

## Classroom Procedures Plan

**Teacher Tips:** Use this planning template to consider the various procedures you already implement in your class, as well as those you need to begin implementing. Some ideas are given for each type of procedure, but you do not have to be limited to these suggestions. See the sample on page 2 of this resource for an example of how to complete the chart.

Type of Procedure	Current Method	Changes to Make (if any)
<b>Before Class Routine</b> Put away belongings Make lunch choice Warm-up Silent reading		
<b>Beginning a Lesson</b> Gathering place Materials needed		
<b>During a Lesson</b> Note-taking method Student discussion Questions or comments Think / Share		
<b>After a Lesson</b> Exit ticket Assessment Discussion		
<b>Formation of Groups</b> Student Choice Preplanned by teacher Numbering off		
<b>Distribution of Materials</b> Teacher assistant Take 1, pass back Collect as needed		
<b>Storage of Materials</b> Cubbies / storage shelves Labeled w/ Group name Files Electronic sharing		

<p><b>Turning in Work</b> Teacher in-box Electronic sharing</p>		
<p><b>Small Group Discussions</b> Group member roles Method for sharing Recording method</p>		
<p><b>Requesting Teacher Assistance</b> Raise hand Sign up for conference Other signal</p>		
<p><b>Attention Getter</b> Verbal callback cue Lights off and on Chimes or other sound Clapping pattern</p>		
<p><b>Restroom / Water /</b> Pencil Sharpening Hand signal Pass Allowable times</p>		
<p><b>End of Class Clean-Up</b> Classroom jobs Personal area Chair stacking Trash</p>		