STUDY PACK 2

PREPARING THE CLASSROOM

PREPARING THE WORK AREA

Below is a suggested list to help the work area to be at it's best.

Desks/offices and large group work areas should be arranged so that the teacher can easily see and monitor all activities from any area of the room.

Students should be able to see you, chalkboard, bulletin boards, and other teaching aids.

Keep traffic areas clear, leaving clearance to move up and down and around the last seat in the row.

Learn the regulations regarding fire/disaster events.

Arrange work areas so that materials will be readily accessible to the students.

***A variety of objects can be used for storage. Tote trays, boxes, coffee cans, dishpans, egg cartons are usable for storage. Parents can bring in these items.

PREPARE THE STUDENT AREA

Provide space for book bags, umbrellas, boots, coats, etc.

PREPARE THE WALL SPACE

Have a consistent space for listing the day and week's assignments.

Mount a large example of the proper paper heading.

Display your discipline plan or class rules in a prominent place. This can always be moved to another place after the beginning of the year.

Other suggested items to be displayed are calendar, clock, schedule, birthdays and student work.

It is advisable to have at least two bulletin boards located in the classroom. One may be used as a good work board.

***The effective classroom will be self-disciplined, self-motivated, and self-responsible.

BULLETIN BOARDS

DO'S/DON'TS:

1. Staple in one direction.
2. Use no thumbtacks, as they are very hard on bulletin board backing material.
3. Straight pins used on a slant are not as noticeable.
4. It is best to use both upper case and lower case letters with lower elementary grades.
5. Be careful using perception. Items should be true to life, larger in foreground, smaller in background.
6. Background paper should be attached straight and taunt.
7. Place border uniformly on all sides. Background paper should NEVER show peeking out from underneath the border.
8. Use an eye-catching color theme with plenty of contrast. Avoid an overly busy background.

DESIGN PRINCIPLES:

These concepts are "building blocks" to assemble the elements.

1. Balance.
   --formal
   --informal

2. Contrast – that which causes objects to stand out among other objects.
   --dark/light values
   --unusual shape/design
   --size
3. Emphasis – giving an attention to key concepts.
   --arrows
   --color
   --size
   --overlapping letters
4. Unity – easily achieved through over lapping.
   --double border
   --over lapping letters
5. Harmony – no misplaced items, theme is carried through.
6. Rhythm – elements repeated systematically.
7. Eye movement – left-right; top-bottom.
8. Use of space – balancing used and unused items.

EFFECTIVE BULLETIN BOARD ARRANGEMENT:

1. Dictates direction to the most important elements.
2. Motivates mood by expressive colors, lines and meaningful textures (softer colors – quiet, brighter colors – excite).
3. Attracts attention by catchy captions and unusual shapes and lettering (visual impact).
4. Trains tastes for neatness, simplicity and unity.
5. Creates curiosity.
6. Presents the positive by affirmative captions, humor and logical sequence.
7. Reads well by using legible lettering.

WHAT MAKES AN INEFFECTIVE BOARD:

1. Leaving a board up too long.
2. Carelessly tacking up pictures.
3. Overcrowding or jamming of objects, trying to use all available space.

4. Having more than one theme.
5. Having too many odd shapes.
6. Using sloppy, or crooked lettering.
7. Requiring much study to communicate the concept to be taught.
8. Using abstract or symbolic ideas; inconsistent use of lower and upper case letters.

PURPOSES:

1. The most important type of board is instructional.
   --teaching a concept
   --introducing a new unit
   --motivating interest
2. Announce events.
   --display work
   --extra, extra
   --stop, look, see-how
3. Create an attractive and positive atmosphere in the classroom. Visual impact of the classroom is a direct reflection of the teacher just as the home is a reflection of the individuals living in it.
4. Motivation to stimulate students.
5. Campaign or contest.

PLANNING THE BULLETIN BOARD:

Step 1:

Decide on a subject. The stress put on unity.

--choose one idea or problem

Step 2:

Gather the materials.

--gather supplies to illustrate the idea

Step 3:

Planning the arrangement:

--sketch layout

--keep it uncluttered

--choose colors to accent the idea

--make the board bold

--create a mood

--choose materials for background

--use contrasting colors for caption, etc.

Step 4:

Choosing the caption:

Think outside the Box! Captivating captions will get attention!

--ask startling questions

Step 5:

Plan the lettering:

--Pin a string to the board to get letters straight.

--Labels should be crisp and clear.

--Think through spacing, style color, and materials of letters.

--Keep it simple.

Step 6:

Execute and evaluate the board.

Ask yourself these questions: Evaluate

--What is the visual impact?

--What is the educational value?

--Is there a single theme?

--Does it teach a single concept?

--Is the color scheme complimentary?

--Is the board well balanced?

--It the board creative?

--Are captions clear, crisp and meaningful?

--Is the lettering and overall appearance neat and orderly?

VISUAL IMPACT OF CLASSROOM

First impressions are of utmost importance.

