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Welcome!

**How to Keep Control
Without Losing Yours:
Tips and Tricks in
Classroom Management**

A

- ATTITUDE

M

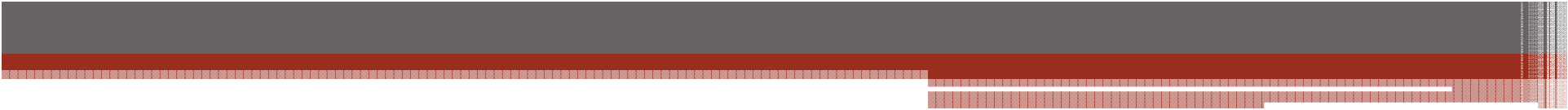
- MANNERS

P

- PROCEDURES

TNT

- TIPS 'N TRICKS

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- **Establish clear expectations at the start of the year and follow them consistently as the year progresses.**
 - **Be respectful**
 - **Be prepared**
 - **Be on time**
 - **Establish relationships with students so they WANT to meet the expectations**

Adapted from “What Great Teachers do Differently” by Todd Whitaker

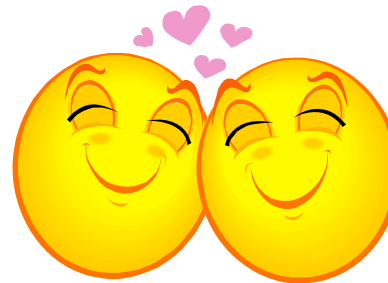
- Know **THEY** are the variable in their classroom.
- Consistently try to improve
 - Focus on what you **can** control, your own performance



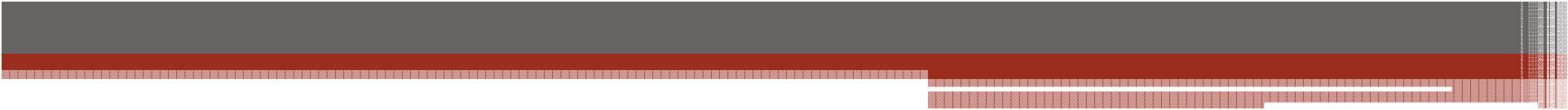
“Great teachers have high expectations for students, but even higher expectations for themselves.”

Adapted from “What Great Teachers do Differently” by Todd Whitaker

- Create a positive atmosphere in their classrooms and schools.
- Treat every person with respect, every day.
 - Take a positive approach, 10/10 days.
 - Even if you don't like all your students, *act* like you do!



Adapted from “What Great Teachers do Differently” by Todd Whitaker

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- Have a plan and purpose for everything they do.
 - Reflect and adjust.
 - Intentionally arrange, rearrange, alter and adjust
 - Classroom setup
 - Instructional approaches
 - Goal: productive learning environment

“Great teachers do not try to prove who is in charge of their classrooms; everyone knows.”

Adapted from “What Great Teachers do Differently” by Todd Whitaker

Ask before making any decision or attempting to bring about any change:

1. What is the purpose?
2. Will this actually accomplish the purpose.
3. What will be best people think?



“Keep your best, most well-rounded students at the forefront when you make decisions.”

Adapted from “What Great Teachers do Differently” by Todd Whitaker

- **Care about their students.**
 - **Treat everyone with respect and dignity**
 - **Always take a positive approach**
 - **Always model how to treat others**
 - **Understand PEOPLE matter, not programs**
 - **Make every decision based on the best people**



Adapted from “What Great Teachers do Differently” by Todd Whitaker

- Greet EACH student coming in the door EVERY day EVERY hour.
 - Eye contact
 - Firm handshake
 - Smile

“Never let the demands of your job or the curriculum cause you to forget that each one of your students is a feeling-thinking human being. For education to be effective, it must be personal.”

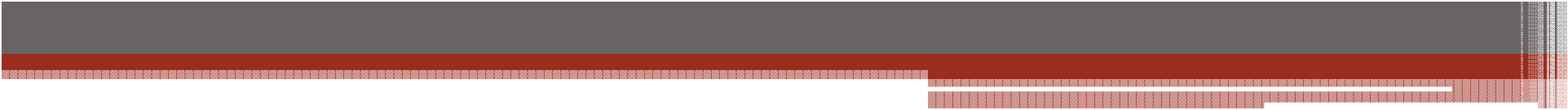
George Isaac Brown (Human Teaching for Human Learning)
Adapted from Hal Urban, “Lessons from the Classroom”



Good teachers teach manners and the Golden Rule

- “What you accept, you teach.”
- “What you permit, you promote.”

