Classroom Structure, Documentation, and Communication Plan

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It is vital for students to learn and thrive in a classroom that has an influential and maintainable structure (Marzano et al., 2003). I believe establishing clear and concise communication with students and parents or guardians is of utmost importance for me as an educator (Marzano et al., 2003; Milner et al., 2019). Furthermore, it is critical to have rules, norms, consequences, procedures, and documentation strategies set up in the classroom (Marzano et al., 2003; Milner et al., 2019). Additionally, consistency is something that students value in the classroom, so it is my responsibility as their teacher to uphold rules and norms as well as consequences (Marzano et al., 2003). Ultimately, having a plan in place for classroom structure, documentation, and communication will foster effective classroom management (Marzano et al., 2003; Milner et al., 2019).

A classroom needs rules and norms for there to be an understanding of expectations and what the consequences will be if those rules and norms are not adhered to (Marzano et al., 2003; Milner et al., 2019). For my classroom, rules and norms will be considered separate. I will create rules with consequences on my own that must be followed according to the school's standards and guidelines, but norms will be established with the students as well as the consequences (Milner et al., 2019). In creating my classroom rules and consequences, I will utilize my school's handbook to ensure that my classroom is in accordance with the school's standards. I will use posters to hang in the classroom that outline the already prepared rules and associated consequences for students (Rowe & Ilic, 2009). In creating the norms with the students, I will allow them to break into groups and each group will be tasked with developing two norms that will be shared with the class (Adams, 2024). Then, the class and I will discuss what norms we believe are the best options. Afterwards, we will work to formulate appropriate consequences for not following the norms (Adams, 2024). I will also utilize posters to put up the norms and

associated consequences in the classroom for students (Rowe & Ilic, 2009). In short, it is crucial for me as the teacher to implement rules created by myself using the school handbook but also to create classroom norms with my students, so they can feel involved in the structuring of the classroom (Adams, 2024; Milner et al., 2019).

       To work towards achieving effective classroom management, I need to have procedures in place that will keep my classroom flowing and improving (Marzano et al., 2003; Milner et al., 2019). I find it important to have information readily available on the walls in the classroom that pertains to the entirety and duration of the class. I will use a bulletin board that will have information about Canvas on it, which will include how students submit assignments, find weekly assignments and modules, the late submission policy, and some frequently asked questions regarding Canvas usage, specifically in my classroom (Young, 2024). The bulletin board will serve as a first step for students if they are confused about using Canvas, such as how to submit an assignment for class (Young, 2024). As a result, utilizing a bulletin board to clearly have a procedure posted will be helpful in maintaining effective classroom management in my own classroom (Marzano et al., 2003; Milner et al., 2019; Young, 2024.)

