



◀ Statement of Purpose ▶

Ms. Heiar's 5th Grade Mission Statement

The statement of purpose is:

- ✓ *Focused*
- ✓ *Directly, clearly understood*
- ✓ *Jargon free*

The statement of purpose: "Our classroom will be a safe, welcoming environment that promotes individuality, respect and both personal and academic success. In order to achieve our classroom goals and individual success, all students will be active participants in our daily activities where listening and communication skills will be the main focus."

◀ Rules ▶

Ms. Heiar's 5th Grade Classroom Rules

Rules:

- ◆ **Rule 1:** Respect -Yourself -Others -The Environment
- ◆ **Rule 2:** Bring ALL materials to class -Textbook -Notebook -Pencil -Pen
- ◆ **Rule 3:** Free Read when all of your work is completed.
- ◆ **Rule 4:** Use Good Manners
- ◆ **Rule 5:** Leave your problems at the door, stay focused!

The rules are:

- ✓ *Simple, specific, and jargon free terms*
- ✓ *Measurable*
- ✓ *Positively stated*
- ✓ *Conveys expected behavior*
- ✓ *Observable*

◆ Procedures ◆

Ms. Heiar's 5th Grade Procedures List

Procedure: *Hallway*

(Steps:)

- ◆ Line up in a straight line.
- ◆ Stay to the right of the hallway.
- ◆ No talking while in the Hallways.
- ◆ Stop to let other classes or students pass.
- ◆ Always walk.

The procedure is:

✓ Simple, specific, and jargon free

✓ Positively stated

Procedure: *Locker*

(Steps:)

- ◆ Respect your locker buddy(s).
- ◆ Only report to your locker during passing periods or when permission has been given by a teacher or staff member.
- ◆ Do not leave food or drink in your locker.
- ◆ Do not give other students your locker combination.
- ◆ Do not leave valuable items in your locker.

The procedure is:

✓ Simple, specific, and jargon free

✓ Positively stated

Procedure: *Bathroom*

(Steps:)

- ◆ The bathroom should be used during passing periods or with a bathroom pass.
- ◆ Clean up after yourself.
- ◆ Flush Toilet.
- ◆ Throw away paper towels.
- ◆ Respect others in the bathroom.

The procedure is:

✓ Simple, specific, and jargon free

✓ Positively stated

Procedure: *Cafeteria*

(Steps:)

- ◇ Stay calm and in line when waiting for food.
- ◇ Use your manners with the cafeteria staff.
- ◇ Walk to get your food, to the lunch table and to throw your food away.
- ◇ Clean up all scraps on the table when you are done.
- ◇ Use indoor voices and appropriate language at the lunch table.

The procedure is:

✓ Simple, specific, and jargon free

✓ Positively stated

Procedure: *Dismissal*

(Steps:)

- ◇ Line up at the door when the teacher asks.
- ◇ Walk to your bookbags/lockers/cubbies.
- ◇ Do not leave until the teacher dismisses you.
- ◇ Report to the bus/car to be taken home.
- ◇ If you walk or ride your bike, make sure you are with a buddy.

The procedure is:

✓ Simple, specific, and jargon free

✓ Positively stated

Procedure: *Late*

(Steps:)

- ◇ Pick up a tardy slip from the office before coming to class.
- ◇ If there is an excuse, make sure to have a written note from a doctor or parent.
- ◇ Use Study hall time to catch up on missed material.
- ◇ More than 3 late arrivals will result in a detention to be served in school.

Procedure: *Absences*

(Steps:)

- ◇ Notify the teacher or school as soon as possible.
- ◇ Phone calls or emails from a parent or guardian are required.
- ◇ If the absent will be for several days due to a vacation, please let the teacher know in advance.
- ◇ Check your email for any assignments that may have been sent home.

The procedure is:

✓ Simple, specific, and jargon free

✓ Positively stated

Consequences (Positive)

Good Behavior Rewards

Positive consequence timeline:

Free and frequent

- ◇ Stickers, verbal praise, high fives, smiles, treats.

Intermittent

- ◇ Notes or emails home, phone calls, milk duty, marker board duty, free game time, free reading time, front of line.

