**CLASSROOM MANAGEMENT PLAN**

**James F. Byrnes High School**

Teacher: Pamela K. Davis

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Work Phone: (864) 949-2355, ext. 366

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**After-School Assistance**

I routinely work with students on Mondays, Tuesdays, Thursdays, and Fridays from 3:30-4:00 p.m.

**Basic Classroom Rules**

Students are expected to

* Respect themselves, others, and school property.
* Speak kindly to others and keep the subject matter school appropriate.
* Bring required materials and complete their assignments on time.
* Be seated and prepare working materials prior to the tardy bell.
* Keep voices at an appropriate level in the classroom.

**Teacher’s Tardy Policy**

Students who enter the classroom after the tardy bell with no written excuse from a faculty member will be considered tardy. Unexcused tardies will be treated as follows:

1st tardy Warning by teacher

2nd tardy Parent contact by the teacher

3rd tardy Parent contact and teacher’s 15-minute detention

4th tardy, etc. Referral to grade level administrator

**Teacher’s Restroom Policy:**

Students are allowed 3 restroom passes during each quarter. Additional restroom visits will be treated as follows:

4th – 9th Teacher’s 15 minutes detention

10th – up Teacher’s 30-minute detention

**Teacher’s Discipline Policy:**

Discipline Guidelines are in the Student Agenda. Please read and be familiar with the standard procedures. These are the policies that all staff members are required to implement. I will diligently follow these procedures.

Minor offenses will be handled by the teacher with the following control techniques: Seating assignments, gaining students’ attention before giving directions, redirection of students’ attention to assignments, private discussions about behaviors and students’ work ethics, teacher’s detentions, parent/guardian contacts, referral to BHS counselors, requests for assistance from other staff members (coaches, JROTC staff, etc.), and so on. Disorderly Conduct Level I – Level III will be addressed according to the school policies listed in the student agenda.

**Parent and Guardian Communication Procedures:**

* Teacher’s web page
* Telephone calls
* Conferences
* Letters
* Post Cards for positive comments
* Notes
* Email
* IEP meetings

**Classwork Policy**

Students are expected to complete class assignments by the due date. If the student has an excused absence, they are expected to ask for the missed work and it should be turned in within 3 days of returning to school. Any missed assignments count as zeros.

**Homework Policy**

Students are expected to complete homework assignments by the due date. If the student has problems with the assignment, they can stay after school for help on any day except Wednesdays. All homework will be follow-up from assignments that we have previously discussed in class. Projects are graded with a larger percentage than daily homework assignments.