

Classroom Procedures: A Teacher's Pot of Gold

"What Helps Students Learn"

- Margaret Wang

- Conclusion of the study:
Classroom Management has the greatest influence on school learning.

- Effective classroom management has the potential to accomplish three things:
 - Increase student engagement,
 - Decrease disruptive behavior,
 - Make good use of instructional time.

- Every effective management program has in one form or another five key elements:
 - **Principles:** tell students why

 - **Rules:** tell students what is acceptable behavior

 - **Procedures:** tell students how to - how to do things in class

 - Enforcement and intervention procedures

 - Review and evaluation process

The Power of Procedures

The third component of an effective classroom management plan is procedures.

What are they?

Classroom Procedures:

- Define how things are done in the classroom.
- Help the class run smoothly.
- Set up the class for achievement to take place.
- Teach responsibility.
- Make the class comfortable and secure.
- Harry Wong: Procedures are the key between an effective and an ineffective teacher.
- Examples
 - Quieting a class and getting their attention.
 - Start of class.
 - Seeking help.
 - Handing back papers.
 - Taking roll.
 - Collecting lunch money.
- Why do we need to define these procedures?
 - Procedures are a part of life.
 - A smooth running class is the responsibility of the teacher.
 - A class will run smoothly when both the teacher and the students understand and follow clearly stated procedures.
 - Unlike rules, there is no consequence. They either do them or don't do them.

The Power of Procedures

- We need to teach and practice.
- Identify then teach, model, and practice key procedures.
 - Same as coaches, music instructors, teachers of foreign language...
- Continue to practice until the procedures become routines.
- A LOT OF TIME THAT FIRST WEEK
- Harry Wong: "The number one problem in the classroom is not discipline; it is the lack of procedures and routines.

- Three Steps to 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.

- Example:
 - Principle: Respect
 - Rule: Change tasks quickly and quietly.
 - Procedure: What a good audience member does.