

CLASSROOM MANAGEMENT PLAN

Philosophy/Mission/Vision

Vision:

My goal as a teacher is not only to educate the students about science, but also to instill in them an appreciation of all science around them. I want the students to be able to look around and recognize how involved the world is and how science plays a major part in these interactions.

Mission:

Each day in my class, we will be exploring various aspects of the scientific world. We will accomplish this using hands-on projects combined with the more traditional reading/writing approach. I will promote the appreciation of science through my excitement and love of what I am teaching.

First Day of School

Mr. Palik's Science Class

Before Class

- Have a sample of this year's vocabulary and writing expectations at the front of the room
- Write the bell work assignment on the whiteboard at the front of the room
- Place a stack of note cards on the front table
- Place a stack of procedure handouts on the front table
- Turn on smart board and put up seating chart
- Go outside of the classroom to instruct students to line up in a single file line so they can be greeted and enter class together (just for the 1st day)

Greet Each Student at the Door

- Welcome each student with a fist bump/high five and a hello
- Look directly at each student when they introduce themselves
- Tell each student the following:
 - They can find their seat by referencing the seating chart on the smart board
 - They should grab a handout and a note card from the front table
 - They have a bell work assignment on the whiteboard

Welcome and Introduction

- Welcome everyone to the first day of school and ask them to take a few more minutes to finish the bell work
- Check the seating chart to be sure students are in the right seats
- Note attendance in the popcorn ticket binder
- Have the students place all four completed bell work cards in the middle of the pile in one stack
- Welcome everyone again and introduce myself
- Provide a few tidbits of appropriate personal information (educational background, family, summer, etc.)
- Explain my personal education philosophy
- Tell them I am looking forward to an excellent school year in which I know they will all succeed

Class Necessities

- Provide my teacher e-mail
- Pass out remind sign up letters
- Explain the new vocabulary procedures and writing expectations
- Describe what to bring to class each day
- Positive classroom environment - Respect: each other, yourself, teacher
- Go over grade weighting
 - Why I do it
 - How it works
 - What the values are

Classroom Procedures

- Ask the students to reference the *Classroom Procedures* Handout
- Explain the purpose of class procedures by using an appropriate analogy
- Promise the students an organized and efficient classroom
- Explain the importance of following procedures
- Explain the difference between procedures and rules
- Explain and rehearse the following procedures (other procedures will be covered this week):
 - Entering the room
 - Bell Work
 - Getting Help
 - Coming to Attention
 - Hall Time Between Classes
 - Dismissal

Classroom Guidelines

- Ask the students to reference the *Classroom Guidelines* Handout
- Discuss my overall discipline policy
- Stress that a student chooses to break a rule
- Explain the short list of simple class rules and ask the students to explain why they are in place
- Stress that the class rules will be consistently enforced
- Go over the consequences for breaking the rules

Dismissing the Class

- With a few minutes remaining repeat my excitement for the upcoming year
- Rehearse the procedure for leaving the classroom and require the students to wait for teacher dismissal before leaving the classroom

Positive Classroom Environment

My responsibility, as an educator, is to be sure all students in my classroom have a safe and positive educational atmosphere. This classroom management plan will aid me in creating that atmosphere and maintaining it throughout the school year. I plan to be fair and consistent while following this plan.

My goal is to allow all students to give and receive respect. This means that all students' opinions count. I make it a point to teach this to my students to make group work successful. This skill is one that will serve them for the rest of their lives. I point out to them the possibility of working with people they may not like in a professional setting. The only choice at that point is to work or quit the job.

Finally, my classroom management plan will allow me to keep things positive in the classroom. By teaching my students to follow procedures, the students should always know what is going on. As long as there is a routine in place, the students will know what they should be doing. This will allow proper behavior to take place. In the event that a student misbehaves, they will receive a consequence. A consequence is not a punishment; it is merely the result of a choice.

Variety of Teaching Methods

Students tend to get bored easily. For this reason, a teacher must change up how they teach on a regular basis. Gone are the days where a teacher stands up front and lectures while the students listen and take notes. I employ many different teaching methods during the course of the school year.

First off, I like to do a lot of group work. This comes with some added difficulty however. Most students need to learn how to work in groups. I accomplish this by doing progressive assignments. I gradually work the students into full group work over the first few weeks of the school year. Group work should be something the students do without worry or regret. The first several assignments are done while I am constantly "looking over their shoulders" and helping where needed. Eventually, the students are given more freedom and only need gentle prodding to stay on task.

