

STRATEGIES FOR EFFECTIVE CLASSROOM MANAGEMENT

- 1) Preparation and Structure are key to classroom management. To this end:
 - a) Routines should be established: Believe it or not, students like structure. Routines can reduce the stress of teacher and student and highlight instructional procedures. Be sure to utilize focus activities and establish procedures for dealing with tardy students, make-up work, absent students, etc.
 - b) Over-prepare lesson plans: Plans should reflect motivation and application
 - c) Post and abide by clear expectations: Stress expectations, not dos and don'ts. Keep them simple and centered around respect for others and protecting the instructional and learning environment. Consequences should be in-line with our commitment process.
 - d) Utilize seating charts
- 2) Utilize the LSHS Commitment Process from the beginning to set expectations, engaged parents, and manage classroom behavior.
- 3) See that pupils are assembled and dismissed on schedule. A seating chart for each class is to be kept with the grade book. Students are to be assigned seats when using the PAC auditorium and the Lecture Hall.
- 4) All classes will be dismissed by the teacher and not the bell. If you have a free period the following hour, you should remain on duty during the passing period before and after school until the next teacher arrives.
- 5) Keep an accurate and up-to-date account of all records, reports, and other school district requirements. It may be advisable to maintain a back-up of grades.
- 6) A contingency lesson plan is to be kept on file in the principal's office at all times. Teachers should refrain from assigning students to computer labs as a part of that contingency plan or leaving video plans.
- 7) Students are to be given clear directions on what rules and procedures they are expected to follow. Classroom parties are unacceptable. All classroom activities involving food must be pre-approved by an administrator and take place in uncarpeted areas.
- 8) Deal with inappropriate behavior one-on-one. If a student is sleeping in class, first discuss the problem with them. If the problem is beyond the student's control, or if it persists, alert the school administration or counseling department. If the sleepiness is due to some form of ill health, the school nurse will notify you.
- 9) Strive to make assignments definite and relevant. It is advisable for students to have some class time for class assignments and study.
- 10) Profane language will not be used by anyone at any time. This includes physical education classes, athletic events, and school-sponsored activities.

- 11) Insist upon good classroom manners. You should counsel students with poor manners.
- 12) Always talk to a student in a business-like manner. Do not let emotions overrun good judgment. The teacher must be professional! Avoid sarcasm and humiliation. Don't personalize student behaviors, deal with actions only.
- 13) Neatness, orderliness, and punctuality on the part of the teacher will promote similar behavior on the part of the student. You are responsible for keeping your assigned rooms, equipment, etc., in good condition. Report any damage or unusual circumstances to the principal. Check your room and equipment at the close of each period.
- 14) Good teaching takes place when the teacher is in contact with all students in the class. Let students know you like them! A sense of humor is a must. Students need to respect you, but you gain that respect by being firm, fair, and consistent; not by being their "buddy."
- 15) The teacher is responsible for informing parents of student achievement and progress.
- 16) **Do not** allow students to leave the classroom without their Student Plan Book unless they are under teacher supervision.
- 17) Teachers must immediately contact an administrator if they suspect a student is under the influence of alcohol or any other controlled substance. Email should be the last option. If you must email, please copy all assistant principals and the STAD secretary as well.