



STUDENT'S PREPARATION, HANDLING AND CONTROLLING THE CLASS ATTENDANCE SYSTEM.

INTRODUCTION

Management is the process of reaching organizational goals by working with and through other people and other organizational resources. Classroom management and discipline are very important parts of teaching. In any given class, we may have six students with special needs, two students needing to make up work, four disruptive students, three students with attention deficit-hyperactivity disorder (ADHD), four students without books or homework, five without a pencil and two without notebook paper and that's on a good day. Anyone can see why we might collapse without something to support us. That something is classroom management. While it is very important to know our subject, we wouldn't be able to teach all the wonderful things that we know without classroom management and discipline. Classroom management is the way we arrange our class. We must think about every aspect of the lesson, routines, procedures, a multitude of interactions and the discipline in the classroom.

STUDENTS' PREPARATION

The students must be properly dressed for physical education classes. In the present school education system the students have a uniform which is not suitable to activity classes. But a complete change of dress in the school may not be possible as it is done in the western countries for physical education classes. The uniform should be such which doesn't hamper their participation in physical activities.

Preparing students with a more rigorous curriculum of the new Common Core is one step of preparing students to graduate from college, but is there more we should be doing.

1. Time in the Classroom:- With the increased rigor of the new Common Core Curriculum, teachers need more time to instruct their students. Because of "No Child Left Behind, activities like Teacher Advisory classes serving only the lowest ten percent of the students have become the focus. Teaching to the lowest common denominator does not help those with low skills. In fact, everyone's instruction suffers. Identifying why a specific student is struggling and addressing that problem with remedial classes, tutoring or incentives to attend regularly is a better approach.
2. Preparing students with learning skills:- Most colleges expect students to know how to listen to a lecture and take notes, how to read a textbook independently and identify the main points, how to create a coherent composition on demand, to have mastered mathematical skills through basic Algebra and Geometry to exhibit an ability to manage their time and behaviour well enough to study and complete assignments in a timely manner.

Furthermore, lecturing is not the most effective method to deliver instruction. Students lose interest quickly and fall asleep or play on their cell phones. Teachers and administrations need to help students develop note-taking and listening skills by practicing them. Students need to write and read in every discipline.

3. Home work:- The home work should be relevant and meaningful. Even though having a part-time job teaches responsibility, keep the hours low so the student can invest enough time on his academic career. Athletics also should be limited to an hour after school to enable the student to complete his academic studies. Parents who complain need to understand that properly preparing a student for a future will mean he/she will be able to more successfully support him/her financially if that student has prepared himself/herself for the rigors of a college education.
4. Financial investments:- Investments College is not cheap. The financial burden to an economically strapped family can seem overwhelming. There is financial aid available such as scholarships, loans and grants. If a student works hard, he can alleviate part of the financial burden by taking Advanced Placement classes, concurrent enrolment (taking college classes while completing high school courses) or completing on-line college classes while still in high school. Keeping his grade point average high and participating in activities like debate, drama, speech, sports or the arts could help the student qualify for scholarships. Grants and loans are available for students with low-income.
5. To map a pathway to a future:- A good teacher helps students find the roads of their future and show them how they might achieve them. Many students are just afraid to leave the comfort of high school and move on to college; many students are the first generation to attend college and their parents' fear of losing their child to a strange world in which they have no experience; and many students lack the first steps to their future.

HANDLING AND CONTROLLING THE CLASS

Every class has to be controlled and kept quiet for proper and effective teaching and learning. If the class is of small children then the attention of the student can't be drawn. There are more problems in controlling the class at the primary level than at the higher level. It is always a challenge for the teacher to meet the class for the first time. He may be over excited or nervous. To gain self-control he should prepare himself well about the topic or activity to avoid any confusion. He should control his emotions and actions by thinking that he knows better than the students. He should have confidence in his abilities and knowledge.

Assemble the class at most suitable place and teach by demonstration and explanation. The teacher must use suitable audio-visual teaching aids. He should simplify the topic or the skill so that students can understand and learn easily. The teacher should always make use of simple and proper language for both theory and practical classes.

