Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classroom Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Classroom Procedures**

One of the keys to an effective classroom is having procedures. Listed below are some of the different aspects of life both inside and outside the classroom. Consider what you would do in each situation. Develop a written procedure for each scenario.

1. Students are completing worksheets you have just given them. What should they do when they complete the assignment? What if they finish early?
2. A student is being disruptive and will not listen to your requests to stay on task. How do you handle classroom discipline?
3. As the teacher, it is up to you to take attendance and mark students as tardy. How and when do you take attendance?
4. Your class follows gym class or recess and it is hard to get your kids back in their “classroom” mindset. How do you calm them down?
5. You’ve assigned an open-book assignment. Students are to mark their answers on a Scantron answer sheet. Three students did not bring their books and another two did not bring #2 pencils. How do you handle missing school supplies?
6. You’ve decided to take your class to the library for a research project. How do you move your students from classroom to library? How do you maintain control en route?
7. It’s that time right after lunch when students need to go to the bathroom. This is a daily occurrence. How do you handle bathroom visits?
8. The ever-present fire drill. What do you do? What’s your school’s procedure? What’s *your* procedure?