

# User Lesson Checklists

A simple tool to track your accomplishments

## Classroom Management with Harry and Rosemary Wong

[www.ClassroomManagement.com](http://www.ClassroomManagement.com)

Home of the premier eLearning course produced by  
Harry K. Wong Publications, Inc.

This checklist was inspired by Charity Peters of Grove School, Shawnee, Oklahoma, who said,

“I have had the best school year EVER of my teaching career.  
I implemented many of the topics covered in the course.  
THANKS SO MUCH!!!”

## Lesson Checklist

### ★ Before You Begin Lesson 1

#### Check for Course Requirements

- High speed Internet access
- Acrobat Reader 5.0 or above installed
- Macromedia Flash Player 7.0 or above installed
- Monitor resolution set for 1024 x 768
- Access to the book, *The First Days of School*
- Access to the Enhanced CD or DVD, *Never Cease to Learn*
- Access to a printer

#### Launch the Course

- System Requirements Test
  - Web browser compatible
  - Operating system compatible
  - Macromedia Flash player installed
  - Cookies enabled
  - Java Script enabled
  - Pop up blocker enabled
  
- Edit Profile
  - Update first name
  - Update last name
  - Update email address
  - Update password

#### Know

- How to navigate the course
- How to access and print the assignments
- Where the Support button is for technical assistance

#### Watch Course

- Welcome: Introductory Remarks from Harry and Rosemary
- Before You Begin: Navigation Guide for the Course

## Lesson Checklist

### ★ Lesson 1: A Plan for Classroom Management

#### Watch Course

- Lesson 1

#### Read

##### *The First Days of School*

- Page v
- Page xii
- Page 3
- Page 7
- Pages 86 and 87
- Pages 204 - 207

##### Resource Articles

- Article 1-1: A First Year Teacher's Action Plan
- Article 1-2: A High School Teacher's Action Plan
- Article 1-3: His Classroom Is a Real-Life Office

#### Complete

- Reflections on Lesson 1

#### Assemble Classroom Action Plan Binder

##### Make Tabs for Binder

- Getting Ready
- Classroom Management Plan
- Teacher Materials
- Student Materials
- Seating
- Student Movement

##### Binder Pages for **Getting Ready** Tab

- Classroom Expectations
- Academic Expectations
- My First Day of School Introduction
- First Day of School Schedule
- Students' Names
- Getting Acquainted Activity
- Classroom Helpers
- Selecting Students

##### Binder Pages for **Classroom Management Plan** Tab

- Returning to Task
- Classroom Visitors
- Guest Teachers
- Teacher Away from the Room

##### Binder Page for **Teacher Materials** Tab

- Organizing Me

##### Binder Pages for **Student Movement** Tab

- Bathroom Use
- Student's Sudden Illness

## Lesson Checklist

### ★ Lesson 2: What Is Classroom Management

#### Watch Course

- Lesson 2

#### Read

##### *The First Days of School*

- Page 10
- Page 30
- Page 82
- Page 84
- Page 133
- Page 169
- Chapter 8
- Chapter 13
- Chapter 14
- Chapter 15

##### Resource Articles

- Article 2-1: The Importance of Classroom Management
- Article 2-2: There Is Only One First Day of School
- Article 2-3: How to Start a Class Effectively
- Article 2-4: The First Five Minutes Are Critical
- Article 2-5: What to Do on the First Day of School

#### Complete

- Reflections on Lesson 2

#### Assemble Classroom Action Plan Binder

##### Binder Pages for **Classroom Management Plan** Tab

- Daily Schedule
- Heading for All Papers
- Paper Name Check
- Tardy Procedure
- Absence Procedure
- Homework Procedure

##### Binder Pages for **Student Materials** Tab

- Organizing Contents of Student Storage
- Organizing Contents of Desks

## Lesson Checklist

### ★ Lesson 3: Getting Organized for the Start of School

#### Watch Course

- Lesson 3

#### Read

##### *The First Days of School*

- Pages 22 - 25
- Chapter 6
- Unit C

##### Resource Articles

- Article 3-1: Your First Day of School Script
- Article 3-2: Teaching Procedures Is Teaching Expectations
- Article 3-3: Establish Consistency the First Week of School
- Article 3-4: Structuring a Classroom with Procedures and Routines
- Article 3-5: What You Can Learn from a Special Education Teacher
- Article 3-6: What You Can Learn from a PE Teacher
- Article 3-7: What You Can Learn from a Band Teacher
- Article 3-8: What You Can Learn from a Voc-Tech Teacher
- Article 3-9: Group Work Procedures
- Article 3-10: The First Ten Days of School
- Article 3-11: Use a Daily Agenda to Organize Your Students
- Article 3-12: He Used PowerPoint for His Procedures
- Article 3-13: Procedures Saved a Kindergarten Teacher's Life
- Article 3-14: How to Dispense Hands-On Materials
- Article 3-15: What You Can Learn from an Art Teacher

