

Harry Wong

Classroom  
Management

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- **Too many teachers do not teach.**
- *They do activities,*
- *And when problems arise,*
- *they discipline.*
  
- **Many classrooms are unmanaged.**
- *As a result, little is*
- *accomplished in them.*

# A successful Restaurant is Ready

- The Table is Ready.
- 
- The Dining Room is Ready.
- The Staff is Ready



A Successful Teacher Is Ready

The Work Is Ready

The Room Is Ready

The Teacher Is Ready

# The three most important words to a teacher

- **Preparation**
- **Preparation**
- **Preparation**
- **When to prepare?**

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***Right or wrong,  
accurate or not,  
Your reputation will precede you.***

# Your Image Enhances Sales

- Hallmark: “When you care enough \_\_\_\_\_
- Timex: “It takes a licking and \_\_\_\_\_
- Lexus: The passionate pursuit of  
\_\_\_\_\_

# How to greet Students?

- Exercise to do with group!

# Seven things students want to know on the first day.

- Am I in the right room?
- Where am I supposed to sit?
- Who is the teacher as a person?
- Will the teacher treat me as a human being?
- What are the rules in this classroom?
- What will I be doing this year?
- How will I be graded?

# Learn to use nonverbal language

- A nod, a smile , a stare, a frown, a raised eyebrow, or a gesture is often all that is needed, and it does not even disturb the class at work. Body language can speak volumes. User it to manage the classroom and minimize disruptions.

The effective teacher starts the class immediately with an assignment, not roll taking.

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- Prime time in school is the first few moments in a class.
- If you blow these moments you jeopardize the success of the entire class.
- Student on-task work is the major activity during academic prime time. The students must immediately get to work when they enter the room.

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- The three most important student behaviors that must be taught the first day of school are these:
  - 1. Discipline
  - 2. Procedures
  - 3. Routines

- **The Ineffective Teacher**
- May have no clearly defined rules.
- Communicates rules sporadically and as they are suddenly needed to stifle a situation.
- Conveys rules in a gruff, angry, and condescending manner.
- Winces, shrugs, or conveys via facial expression or body language disbelief in what is being said.
- Conveys that “I’m only doing this because the administration wants me to do it.”
- Tells students, “If you don’t want to learn, that’s not my problem.”
- Berates students with meaningless phrases to convey expectations “Don’t you know any better?” or “How many times do I have to tell you?”

# The Effective Teacher

- Has a discipline plan that does not degrade students.
- Makes good eye contact
- Provides a copy of the plan for each student.
- Enforces the rules consistently.
- Has learned how to discipline with the body, not with the mouth.
- Teaches students the concept of consequences and responsibility.
- Has self-confidence and faith in his or her capabilities.

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- The number one problem in the classroom is not discipline: it is the lack of procedures and routines.

# Difference between Discipline and Procedures

- Discipline concerns how students behave.
- Procedures concern how things are done.
- Discipline has penalties and rewards.
- Procedures have no penalties or rewards.
- 
- Lock procedure

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- A rule is a **Dare** to be broken,
- **Whereas,**
- A **Procedure** is not.
- A procedure is a **Do,**
- A **step to be learned.**

# Procedure

- What the teacher wants done.
- Routine:
- What the students do automatically.

# Procedures are a part of your life

Procedures are important in society so that people can function in an acceptable and organized manner.

Telephone book

Airplane

- Traffic Light
- Wedding

# Procedures are a part of School Life

- Procedure for dismissal at the end of the period or day
- Procedure for quieting a class.
- Procedure for the start of the period or day.
- Procedure for students seeking help.
- Procedure for the movement of students and papers.

# Three Step Approach for Teaching Procedures

- Explain: State, explain, model, and demonstrate the procedure.
- Rehearse: Rehearse and practice the procedure under your supervision.
- Reinforce. Reteach, rehearse, practice, and reinforce the classroom procedure until it becomes a student habit or routine.

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- One of the greatest gifts a caring teacher can contribute to children is to help them learn to sit when they feel like running, to raise their hand when they feel like talking, to be polite to their neighbor, to stand in line without pushing, and to do their homework when they feel like playing. By introducing procedures in the classroom, you are also introducing procedures as a way of living a happy and successful life.

