

# CLASSROOM MANAGEMENT --- plan

Dear Educator,

Thank you for purchasing our **Classroom Management Plan** and for affording us the opportunity to assist you in creating an environment for your students that promotes positive and appropriate behavior.

As an educator, one can expect to be teaching lessons in math, reading, science, and spelling. Unfortunately, there are no "character classes," or "social skills seminars" required of children during the course of their primary, or even secondary, education. How wonderful it would be if these important values and skills were taught each day as part of each child's educational requirements. There are many children out there that can work their way through a complicated math problem but can't work their way through a simple problem involving another peer. Children are given the tools that they need to measure angles in math class, but not the tools that they need to resolve conflicts or to cope with problems at home.

The Classroom Management Plan strives to help teachers instill a basic set of values into their classrooms. The plan is designed to promote a foundation of responsibility, respect, and obedience. We hope you find this to be a simple and effective approach to your classroom discipline issues.

Please contact us with any questions, comments or feedback by visiting our website ([www.parentcoachplan.com](http://www.parentcoachplan.com)) and clicking on the "Contact Us" link. We'd love to hear from you!

Respectfully,

Chris Theisen

[www.parentcoachplan.com](http://www.parentcoachplan.com)

[www.behavior-contracts.com](http://www.behavior-contracts.com)

# Setting up the Classroom Management Plan

**Step 1:** Complete the "Classroom Behavior Chart" by filling in the appropriate dates (under the days of the week) and by listing your student's names alphabetically in the spaces provided.

**Step 2:** Review the "Criteria for Success" sheet. Feel free to add any others that you find important or relevant.

**Step 3:** Review the "Ideas for Rewards and Consequences" page. Once again, feel free to add any others that you think will motivate your students.

**Step 4:** Complete the "Menu of Privileges and Consequences." List *four privileges* that your students can earn (by receiving all 15 of their weekly points) and choose four potential *consequences* that your students can earn (by receiving 11 points or less for the week).

## Implementing the Classroom Management Plan

- Once you have read and understood The Classroom Management Plan, you will need to explain it to your students.
- Post the "Criteria for Success" page in your classroom and explain to your students that these are the expectations (or goals) that will need to be met in order for them to earn their points each day. Students can earn a total of three points per day (for a total of 15 per week).
- Any time a student breaks a rule listed on the "Criteria for Success" sheet, place a "1," "2," or "3" in one of the student's boxes for that day depending on which type of rule was broken ("1" for breaking a rule related to **obedience**, a "2" for breaking a rule related to **respect**, and a "3" for breaking a rule related to **responsibility**). Continue to do this throughout the week.
- At the end of the week, count the number of points earned by each student (15 minus each "number" that was earned) and put that total in the column labeled "T" (Total).
- Students that earned all 15 of their points for the week can receive **one** or **two** of the privileges listed on the "Menu" (it's up to you to decide *how many* privileges are earned). You'll also have to decide *when* the privileges will be earned (the following Monday, during the next week, etc.).
- Students that earn 11 points or less for the week will go through the same process only they will earn *one consequence* instead. It is up to you to decide which consequence the student(s) will receive.

### TIPS:

- You will need to decide how you want to handle holidays and other days when there is no school.
- Use the "Behavior Improvement Plan" as an assignment if necessary (included in this package).
- Only remove points from students when the behavior is observed or when there is overwhelming evidence that the behavior actually took place.
- Feel free to change or modify the contents of this program to meet your particular needs.
- Be sure that you are fair. All students should be treated equally.



