

# FALCÓN'S FLASH

August 2011

"The object of education is to prepare the young to educate themselves throughout their lives."

~Robert Maynard Hutchins

## WELCOME BACK!!!

### ¡Bienvenidos!

It is with great pleasure that I welcome both my new and former students to a brand new school year. For those of you who don't know me, I am Ms. Lorraine Falcón, your Computer teacher. If you are in 3<sup>rd</sup> through 6<sup>th</sup> grades, I will also be your Spanish Teacher! This is my fourth year here at FUMS, my second year as Computer-Spanish teacher, and my 33<sup>rd</sup> year in the teaching profession.

"*Falcon's Flash*" is the name I've chosen for my monthly newsletter, which will inform you of everything you need to know regarding my classes for that particular month. You may access this newsletter by going to our school website at [www.fums.org](http://www.fums.org) and clicking on the link for "Class News." Once I have your e-mail address, you will also receive the newsletter via e-mail. All you have to do is send an e-mail to [lfalcon@fums.org](mailto:lfalcon@fums.org), and I will add you to my address book.

Please feel free to contact me any time, with any questions or concerns, either by calling the school or via e-mail. I will be happy to assist you in any way I can. I look forward to a great year filled with fun learning activities both in Computer and Spanish Classes.

In His Love,  
*Ms. Lorraine Falcón*

Interested in volunteering in the Computer Lab? Send an e-mail to [lfalcon@fums.org](mailto:lfalcon@fums.org) for more information! Thanks! 😊

## Ms. Falcón's Classroom Procedures and Management Plan

### Follow Directions

### Love God and Others

### Integrity Always

### Personal

### Responsibility

Christ should **S.H.I.N.E.** in all our actions. Therefore, we must be conscious of how our actions affect others. When we

Follow directions,

Love God and others, have a strong sense of

Integrity, and take

Personal responsibility for our actions,

we not only **learn better**, but we also **help others** to do the same. However, the fact is that none of us is perfect, and sometimes, poor choices will be made. Before dealing with the discipline procedures, though, it's important to have a clear understanding of the expectations and rules in this classroom, so let us discuss those first.

## Computer Class

### Procedures/Rules:

#### Class Introduction, Directions, and Demonstration Time:

- Enter the classroom quietly and stand/sit by the wall.
- Remain quiet and attentive while attendance is taken and instructions are given.
- When directed to sit on the floor for teacher demonstration, students must WALK (not run) to their places, showing courtesy to each other.
- Students must remain quiet and attentive while the teacher explains and demonstrates the work to be done during the class session.
- Students must raise their hand and be called on before asking questions or making observations.
- When instructed to do so, students will WALK to their assigned computer stations and begin work.

#### Working at the computer:

**\*Note:** Because this class is a **LAB** situation, there will be a great deal more interaction and cooperation among students than in a regular/traditional class setting. This is fine, as long as the students involved are truly interacting in regards to their work and not just chitchatting.

#### Students will REFRAIN from:

- private conversations not related to the work at hand.
- making comments aloud without permission.

- getting out of their station and walking around the room “visiting,” to look at each other’s work.
- calling out to each other OR to the TEACHER.

#### Getting the teacher’s attention:

- There will be a **red** plastic cup at each computer station. When a student needs help from the teacher, he/she will place the cup on top of the CPU and wait patiently until the teacher is able to assist them.
- If a student has a **PERSONAL** need, they may raise their hand. **One finger** up will mean they need to use the bathroom; **2 fingers** up will mean there is some other need.
- A student should **CALL** on the teacher **VERBALLY** and/or **WALK UP** to her, if they have an **EMERGENCY** situation (i.e., feeling sick, injury, etc.) which requires **IMMEDIATE** attention.

#### **\*\*\*KEYBOARDING: (Grades 2 - 6<sup>th</sup>)**

This will begin after Labor Day. The first ten minutes of class time will be devoted to keyboard practice and/or testing. More information will follow soon. There is to be **NO TALKING** or **INTERACTION** among students during Keyboard Practice or Testing.

## Spanish Class

(3<sup>rd</sup>-6<sup>th</sup> Grades)

### Procedures/Rules:

Essentially, the same rules for Computer class will apply to Spanish class. After taking attendance, most of the time, the class will consist of three parts:

**Oral Drills:** We will start with the alphabet, the vowels, the numbers, colors, etc. The drills will vary, but will be repetitive of basic things students should master. The weekly repetition will help to reinforce this mastery.

### **Teacher-Directed Instruction OR Individual Instruction Via Websites:**

New material will be introduced by the teacher, through the websites, or both. Students will participate actively as the teacher calls on them.

### **Cooperative Practice:**

Students will work in pairs or small groups to complete a task using the material learned. During this time, students will obviously have some freedom of movement (especially if role-playing), but it is important that they stay on task and not misuse or waste the time allotted for their assigned activity.

Now that there is a clearer idea of the procedures and expectations, let us explore discipline.



Let's F.L.I.P.  
for Jesus!

### **Discipline Procedures:**

Below is the action plan (consequences) for those times when a student might make a poor choice in behavior. When there is an inappropriate behavior, the teacher will take the actions outlined here, depending on the frequency and severity of the incident:

**1<sup>st</sup> Incident:** Eye contact with the offending student as a non-verbal warning.

**2<sup>nd</sup> Incident:** Verbal warning/reminder given.

**3<sup>rd</sup> Incident:** Child separated from the group and spoken to. Children old enough to read and write may be asked to write what their offense was and what they can do to prevent such behavior in the future.

**4<sup>th</sup> Incident:** Incident report is filled out for parent notification and signature. Detention or some other consequence may be assigned.

For **serious** infractions (physical aggression, defiance, etc.), it may be necessary to **go directly to Step 4** (incident report), and the student will likely be sent to the school Director.

Beginning Tue, Aug. 24<sup>th</sup>, the **Computer Lab** will be **open Tuesdays through Fridays from 8 to 8:15 a.m. for A.R. testing**. A parent must be present with the child during testing.

**Willing to adopt** – a handheld vacuum with attachments to help keep our computer equipment clean! If you have one and don't need it, please send it in! Thanks! 😊