**Classroom Management Assignment**

**Name:** Alan Levesque

**Teacher Mentor:** Laura Kennedy & Linda Kraft

**Administrator:** Carol Carlson

**School:** Irvine School

**Subjects:** Math 7, Math 8, PE 7, and PE K

1. Procedures:

**Attention getting procedures**

* During Math class my standard procedure for getting the classes attention will involve me asking for the classes attention verbally. Other possible methods may include turning off the lights, or establishing a procedure such as having the entire class raise their hand while mine is raised.
* During gym class I will establish whistle routines with the class in which they are required to stop what they are doing, and hold any equipment firmly in place. If they are playing basketball for instance before the unit starts a “Freeze,” will be established in which they are required to hold the basketball.

**Question-answering procedures**

* In regards to students asking questions within math class I will leave the floor relatively open, and just ask that the students make sure their questions pertain to the material. In regards to answering questions again I will leave the floor relatively open, and again make sure it relates to class material, if students are going to answer questions or ask questions the standard procedure will be to raise your hand or else questions won’t be answered until hands are raised. These procedures will remain pretty consistent throughout physical education, as there isn’t really any reason these procedures should have to differ between subjects.

**Transition Procedures**

* **Start of class:** To start off math class I will begin right on line with the bell schedule, and will begin teaching after having had taken attendance.
* **Start of day:** At the start of the day I will do what I did at the start of class.
* **End of class:** During the last 2-3 minutes of class time I will always let the students know when they can begin packing up, and students will be expected to remain seated until the bell.
* **End of day:** No established procedures, as I will never end the day with a class.
* **Change of activities:** Routines will vary depending on activities. In gym class often I will whistle to gather the student’s attention if an activity switch is to occur. In math I will set time limits, and gain the classes attention through the above-mentioned attention getting procedures.
* **Change of subjects:** Same as procedures for the end of class.
* **Distribution of materials:** When materials need to be distributed I will handout materials to the front of the row in math class to be handed backwards. In Gym class I will distribute materials based on class behaviour, and by using squads so that students aren’t all getting sports equipment at the same time. In some cases I may handout equipment to the students when performing drills.
* **Accessing of equipment:** In both math and gym if equipment is required it will be retrieved by myself, and then be handed out to the class through my established procedures. This is further broken down in my physical education course outline.
* **Classroom clean up:** During the last 2-3 minutes of class time I will always let the students know when they can begin packing up, and will do a quick classroom inspection to see if anything needs to be cleaned, if the whole class is messy it’s the classes responsibility to clean it before leaving.

**Daily and Safety Procedures**

* **Late Arrivals:** If students are late in gym they will be expected to come talk to me and let me know their reason for being late. Appropriate response will be taken depending on reason. In math students will be expected to get missed notes from a classmate. If this becomes consistent then they will be expected to owe me a lunch hour.
* **Absences:**

If students are absent for math they will be expected to get notes from a fellow classmate, and a mini make up lesson can be given if needed during their free time. In the case of gym it will only matter if they miss a test or workout day in which case they will have to write the test during a lunch hour, or make up the workout day during a lunch hour.

* **Use of cell phones and other communications technology:** Cellphones won’t be allowed for use in class unless otherwise stated during a lesson.If students manage to finish all the classwork, and have updated their cheat sheets it may be permitted. In gym class no cellphones will be permitted.
* **Bathroom breaks:** If students need to take bathroom breaks they will only need to ask me verbally before hand.
* **Pencil sharpening:** Pencils can be sharpened when they need to be sharpened sharpeners will be available for the students to use.
* **Students telephone calls to home:** In the case of a home emergency calls to home can be made.If there is any other potential reasons I will ask students let me know before class so that I have the knowledge that they may need to make a call.
* **Individual seatwork:** Students will do work individually at their seat. They will be allowed to talk with students as long as they are not being to loud, and distracting others.
* **Playground and free time rules:** During free time students will be expected to update their cheat sheet in math, and self evaluate their progress. In gym there will not be free time.
* **Late homework or assignments:** If an assignment is late, or a student was absent they will have to talk to me about making up the assignment the day they return.
* **Missing homework or assignments:** This will follow the same procedures as above in the case of math assignments may be docked marks circumstances depending, or they may have to write an alternative assignment during study hall.
* **Homework reminders:** In the case of math homework, it will always be posted on the whiteboard in the class. Students in gym won’t have homework and if they have a test a handout will be given, and they will be told the exam date.
* **Students illness or injury:** In the case of illness or injury the same procedure will be followed as with late homework students will talk to me about making up assignments, and will get notes from friends. I will be able to provide additional assistance with understanding topics. If unable to attend gym chronically, arrangements will be made to accommodate student depending upon circumstance.
* **Fire drills:** School routines and procedures.
* **Lockdowns:** School routines and procedures.

