

Classroom Management Plan



Name: Tzu-An (Amy) Kao

Date: April 6th, 2019

Grade Level: Elementary K-3

Ms. Amy's Discipline Philosophy

I believe that classroom management should center on proactive guidelines and procedures that establish clear expectations, foster engagement, and prevent misbehavior and confusion before they arise. Moreover, we should build positive and productive classroom environments.

My tri-fold about my class to share with parents

Without a sense of caring, there can be no sense of community.
-Anthony J. D' Angelo

Contact Me

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Ms. Amy's Classroom

Positive. Effective. Happy.

About Ms' Amy

My Name is Tzu-An (Amy) Kao and I was born and raised in Taipei, Taiwan. I received my Bachelors of Art in English Literature from Tzu Chi University in 2017. I am currently working on a Master of Education in Curriculum and Instruction and participating in the TMATE accelerated certification program at Tarleton State University.

My passion for education stems from one of my middle school teachers who made me realize what an important role teachers have in shaping children's lives. Because of him, I knew that I had to be a part of that.



Let's build positive and productive classroom environments.

Classroom Management

PHILOSOPHY

Classroom management should center on proactive guidelines and procedures that establish clear expectations, foster engagement, and prevent misbehavior and confusion before they arise.

PROCEDURES

Procedures dictate what students are to do and how they will work. A procedure explains how you want something done, and it is my job as the teacher to clearly explain it.

DISCIPLINE

I will promote good methods of classroom discipline. I will be fair, positive and consistent. Be the kind of person kids can like and trust—firm, fair, friendly, courteous, enthusiastic and confident. Keep my sense of humor.



A blurred classroom scene. In the foreground, several children are seated at desks, viewed from behind. In the background, a teacher stands near a chalkboard, smiling. The overall atmosphere is bright and educational.

Classroom Management Procedures



Arrival:

1. Greeting with teachers
2. Turn in homework and other Papers
3. Organize and prepare for the day (sharpen pencils, hang up backpacks, putting lunches in a bin, unpacking backpacks, unstacking chairs)
4. Morning work



Tardy

1. Sign the tardy sheet.
2. Drop in your tardy note on my desk.
3. Move to your seat without disruption.



Absence

1. Check the class website for any updates, notifications of tests or quizzes, etc.
2. Upon your return to school, retrieve your folder from the absent bin.
3. Check with "absence buddy" to see what you missed.
4. All work should be turned into the homework tray in your absence folder.

Return Homework

1. Turn in homework and other papers to your bin upon arrival.

Homework is Not Done

1. Fill out "homework is not done" card.
2. Name, date, when do you think you can finish.
3. Sign and turn to my table.





Getting the Class' Attention

I will silently raise my both hands in the air.

You will

- 1.Immediately stop what you are doing.
- 2.Look at the teacher.
- 3.Listen for instruction.



Getting the Class' Attention

I will say "Clap once if you hear me, clap twice if you hear me,"

You will

- 1.Immediately stop what you are doing.
- 2.Look at the teacher.
- 3.Do what I am saying.

Visitor in the Room

1. If you are in groups or working individually, continue working on the project at hand.

2. If I am lecturing, pull out your choice novel and begin reading.





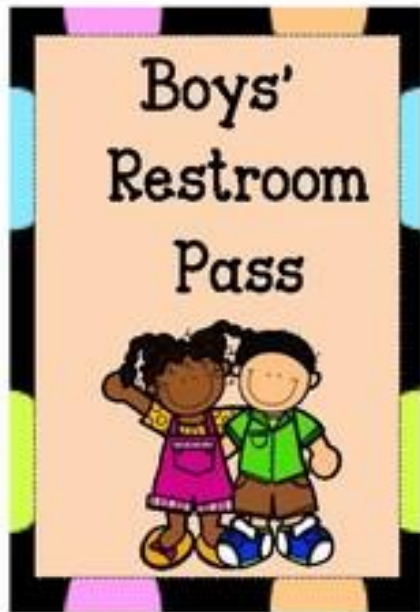
Getting Teacher's attention

One finger - I need to go to restroom.

Two finger - I have something to say.

Three finger- I need napkin.

Four finger- I need to sharpen my pencil.



Restroom

1. Give me one finger
2. Wait for my YES/NO signal.
3. Sign restroom sheet. (time in and time out)
4. Take one restroom pass.

