



# Teaching Threads

## *Classroom Procedures*

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### Classroom Procedures

Teacher/s \_\_\_\_\_

Class/School \_\_\_\_\_

1. Daily Schedule  
\_\_\_\_ Attached
2. Seating Arrangement  
\_\_\_\_ Assigned Seating Attached  
\_\_\_\_ Open Seating
3. Procedure for Entering the Class  
Visiting with friends:  
Allowed -OR- Not Allowed  
  
Place personal belongings \_\_\_\_\_  
Place class materials \_\_\_\_\_
4. Procedure for Leaving the Class  
\_\_\_\_ Leave at bell  
\_\_\_\_ Leave only when dismissed by the teacher
5. Procedure for Tardies
6. How to request a Drink of Water
7. Restroom Procedure
8. Procedure for Turning in Completed Work  
\_\_\_\_ Discussed with each assignment  
\_\_\_\_ At beginning/end of each class  
\_\_\_\_ Only when requested by teacher
9. Format for Heading Papers  
\_\_\_\_ Model attached
10. Procedure for Late Work
11. Procedure for Make-Up Work
12. Grading Policy  
\_\_\_\_ Attached
13. Procedure for Sharpening Pencils and Requesting Supplies

14. Can Students Chew Gum, Have Snacks, or Water Bottles?

19. Procedure for Lunch

15. Procedures for Class Participation

20. Procedure for Emergency Situation

How to ask for assistance:

When talking is allowed:

21. Procedures for Student Misbehavior

How to properly ask questions:

22. Info related to Students with health, Academic, or behavioral needs

How to properly respond to questions:

16. When are Students allowed to work together?

17. Procedures for Class Participation

18. Procedure for technology use

As always, my intent in presenting these activities is to help teachers answer this question -

*What can I do to make it easier for my students to learn and behave?*



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