**Management Plan Template**

Classroom Management and Lesson Planning in FSU-Teach

**Overview of the Context**

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| Teacher: |  | Sarah Huerta |
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| School Name: |  |  |
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| Course(s): |  | Secondary Mathematics and Computer Science |
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| Description of the Learners: |  |  |
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**Your Goals**

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| What type of classroom learning environment do you want to establish? | |
| 1. In my classroom, I want to develop a safe community centered environment where everyone is respected and students are able to feel comfortable being a part of the learning process. | |
| 2. I want to create a student centered environment in which students participate in making sense of new ideas, rather than being “taught at”. | |
| 3. An environment that is organized and structured where students know what to expect and what is expected of them. | |
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| What expectations do you have for **yourself**, as the teacher, in this type of classroom learning environment? | What expectations do you have for your **students** in this type of classroom learning environment? |
| 1. I will work to guide students in the learning process as they do the sense making for lessons. | 1. Students will have a say in helping to create the social norms and rules in the classroom so that all students feel included. |
| 2. When needed, I will lead the learning process if students have trouble doing the sense making. | 2. Students will attempt to be a active part of the sense making during the learning process. |
| 3. I will monitor and enforce set behavior standards created by the group in order to create a safe and respectable learning environment. | 3. students will preserver and develop intellectual fortitude. |
| 4. Be organized and prepared | 4. Students will be open to learning |
| 5. Set high expectation for myself and students.  6. Become a life long learner and always be open for improving my practice. | 5. |
|  | 6. |

**General Classroom Routines and Rules**

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| What **rules** will you establish in your classroom in order to foster the desired classroom learning environment? | What do you plan to do if students break these **rules**? |
| 1. Students will respect everyone’s actions, ideas and belongings when in and out of the classroom. | 1. Teacher will have a verbal discussion with students on a case -by -case basis.   2. If needed, I will reach out to parents and have a call or meeting with them and their child.  3. I will send the student to In school suspension.  4. Lastly, I will report to administration if student becomes out of hand. |
| 1. Students will come to class prepared and be on time to make use of all time in class. |
| 1. Students will take responsibility for their learning. 2. I will create a personal technology free classroom to remove all distractions as needed. 3. Students will listen and follow all instructions. |
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| What **routines** will you use in your classroom in order to foster the desired classroom-learning environment? | What do you plan to do if students do not follow these **routines**? |
| 1. I will create a weekly calendar with objectives and daily tasks for students to see where their learning is going. | 1. If students are not following routines, I will have a class discussion and remind them of why these specific routines are set in place. |
| 2. Students will sit in their assigned seat to minimize distractions and uncalled for chatter among peers. | 2. If after a few days students are still not following, I will take a look at the routines set in place and modify them to best fit my classes needs. |
| 3. Students will correctly place all work, late work or make up work in basket within 3 days of set deadline. For make-up work, deadlines will be arranged on a case-by-case basis. | 3.Teacher will have a verbal discussion with students on a case -by -case basis. |
| 4. If needed, I will reach out to parents and have a call or meeting with them and their child. |
| 5. I will send the student to In school suspension. |
| 6. Lastly, I will report to administration if student becomes out of hand. |
| What will you do to ensure that students know and understand  these rules and routines? | |
| 1. I will make sure to post a copy of all rules and routines in a designated spot in the classroom. | |
| 2. For ELL students, I will make language accommodations if needed so that they can be understood in native language. | |
| 3. All rules and routines will be included on the syllabus which is sent home and signed by parents. | |
| 4. Fair and consistent enforcement of all rules and routines. | |

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| **Safe, Appropriate, and Ethical Use of Technology Statement:** |
| When technology is in use in my classroom, I will work to make sure that students are working with safe and appropriate sites/apps and does not promote any instance of cyber bullying. All district and school technologu riles will be in place at all times. |

**Routines and Rules for Classroom Discussions**

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| What **rules** will you establish in your classroom in order to ensure that the discussions that take place inside the classroom are productive? | What do you plan to do if students break these **rules**? |
| 1. Students respect other ideas during a discussion and politely agree or disagree and give their reasons why. 2. Students will not talk over or mock other students when others are sharing. 3. Teacher will monitor and police behavior as needed for students. | 1.Teacher will have a verbal discussion with students on a case by case basis.  2. Teacher will deduct participation points if needed.  3. I will send the student to In school suspension.  4. If needed, I will reach out to parents and have a meeting with them and their child  5. Lastly, I will report to administration if student becomes out of hand. |
| What **routines** will you use in your classroom in order to foster good classroom discussions? | What do you plan to do if students do not follow these **routines**? |
| 1. Students will raise their hand or wait their the previous students is done sharing out before sharing their ideas.  2.Students will work to be an active part of discussion.  3. As a class, students and teacher will develop routines they want in place for class discussions: Think/pair/share or a turn in talk  4. Students who follow routines and participate in class discussions will be awarded participation points.  5. Students will be prepared to present ideas to the class from their small groups. | 1. If students are not following routines, I will have a class discussion and remind them of why these specific routines are set in place.  2. If after a few days students are still not following, I will take a look at the routines set in place and modify them to best fit my classes needs.  3.Teacher will have a verbal discussion with students on a case by case basis.  4.. Teacher will deduct participation points if needed.  5.I will send the student to In school suspension.  6. If needed, I will reach out to parents and have a meeting with them and their child  7. Lastly, I will report to administration if student becomes out of hand. |
| What will you do to ensure that students know and understand  these rules and routines? | |
| 1. I will make sure to post a copy of all rules and routines in a designated spot in the classroom. | |
| 2. For ELL students, I will make language accommodations if needed so that they can be understood in native language. | |
| 3. All rules and routines will be included on the syllabus which is sent home and signed by parents. | |
| 4. Fair and consistent enforcement of all rules and routines. | |