#### Complete

- Reflections on Lesson 3

#### Assemble Classroom Action Plan Binder

##### Binder Pages for **Getting Ready** Tab

- First Day Bellwork Assignment
- Letter of Introduction to Students
- Letter of Introduction to Parents
- All About Me Bulletin Board
- Class of Winners Bulletin Board
- Themes for Other Sharing Bulletin Boards

Binder Pages for **Classroom Management Plan** Tab

- Bellwork Assignments
- Morning Opening Procedures
- If Students Finish Early
- Getting the Class' Attention
- Quieting the Class Procedure
- Listening to/Responding to Questions
- Getting the Teacher's Attention
- Roll Taking Procedure
- Collecting Papers
- Distributing Papers
- Classroom Rules
- Classroom Consequences
- Classroom Rewards
- Recognizing Positive Discipline
- Behavior Intervention
- Posting Homework Assignments
- First Homework Assignment

Binder Pages for **Teacher Materials** Tab

- Materials for the Classroom

Binder Pages for **Seating** Tab

- Floor Plan for My Classroom
- Beginning Classroom Seating Arrangement
- Additional Classroom Seating Arrangements
- Seating Assignment Method
- Class Seating Chart
- Socio-Gram of Class
- Class Contact List
- Working Together in Groups

Binder Pages for **Student Movement** Tab

- Students Entering the Classroom Procedure
- Students Leaving the Classroom Procedure
- Walking in the Hall Procedure
- Emergency Drills
- End of Day Dismissal Procedure

## Lesson Checklist

### ★ Lesson 4: How to Teach Procedures

#### Watch Course

- Lesson 4

#### Read

##### *The First Days of School*

- Page 11
- Pages 181 - 184
- Page 192
- Chapter 24
- Chapter 25
- Unit C

##### Resource Articles

- Article 4-1: How to Teach a Procedure
- Article 4-2: Procedures Teach the Skill of Independence
- Article 4-3: Kindergarten – The First Five Days of School
- Article 4-4: Third Grade – The First Five Days of School
- Article 4-5: High School – The First Five Days of School
- Article 4-6: What You Can Learn from a Librarian

#### Complete

- Reflections on Lesson 4

#### Assemble Classroom Action Plan Binder

##### Binder Pages for **Getting Ready** Tab

- Procedure to Teach Procedures
- Visuals for Procedures

## Lesson Checklist

### ★ Lesson 5: School-Wide Procedures

#### Watch Course

- Lesson 5

#### Read

##### *The First Days of School*

- Page 5
- Page 6
- Page 15
- Page 16
- Pages 313 - 322
- Chapter 20
- Chapter 24
- Chapter 26

##### Resource Articles

- Article 5-1: What You Can Learn from Foreign Language Teachers
- Article 5-2: How an Effective School Can Help You
- Article 5-3: People Who Work Together Achieve Together
- Article 5-4: Procedures Are Taught Before School Begins
- Article 5-5: Teachers Are More Effective When They Are Part of a Team
- Article 5-6: School-Wide Procedures After a Disaster
- Article 5-7: Procedures for the Substitute Teacher
- Article 5-8: When All Else Fails

#### Complete

- Reflections on Lesson 5

#### Assemble Classroom Action Plan Binder

##### Binder Pages for **Getting Ready** Tab

- Emergency Activities

##### Binder Pages for **Classroom Management Plan** Tab

- Grade-Wide/Department-Wide Procedures
- School-Wide Procedures

## Lesson Checklist

### ★ Lesson 6: Some Final Thoughts

#### Watch Course

- Lesson 6

#### Read

##### *The First Days of School*

- Unit E: Pages 269 - 320

##### Resource Articles

- Article 6-1: The Miracle of Teachers
- Article 6-2: The Effective Teacher Reflects and Executes

#### Watch Enhanced CD

- “Never Cease to Learn”

#### Complete

- Reflections on Lesson 6

#### Assemble Classroom Action Plan Binder

##### Binder Page for **Getting Ready** Tab

- Additional Procedures Needed for Start of School

##### Binder Page for **Classroom Management Plan** Tab

- Ending the School Year

#### Complete

- Course Survey

#### Order

- Certificate of Completion