

Final Exam  
Classroom Management and Procedures  
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Learning is the basis for education. Education is the basis for knowledge. Knowledge is the basis for every decision we make in our daily lives. Decisions that we make as teachers in regards to classroom management techniques and procedures are integral in providing a place students can learn effectively. Whether a student's goal is to be an astronaut, a cashier, the future President of the United States, or somewhere in between it is important to value education in its simplest form. Having a philosophy for yourself as a teacher is important but a part of your philosophy as a teacher should include the type of classroom you try to build and implement. An accurate plan for a classroom can collectively blend your values along with that of the school in which you work to most effectively foster a setting for student learning. I believe my future classroom setting will have the ability to create and train the future leaders, workers, and most importantly productive citizens of the nation.

The first step of my plan includes some strategies for immediately gaining respect of my colleagues and students. It is important to note I plan on teaching in the upper elementary grades and junior high or middle school. Ideally, I see myself in the middle school setting so I have based much of my plans and procedures off that level. As I mentioned prior respect will play a large role in my classroom. Respect will be given by myself and I must gain the respect of my students and colleagues quite quickly. I plan on gaining the respect of the students and teachers around me in a couple of ways. First, I plan on attacking my job everyday showing an intensity and positivity that is infectious. Marzano points out having an attitude such as this will rub off on the students and they will take cues to adopt many of the same principles. Additionally, an infectious attitude will show your fellow teachers and administrators you love your job and take it very seriously. Next I plan on learning every student and faculty members name as soon as

possible. I received advice from a former teacher and mentor that this will help you gain respect quickly. I strongly agree this will help me gain respect of teachers and students around me, and I hope to accomplish this task within the first week and a half of school. Another way I will gain the respect of those around me is by getting to know them further. Asking questions and proving you care about their life and situation will help create a connection and trust factor. Something as simple as asking about their weekend or even attending a sporting event will prove you as a teacher care about the student.

The first weeks of school are the most important in fostering the environment you want as an educator for your students. I have come up with a plan for the first weeks of school for myself but again it is important to understand you will be merging your plans and ideas with those of the individual school and district. For example, your individual school or team will have a specific set of rules and philosophies you are expected to employ. With that being said, I plan on having researched or accessed the information I have on my students prior to the first days of school. In this way, I will be prepared upon their entry for things like the seating chart which I will base and balance on student learning ability, accommodations like an IEP, or otherwise requested proximity. Students will then find their respective spot and wait for further instruction. I will point out the agenda on the board they are expected to copy down upon entry as well as the bell work they are expected to finish within the five minutes of the start of class. At this point, I will begin to explain the expectations and values I have as their teacher and connect them with the specific expectations and values of the school. The next thing I will tackle is some of the important classroom procedures such as bathroom, finishing work early, and even the exit procedure. I will emphasize how important executing the procedure is and we will model the

right and wrong behavior so students will know the expectations. We will reteach this over the first few days several times and again in 3-4 weeks. This first day I will also uncover and teach the procedures for substitute teachers, the hallway, the lunchroom, the library, and most importantly emergencies. If time and space allows we will walk to those places on this first day and model those behaviors also. My specific bathroom procedure would involve the signing of planners for entry and exit. I would also make sure students signed out and in on a sheet near the back of the room which will be of benefit for other times students leave the room. I am an avid sports fan so I plan on implementing transitions and exit plans based on my love of sports. Students will be instructed to notice I will use a timeout signal as my transition when I expect their attention or want to move on to something new. I will also employ a two-minute warning before the bell for the exit procedure in which students will pack their things and await me checking their space for neatness before they are allowed to leave. I cannot emphasize enough this will be a lot for students to take in so it will be essential to teach and reteach these expectations and procedures in the first weeks to create an efficient classroom.

No day can be lost completely for your students, so if you as the teacher are absent because of sickness or because you are a coach, it is imperative to have a substitute teacher plan. In the case of a substitute teacher plan it is important that you leave them plenty of information they can use for operating the classroom close to normal function. It is better to give all the instructions you can think of than leaving them with not enough information which will leave them high and dry. I plan on running much of my class online, so much of this information would be available on our class website. However, I will prepare a binder full of useful information for a substitute. First, I will welcome them to the classroom and provide information

of a co-teacher in the school in case they need immediate help. Included also will be phone extensions for administrators and specialists, the class schedule, and the yearlong school schedule. Of equal importance for the substitute is the classroom procedures and the emergency procedures expected for all aspects of the school. Last, I will include the lesson and plan for the day along with the students who need accommodations for their learning. It will inform the incoming teacher how to adjust accordingly.

The student work policy will come out during the first days of school and it will be explained in a way that will get through to students and parents alike. As I mentioned before I hope to have most of my class online so assignments and procedures for the class will be listed there. It will be explained to students and parents that I am only an email or phone call away if any questions as far as late work and absent students are needed. I plan on collecting work in individual files for students so that I can easily check for complete work and students know what to expect. I believe less homework will be lost by having these files. Completed work will be placed into these individuals' files after it has been graded and recorded on a sheet to be signed by students, parents, and myself. This record sheet will go home to give an up to date record for students and parents which will hold students accountable and show to parents if they have questions about grades all they need to do is call or email. This will take away arguments from parents who do not like the grading scale or even try to change their son or daughters work themselves then argue it further. I can also pull out the file come conference time which will be nice also. Absent students will be able to find their work on the class website. If they have no internet access, they will be instructed for their parents to call the school office and get it from there. If those two options do not work, they will be expected to pick up their work upon return

and finish it within the set and agreed timetable I set. Late work will be held in high esteem in my classroom. Students with late work will be held accountable for their actions through a pink slip like that of Chelonnda Seroyer included in *The Classroom Management Book* by Harry and Rosemary Wong. I am a firm believer in finishing work on time and correctly and this pink slip will encourage accountability and responsibility making them explain their reasoning for not finishing. Also, students will do their best not to get a pink slip because they must send the slip home for a parent signature which will in turn make them do their best not to get another pink slip.

Throughout the class I learned a lot about how to effectively keep control of your classroom in respect to discipline, consequences, and procedures. I have also learned a great deal from former teachers and mentors who give me sound advice. *Teaching with Love and Logic* benefitted me most in this area. The book and readings provided excellent information on to delay consequences. By delaying consequences, I will be able to think things through and allow for the student and even myself to cool off. Delaying consequences should decrease hostility in the classroom if a situation or environment goes awry. Cooler heads need to prevail and this idea needs to be carried out consistently for it to work. Part of delaying consequences and controlling a situation included having a calm demeanor when dealing with situations. Often times we are taught to confront students and change our tone when disciplining. In fact, it should be the opposite. We should delay the consequence as I mentioned but also talk to the student in a calm manner or tone of voice which will deescalate the situation. Keeping the softer tone instead of getting worked up will aid in the discipline and consequence techniques for my future classroom.

As I mentioned in the introduction, decisions we make as teachers in regards to rules and procedures are essential in creating a positive classroom environment for our students. I have done my best to create an introductory philosophy or set of beliefs regarding the way I expect my classroom to function. I will blend my own beliefs with that of my future school to manage my middle school room with procedures and techniques conducive to a positive learning environment.

## Appendix

Fay, Jim, and David Funk. *Teaching with Love and Logic: Taking Control of the Classroom*. Love and Logic Institute Incorporated, 1998.

Heflebower, Tammy, Debra J. Pickering, and Robert J. Marzano. *The Highly Engaged Classroom*. Marzano Research Laboratory, 2010.

Wong, Harry K., and Rosemary T. Wong. *The Classroom Management Book*. Harry K. Wong Publications Incorporated, 2014.