

My Procedural Teaching Checklist

Procedures in *Movement* to Rehearse with Students

- Entering the classroom
- End of period class dismissal
- Changing groups
- Going to the office
- Getting materials without disturbing others
- Handing out playground materials
- Moving about room
- Going to library or career center
- Walking in hallways as a group
- Walking in hallways individually
- Responding to fire drill, earthquake or weather alert

Procedures in *Managing Assignments* to Rehearse with Students

- Getting to work immediately
- Attending
- Knowing schedule
- Finding directions for assignment
- Passing in papers
- Correcting work
- Returning student work
- Headings on papers
- Finishing early – now what?
- Interruptions during tasks
- School wide announcements
- Visitor in the classroom
- Teacher out of the classroom
- Tardiness
- Absences
- Keeping a progress report

Diana Browning Wright, *Effective Strategies for Successful Teaching*

See Harry K. Wong, *The First Days of School*, for more procedures and suggested strategies (<http://www.harrywong.com/>)

Procedures for *Requests and Participation* to Rehearse with Students

- Listening to and responding to questions
- Participating in class discussions
- Indicate understanding
- Working cooperatively
- Needing help or conferencing request
- Asking a question
- If you are suddenly ill
- Saying “thank you”

Procedures for *Materials* to Rehearse with Students

- Organizing and keeping notebook
- Organizing and keeping desk clear
- When you need pencil or paper
- Sharpening pencils
- Checking out classroom materials
- When you don't have materials