**Routines and Rules for Hands-on Activities and Labs**

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| What **rules** will you establish in your classroom in order to make sure students are safe during hands-on activities or labs? | What do you plan to do if students break these **rules**? |
| 1. Students will follow all directions given by teacher and for assignment. 2. Students will work quietly and courteously on assignment or lab. 3. Students will follow all safety recommendations for given activity or the FLINT safety rules for labs. 4. Students will work together to create class rules that make all students and teachers safe when working with dangerous materials substances. 5. Students will use their materials for their intended purposes and will not use them as toys. | 1.Teacher will have a verbal discussion with students on a case by case basis.  2. Students will lose some of their participation points.  3. If needed, I will reach out to parents and have a meeting with them and their child.  4. Students will report to detention if needed.  5. Lastly, I will report to administration if student becomes out of hand.  6.If students can not follow rules for their safety, alternative activities and labs will be used. |
| What **routines** will you use in your classroom in order to make sure hands-on activities and labs are productive? | What do you plan to do if students do not follow these **routines**? |
| 1. All directions will be given and students will ask questions to clarify any misunderstood directions before materials are distributed.  2. Students will put away all unneeded electronics or classwork to avoid distractions.  3.Students will feel safe and comfortable reporting any mistakes or safety concerns to the teacher.  4. Students will work in their groups that will be assigned before class starts.  5. Full participation is required to earn participation points for the day.  6. Students will be prepared to present their findings from their small group. | 1. If students are not following routines, I will have a class discussion and remind them of why these specific routines are set in place.  2. If after a few days students are still not following, I will take a look at the routines set in place and modify them to best fit my classes needs.  3.Teacher will have a verbal discussion with students on a case by case basis.  4. Students will lose some of their participation points.  5. If needed, I will reach out to parents and have a meeting with them and their child.  6. Students will report to detention if needed.  7. Lastly, I will report to administration if student becomes out of hand.  8.If students can not follow rules for their safety, alternative activities and labs will be used. |
| What **rules or routines** will you use in your classroom in order to make sure all the equipment is returned clean and in good condition? | What do you plan to do if students do not follow these **rules or routines**? |
| 1. Students will make sure to report any damaged or broken materials to the teacher.  2. Students will follow the proper check out routine in order to be held accountable for all materials.  3. All materials will be returned and are cleaned before class is dismissed.  4. Materials will be in numbered sets for easier tracking. | 1. If students are not following routines, I will have a class discussion and remind them of why these specific routines are set in place.  2. If after a few days students are still not following, I will take a look at the routines set in place and modify them to best fit my classes needs.  3.Teacher will have a verbal discussion with students on a case by case basis.  4. Students will lose some of their participation points.  5. If needed, I will reach out to parents and have a meeting with them and their child.  6. Students will report to detention if needed. |
| What will you do to ensure that students know and understand  these rules and routines? | |
| 1. I will make sure to post a copy of all rules and routines in a designated spot in the classroom. | |
| 2. For ELL students, I will make language accommodations if needed so that they can be understood in native language. | |
| 3. All rules and routines will be included on the syllabus which is sent home and signed by parents. | |
| 4. Fair and consistent enforcement of all rules and routines. | |

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| On the back of this page, draw the physical arrangement of your class (i.e., student desks, teacher desk, assignment in/out boxes, etc.)? |
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| Mandatory Reporting Statement: |
| As a teacher, I have an obligation and legal responsibility to report misconduct by  instructional personnel and school administrators which affects the health,  safety or welfare of a student. If any student shows signs of physical, verbal, mental or sexual abuse, I am obligated and legally responsibly to report it. |

**Mandatory Reporting**

**Reporting Misconduct &Abuse:**

<http://www.fldoe.org/teaching/professional-practices/reporting-misconduct-abuse.stml>

**Posters available for professional misconduct:**

<http://www.fldoe.org/teaching/professional-practices/reporting-misconduct-abuse.stml>

**Other Reporting Resources:**

Teacher School Administrator Resources <http://www.fldoe.org/edstandards/resources_for_teachers.asp>

A picture containing text, whiteboard, laptop, computer

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