



# Melanie Cedillo

Classroom Management Plan

Elementary

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## Procedures

### Arrival

- Greet each student at the door with their choice of welcome. The greetings include a wave, handshake, high five and/or fist bump.
- Each student will finish breakfast while listening to school announcements.
- Students will turn in their homework folders to the teacher.
- The bell work will be displayed on the smartboard. Each student is expected to open journal to complete number of the day bell work.

### Tardy

- Student will bring tardy slip from the office and place in tardy basket.
- Teacher will get tardy slips for the day and mark on attendance sheet.
- Student will put up backpack, go to assigned desk, complete bell work on smartboard, and begin working.

### Absence

- Students will have two choices to complete makeup work.
  - Online
    - The class website will have an "Absent Link".
    - The absent link will have folders for current and past assignments.
    - The folders will be divided by date.
    - Students have two school days to complete makeup work.
  - Classroom
    - The classroom will have a makeup tray.
    - The makeup tray will have folders divided by dates for assignments missed up to one week.
    - Students have two school days to complete makeup work.
- If the student is absent for longer than a week the parent or guardian must meet with the teacher to discuss schedule and expectations.

### Homework

- Students will be given a homework folder to take home daily.
- The left side pocket will be labeled as "To Do" the right-side pocket "Done"
- Homework folders will be given to teacher every morning before class starts.
- The teacher will remove homework to review with students or grading.
- At the end of the day the students will be given their homework folders with new assignments on the left side pocket.
- In the brads will be a chart with stickers for completed homework assignments.

### Getting the Class' Attention

- The teacher will have two ways to get the class' attention.
  - One – I say, "Class Class Class" and they say, "Yes Yes Yes"
  - Two – I clap 5 times they answer with 2 claps

### Visitor in the Room

- Students will work quietly on current assignment while teacher is interacting with visitor.

- If a student has an emergency, they will follow the procedures to get the teacher's attention.

### Getting the Teacher's Attention

- Student raises their hand and waits till the teacher calls their name.
- There will be hand signals for common requests like bathroom, water, and tissue.
- If the student needs help, they will be given a pocket on their desk to place a "Help" card.

### Restroom

- Student will raise hand with the fingers crossed signal.
- The teacher will respond with eye contact and a gestured or verbal yes.
- There will be a restroom pass for girls and boys.
- If the student's gender pass is gone, they wait till its returned. There will not be more than one boy or girl on a bathroom break.
- If the teacher can see by body language that it's a true emergency, she will dismiss with a regular hall pass.

### Lining up/Hallway Behavior

- Line leader for the week lines up first.
- Teacher then calls by table color.
- Students are asked to put a bubble in their mouth and hand behind their back.
- Students are expected to walk in one line quietly through the school halls.

### Collaborative Group Work

- Students will listen and follow directions given by teacher.
- Students are expected to listen, be respectful, cooperative, kind, use quiet voices and participate.

### Transition

- Teacher will say, "Transition in Three."
- Teacher will then say, "One" and students understand transition is coming.
- Teacher will then say, "Two" and students will put current work up and prepare for next subject or lesson. Teacher will give 2 minutes for this part.
- Teacher will finally say, "Three" and students are ready to begin next task.

### What To Do When Done

- Check your work and turn it in.
- Get library book out and read silently.

### Dismissal

- Teacher announces prepare for dismissal and hands out homework folders.
- Students clean around their desks.
- Students prepare backpack with homework folder.
- Students are separated for bus riders, walkers and parent pickup.
- Students give teacher a fist bump before leaving classroom door.
- Students are dismissed by designated transportation.

## Home and School Connection

- Teacher will produce a bimonthly classroom newsletter containing birthday wishes, upcoming school or class events, literacy goals, math goals, etc.
- Teacher will put the newsletter in the students' homework folders for parents' review.
- There will be a classroom website updated for students and parents to review.
- Teacher will also use Class DoJo to communicate with class pictures, events and messages to and from parents.