       Having clear procedures and using an artifact to display important procedures will be significant in my classroom because students need consistent structure in learning environments (Marzano et al., 2003). Using posters in the classroom can grasp student attention and further allow students to remember the information on the posters (Rowe & Ilic, 2009). I will use a poster to portray the procedures for how students are to take in-class quizzes, tests, and exams (Rowe & Ilic, 2009). The procedures will consist of having their desk clear with only their laptop present, how to access the Respondus Lockdown Browser, and their expected behavior. Having these expectations in writing on a poster for every student to see in my classroom will help
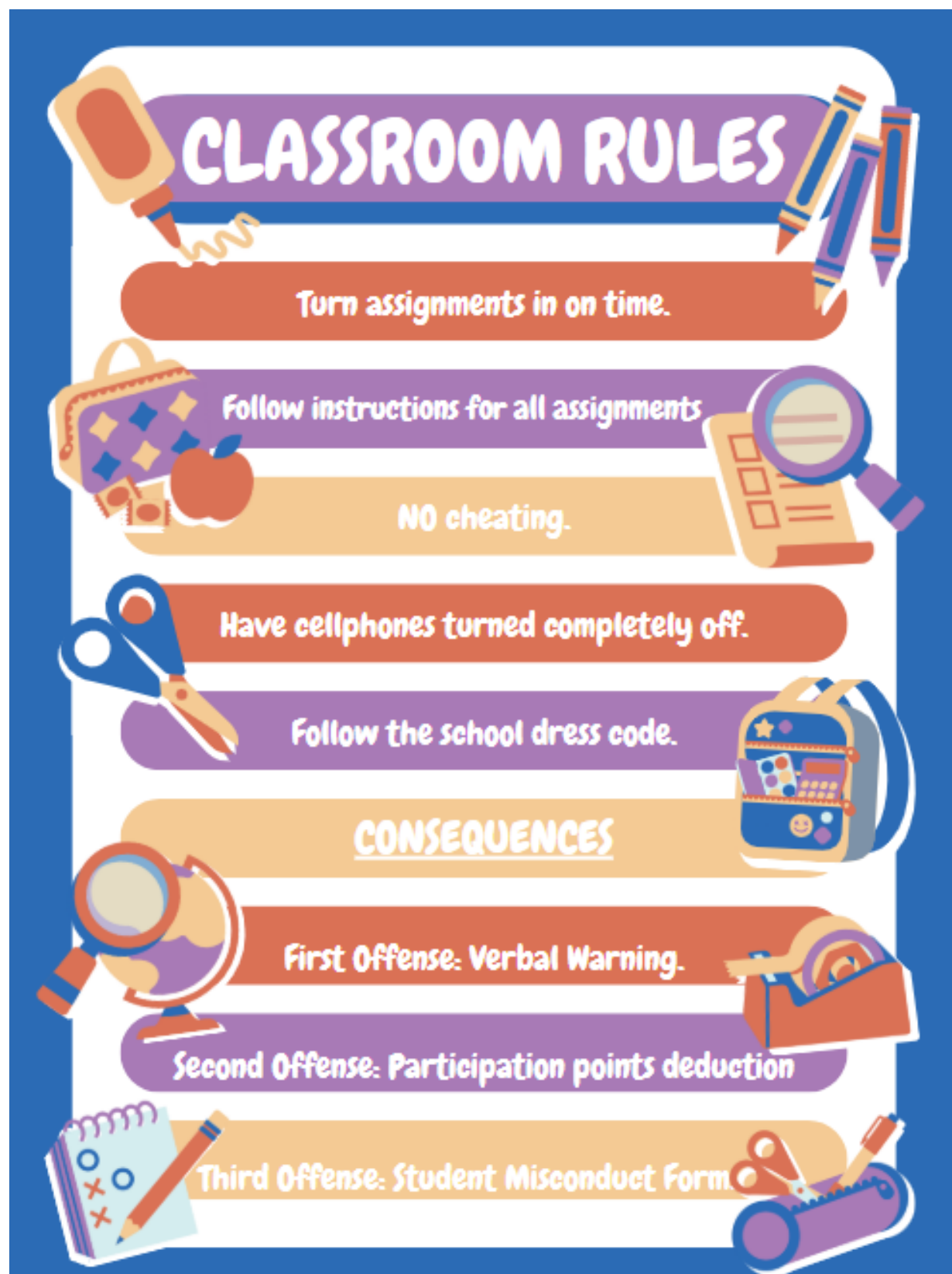
decrease confusion and disruptions during the time of a quiz, test, or exam (Marzano et al., 2003; Milner et al., 2019). All in all, utilizing a poster to provide students with quiz, test, and exam-taking procedures will help in maintaining classroom structure and expectations (Marzano et al., 2003; Milner et al., 2019; Rowe & Ilic, 2009).

As an educator with a duty to her students, it is important to uphold rules, norms, and consequences (Marzano et al., 2003). I believe it is equally important to provide documentation for when those rules or norms are not followed along with the disciplinary action taken (University of Washington, 2025). I will use a form created by me specific to my class that will be titled "Student Misconduct Form" that will be used to document a student's violation of rules or norms that are more serious, such as fighting other students and cheating. The form will be used to describe the details of the incident for documentation purposes of my own to keep, to be reviewed by the principal, and sent to the parents or guardians of the student (University of Washington, 2025). I feel it is critical for me to keep a record of the forms in a binder in my desk or on a flash drive in case they need to be referenced later on (University of Washington, 2025). In summary, as a teacher, I need to stand by the rules, norms, and consequences in my classroom, as well as provide and maintain documentation, especially during times when students act out more seriously and require disciplinary action (Marzano et al., 2003; University of Washington, 2025).

