Classroom Procedures

Key Idea

A smooth running classroom is based on the teacher’s ability to teach procedures.


What is the difference between discipline and procedures?

- **Discipline** = How students behave
- **Procedures** = How things are done
- **Discipline**: Has penalties and rewards
- **Procedures**: Have no penalties and rewards


Rules and Procedures

- A rule is a DARE to be broken, whereas a procedure is not
- A procedure is a DO, a step to be learned.

Rules or Procedures

Rule or Procedure Quiz

Why are Procedures Important?
- Write down three reasons why you believe procedures are important.
- Share your reasons with the person sitting next to you.

Why are Procedures Important?
Reasons:
- Allows class to operate smoothly
- Statements of student expectations
- Allow many different activities to take place efficiently
- Increase on-task time
- Greatly reduce classroom disruptions
- Tell students how things operate
- Reduces discipline problems
- Student less likely to be frustrated trying to figure out what the teacher wants

3 Reasons Why Students Do Not Follow Procedures
1. The teacher has not thought out what happens in the classroom.
2. The students have not been trained to follow the procedures.
3. The teacher spends no time managing the classroom.


Classroom Procedures
Lack of procedures and routines = reduced productivity and learning and an increase in behavior problems

Effective Teachers

• Effective teachers
  – invested time in practicing procedures until they become routines
  – know how to bring class to attention
  – know how to praise and encourage


Classroom Management Plan

• Describes your classroom procedures and expectations.
• Include a set of classroom routines and procedures for utilization of materials and movement of students.
  - Consider the areas outlined by Wolfgang on pages 299-303.
  - Consider the areas outlined by the AFT.
• Be sure to include how lessons are structured, your assessment and grading plans, and your views on homework and late work.
• This should give a sense, to the reader, of what it would be like to be in your class.

Procedures

• Procedures tell students how to perform routine instructional and housekeeping tasks.
  - [http://www.teachsource.org/TeacherResources.aspx](http://www.teachsource.org/TeacherResources.aspx)
• Select an option for more information:
  - How Many Procedures?
  - First Day Procedures
  - Teach Procedures as Content
  - Instructional Procedures
• Procedures for Secondary School Students
• Classroom Procedures Worksheet (pdf)

Resources

• Determine Classroom Procedures Before School Starts
• Routines and Procedures: A Real-Life Example
  - Education Oasis
    - [http://www.educationoasis.com/instruction/CM/routines_example.htm](http://www.educationoasis.com/instruction/CM/routines_example.htm)
  - Steve Geiman (Physical Education Teacher)
    - [http://teachers.net/gazette/NOV01/wong.html](http://teachers.net/gazette/NOV01/wong.html)
• Designing your gym class
• Works4meWorks4me
  - Managing Your Classroom
  - [http://web.av.k12.mo.us/~swalker/Classroom%20Procedures.htm](http://web.av.k12.mo.us/~swalker/Classroom%20Procedures.htm)
• Mrs. Hannah
  - [http://sites.woodriver.k12.ne.us/nmartin/stories/storyReader.jsp?storyId=5](http://sites.woodriver.k12.ne.us/nmartin/stories/storyReader.jsp?storyId=5)
• Mrs. Walker
• Mrs. Martin
• Mrs. Sammons

The Three Step Approach

1. Explain
   • State, explain, model and demonstrate the procedure.
2. Rehearse
   • Rehearse and practice the procedure under your supervision
3. Reinforce
   • Reteach, rehearse, practice, and reinforce the classroom procedure until it becomes a student habit or routine.