

List of Classroom Procedures

This document may be used to provide ideas of which classroom procedures may be appropriate for explicitly teaching to students. It has been adapted to include procedures for distance learning.

Elementary

Room Areas/Use

- Student desks, tables, storage areas
- Learning centers, stations
- Teacher's desk, storage
- Drinking fountain, sink, bathroom, pencil sharpener

Small-Group Activities

- Student movement into and out of group
- Bringing materials to group
- Expected behavior of students in group
- Expected behavior of students out of group

Whole-Class Activities

- Student participation
- Student attention during presentations
- Making assignments
- Passing out/collecting papers, books, supplies
- Handing back assignments
- Make-up work
- Checking class work or homework

Distance Learning

- Entering the virtual classroom
- Teacher-led whole group instruction
- Small group activities (breakout rooms)
- One-on-one instruction

Seatwork

- Talk among students
- Obtaining help
- Out-of-seat policy
- Activities after work is completed
- Turning in work

Other Routines

- Beginning of day/class
- End of day/end of class
- When absent
- Transitions
- Substitutes
- Office referrals
- Student conduct during delays, interruptions
- Leaving/returning to room
- Field trips

Secondary

- Entering the classroom
- Getting to work immediately
- When you are tardy
- End-of-period class dismissal
- Listening to/responding to questions
- Participating in class discussions
- When you need paper and pencil
- Keeping your desk orderly
- Indicating whether you understand
- Coming to attention
- When you are absent
- Working cooperatively in small group
- Changing groups/activities
- Keeping your notebook
- Going to the office
- When you need help or conferencing
- When a school-wide announcement is made
- Handing out playground equipment
- Walking in hall during class time
- Passing in papers
- Exchanging papers
- Returning homework
- Late work
- Getting out materials
- Moving about the room
- Headings of papers
- Going to the library
- When you finish early
- Handling disruptions
- Asking a question
- Responding to a fire drill
- Responding to severe weather
- When visitors are in classroom
- If you are suddenly ill
- When the teacher is called away
- Grading criteria
- Restroom, water fountains
- Entering the virtual classroom
- Teacher-led whole group instruction
- Small group activities (breakout rooms)
- One-on-one instruction

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