Lining up/ Hallway

1. Line up by your number.
2. Hand and feet to yourself.
3. Space between.
4. Mouth silent.
5. Eyes forward



Group Work

1. Work with your partner.

2. Ask your group partner if you have questions.

3.. If no one in the group can answer a question, put your group number on the board.



TACKLE



transition
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Transition

1. "Attention signal" Everyone eyes on me.
2. In a moment, we're going to _____.
3. When I say go, you are going to _____.
4. Go!



What to Do When I'm Done

1. Work on unfinished assignments.
2. Read your reading level book.
3. Review vocabulary words from word wall.



Dismissal

1. Pack homework folder, necessary books for homework, and clean the area.
2. Return seats to correct position.
3. Line up.



Home and School Connection

1. Weekly newsletter.
2. Classroom Twitter, Website, and SeeSaw.
3. Home parent.
4. Homework help hotline.
5. Parent volunteer.



Bullying Pledge

I make a **COMMITMENT** to take a stand against bullying.

I will treat others with **RESPECT** and **KINDNESS**.

I will have the **COMPASSION** to not be a bully.

I will have the **COURAGE** to not be a bystander.

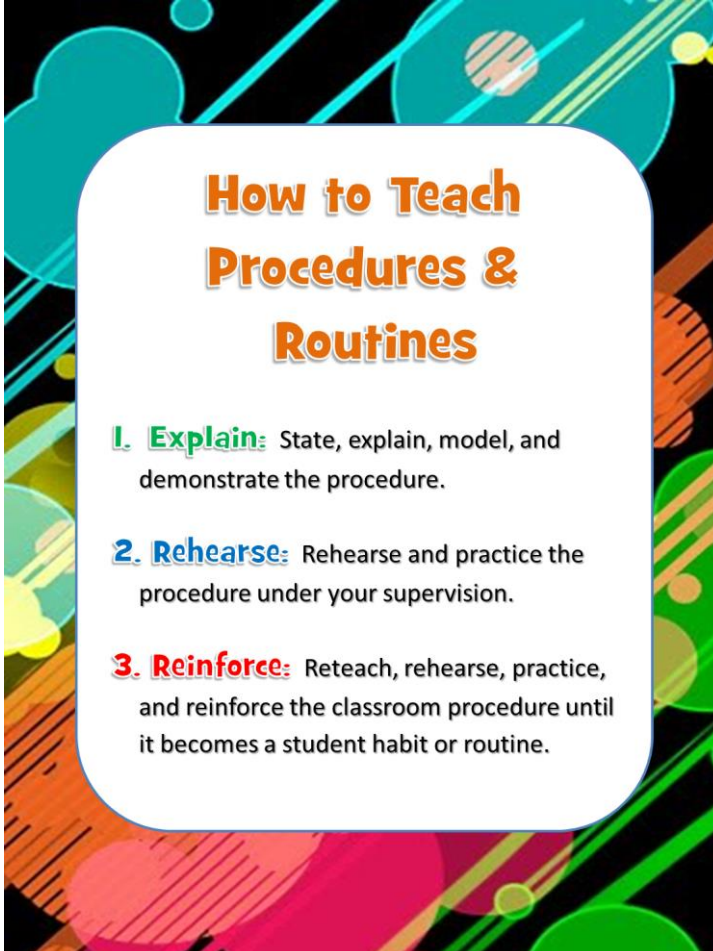
It is my **RESPONSIBILITY** to help others being bullied and to report bullying.

How will I teach classroom procedures?

I will **teach** and explain what I expect of my students, then **rehearse** it, and lastly **reinforce** it until it becomes a routine.

First, I should expect that it will going to spend a lot of time during the first few weeks of school **teaching**, introducing, **rehearsing**, and practicing procedures. This must continue until the procedures become a routine. A routine is when students can perform a task without even thinking about it. If I find that students are not getting it, then **reteach** the correct procedure, offer feedback and **rehearse** until I find it acceptable.

Keep reminding students of the procedure by saying “Class, I would like to remind you that when you arrive in the classroom in the morning you should Turn in homework and other papers, organize, prepare for the day, and do morning work.” Then, I should practice with students and have them experience it. When they first arrive in the classroom, have the students do everything that I ask them to do. Then, thank students and tell them they did a very good job.

