

## Chapter 11

### How to Have a Well-Managed Classroom

*Effective Teachers MANAGE their Classrooms.  
Ineffective teachers DISCIPLINE their classrooms.*

- What is Classroom Management (p.84)
- Characteristics of Well-Managed Classroom
- Task-Oriented and Predictable Environment (p. 88)

## Chapter 12

### How to Have Your Classroom Ready

*Teachers who are ready maximize student learning and minimize student behavior.*

- Prepare Floor Space & Work Area (p. 95)
- Prepare Student Area (p. 96)
- Prepare the Wall Space (p. 97)
- Prepare the Teacher Area & Materials (p.99)
- PREPARE YOURSELF! (p. 99)

## Chapter 13

### How to Introduce Yourself to Your Class

*Right or wrong, accurate or not, your reputation will precede you. How you introduce yourself on the first day may determine how much respect and success you will have for the rest of the school year Right or wrong, accurate or not, your reputation will precede you.*

- Pre-School Letter/Invitation/Visit (p. 103)
- Am I in the Right Room? (p.105)
- Greeting Students on Day 1 (p.105)
- Seating Chair & 1<sup>st</sup> Assignment (p.108)
- How Students Are to Enter the Room (p.109)
- Your Important First Words! (p.111)

## Chapter 14

### How to Arrange and Assign Seating

*How your class reacts to your first directions will be an indication of how students will react to your directions for the remainder of the year.*

- Succeeding on Your First Request (p. 114)
- Seating Arrangement Takes Priority Over Seating Assignments (p. 116)

## Chapter 15

### How to Post Your Assignments

*Post your assignments if you want your students to do them. Your very first priority when the class starts is to get the students to work.*

- Daily and in the Same Place (p.121)
- Are we Doing Anything Today? Announce assignments, don't keep them a mystery (p.123)
- Assignments Teach Responsibility (p.124)

## Chapter 16

### When and How to Take Roll

*The effective teacher starts the class immediately with an assignment, not roll taking. Do not involve the class in the taking of roll.*

- Effective Roll Taking in an Effective Class (p.130)
  - First Priority is to get students on task (assignment)
  - Stay away from drill techniques, refer to seating chart, or use seat work folders that they grab as they enter, or use a system where they check themselves in.

## Chapter 17

### How to Maintain an Effective Grade Book

*A grade record book must show the results and progress of each student at all times.*

- Must be ready on the first day! (p.134)
  - Decide what you want to record before you begin the school year.
- Grade book should show RESULTS & PROGRESS (p.135)
- 3 Basic Records: Attendance/Scores/ Running Total

## Chapter 18

### How to Have an Effective Discipline Plan Part 1 - Rules

*The 3 most important student behaviors that must be taught the first days of school are:  
1. Discipline, 2. Procedures, 3. Routines*

- Effective Teachers Introduce rules, procedures, routines on the very first day of school and continue to the first week! (p. 141)
- Clear rules provide consistency (p. 143)
- 2 Kinds of Rules 1. General, 2. Specific (p. 145)
- State Specific Behavior Expectations in Your Rules (p. 147)
- Involve Students in Forming Rules (p. 148)

## Chapter 19

### How to Have an Effective Discipline Plan

#### Part 2: Consequences and Rewards

*School must be a safe and protected environment where students can come to learn without fear.*

- Rules Are Used to Set Limits (p. 151)
- Discipline Plans Have Consequences/ Positive or Negative (p. 151)
- Do Not Stop the Lesson (p. 155)
- Administrative & Parental Support (p. 157-158)
- How to Call the Student's Home (p. 159)
- Rewards or Positive Consequences (p. 161)
- Effective Communication of Your Discipline Plan (p. 165)

## Chapter 20

### How to Have Students Follow Classroom Procedures

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

- The Person Who Works Learns – Procedures helps students to succeed (p. 168)
- Importance of Procedures (p. 170)
- Students Accept & Want Procedures! (p. 171)
- Procedures are a Part of life & School Life (p. 173)
- 3-Step Approach to Teaching Classroom Procedures (p. 174)
- Procedure Examples (p. 177-193)

## Philosophy

*The Wong's believe that an effective teacher can make a difference in the teaching profession. They encourage dignified teaching and leading by example in the profession to successfully reach the students in your classroom. How to Be an Effective Teacher: The First Days of School, reflects a behaviorist philosophy towards education. The idea that a student's behavior is learned and is a response to their past and present environment. Teachers should create an environment where appropriate behaviors are rewarded and inappropriate behaviors are modified through strategies and techniques.*

### Pros:

- ✓ Contains common sense keys to providing a nurturing and positive environment
- ✓ Promotes professional dignity and growth.
- ✓ Maps out strategies for inviting students to learn
- ✓ The book is designed to demonstrate ways to increase student learning and achievement
- ✓ Lends methods for everyone to help create a better teaching environment

### Cons:

- ✓ Caters towards grades 5-12, lacks information for primary grades
- ✓ Techniques are primarily behaviorist based.
- ✓ Focuses on a mastery learning approach for all students
- ✓ Is used by a large majority of teachers so there are many teachers following the same style of classroom management
- ✓ The book lays out a discipline plan and no encouragement to content development
- ✓ Has teachers spending large portions of time on rules and procedures decreases the amount of time spent of student learning

### Other Resources:

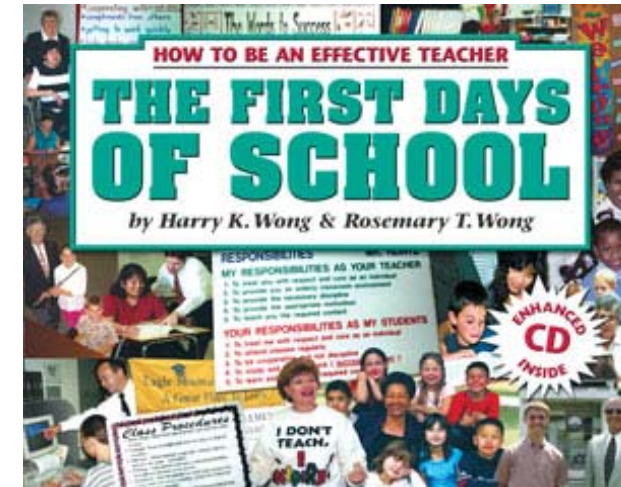
[www.effectiveteaching.com](http://www.effectiveteaching.com)

[www.proteacher.com](http://www.proteacher.com)

[www.teachers.net](http://www.teachers.net)

## HOW TO BE AN EFFECTIVE TEACHER

### THE FIRST DAYS OF SCHOOL



The most important thing to establish the first week of school is consistency. Effective teachers have classrooms that are caring, thought-provoking, challenging, and successful. (p.3)

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