



# Procedures to review for the Beginning of the School Year



Check with your school administrators or mentors to learn the procedures for the following:

√	<i>Procedures and Rules</i>	√	<i>Procedures and Rules</i>
	<b>Beginning Class</b>		<b>Ending class</b>
	Taking Attendance/ Tardy Students		Collecting supplies & equipment
	Absentee assignments		Collecting papers
	Rules Posted		Picking up the room/ Cleaning Work Area/Desks
	Bell Ringers / Board work/CBC <small>Common Board Configuration</small>		Review/Close Lesson
	Distributing Materials		Class Dismissal
	Class Opening: Date, Agenda, Standards, Objectives, Essential Questions		Organizing Materials (putting) books, etc. in the proper place
	Formative Assessments		Formative Assessments
	<b>Room/School Areas</b>		<b>Interruptions</b>
	Shared Materials		Rules for When an Adult Enters
	Teacher's Desk		Students Interaction
	Water Fountain		Passing Out Books/Supplies
	Bathroom		Turning in Work
	Student Desks		Sharpening Pencils
	Pencil Sharpener		Collecting/Distributing Assignments
	Student Storage Area (Hooks, Lockers, Cubbies)		Conduct During Interruptions or Delays or Unexpected Visits
	Learning Centers / Stations		Out-of-Seat Policies
	<b>Setting Up Group / Independent Work</b>		<b>Computer Center</b>
	Working Independently		Working Independently
	Working in Groups		Signaling for Teacher's Attention
	Identifying Problems		Talking to Neighbors/Asking a Peer for Help
	Identifying / Locating Resources		Lab Procedures for Sign Up
	Identifying Solutions		What to do when Activity Completed
	Scheduling		Turning on/off when leaving the room
	<b>Instructional Activities</b>		<b>Other Procedures</b>
	Student Movement in the Room		Entering the room
	Signals for Students' Attention		Fire Drills
	Signals for Teacher's Attention		Tornado Drills
	Student Talk During Seatwork		Procedures Before Going to Lunch
	Activities to Do When Work Is Complete		Student Helpers
	Student Participation		Safety Procedures When in the Hall
	Center Procedures		Safety Procedures When on the Playground
	Transitions for movement		Taking Out and Returning Playground Equipment
	Bringing Materials to Group		Indoor Recess Rules
	Expected Behavior in Group		Safety Procedures in the Bathroom
	Expected Behavior of Those Not in Small Group		Lining up
	Noise level during independent work		Eating in the classroom
	Power Hour		Lunch
	Computer Time		Exiting the Room
	Who		Electronic Sign in
			Know Your School & Student District Handbook



✓ <i>Procedures and Rules</i>		✓ <i>Procedures and Rules</i>	
	<b>Work Requirements</b>		<b>Grading Procedures</b>
	Heading Papers		Recording Grades
	Use of boxes to identify answers		Rubrics
	Use of Pen or Pencil		Extra Credit Work
	Writing on Back of Paper		Keeping Copies of Papers/Grades/Assignments
	Neatness, Legibility		Student Portfolios
	Incomplete Work		Grading Criteria
	Late Work		Contracting with Students for Grades
	Missed Work		Plagiarizing
	Due Dates		Cheating
	Make-up Work		Recording Grades
	Supplies		Accept or not accept late work
	Coloring or Drawing on Paper		
	Writing in Manuscript or Cursive		



	<b>Communicating Assignments</b>		<b>Checking Assignments in Class</b>
	Posting Assignments		Exchanging Papers
	Accepting or not accepting late work		Marking and/or Grading Papers by Other Students
	Written or Verbal Directions on Assignments		Use of Pen/Pencil
	Provisions for Absent Students		Students Correcting Errors on Graded Papers
	Returning Assignments		
	Collecting Homework		
	Consequences for Incomplete Work or Work Not Turned In		

	<b>Monitoring Student Work</b>		<b>Academic Feedback</b>
	Class Participation Grades		Rewards and Incentives
	Completion of In-Class Assignments		Sending Student Work Home
	Completion of Homework		Communication With Parents/Edline
	Completion of Assignments Grades and or Rubrics		Written Comments on Assignments/Report Cards
	Monitoring All Students		Displaying Student Work
			Standardized Testing: When, Where, How, Who?

	<b>Technology</b>		<b>Field Trips</b>
	Cell Phones: Use or No Use		Permission Slips
	iPods		Required Paperwork for the School
	Ear Buds		Criteria for Volunteers
	Electronic Games		Buddy System
	Tablets		Provision for Exceptional Students
	Laptops		Who Attends

	<b>Parent Interaction</b>		<b>Social Media</b>
	Newsletters		Agreement Form
	Conferences		Safety Use
	Open House		Professional Discretion
	Email Procedures		Ethical Issues
	Updating Edline		Student/Teacher Interaction
	Parents as a resource/effective use of Volunteers		

