**CLASSROOM MANAGEMENT PLAN**

The text below headings is for guidance. Delete and add relevant material as you like.

**Classroom Rules**

These are a set of rules that students adhere to at all times. To simplify this plan for your students, try to only include a few broad, inclusive rules. In addition, it's a good idea to frame each rule as something you want students to do rather than what you don't want them to do. For example, your rule might be “Raise your hand before speaking,” rather than “Do not speak without raising your hand.” This helps to maintain positivity in a classroom and may make students feel more comfortable.

**Classroom Procedures and Routines**

Procedures are different from rules, as they're essentially the routines you want your students to follow at different times. For example, you may establish a morning routine, in which your students enter the classroom, put away their belongings and sit quietly at their desk until the bell rings.

**Emergency Procedures**

Similar to your common classroom procedures, it's also important to detail procedures for emergency situations. For example, if the fire alarm rings, you may want students to act in an orderly fashion so they can quickly and safely exit the classroom. Consider detailing the steps you want students to follow during different emergency situations and practice emergency procedures before they occur.

**Student Jobs**

If you include student jobs in your classroom, such as erasing a chalkboard or picking up books, it's important to detail each job's responsibilities in your classroom management plan. Consider outlining the responsibilities of each job and the schedule you follow to transfer jobs from one student to another. For example, you can have a current student explain the job duties to the next student when it's time to transfer tasks. Student jobs are a great way to teach children responsibility and remove some tasks from a teacher's responsibilities.