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**ATC Language Instructor**

**Effective Classroom Plan 2015-2016**

(Newcomer & Lewis)

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| **List Classroom Rules:** |
| **Los estudiantes/Students will:** |
| 1. Llegaran a la clase listos para aprender   Come to class ready to learn |
| 1. Resolveran sus asuntos personales antes o despues de clase   Take care of personal business before or after class |
| 1. Usaran la tecnologia de una manera apropriada   Use technology appropriately |
| 1. Respetaran sus companeros de clase, la maestra, cualquier visitante y ellos mismos   Respect their classmates, the teacher, visitors and themselves |
| 1. Seran responsables para su propio aprendizaje   Be responcible for their own learning |
| 1. Manendran la clase limpia y segura   Keep the classroom clean and safe |
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| **Procedures for Teaching Classroom Rules:**  Syllabus and class rules/procedures will be explicitly taught during the first week of school, including a quiz to test their knowledge. Throughout the school year procedures will be practiced, including small competitions. Class rules will be consistently enforced. |
| **Attention signal:**  **I will raise my hand, student should raise their hand, look at me and listen.** |

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| Procedures | |
| What to do when coming to class  What to do when the fire alarm sounds  What to do when you finish your work early  What to do when you have a question  When to sharpen your pencil  What to do when you need to use the restroom  Where to find the assignment  How a paper is to be done  Where to put the paper when they are complete  Where to find assignments if they have been absent  What to do at the end of class  How/when to move around the room  How to use classroom materials  What to do if you're tardy  What to do if you're absent  Laptop carts | Come to class prepared with your notebook, pencil and any other materials that you might need for that day. Check the “pick it up” box for any assignments. Take a seat right away and write down the daily learning target(s). Quietly and individually begin work on the do-now.  Leave all materials and personal items behind. Leave the room quickly, quietly and calmly. Go to our designated meeting place and stay there; remain calm and quiet.  Check your work and notify the teacher. Turn in your work and help others if needed.  In class raise your hand quietly and wait to be called on. You can ask questions after class or at lunch as well.  Before and after class or during student work time; not when the teacher is giving instructions or a lesson. Ask the teacher, “Puedo sacarle punta al lapiz?”  Hand one of your passes to the teacher and they will sign it. Leave the room quietly and return as quickly as possible.  In class assignments will be handed out in class or found in the “pick it up” box. Get your own copy from the box or quickly pass papers around the room if handed out during class.  MLA format. This means your name, instructor’s name, class period, and date double spaced on the upper left corner of the first page OF EVERY ASSIGNMENT. Use pencil, blue or black pen. If turning in loose leaf paper, make sure the edges are clean cut.  “turn it in” box  Check class website and Edmodo; check in with teacher  Complete exit ticket. Make sure all assignments are turned in. Clean your work station and take all personal items with you.  Follow teacher cues. Form groups quickly and begin interactive activities quickly. Ask for clarification if you don’t understand. Respect class furniture: don’t run in the classroom, jump over desks, sit on desks or put your feet on the chairs.    Textbooks and dictionaries will be on the bookshelves. You may ask to use them (in Spanish) as needed or the teacher will direct you to check them out. Art supplies will kept on one of the bookshelves. If needed, take what you need only and help to keep the art area organized and clean  Sign the tardy book and sit down without interrupting the class  Communicate with your teacher as soon as possible (email or in person is best) Check class website and Edmodo for missed assignments  Quickly take out a computer and record your name and the serial number of the computer on the sign in sheet. Move out of the way so that others can get their materials. Make sure to put the computer back as you found them and plug them in |
| ***Routines*** | |
| Learning Targets | Each day students will write the daily learning target in their notebooks at the top of a new page. Students will honestly self-assess their progress towards the goal. |
| Do Now | Each day students will copy (word for word) the do now under the learning target in their notebook. They will complete the exercises and participate in the whole class review. |
| Listening Activity | Students will listen intently during an aural activity. They will refrain from any outbursts or otherwise distracting their classmates. They may ask politely for a repeat or respectfully critic the activity after the recordings are complete. |
| Speaking Activity | Students will always remain in the target language during speaking activities including in pairs, surveys, interviews, daily questions, whole class reviews, etc. Students will give their best effort to respond correctly in Spanish. |
| Group Work | Students will help make the group feel comfortable and welcoming. They will listen to each other and problem solve as a team. Each person will give their best and encourage others to do the same. They will risk being wrong and step outside of their comfort zone. |
| Whole group instruction | Students will listen actively to the speaker/show respect. They will take notes as needed. They will respectfully ask questions as needed. |
| Tests | Students will follow test instructions. They will do their own work; not cheat. If they need assistance they will quietly raise their hand. They will try their very best |
| Exit Tickets | Students will participate in exit activities and give the teacher accurate feedback about their progress. |
| Teacher Routines | |
| Greeting Students | Teacher will be in the hallway during passing time and greet students/say goodbye in Spanish as they come into/leave class |
| Signaling Attention | Teacher will raise her hand and wait for full attention |
| Giving Directions | Teacher will wait for attention before speaking. She will use a normal tone of voice. Directions will be clear and concise. She will check for understanding before moving on. |
| Providing Feedback | Teacher will use warm and cool feedback to develop student progress. She will give feedback in class, on homework, drafts, test, etc. Feedback can be face to face, in writing, electronic, etc. Feedback will be given in a timely manner < 3 days |
| Grading | Percentages will be used to grade formative and summative assessments. School late work policies will be followed. |
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| Identify procedures for encouraging appropriate behavior: | |

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| *Whole Group*   * *Rapid pacing; positive energy* * *Variety in Activities* * *Clear instructions* * *Establish Routines* * *Frequent checking for understanding* * *Frequent positive feedback and encouragement* |
| *Individual Student*  *- positive reinforcement*  *- small rewards for success*  *- check for understanding when needed*  *- respectfully address questions/concerns*  *- show interest in student as a whole, develop rapport with individual students* |
| Identify procedures for discouraging problem behaviors   * *Class rules and consequences clearly posted* * *Informal conferencing with student* * *Nonverbal signals in class* * *Actively supervise at all times* * *Address unwanted behaviors quickly, early, positively* * *Inforce class rules consistently* |