

Ashlea Vaudt

General Methods

First Day Project

Interview Record:

I interviewed Shelly Richards, the PE teacher at Milford Elementary on February 20, 2012.

I also interviewed Marta Klug, a 3rd grade teacher at Milford Elementary on February 20, 2012.

Future Classroom Description:

I am in a third grade classroom at a Lutheran School in a small town. I have twenty students in my class. The school is attached to the church and has a tight knit/supportive congregation. It is a K-8 school and one class per grade level. We have an art teacher, music teacher, and a PE teacher. My classroom has desks all lined up in row with name tags on each desk so my students know exactly where to sit. There is a reading corner in the room where there are some pillows and comfy things to sit on with a bookshelf full of books. Uniforms are enforced so that the teachers don't have to worry about appropriate clothing. We also have a big field with a playground and swing set and soccer field.

Establishing Community:

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The first few weeks before school begins, I will make sure that my classroom is all set up. This includes making all the bulletin boards, placing name tags on the desks, organizing where the students will turn in their papers and sharpen their pencils. Just making the classroom into a friendly environment that is welcoming. The next thing that I will do is lay out a calendar of the year and decide on everything I have to get into the year per subject and decide how long each unit is going to take me. So I will have a science calendar and put down all the areas that I want to cover so I make sure that I get everything done and it is all spaced out nicely instead of trying to cram everything in at the end because we spent too long on the areas in the beginning of the year. And I will do that for every subject.

After I get all those things done and it is getting closer to school time. I will contact everyone in my class and set up a time to do a home visit. Just before I go to the home visit, I will send out a postcard to remind them about it. On the home visit, we will start off in prayer, and then I will just start by talking to my student and see what they have been up to this past summer and just get an idea about them, what their hobbies are, what their home life is like, etc. Then I will tell them about myself and what I am like to do so they can get to know me.

After introductions, I will start talking about this year and what to expect. I will tell them the theme for the year. Then will go over some rules and procedure. We will talk about the lunch program and how I will take lunch call every day to see what you will eat the next day. There are two different choices or you can bring a sack lunch from home. I will also talk about homework and how there will be none on Wednesday's for sure and there might be little things for the child to do at home. One weekly thing is a reading book they are supposed to read to their parents then bring back with a signature saying they read it. Also weekly spelling words will be brought home every week that should be practiced. And on Friday's each week they will recite their memory work to me so they need to work on

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that. With memory work, either I will call them up individually to say it to me or I will have them write it or fill in the blank. If any work is late, then they will have to give up a fun event during the day to work on their homework. I will also give each of them a number that they are to put at the top of their paper by their name. This way we can keep papers in that order and it will be easier to know whose paper we are missing and so on.

In the classroom we will have a discipline policy. They will each have a close pin on their names in the front of the classroom. You can go higher or lower depending on your behavior. If you are good throughout the day, you will move up. At the end of the day, if you are above the middle mark you will get a sticker. Once you get five stickers, you can choose something from the treasure chest. If you want to save your stickers until ten you can get something from the 10 ticket treasure chest and so on. If the whole class is above the middle mark three times in one week, then we will get to do something special. I will share with my students that we start each day with devotion and prayer and that our classroom is Christ centered. We pray before meals and we pray before we leave at the end of the day. Our goal is to be more like Christ in our actions. I am also going to give you as a student responsibility. If you are having trouble with someone, instead of coming and tattling and telling me about it, I am going to ask you to go talk to that person first.

Each day, I will have a list on a board what we did that day and at the end of the day, you are to look at it and write down everything you didn't finish and what you need to bring home in your assignment book (that I will give them while I am there). Each night you are to bring it home and after doing your homework, your parents are to sign it and you need to bring it back. You can get a point each time you bring it back with your parent's signature. I will send a weekly report home on Tuesday's and all their graded work on Fridays.

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After going over rules and procedures, I will take a picture of the child then I will trace their foot. I will put their picture up on one of my bulletin boards and on the first day of school they will do a project with their foot (tell where they have traveled or what they did this past summer). Then I will leave them a pencil that they can bring with them to school if they would like, a questionnaire that they fill out and bring to the first day of school so I can get to know them better asking about their families and what they like to do. I will also leave a school supply list as to what supplies they need to get and give the parents the overview of what we talked about with the rules and discipline policies.

When I leave, I will give them my business card with all my information on it and let them know that if they need anything that they can get ahold of me. And ask if they have any questions. Then ask if the parents will be willing to help out in the classroom in any way. Then I will ask them to remember our class in their prayers.

First Day Plan:

Welcome students at the door, on the board it has everything that they are to do right away.

