

**Classroom Procedures**

**Name** \_\_\_\_\_

Entering the classroom \_\_\_\_\_

Bellwork \_\_\_\_\_

Attendance \_\_\_\_\_

Tardy \_\_\_\_\_

Dismissal \_\_\_\_\_

Quiet work time \_\_\_\_\_

Attention getting signal \_\_\_\_\_

Calling on students \_\_\_\_\_

Asking for help \_\_\_\_\_

Make up work \_\_\_\_\_

Turning in papers \_\_\_\_\_

Returning papers \_\_\_\_\_

Leaving your seat \_\_\_\_\_

Leaving the room \_\_\_\_\_

Time when work is complete \_\_\_\_\_

Red alert drill \_\_\_\_\_

Fire drill \_\_\_\_\_

Tornado drill \_\_\_\_\_

School announcements \_\_\_\_\_

Visitors in the classroom \_\_\_\_\_

Watching videos \_\_\_\_\_

Lunch (if applicable) \_\_\_\_\_

Grading, tests, extra credit \_\_\_\_\_

## Classroom Procedures

Name Answer Key

Entering the classroom handouts, seated, bellwork

Bellwork objective in planner, posted on board

Attendance teacher will take attendance quietly

Tardy must have pass, go to tardy table

Dismissal clean up, seated, teacher

Quiet work time What should it look like?

Attention getting signal "listen up, let's get started" or "the hand"

Calling on students raise hand or random calling

Asking for help raise hand, ask teacher

Make up work teacher will tell you

Turning in papers across rows or table under the clock

Returning papers usually during bellwork

Leaving your seat only when needed (no wandering)

Leaving the room must have planner - don't abuse

Time when work is complete What will you do?

Red alert drill teacher locks doors, move toward corner of room

Fire drill south commons doors, across street, stay together

Tornado drill stay in room, prepare to take cover

School announcements listen

Visitors in the classroom look good, keep working

Watching videos no talking, texting, or sleeping

Lunch (if applicable) 1st lunch

Grading, tests, extra credit teacher will help as needed