## Bullying Pledge

- Students will make a bullying pledge: "I make a commitment to take a stand against bullying. I will be kind and respectful to everyone and report bullying if I witness it."
- If bullying is reported, the teacher will set up a meeting with the student to record the incident. The teacher will then set up a meeting with the victim to record the incident.
- Teacher will call both parents or guardians to discuss the incident and review school policies regarding bullying.
- Teacher will meet with both students to reconcile differences.

Teacher will teach, rehearse and reinforce all classroom procedures at the beginning of the school year. Teacher will explain and demonstrate each procedure. Next the teacher will rehearse with students by having them practice with guidance. Finally, the teacher will reinforce by reteaching, rehearsing, and practicing the procedures until it becomes habit.

## Discipline Plan/Classroom Rules

I believe classroom management will be the way the teacher organizes and manages unpredictable circumstances from the curriculum and relationships between students. Classroom management and discipline procedures will include maintaining an organized student learning environment. The rules will be the basic four listed below and on the first day of class a classroom discussion will produce one or two additional rules that the students agree on together. Below will be a list of rules, rewards and consequences posted within the classroom:

### Classroom Rules

- 1) Respect the teacher, students and classroom.
- 2) Be kind to others.
- 3) Raise your hand for permission.
- 4) Be safe!

### Rewards for Positive Behavior

- 1) Daily points will be given on Class DoJo for each student in the class.
- 2) Extra points will be added for following rules and being an example student.
- 3) All points will be totaled at the end of each six-week period for special privileges.
- 4) Special privileges include recognition in the weekly classroom newsletter and/or seating in the Very Important Person (VIP) desk.
- 5) Classroom points will be totaled as well to receive a classroom reward for the end of the six-week period. This reward will be a movie watching party with popcorn, candy and drinks.

### Consequences for Misbehavior

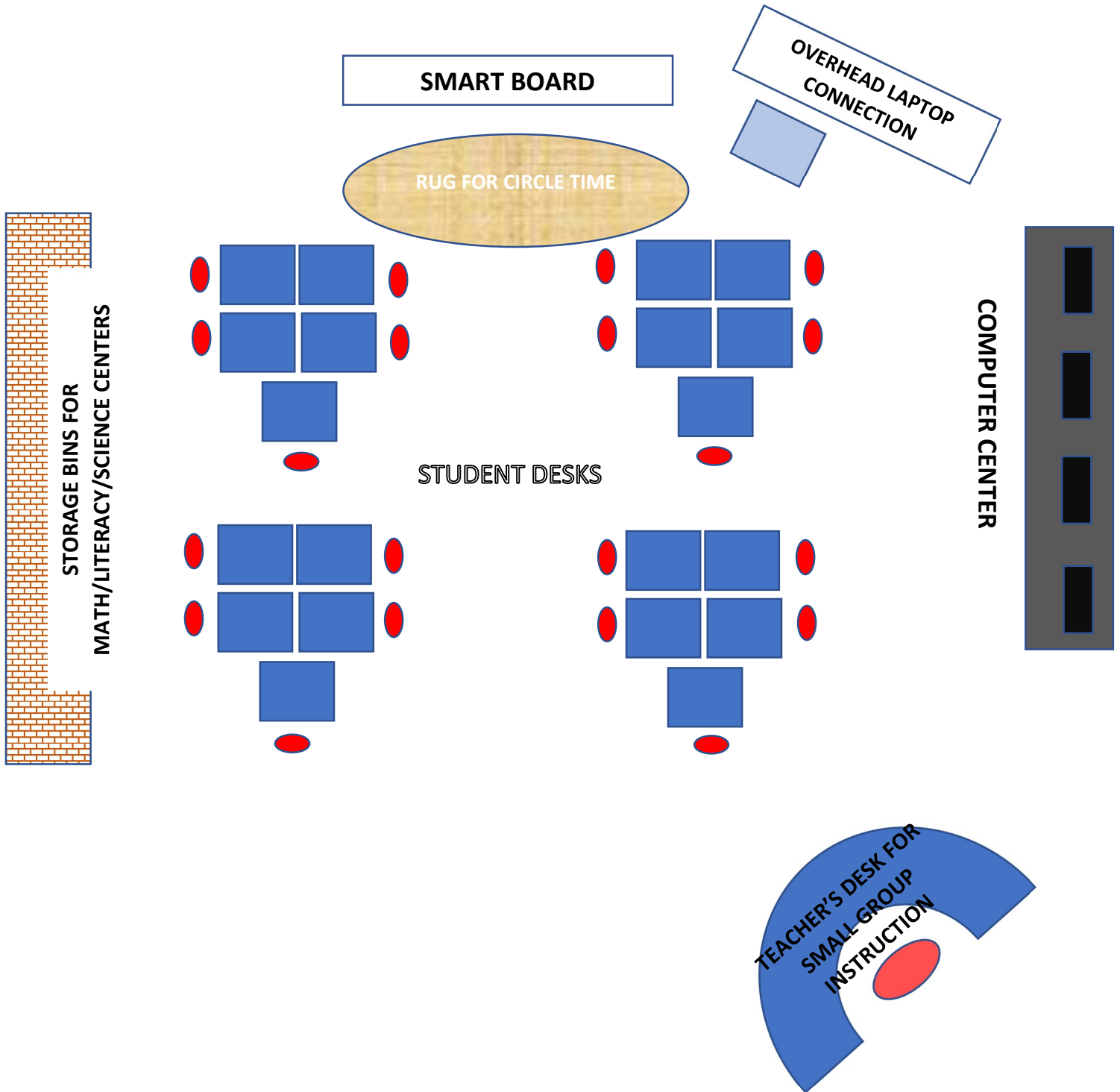
Students will have a color-coded chart posted in classroom and in folder to take home.

