

Classroom Procedures

| Topic | Notes |
|--------------------------------|-------|
| Arrival procedure | |
| Lining up | |
| To and from playground | |
| Lunch routine | |
| Signal for desired behavior | |
| Bathroom procedures | |
| Pencil sharpening | |
| Drinking fountain | |
| Fire drill | |
| Classroom helpers | |
| Out of seat (groups) | |
| Asking questions/raising hands | |
| End of day routine | |
| Ordering supplies | |

Classwork Procedures

| Topic | Notes |
|---|-------|
| Heading Papers | |
| Use of manuscript or cursive | |
| Use of pencil or pen | |
| Dispensing supplies | |
| Smooth transitions time between assignments | |
| Getting around to all students | |
| Monitoring work | |
| Correction papers in class | |
| Collecting Classwork and homework | |
| Recording and grading homework | |
| Late and incomplete work | |
| Specific feedback for complete assignments: | |
| a) Grades | |
| b) Written comments | |
| c) Graded by student or teacher | |
| How and when to return corrected papers | |
| Posting assignments | |
| Early finishers | |

Additional

notes:
