

CLASSROOM MANAGEMENT PLAN

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Spanish 2 – Spanish 2 Pre AP

CLASSROOM RULES

Students will be able to discuss and come up with 5 concise classroom rules. The teacher will listen to the student's observations and promote awareness of RESPECT

- Towards themselves (Use appropriate language and dress, be punctual in their attendance to class and in their assignment presentation.)

- Towards others (Towards the teacher and fellow classmates – respecting their opinions, turn to speak, team work roles, etc.-)

- Towards their school building and supplies (Using them correctly, keeping them clean and organized, not wasting materials, etc.)

The following rules though, will be non-negotiable:

+Students may not leave the classroom without the teacher authorization (and using the pass and its required information)

+Students may be granted a bathroom pass only for emergencies (They should use the restroom between classes preferably)

Consequences for not following rules

After establishing the class rules, every student will be accountable for following them.

- First time: Verbal warning.
- Second time: Student-Teacher conference. (Student will have to write a description of the misconduct and explain his choices)
- Third time: Parent call and school detention
- Continued misbehavior: Campus referral and a call home.

CLASSROOM PROCEDURES

Classroom procedures will be described and modeled during the first two weeks of the school year.

Students will be able to identify procedures for the following situations:

*Be in the classroom on time and start working in the warm up activity. (Some days the teacher will greet the students at the door – in the target language- and students will respond appropriately). Warm ups will be revised and stamped by the teacher or assigned student every day.

*Students who are tardy will be responsible for finishing the warmup in the time left. If they fail to finish it completely, then they will be responsible for finishing it on their own time. Any student arriving late will enter the classroom discretely and turn in a note to the teacher explaining the reason for his/her delay. The student will proceed to his/her seat and will try to catch up with the activity the rest of the class is doing. Entering to class after the first 30 minutes will result in a mandatory tutorial appointment or teacher conference.

* Passing out papers and corrected assignments. (The teacher will assign different students to help with this procedure.)

* Collecting papers or assignments. (The teacher will assign different students to help with this procedure.)

*Class dismissal: The teacher will indicate when students are dismissed. They may not leave the classroom without teacher permission, even if the school bell rings.

* Missing supplies: Students will be able to obtain certain supplies from the teacher if they forgot their own supplies. The teacher will keep a record of the amount of times a student asks for supplies with the only purpose of providing feedback and making the student accountable for his belongings.

*Students will participate in the activities prepared by their teacher with a positive attitude, quality, and in a timely manner.

*All objectives, homework, and activities will be posted on the board for students to observe from the beginning of the class. One assigned student will be responsible for recording the day's objective, activity and homework, and leave it in a file for absent students to find it the following days.

*For students who finish a test, a quiz, or an assignment before others, there is to be no talking until everyone is finished. They will be quietly engaged in class-related work either until class ends or the last student has finished.

*An absolutely no talking policy will be in place during quizzes and tests. Those who do talk will have their exams taken up. A parent phone call will be made, and the student will have to present his test during tutorials, with the same grading criteria that applies for re-takes.

*Parent phone calls will be made within one class day of any disciplinary consequences imposed (see above) for office referral. Parent e-mails and phone calls will be answered within 24 hours of their contact.

*The teacher will indicate the time to re-cap, clean-up, and exiting the classroom.