Communication will be a major component in my classroom with students and their parents or guardians, especially (Marzano et al., 2003; Milner et al., 2019). I feel it can be pivotal for a student's education when the parents or guardians are involved in the student's educational process. I will certainly implement parent or guardian communication practices into my class in the future, where I will use the Bloomz Parent Teacher Communication app that was created in

2013 to make it easier to communicate in all aspects, such as student growth to parents or guardians (Bloomz, 2024). I want to communicate with parents not only about any student or grade concerns but also uplifting and praising updates regarding the student (Marzano et al., 2003; Milner et al., 2019). The Bloomz app allows me to also document communication with students and parents or guardians through a feature that can create customized forms, which I can store in the app or in my computer files (Bloomz, 2024). The Bloomz app has other interesting and useful features when reaching out to parents or guardians, such as online parent conferences, auto translation, and auto notices (Bloomz, 2024). Moreover, the Bloomz app will be a resourceful way for me to communicate student improvement and concerns with parents and guardians, so all responsible parties can be updated and involved in the student's achievements and setbacks (Bloomz, 2024; Marzano et al., 2003; Milner et al., 2019).

In order to provide structure and maintain effective classroom management, I, as a teacher, must be consistent in following rules, norms, consequences, procedures, and documentation strategies in the classroom (Marzano et al., 2003; Milner et al., 2019). Communication is also extremely critical for me as an educator to ensure clear expectations with students and parents or guardians (Marzano et al., 2003; Milner et al., 2019). Students need consistency in the classroom and from me, the teacher, to be successful and grow academically (Marzano et al., 2003). I believe utilizing appropriate artifacts for rules, norms, consequences, procedures, documentation, and communication in my classroom will help me grow as an educator and help my students in their academic journey. Overall, to promote effective classroom management and provide my students with structure, it is imperative to have a plan that will help me stay organized and encourage my students (Marzano et al., 2003; Milner et al., 2019).

CLASSROOM RULES

Turn assignments in on time.

Follow instructions for all assignments

NO cheating.

Have cellphones turned completely off.

Follow the school dress code.

CONSEQUENCES

First Offense: Verbal Warning.

