

Mrs. Kyes' Classroom Management Plan

7th Grade L.A./Literature

jesskyes@springfield.k12.il.us

Student Expectations: Be there, Be ready, Be respectful

- Be in your assigned seat at the start of class ready to learn.
- Follow classroom procedures and school rules.
- Bring all materials to class each day.
 - binder with L.A./Lit. tab
 - 2 notebooks
 - textbook
 - writing folder
 - pencil/pen
 - GMS planner
 - **independent reading book**
- Actively participate in class and do your best each day!
- Listen while others are talking.
- Raise your hand before speaking.
- Take care of materials.
- Borrow only with permission.

Teacher Management. One or more of the following teacher responses may be utilized to help students fulfill the student expectations:

- Positive Reinforcement (“Good job!,” Generals Best, Good Notes, Classroom Drawings, Classroom Awards, positive phone call etc.)
- Verbal Reminder/conference with student
- Redirect to an acceptable behavior
- Non-verbal communication (eye contact, physical proximity, visual reminder card, etc.)
- Seat assignment change
- Phone call home
- Detention/referral
- Practicing routines/expectations
- Other management strategies appropriate for the situation

Consequences. If the teacher’s responses are not successful in redirecting disrespectful behavior the BIST protocol will be utilized.

1. Warning
2. Move to Safe Seat
3. Warning
4. Move to Buddy Room/Phone call home

***Major Clause: Severe misbehavior may result in immediate removal to the Principal’s office (ex. Blatant disrespect, fighting, bullying, foul language, dress code, excessive tardies, etc.)

Mrs. Kyes' Classroom Procedures

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Entering the classroom

- Enter quietly.
- Begin working on starter activity
- Sharpen pencils (no more than 2 students at a time)
- Sit in assigned seat.
- Any student who is not in their seat when the bell rings will be counted tardy.
- Any student wandering around the room will be counted tardy.

During Class

- Fully participate in class. This includes doing the work expected.
- Ask questions.
- Listen.
- Stay seated.

Before leaving

- Write down the agenda in your planner. You will not be dismissed until you do.
- **Note to parents:** Please ask to see you child's binder/planner on a daily basis.
- Make sure you understand the assignment.
- Organize materials.
- Clean up your space.
- Wait for the teacher to dismiss (not the bell).

Have a Question

- Raise your hand.
- Wait quietly until called upon by teacher.
- No question is a "stupid" question if you don't understand something!
- It is **never** OK to laugh at a seriously posed question.
- It is **smart** to ask a question when you don't understand something!

Heading

- Upper right corner
- Name (First and Last)
- Date
- Class

Late Work

- All assignments are submitted on the due date.
- Class Work will not be taken late unless you were absent.
- It is YOUR responsibility to obtain all assignments after an absence.
- I will accept late HOMEWORK for half credit up to two weeks before the end of each quarter.

Bathroom use

- Working on a lesson – WAIT
- During work time – raise your hand and ask
- Emergency – fill out passes (planner and hall), get teacher initials, go!

Absences

It is your responsibility to get missed work.
Check the missed work folder for any handouts with your name on them.
Ask a classmate for any notes.
Assignments are posted on the board daily.
If you have any other questions about absent work, see me after class.

Using classroom materials

Keep materials neat and orderly.
Return to appropriate location when finished.
Return in the same or better condition.

Teacher is late

Line up in hall.
Remain quiet.

Classroom Library

I have a large classroom library that you may utilize.
To check out a book, put your name on the slip of paper provided and put it in the pocket chart.
Return books to the “book return” basket.
If you lose a book or damage a book in any way, you may be issued a fine.
**Note to parents: It is impossible for me to have read every book in my classroom library. Please monitor what your child is reading to make sure you are comfortable with the content of each book.

Other Important Info.**Grading Scale**

A = 90-100%

B = 80-89 %

C = 70-79%

D = 60-69%

F = 59 and below

Grade Weights/Categories

Assessments 50%

Student Practice 40%

Accelerated Reader 10%

Accelerated Reader Points

You will be required to earn _____ AR points each quarter. You earn points by reading books at your reading level and taking a short comprehension quiz on the computer.

Contact Information

The best way to contact me outside of school is via e-mail. For immediate information regarding assignments or other news, don't forget to check the website! You can also contact me by phone if you have any concerns or questions (525-3170)

Please sign and return this portion to Mrs. Kyes. The remainder of this document should be kept at home for reference. I will provide each student with an additional copy for their binder to use for reference purposes throughout the year.

I have read and understand Mrs. Kyes' classroom management plan and classroom procedures.

Parent Signature/Date

Student Signature/Date