that was well done.

Requesting a Student-Teacher Conference

Procedures:

- Student-teacher conference forms will be available for students to fill out.
- Kindly make your request for a conference by filling out the form.
- The teacher will respond to you and set up a date, time, and place within the school to hold the meeting.
- Meetings will be held in the presence of others but not within earshot to maintain privacy if possible.

Teach first two weeks of school:

- Students will learn how to properly request a student-teacher conference with the teacher.

Rehearse first two weeks of school:

- Students will practice how to properly request a student-teacher conference with the teacher.

Reinforce Daily from Day One:

- Students will be encouraged to have student-teacher conferences for academic guidance.

Restroom Procedure

Procedures:

- The sign to display that you need to use the restroom is to cross your index and middle fingers over each other (“promise” sign).
- Quietly raise your hand crossing your index and middle fingers over each other to be recognized.
- The teacher will dismiss you quietly to make use of the restroom.
- Only two people, of the same gender, are allowed in the restroom at one time but only if the student in the restroom is your homeroom classmate.

Teach first two weeks of school:

- Students will be taught how to properly make a request to use the restroom.

Rehearse first two weeks of school:

- Students will practice going to the restroom quietly by using the “promise” sign.
- Students will demonstrate what to do when a student that is not from their class is in the restroom.

Reinforce Daily from Day One:

- Students will be reminded that their request to use the restroom will only be between the teacher and the student and not shared with the class.

Standards-based Grading: Late Work

Procedures:

- Work that is not turned on the due date will be assessed 10 points is to be turned in the next day along with any assignments given the night before.
- Late assignments not turned in by the next day will not be accepted and will be graded a zero (0).

Teach first two weeks of school:

- Students will be taught the importance of completing tasks (assignments) in a timely manner.

Rehearse first two weeks of school:

- Students will practice how to prioritize their time with the activities that they must complete.

Reinforce Daily from Day One:

- Students will be encouraged to hold themselves accountable when given responsibilities to complete.

Types of Bell Work – Daily Oral Language (D.O.L.)

Procedures:

- Quietly place Bible materials into your desks.
- Quietly take out your Language Arts notebooks for handwriting, spelling and grammar.
- Heading procedures will be followed at this time.

Teach first two weeks of school:

- Students will be taught how to follow the daily routine of D.O.L.

Rehearse first two weeks of school:

- Students will demonstrate the proper procedures to follow during D.O.L.

Reinforce Daily from Day One:

I will go through and look at student work (since they leave their notebooks in the room at the end of the day), and I will leave notes that reinforce. I will also encourage students who are following the procedure correctly, and redirect students who may be missing a step.

Types of Bell Work – Journal

Procedures:

- Quietly take out your journal notebook.
- Write your heading neatly and properly on your sheet.
- Write down your prompt for the day's assignment.
- Complete the assignment.
- When you have completed the assignment, quietly raise your thumb and the teacher will come and check your work.

Teach first two weeks of school:

- Students will be taught how to complete journal assignments.

Rehearse first two weeks of school:

- Students will demonstrate the proper method to complete journal assignments.

Reinforce Daily from Day One:

- Students will be encouraged to keep a journal and reminded that it will be important to building their writing skills.

Types of Bell Work – Vocabulary

Procedures:

- Quietly take out your language arts notebook.
- Write your heading neatly and properly on your sheet.
- Number your paper skipping one line after each one.
- Write down your vocabulary words, with a hyphen after each one, next to each number for the day's assignment.
- Complete the assignment by writing the part of speech and then the definition of each word.
- When you have completed the assignment, quietly raise your thumb and the teacher will come and check your work.

Teach first two weeks of school:

- Students will be taught how to complete vocabulary assignments.

Rehearse first two weeks of school:

- Students will demonstrate the proper method to complete vocabulary assignments.

Reinforce Daily from Day One:

- Students will be encouraged to study their vocabulary daily and reminded that it will be important to building their vocabulary skills.

Visitor in the Room/Teacher Steps into the Hallway

Procedures:

- When there is a visitor in the classroom or the teacher has to step into the hallway, you are to continue working quietly.
- Be respectful of others around you.
- The schedule will be followed unless otherwise noted.
- All procedures will be followed.

Teach first two weeks of school:

- Students will be taught how to behave when a visitor is present in the classroom or if the teacher steps into the hallway.

Rehearse first two weeks of school:

- Students will practice what to do when a visitor is present in the classroom or if the teacher steps into the hallway.

Reinforce Daily from Day One:

- Students will be reminded that when their homeroom teacher is not present, the procedures are to be followed.
- Students will be reminded that the visitor is to be respected in the same way they would respect their homeroom teacher.

Cooperative Learning Times

Procedures:

- Keep your eyes are on the teacher.
- Listen to and follow directions the first time they are given.
- Raise your hand quietly and wait for your turn to speak.
- Be respectful of others and your space around you.
- Do your best work at all times.

Teach first two weeks of school:

- Students will be taught that working in cooperative groups also requires them to be respectful of others around them.

Rehearse first two weeks of school:

- Students will practice the procedures in order to work with those around them.

Reinforce Daily from Day One:

- Students will be reminded that when working in cooperative groups they are not necessarily working as individuals but as a team.

Independent Learning Times

Procedures:

- Stay focused on the task that has been given to you.
- Listen to and follow directions the first time they are given.
- Raise your hand quietly and wait for your turn to speak.
- Be respectful of others and your space around you.
- Do your best work at all times.

Teach first two weeks of school:

- Students will be taught that working independently also requires them to be respectful of others around them.

Rehearse first two weeks of school:

- Students will practice the procedures in order to work with those around them.