- Find desk and unload your supplies

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- Find your locker and drop your backpack off
- Put Kleenexes on the back table
- Feel free to look around the classroom
- Start working on your footprints. Write/draw the favorite thing you did this summer

Then I will welcome everyone to 3rd grade and make some introductions. I will share my footprint and let everyone else share what they made. After they share, we will hang them up in the classroom.

After that we will go over to our altar area and have a morning devotion and sing songs.

Then we will go back to our desks and I will start going over some of the rules and procedures in the class.

- Go over our classroom rules
 - #1 Respectful-this means respecting yourself, and others. It is doing what you are told and what is right. It is being quiet in class, listening to the teacher, and including everyone.
 - #2 Responsible- This is writing homework in the assignment book, getting homework turned in on time, getting parents signature in the assignment book. This means that it is no one else's fault if they forgot their lunch, they need to take responsibility. If they need help with anything, or they forgot to do something, they need to take responsibility and come talk to me. This is also being responsible for their own actions and working problems out themselves first, and then if they still need assistance they can come talk to a teacher.
 - #3 Reach- I want the students to reach to their highest potential. I want them to learn, work hard and achieve the highest they can achieve.
- Ask if there are any that we would like to change or add to? Then we will make a poster of it and everyone will sign the poster like it is a contract saying that they agree to them and understand them.
- Each week we will have classroom helpers-spots on the wall where you put a name under each one.
 - Student of the week-get to be line leader and get to decorate a board with pictures of you and your achievements. Also gets to run all the errands that I need.
 - Board eraser-gets to erase the boards at the end of the day
 - Calendar- changes the date every day and puts what the weather is like outside
 - Sweepers-2 people at the end of the day sweeps the room
 - Paper person-collects all the paper when you turn them in and sorts them in number order, also at the end of the week, puts everyone's papers in their cubbies
 - Desk cleaner- hands out the wipes to wash desks at lunch everyday

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- I will go over where everything is in the room
 - Pencil sharpener and extra pencils
 - Only sharpen at free time, if you need a new pencil, take one from the cup but please be respectful and return it sharpened to the cup when you have a chance to sharpen yours.
 - Drinking fountain
 - You may get up once per class to get a drink other than that get one at free time or bring a water bottle with only water in it.
 - Bathrooms
 - Go during free time but if you really have to go, raise your hand and ask. You have three tickets you can use during class time for a month. If you have tickets left at the end of the month, you may get something out of the treasure box.
 - Reading area
 - You may read the books off my shelf; just put them back when you are done. And during free time you can go and sit on the comfy pillows to read.
 - Back table
 - It is for when you have a question, or when you don't get your work done,
- Go over the discipline procedure with the paper clips, to go up or down.
 - In the front of the room there is a chart with every ones name on a paperclip. The chart has five sections, *Excellent*, *Great*, *Good*, *Ok*, *Poor*. At the start of everyday, everyone starts at *Good*. If I see someone who is following directions, and listening well in class and getting their work done, or if they helped someone out, I will tell you "1 up" you will then go and move your paperclip to *Great*. If someone is not doing what you are supposed to and being disrespectful and distracting, I will say "1 down" and you will go move your paperclip to *Ok*. At the end of the day, the students who are above *Good* get a sticker. If you get 5 stickers, then you can choose something out of the treasure box or if you wish to save it you can also. If you save it you can get a better prize later. If everyone in the class gets above a *Good* three times in one week, you get to do something special, from an extra recess to a class party. If someone gets below a *Good* three times in one week then I will talk with them individually and see what is going on. You might have an extra punishment depending on the circumstance. But our goal is that special surprise!
- We will then go over what we would do in the case of a tornado and then practice, then in case of a fire. And we would line and up and I would show them where we would walk to. While we are outside, I would let them have their first recess.
- When we come back in, I would go over our class schedule and what we do every day. I would hand out books that we would use for each subject and we would make book covers for them out of paper bags.

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- I will hand out a worksheet that says what their favorite subject is and the one that they have the most difficulty with. The things they like best about school and if they could change one thing, what would it be?
- Then we would go over lunch and what everyone does and the people getting a hot lunch would line up in the front and the people who have cold lunch would line up in the back, just so they know what to do then we would all walk and get the hot lunches, then we would go back to the room to eat. (no cafeteria).
- Recess
- When we come back from recess, we will all make our own time capsules. In it we will put a times test, that we will take, a sheet that says your height and weight, and what friends you hang out with, and your favorite foods, and clothing and what you would do if you had \$50. Then each student will write a letter to themselves and stick it in a container. Then we will put them all in a box and put it on the top shelf for the last day of school. Then they can pull everything out and look and see how much they have changed.
- When they come back in, we will do a scavenger hunt of people in the classroom. (Ex: sign if you have a January birthday)
- Then we will play name BINGO
- I have a worksheet where it tells me if their parent picks them up, if they walk, or if they ride the bus home. They will fill it out and turn it back in so I know how they get home.
- Introduce a couple “brain break” games that we can do throughout the year when they get all their work done and we have some extra time.
- On the lily pads, draw three things of what you did on your first day of school so you can take it home to show your parents.