- a. Green – Ready to learn
- b. Yellow – first time offense
- c. Orange – second time offense
- d. Red – Third time offense
- e. Purple – Fourth time offense
  - 1) First time – verbal warning and take a break
  - 2) Second time – lose 10 minutes of recess
  - 3) Third time – lunch detention
  - 4) Fourth time – send behavior note home to caregiver

#### Accountability Component

- The first day of school I will discuss the Respect Contract. The contract will have four sections of respect.
- The four respect parts will be entitled:
  - Respect yourself
  - Respect your peers
  - Respect the Teacher
  - Teacher Respects the students
- We will all sign the poster and display by the Classroom Rules.

# Seating Arrangement





## Seating Methodology

Reasoning for the students' desk in center and divided by four groups with five desks to each group is for the teacher to have instruction in the center viewing all classmates to check their knowledge. The students will be divided with higher learners on the end so they can help the lower and middle level learners. The lower level learner will be closest to the higher-level learner.

The teacher's desk will be in the back-right corner of the room to view the class in its entirety while working on small groups with other students working in centers.

Smartboard will be located visible to the students with rug in front of the board for circle time. There will be an overhead cart or podium to hold laptop, equipment and supplies for instruction with the smartboard.

## Preparation

### Before the Students Arrive Checklist

1. Classroom arrangement
  - a. Teacher's desk will be in a corner furthest away from the door.
    - i. Desks will be set up in table groups typically four to a group facing each other. Depending on how many students this will be in the center of the classroom with space in the middle for teacher delivery of instruction.
  - b. Computers will be in the back of the room by a wall.
  - c. Depending on grade level will have subject centers in different corners of the classroom.
2. Bulletin boards
  - a. Welcome sign will be posted on the door with students' names.
  - b. Student board entitled "Awesome Work Coming Soon" with different bright colored paper and 2 clothes pins at the top of each to change student work in and out for the first few weeks will be posted.
  - c. Calendar board with monthly, days of the week, season and daily weather will be displayed.
  - d. Confidence and Positivity board that will include a mirror with speech bubbles that have different encouraging messages.
  - e. Classroom jobs with envelopes to hold and change out names every week will be posted by calendar.
  - f. Birthday bulletin board with student names listed for each birthday month will be displayed.
3. Essential Information displayed close to the door:
  - a. Class Schedule
  - b. Classroom Rules
  - c. Drills (fire, tornado, etc.)
4. Seating chart
  - a. All desks will include name plates for assigned seating.
  - b. Teacher's desk will include name sign.
5. Greetings for first impressions
  - a. Pictures will be displayed on outside of door for student to choose morning greeting by pointing or touching the picture. Pictures will include wave, handshake, high five and fist bump.

