

Application Problem 2: Classroom Procedures

The following procedures are for a 1st grade classroom.

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Day	Procedures	Rationale
Day 1	<ul style="list-style-type: none"> • Using the bathroom • Lining up/walking in the hallway • Unpacking your belongings • Cafeteria 	<ul style="list-style-type: none"> • This is important, especially in my classroom this year because the bathroom is in the classroom. The students need to understand bathroom etiquette and how to quietly use it without disrupting everyone else • It is important to review this for students so that they are not disruptive to other classes as they move through the hallway. They also need to learn to respect their peers when lining up – not to push, step on peoples feet, etc. when walking through the hall and lining up to go places. • This procedure is essential to get everyday started on the right foot. If students are not able to come in and quietly and efficiently put their backpacks away and unpack their homework, etc. then the day will not start with everyone being organized and ready to begin learning. • Letting students know how to go through the lunch line in the cafeteria and gather all their belongings as they go is very important on the first day of school, since they do eat lunch here on the first day. While there are cafeteria workers, if students are walked through the procedure of getting napkins, utensils, straws, etc. early on, they will be able to stay in their seat and eat their entire lunch instead of getting up and down constantly. Also, the teacher will eat with the students in the cafeteria the first two days of school to help them learn the procedures.

<p>Day 2</p>	<ul style="list-style-type: none"> • Rotating in small groups • Snack Time • Playground • Review all procedures introduced thus far 	<ul style="list-style-type: none"> • The process of group work in first grade is very important for students to understand. They use these groups for both reading and math time which is a large chunk of the day. Providing them with transition procedures and doing work with and without direct supervision is important so that their learning time can be maximized. • The snack time procedure is important so that it does not disrupt the entire flow of the morning class time. Students need to know how to quietly wash their hands, get a paper towel, and retrieve their snack while the teacher is reading. If students are disruptive during this time, the teacher will be unable to continue the lesson. Since snack time is not required, if students are unable to become self-sufficient in this procedure, it can be removed. The earlier this is introduced, the better, so that students can adjust before the school year gets too busy. • The procedure for the playground is very important to teach students. Since there are many liabilities with playgrounds, in terms of students getting hurt, etc. it is very important that students know they can only go on certain parts of the playground depending on their age and how many teacher supervisors there are outside. Also, it is critical that they know when they hear the whistle blown it is time to go inside so that the teacher is not stuck corralling students. • It is important to review any procedures already introduced so that students can more easily master the procedure.
<p>Day 3</p>	<ul style="list-style-type: none"> • Fire and Disaster Drills 	<ul style="list-style-type: none"> • The first fire drill usually isn't until the end of the first week or beginning of the second week so it is not necessary to cover these procedures immediately and scare the children, especially in the younger grades. They still, obviously, need to be informed about what to do in

	<ul style="list-style-type: none"> • Lunch Count • Distributing/Turning in Materials • Review all procedures introduced thus far 	<p>these situations. By physically modeling for the students what to do, they will be able to remember and stay calm when the drills do happen.</p> <ul style="list-style-type: none"> • Students should get accustomed to placing their lunch order early on in the day when they are unpacking. This procedure saves the teacher a lot of time and trouble by not having to ask each student what their lunch plans are daily. This procedure is worked into the overall morning routine once students master unpacking, copying homework, and beginning morning work. • Having student helpers to distribute materials daily is beneficial to the classroom environment. It is important that these helpers know where everyone sits so that enough papers are handed out. Also, it is important to model to students that sometimes the teacher will leave their work sitting in a basket somewhere and they are in charge of picking it up themselves. Modeling this for students is a great idea. Also, showing them where to turn their work in and store work that is still in progress is important to help keep both the teacher and student organized and successful. • It is important to review any procedures already introduced so that students can more easily master the procedure.
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c) In order to teach each of these procedures, I would follow the same basic plan for each one. I would begin by explaining the procedure to the students in whole group instruction. This would either take place with the students sitting on the carpet at the front of the room or with them at their seats, depending on where they would most likely be for the procedure. After explaining the procedure to the class, I would model it myself for them at least twice. I would then have students practice modeling the behavior so that they could watch their peers and do it themselves. Modeling is a great way to reinforce the procedure and make sure the students understand what is expected of them. Feedback would be provided during this time both from the students and teacher if the student model does something incorrectly. Also, through the review of procedures, the teacher can make sure that all students are clear on the steps of each procedure taught. These reviews would also occur throughout the year, especially after returning from long weekends or vacation times (i.e. Thanksgiving Break, Winter break, Spring break).