

Classroom Management Procedures

Mission Statement:

This high school's mission will provide a strong opportunity for educational excellence and guidance to lead students for success in an ever-changing society.

This physical education class is based on the principle that physical activity and participation is important for all students, regardless of their level of athletic skill or ability. Throughout various activities, students in our program will learn how to incorporate physical activity into their daily lives. In addition, we hope to instill enjoyment of physical activity, as well as an understanding the importance of maintaining physical fitness. Every Monday students and parents can view the class agenda, lesson objectives, and homework for the week on the teacher's website page.

Arrival:

Students will be greeted by teacher as they walk into the gym with kind word of affirmation, smile and a handshake. They will be required to put their bookbags down next to the door of the gym or next to the classroom based on what lesson is being conducted of the day. If we are doing a lesson in the gym the students will sit in the bleachers in alphabetical order until attendance is taken then they will be dismissed to get dressed out for class. If we are doing a lesson in the classroom they are required to sit in their assigned seats and begin working on their bell ringer assignment within the first five minutes of class.

Tardy:

After the bell rings, students will be considered tardy. They will not be permitted to come into my class without a tardy slip. Ten minutes after the bell has rung. Student will be considered absent, if they do not have the proper documentation stating their whereabouts.

- Three tardy-slips is equivalent to a referral.
- Fifth tardy-student(s) will have lunch detention.

- Seven or more tardies student will have a meeting with teacher, assistant principal and a phone conference to parent/guardian.

Absences:

Students will be considered absent ten minutes after the bell has rung if no proper documentation is provided

For students who are absent, they are required to bring a note to my class stating their absence.

For students who can not provide proper documentation of their absence within two days of missing my class, they will be given an unexcused absence(s).

Homework:

Though most assignments will be given and completed in class. If there is homework for an assignment or project, students will receive assignments digitally through google classrooms on their Chromebooks. For projects, students will make sure that they have all of the information and materials they need from school to complete assignment. There will be ten points taken away for late all late homework assignments, twenty for projects and fifty for test if not made up in a timely manner. Example: If a homework assignment was due Monday and you turn it in on Thursday the best grade you can receive is a 70%. If a project was due Monday and worth 120 points and you turn it in on Thursday the best grade you can receive is a 67%. If a quiz/test was taken in class Monday and you miss it you will receive half points of what that test is worth until you are able make it up.

Getting Classes Attention:

To get my classes attention in the gym either for an announcement or beginning a lesson of the day. I will conduct a saying where I say: "Ears!" the students respond "Open!" the I will repeat myself as the students will until I receive their full undivided attention. If in the classroom there will be a bell on my desk, which I will tap three times.

- The first tap students will hear the bell.
- The second tap students will become alert
- Last and final tap they will be quiet and hear what is going on.

Visitor in the Room

If there is a visitor in the classroom the students will treat them with respect the same way as they are required to respect their teacher. If the teacher of record is present in the class and there is a visitor in the room the students will continue to work on their lesson unless told else so. When the teacher is not present and there is a substitute teacher or student teacher, I need the students to make sure they are working on their assignments and are giving the guest teacher(s) the upmost respect as they would their home teacher.

Getting the teachers attention:

Students will raise their hand and ask a question to get the teachers attention. The teacher will not respond towards the student if they are not called anything else other than their name. Example of this would be if the student raises their hand and says “Excuse me Coach Graham/Mr. Graham/Sir I have a question?” The teacher will not answer to any slang references that they may deem fit to get the teachers attention. Last, students are not permitted to call the teacher by his first name.

Restroom:

Students can use the restroom and get a drink of water only once in my class. There are required to take a pass which will be hanging near the wall next to the gym/classroom door. Students are required to take a pass to the restroom at all times. They are not permitted to leave the class until after the first ten minutes of class and cannot leave the last ten minutes before class ends.

Lining Up/Hallway:

For drills/real time situations or events students are required to follow these guidelines

- Drills

Fire drills students are to follow school procedures for the way they are supposed to exit out of the school. Students line up in a straight line. I will select two students to be my assistants. One will hold the door(s) open for their classmates and the other will collect the flags from my classroom.

