



THE VILLAGES HIGH SCHOOL



CLASSROOM MANAGEMENT PLAN

MRS. MARÍA S. HUBBARD

SPANISH CLASS

MANAGING THE CLASSROOM ENVIRONMENT

I. BEHAVIOR STANDARDS

This classroom is a workplace, a learning environment that requires a business-like atmosphere. The goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Every individual student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As students in our learning community, you are expected to:

1. *Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.*
2. *Take responsibility in making decisions regarding your work.*
3. *Keep your mind focused on your work and work hard all the time.*
4. *Be polite, courteous, and considerate of one another and one another's space at all times.*
5. *Support, encourage, and assist your fellow students in their learning.*
6. *Come to class on time every day and be prepared to participate actively.*
7. *Use behavior and language at all times that is appropriate to school.*
8. *Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.*
9. *Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
10. *Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
11. *Do not eat in the classroom. Drink only bottled water.*
12. *Turn off your electronic devices before coming to class and put them away in your backpack.*
13. *Comply with VHS dress code policy.*
14. *Comply with all district and school expectations and regulations.*

II. CLASS PROCEDURES

While every day can vary some in terms of agenda, the following is a summary of some of the procedures this class will routinely follow:

1. **Entering the classroom:** You are to enter the classroom quietly and be in your seat when the bell rings. Pick up any handouts from the handout tray and look to the board to review the lesson's learning goal.

2. **Bell Ringer:** Every class will begin with a bell ringer. As soon as the bell rings to signal the start of class, look to the board and front of the room for any written or verbal instructions to begin your work. Bell ringers will count for 10 points in every class period.
3. **Restroom/Water Fountain Use:** Please use them between classes. You will only be permitted to use the restroom during class in the case of an emergency or if you have documented medical needs that require more frequent restroom visits.
4. **Leaving the classroom:** Do not pack up or leave your seat until I dismiss the class. I will dismiss you, not the bell. Also, once class begins, no students are permitted to leave the classroom without permission under any circumstances.
5. **Absences Make-up Work:** To receive credit for missed work due to an absence, **a student must turn in assignments upon returning to school within the number of days missed plus one day** except as noted under the Consequences section of the Disciplinary Policy of the Student Handbook. However, any assignment that has a previously determined due date, that due date must be observed unless arrangements have been made with the assigning teacher. Any variation of this must be approved by administration. When coming back from an absence, check the teacher connection page on the school website or your Google Classroom. There, you will find what we did in class while you were absent. If after visiting these pages you still have questions or doubts, feel free to speak with me before or after school, **not during class time**. On the top corner of your make-up work write down your name, class period, the current date, and the date you were absent.
6. **Make-Up Tests:** If you are absent for a quiz or a test, come prepared to take it on your return to school. If you have been absent to school for several days and you feel that you are not prepared, please see me to schedule a make-up date. **It is your responsibility to contact me to make up a test. Also, papers and projects that were assigned a week or more prior to your absence will still be due on the assigned due date regardless of whether you are in school. If you are absent on such a date, it is your responsibility to submit the paper or project via email or by having someone deliver your work to school on the due date. (This policy is not applicable to Dual Enrolment courses. Refer to course Syllabus.)**
7. **Extra Handouts:** If you happen to lose your handout or you were absent, you should get one from the tray marked "**Copias Extras**" ("Extra Copies"). These extra copies will be classified according to their respective class and dated.
8. **Tardies and Late Arrivals:** If you arrive to school after the start of the school day, you must report to the school office. An Admit Slip will be issued at which time you will report to class to begin activities for the day. In middle and high school, you will be marked absent for any class in which you miss the entire class period and tardy to the class that is entered after the bell has rung.

