**Classroom Management Plan for Ms. Herbert’s Classes**

**Classroom Number:** Room 411W

**Teacher:** Elizabeth Herbert

**Classroom Expectations:**

\* Arrive on time with all required materials.

\* Respect everyone at all times, including yourself.

\* Be honest and practice integrity in all things.

\* If you need help, ask.

\* Do your own work.

\* Classroom Materials: something to write with, class folder, any assignments

**Classroom Material Locations:**

Student Center (under Abraham Lincoln): pencil sharpener, pencils, tissue, 3 hole punch, student folders (organized by hour student has my class) in baskets

**Daily Classroom Procedures:**

***Entering and Exiting the Classroom***

\* Students should arrive and be in their seats before the bell rings.

\* When students arrive, all unnecessary materials (backpacks, purses, cell phones, etc.) should be put next to their desks on the floor or along the back tables if students prefer.

\* The Do Now and Class Objectives will be listed on the board. Students will have 5-7 minutes after the tardy bell rings to write the class objectives and to complete the Do Now every day until Ms. Herbert checks them for a grade. Once Ms. Herbert completes grade checks, no additional grades will be taken. If the student is late, they will receive a zero for the assignment unless they come to class with a pass from a teacher, a counselor, an administrator, or another adult in the building with a reason why they are late. In these cases, students will have 5-7 minutes to complete the assignment once Ms. Herbert checks them in for attendance.

\* Attendance will be taken while students are completing the daily do now and will be updated at the end of class to ensure accuracy.

\* Students are dismissed by Ms. Herbert, not the school bell. Students should not leave until Ms. Herbert excuses them from the classroom.

***Seating Policy***

\* Students may begin the year in assigned seats. If a student is not sitting in their correct seat, the student will be counted as absent for the class.

\* Seating arrangements will become more flexible as students learn to become more independent and can demonstrate mature behavior. Once students can demonstrate maturity and focus, students will be allowed to choose their own seats.

\* If students cannot handle sitting in their preferred seats, students will be moved to a location in the classroom that will allow them the opportunity to focus. If students demonstrate that they are able to focus for two weeks without incident (cell phone usage, disruptive behavior, etc.), students will have the opportunity to choose their own seats.

\* If the seating arrangement becomes a distraction, Ms. Herbert will assign seats to all students and students will have to earn the right to sit in seats of their choice.

***Submitting Assignments***

\* Students are required to submit assignments on the day they are due at the beginning of class. Any assignment turned in after Ms. Herbert is finished collecting them will be counted as late and will only be given 80% credit.

\* If a student submits an assignment that has been plagiarized, the student will receive a zero.

\* Assignments should be given to Ms. Herbert when the instruction to turn in assignments is given.

\* If a student is absent, the assignment will be due the day that Ms. Herbert and the student agree on.

***Restroom Policy***

\* Gateway STEM High School retains a NO HALL PASS policy

\* Students may only ask to leave class to use the restroom only in emergency situations. If a student is ill or has other medical issues that necessitate additional restroom usage, the student must bring a note from a doctor or speak to the nurse so there is a note in their SIS account.

\* If a student abuses Ms. Herbert’s goodwill and trust, privileges will be revoked and parent contact will be made. Additionally, administration will be contacted about the issue and further consequences may be given on a case-by-case basis.

\* **NO PASSES ARE GIVE DURING THE FIRST AND LAST 10 MINUTES OF CLASS, AS WELL AS AT ALL BETWEEN 10:32 AM AND 12:37 PM. PLAN AHEAD.**

***Emergency Situation Policy***

\* In case of fire: follow directions given by Ms. Herbert. Students will evacuate the building according to the school emergency plan.

\* In case of severe weather: students will be notified. We will take shelter in the appropriate place. Students will follow directions as given

\* In case of an intruder: Ms. Herbert will check the hallway for any students who can be brought in. Doors will be locked and students will be escorted to a safe location in the classroom. Students will remain calm and quiet until further directions are given.

**Discipline Policy**

Students are expected to conduct themselves as mature young adults at all times. Should students choose to not follow school or class rules, the following actions will be taken:

First Offense: Verbal warning

Second Offense: Behavior Think Sheet

Third offense: Parent contact home; one-on-one conversation with Ms. Herbert

Fourth/Repeated Offenses: Referral to administration

If a student is disrupting the class to a degree that teaching and learning cannot take place or the student puts them-selves or another student into immediate danger:

\* Security and administration will immediately be notified.

\* The student will immediately be removed by security or a member of the administration.

\* A referral will be written.

\* Parent contact will be made as soon as the teacher is able.

\* Further consequences may be taken in accordance with school/district discipline policy.

**Parent Contact Policy**

Ms. Herbert believes in maintaining a good relationship with students as well as their family. Ms. Herbert will contact parents/guardians for multiple reasons:

\* The student is exhibiting positive behavior.

\* The student goes above and beyond what is required on a consistent basis.

\* The student demonstrates exceptional character.

\* The student shows improvement.

\* The parent requests a phone call from Ms. Herbert

\* The student is failing the class

\* The student is disrupting the teaching and learning environment.

\* The student is insubordinate.

\* The student is absent for an extended period of time.

\* The student is consistently late to class.

**Student Incentives**

Students who consistently demonstrate positive behavior, demonstrate high achievement, demonstrate significant improvement, or demonstrate good character traits will receive rewards on a bi-weekly basis (every five class periods). Students will be given a choice for which incentive they would like. Incentives include but are not limited to:

\* Positive phone call home

\* Bonus points to be used on any assignment, quiz, or test

\* Snacks/Candy

\* Assignment exemption