The teacher must be punctual and regular to the classes. He must take attendance quickly by not wasting time unnecessarily. He should be friendly, fair, tolerant, polite but firm. At the same time don't allow anybody to take your undue advantage. He should not be harsh to the students.

Always motivate the children to do better and better use positive language in teaching and maintain a sense of humour. Meet the first challenge of indiscipline with determination. In case of doubt say nothing. Remember that most of the students want to obey the teacher most of the time. Never consider pranks by the students in the class as a personal insult. No student dares or wishes to insult the teacher without any reason.

The seven rules of handling difficult students:

1: Don't question:

It's normal for teachers to force explanations from difficult students as a form of accountability. But asking why and demanding a response from them almost always ends in resentment. And angry students who dislike their teacher never improve their classroom behaviour.

2: Don't argue:

When we argue with difficult students, it puts them on equal footing with us, creating a "our word against theirs" situation. This negates the effects of accountability. It also opens the floodgates: everybody will be arguing with us.

3: Don't lecture, scold, or yell:

Lecturing, scolding, and yelling will cause the students to dislike the teacher, but when we direct our diatribe toward one particular student, it can be especially damaging. Creating friction between the teacher and his or her most challenging students virtually guarantees that their behaviour will worsen.

4: Don't give false praise:

Teachers often shower difficult students with praise for doing what is minimally expected. But because these students can look around at their fellow classmates and know that it's a sham, false praise doesn't work. Instead, give only meaningful, heartfelt praise based on true accomplishment.

5: Don't hold a grudge:

"Every day is a new day" should be our mantra with difficult students. They need to know that they have a clean slate to start each day—and so do we. To that end, say hello, smile, and let them know we are happy to see them first thing every morning.

6: Don't lose our cool:

When we let students get under our skin and we lose emotional control, even if it's just a sigh and an eye roll, we become less effective. Our likeability drops. Classroom tension rises. And when difficult students discover they can push our buttons, they'll try as often as they can.

7: Don't ignore misbehaviour:

Given that there is an audience of other students, ignoring misbehaviour will not make it go away. It will only make it worse. Instead, follow our classroom management plan as it's written. If a difficult student breaks a rule, no matter how trivial, enforce it immediately.

ATTENDANCE SYSTEM

Attendance of students in physical education classes should be taken for maintaining regularity in the classes. The attendance system should be accurate and quick. There are five methods of taking attendance out of which the teacher should select the best one which is suitable to the occasion. Some of the methods are as follows:

1. Attendance by the class leader/monitor:

In this system the appointed student leader takes the attendance of the students before the teacher arrives in to the class and reports to him about the total strength of the students, number of absentees, number of students present and the reasons for absence. However, the teacher should ensure the sincerity of the class leader.

2. Calling roll number by the teacher:

In this system the name of the students are arranged in alphabetical order and then allotted a roll n in sequence. The teacher calls the roll number's and notes down the absentees.

3. Calling names by the teacher:

Instead of roll numbers the teacher calls the names of the students. This system is similar to the above but it takes a bit more time. However, students like this system because there is a personal intimacy developed when their first name are called.

4. Students calling out their roll numbers in turn:

This method is very quick. The teacher notes down the roll numbers who doesn't speak out and next roll numbers starts from there. However, for using this system the roll numbers should be in sequence and there should not be missing roll numbers in between.

5. Self-checking system/checking by observation:

In this system students are allotted particular place to sit/stand and teacher notes down the empty space. In this system the students should not their places. This system is more suitable for small size classes.

CONCLUSION

It may be concluded that class rooms are the primary units where the future citizens of the country are trained, educated and enabled to meet the new challenges of life. The group interaction and group dynamics prevailing in the classroom help in moulding their personality. To a great extent, classroom climate and their environment determine the effectiveness of the teaching learning process. Thus, managing the classroom is one of the most important function of a teacher, it is, in fact, a major responsibility. As the quality of his teaching depends upon the way he organises, manages, directs and controls the class, the teacher should possess adequate skills for organizing the classroom activities in a planned and disciplined manner.