

Classroom Management 101: Procedures and Routines

“New Teacher Mondays”
Monday, September 9th, 2024





Session Norms

- Engage.
- Collaborate.
- Focus on solutions.
- Demonstrate a growth mindset.

Agenda

- ✓ The Why
- ✓ Pulse Check
- ✓ Defining the Need
- ✓ Developing Strong Procedures
- ✓ Questions and Answers



Outcomes

As a result of today's session, you will be able to:

- Identify and describe procedures, routines, and rules and how they work in alignment to provide for a high-quality, well-managed learning environment.
- Determine opportunities for new and/or improved classroom procedures and make adjustments as needed.



New Teacher Mondays



The “Why”

- Crafted for 1st and 2nd year Pre-K Teachers.
- Designed to provide foundation for key elements of a successful classroom and school year.
- Opportunity to ask questions and get answers from experts.

Pulse Check



How is your classroom management currently going in your classroom?



Place a word, emoji, or image in the chat to answer this question!

National Statistics



More than **40%** of teachers think that they are not fully prepared for classroom management and handling student behavior.

(National Council on Teacher Quality, 2020)

Initial Focus



Your first 6 weeks **must** be focused on establishing a positive classroom culture and developing strong classroom management through procedures, rules, and routines.

Classroom Procedures



What is your procedure for classroom arrival?

What would your Teacher Assistant say?

What would your parents say?

What would your students say?

Name That Concept!

A procedure explains or details how a task is completed or finished.



Name That Concept!

A routine defines when a particular task is started or completed.



Name That Concept!

A rule is something that must be followed,
with consequences if it is not.



Procedures and routines
have reminders.

Rules have consequences.



What makes an effective
classroom rule?



Effective Rules and Expectations



- ✓ Limited number (3-5)
- ✓ Short and concise
- ✓ Features positive language
- ✓ Focused on what is expected
- ✓ Developed in collaboration with students
- ✓ Posted in classroom with visuals
- ✓ Provide modeling and support



What are some of your
classroom rules?



Reflecting on Procedures



What are the characteristics of
a strong procedure?



Strong Procedures



- ✓ Consistent
- ✓ Predictable
- ✓ Developmentally appropriate
- ✓ Easily understood and followed
- ✓ Provide modeling and support
- ✓ Visual cues and reminders
- ✓ Encouragement and praise



Free Choice Time



What are some of the procedures needed for free choice time?

- ✓ How students select an area
- ✓ # of students allowed in an area
- ✓ How students select their material
- ✓ How students use materials
(markers, books, etc.)
- ✓ Rotations
- ✓ Clean-Up time
- ✓ What else?



How do your students transition
to their interest area?



What is your free choice time
clean-up procedure?



Lining Up



What are some of the procedures needed for lining up?

- ✓ Leader
- ✓ How line is formed
- ✓ Where line is formed
- ✓ Personal space
- ✓ What else?



How do your students line up?



What are some different ways in which students can line up?





Procedures for Everything!

- ✓ Arrival and Dismissal
- ✓ Meal Times
- ✓ Playground
- ✓ Morning Meeting and Message
- ✓ Small Groups
- ✓ Rest and Relaxation
- ✓ Daily Helpers
- ✓ Special Events-drills, guests, etc.



How does classroom
management impact student
behavior?



Impacts on Student Behavior



- ✓ Gives structure
- ✓ Provides familiarity & consistency
- ✓ Maintains engagement
- ✓ Builds excitement
- ✓ Sets expectations for all stakeholders
- ✓ Develops strong habits



Best Practices



- ✓ Be consistent.
- ✓ Communicate with all stakeholders.
- ✓ Be reflective.
- ✓ Be flexible and make adjustments when needed.
- ✓ Ask for support.
- ✓ Accept and respond to feedback.



Additional Support



“Establishing and Managing a Creative Curriculum Classroom”

Virtual self-paced professional development session

Professional Development Page-
2024-2025 Self-Paced Training Videos

1 hour of PD credit available for this session!

Your Turn!

What questions
do you have?



Upcoming PD



September 2024 MSCS Pre-K Trainings, Events, and Activities

Mon	Tue	Wed	Thu	Fri
2 LABOR DAY	3	4 First Quarter Teacher Meeting: Pre-K Transitions and Behavior Management 4-5pm, virtual	5 Pre-K Teacher Store Open for Shopping (Click to schedule an appointment)	6
9 "New Teacher Mondays" Classroom Mgmt 101: Procedures & Routines 4-5pm, virtual	10	11 Pre-K Teacher Store Open for Shopping (Click to schedule an appointment)	12 Hands-On with the Brigance IED-III 4:15-5:45pm 3030 Jackson Ave.	13
16 SmartTeach Virtual Office Hours (4-5pm, virtual) Log on for support with online lesson planning!	17 "Toolbox Tuesdays" Making Learning Fun Through Music & Movement 4:15-5:45pm 3030 Jackson Ave.	18 "The Coaching Corner" Morning Meeting and Morning Message 4-5pm, virtual	19 Pre-K Teacher Store Open for Shopping (Click to schedule an appointment)	20
23 SmartTeach Virtual Office Hours (4-5pm, virtual) Log on for support with online lesson planning!	24 Pre-K Teacher Store Open for Shopping (Click to schedule an appointment)	25 Hands-On with the Brigance IED-III 4:15-5:45pm 3030 Jackson Ave.	26 Pre-K Teacher Store Open for Shopping (Click to schedule an appointment)	27
30 SmartTeach Virtual Office Hours (4-5pm, virtual) Log on for support with online lesson planning!	<p>Be sure to check the Professional Development page of the MSCS Pre-K website regularly!</p> <p>The Pre-K Teacher Store has been re-stocked with great new items! Schedule an appointment to come and shop!</p> <p>Need help with SmartTeach? Log onto our virtual office hours to get live assistance and support!</p>			

MSCS Pre-K Model Classroom



3030 Jackson Ave.
5th Floor

Open every day until 5pm.

Contact Mr. Spratlin to schedule
your visit!