Secondly, I will be employing a number of reading and writing methods to ensure my students get better at these skills. Synthesis writings to a writing prompt will become a regular thing to help the students on their big tests. I will also be

teaching the students how to write a lab report. This entails understanding how to write without personal pronouns. We will also work on reading/understanding scientific articles.

Thirdly, we will engage in whole class discussions on various topics. This teaching method encourages the students to share their ideas and build upon other ideas. We can satisfy student curiosity while promoting the formation of quality questions. This method also allows the entire class to be involved. I do not only call on the students who raise their hands. I employ a cold calling method where I randomly call on students to encourage participation from everyone. I also allow time for the students to form their answers before calling on someone else. This method is great for introductory lessons and review.

Finally, there will be some lecture and bookwork. I keep these to a minimum to keep students from becoming bored. There are times, however, that a concept needs to be described more thoroughly. The book/lecture accomplishes this.

I like to keep my students actively engaged throughout my lessons. Lab activities are very important in science but must be done in an organized manner. I will make it a point to keep the students working in a controlled and organized classroom. I expect this to be a fun and rewarding school year for my students.

Classroom Guidelines for Mr. Palik's Science Classroom

1. Have all needed materials, supplies (when needed), ear buds, independent reader, and planner for class
2. Respect the people, equipment, and furniture in Mr. Palik's room
3. Follow CHAMPS
4. Only grab chrome books when instructed to do so
5. Follow all school rules as listed in your student handbook

Consequences for not following classroom guidelines

First Time:	Name on Board.	Warning
Second Time:	One Check.	Parent Call and After School Detention
Third Time:	Two Checks.	Parent Call and After School Detention
Fourth Time:	Three Checks.	Parent Call and After School Detention
Fifth Time:	Four Checks.	Parent Call and After School Detention
		Referral written and student sent to office
Severe Disruptions:		Student sent immediately to the office.
Names and checks erased every 2 weeks		

Rewards

Praise and popcorn punch (daily)
Positive notes/calls home (random)
Einstein Tickets
Science VIP
Whole Class Reward Tallies

STUDENTS: I have read this classroom discipline plan and understand it. I will honor it while in Mr. Palik's classroom.

Signature: _____ Date: _____

PARENTS: My child has discussed the classroom discipline plan with me. I understand it and will support it.

Signature: _____ Date: _____

TEACHER: I will be fair and consistent in administering the discipline plan for my classroom.

Signature: _____ Date: _____

*******IMPORTANT*******
PLEASE KEEP THIS IN YOUR FOLDER AT ALL TIMES
Thank You

Classroom Procedures

Entering the Room

- Fist Bump and greet me
- Immediately enter the room, go to your assigned seat, grab chrome book (if prompt)
- Begin working on your bell work if posted, otherwise silently read

Bell Work

- This will be done in Google Classroom
- The prompt will be on the smart/white board (if not, then read)
- Put the date at the beginning of your response
- Your response must completely answer the prompt

Coming to Attention

- I will say “Give me 5” and Raise My Hand
- The students will:
 - Raise their hand
 - Put eyes on speaker
 - Be Quiet
 - Be Still
 - Be Hands Free
 - Listen

Getting Help

- Raise your hand with three fingers up
- When I see you, I will give you a response with my hand according to the chart
 - Wait patiently until I notice your hand
 - Do not wave your hand around or talk while waiting
 - Do not shout out my name

Dismissal

- I will let you know when there are five minutes left in class
- Place planner (open to the correct page) on table in front of you
- Clean your area
- Put your stools/chairs under your table/desk (last hour put stools on tables)
- Put planners away
- Wait patiently at table
- The bell does not dismiss you – I DO
- I will say, “See you tomorrow. Have a nice day”
- I will dismiss you by groups when you are quiet and ready

Hall Time between Classes

- Bring all materials for 1st two classes
- There will be no time between 1st two and last two classes
- You will have five minutes between your second and third class
- Use this time to get your materials for your next two classes
- If needed, use the restroom and get a drink
- Line up at your next class

Vocabulary

- These will be done in your Google Classroom
- These are not to be copied and pasted
- These will include
 - Word (proper spelling)
 - Definition (actual and in your own words)
 - Picture (must make sense) (only for certain words)
 - Use the word in a sentence (original and your own)

