# Examples of Procedures

|  |  |
| --- | --- |
| **Entering the Classroom:** | **Dismissal Procedure** |
| 1. Enter the room quickly and quietly. 2. Pick up handouts on bellwork table. 3. Put your other materials under the seat (backpack on back of seat). 4. Read the bellwork assignment posted on the board and start working. 5. If you finish the bellwork assignment early, work on something else quietly. 6. Quietly and patiently wait for instruction. | 1. When prompted by the teacher, write down homework. 2. Put materials away and stack textbooks in center of desk. 3. When bell rings, remain quiet and seated. 4. When everyone is quiet, the teacher will dismiss the class. 5. Push in chair and wait for person in front of you to leave before walking. |

# Procedures Template

Identify a procedure for your classroom, list the goal for that procedures, and then list the specific steps students must take to achieve that goal. For example, if the procedure is “Entering the classroom” and the goal is “To enter quietly, sit down, and start pre-bell work,” then list the specific steps students take to reach that goal.

|  |  |  |
| --- | --- | --- |
| **Procedure:** | |  |
| **Goal:** | |  |
| **Steps** | **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |