

## **Classroom Management:**

### **Procedures:**

- Arrival –
  - Students are greeted at the door by teacher
  - Grab papers on table as they walk in
  - Sit down and start bell ringer on the board
- Tardy – Student will sign tardy book every time as soon as they walk in.
  - First tardy (5 mins or less), 15 min d-hall
  - Second tardy (5 mins or less), 30 min d-hall
  - Third tardy (5 mins or less), office referral
  - Any tardy after 5 mins, office referral
- Absence –
  - Bin titled “What did I miss” will be at a desk accessible to students.
  - Students will be responsible for picking up their own work and keeping track of due dates.
  - Every day a student is absent they will have those same amount of days to make up (1 day out = 1 day to make up, 3 days out = 3 days to make up)
- Homework –
  - Homework will be turned in by the date due.
  - A bin at the front of the class will be labeled “Turn in” with each class period written on each drawer.
- Getting the Class' Attention –
  - Teacher will raise hand and stop talking to get classes attention.
  - Teacher can also have a bell to ring once.
- Visitor in the Room (What will the students do while you are with a visitor?)
  - Students will not disrupt teacher, continue working on what ever they were doing.
- Getting the Teacher's Attention –
  - Student will have a red flag they put up on desk when they need assistance.
  - Student will still continue working.
- Restroom –
  - Student will get four passes at the beginning of the semester
  - Student can use the passes to go during class
  - Passes will also be +5 points on a test if they would like to instead
  - If student has used all of the passes, they can take a 30 min d-hall to go to the restroom.
- Lining Up/Hallway – High school does not line up or walk in the hallway together.
- Collaborative Group Work –
  - All students participate
  - Inside voice level, no yelling

- Transition –
  - Secure students attention
  - Teacher will explain what they will be doing next
  - Explain how the “thing” will start and stop
- What To Do When Done – If students are done with all classwork for the day they may work on homework, other classwork, or read class set of science magazines.
- Dismissal – Students stay in their seats until the bell rings.
- Home and School Connection –
  - Teacher will send home a letter at the beginning of the school year and have the parent/guardian sign it. There will be a place for parents to put contact info and a space for parents to fill in “Things I should know about your child”.
  - Teacher will also have a remind program and invite parents/students to join.
- Bullying Pledge (Please include specific steps/instructions for students as victim, bystander, etc.) –
  - Teacher responds immediately to bully
  - Ask witnesses to report if bullying occurs again
  - Teacher will notify administration if bullying continues or if bullying is extreme
  - Teacher will have a meeting with victim and check in on them often
  - Teacher will get appropriate help for victim as needed

### **Discipline Plan/Classroom Rules:**

- Clear guidelines and rules need to be set at the beginning of the school year and stay consistent through out the school year. At the beginning of every semester the rules will be refreshed and reviewed.
- The main rules will be taken straight from the student handbook. Other classroom rules will be discussed as a class and written down for all of the students to reference often.

#### Classroom rules:

1. Show respect to yourself, everyone, and everything
2. Be in your seat with your materials ready when the bell rings
3. Listen to others opinions and participate in classroom discussions
4. Take responsibility for your actions
5. Do your very best!

#### Rewards:

- Extra points for quiz/tests
- Free homework pass
- Remove a late/zero grade on an assignment
- Movie day

- Have class outside
- Class game day

Consequences:

- Lunch d-hall
- Student changes seats (typically at the front of the classroom or next to teacher desk)
- Lower participation grade
- Call home

Accountability:

- Send home sheet to sign with syllabus for parent/guardian and student to sign, return for a grade.
- Students agree on class rules and sign poster.
- Use a rubric when necessary.
- Be consistent and clear.

**Seating:**

Teacher desk: located at the back of the room so the teacher is able to see everything going on and everyone entering/exiting. It is not in the center of the room because the teacher should not be sitting during class but should be moving around the room. Space is in between each table so the teacher can move around the room easily.

Student desks: located in the middle of the room, grouped into 4-6 people per table. No one will have his or her back turned to the front, everyone can see the front without blockage.

Storage: located at the side of the classroom so everyone has easy access to supplies.

Bookshelf: will contain class set of books as well as a science library with interesting books about science (fiction/non-fiction).

