Common Procedures

- Entering the classroom at the beginning of the day/period
- Entering the classroom when instruction begins (arriving late)
- Bringing materials to class
- Taking attendance
- Lunch count
- Warm-up
- Materials distribution
- Use of materials (using, carrying and handling)
- Public announcement system
- Storage of materials
  - Backpacks
  - Upkeep of desks (how to organize)
  - Tote Trays
- Passing out papers
- Heading on papers
- Use of pencil and/or pen
- Written work – neatness
- Late work
  - Turning in
  - Grading of
- Incomplete work
- Make-up work
- Changing classes
- Transitions between subjects and within subjects
- Group/Cooperative work
- Activities when work is done
- Finished work; turning in work
- Returning work to student
- Returning work/papers to parent
- Asking questions
- Listening and responding to questions
- Making comments/sharing thoughts
- Student movement in classroom
- Class library
- Centers
- Completing work
  - Independently
  - In groups
- Noise level during:
  - Class discussions
  - Group work
  - Independent work
• Pencil Sharpener
• Bathroom
• Water Fountain
• Lining Up
• Dismissing class
• Cleaning up
• Walking in hall
• Snacks
• Hall Passes
• Homework
• Shared materials
• Signal for getting students’ attention
• Signal for getting teacher’s attention
• Out of Seat Policy
• Teacher’s desk/ work area
• Other students’ desk/materials
• Visitors/Interruptions
• If teacher is out of the room
• Birthdays
• Sudden illness
• Going to the Nurse
• Assemblies
• Substitute
• Disaster drills/Fire drills
• Lunchroom
• Recess/Playground
• Other campus procedures
• Rainy Days