

Exemplar Classroom Management Plan

Planning Rules, Consequences, Procedures, and Layout

Classroom Norms

1. Come to Class Prepared
2. Limit Cell Phone Time
3. Be Mindful of Others when Speaking
4. Arrive to Class by the Bell
5. Remain on Task

Consequences

1. Verbal Warnings (2x)
2. Written Warning (1x)
3. Removal of Cell Phone (or Cell Phone Time) for Class Period
4. Call Home to Parent/Guardian
5. Principal's Office

*Consequences are subject to change based on the severity of the behavior!



Procedures

Arrival to Class:

- ☐ Sit in assigned seat.
- ☐ Take out materials.
- ☐ Quietly begin working on bellwork.
- ☐ Read or work on other homework when bellwork is complete.
- ☐ Wait patiently for class to begin.

To Turn Assignments In:

- ☐ Pass completed papers up to the front of the row.
- ☐ Each person up front is to pass their stack LEFT.
- ☐ The person in seat #1 will then turn in completed papers.

To Leave During Class:

- ☐ Wait for downtime during the period.
- ☐ Respectfully inform the Teacher of the designated location.
- ☐ Grab the hall pass slip from the Teacher's desk.
- ☐ Sign-in and out on the clipboard by the door.

To Find Absent Work:

- ☐ First, ask a classmate what was discussed previously.



- ☐ Write down any notes, or assignments that were completed.
- ☐ Look in the “Previous Work” folder by the board.
- ☐ If there are still questions or concerns, consult the Teacher for assistance.

To Leave Class:

- ☐ During the last five minutes of class, students will complete the exit ticket.
- ☐ Once the exit ticket is finished, students will pack belongings quietly.
- ☐ Once the bell has rung, students will wait for class to be dismissed.
- ☐ Once the TEACHER has dismissed the class, students will be free to go.

Procedure Rollout Scripts

Arrival to Class:

- ☐ “For this next activity, we are going to practice a few procedures! I first want to start with what we will be doing when we arrive to class, which is the foremost step! When you come into class each day, I expect you to sit in your assigned seats. There will be a bellwork listed on the board every time you come in, so I want your journal for this class to be with you at all times! Also, don’t forget any other important materials for this class, such as pencils and ideas. By the time the bell rings, I expect you all to be quiet and diligently working. If you complete the bellwork before I begin class, then you should be working on other homework or reading. Now, we will practice! Everyone, stand up, and walk towards the door. We are going to



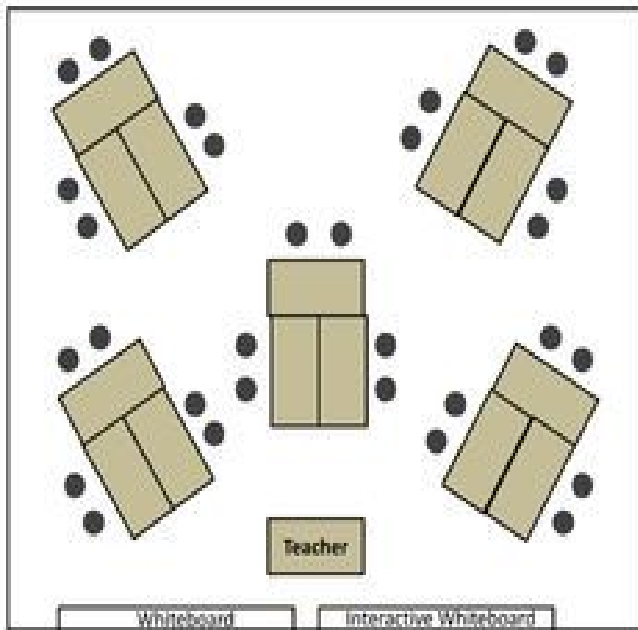
circle around and come back through the door QUIETLY. You all will go to your assigned seats, and remain quiet until everyone has sat down. We will do this a few times to get the procedure down.”

