

Classroom Procedures: Secondary

Directions: Think through the many activities that take place during your day. Read through the lists of possible classroom procedures below. Check off any that you have applied in your classroom. Consider any that you think you need to develop. Add any that might be missing.

Room Areas/Use

- ☐ Student desks, tables, storage areas
- ☐ 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
- ☐ How to handle partner disagreements

Whole-Class Activities

- ☐ Student participation
- ☐ Student attention during presentations
- ☐ Passing out/collecting papers, books, supplies
- ☐ Handing back assignments
- ☐ Make-up work
- ☐ Checking class work or homework
- ☐ Arrival
- ☐ Dismissal
- ☐ Coming to attention
- ☐ Field trips
- ☐ Asking a question
- ☐ Peer grading
- ☐ Taking attendance

Seat Work

- ☐ Talk among students
- ☐ Obtaining help
- ☐ Out-of-seat policy
- ☐ Activities after work is completed
- ☐ Turning in work
- ☐ When you finish early
- ☐ Getting out materials
- ☐ Indicating whether you understand
- ☐ Keeping your desk tidy
- ☐ Do Now

Other Procedures

- ☐ When absent or tardy
 - ☐ Transitions
 - ☐ Substitutes
 - ☐ Entering the classroom
 - ☐ Handling disruptions
 - ☐ When visitors are in classroom
 - ☐ If you are suddenly ill
 - ☐ Cell phones and technology
- ☐ School Support
 - ☐ Leaving/returning to room
 - ☐ When a school-wide announcement is made
 - ☐ Responding to emergency procedure drills (fire, earthquake, lockdown etc)
 - ☐ When the teacher is called away
 - ☐ Volume/voice level

Procedure Mapping

Directions: Choose 2 or 3 procedures you marked with an “X” in Activity 1, and map out the specific steps required for a student to be successful with the procedure.

Procedure	Detailed Steps	Timeline: When Can I Teach This?
