



CLASSROOM MANAGEMENT PLANS

TO: All Teachers
FROM: Tammy Quinn Ed.D., Principal
DATE: September 3, 2013
RE: Classroom Management Plans

Each teacher at Norfolk County Agricultural High School is expected to develop and implement a *Classroom Management Plan*. The guidelines for developing this Plan are attached.

As you prepare your guidelines, please stress the use of rubrics, requirements needed to earn specific grades and reinforce the *NCAHS Homework Policy*. Your classroom policies should reflect school policy as written in the *Student-Parent Handbook*.

Please review your *Classroom Management Plans* with your supervisor before distribution to classes. A copy is due to your supervisor by September 6, 2013. All classes should have a *Classroom Management Plan* by September 9, 2013.

Each supervisor will forward a copy to the Principal's office. When issues arise in the classroom, we will refer to these Plans as we deal with parents and students.

Thank you for your cooperation.

THE CLASSROOM MANAGEMENT PLAN

Each teacher at Norfolk County Agricultural High School is expected to develop, distribute to students, and implement a **Classroom Management Plan**. The plan is designed to communicate to parents and students the teacher's expectations for standards of behavior, class policies, routine procedures, and grading. A copy of this document must be turned in to teachers' immediate supervisors for approval no later than the second day of school and cannot be distributed to students before it has been approved by supervisors.

As you are preparing this document, please be aware that your class policies should reflect school policies as written in the *Student-Parent Handbook*. It may be helpful to refer to and reiterate relevant sections from the handbook in your classroom management plan as appropriate.

The purpose of a classroom management plan is to support the work you and your students do in your class. It helps to clearly communicate to students and parents what your expectations and class policies are and can be referred to if an issue should arise with a student or parent. To that end and for your protection, it is important that this document is clear, detailed, and specific.

The guides on the following pages are the minimum requirements that must be included in your plan. Please follow the format below (everything in bold has to be included in your plan as it appears) to give all plans schoolwide some consistency. Your plan can include additional information as appropriate for your course.

This document must be distributed to and reviewed with students at the beginning of the course. If you maintain a class website, this document should also be posted there. Students should keep a copy of it in their binders or notebooks for the class.

Course name and number

School year

Teacher name

Teacher phone number

Teacher email address

Link to class website

Course Description:

This section is written for you: please cut and paste the course description exactly as it appears in the Program of Studies here.

Of Particular Note about This Course:

In this section, you will give a BRIEF (3-5 sentences) overview of the class, making sure to note anything specific to the course (e.g. there will be a lot of dissection; course deals with sensitive topics such as genocide; students will be climbing trees, etc). If specific supplies or materials are required for the course, please list them here. Also in this section, note any safety requirements for the course, such as work boots, safety glasses, etc.

Class Rules and Expectations:

In this section, please give a clear explanation of the type of behavior that is expected in your

class and the consequences that will result when students' behavior does not meet expectations. Be clear, detailed, and specific in explaining behavior and consequences. If there are specific safety concerns with respect to student actions in your class (e.g. appropriate dress and behavior in double blocks, labs, gym, etc), please address them here. It may be helpful to refer to the section of the handbook regarding dress code here, if it applies to the course (p. 31).

Attendance and Tardiness:

In this section, please do two things: 1. review your class policy for attendance and tardiness, including when and how attendance is taken and after how many minutes a student will be marked tardy (*Handbook policy (p. 10): As a general rule of procedure, students will have three minutes to travel between classes. After that, a student may be considered tardy to class. Teachers will use discretion when it comes to students passing from an area that is distant from their classroom(s).*), and 2. emphasize the school's policy on attendance, noting the negative impact absences can have on a student's grade (*Handbook policy (p. 10): An absence, excused or unexcused, does not excuse the student from the obligation of making up the schoolwork missed according to the teacher's requirement. Teachers will provide appropriate opportunities for make-up work to the extent this is possible. However, it should be realized that make-up work cannot fully replace the opportunity to learn when the class is in session. In some cases, vocational lab and shop experiences cannot be made up through written make up assignments.*

Minimum Attendance Requirement:

For classes which meet daily, a student must not be absent more than five (5) unexcused days for each term. On the 6th day of an unexcused absence, the student will fail the class for that term.

For classes which meet on a 3 out of 4 day rotation, a student must not be absent more than four (4) unexcused days for each marking term. On the 5th day of an unexcused absence, the student will fail the class for that term.

For classes which meet 2 periods each rotation, a student must not be absent more than three (3) unexcused days for each term. On the 4th day of an unexcused absence, the student will fail the class for that term.

