

Classroom Management

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Classroom Management
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Idea #1 Classroom Secretaries I came up with the idea to have classroom secretaries a couple of years ago. Besides taking attendance and getting for the lesson at the beginning of each class, I was spending around 10 minutes each period passing back papers, getting students make up work, reading announcements, answering messages, etc. The “classroom secretary” idea was thought up to help delegate some of those daily housekeeping chores I was spending so much time doing. All I do know is take attendance and start on the daily lesson – all other items are being done by the classroom secretaries. The description of their responsibilities and reward system are included below.

Classroom Secretaries- Each quarter we elect two, organized students that will serve as classroom secretaries for the class. The secretary must be someone who attends class regularly as well as has a passing grade for the current quarter and previous quarter. They do the job requirements together every day or rotate every other day and fill in for the other when one of them is absent. They must also possess legible writing.

1. Responsibilities

- a. Fill out Make-Up Work Forms for absent students. This form includes what they missed in class that day and the assignment.
- b. Get a copy of all handouts/assignments/other papers passed out that day, write the absent students name on it, and staple it to the Make-Up Work Form.
- c. Put the Make-Up Work Forms and Attached Papers in the Corresponding file tray in the back of the room.
- d. Catch up absent students by letting them copy your notes and answering any questions they may have about the lessons when they were gone.
- e. Reading the Announcements
- f. Pass back any graded papers from files in front of the classroom.
- g. Pass out handouts, assignments, other papers OR collect papers when asked.
- h. Make sure the activity boxes (boxes with crayons, colored pencils, glue, scissors, etc.) and the calculator box are put back neatly and correctly at the **end of the each class period they are utilized**.
- i. If the Klennex boxes are empty, put out a new one from the cabinet.
- j. Take out the recycling bin when announced.
- k. Take pictures during lab activities.
- l. The classroom secretary will also be allowed to answer the telephone in the Ag office, go to the main office, or make copies in the copy room if needed.
 - *The secretaries in the last class of the day will be responsible for cleaning the white boards in the classroom.*
 - *All students will be responsible for straightening their own tables and chairs at the end of each class.*
 - *The students in the last class of the day in C3 will be responsible for putting up the chairs in the classroom so the custodian can clean the floors.*
- m. *If the secretaries are neglecting their duties, a person will be selected to replace him/her and the secretary released from their duties will not receive their rewards.*

2. Rewards

- a. 25 extra credit points at the end of the quarter (in addition to FFA Extra Credit Points)
- b. Food at the end of the semester
- c. Learning responsibility, communication, and leadership skills

Idea #2 Students not completing Homework

During the past few years I have been having a really hard time getting a lot of my students to complete their homework. Many of my students were playing the system and figuring how to still maintain a passing grade without turning in their homework assignments.

My solution to this problem was very simple. I stopped giving "homework." Instead each student has to take a weekly take home quiz (online on the Mycaert website between Wednesday and Friday). Since it is called a "quiz" the students think that they are getting away with using their notes at home, but in actuality they are the same questions I would have assigned as if it were homework. Just by changing the name from homework to take home quiz, I have had almost every student complete the "quiz/homework assignment" during the past year.