Seating assignment method: Each table will be labeled as a different century in time. Each seat will be labeled on the back of the chair with a famous scientists name from that time period.

*1600s:*

1. Galileo Galilei
2. Hans Lippershey
3. James Gregory
4. Isaac Newton
5. Anton Van Leeuwenhoek
6. Robert Hooke

*1700s:*

1. Carol Linnaeus
2. Benjamin Franklin
3. Antoine Lavoisier
4. William Herschel
5. Jacques Charles
6. Hanaoka Seishu

*1800s:*

1. John Dalton
2. Georg Ohm
3. Marie Curie
4. James Prescott
5. Charles Darwin
6. Martinus Beijerinck

*1900s:*

1. Albert Einstein
2. Niels Bohr
3. Edwin Hubble
4. Alexander Fleming
5. Oswald Avery
6. Rosalind Franklin

*2000s:*

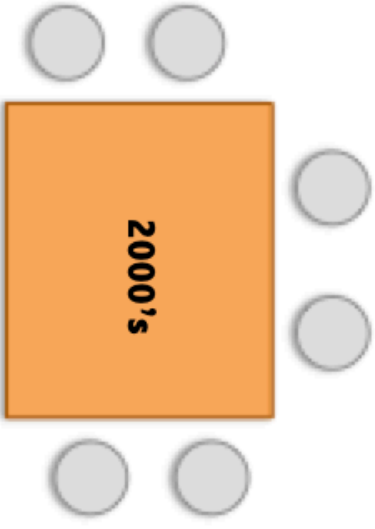
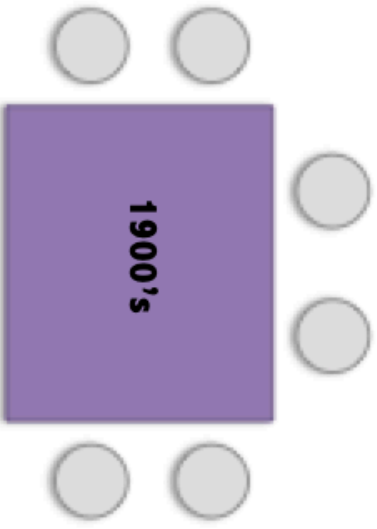
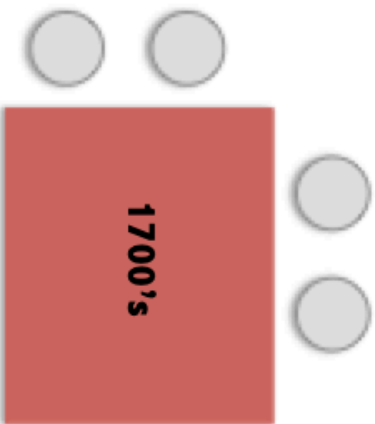
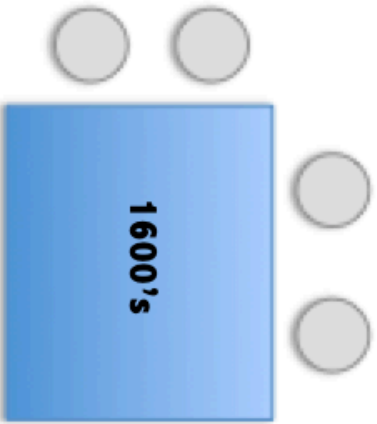
1. Stephen Hawking
2. Jane Goodall
3. Dian Fossey
4. Alan J. Heeger
5. Paul Greengard
6. Bill Nye

