Memorial High School

Topic: Classroom Management **Revision date:** August 10, 2010 **Use:** Administrative Directive

For Clarification, contact: Bill Telford

The teacher's mood and attitude set the tone for the class.

• Establish a rapport with each student.

- If you must correct a student, try to compliment him/her within 10 minutes. The PBS program suggests 3 positive comments for every negative comment.
- Private conferences are a great tool.

Safety and security begin in the classroom.

- Do not block your door window.
- Look for warning signs in student behavior, dress, attitude or writings.
- Do not lock your door during class time, except when responding to a lockdown procedure.

Effective classrooms begin with organization.

- Lesson plans must be current.
- A seating chart must be in place for each class.
- Attendance and grading should be routine.
- Students should understand the teacher's expectations.

Effective classrooms are engaging.

- Activities should vary every 20 minutes (bells will ring 2nd and 4th as reminders to vary activities).
- Student instructional arrangements should vary throughout the period (small groups, pairs, individual).
- · Lecture should be minimized.

Hall passes must be utilized when a student is permitted to leave the room.

- The plastic passes must be used for students who will be returning bathroom, errand, locker. Make sure the student signs out on the pass. Only one student can be sent with the pass at a time. No passes are given the first 15 minutes of class or the last 15 minutes of class.
- Terminal passes should be issued for CMC, library, nurse, or counselor visits that will take the remainder of the period.

Parties

- Teachers should not plan parties in their classroom unless they have met one of the following criteria:
 - The party is cocurricular, part of the lesson plan, and approved by the principal.
 - The party is being used as an academic incentive and it has been approved by the principal.

No parties can be planned on days where surrounding classes will be testing.