**List of Classroom Procedures**

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| **Procedure** | MC900432530[1]**Developed** | C:\Documents and Settings\rogowss\Local Settings\Temporary Internet Files\Content.IE5\BCS159ZX\MC900432530[1].png**To Develop** |
| Entering the classroom |  |  |
| Opening Activities – Getting to work immediately |  |  |
| Student Participation in Whole Group Instruction |  |  |
| Student Participation in Cooperative Group Instruction |  |  |
| Student Participation in Independent Seatwork |  |  |
| When the student is tardy |  |  |
| End-of-period / class dismissal |  |  |
| Going to the restroom |  |  |
| Listening to and responding to questions |  |  |
| When the students do not have pencil and paper or other materials |  |  |
| Keeping your desk orderly |  |  |
| Checking out classroom materials |  |  |
| Indicating whether you (the student) understands |  |  |
| Coming to attention – attention signal |  |  |
| Students returning from an absence |  |  |
| Changing classroom periods |  |  |
| Keeping a notebook |  |  |
| Going to the office |  |  |
| Knowing the schedule for the day or class |  |  |
|  |  |  |
| Dealing with Missing and Late Assignments |  |  |
| Finding directions for each assignment |  |  |
| Passing in papers |  |  |
| Exchanging papers |  |  |
| Returning student work |  |  |
| Getting materials not at desks without disturbing others |  |  |
| Handing out playground equipment |  |  |
| Going to home economics class |  |  |
| Headings on papers |  |  |
| When a student finishes early |  |  |
| When a school-wide announcement is made |  |  |
| Walking in the hall during class time (PBIS schools should have this developed) |  |  |
| Responding to a fire drill |  |  |
| When visitors are in the classroom |  |  |
| If the teacher is out of the classroom |  |  |
| If a student is suddenly ill |  |  |
| Getting out paper and pencils and other materials |  |  |
| Getting a book out and opening to a certain page |  |  |
| Putting things away at desks (clearing desks) |  |  |
| Turning in completed work |  |  |
| Collecting work / assignments as a group |  |  |
| Handing out materials |  |  |
|  |  |  |
| Putting classroom materials away |  |  |
| Handing in work as it is completed |  |  |
| Cleaning up after project activities |  |  |
| Students entering or leaving the classroom for something individual or in small groups (for example, speech and language groups, reading groups that move to a different teacher, etc.) |  |  |

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| Other: |  |  |
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| Other: |  |  |