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Disposition Journal #5, Classroom Management

**Procedures**

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**Procedures-**are approved ways to achieve specific tasks in the classroom. According to Chapter 9, “Classroom Management” from the classroom text, *Methods for Effective Teaching, Meeting the Needs of All Students,* procedures are designed to help guide a student in the particular steps of a particular task, rather than prevent inappropriate behaviors. For example, the proper way to enter or exit the classroom is a procedure.

I am writing about procedures today. Throughout my junior experience, I have witnessed many procedures performed by my cooperating teacher and by the students in the classroom on a daily basis. Perhaps, my favorite procedure that my cooperating teacher has instilled in the classroom management policies is the way she starts the class every day. I will most definitely be borrowing and using this technique in my own classroom someday. She is either right in the doorway or very near it as the students enter the classroom. She greets every student by name with a smile and a good morning. As the students enter the classroom and take their seats, there is always a task for them to begin work on. There is either a think/write prompt on the video screen or an EOC, or ACT practice on the table in front of the students. This small task achieves quite a few concepts for both the student and the teacher. First of all, it allows the students a few minutes to settle in. It also allows for the student’s mind to become awake and center itself on the work in front of them. It allows late students to enter the classroom without disrupting a lesson. The benefits to the teacher are that she or he has time to take roll, pass out the next lesson, or to conference with a student privately if needed. The few minutes she allows for the task actually enhances the level of student learning. Students are more awake and ready to focus.

This is an example of procedures because it is a method of instructing students to do a task in a specific manner. Procedures differ from setting rules to prevent misbehavior. The students have been instructed from the beginning of their tenth grade year to enter the classroom and to take their seats. The task or activity is either on the video screen or in front of them. They have been taught that they are to begin the task as soon as the bell rings. They are given ten minutes to complete the task. A timer is set, but often we will allow one-two minutes for students to finish up. If the task was a practice worksheet, then we go over the worksheet as a class. If the task was a think/write prompt we all share out our stories or prompts. This is a daily procedure, only omitted or changed if necessary.