HELPFUL TIPS IN MANAGING THE CLASSROOM

by:

Maria Lourdes A. Sunga
Teacher II, Culis Elementary School

Classroom is considered as the child’s second home. Sad to say, there are still classrooms which are “less-managed” to “non-managed” which results to a more chaotic environment among the learners. Therefore, it is recommended that a classroom be managed in a such a way that non-chaotic scenario will be expected and prevented.

Managing classrooms is like cooking a good and delicious recipe. To cook, one must be knowledgeable in balancing all the ingredients. Find some ways to make the recipe more nutritious and sustain the convenience and the taste of the person who will it.

A well-managed classrooms supplements the needs of the child academically. If the teacher is knowledgeable on how to balance procedures and situations, although children have this individual differences, learning will be much appreciated and absorbed deeply by these young clients. Less time will be consumed in nagging through and through. As it was stated by Fred Jones in his Positive Classroom Discipline, the most widespread management technique at home and in the classroom is “...nag, nag, nag ” which seems to be not considerable in this 21st century education. Why? It is because of the Child Protection Policy that prevents the child from inappropriate and painful words or verbal harassments as well as physical harassments.

As a teacher, imposing classroom discipline does not encompasses management but still it plays a little part of the procedure and it should be done in a nice way and limited. Since, you
need to provide instructions that necessitates students to behave by giving prohibitions and provide penalties for those who do not follow directions. On the other hand, classroom management is synonymous with procedures. These implements a What-To-Do process.

Procedures are established or a series of actions conducted in a certain order or manner of doing something. A well-planned action is more applicable to inculcate learning which provides the learners a more conducive atmosphere, and a pleasant and relaxed feeling as well.

Here are some procedures teachers may adopt and set as a habit in the classroom as enumerated by Ivy F. Zara in her article *The Well-Managed Classroom* from *The Educator* magazine,

1. How to enter the classroom
2. Tardiness
3. Absences
4. Morning routine
5. When and how to be excused from classes
6. Listening and responding to questions
7. How to address the teacher
8. How to address one another
9. Participating in class discussions
10. What students are to do when they want your attention
11. How to leave the classroom
12. What to do when visitors enter the room

13. Keeping tables and desks orderly

14. Keeping the classroom implements and fixtures clean

15. What to do when an emergency alarm or signal sounds (during earthquakes, fires, etc.)

16. Working cooperatively

17. Going to the office or to the clinic

18. Passing in, passing back and exchanging papers

19. Moving around the room

20. What to do if the teacher is out of the room.

To introduce these procedures, a teacher should clarify to the students the list provided. Explain one by one and much better to post the list on a corner where the students may read and be reminded at all times. Instruct the learners by practicing and giving dry runs. Since practice makes it perfect.

Teacher’s preferences have something to do in developing the sets of procedures. Moreover, these procedures must always provide and serve the meaningful purpose in the creation of a well-balanced environment for learning, not just for the teacher’s own satisfaction.
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