To Leave During Class:

- ❑ “Now we are going to talk about our sign-out procedure. If you need to go to the nurse, bathroom, library, or office during class, please wait until we have some downtime. If I am up here teaching, I expect you all to be present, and paying attention. If it’s an absolute emergency, however (such as nausea), by all means get up and go! If it is not an emergency and we are independently working, I will give you a hall pass and you must sign out before leaving the room! This means you will sign your name, your destination, AND state the time you left. When you return, you must sign-in and put the time you arrived back to the classroom. The hall passes are held on the corner of my desk, do not take one without permission! The sign-out clipboard is placed right by the door, and there will be a pen attached at all times.”

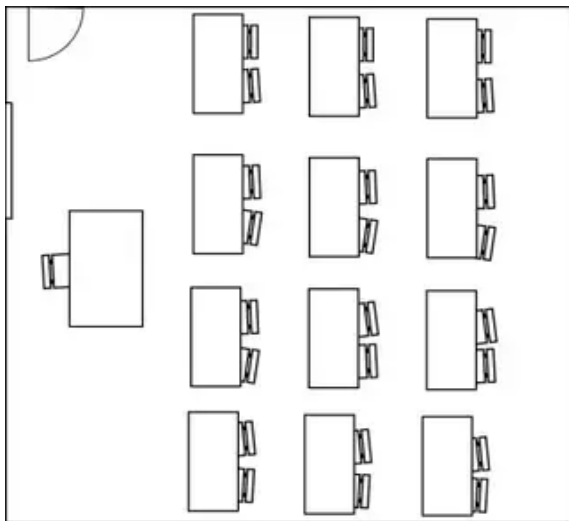


Classroom Layout Plan



[Image](#) Retrieved from Edweek.org

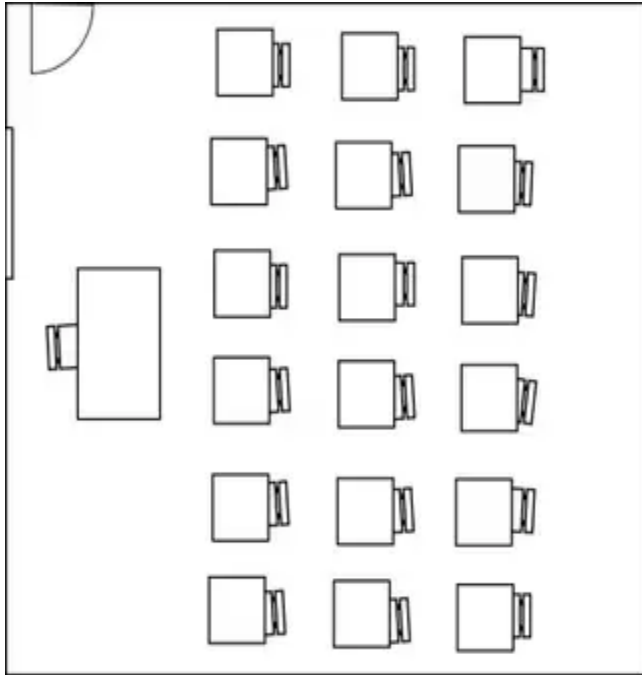
My ideal classroom would be the layout listed to the left. In this layout, each student can clearly see the front of the room, where the interactive whiteboards and Teacher are displayed. Because students are set in groups of six, collaboration can be a key element of any assignment that might take place. Also, students would always feel a sense of connection, no matter where they are placed in the room.



[Image](#) Retrieved from HelpfulProfessor.com

I believe this classroom layout would be just as beneficial as the first. In this setting, students are allowed to collaborate with one partner, which can provide benefits for smaller projects. This is also a great way to see which students work together, and which do not. It may be trickier to move students when they are placed in groups of six, but when students are placed in groups of two, there is a flexibility to the classroom's order.





This classroom layout is very common for many classrooms. Although it is not ideal, the best time to display a classroom in this manner is during testing. Because each student would be placed in a separate seat, they would have their own room to focus. Individual desks are great because they can be organized in a multitude of fashions, where as tables cannot. If I had individual desks in my classroom, I probably would not use this layout very much.

[Image](#) Retrieved from HelpfulProfessor.com



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