

Procedure For:
“Homework: Turning In and Picking Up”

State the procedure - “Today we will learn how to turn in homework and picking up graded homework.”

Generate rational – Why is it important to turn in and pick up homework? It is very important to turn in homework so it can be graded. It is also very important to pick up homework so you can see how well you are doing in a subject area.

Explain and model the procedure:

1. Please make sure your name is on your homework. Name should be on top left hand corner if on notebook paper.
2. All homework will be placed in the tub marked “Homework” you will then go to your folder and retrieve your graded work.
3. Homework will be turned in and picked up after the morning assignments. I will call on your table when it is your turn to do so.
4. No pushing or shoving while dropping off or picking up homework.

Check for understanding:

1. What is the first thing we do before we turn in homework?
2. When do we turn in and pick up homework?
3. Where do we turn in and pick up homework?

Rehearse: Practice the procedure and give feedback to students.

Reinforce: Reteach, practice and reinforce.

Procedure For:
“Line-Up in the Classroom”

State the procedure: “Today we are going to learn how to line-up in the classroom to leave class for specials.”

Generate the rational: Why is it important to leave class orderly? We line-up in an orderly fashion to keep everyone safe and the halls clear and quiet.

Explain and model the procedure:

1. You will be dismissed by table. Push chairs in and make sure your area is cleared.
2. Line-up single-file in the classroom keeping hands and feet to yourself.
3. Be quiet.
4. Proceed out the door, without talking, in a single-file line.
5. Walk on the right side of the hallway.
6. Listen for instructions while walking in the hallway.
7. Wait outside the destination until you have permission to enter.

Check for understanding:

1. Why do we push our chairs in?
2. What do you do next?
3. Which side of the hallway do we walk on?

Rehearse: Practice the procedure and give feedback to students.

Reinforce: Reteach, practice and reinforce.

Procedure For:
“Getting Materials”

State the procedure: “Today we are going to learn how to get materials without bothering others.”

Generate rational: Why is it important to get materials without bothering others? We don't want to cause a distraction for others by making unnecessary noises especially while others are working.

Explain and model the procedure:

1. Quietly walk directly to where the materials are located.
2. Get your materials necessary for assignment.
3. Return directly to your seat.
4. Continue working on assignment.

Check for understanding:

1. Are we loud when gathering materials?
2. Why do you need to get your materials in a timely manner?

Rehearse: Practice the procedure and give feedback to students.

Reinforce: Reteach, practice and reinforce.

Modeling a Procedure

“If You Finish Work Early”

State the procedure: “Today we will learn what to do when we have finished our assignment early.”

Generate rational: “Why is it important to find something to do after you have completed your assignment?” It is important to find something to do after you have completed your homework so you won't disturb others who have not yet finished. If you don't find something to do you might break one of the rules without meaning to do so.

Explain and model the procedure:

1. Read your reading book or go to the bookshelf and get a book quietly.
2. Work ahead on other assignments. You might have homework you can do. Just think, you'll be ahead of the game.
3. Finish any missing assignments or assignments from another class.
4. You may ask to get on the computer only if you have completed other assignments.

Check for understanding:

1. Why do you have to read a book?
2. Why do you have to work on other assignments?

Rehearse: Practice the procedure and give feedback to students.

Reinforce: Reteach, practice and reinforce.

Modeling a Procedure

“Exchanging Papers”

State the procedure: “Today we will learn how to exchange papers to grade.”

Generate rational: Why do we need to know how to exchange papers? You need to know how to exchange papers to grade so you don't end up with your own paper. We will be exchanging papers when short quizzes to check for knowledge.

Explain and model the procedure:

1. Exchange papers with the person at your table. If in rows, pass to the person behind you.
Make sure you don't have your own.
2. If you don't have a partner, exchange with the closest person to you.
3. If groups of 3, exchange your paper so each one has a different paper.
4. Please be fair and honest, remember these grades will be recorded.
5. Once the papers have been graded, please return to appropriate person.
6. Teacher will then record the grade.

Check for understanding:

1. With whom do we exchange papers with?
2. Why do we need to exchange papers?

Rehearse: Practice the procedure and give feedback to students.

Reinforce: Reteach, practice and reinforce.