Second Offense: Participation points deduction

Third Offense: Student Misconduct Form

OUR CLASSROOM NORMS

1 Be kind to your classmates and your teacher.

2 Be an active listener when others are speaking.

3 Work together to keep our classroom clean and ready for learning.
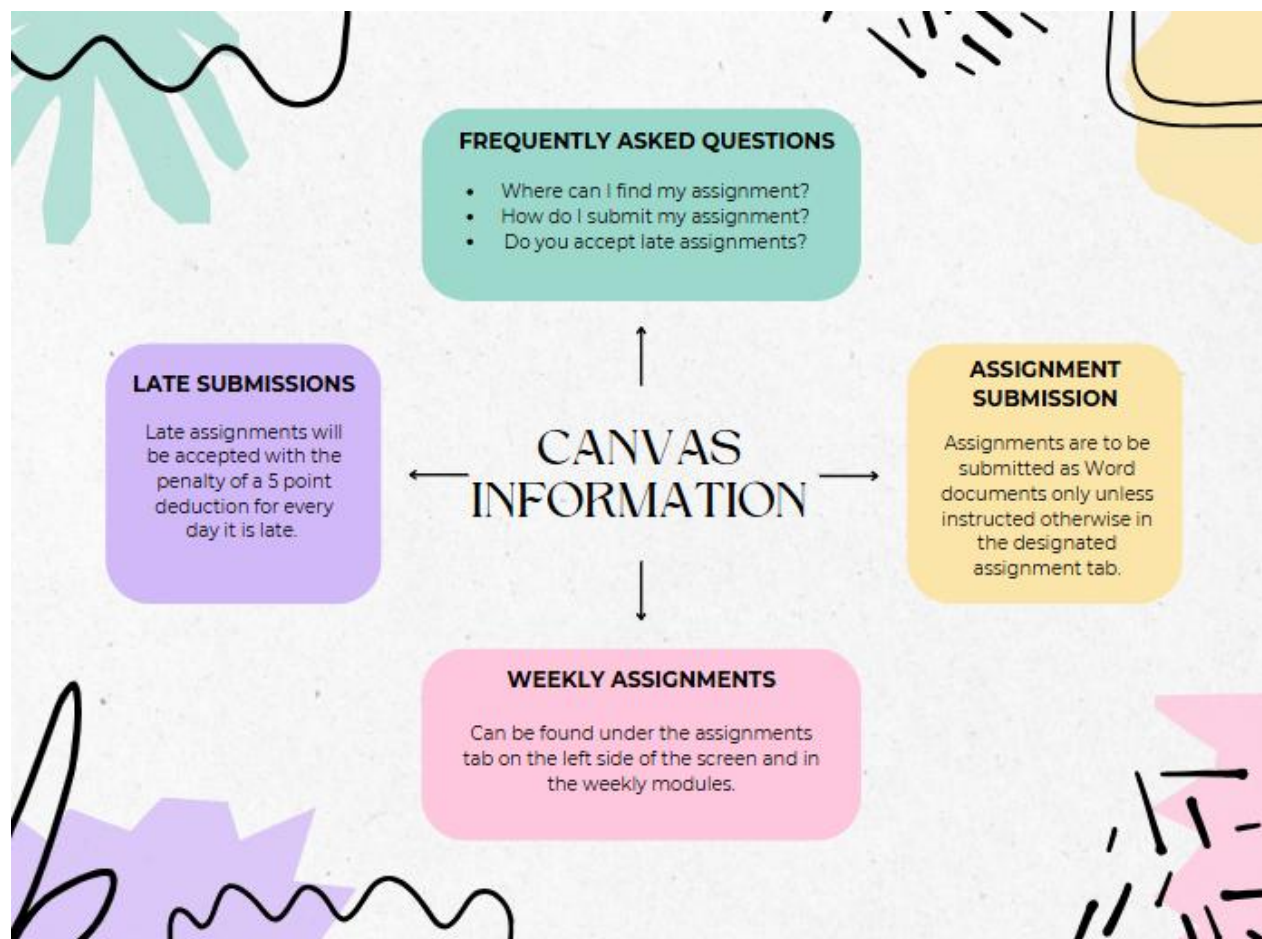
4 Share your ideas and learn when things may not work for you.

5 Believe in yourself and try new things.

6 Try your very best in everything you do.

FREQUENTLY ASKED QUESTIONS

- Where can I find my assignment?
- How do I submit my assignment?
- Do you accept late assignments?

LATE SUBMISSIONS

Late assignments will be accepted with the penalty of a 5 point deduction for every day it is late.

CANVAS INFORMATION

ASSIGNMENT SUBMISSION

Assignments are to be submitted as Word documents only unless instructed otherwise in the designated assignment tab.

WEEKLY ASSIGNMENTS

Can be found under the assignments tab on the left side of the screen and in the weekly modules.

TESTING RULES

DESKS SHOULD BE CLEAR WITH ONLY THE LAPTOP PRESENT

RESPONDUS LOCKDOWN BROWSER SHOULD BE DOWNLOADED AND USED

CLASSROOM SHOULD BE QUIET, CALM, AND FREE OF ANY DISRUPTIONS

GOOD LUCK!