Adapted from Hal Urban, “Lessons from the Classroom”

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- Rude
 - Inconsiderate
 - Disrespectful
 - Offensive
 - Courteous
 - Considerate
 - Respectful
 - Polite

Adapted from Hal Urban, “Lessons from the Classroom”



TOXIC

NOURISHING

Adapted from Hal Urban, "Lessons from the Classroom"

TOXIC

- Swearing
- Gossip
- Moaning/groaning
- Complaining
- Put-downs
- Whining



Adapted from Hal Urban, "Lessons from the Classroom"

NOURISHING

- Teach them to do the opposite of put-downs:
 - To build up
 - To praise
 - To compliment
 - To affirm
 - To bring out the best in one another



Adapted from Hal Urban, “Lessons from the Classroom”

Harry Wong is big on procedures!



Classroom procedures:

- Dismissal at the end of the period
- Quieting a class
- Start of the Period or Day
- Students seeking help
- Movement of students and papers

“The First Days of School: How to Be an Effective Teacher,” by Harry Wong

Welcome to the Workforce!

- School is the equivalent of your “**job.**”
- The classroom is your office, teachers are your **supervisors**, and students are the **employees.**
- All employees (students) are scheduled to **work** Monday through Friday.
- Passing periods are short **breaks** between jobs.
- Employees (students) work **seven different shifts** in one day.

Welcome to the Workforce!

- In my “office” the **work shift is 40 minutes.**
- Your report card is the equivalent of your paycheck and your **compensation** is tied to your work effort.
- You get weekends, holidays, and ten weeks off during the summer.
- As in a “real” job, employees (students) may get docked if they do not work the entire shift or are absent. Employees must be **on task** the entire “shift.”

Job Orientation

- Explain “work”
 - Expectations
 - Procedures
 - Attendance/tardy policies

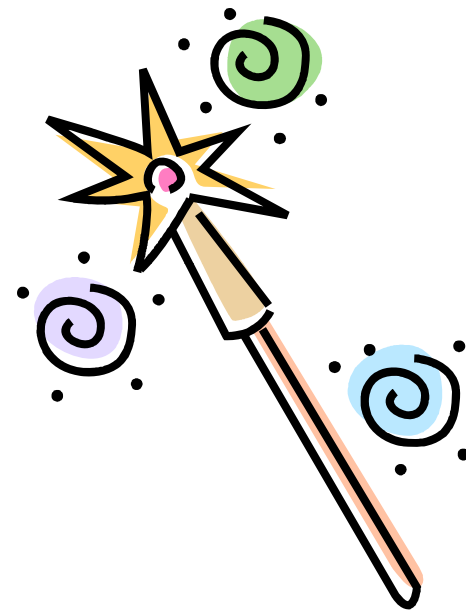
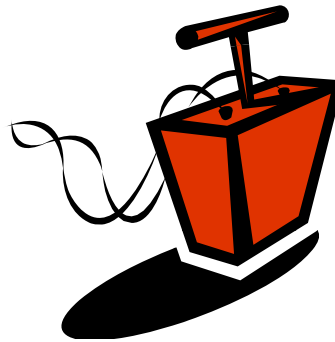


On-the-Job Training

- Students pull folder (time card) as they enter the office.
- Begin their **Business Smarts** activity).
- Students are briefed on the business tasks/work objectives for the day.
- If students complete the jobs for the day, begin working on additional “jobs” (assignments) = **bonuses**.
- File their folder (clock out) at the end of their shift.

Tips 'n Tricks

- Ticket out of class
- Accounting packet
Monopoly \$\$
- Work ethic points
- Scoring guide
 - Progress check
 - Time on task



Tips 'n Tricks

- **Business Smarts**
(aka bell ringers)
- **Pink Slip**
- **Call parents FIRST**
- **Seating chart**
 - **Row rotation**
 - **Vary row/column**
- **Change it up!**
 - **Activities**
 - **Environment**
 - **Partner with an elementary classroom**



Tips 'n Tricks

| STATEMENT | ENFORCEABLE STATEMENT |
|---|---|
| Please be quiet. It's time to begin now. | I'll begin when the class is quiet. (Then wait, use positive acknowledgement – so and so is ready.) |
| Don't talk out. Raise your hand if you want to speak. | (Ignore blurters.) Call on someone, then "I listen to people who raise their hands." |
| Pay attention. | I'll start again as soon as you're with me. |
| Don't talk to me in that tone of voice! | I'll listen to you when your voice is as sweet (quiet) as mine. |

Based on Jim Fay's Love and Logic

Tips 'n Tricks

| STATEMENT | ENFORCEABLE STATEMENT |
|--|--|
| You show some respect. | I'll be glad to discuss this when you show respect. |
| Stop arguing with me. | I argue at 3:00. |
| If you can't treat the computers right, you'll just have to sit out. | Those who can handle the computers correctly can stay in my class. |

Based on Jim Fay's Love and Logic

In conclusion...

*“Treat all students
as if their parents
are in the room.”*