# R U L E S F O R S U C C E S S

## 1. TO DEMONSTRATE **OBEDIENCE**

- Follow directions and listen attentively
- Follow all school rules and classroom rules
- Raise your hand if you have a question or comment
- Stay in your seat unless you have permission to get up
- Follow the school dress code
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## 2. TO DEMONSTRATE **RESPECT**

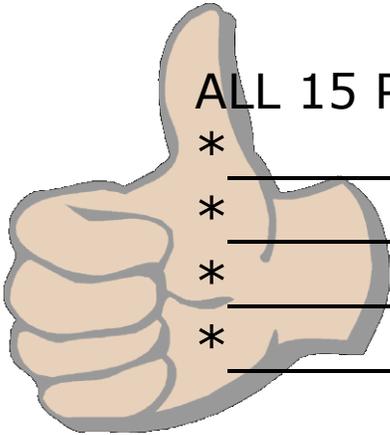
- Treat your teacher and classmates with respect
- Be kind and courteous with your words and actions
- Use a positive voice-tone and appropriate language
- Avoid interrupting or disrupting during class
- Treat the school property with respect
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## 3. TO DEMONSTRATE **RESPONSIBILITY**

- Show up to class prepared and on time
- Show up to class with homework completed
- Be accountable for your actions and behaviors
- Keep your work area tidy and organized
- If you see something that needs to be done...do it!
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# MENU

## OF PRIVILEGES AND CONSEQUENCES



ALL 15 POINTS (Special Privileges)

- \*
- \*
- \*
- \*

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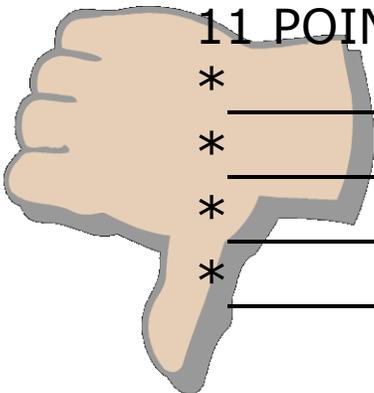
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12-14 POINTS

\*"BREAK EVEN"

\*(No Special Privileges & No Consequences)



11 POINTS OR LESS (Consequences)

- \*
- \*
- \*
- \*

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# Ideas for Privileges & Consequences

Use the following lists to come up with ideas for privileges and consequences you can use with your Classroom Management Plan.

## PRIVILEGES



- Can earn a snack during silent reading time
- Can earn 10 minutes of free time in the classroom
- Can earn a "discount" on homework (slightly less to do)
- Can be a teacher's helper for a day
- Can choose a favorite song to be played in class
- Can earn lunch with the teacher
- Can earn lunch in a special location with a friend
- Can take care of the classroom pet
- Can use a "special" classroom toy or activity
- Can visit another classroom (get the other teacher's permission)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## CONSEQUENCES



- Must complete a written "behavior improvement plan"
- 5 minutes off of each recess for the next week
- Must spend one full recess doing chores for the teacher
- Letter or phone call to parent
- No talking during lunch hour on the following Monday
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Use these ideas to complete the "Menu of Privileges and Rewards." Fill in the blank spaces with your own ideas.

## BEHAVIOR IMPROVEMENT ASSIGNMENT (page 1 of 2)

1. In what ways has your behavior been a problem throughout the last week?


2. What has caused you to act in such a way?


3. What is your plan for improving your behavior during this upcoming week?


4. What is your plan for becoming more obedient in the upcoming weeks? (3 examples.)


5. What is your plan for becoming more respectful in the upcoming weeks? (3 examples.)


6. What is your plan for becoming more responsible in the upcoming weeks? (3 examples.)


7. Who has been affected by your behaviors? (List all who have been affected.)


## BEHAVIOR IMPROVEMENT ASSIGNMENT (page 2 of 2)

8. How has your behavior affected the person(s) listed in question #7?


9. What can your teacher do to support you in your efforts to behavior better?


10. What can your classmates do to support you in your efforts to behave better?


11. What can **you** do for yourself to help you succeed with improved behavior?


12. What have you done well over the past couple of weeks (behaviorally)?


13. What is it that you have struggled with over the last couple of weeks (behaviorally)?


14. On a separate sheet of paper, write an apology to the people affected by your behavior.

Discuss this plan with your teacher and with your parents. Have your parents sign this sheet then return it to your teacher.