Door

Door



Storage



Bookcase



White Board

Teacher Desk



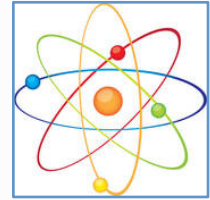
## **Preparation**

### **Before the Students Arrive Checklist:**

- Organize Classroom
- Label drawers, cabinets, bins
- Prepare First-Day script
- Have all necessary science materials
- Bulletin Boards:
  - “Scientist Quote of the Week”
  - Procedures
  - Bell schedule
  - Class expectations
    - Monthly calendar
    - Important dates (quizzes, tests, project dates)
    - End of the 6 weeks date
  - ✓ “Burning Questions” (students can place a sticky note on the board with science questions they want answered)
  - “The Scientific Method” (Step by step)
- Arrange room:
  - Teacher desk at the back right of room
  - Separate desk with doc cam and extra writing utensils
  - Science benches arranged so 4 people per group
  - Bookshelves and drawers contain all necessary items
- Seating chart:
  - Students places in alphabetical order until teacher has learned names or by the 2<sup>nd</sup> week.
  - Each seat is labeled with a famous scientist’s name.
- Greeting students:
  - Stand outside the classroom
  - Welcome each student with a high five or a smile if they do not want to high five.
  - Say “I am glad you are here”, “Welcome”, or “Hi! What is your name” (for the first day of school).

## Letter of Introduction to Students:

# Postcard



Hi! My name is Mrs. McCoy and I am VERY excited to be your teacher! This year is going to be filled with lots of learning and fun. I want to know ALL about you, but first I would like to tell you a few things about myself.

I was born and raised in Arlington, Texas. I am married and have lots of animals! I attended Tarleton State University for college and loved it! I love macaroni and cheese and chocolate milk. I love to ride my horse and go camping.

Lets make this a GREAT year!

**To: My awesome 10<sup>th</sup> graders**

**Martin High School**

**Science Hall**

**Room: 421**

**Letter of Introduction to Parents:**

# MEET THE TEACHER



Dear Parents and Guardians,

Hello! My name is Kimberly McCoy and I am very happy to have your child in my 10<sup>th</sup> grade biology class this year. I'd like to begin by telling you a little bit about myself. I grew up in Arlington, Texas and currently live there with my husband and pets. I graduated from Tarleton State University with a Bachelor's of Science in Biology. I then continued my education with Tarleton and received my Master's of Education in Curriculum and Instruction. I am so excited to be teaching your great kids this year!

We have a great year ahead of us! We will be learning about cellular structure and function, evolution and natural selection, genetics, and ecosystems. 10<sup>th</sup> grade is an exciting time as the students are in the routine of high school and are starting to get involved on campus!

It is important that you and your child are informed of my classroom discipline plan so that everyone knows what is expected. Students will be required to follow all guidelines in the student handbook as well as the classroom guidelines we will set as a group. Please take some time to familiarize yourself and your child with the information in the packet and sign and return the last page by September 1, 2020.

I cannot wait to meet you and your child at the Martin Meet the Teacher Night. Please feel free to contact me with any questions or concerns at 817-123-4567.

Sincerely,

Kimberly McCoy  
10<sup>th</sup> Grade Science Teacher  
Martin High School  
Room 421





**Tentative Agenda/Schedule for the First Day:**

- Arrive: 7:45am
- Door open for student tutoring: 8am
- 1st Period 8:45am-10am
- Bathroom break: 10am-10:05am
- Conference period: 10:05-11:18am
- Lunch/Bathroom break: 11:23am-12pm
- 3rd period: 12pm-1:20pm
- 4th period: 1:25pm-2:40pm
- Bathroom break: 2:40pm-2:45pm
- 5th period: 2:45pm-4pm
- Tutoring by appointment: 4pm-5pm

**First Day Bell Work Assignment:**

Students will fill out a short questionnaire about themselves that includes: Name, favorite subject, worst subject, how do you best learn?, an interesting fact, and how do you spend your free time?

**Getting to know you...**

Welcome to a new school year! Getting to know you is important to me, so please fill out this survey to help me get to know you! Thank you!

What is your full name? \_\_\_\_\_

How old are you? \_\_\_\_\_

What is your favorite subject? \_\_\_\_\_

Why? \_\_\_\_\_

What is your least favorite subject? \_\_\_\_\_

Why? \_\_\_\_\_

How do you learn best? Visual? Listening? Hands-on? \_\_\_\_\_

What is an interesting fact about you? \_\_\_\_\_

How do you like to spend your free time? \_\_\_\_\_

\_\_\_\_\_

**Teacher Welcome/Introduction:**

Play "Two Truths and a Lie". This will engage high school students and allow each of us to get to know one another. I will also participate. Student discussion is allowed for students to get to know each other.

I will then go into a short PowerPoint about myself to let students get to know me. Please see other document for PowerPoint.