Working in Groups

- You will get into assigned groups quickly and silently
- Each group member will have a role
- Each group member will be scored individually with a group portion
- Groups will be assigned by me unless otherwise noted
- While you are working with your group
 - **Talk only to your group members**
 - **Everyone participates**
 - **Work efficiently**
 - **Respect all your group member's ideas**

If You Need a Pencil

- First signal the teacher by raising your hand with four fingers
- Wait until you get the correct hand signal from the teacher
- You are not to sharpen your pencil during class
- You will grab a pencil from the “NEW” pencil can
- Broken leads or dull pencils should be placed in the “OLD” pencil can
- Return this pencil to the “OLD” can at the end of class
- If pencils are not returned, I will start asking for collateral

If You Finish Your Work Early

- Remain silent
- Work on other homework (if you have it with you)
- Read a book (if you have it with you)
- Get my attention by raising hand with four fingers and wait for correct response
- Access work completed activity box

Taking Notes

- I will provide paper for notes
- You are to remain silent with your attention on me
- Write down whatever I tell you
- These are to be kept in your class folder

Lab Write-Ups

- These will be done in Google Classroom
- You will be provided with an outline to follow
- These will be written in complete sentences and in 3rd person (no personal pronouns)
- These need to be in your own words where possible
- No two group members should have the exact same lab write-up

Synthesis Writing

- These are to be done in Google Classroom
- These will be based on a writing prompt that I will give to you
- These will be timed

Homework Turn In

- Be sure your name is on your paper
- Raise your hand if you need a stapler and one will be brought to you
- Place all homework assignments in the middle of your table in a single pile
- One representative from each table will bring the pile to the turn in tray

Homework Pass Back

- Graded homework will be returned to you
- Keep this work in your class folder
- I suggest keeping all work until the end of the quarter (or longer)

When You Are Tardy

- Politely knock on the door (do not bang on or kick the door or jiggle the handle)
- Wait for someone to answer the door
- Once the door is open, bring your pass to me (You MUST have a pass)
- Quietly proceed to your assigned seat

When You Were Absent

- Upon returning to class, check the absent work folder for whichever days you missed
- You will be allowed extra days to complete the assignment based on number of days missed
- Do not ask your fellow classmates while I am teaching

Emergency – Tornado

- You are to be silent
- Get up from your seats quickly and quietly and form a single file line
- Proceed out the door and down the steps to the lowest level
- Go through the door and get on your knees facing the wall
- Bend over with your head near the floor and your arms covering your head
- Remain in this position until given the all clear
- After the all clear, proceed back to the classroom quickly and quietly

Emergency – Fire Alarm

- You are to be silent
- Get up from your seats quickly and quietly (this does not mean run)
- Form a single file line
- Proceed out the door and down the steps to the main floor, go out the door and turn right
- Follow the alley until you reach the second garage on the right
- Remain silent while I verify who is there
- Remain at this location until given the all clear
- After the all clear, proceed back to the classroom quickly and quietly

Emergency – Lock Down

- When the lock down command is given
 - Level 1 and 2
 - No using the restroom
 - Stay away from door and windows
 - I will keep teaching
 - Level 3
 - Imminent threat
 - Listen to teacher
 - We will follow ALICE training
 - If you are in the hallway
 - Go to the nearest classroom immediately
 - If you are in the bathroom
 - Get to the nearest classroom immediately (all levels). If you cannot, get in a stall, lock the door, remain silent, wait for the all clear (level 3 only)
 - If you are in the classroom
 - Grab a rock or something to throw (level 3)
 - Stay away from the windows.
 - You are to be silent! (level 3)
 - Do not answer the door
 - Get up from your seats quickly and quietly (level 3)
 - Proceed to the back corner on the same wall as the door (level 3)
 - Be seated
 - No Cell phones!
 - Remain at this location until the all clear is given

When the Phone Rings

- I will answer it
- If I cannot answer it
 - I will point to a student
 - That student will answer the phone
 - Get up from your seat quickly and quietly
 - Say “Hello, Mr. Palik’s room. Student speaking”
 - Listen carefully
 - Immediately tell me what was said on the phone
 - Do not deliver a message to a student yourself

When there is a Knock at the Door

- I will answer it
- If I cannot answer the door
 - I will point to a student
 - That student will answer the door
 - Get up from your seat quickly and quietly
 - Open the door nicely
 - Return to your seat and continue working