<u>Student Misconduct Form</u>

Ms. Jones – Room 1000

Student Name: _____

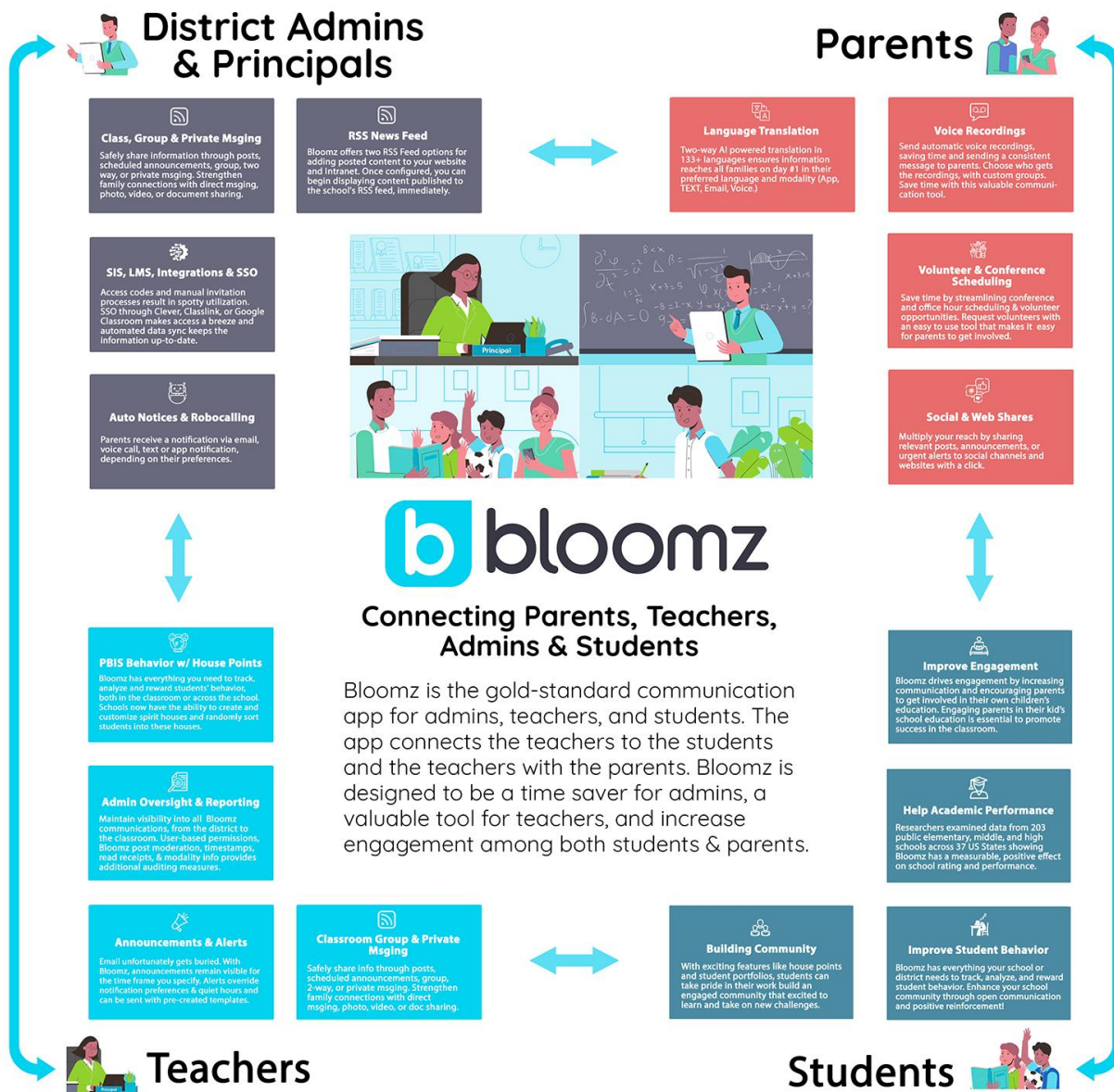Date of Incident: _____

Time of Incident: _____

Reason for Form: _____

_____

_____

Previous Incidents by the Student: _____

_____

Warning Descriptions: _____

_____

Teacher Signature: _____

Date: _____

(Bloomz, 2024)

References

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