Classroom Management:

Hello 3rd grade Parents!

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I just wanted to let you know that I am very excited for this year and can't wait to get it started and get to know your child better. I just wanted to write a letter to let you know what is going to go on in our classroom this year and what I expect.

Our classroom rules are the three R's; *respectful*, *responsible*, and *reach*. The first day of class we will have a classroom meeting where we will go over all these rules and see if the students agree and if they want to add to them or change them in any ways. Then we will all sign it like a contract and post it in our classroom.

#1 Respectful-this means respecting yourself, and others. It is doing what you are told and what is right. It is being quiet in class, listening to the teacher, and including everyone.

#2 Responsible- This is writing homework in the assignment book, getting homework turned in on time, getting parents signature in the assignment book. This means that it is no one else's fault if they forgot their lunch, they need to take responsibility. If they need help with anything, or they forgot to do something, they need to take responsibility and come talk to me. This is also being responsible for their own actions and working problems out themselves first, and then if they still need assistance they can come talk to a teacher.

#3 Reach- I want the students to reach to their highest potential. I want them to learn, work hard and achieve the highest they can achieve.

In our class room I have a chart in the front of the room with every students name on a paperclip. The chart has five sections, *Excellent*, *Great*, *Good*, *Ok*, *Poor*. At the start of everyday, all the students start at *Good*. If I see someone who is following directions, and listening well in class and getting their work done, or if they helped someone out, I will tell them "1 up" they will then go and move their paperclip to *Great*. If a student is not doing what they are supposed to and being disrespectful and distracting, I will say "1 down" and they will go move their paperclip to *Ok*. At the end of the day, the students who are above *Good* get a sticker. If they get 5 stickers, then they can choose something out of the treasure box or if they wish to save it they can also. If they save it they can get a better prize later. If everyone in the class gets above a *Good* three times in one week, they get to do something special, from an extra recess to a class party. If a student gets below a *Good* three times in one week then I will talk with them individually and see what is going on. They might have an extra punishment depending on the circumstance. But our goal is that special surprise!

I would love if students would all get their homework in on time, but I know there are always special occasions where it doesn't happen. Usually at the end of the day, I try and give the students a little break where they can finish homework they didn't get done in class or they can get some of my classroom games out to play or read a book. At this time, the students who didn't get their work done will come to the table in the back of the room and work on it. If they don't get it done, they will bring it home again to finish.

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If anyone has any questions, feel free to contact me my email is Ashlea.Vaudt@cune.org and my phone number is (406) 261-5772. You may call me anytime from 7am-10:30pm on week days or from 9am-11pm on weekends.

* If any of you would like to help out in any way in the classroom, on field trips or helping out with our classroom wish list just let me know! It would be much appreciated!

His Peace,

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Procedures and Routines:

- a. Always put your name and number on the top of your paper

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- b. If your pencil is dull during class, grab a sharpened pencil in the cup by the sharpener to use. During lunch or recess or free time you may come sharpen your pencil and the pencil you used and put it back in the cup.
- c. Every time you blow your nose, you use hand sanitizer afterwards.
- d. Before lunch, use wet wipes to clean your desk, and hand sanitizer to wash your hands.
- e. When in line, the student of the week is in front and the rest of the group is lined up in number order, standing quietly.
- f. When you come in the morning, put your backpack and coat in your locker then come into the classroom, tally on the board what you want for lunch the next day, then sit at your desk and do the assignment that I gave you. (either worksheet on your desk or something that I put on the board)
- g. At the end of the day, clean up the classroom, sweeping, stack chairs, and erase boards. Then pick up all the papers in your cubby, grab coat and backpack. And stand by your desk ready to pray and leave.
- h. When you turn in papers, you pass to the front of the rows, the paper sorter for the week will collect them and put them into number order and put in correct bin.
- i. If you have to go to the bathroom, raise your hand and ask, but you should try to go during our breaks.
- j. If you are thirsty, go get a drink in the back of the room, but you can only get up once during class, get drinks during breaks. You can also bring a water bottle and fill it up before class with water only.