**Lists of Classroom Procedures**

**Directions:** Think through the many activities of your day. Now, read through the lists of possible classroom procedures listed below (elementary) or the next page (any grade). Put a Check Mark ✓ by any that you have applied in your classroom. Put an × by any that you think you need to develop. Add any that might be missing.

**Considerations for Classroom Procedures–Elementary**

**(Evertson & Emmer, 2008)**

|  |  |
| --- | --- |
| Room Areas/Use | Small-Group Activities |
| * Student desks, tables, storage areas
* Learning centers, stations
* Teacher’s desk, storage
* Drinking fountain, sink, bathroom, pencil sharpener
 | * Student movement into and out of group
* Bringing materials to group
* Expected behavior of students in group
* Expected behavior of students out of group
 |
| Whole-Class Activities | Seatwork |
| * Student participation
* Student attention during presentations
* Making assignments
* Passing out/collecting papers, books, supplies
* Handing back assignments
* Make-up work
* Checking class work or homework
 | * Talk among students
* Obtaining help
* Out-of-seat policy
* Activities after work is completed
* Turning in work
 |
| Other Procedures: |
| * Beginning of day/class
* End of day/end of class
* When absent
* Transitions
* Substitutes
 | * Office referrals
* Student conduct during delays, interruptions
* Leaving/returning to room
* Field trips
 |



**Possible Classroom Procedures**

 (Wong & Wong, 1998)

|  |  |
| --- | --- |
| * Entering the classroom
* Getting to work immediately
* When you are tardy
* End-of-period class dismissal
* Listening to/responding to questions
* Participating in class discussions
* When you need paper and pencil
* Keeping your desk orderly
* Indicating whether you understand
* Coming to attention
* When you are absent
* Working cooperatively in small group
* Changing groups/activities
* Keeping your notebook
* Going to the office
* When you need help or conferencing
* When a school-wide announcement is made
* Handing out playground equipment
* Walking in hall during class time
 | * Passing in papers
* Exchanging papers
* Returning homework
* Late work
* Getting out materials
* Moving about the room
* Headings of papers
* Going to the library
* When you finish early
* Handling disruptions
* Asking a question
* Responding to a fire drill
* Responding to severe weather
* When visitors are in classroom
* If you are suddenly ill
* When the teacher is called away
* Grading criteria
* Restroom, water fountains
 |