# School Contract



I understand the importance of going to school in order to get a good education. Because of this, I promise to meet the following expectations with regards to my academics:

- I will attend school each day, as expected, without unexcused absences. I will show up to my classes prepared and on time.
- I will pay attention during class and do my best work. I will take notes as needed and if there is something that I do not understand or that I need clarified then I will speak with the teacher after class or during his/her office hours.
- I will not interrupt the teacher during lessons and I will not be disruptive during class.
- I will respect and follow all classroom and school rules (and bus rules, if applicable).
- I will complete my homework, as assigned, each evening and will put forth my best effort in doing so.
- I will treat my teachers and classmates with respect. Back talk, teasing, bullying, cheating, and blatant disregard for the rules will not be tolerated.
- I will respect the school building and all property belonging to the school or to other classmates. I will not purposely misuse or destroy property in any way.
- I will participate in all classroom lessons, projects, activities, and assignments as expected.
- I will not bring any objects to school that will distract from my (or anybody else's) ability to learn. I will never, at any time, carry a weapon or illegal substance with me at school.
- I will follow the dress code that has been established. I will not wear any clothing that is inappropriate or distracting to others. I will keep a neat and presentable appearance.
- I will return home immediately after school each day and will not go anywhere else unless I have been given prior permission to do so.
- \_\_\_\_\_

I will maintain the following privileges if I am able to meet the above expectations:

•
•

I will earn the following consequences if I am unable to meet the above expectations:

•
•

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Parent Signature

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Student Signature

# School-Related Behavior Progress Report

Student Name: \_\_\_\_\_

	No	Yes
Student arrives to class on time each day.	○ ○ ○ ○ ○ ○ ○ ○	
Student arrives prepared for class each day.	○ ○ ○ ○ ○ ○ ○ ○	
Student completes work as assigned.	○ ○ ○ ○ ○ ○ ○ ○	
Student is respectful towards the teacher.	○ ○ ○ ○ ○ ○ ○ ○	
Student is respectful towards peers.	○ ○ ○ ○ ○ ○ ○ ○	
Student respects school property and equipment.	○ ○ ○ ○ ○ ○ ○ ○	
Student is focused and on-task during class.	○ ○ ○ ○ ○ ○ ○ ○	
Student is well organized and structures time well.	○ ○ ○ ○ ○ ○ ○ ○	
Schoolwork is neat and legible.	○ ○ ○ ○ ○ ○ ○ ○	
Student participates well during class.	○ ○ ○ ○ ○ ○ ○ ○	
Student handles transitions well.	○ ○ ○ ○ ○ ○ ○ ○	
Student follows classroom/school rules.	○ ○ ○ ○ ○ ○ ○ ○	
Student dresses appropriately.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates patience.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates responsibility.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates honesty.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates a motivation to learn.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates trustworthiness.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates empathy.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates an ability to cooperate.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates kindness.	○ ○ ○ ○ ○ ○ ○ ○	
Student demonstrates problem-solving skills.	○ ○ ○ ○ ○ ○ ○ ○	

**Concerns:**

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**Positive Feedback:**

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**Notes:**

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\_\_\_\_\_  
Teacher Signature/Date

\_\_\_\_\_  
Parent Signature/Date

# HOW TO USE BEHAVIOR BUCKS

1. Be sure to make several photocopies of the "Behavior Bucks" page. Keep the original in a safe place so that it can be accessed when more copies are needed.
2. Cut out several "Behavior Bucks" and keep them stored in a place where your students do not have access to them but where they are easily accessible to you.
3. Carry a small stack of Behavior Bucks around with you so that you can distribute them immediately to the students that earn them.
4. When a student is observed being positive, helpful, or considerate, then write the child's name on a "Behavior Buck" and give it to that child (don't forget to sign and date it too).
5. Allow the child to trade in the Behavior Buck(s) for special privileges, treats, or prizes. See the list of ideas below and set up your own chart or "menu" of rewards.

