**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)**

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| 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 |

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**Possible Classroom Procedures**

(Wong & Wong, 1998)

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| --- | --- |
| * 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 |