Considerations for Classroom Procedures–Elementary

(Evertson & Emmer, 2008)

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| **Room Areas/Use**   * Student desks, tables, storage areas * Learning centers, stations * Teacher’s desk, storage * Drinking fountain, sink, bathroom, pencil sharpener   **Whole-Class Activities**   * 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   **Small-Group Activities**   * Student movement into and out of group * Bringing materials to group * Expected behavior of students in group * Expected behavior of students out of group | **Seatwork**   * 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, 2005)

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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 schoolwide 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 * I-pads * Cell phones * Head phones |