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Course Name: Classroom Management that Works
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Assignment #14

Lesson: Classroom Communication and Meetings

Depending on the grade you are teaching, talking about concerns in the classroom may be difficult. To help the conversation flow, there are a few things that can be done to help students talk about concerns or successes they have. Below are a couple ideas to use to help students trust that they can communicate during the class meetings.

1. Journals
 - a. Students each get a spiral or composition notebook. Assign students to decorate the front of the notebook with magazine photos, words, and stickers that represent them. This will give students a sense of ownership in their writing and will help them write.
 - b. Decide on specific days during the week to set aside time for students to write in their journals.
 - c. Each time students write, post a topic regarding school to write about. This will give them the opportunity to think about what is going on at school. At the top of each page, students need to write the date. Let them know this is also a way to communicate with you. They may not feel comfortable talking to the whole class about something that may be concerning, so they can take this opportunity to mention them to you in their journal.
 - d. Collect half of the journals on a specific day to read through, or if you have time to read all, collect them all. Write back to the students and encourage them to ask questions for you to answer.

Journal Topics	
If you could change a school rule, which would you change and why?	What motivates you each day?
What is a school subject do you think is your strength? Which subject is more challenging? How could we change your challenging subject to help you?	What is a random act of kindness that you have done today? If you haven't done anything, what is something you would like to do to show kindness?
What is something you would like your teacher and classmates to know about you?	What is a goal you have for yourself? How are you going to achieve it?
What are you looking forward to about today (this week)? What is something you think might be challenging? Why?	What can you say instead of "I can't do this, it's too hard."
What do you take time to do every day?	If you could teach for the day, what would you focus on teaching? Why?

2. Class meetings

- a. Decide on the frequency and time of day you would like to have your class meetings.
- b. During your first class meeting, set the guidelines or norms for your meetings.
 - Everyone sits at _____ in the room
 - Raise your hand if you have something to say
 - If there is an issue that is brought up, you need to listen to what the student has to say before responding
 - Issues that are brought up are kept in the class, if it involves the safety of someone or more than just a basic issue, the teacher will take the appropriate measures to solve it outside of class
 - Listen when someone is talking
 - Bring your journal if you want to share a concern or success you wrote about from a previous day
 - People's names are not mentioned, unless you are giving a compliment
- c. Decide on the amount of time to hold your class meeting, about 15-20 minutes.