

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