## Letter of Introduction to Students – Postcard

Hello (Grade level) Grader!

My name is Mrs. Cedillo and I am so excited to be your (grade level) grade teacher this school year. I look forward to getting to know you and hearing all about your summer break! Our room number is (#).

I have made many exciting projects for you to be the best (grade level) grader! I am excited to meet you at our open house on (date). You can bring your schools supplies then or on the first day of class (date).

Love,

Mrs. Cedillo

## Letter of Introduction to Parents

Dear Parent,

My name is Melanie Cedillo and I am excited to teach your child this year! I live with my husband and three children in Fort Worth. I enjoy spending time with my family including eating out, watching movies and being their cheerleader. I am looking forward teaching your child fun and exciting things and watching them learn.

My goals for your child are to learn, excel and succeed in reading, writing, and math. Part of his reading expectation will be reading 20 minutes every night and recording it in the reading log. I encourage parents to have your child read to you nightly. Your child will also be given a login for three educational websites that they will work on school and home. The websites are [www.kidsa-z.com](http://www.kidsa-z.com) for reading, [www.bigbrainz.com](http://www.bigbrainz.com) for Imagine Math Facts, and Prodigy. I will provide these logins the first week of school.

Conscious discipline is what I promote and will implement in my classroom. Your child will have rules to follow with consequences received if broken. These include a verbal warning with a break for the first time, loss of recess time the second, lunch detention the third and a behavior note to your attention on the fourth and final infraction. Your child will also receive rewards and special privileges for positive behavior.

Again, I look forward to teaching your child. Please come to the open house on (date) where you can leave their school supplies. If you cannot attend, please feel free to bring supplies on the first day of school (date). Our classroom room number is (#).

We are going to have a great year!

Thank you,

Melanie Cedillo

## First Day Agenda

### Before Class

- Decorate room:
  - Have a sign posted by the door with illustrated pictures to be seated, eat breakfast, put up belongings in locker and start bell work.
  - Classroom rules and consequences will be posted on the wall.
  - Hang the hall passes for the bathrooms, nurse, library, and hallway on the wall by the door.
  - Make poster with assigned jobs and pocket cards. Jobs will include attendance courier, line leader, door holder, light attendant, and teacher helper.
- Arrange layout:
  - Assign every student a seat and locker with a name tag. The desks will be in a "table" of 4 to 5 labeled by color code of yellow, orange, blue, and green. On each table will be a bin of shared supplies that include crayons, pencils, scissors and glue with their color-coded table.
  - Make a seating chart and put in clear plastic folder on the teacher's desk.
  - Create a poster with class schedule and paper for every student to put at the front of their journals.
- Prepare bell work on the smart board for students to enter in their journals.

### 7:40 – Greet Each Student at the Door:

- Say, good morning to everyone!
- After greeting ask their names and give them their assigned name tag.
- Ask them to find their labeled desk and locker to put up backpacks.
- Tell them they will have morning work every day listed on the smartboard. It is their responsibility to open their journal to enter.
- After every student has arrived take attendance.
- Review the job board and assigned titles. After the jobs for the week are assigned have the attendance courier take attendance to the office.

### 8:00 – Transition to the Morning Announcement

- Practice procedures for morning announcement.
  - Say, class class class and have them reply yes yes yes.
  - Give instructions to listen to announcements and say the pledge to flags.
- After the school announcements go over expectations.
  - Say, when I call on your table color come to the carpet and sit criss cross apple saucers.

