

CLASSROOM MANAGEMENT

SIMPLIFIED

Elizabeth Breaux

Classroom Management Simplified

Elizabeth Breaux

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Dedication

I dedicate this book to the two Annettes...

First, to Annette Breaux: my sister, my friend, my mentor, and the greatest teacher I have ever known. Thank you for your enthusiasm, your humor, your ongoing support, your undying love, and your unselfish devotion.

And to the “original” Annette Breaux—Mom: my grandmother, my most avid supporter and greatest fan. You taught me through example that possessing the ability to be optimistic amidst all obstacles was my key to the world. Thank you for charting the way and paving the road, so that now in your absence, I see all paths clearly. I miss you—no words can suffice...

About the Author

Elizabeth Breaux is one of the most practical, down-to-earth, informative, and entertaining speakers and authors in the field of education. She leaves the members of her audiences laughing, crying, and certain that they have chosen the right profession—teaching.

She has taught and worked with at-risk students for 20 years and believes that there is not a more challenging and rewarding job in the world. Her message has always been a simple one: “I cannot teach my students until I reach my students.”

A curriculum coordinator and former classroom teacher, she is also one of the coordinators of T.I.P.S., an induction program for new teachers in Lafayette, Louisiana. In addition, she trains new-teacher assessors for the Louisiana Department of Education.

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Foreword

Six Teachers This Year

*Six teachers this year, what will I do?
What's good for one is not for two
Three says, "Go," but four says, "Stay"
And five's all work, while six is play
Now back to one and then to two
How will I know what I'm to do?*

Elizabeth Breaux

This book was written to provide to new teachers the benefits of veteran teachers' experiences, and to give veteran teachers that rejuvenating "shot in the arm" that we so often need. As veterans, many of us learned the hard way, by reinventing the wheel on a daily basis. Our first years of teaching were "sink or swim" situations. For those of us who lived to tell about it, we did swim. It wasn't a pretty sight. We bobbed, splashed, and choked, but we made it to the side! Because we were gluttons for punishment, we went back for more! (Many of our peers chose another path, never to be seen again in the teaching profession.)

We eventually learned that *consistency* was the key, and that our *approach* to all situations was what often determined the outcome. **Consistency** and **approach** are my two favorite words. I firmly believe that if you, the teacher, establish your rules and procedures from day one, and are consistent in their implementation, you will pave that smooth road for yourself much sooner than many of us ever did. I also know, through experience, that the manner in which any teacher approaches any situation is often the determining factor in the outcome of that situation. As teachers we have the ability and the power to lay the foundation on which success can be built in our classrooms. This book is filled with many "at your fingertips" solutions for doing just that.

It is my sincere desire to assist you in being the best teacher that you can possibly be, and to help you to arrive at the pinnacle of your profession in a timely fashion. Regardless of whom you teach, what you teach, or where you teach, the basic principles of this book apply to you. Stop reinventing the wheel. You truly can succeed from day one. Read on...

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Introduction

Follow the Rules

On the wall in big, bold words, were listed all the rules

The teacher warned that those who did not follow would be fools

One read, "Raise your hand to speak," another read, "Stay seated"

The third one read, "Don't ask to leave until your work's completed!"

The fourth and fifth and sixth and more I really don't recall

You see, the teacher failed to show what happened when we all

At any time would fail to follow any of the "rules"

It seems without consistency that she became the fool.

Elizabeth Breaux

What I've Learned About Classroom Management

- ◆ I've learned that a calm, caring, well-managed environment is the key to effective instruction.
- ◆ I've learned that effective management eliminates stress.
- ◆ I've learned that students *love* a well-managed, work-oriented, pleasant environment.
- ◆ I've learned that classroom management allows for the maximization of instructional time.
- ◆ I've learned that every student—every single one—is a worthwhile, teachable, and reachable individual who deserves a quality education.

How to Use This Book

As the title implies, this book is structured in a very simple, easy-to-follow, user-friendly format that will allow immediate implementation and positive results. It's all spelled out for you.

It begins with [Part I](#), "Procedures for Teachers," where you will find ten procedures that, if properly implemented, will make life in your classroom virtually stress-free. Each procedure includes an introduction and several

tips for implementing the procedure, followed by a typical classroom scenario with both an effective and an ineffective way of handling it.

In **Part II**, “Procedures for Teachers and Their Students,” you will find twenty-five procedures that you can begin implementing immediately in your classroom. Each procedure begins with a segment titled “How to Teach It” in which you will find specific instructions, including actual dialogue to use with your students in the teaching of the procedure. Following that is a segment titled “How to Practice It” that includes some fun activities to use in this practice phase. The final segment, “How to Implement It,” explains how to implement the procedure immediately. No kidding: the very next day.

What This Book Will Do for You

- ◆ If you are determined to maximize instructional time in your classroom
- ◆ If you are a dedicated teacher who believes that all students deserve a positive, structured, and chaos-free learning environment
- ◆ If you have struggled at times, as all teachers do, with implementing procedures and remaining consistent in that implementation
- ◆ If you are a new teacher or a veteran teacher looking for fresh ideas
- ◆ If you truly believe in treating all students with dignity, kindness, love, and consistency
- ◆ If you are an administrator looking to implement schoolwide procedures in a uniform, consistent manner on your campus
- ◆ If you are committed to reaching and teaching *all students*

This book will show you how!

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Part I

Procedures for Teachers

In [Part I](#) we discuss important procedures for teachers. In addition to an explanation of each procedure there is a section titled “Tips” that explains how to implement that procedure. Also included with each procedure is a typical classroom scenario followed by examples of effective implementation and ineffective implementation.

Read each scenario carefully and remember to laugh as you recognize yourself and some of your peers in these hypothetical cases. Remember that it is only when we can laugh at our own mistakes that we truly grow as professionals. If you are a veteran teacher, you’ve accrued years of laughable (and in some cases embarrassing) memories, some of which you wish you could erase. But don’t forget that they were all valuable tools in the learning process. If you are a new teacher, be aware that you will be creating some laughable moments that will be remembered for years to come! Don’t be so hard on yourself, however. We veterans only pretend that we have never made mistakes.

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