## TIPS FOR USING BEHAVIOR BUCKS

1. Be sure to explain the Behavior Bucks to your students before implementing them in your classroom (you probably didn't need this tip). You could also use this opportunity to ask your students what they would be interested in earning.
2. Let your students know that their "Behavior Bucks" will not be replaced if they are lost or stolen (this promotes responsibility).
3. Avoid giving Behavior Bucks to students that continuously ask for them. Students should only be given one when it has been offered, not when it has been asked for (this prevents manipulation).
4. Be careful not to overuse them or they will lose their effectiveness. Children should only earn them when they have gone "above and beyond" or have demonstrated exceptional effort or character, not for doing things that are expected.
5. Be consistent.

## IDEAS FOR REWARDS

(These are just ideas, feel free to adjust these or come up with your own.)

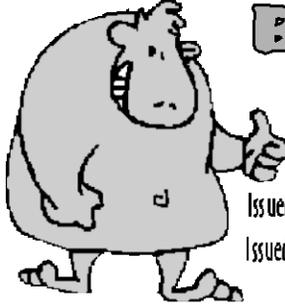
1 BEHAVIOR BUCK	2 BEHAVIOR BUCKS	3 BEHAVIOR BUCKS
Can be a teacher's helper Can use special art supplies Can be first in line *Can use a special toy	Can choose from "prize box" Can earn 10 minutes of free time Can earn lunch with the teacher Can choose a special activity	Can earn a soda for snack Can visit another classroom Can choose a special privilege Can earn a day of no homework

\*Have a specific shelf that has special toys that can only be used by children who trade in a Behavior Buck



**BEHAVIOR  
BUCK**  
Thumbs-up to you !

Issued to: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Date: \_\_\_\_\_



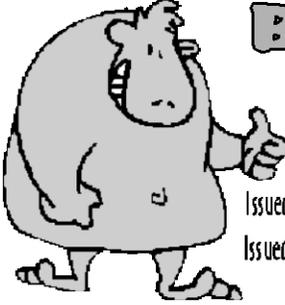
**BEHAVIOR  
BUCK**  
Thumbs-up to you !

Issued to: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Date: \_\_\_\_\_



**BEHAVIOR  
BUCK**  
Thumbs-up to you !

Issued to: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Date: \_\_\_\_\_



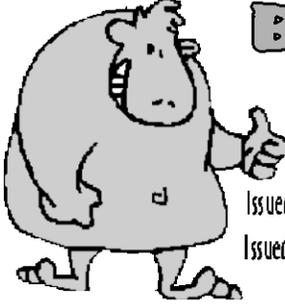
**BEHAVIOR  
BUCK**  
Thumbs-up to you !

Issued to: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Date: \_\_\_\_\_



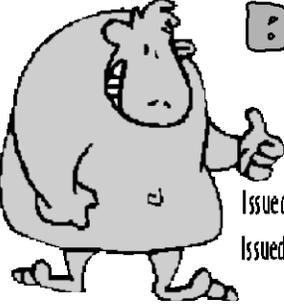
**BEHAVIOR  
BUCK**  
Thumbs-up to you !

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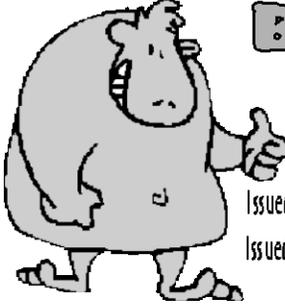
**BEHAVIOR  
BUCK**  
Thumbs-up to you !

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**BEHAVIOR  
BUCK**  
Thumbs-up to you !

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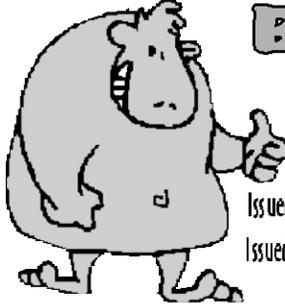
**BEHAVIOR  
BUCK**  
Thumbs-up to you !

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Date: \_\_\_\_\_



**BEHAVIOR  
BUCK**  
Thumbs-up to you !

Issued to: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Date: \_\_\_\_\_



**BEHAVIOR  
BUCK**  
Thumbs-up to you !

Issued to: \_\_\_\_\_  
Issued by: \_\_\_\_\_  
Date: \_\_\_\_\_