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This handbook is designed to help teachers plan and implement tools and routines for classroom management that establish predictable order and teach children self-regulation, respectful communication, and responsible decision-making. Classroom management routines support differentiated instruction and collaborative practice by minimizing behavioral disruptions.

Classroom management begins by organizing work areas for whole- and small-group instruction, and guided, collaborative practice in learning centers. Routines are supported by management tools that clarify expectations.

The management tools include:

Sign-In Chart	a chart used by children to record their attendance
Business Center	a bulletin board with information about classroom management routines
Daily Schedule and Activity Cards	a chart that identifies time periods for each activity with pictures to clarify the order of events for children who cannot read print
Timer	inexpensive kitchen timer used to monitor time during small-group activities
Rotation Chart	a chart identifying small-group memberships and the order of activities
Choice Board	a chart used to help children choose a learning center
Job Chart	a chart used to delegate responsibilities for weekly jobs completed during transitions
Mailboxes	hanging file folders used to organize and store paperwork
Do/Done Folders	pocket folders used to organize paperwork
Student Contracts	used to identify work assignments and monitor completion

Identifying Work Areas

Use the following chart to record characteristics and instructional purposes related to each classroom work area.

Meeting Place	Teaching Table
Worktable	Learning Centers



Your Turn

What organizational changes would be necessary in your classroom to implement a teaching table, worktable, and learning centers?