

Montessori Lesson Plan: Procedures

School: Clark Montessori High School	Teacher: Kris Rutter
Subject/Topic: Advisory/Classroom Restoration	
Grade Level: 9/10	Theme: Foundations

Standards: N/A	
Materials: Magnet assignments, water cooler, watering can, rags, cleaning supplies, dry erase cleaner, erasers, white board calendar, recycling bin, trash can, checklist	Time/Date: 20 August 2019
Prior Knowledge: Cleaning their previous classrooms during advisory	Concepts/Big Ideas: Caring for the community; caring for the environment
Lesson Relates to Theme (Note: Every content lesson will not directly relate to the theme) Foundation--the foundation of our classroom should be cleanliness	
Connection to Elementary Material or Lesson: Cleaning supplies	

Curriculum Components Included: ☐ Project ☒ Mini-Whole Group ☐ Lesson-Small Group ☒ Student engagement during lesson ☐ Shelfwork ☐ Rubric ☒ Self-Assessment ☐ Seminar/Questions ☒ Interdisciplinary ☐ Outside Opportunity

Seven Gateways for Adolescence addressed in this lesson: ☐ Deep Connection ☐ Silence & Solitude ☒ Meaning & Purpose ☐ Joy & Delight ☐ Creative ☐ Transcendence ☒ Initiation

Step-by-Step Procedures		
1st Period Lesson -- 20 minutes (Includes steps and materials)		
<ul style="list-style-type: none"> Meet in circle, light the candle and do a greeting Read aloud the classroom restoration task checklists (see below), and allow students to sign up for their quarter jobs. 		
Job Title	Description/Checklist	Community Members
Facilitator (1)	<input type="checkbox"/> Check in with each advisee. Make sure no one needs help. <input type="checkbox"/> If someone is absent, make sure his/her job is done by another community member. <input type="checkbox"/> Check with the teacher to see if anything special needs to be done. <input type="checkbox"/> Walk around with clipboard to see that jobs are done. <input type="checkbox"/> Check off jobs as they are completed. You really do need to check that the job is completed! <input type="checkbox"/> If necessary, ask people politely but firmly to complete their jobs.	
Student Advocate (1)	<input type="checkbox"/> Take attendance--Tell the facilitator to write down absent students. <input type="checkbox"/> First week: Set up a Remind for the advisory. Make sure every student it included and has downloaded the Remind App. <input type="checkbox"/> Add new students to Remind when necessary <input type="checkbox"/> Absent Student Care: Send a Remind to help absent students prepare for work and events that are coming up at school.	

	<input type="checkbox"/> Advisory/Clark Events: Check the calendar for major assignments and events. Send a Remind to the advisory so everyone will be prepared.	
Recycler and Trash Remover (2)	<input type="checkbox"/> First week: Look up which materials are recyclable in our community. Make a poster to hang above the recycling to teach students about this. Make a poster for the trash. <input type="checkbox"/> Take recycling and trash to the appropriate dumpsters outside the back of the building. Don't let the door close behind you until you are finished with the task.. <input type="checkbox"/> Walk QUIETLY through the halls. Complete the task quickly and efficiently.	<hr/> <hr/>
Table Cleaner (1)	<input type="checkbox"/> Remind community members to remove books/materials from table & place on the floor. <input type="checkbox"/> Using spray and rags, thoroughly clean all table tops. Please try to remove any stains or pen/cil marks. Let your teacher know if there's any "graffiti" or if there's anything that isn't coming off. <input type="checkbox"/> Replace cleaning supplies when finished.	<hr/>
Duster and Bookkeeper (1)	<input type="checkbox"/> Dust all flat surfaces using a wet rag, including the window panes, the shelves, and the cabinets. <input type="checkbox"/> Arrange all books nicely on their shelves. Tape anything that looks torn. <input type="checkbox"/> Put any "wandering" books back where they belong. <input type="checkbox"/> Replace cleaning supplies when finished.	<hr/> <hr/>
Window Washer (1)	<input type="checkbox"/> Using rags and Windex, wash all windows. <input type="checkbox"/> Wash the windows in the door. <input type="checkbox"/> Replace cleaning supplies when finished.	<hr/>
Whiteboard Cleaner (2)	<input type="checkbox"/> Check with your teacher to see what info. needs to stay on the whiteboard(s) and what can be erased. <input type="checkbox"/> Clean any blank areas with the whiteboard cleaner and microfiber cloth. <input type="checkbox"/> Using the wet paper towel, clean the ledge on the white board. <input type="checkbox"/> Organize markers and magnets. <input type="checkbox"/> Calendar: Using the school calendar, an online calendar of all religious holidays, and your knowledge of the Clark community (birthdays, sports events, concerts, etc.) update the calendar with all important dates. Include major school assignments, papers, and projects. <input type="checkbox"/> Replace cleaning supplies where they belong. <input type="checkbox"/> Try out markers. Recycle those that no longer work.	<hr/> <hr/> <hr/>
Community Supply Checker (2)	<input type="checkbox"/> Organize community supply bins <input type="checkbox"/> Sharpen pencils and colored pencils. Replace caps on pens. Replenish tape, staples, etc. <input type="checkbox"/> Organize items so things are neat and attractive. <input type="checkbox"/> Empty pencil sharpener shavings. <input type="checkbox"/> Empty 3-hole punches. <input type="checkbox"/> Replace tissues or hand sanitizer if needed. <input type="checkbox"/> Let your teacher know if any supplies are depleted, broken, or missing (ex: low on pencils, missing rulers).	<hr/> <hr/> <hr/>
Floor Cleaner (1)	<input type="checkbox"/> Pick up any bits of paper/trash/staples, etc. from floor and throw away. <input type="checkbox"/> You may use the vacuum if you wish. <input type="checkbox"/> Empty the vacuum and check the roller when finished.	<hr/>

