

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

- Student desks, tables, storage areas
- Learning centers, stations
- Teacher’s desk, storage
- Drinking fountain, sink, bathroom, pencil sharpener

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

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

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

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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