

Example

Possible Classroom Procedures

(Wong & Wong, 2005)

- 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

Example Classroom Procedures

Lining Up to Exit the Classroom

1. At the signal, put materials away and clear your desk.
2. When your row is called, push in your chair and move quietly, walking to the doorway.
3. Line up facing the door, keeping one space between each person.
4. Keep hands and feet to self.
5. Listen to the teacher and wait for the signal to depart.

Independent Seatwork

1. When given the instruction to begin, get all materials out and begin within 5 seconds.
2. Continue working until done.
3. Visit quietly with a neighbor if you need help; all conversation is related to work.
4. Raise your hand if you need help or to get permission to leave your seat.
5. When your work is finished, review and check.
6. Turn finished work into the work box.

Large Group Instruction

1. Have out only the materials needed for the lesson.
2. Sit up straight with eyes on the teacher or your materials.
3. Listen attentively.
4. Take notes if appropriate.
5. Raise your hand to contribute or ask a question.
6. Remain in your seat.



Team Activities

Team Activity

As a team, read through the List of Possible Classroom Procedures. Select one procedure your team can practice writing together, ensure it meets OMPUA guidelines.

One Classroom Procedure:

Steps: