

# Classroom Management Plan 2014-2015

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*Ms. Umana, Room 304*

## **Three Basic Class Rules, Six Classroom Manners, and List of Procedures**

Welcome back to school! Please note the Classroom Management Plan is subject to change as deems necessary. It is the student's sole responsibility to abide by both the Classroom Management Plan and Lee High School's Student Handbook in order to maintain a safe, positive learning environment.

### **BASIC CLASS RULES – POSTED IN THE CLASSROOM**

- 1. BE QUIET.**
- 2. BE IN YOUR SEAT.**
- 3. DO YOUR WORK.**

### **CLASSROOM MANNERS – POSTED IN THE CLASSROOM**

- 1. FOLLOW DIRECTIONS.**
- 2. TAKE TURNS.**
- 3. DO NOT INTERRUPT.**
- 4. PUT THINGS AWAY.**
- 5. SAY "PLEASE" AND "THANK YOU".**
- 6. HELP OTHERS.**

### **CONSEQUENCES**

<b>FIRST OFFENSE</b>	<b>:</b>	<b>VERBAL WARNING</b>
<b>SECOND OFFENSE</b>	<b>:</b>	<b>VERBAL WARNING WITH SEATING ARRANGEMENT</b>
<b>THIRD OFFENSE</b>	<b>:</b>	<b>REFERRAL TO THE OFFICE AT TEACHER'S DISCRETION</b>

### **PROCEDURES**

- Arrive prepared to class.
- Students are expected to arrive early to gather their materials and be seated before the bell rings.
- Warm-ups will be on display as the student arrives for student to work on before the bell rings.
- Tardiness: Must have a tardy slip to enter the classroom.
- Make Up work provided by request and appointment.
- Dress code: abide by the Student Handbook in order to enter my class.
- No one has permission to be near or at the Teacher's desk without permission.
- Do not loiter around the doorway or block the entrance to the classroom.
- Bellwork will be done from bell to bell.
- No one has permission to leave class the first and last 15 minutes of class.
- Sharpen your pencils before class begins. After that, only the silent sharpener will be used by permission.
- Collaboration: "Ask 3 then Me."
- Raise your hand to ask permission about what it is you need and wait for me to call on you.
- Restroom breaks: Emergency only, limited to 3 breaks per 6 weeks and signing out.
- We will have assigned seats.

- The calculators are the school's property and it is the student's responsibility to keep them in good condition or a fine will apply.
- Personal grooming: detention of the makeup or groom tool for up to a week.
- Cleanup before you leave.
- Bell does not dismiss you, Teacher dismisses you.
- Leave the class quietly and orderly so that nobody gets hurt.

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Student's Signature

Parent's Signature