### 8:10 – Circle time

- First go over routine of circle time.
- Let the students know we will participate in a Go Noodle activity.
- Then we will share by answering a question the teacher gives them.
- We will take turns passing the talking teddy bear. Advise that only the person who has the talking teddy bear can talk.
- Start with myself and explain how I am holding the talking bear so that means I can talk.
- First question to ask, what did you do over the summer?
- After our discussion I will go over rules and consequences.

- Send a copy of the rules in students take home folder.

#### 8:30 – Daily Schedule

- Have the class walk to the schedule posted on the wall near the door and discuss the daily schedule.
- Review the rules and consequences poster.
- Explain the job wall and how we will rotate weekly for job responsibilities.

#### 9:00 – Literacy

- Pass out reading, handwriting and spelling workbooks.
- Review each book by introducing key points like index, glossary, unit checks, etc.

#### 9:30 – Literacy Centers

- Go over expectations from students for literacy centers.
- Explain how we will have four centers every week.
- Each student is expected to start on station one and cannot go to the next station until they complete that station.
- Station one will be a spelling packet, station two writing, station three a game and station four puzzles.
- We will rotate every 15 minutes with the teacher ringing the bell. We will be divided into four groups with group one on stations 1-4, group two computers, group three teacher small group and group four stations 1-4. When the teacher rings the bell, students rotate in that order of stations, computers, teacher small group and stations.
- This gives students a total of 30 minutes to work on the stations each day.

#### 10:30 – Writer’s Workshop

- Students will be assigned a folder and journal for our daily writer’s workshop.

#### 10:55 – Recess

- Before going outside for recess, we will briefly go over rules for lining up, walking in the hallway and playing safely and kindly outside.

#### 11:25 – SPECIALS (Teacher planning period)

#### 12:15 – Math

- Pass out math workbooks.
- Review the math book by introducing key points.

#### 12:45 – Lunch

- Show students where the lunch and snack baskets are in the classroom.
- Have each student who brought a lunch pick up lunch and line up.
- Then have the students buying a lunch to line up.
- Review rules for lunch including walking in the lunchroom, following directions, stay in your seat and eat quietly, clean after you finish lunch, and get in line when done so you are ready for me to pick up.

#### 1:15 – Math Centers

- Go over expectations from students for math centers.
- Explain how we will have four centers every week.
- Each student is expected to start on station one and cannot go to the next station until they complete that station.

- Station one will be a math packet, station two-word problems, station three a game and station four math scroll.
- We will rotate every 15 minutes with the teacher ringing the bell. We will be divided into four groups with group one on stations 1-4, group two computers, group three teacher small group and group four stations 1-4. When the teacher rings the bell, students rotate in that order of stations, computers, teacher small group and stations.
- This gives students a total of 30 minutes to work on the stations each day.

#### 2:20 – Science/Social Studies

- Pass out social studies and science workbooks.
- Review the books by introducing key points like index, glossary, unit checks, etc.

#### 2:40 – Clean up

- Review daily procedures for dismissal.
- Pack up for dismissal and stack chairs.
- Go over dismissal chart and dismiss by bus, car ride, and walker.

### First Day Bell Work

- Students will answer the following “Number of the Day” listed on the smartboard:
  - Number of the day is “1” for the first day of school. (this number increases by one every new day of school)
  - First part is to write the date in number form.
  - Second part will have you write the missing numbers on a number line with the number of the day.
  - Third part will have you answer what is greater, lesser & equal to the number of the day.
  - Fourth part is writing what number is in the hundreds, tens or ones for the number of the day.
  - Fifth part is drawing the number using blocks or tally marks.
  - Final part is describing what the weather is like for the day.
- Bell work will be the same everyday using what school day of the year it is. I will go over the answers before lunch time on the carpet every day.

### Welcome to Mrs. Cedillo’s Classroom



Welcome  
Presentation