

## **Classroom Management Plan 2017-2018**

I strive to create an engaging, quality education for all students in my classroom. In order to meet the needs of our diverse community, it is crucial that we, teachers/parents/students, are all on the same team.

In an effort to better communicate expectations in the classroom I have created this parent handbook as a reference for you. In addition to classroom expectations outlined below, school policy will be followed explicitly by myself and the classroom assistant.

Please read through the handbook then sign and return the last page stating that you have read and understand its contents. Keep the top pages for your records.

### **Attendance**

Students are expected to be **in class, on time** and **ready to learn**, every day. Because we have so much work to do, lessons and learning begin promptly at 8:30. Please be sure your student arrives at school with plenty of time to visit their locker, change their shoes and be in class before the bell rings. Students regularly arriving late, not only disrupt work in the classroom, miss out on information vital to their daily success. The school attendance policy will be upheld in my classroom and can be reviewed at the following link. [http://www.mariamontessoriacademy.org/wp-content/themes/MariaMontessoriAQ/downloads/policies/MMA\\_Attendance\\_Policy.pdf](http://www.mariamontessoriacademy.org/wp-content/themes/MariaMontessoriAQ/downloads/policies/MMA_Attendance_Policy.pdf)

### **Blog**

The majority of communication regarding our classroom will be done through the class blog. It is important that you subscribe to the blog in order to stay informed about field trips, homework and home projects. You can subscribe at the following link <http://blogs.mariamontessoriacademy.org/amity/>

### **Classwork**

Students who do not complete required classwork will, from time to time, need to bring it home for completion. If students regularly do not complete work, a behavior report will be sent home, as per school policy, and a conference will be scheduled.

### **Dress Code**

We will follow dress code expectations set forth by the school. Dress code infractions will be sent home each time your child violates the policy. Please review the current policy at the following link. <http://mariamontessoriacademy.org/wp-content/uploads/2013/08/Dress-Code-Policy-MMA-signed-04.08.14.pdf>

### **Field Trips**

In addition to grade specific field trips, and as an extension to our in class learning, we take a variety of field trips throughout the school year. Due to a gracious donation from UTA, we will utilize Frontrunner for one field trip. Because of school policy (liability), parents are responsible for arranging transportation for their student to and from the remainder of our field trips. Our room mom will help

in making these arrangements. It is expected that you communicate your transportation plans directly with the room mom, even if you are planning on taking your own child rather than carpooling with another parent.

### **Homework including Home Projects**

Students will have regular homework designed to reinforce concepts that are taught in the classroom and teach self-regulation. Homework will include, but is not limited to, IXL (math practice), spelling, Utah Compose (writing), and cultural reports. Home work will take, on average, 30 minutes each night. Home projects are long term projects and will include, but are not limited to, expert project, science research, continent reports and cultural projects. Students will be given some time in class to get started on long term home projects, however the majority of the work will need to be done at home. Homework and home projects are mandatory. Any student not completing homework or home projects will be issued a notification (pink slip) giving them an opportunity to come up with a plan for completion. “Pink slips” need to be signed by you and returned to class the day after being issued. A conference will be scheduled for students regularly receiving pink slips.

### **Planners**

Each student at MMA will be given a planner their first day of school. Planners are a tool provided by MMA in order to enhance your student’s planning and time management skills. Students are expected to use planners to plan and record their work each day. Students in my classroom will be explicitly taught how to use their planner effectively beginning on the first day of school. Parents are expected to review planners each night and initial in the space provided. Planners are a wonderful way for parents and teachers to communicate quickly. Because planner usage is required by MMA, any student losing their planner will be required to purchase a new one at the rate of \$15.

### **Rules**

Classroom rules are designed to allow all students the opportunity to learn. Breaking the rules will result in a warning followed by a “time-out”. If, after the warning and the time-out, students have not chosen to follow the rules, a letter will be sent home notifying you of the broken rule. This letter must be signed by you and returned to class the next day.

### **Spelling**

I know the frustration that spelling can bring for some students. It is because of this that students are expected to spend time outside of class reviewing their words. Students who study, even those who struggle with spelling, do better on tests than those who don’t. Students are expected to record spelling for the following week on Wednesday afternoon, giving them the weekend to study in addition to the weekdays leading to the test. Spelling tests are on Wednesday mornings. Students are expected to bring home their test, share it with you and make corrections to missed words by writing them 5 times each on the back of their test. Tests must be signed by you and returned to class the next day. Our first spelling test will be during the third week of school.

**Weekly Work Evaluation**

In an effort to develop self-regulation, students will fill out a weekly work evaluation whereby they will evaluate the work they planned vs. the work completed each week. This evaluation will allow them to reflect on their study habits throughout the week and make adjustments the following week. Goal setting and reflection are important skills that help students become successful, self-regulated, independent workers. The weekly evaluation form will be reviewed by me each Friday, and sent home to you to sign and return with your student the following Monday.

**Summary of items requiring daily or weekly parent signature**

- Planner (daily)
- Spelling Test (weekly)
- Weekly Work Evaluation (weekly)

Please keep the classroom management plan for your records. By signing on the line below you are acknowledging the receipt of the classroom management plan and agree to work as a team for your child's success in my classroom. If you have any questions about the plan, please tell me by writing them in the space available and I will address them directly.

Questions:

I have read and understood the classroom management plan.

\_\_\_\_\_

Student name

\_\_\_\_\_

Parent signature

\_\_\_\_\_

Date