



A Union of Professionals

Tools for Teachers

## Classroom Procedures Worksheet

For each topic that applies to your classroom, write a brief description of the procedure(s) you will use to manage the activity.

Topic	Classroom Management Procedure
<b><i>Use of Room Areas</i></b>	
Students' desks/tables and storage areas	
Movement of students desks/other classroom furniture	
Teacher's desk and storage areas	
Student contact with teacher's desk area, storage, other materials	
Learning centers	
Computer/lab stations	
Other classroom equipment	
Shared material, bookshelves, drawers	
Drinking fountain, sink, bathroom, pencil sharpener	

Entering and leaving the classroom	
<b><i>Use of School Areas</i></b>	
Bathrooms, drinking fountains, office, library, etc.	
Forming a line	
Cafeteria/lunchroom	
Playground or other school grounds	
Fire and disaster drills	
<b><i>Beginning the School Day/Starting Class</i></b>	
Attendance check	
Previously absent students	
Late students	
Early-dismissal students	
Behavior during public address announcements	
'Warm-ups,' beginning of class work	

Distribution of materials/ supplies	
<b><i>Ending the School Day/Class</i></b>	
Clean-up and putting away materials	
Organizing for other classes	
“Wind-down” routine or activity	
Expected student behavior upon class dismissal	
<b><i>Instruction/Whole-Class Activities/Seatwork</i></b>	
Teacher-student interaction	
Movement in the classroom	
Cues for commanding student attention	
Asking for assistance with class work	
Being recognized to speak	
Student conversations with each other	
Keeping students working from one assignment to the next	

<b><i>Small-Group Activities</i></b>	
Student movement to and from activity (computer/lab stations, learning centers)	
Safety precautions	
Expected behavior while in small groups	
Expected behavior of students not in a small group	
Composition of small groups	
Receiving small-group assignments	
<b><i>Student Work/Assignments</i></b>	
Posting of assignments	
Assignment list/folder	
Standards for form and neatness (pen or pencil, type of paper, erasures)	
Due dates	
Headings	
Incomplete work	

Makeup work/late work	
Where to turn in	
Help for absent or returning students	
<b><i>Checking Process/Assignments</i></b>	
Work in progress	
Record keeping of student work and grades	
Collecting homework	
Long-term projects/assignments	
Students exchanging papers	
Students grading papers	
<b><i>Feedback</i></b>	
Specific methods	
Addressing a student who stops doing assignments	
Communicating with parents	

Displaying student work	
<b><i>Grading Systems</i></b>	
School Policies	
Report cards (what's included, weighting)	
Organizing grade book	
Daily assignments	
Recording grades	
Record keeping required of students	
Returning work to students	
<b><i>Other Procedures</i></b>	
Fire/disaster drills	
School assemblies	
Student helpers	
Safety measures	

**Field Trips**

Permission slips	
Expected behavior	
Formation of groups	
Chaperones	
Collecting money/fees	
Travel arrangements	