

Contents

About the Author ix

Preface xi

Standards xv

1 Understanding Management and Discipline in the Classroom 1

What Is Classroom Management? 2

A Community of Learners 7

Understanding Misbehavior 9

Principles for Working with Students and Preventing Misbehavior 13

Major Concepts 14

Discussion/Reflective Questions 15

Suggested Activities 15

Further Reading 15

2 Models of Discipline 17

The Degree of Control 19

Low Teacher Control Approaches 21

Medium Teacher Control Approaches 26

High Teacher Control Approaches 31

Determining Your Management Plan 37

Major Concepts 39

Discussion/Reflective Questions 40

Suggested Activities 40

Further Reading 40

3 Preparing for the School Year 41

Preparing for the School Year 42

Organizing Your Classroom and Materials 55

Major Concepts 60

Discussion/Reflective Questions 61

Suggested Activities 61

Further Reading 61

4 Choosing Rules and Procedures 63

- Rules in the Classroom 65
- Procedures in the Classroom 71
- Helping Students Assume Responsibility for Their Behavior 75
- Major Concepts 77
- Discussion/Reflective Questions 77
- Suggested Activities 77
- Further Reading 78

5 Maintaining Appropriate Student Behavior 79

- Building Positive Teacher–Student Relationships 80
- Having a Mental Set for Management 85
- Managing Whole-Group Instruction 87
- Maintaining Student Attention and Involvement 89
- Improving Classroom Climate with Reinforcers 93
- Major Concepts 96
- Discussion/Reflective Questions 96
- Suggested Activities 96
- Further Reading 96

6 Communication Skills for Teaching 97

- The Power of Language 98
- General Guidelines for Teacher Language 99
- Communicating Firm Limits for Behavior 101
- Using Supportive Language 103
- Listening 105
- Using Nonverbal Communication 108
- Major Concepts 110
- Discussion/Reflection Questions 110
- Suggested Activities 111
- Further Reading 111

7 Knowing Your Diverse Students 113

- Classroom Management Implications for Diverse Classrooms 115
- Sources of Student Diversity 115
- Creating a Responsive Classroom 127
- Getting to Know Your Students 132
- Major Concepts 134
- Discussion/Reflective Questions 134
- Suggested Activities 135
- Further Reading 135

8 Planning and Conducting Instruction 137

Planning Decisions Affect Behavior Management 138

Managing Lesson Delivery 146

Managing Student Work 156

Major Concepts 160

Discussion/Reflective Questions 160

Suggested Activities 161

Further Reading 161

9 Responding to Inappropriate Behavior 163

A Three-Step Response Plan 164

Cautions and Guidelines 173

Dealing with Chronic Misbehaviors 176

Bullying 180

Major Concepts 183

Discussion/Reflective Questions 184

Suggested Activities 184

Further Reading 184

10 Dealing with Challenging or Violent Students 185

Understanding Challenging and Violent Students 186

Planning to Work with Challenging and Violent Students 190

Teaching Students Alternatives to Disruption and Violence 192

Responding to Disruptive or Violent Behavior 197

Major Concepts 205

Discussion/Reflective Questions 205

Suggested Activities 205

Further Reading 206

11 Collaborating with Colleagues and Families 207

Working with Colleagues 208

Working with Families 213

Contacting and Communicating with Families 218

Major Concepts 230

Discussion/Reflective Questions 231

Suggested Activities 231

Further Reading 231

References and Further Readings 233**Name Index 243****Subject Index 249**