Visitor – Administrator

- Work as if they are not in the room
- They are here for their own business, not yours
- If they wish to speak to the class
 - I will say “Give Me 5” and raise my hand
 - You will respond accordingly
 - I will instruct you to listen to them

Visitor – Guest

- If they are a student guest
 - Treat them as a fellow student
- If they are an adult guest
 - Treat them as an administrator

Restroom Break

- I will have a digital record of your potty passes (you get 5 per quarter)
- Raise your hand with two fingers
- Wait for the appropriate response
- Present your planner so I can record your usage
- Get up from your seat quietly
- Proceed straight to the restroom
- Do not fool around in the hallway (remember, someone is always watching)
- When you are finished, return to the classroom
- Knock politely on the door and wait for someone to answer
- Proceed quietly to your seat and continue working

If You Are Suddenly Ill

- Raise your hand with one finger
- Keep your hand raised and proceed immediately to the restroom
- I will send someone to check on you
- Tell the student who checks on you how you feel
- Return to class or go the office

Popcorn Tickets

- Always have your planner with you
- Follow the posted requirements to earn a popcorn ticket

CHAMPS

- C – Conversation Level
 - 0 – 3 will be used in class
 - 0 – Typically for tests or while I am talking
 - 1 – Typically for table work
 - 2 – Used for class discussions
 - 3 – Only used for presentations
- H – Help
 - Follow the procedure for getting help
 - This may change for certain assignments
- A – Activity
 - What should you be doing in class
- M – Movement
 - What kind of movement is allowed during the activity
- P – Participation
 - What level of participation is needed to be successful
- S – Success
 - If you follow CHAMPS, we will have success in our classroom

When you choose not to follow a guideline

- I will follow the guideline plan
- Class will not be disrupted, I will put names up silently
- You will know your consequence based on the chart
- If needed, I will separate you and you will fill out a Think Sheet

Dress Code

The dress code will be enforced this year and is a key component in getting your popcorn ticket punched.

Boys

- All Black shoes
- Khaki or navy pants
- White button up shirt (tucked in)
- Tie
- Blazer

Girls

- All black shoes (no boots)
- Khaki/Navy pants or uniform skirt
- White blouse
- Girls' tie
- Blazer (if you do not want to wear it, you must carry it)

Popcorn Ticket Requirement

- Be to Class on Time
- Be in Dress Code
- Follow CHAMPS
- Turn in all work on time
- 100% Participation
- Have your planner
- Respect technology

That's No Moon

Reward System

How to earn entries

Going above and beyond
Caught in the act of being respectful towards peers/teacher
Completing work on time
Being on task
Stellar participation

At the end of the month, I will draw 1 winner per class

1 st Month (Sept)	Lunch with Mr. Palik
2 nd Month (Oct)	\$5 Gift Card for Food
3 rd Month (Nov)	Gift Basket
4 th Month (Dec/Jan)	Gift Basket
5 th Month (Feb)	\$5 Gift Card for Food
6 th Month (Mar)	Surprise???!!!!!!!
7 th Month (April)	Big Winner

Science VIP

The monthly Science VIP will be the student with the most entries.

Benefits of being the VIP

Recognition on the VIP wall

Homework Extensions

Preferential Seating

Dress Down Pass

Behavior Think Sheet

You have made choices that have caused you to need to stop and “Think about it.”

Name: _____

Date: _____

1. What was my behavior?

2. What were the reasons for my behavior?

3. How did my behavior affect others?

4. What is my plan to improve my behavior?

5. Do I need to apologize to anyone? If so, to who and why?

Student's Signature

Teacher's Signature

Grade Weighting

Writing	10%
Vocabulary	15%
Daily Work	15%
Tests/Quizzes	20%
Projects	40%

Student Hand Signals

Hand up with one finger (index)	I feel suddenly ill
Hand up with two fingers	I need to use the restroom
Hand up with three fingers	I need help
Hand up with four fingers	I wish to leave my seat

Teacher Hand Signals

Hand making the “ok” sign	All right, you may go now
Hand up with one finger	I will be right there
Hand up with five fingers	Please wait, now is not a good time

School Supply List

- 2 packs pencils
- 1 pack colored pencils
- 1 ruler
- 1 pack loose leaf paper (college ruled preferred)
- 1 two-pocket folder
- 2 gluesticks
- 1 pack markers
- 2 highlighters (any color)
- 2 pack 3 x 5 ruled index cards
- Scissors
- 1 large eraser