For classes which meet only one period in a four day rotation, a student must not be absent more than two unexcused days for each term. On the 3rd day of an unexcused absence, the student will fail the class for that term.

Should a student fail a course due to attendance only, the grade will be valued at 59. The 'failure due to lack of attendance' comment will accompany the grade on the report card.). Please make sure to note that if a student misses more than half of a class period, they will be considered absent, not tardy, for the class.

Learning Expectations/Grading Policy:

Here, describe clearly and in detail the types of assignments students can expect to get in the class, how those assignments will be graded, and how averages are calculated.

If class participation is used to calculate a student's final grade, be sure to explain what the expectations are for class participation and how students' participation is assessed. If work ethic/effort is used to calculate a student's final grade, be sure to explain what the expectations are for work ethic/effort and how students' work ethic/effort is assessed. If there is a rubric or grading guideline used to assess students in the lab or shop, please also include that here.

Please also make note of any specific testing, classwork, or homework policies you may have.

Extra Help/Make-up Work

In this section, please indicate when and how students can meet with you to get extra help or to make up missed assignments. Clearly explain the procedure for make-up assignments and late work.

(Handbook policy (p. 8): If a student will be out of school for a period of three (3) days or more for medical reasons, parents or students should contact teachers by email to get information about making up work. Work can be picked up in the main office by making arrangements with the student's teacher.)

Plagiarism Policy:

Repeat and emphasize the school-wide policy on plagiarism as outlined in the handbook.

(Handbook policy (p. 34 and 68): ACADEMIC INTEGRITY AND PLAGIARISM POLICY Students are expected to be honest in all of their academic and vocational work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own. This means that they will not engage in any of the following acts:

- 1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, and exchanging information with other students orally, in writing, via cell phone or by signals, obtaining copies of the examination illegally, and other similar activities.*
- 2. Plagiarism is not permitted on term papers, themes, essays, reports, images, take-home examinations, and other types of class work.*
- 3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that misrepresent the original grade, comments or results of the original submission.*
- 4. A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. Students should refer to the individual teacher's Classroom Management Plan for more detail on their individual teacher's classroom plagiarism policy.*
- 5. A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:*
 - a. Speak with the student or notify them in writing of the concerns. Provide evidence that supports the claim that plagiarism has occurred. The teacher is also authorized to withhold credit for the work tainted by the academic dishonesty.*
 - b. If warranted, the teacher shall file a written complaint against the student with the Principal or Dean of Students, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, provide evidence to support the complaint, and must request that the matter be reviewed by the Principal or the Dean of Students.*
 - c. The Principal or Dean of Students will follow due process and determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.*
 - d. If the student is not in agreement with the disciplinary action of the Dean of Student or the Principal, he/she may utilize the appeals process to appeal the action to the Principal or Superintendent-Director.*

Be sure to be very clear, specific, and detailed about what constitutes plagiarism in your classroom and what the consequences for plagiarism will be. Your class policy on plagiarism must, at a minimum, be what is stated in the handbook. You can, if you choose, have a more

stringent policy; however, you must clearly and thoroughly explain your policy so that students and parents are aware of the differences. Please remind students that they must sign and return the Academic Integrity and Plagiarism Policy page from their handbooks.

Material Safety Data Sheets:

This section need only be included if applicable. If not applicable to your course, please include the heading above and the line: **No materials involving chemical hazards will be used in this course.**

The Massachusetts Right to Know (RTK) Law came into effect in 1984. This law requires that information on chemical hazards be given to employees/students by providing employees/students with access to Material Safety Data Sheets (MSDS), by labeling containers of chemicals, and by providing training on chemical hazards and safe work procedures. Please note where MSDS sheets for any chemicals being used in your classroom can be found (they must be in the classroom and reviewed with students). Sheets can be obtained at: www.ilpi.com/msds/#What and at www.msdsxchange.com/english/index.cfm.

Acknowledgement:

This section is for parents to sign, acknowledging that they have read and understood this document and the policies for your class. It works to protect you in the event there is a dispute with a parent or student about a classroom policy. This should be its own page, so parents and students can sign it, and you can collect it and keep it on file. Students should keep the classroom management plan in their binder or notebook for your class.

I have read and understand the Classroom Management Plan for (your name)'s (course title) class. I understand that if I have any questions, comments, concerns, or issues about the class at any time, I can reach (your name) at the contact information above. If (your name) needs to reach me, I can be reached at

_____.

Parent/Guardian Name

Parent/Guardian Signature

Student Name

Student Signature