Strong and long-term

- ◇ In class party days, special projects, field trips, free recess, Student of the Month recognition. Lunch out (Subway, Pizza etc)

The positive consequences are:

- ✓ Clear and specific
- ✓ Natural and logical
- ✓ Related directly to your rules and procedures

Consequences (Negative)

Classroom Consequences

Negative consequence Steps:

- Level 1* ◇ First Warning -Student takes a five minute cool down in the pod, when ready to continue, the attitude needs to be positive and an apology must be made.
- Level 2* ◇ Second Warning --Lunch Bunch: Stay in at Recess and Lunch to complete work or write and apology for the rule that was broken.

- Level 3* ♦ Third Warning -Call home to Parents to discuss possible solutions to the problem and to inform them of the classroom behavior and consequences.
- Level 4* ♦ Fourth Warning -Meeting with the student, parents, to implement a plan and further consequences.
- Level 5* ♦ Fifth Warning -School Suspension

◆ Crisis Plan ◆

Ms. Heiar's Crisis Plan

The crisis plan identifies:

- | | |
|-----------------------------------|--------------------------------------|
| ✓ <i>Who will seek assistance</i> | ✓ <i>What other students will do</i> |
| ✓ <i>Who will be notified</i> | ✓ <i>What to do after the crisis</i> |

Crisis plan:

Behavioral: Give the student a space and 15 minutes to "cool down."

Behavioral: After 15 minutes, calmly talk to the student in private to see if the behavior has escalated, maintained or decreased.

Behavioral: If the behavior has decreased, ask the student the reason for their behavior and for an apology. Ask them to rejoin the class when these two things are received.

Behavioral: If the behavior has maintained, ask the student if they need more time to cool down or if they would like to go to the psychologist or down to the office to avoid being a further distraction.

Behavioral: If the behavior has escalated, make sure the rest of the class is in a safe environment and then have the student escorted to the office with a behavior card to talk to the principal.

Behavioral: Contact the parents and inform them of the situation.

Behavioral: Behavioral: If the situation

Medical: In the case of a severe situation such as a seizure, burn, or asthma attack, have a student designated to report to the office.

Medical: Have cards that are labeled with the medical emergency to send with the student so that the office is aware of the crisis.

Medical: Make sure all other students are moved to a safe environment, whether that be another classroom, the hallway or the gym.

Medical: Keep the student with the medical emergency contained in the classroom with no access to windows or doorways.

Medical: Keep sharp objects out of reach.

Medical: Use a calm voice and stay focus and composed.

Medical: After the situation has been attended to

continues to escalate, contact authorities.

and resolved, document everything for future reference.

◆ Action Plan ◆

Ms. Heiar's 5th Grade Plan of Action

Action Plan Task: Booster Sessions for Students

There is a schedule included for each of the following:

- ✓ *Informing Teachers* ✓ *Introducing to parents*
- ✓ *Teaching students* ✓ *Scheduling booster session (rule reviews) for students and staff*

Action plan parameters:

Process

- ◆ By developing booster sessions, I am allowing myself the time and the resources to make changes to my classroom management plan. I am assessing myself and adjusting areas of concern. These sessions should be scheduled before the school year begins and done monthly or more frequently according to the progress of the students. Mini lessons can be done throughout the year accordingly as well.

Materials needed

- ◆ I would present this via multimedia with a slideshow and also handouts that have documented the students progress and areas that need to be improved.

Intended date of completion

- ◆ This will be done throughout the year.

Outcome

- ◆ Staff, and parents will have an idea of what is taking place in the classroom and what areas need to be improved. They will have input into developing a stronger management plan. Their feedback will help me reevaluate my lessons and overall improve the education of the students.

Action Plan Task: Teaching The Plan to Parents

There is a schedule included for each of the following:

- ✓ *Informing Teachers* ✓ *Introducing to parents*
- ✓ *Teaching students* ✓ *Scheduling booster session (rule reviews) for students and staff*

Action plan parameters:

Process

- ◇ I would start by establishing a relationship with the parents by calling home the first week and introducing myself and by sharing something positive about their child. This gives me a baseline to work with. I am no longer a teacher sending home a list of rules, I am their child's teacher, who has created classroom rules and consequences in order to keep their child safe and to help them succeed. As I said before I will also post my rules and consequences on the school website for parents to access as well as sending a copy home. I will ask for them to sign the document and also provide a sheet for feedback, questions or suggestions.