Reinforce Daily from Day One:

- Students will be reminded that when working independently they are to respect those around them who are not working independently.

Teacher Working With a Small Group

Procedures:

- Keep your eyes are on the teacher.
- Listen to and follow directions the first time they are given.
- Raise your hand quietly and wait for your turn to speak.
- Be respectful of others and your space around you.
- Do your best work at all times.

Teach first two weeks of school:

- Students will be taught that working in small groups also requires them to be respectful of others around them.

Rehearse first two weeks of school:

- Students will practice the procedures in order to work with those around them.

Reinforce Daily from Day One:

- Students will be reminded that when working in small groups they are not necessarily working as individuals but as a team.

Weekly Behavioral Tracking

Procedures:

- You will be given a weekly behavior tracking chart to place into behavioral tracking portfolio.
- Enter the appropriate information at the end of each day concerning your behavior.
- Neatly sign your name at the end of the each day you have recorded your behavior.
- Return your portfolio to the teacher.
- You will receive your completed behavior sheet at the end of the week to be signed by your parents.
- Return your behavior sheet on the following Monday to have it placed back into your portfolio.

Rewards & Consequences:

- Rewards
 - Returned behavior sheets will give you up to 5 minutes of extra recess time.
- Consequences
 - Behavior sheets that have not been returned will cost you 5 minutes of extra recess time.

Keeping Parents Informed Continuously:

- Parent will receive a weekly behavior tracking chart to keep them abreast of how their child is behaving and performing in class.
- Parents will be reminded of the incoming report via phone call, text or email.

Teach first two weeks of school:

- Students will be taught to take responsibility for their own behavior.
- Students will be taught how to complete the form for each day.

Rehearse first two weeks of school:

- Students will properly demonstrate how to complete the form for each day.

Reinforce Daily from Day One:

- Students will be reminded that a weekly behavior report helps them to be accountable for their own behavior and reminds them of what they must do to do their best at all times.
- Students will be reminded that the teacher and the parents will be working together to make sure that they are doing their best every week and that we care about their performance in and out of school.

Mr. Pascal's First Day of School Script
Atlanta Adventist International School
2019-2020 School Year

Greet and welcome students to the class

- Greet each student by name
 - If the student is new, have the student say their name and repeat it back to him/her as you greet them.
- Direct each student to the desks having them stand by the desk of their choosing
 - Students will be seated at the direction of the teacher.
 - Open with prayer
- Introduce myself as the teacher
 - Direct the students to my written name on the board and welcome them to the class
 - Share
 - where I am from
 - my birthday
 - where I went to school
 - my teaching experience and my love for teaching
 - pictures of family
 - favorite hobbies
 - Have students share
 - where he/she is from
 - their age
 - his/her birthday
 - favorite hobbies
 - what he/she would like to be one day
 - Thank students for sharing

Review of classroom procedures

- Explain to students what procedures are and why it is important to have them.
- Review
 - Classroom Rules
 - Explain each rule
 - Rehearse how each rule is to be performed
 - Rewards and Consequences
 - Explain the importance of having rewards
 - Explain the importance of there being consequences
 - Attendance
 - Teach how attendance will be taken
 - Rehearse
 - Restroom
 - Teach the students how to properly request the use of the restroom.
 - Rehearse
 - Cell Phone Procedure
 - Teach how cell phones are to be put away
 - Rehearse

- Checking Books Out of Classroom Library
 - Teach how books are to be checked out
 - Rehearse
- Dismissal
 - Teach students the steps on how they will be dismissed at the end of each school day
 - Rehearse
- Emergencies
 - Fire
 - Teach the students where they are to go when there is a fire, drill or not a drill.
 - Rehearse
 - Tornado
 - Teach the students where they are to go when there is tornado warning, drill or not a drill.
 - Rehearse
 - Active Intruder
 - Teach the students what they are to do when there is an active intruder, drill or not a drill.
 - Rehearse
- Heading a Paper for Assignments
 - Teach the students how to properly head a paper.
 - Rehearse
- Homework Policy
 - Overview of homework policy
- Notes from Home
 - Teach the students how they are to turn in notes from home or themselves.
 - Rehearse
- Requesting a Student-Teacher Conference
 - Teach the students how to properly request a conference with the teacher.
 - Rehearse
- Organizing Your Learning Tools
 - Teach the students how important it is to keep their area organized.
 - Have students survey their area of any obstructions that would hamper their learning time and that of others
 - Rehearse
- Finishing Work Early
 - Teach students what they are to do when they finished an assignment early
 - Rehearse
- Turning in Work/Returning Graded Work
 - Teach the students how completed assignments will be turned in and how graded work will be returned to them.
 - Rehearse
- Bell Work
 - Overview of how bell work will be done within the classroom.
- Cooperative and Independent Learning Times/Teacher Working with Small Group

- Students will be taught how to properly participate in cooperative and independent learning times.
 - Students will learn how to participate with others when the teacher is working with a small group.
 - Rehearse
 - Weekly Behavioral Tracking
 - Students will be taught on how to properly fill the behavioral tracking form.
 - Rehearse
 - Getting the Class' Attention
 - Teach students what the teacher will do to get their attention
 - Rehearse
 - Getting the Teacher's Attention
 - Teach the students how to properly get the teacher's attention
 - Rehearse
 - Guest/Visitor/Substitute Teacher
 - Teach the students what is to be done when a guest, visitor or substitute teacher is present in the class.
 - Rehearse
 - Teacher Steps into the Hallway
 - Teach the students what they are to do when the teacher has to step out into the hallway.
 - Rehearse
- End Class
 - Close with prayer.
 - Students will rehearse/demonstrate proper dismissal procedures.