Inclement weather drills students are required to follow school procedures for the way they are supposed to duck and cover in the hallways.

Lockdown drills students are to follow school procedures to protect themselves from any unwanted intruders. Windows will be covered up; doors will be locked students will move to the safest part of the classroom or gym where they will not be visible to outside sources. There are to remain quiet until administrator or campus police officer comes by and makes sure that the drill was done correctly.

- Real life events or situations

In real time situations (fire, inclement weather or lockdown). Students will follow the same procedures as conducted during a drill. Students have to know in a drill or real time event that they have to take every situation seriously.

- Pep Rally's/School Assemblies

Students will line up towards the door and one assistant will hold the door(s) open for their peers. After all students have left the room, the teacher will be the last one to leave. The teacher will turn off the light and secure the classroom.

Collaborative Group Work:

When the lesson permits students to work in collaborative groups, students will be able to do, so. The teacher will choose the groups that students will be in. This way is there are no favoritism within groups or no one will feel left out. In these groups each student is required to pull their own weight. There will be no reason that only one person does the group assignments while others do nothing or put in minimal participation.

Transition:

In classroom students know will be notified by the teacher to move to the next drill, station etc. and they will do so with minimal talking or disruption. When students are transitioning from classes they are required to move expeditiously through the hallway. They have 5-7 minutes of passing period, so there is no reason why students should not make it to their classes in a timely manner. Incoming and outgoing traffic of students walk opposite way of each other on both sides of the hall. Since students are not allowed to use lockers, they are required to have all of their technology and materials in their possession for their next upcoming class.

What to do when done:

When or if the students are done with the lesson of the day, they are required to work on a supplemental lesson in my class that will keep them engaged for the remainder of class period. They can also work on assignment that are late in my class or something from another class as long as they are diligently doing what they are supposed to be doing. Students are required to do a closure activity for the last ten minutes of class before they are dismissed to dress out and return to the gym. If in the classroom they are required to finish the closure activity within the last five minutes of class until dismissed.

Dismissal:

Before the bell rings students are required to put up all equipment in the gym if we are using it. In the classroom they are responsible for cleaning up the classroom and returning all supplies borrowed to the teacher's desk. If we are in the gym, the teacher dismisses students after they comeback from being dressed out in the school clothes and they are sitting in the bleachers. If in the classroom, students will sit in their seats and wait until the bell rings to be dismissed.

Home and School Connection:

The teacher will be able to be reached by parent or guardian through school phone line or email. If they would like to come in and speak with the teacher face to face, he will set up a time for them to meet before or after school depending on what time/day works best for them. His conference period will be 1st period and he will be available based on what his schedule permits or what time works best for parent/guardian.

Policy for Severe Behavior:

Severely disruptive behavior such as repeated disruptions, defiance, fighting, cursing, physical assault, or verbal abuse of teacher will result in immediate referral to the Office.

Bullying:

Bullying Pledge:

I WILL:

Be against bullying, I will speak out against it anytime that I see it.

I will prevent it and not allow myself to be apart of it.

I will research information to know what bullying and do my best to not do it or become victim of it.

I will make sure that my peers feel safe and protected around me as they will do the same with me.

I will solve problems in a peaceful and purposeful manner

I will be logical in the decisions that I make before I speak, comment or post.

I should not be deserved to be bullied by anyone!

On the first day of school, my classroom will go thoroughly over the procedures. The teacher will explain his expectations of what is expected from my students throughout the school year and what that looks like. I will choose students in my classes to read my procedures and demonstrate what they look like. Randomly I will continue to go over my procedure throughout the school year.

I know most of my students will follow majority of my procedures, but as the year goes on, I know students tend to lose focus of them. Students especially lose focus once there is a break in the school year (Fall, Thanksgiving, Winter, Spring or Summer break). When this occurs, I will have to remind my classes about what my procedure are and what we learned from them on the first day of school. We will conduct them to make sure students are fully aware of what I expect from them no matter what time of the school year it is.