

Classroom Procedures For Fourth Grade Students

| Day | Procedures | Rationale |
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| Day 1 | Procedure for leaving the classroom | For safety purposes, a procedure for leaving the classroom will need to be in place. Throughout the day, students need to use the restroom, receive special education services, or receive other remediation and enrichment. In order to manage all of these transitions, the teacher should implement a system where the students can easily share with the class where they are in the building. This procedure is important to teach on the first day because it allows the teacher to manage the students whereabouts. |
| | Playground procedures | All elementary students participate in recess. In order to maintain health and orderly play, the teacher needs to implement a procedure for recess. They should know how to properly line up to go outside, how to walk to the playground, safe play boundaries, how to report any injuries and how to line up to return to the classroom after recess. |
| | Procedures for room use | This procedure should be taught on the first day because students need to understand where their boundaries are within the learning environment. Students should be encouraged to respect one another, the teacher, and the property within the classroom. Students should be told that they cannot take things from anyone's desks without permission. They should also be told how to ask for help |
| Day 2 | Procedures for how centers work | Students participate in learning centers throughout the year and should understand that centers are designed for working and learning in a group. By introducing this procedure on the second day, students can understand and practice good behavior and study habits. |

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| | Procedure for where supplies are stored in the classroom | A procedure for the orderly distribution of supplies in the classroom enables students to get the necessary supplies in a timely and efficient manner. Students need to know where supplies are stored in the classroom and understand the process to get supplies as needed. |
| Day 3 | Procedure for how to work in small groups with each other | Small groups are an important part of the fourth grade curriculum. Students need to learn how to ask for help in small groups with mutual respect for others that are working with the teacher. By teaching this procedure from the beginning, the teacher can uphold high expectations. |
| | Procedure for how to work in small groups with the teacher | Students need to learn how small groups will interact with the teacher. They need to understand how they will be expected to work alongside the teacher. Again, by explaining and practicing this procedure from the beginning of the year, students will be held to higher expectations and will be able to hopefully work in small groups more throughout the year. |

Part C:

The first step in introducing any classroom procedure is to describe and demonstrate it the procedure to the students so that they will understand the context in which the procedure is used and how it affects them. They also need to understand why a certain procedure is in place in order to respect and follow it. By demonstrating the procedure, students will be able to perform to the procedure. The second step to teaching a procedure is to rehearse the procedure. Students should be able to rehearse the procedure and learn from those mistakes. Questions and discussion should be encouraged. The final step is to provide feedback. Teachers should give students eye contact when giving feedback. Teachers should also use specific compliment techniques that sandwich negative feedbacks and corrections between positive comments.