

# ■ Preface

Dear Teacher,

This book—really a manual of sorts—is a proactive, common-sense approach to help you create a successful classroom learning environment. The strategies you find here can be implemented without extensive interpretation or planning, creation of materials, or permission from your administrator. They cover all aspects of a typical school day, providing specific and very practical ideas to assist in solving your classroom management problems.

We realize, of course, that schools vary from city to city and system to system. We know, however, that many needs and concerns are common to all teachers no matter where they are. We think you will recognize some of your own needs and concerns in this book.

We have taken care to make this book very user-friendly. Each strategy is limited to five points or fewer, and some graphics are included where they will enhance the strategy. A flag icon appears wherever we've suggested adapting the strategy for students in the upper grades. An IDEA icon appears wherever we've suggested adapting a strategy for use with special education students; IDEA is an acronym for the Individuals with Disabilities Education Act of 1997 (P.L. No. 105-17; 20 U.S. C. 1401).

Middle school and high school present a complex variety of situations and experiences for students—menarche, peer pressure, teen pregnancy, substance abuse, school-to-work or school-to-college transitions, SAT testing, and driver's education to name just a few. We did not address these issues in this book. Most middle and high schools have on-staff guidance counselors, psychologists, and social workers who are trained to assist with these concerns. Don't hesitate to refer your students to the appropriate support staff or to contact and work with support staff yourself.

Keep in mind that the ideas in this book can and should be changed or modified to fit your particular classroom situation. They are not written in stone and should be seen only as a means to an end in assisting you to develop the classroom management system that will serve you and your students best.

This book is a great resource, whether you are a beginning middle or high school teacher, a new teacher trainer, or a mentor teacher. These clear, easy-to-implement strategies will help you or a colleague plan an effective management program that will help ensure ongoing success in your classroom.

Have a great school year!

*Sincerely,*  
*Jill Lindberg*  
*Dianne Evans Kelley*  
*April Swick*