1. **Positive Relationships**

* **Seating arrangement procedures**

In gym class-seating arrangements will be determined alphabetically by name as squads are developed between groups of students. In gym class there will be no seating arrangement unless students abuse this privilege in which case it will be taken away. Students will select a seat the first few days until an arrangement is established within the first week.

* **Student interests**

In learning students interests I will simply bring up various topics of conversation throughout the year relating to various points of interest and remember what students are interested in. Additionally the first day I may make a get to know me type sheet in order to get an accurate picture of the students.

* **First days**

During the first few days in regards to student interactions I will wait at the front door of the classroom introducing myself to each student, and just saying a friendly hi to help create a welcoming atmosphere. In regards to encouraging student-to-student interactions this will likely occur in the form of a seating arrangement if I deem it necessary during the year.

* **Body language and tone**

I will always start up class and deliver a reassuring tone of voice that should signify that I want to be in class helping them to understand the material needed. When dealing with inappropriate behaviour I will take on a more serious tone, and who all will be addressed will depend on the situation.

1. **Interventions**

**Classroom Rules**

* **Rule:** No swearing

**Consequence:** 1st time = warning (context dependant)

2nd time = owe me time

3rd time = write an assignment

* **Rule:** Proper attire for gym class

**Consequence:** 1st time = warning

Subsequent times result in a loss of participation grade

* **Rule:** Show up to class on time

**Consequence:** If you are consistently late for class then you will owe me time at lunch hours

* **Rule:** Keeping the classroom tidy

**Consequence:** If untidy consistently the individual student or the entire class may loose privileges to snacks/food.

**Strategies**

* **Talking**

If students are talking ok during class this is something I won’t particularly mind. All I ask is that students maintain an appropriate volume during work time, as they should be quiet while I am teaching unless questions are being asked. Aside from tests, and quizzes, or individual work as long as students are maintaining an appropriate classroom volume then I am ok with a little chatter here and there.

* **Off task:**

In regards to individual cases of students being off task I will simply give them a verbal warning to return to their work. If it is the case though that most of the class or a good amount of students are off task I would implement a class break such as a small little game that gets the students up and moving and gets our a little bit of energy and motivates them to return to work.

* **Name calling:**

The best thing to do before name-calling happens is to set up a classroom support system in which nobody feels like they are being excluded or left out to prevent name-calling from ever happening. In the case name-calling does occur it may be worth setting up an anti-bullying school organization or team, and at the least it would definitely need to be addressed with the students to discover the core of the problem and bring it to an end quickly.

* **Pushing and shoving:**

Pushing and shoving will not be dealt with lightly in the classroom; students will be talked to together to see what the root of the problem is, and may be required to spend lunch hour with myself. It will be brought up to administration.

* **Running classrooms or in hallways:**

If students are running in the hallway as long as they stop after a verbal warning then everything will be ok. If students are running in the classroom again they will be given a verbal warning, but if they proceed then further punishment will be determined such as owing me time after class or during lunch hour.

* **Swearing:**

There will be a zero tolerance for swearing in the classroom. Depending upon the context, the first time a student swears may result in a simple warning after all it sometimes happens unconsciously. If students continue to swear after they have received a warning they will owe me time, or potentially an essay and depending on the circumstances may be removed from the classroom.

* **Copying someone else’s work:**

If students are caught copying each other’s work in full then I will give both students zero’s on the given assignment. The copied assignment will still be marked as I feel that there is nothing to be learned if the students are still able to receive a grade on an assignment after having copied. If it happened unknowingly to one student only one of the students will receive the zero.

* **Taking things that don’t belong to them:**

In regards to students taking others property it will obviously be expected that it be returned and both sides of the story are told. I would like to have a small chat with each student individually and then both together to sort it out. Circumstances will judge the “punishment” deemed necessary and will likely involve administration.

* **Writing or scratching on school property:**

If students are writing on school property I am likely to have them fix the damage they have done, and bring it up depending on the severity with the administration.

* **Fighting:**

When it comes to dealing with fighting in the classroom I believe the best response is a proactive approach where students don’t have time for fighting and instead are involved in their work. In the case that a fight did break out it would have to be brought up with administration and both students would need to be removed from the classroom and watched with additional school supports such as the next door teacher potentially.