Materials needed

- ◇ Microsoft Word.

Intended date of completion

- ◇ The first week of school.

Outcome

- ◇ Parents will feel involved and informed as well as comfortable with me as their child's teacher and my classroom policies. They will feel comfortable asking questions or giving suggestions.

Action Plan Task: Plan Toolkit

There is a schedule included for each of the following:

- ✓ *Informing Teachers* ✓ *Introducing to parents*
- ✓ *Teaching students* ✓ *Scheduling booster session (rule reviews) for students and staff*

Action plan parameters:*Process*

- ◇ Create visuals for rules, such as posters. Create positive postcards for parents. Create a student of the week program as an incentive for the students to do well and follow rules. Create a referral form so that a hierarchy can be notified in case of a problem. Design a substitute folder so that subs are informed of the rules and know how to carry out the consequences for breaking those rules.

Materials needed

- ◇ Poster board and paper for the list of rules and regulations and consequences. I may even create some kind of powerpoint media that the kids can have to refer to on the school website. Design specific notes to be sent home so that parents are informed, email may also be used. I would make these notes look positive and inviting. They should not be seen as a bad thing. Referral forms and the substitute folder needs to be straight to the point and they both need to incorporate all up to date necessary information in order to work successfully.

Intended date of completion

Most of these things need to be done before school starts. However,

- ◇ introducing the students and their parents to the rules can be done in the first week, this is crucial to establishing a positive classroom environment immediately.

Outcome

- Hopefully by taking these steps the outcome is successful, but in order to insure that it is I will meet with both staff members, parents and students to modify anything that may not be clear or working properly. Part of being a teacher is learning to adjust and be flexible. It is vital to take positive criticism in order to better yourself as teacher and for the students to reach their full potential.

Action Plan Task: Teaching The Plan to Students

There is a schedule included for each of the following:

- ✓ *Informing Teachers* ✓ *Introducing to parents*
- ✓ *Teaching students* ✓ *Scheduling booster session (rule reviews) for students and staff*

Action plan parameters:

Process

- ◇ I will create handouts for each student to keep in their class folders that list the rules and consequences. I also plan on having them sign a declaration stating their understanding of the rules and consequences and their willingness to abide by the set rules. I would then develop a relevant lesson plan that focuses on rule following and what happens when rules are broken. I might have the kids act out certain scenarios to give them a real life example and to get them involved. Teach relevant aspects of plan. •Develop and implement a lesson plan. First week of school Devise role play. •Have groups of students select a rule and model what it looks like. Second week of school Develop practice activities for rules. •Create practice activities that use storybooks, songs, and creative arts. Second week of school and as needed throughout school year

Materials needed

- ◇ I will use Microsoft Word in order to create these documents.

Intended date of completion

- ◇ Before the school year begins.

Outcome

- ◇ The students will understand the rules set forth and agree with the consequences for violating these rules.

Action Plan Task: Recognition Activities for Students

There is a schedule included for each of the following:

- ✓ *Informing Teachers* ✓ *Introducing to parents*
- ✓ *Teaching students* ✓ *Scheduling booster session (rule reviews) for students and staff*

Action plan parameters:

Process

- ◇ I will have two good behavior programs. The first will be a "Student of the Week" program. A student will be chosen each Monday based on their good behavior the prior week. Their reward includes a treat bag filled with (favorite candy, pencils, stickers etc.) Being first in line and any other helper activities such as getting milk or passing our papers. I will also implement behavior badges or stickers. Whenever someone is following the rules they will be positively rewarded with a sticker. At the end of each quarter, a certain number of stickers will get them a certain prize.

Materials needed

- ◇ I will need stickers and prizes.

Intended date of completion

- ◇ This will be done starting the first week and continue each week throughout the year.

Outcome

- ◇ The students will want to do well in order to receive rewards.