

# **Classroom Management Plan**

**Mrs. Bailey – Room 306**  
**Intro to Business Technology**

## **EXPECTATIONS**

1. Please be **ON TIME, ON TASK, and PREPARED TO LEARN EVERYDAY.**
2. Please **RESPECT** the teacher, the classroom, other students, **YOURSELF**, and all property.
3. Please stay in your seat and work the entire class.
4. Please keep your area **CLEAN**. (*No food or drinks: Bottled water is fine*)
5. Please be **RESPONSIBLE** for **YOUR OWN LEARNING**.
6. Please do not engage in inappropriate behavior while using technology.
7. Please keep **ALL PERSONAL ELECTRONICS CONCEALED**.
8. Please do not leave your seat until the bell rings.
9. Please take responsibility for your own actions.
10. Please understand **ALL RULES** set forth in the BCSS handbook will be strictly enforced.

## **CONSEQUENCES**

**STEP 1:** Verbal Warning

**STEP 2:** Written Warning

**STEP 3:** Parent Contact

**STEP 4:** Parent/Teacher Conference

**STEP 5:** Disciplinary Action

## **DAILY PROCEDURE:**

### **1. Upon entering the classroom, students will:**

- Sign in to computer
- Go to Google Classroom
- **READ** Agenda for the day

### **2. During class, students will:**

- Conduct themselves respectfully, responsibly, & accordingly
- ***Only use the internet as instructed***
- Use class time wisely. *\*Complete assignments/projects \**

### **3. To prepare for dismissal, students will:**

*\*I will inform you when there is **5 minutes** left in class\**

- Save work; Exit all programs; Log off
- Pack up and **STAY SEATED**
- Make sure your area is clean
- Wait patiently until the bell rings to dismiss
- **(4TH BLOCK ONLY)** Shutdown computers on Fridays.

### **4. When completing an assignment that is to be turned in, always double-check to make sure you have followed all directions provided.**

### **5. YOU are responsible for make-up work.**

*This classroom management plan has been read and discussed in class. Please review and sign the rules, consequences, procedures and expectations your child must comply with in my class. Each student has been asked to sign and return the form below as an assignment. To complete this assignment, I am also asking for a parent/legal guardian's signature.*

**I have read the classroom discipline plan and I understand it. I agree to follow the rules and procedures.**

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_