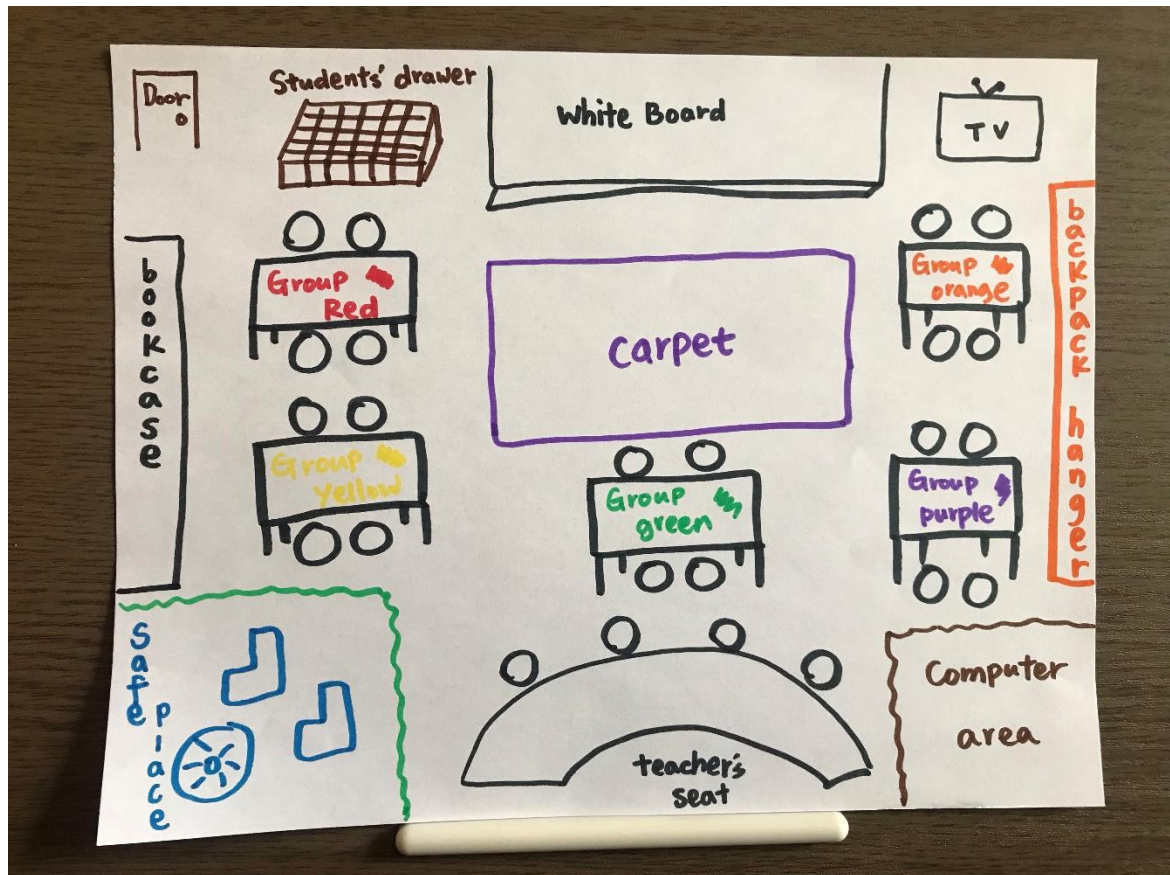


How to Teach Procedures & Routines

- 1. Explain:** State, explain, model, and demonstrate the procedure.
- 2. Rehearse:** Rehearse and practice the procedure under your supervision.
- 3. Reinforce:** Reteach, rehearse, practice, and reinforce the classroom procedure until it becomes a student habit or routine.

Seating

Classroom Map



Seating Arrangement Philosophy

Students will store their dry erase marker, individual white board, pencil box, and class folder in their drawer. When they arrive to the classroom every morning, they will put their backpack and take their pencil box and class folder from the drawer and back to their seat. And then they will start to do the morning works.

I group students into five groups and give each group a color. Students are assigned the seats by their academic level. Thus, each group will have low-achieving and high-achieving students. Students will gather in the instructional area which is a place covered by a carpet. If students need to do work sheets, paper work, or small group instructions they will go back to the table area. Moreover, for the reading area, there are some cushions and pillows which can let students lie down and read books in a comfortable way.

