

Mr. LEIVA's Classroom Management Plan

This isn't just a classroom—it's your first step into the real world. In here, you'll learn hands-on skills, how to work like a pro, and how to carry yourself like someone who's ready for what comes next—whether it's a job, apprenticeship, or your own business one day. I have high expectations because I believe in your potential. Everything we do is preparing you for real-life opportunities—and I'm here to help you every step of the way. Let's build something solid this year—skills, confidence, and a strong team.

Classroom Rules and Expectations *Core Rules:*

1. Uniform Compliance
2. Timely Engagement
3. Cellphone Policy
4. Assigned Seating
5. Safety Compliance (PPE)
6. Workplace Professionalism
7. Consistent Effort

Student Expectations:

- Students must be in **full uniform** within the first 5 minutes of bus arrival.
- Uniforms must be well-fitted, with pants worn appropriately at the waist.
- Be actively working (either online or hands-on) within **10 minutes** of bus arrival. There are always tasks available for practice—use your time wisely.
- Phones must be stored in the **cellphone locker** upon arrival. Failure to do so will result in point deductions without reminders.
- Be seated in your **assigned seat** by or before the announcements begin.
- Proper Personal Protective Equipment (PPE), such as **safety glasses**, must be always worn.
- **Lip piercings** or other unapproved jewelry must be removed during class, as required by industry standards and the Occupational Advisory Committee (OAC).
- Maintain a professional demeanor: avoid foul language, horseplay, body shaming, or any disruptive erratic behavior
- Stay focused and productive throughout the class. All tasks assigned must be completed promptly and diligently.

Why Work-Related Behavior Matters

These rules are not just classroom guidelines, they are **foundational principles for workplace success**. In any professional setting, meeting employer expectations is critical to maintaining employment and advancing in your career. The behaviors outlined above are directly aligned with the standards you'll encounter in the industry.

- **Punctuality & Preparation:** Arriving prepared and on time shows respect for your work and colleagues.
- **Productivity:** Employers value employees who use time efficiently and stay focused on tasks without distractions.
- **Professional Appearance:** A proper uniform and PPE represent safety and professionalism, both essential in the trades.
- **Respect & Teamwork:** Unprofessional attitudes and disruptive behavior hinder productivity and teamwork, making them unacceptable in the workplace.

By adhering to these standards now, you are preparing for a successful future in the field. Let's work together to build the skills and habits that will set you apart as a reliable and professional team member.

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Consequences

To maintain a productive, safe, and professional learning environment that mirrors workplace standards, the rules must be followed. The first three offenses will be handled by the instructor. Failure to comply with these expectations will result in a **3-point reduction per violation per day** on the work ethic's daily expectations.

Examples of Unacceptable Behavior

- Unprofessional conduct (disruptive attitude, disrespectful language or actions)
- Being out of your assigned work area without permission
- Prankish behavior or intentionally agitating others
- Public displays of affection
- Deliberate misuse of tools or materials
- Improper use of equipment or safety gear
- Use of profanity or inappropriate language
- Use of cell phones or headphones during class/shop time
- Neglecting responsibilities (failing to turn in assignments, poor clean-up, improper tool care, etc.)
- Uniform violations (not wearing your CTC uniform or work boots)
- *Note: You may use the last 15 minutes of class to change before your bus bell rings.*
- Leaving the painting facility without permission
- *Students must remain in the classroom/shop until the final bus bell at the end of the day.*

Level I Procedures

1st Offense – **Verbal Warning & Documentation**

- Students receive a verbal warning.
- The incident is documented in Classmate.

2nd Offense – **Instructor/Parent Contact + Action Step**

- Instructor contacts parent/guardian.
- Communication or attempt must be documented under the Actions tab in Classmate.
- One of the following responses may be used at the instructor's discretion:
(*Instructor chooses based on the situation—examples: loss of privileges, seat change, reflection activity, etc.*)

3rd Offense – **Follow-Up Contact + Additional Consequence**

- Instructor contacts parent/guardian again.
- Specific communication or attempt is documented under the Actions tab in Classmate.
- One or more appropriate consequences will be applied at the instructor's discretion.

4th Offense – **Referral to Administration**

- Treated as a Level 2 Offense.
- Referred to Administration for disciplinary action.
- The administrative team will determine the consequence.

Level 3 Offense:

Use of profane language or disrespectful gestures directed toward any LCCTC employee, Lancaster-Lebanon IU13 staff member, or adult guest of the school. Refer to the Student Handbook for more details on Level 2, 3, and 4 offenses.