

Working in Small Groups Procedure

This document will be used by participants to practice creating a classroom matrix.

Small Group Procedure

Here are the steps for a teacher's small group procedure. Read through each step.

1. Join your small group as soon as your teacher assigns you.
2. Make sure you bring the correct materials to your group.
3. Work together on the assigned task.
4. One speaker at a time.
5. Encourage others to stay on topic.
6. Use kind words and faces.
7. Face the teacher and listen if the teacher interrupts to provide additional information.
8. If you finish the assigned task before the group time is over, choose a deeper learning discussion prompt for your group to engage in with the remaining time.
9. Return to your regular assigned seat when the prompt is given.

Classroom Matrix

Using the procedure above, fill in the sample classroom matrix. Make sure each step of the procedure is included within the matrix and all expectations are positively stated and operationally defined. Once each step of the procedure is listed, include additional behaviors that answer the question: What does it look like to follow the expectations during small group?

School-wide Expectations	Small Group Procedure
Respectful	
Responsible	
Safe	

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