For teacher's table, I will usually reattach the students on my table. Thus, I choose U shape table which can make me see my students while I am reteaching other students. For safety place, when students are doing time-out or need a space to regain energy,

they will chill out in this place.

Seating Assignment Method

Name tag: I will make their own name tags and stick on their table before the first day of the school.

Carpet seat: I will assigned their seating spots on the carpet, and each student will have one spot which represent an alphabet.



Before the Students Arrive Checklist

- Write notes to parents and students (including list of resources needed)
- The plan for welcoming students to the class
- First day script
- Students' first day packet
- Lesson plan for the next 10 school days
- Agenda for a day
- First day assignment
- Organize the classroom
- Send the letters home to the parents
- Post name outside of the door and the classroom
- Have my teacher website up and running
- Have procedures posted in classroom
- Prepare some ice breaker games
- Create a google form for parents to fill out their contact information
- Establish Google Classroom and Google Drive



Letter of Introduction to Students

Hi students, nice to meet you!

I am Ms. Amy. Welcome to the first grade!

Our classroom number is 102.

This year will be an amazing year.

We will create a lot of unforgettable memories together.

I am ready! Are you guys ready?

Love, Ms. Amy

Letter of Introduction to Parents

Dear Parents:

Hello! My name is Amy Kao and I will be your kid(s) 'first grade teacher for the 2019-2020 school year. It is my pleasure to welcome you and your kid(s) to the first grade! This will be an amazing year which full of learning and fun. I look forward to working with you and your kid(s) this year.

I am from Taipei, Taiwan. I am fluently both English and Chinese. I earned my bachelor's degree from Tzu Chi University in English Language and Literature. I am also currently pursuing my master's degree in Tarleton State University in Curriculum and Instruction. After graduating college, I did the internship in Oakland, California as a third-grade student teacher. I believe my diverse background and teaching experience will make this year successfully.

To enhance home-school connection, I plan to use an app called Seesaw. This app was designed for teachers and allows your kid(s) or me to post what happened in the classroom. I have found it is a very effective way to let you know what we are doing at school. Feel free to download from your IOS or Android phone.

This school year is going to be an explosion of learning both for the students and myself! I am so excited to be teaching these kids. I can not wait to get to know your all.

Please take a moment to sign in to the Google form to help me fill out the form which can help me to get to know you.

Thank you, and I will see you soon!