You and your classroom set the tone for the year

How to make a poor impression:

A dirty classroom

An untidy room

Clutter

Disorganization

Classroom not ready

Cluttered and messy desk

Student desks/supplies not organized

Teacher looking cross and frazzled

Teacher not dressed professionally

Teacher not pleasantly greeting students and parents

Teacher trying to hard to be 'one' of the 'gang'

Teacher ignoring parent's remarks

How to make the right impression:

We never get a second chance at a first impression!

Basically, we are treated, as we are dressed. The effective teacher dresses as a professional educator to model success. "As you are dressed, so shall you be perceived: and as you are perceived, so shall you be treated."

We are living in an age of sloppy, casual dress. This type of style, or lack of, has NO PLACE in the Christian classroom setting. In an ideal world we would be accepted for ourselves alone, but this is a world filled with self and sin. Make no mistake, you will be judged by your dress by parents and students alike. It is not fair, but it is fact. **The truth is you will be treated, as you are dressed.**

We are representatives of our Lord and Saviour, our school and ourselves. Look like the professional you are!

Make yourself a checklist:

Cleanliness:

Are vents clean and free of debris?

Does the carpet need to be cleaned?

Have desks/chairs been washed down and are they in good repair?

Windows should be shining/blinds cleaned.

Baseboards and lower walls should be washed/painted.

Are visual aids and room decorations in good repair and in order?

Ceiling and corners should be web-free.

Cubbies, storage space in good order.

Whiteboards/blackboards and chalk trays should be clean.

Lighting should be replaced and covers cleaned.

Organization:

Let's start with the teacher's workspace:

Desk drawers should be organized with much used items to the front.

Score keys, quiz and test booklets should be in a secure area.

Cabinets should be in order and arranged for convenience. It is always a good idea to have cabinets locked.

Place paper trays/dividers in such a place as to have items at your fingertips. Using folders for each day of the week is helpful.

All drills, quizzes and tests are ready and at your fingertips to be quickly passed out to the class.

Any tardy passes, hall passes, detention slips, discipline notices, lunch count slips should be organized to be used quickly.

All teachers' edition of textbooks and curriculum should be available at any time.

It is a good idea to keep a private folder keeping a copy of all tallies (discipline notices), absentees and tardy slips for your own records. Any correspondence with parents should also be filed.

We have already stressed the need for visual and teaching aids to be kept organized and well cared for. These items should last the teacher many years. All items should be laminated when purchases or provided.

Arrange bookshelves for the **student's** convenience. They will be the ones using them. One of the room's procedures should be teaching the students how to care for items provided them on the shelves.

CLASSROOM MANAGEMENT/PROCEDURES
CREATE CONSISTENCY:
Consistency creates a safe and protected environment, where a student can learn and explore without fear.

An effective teacher will have total control in the classroom; yet provide a very comfortable place for the students. Remember, for those hours you spend with your students YOU ARE ALL THEY HAVE.

Consistency in a classroom is created when there is repetition of actions and tasks. These combined elements equal procedures.

Consistency allows students to know beforehand what to expect and how to perform these tasks.

The more time spent defining tasks as procedures, the more time you will gain for teaching and learning. To summarize: procedures describe how things are to be performed in the classroom.

The following is a short list of procedures to incorporate in your management plan.

1. How to enter and exit the classroom.
2. What to do when the bell rings (or fire alarm).

3. What to do with assigned homework.
4. What to do when a pencil breaks.
5. What to do when students finish assigned work early.
6. How to gain student's attention.
7. Where to make-up work.
8. How to collect papers.
9. Policy for personal technology.

Be ready for your first day of school with a detailed plan.

Be ready for your students, and they will be ready for you.

This is a formula for a successful year.

CLASSROOM DISASTER PLAN:

Fire Drills:

Tornado Drills:

Evacuation Drill:

Intruder Alert/Lock down Procedures:

INTRUDER ALERT

Intruder – When an unauthorized person enters school property.

Warn intruder of consequences for staying on school property.
Walk away from intruder and notify principal, church staff or main office if intruder refuses to leave the property. If intruder is hostile immediately call 9-1-1.
Be aware of intruder's actions and location on the property.
It is best to maintain visual contact with the intruder from a safe distance.
Depending upon the actions of the intruder announce code orange, or red (lockdown) via walkie-talkie.

Hostage situation:

If hostage taker is unaware of your presence, **do not intervene**.
Notify principal or main office.
Announce code red, (lockdown) per walkie-talkie.
Call 9-1-1 immediately.
The school administration will give control of the situation to police/hostage/negotiation team.

LOCKDOWN PROCEDURES

A lockdown will be announced per walkie-talkie. The code is: CODE RED.

Remain calm:

If possible move any students from nearby hallways or bathrooms into your classroom. Close and lock your classroom door. Be prepared to lock the classroom door at any given time during the school day.

If the threat is outside the building and you/your class is also outside the building proceed to the nearest door, enter the building and go to the nearest classroom.

Cover the window on the door with provided covering.

All outside windows should be covered.

Turn classroom lights off.

In the event of a lockdown situation students should be instructed to crouch on the floor away from windows and in a corner of the classroom adjacent to the classroom door.

Remain in secure classroom situation until the "ALL CLEAR" signal is given either by staff or police.