Chair Cleaner (2)	<input type="checkbox"/> With spray and rags, thoroughly clean all chair seats. <input type="checkbox"/> Scrub the tops of the chairs. You'll see lots of dirt trapped near the opening at the top of the chair back. <input type="checkbox"/> Check underneath chairs to see if there is gum on the bottom of the seats. <input type="checkbox"/> Push in all chairs after they are cleaned.	<hr/> <hr/>
Computer Checker (1)	<input type="checkbox"/> Check to see if laptops are shut down. <input type="checkbox"/> Organize laptop cart, including cords. <input type="checkbox"/> Throw away any trash in the computer/laptop cart area. <input type="checkbox"/> Make sure there are laptop sign out sheets and a pen/cil on top of the cart.	<hr/> <hr/>
Gardener (1)	<input type="checkbox"/> Fill the watering can. Use the sink in the science room. <input type="checkbox"/> Water each plant as needed. <input type="checkbox"/> Remove dead leaves.	<hr/> <hr/>
Water Cooler Cleaner (1)	<input type="checkbox"/> Take the cooler to Delaney's room. <input type="checkbox"/> Dump it out and wash it <i>with soap and warm water</i> . <input type="checkbox"/> Fill it with cool water. <input type="checkbox"/> Check that we have enough cups. <input type="checkbox"/> Check that the filter is still good. Change it if necessary.	<hr/> <hr/>
Composter (1)	<input type="checkbox"/> First week: Ask if anyone in the advisory composts and offer to give them the weekly compost. <input type="checkbox"/> Take compost pail downstairs to cafetorium and dump compost material in the cafetorium's compost can. <input type="checkbox"/> Walk QUIETLY through the halls. Go QUICKLY so you are not late for advisory activities or late to your next class. <input type="checkbox"/> If the class compost pail is dirty/moldy, use a paper towel and cleaning spray to clean.	<hr/> <hr/>
2nd Period Lesson -- Recognition (Shelfwork) <ul style="list-style-type: none"> Card Sort--match each activity list to the correct classroom job. 2nd Period Lesson -- Recall Practice <ul style="list-style-type: none"> Completion of tasks, including first week assignments (like setting up the calendar or making recycling signs) 		
3rd Period Lesson -- Student Application <ul style="list-style-type: none"> Gather back to the circle. Discussion on how the jobs went and what will be needed to make these jobs smoother. <ul style="list-style-type: none"> Generate a list of materials or structures to make classroom restoration easier. Self-assessment 		
Plan for Differentiation		
Teaching <ul style="list-style-type: none"> Read aloud for students who need to hear the descriptions. Encourage students to volunteer for this. 	Work <ul style="list-style-type: none"> Some activities require more concentration and research (like the calendar). Others are simpler. Not all require physical labor. 	Assessment <ul style="list-style-type: none"> Discussion Self-assessment
Outside Support --Parents send in some cleaning supplies.		
Formal Assessments		
Formative Assessment: Self-assessment		
Summative Assessment: At the end of the quarter, an overall self-assessment; we'll choose our new jobs based on the results.		