Ms. Amy

Tentative Agenda for the Day

7:50~8:15 Morning Work

8:15~8:35 Morning Meeting

8:35~9:00 English Reading Class

9:00~9:30 Reading Station

9:30~9:45 Shared Reading

9:45~10:15 Writing Class

10:15~10:45 Writing station

10:45~11:15 Recess

11:15~11:45 Lunch

11:45~12:35 Specials

12:35~1:05 Math Class

1:05~1:35 Math Station

1:35~1:50 Snack Break

1:50~2:20 Science Class

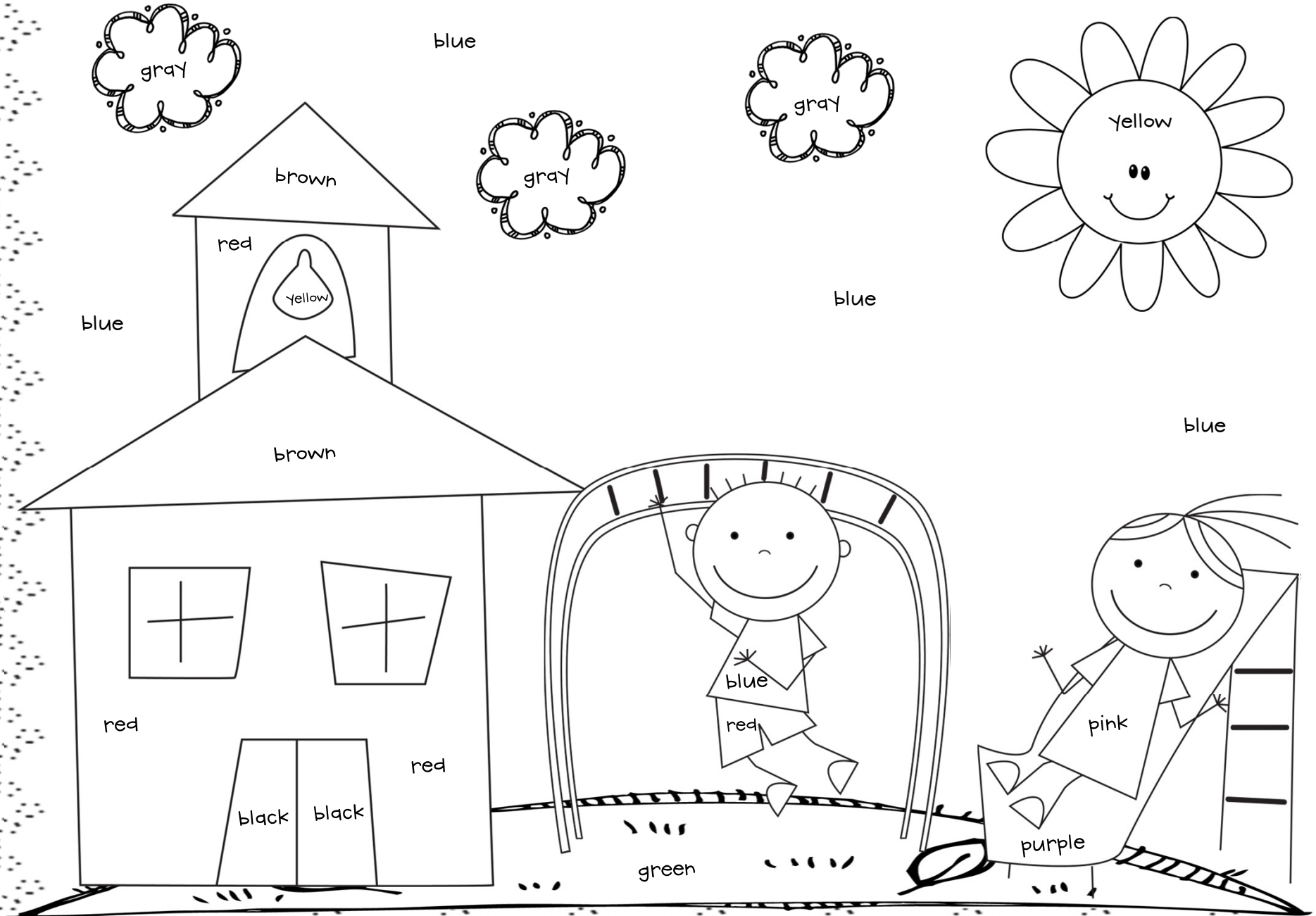
2:20~2:50 Social Studies Class

2:50~3:00 Pack up

3:00 Dismissal

First Day Bell Work Assignment

Welcome to First Grade!





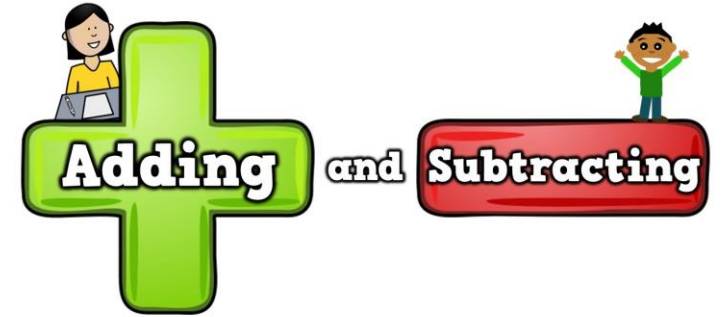
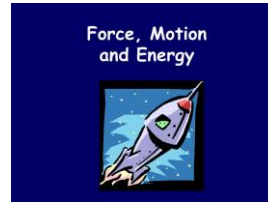
Ms' Amy's Class

**Welcome to First
Grade!**



About Ms. Amy

- I am from Taipei, Taiwan.
- I love dogs.
- My favorite color is blue.
- I like to eat sushi, French fries, and ice cream.
- My hobby is playing piano and cooking.



1 - 100



What are we going to do this year?

- Reading
- Writing
- Science
- Social Studies
- Math



- What we do everyday.
- Help us to have an efficient and orderly classroom.

What is procedures?



Remember...

Don't be afraid of making mistakes
because we all learn from them.