Students tardy to class (including 1st period): (students receive a clean slate at the semester)

- **1st and 2nd Tardy** = Warning
- **3rd Tardy** = parent contacted by teacher
- **4th-9th Tardy** = assignment to after-school detention
- **10th Tardy** = referral to administration. Each additional tardy will also result in referral.
- **All unexcused Tardies will result in a Zero (0) on daily bell ringer.**

9. **Picking up Materials:** Any handouts for the day will be in the tray marked ***“Por favor, toma una”*** (“Please Take One”). If the tray is empty, there are no handouts for that day.
10. **Handing in Homework:** As soon as you enter the classroom, **read the board to find out if an assignment must be turned** in. If so, place it in the tray marked ***“Tarea”*** (“Homework”).
11. **Late Work:** Assignments (including homework, classwork, projects, and papers) will receive NO credit after their due date.
12. **Class Work and Homework Assignments:** For each student to strive for excellence and always do your best, assignments will be graded on correction and/or completion. You will not be notified in advance which assignments will be collected and how they will be graded. **Make sure that you complete all the assignments according to the described expectations, and you will do great!!!**

SCHOOL WIDE VHS BEHAVIOR MANAGEMENT PLAN

VHS CLASSROOM BEHAVIOR PLAN: (Level 1 Infractions)

Teachers in the classroom will incorporate the following Classroom Behavior Management Plan Steps: when students choose to disregard classroom/school rules, disrupt the learning environment, or any other **LEVEL 1 Infraction**, such as cell phones, headphones, dress code , food/gum/candy/beverage, inappropriate display of affection, refusal to work, etc.

INTERVENTION STEPS: Clarify this is not daily; this cumulative for semester

1. Private conference with the student - **WARNING**
2. Private conference with the student - **WARNING** - next step will result in parent contact
3. Parent Contact - warning that the next occurrence will result in an assigned after-school detention
4. Parent contact and After-School Detention. Room 220 - 2:45-3:25
****Detentions will not be rescheduled, unless a parent/guardian calls, provides written documentation, or if a student is absent on the day of detention. A missed detention will result in a Saturday School****
5. Parent contact and **DISCIPLINE REFERRAL** - see progression plan below.

1st Referral	Documentation of referral on behavior record and After School Detention
2nd Referral	Saturday School
3rd Referral	ISS - In School Suspension
4th Referral	ISS - In School Suspension
5th Referral	Out of School Suspension (OSS) Behavior Contract & Parent meeting

* A student that breaks the behavior contract will face possible dismissal from VHS.

STUDENTS THAT MISS SATURDAY SCHOOL WILL BE PLACED IN IN SCHOOL SUSPENSION (ISS) THE FOLLOWING WEEK.

ALL REFERRALS ARE CUMULATIVE DURING THE SEMESTER WITH THE EXCEPTION OF THOSE WRITTEN FOR TARDIES AND THOSE REFERRALS WILL BE ADDRESSED ACCORDINGLY.

Any referral written for Level 2-3-4 Infractions will result in Saturday School, ISS, OSS, or possible dismissal.

CONTACT INFORMATION

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 Spanish 2 & Dual Enrollment
 Elementary Spanish I & II Teacher
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**PLEASE SIGN THIS DOCUMENT WHERE INDICATED BELOW
AND RETURN IT TO THE TEACHER AS INSTRUCTED.**

My child and I have reviewed the 2020-2021 Classroom Management Plan for Mrs. Hubbard's Spanish class and understand the behavior standards, class procedures, and disciplinary consequences that will be applied in her classroom.

Date: _____

Student Name: _____
(Please Print)

Student Signature: _____

Parents Name: _____
(Please Print)

Parents Signature: _____

Please list below the preferred method of contact. By providing your email address, you are giving me permission to contact you by email concerning your child. This is my preferred method of contact as I am not always available to speak to you during the school day, but I can answer email quickly between classes, etc. If the matter is of a sensitive nature, I will contact you by email to ask when it would be possible to call you or to schedule a parent conference.

Please print your email address, home, work, and cell phone numbers.

Parent E-mail: _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____