Check List

Directions: Check (✓) each item for which you already have a prepared process. Place an (∗) by the item for which you do not have a policy but believe you need one. Highlight those items that you teach the student the first day of class.

I. Beginning Class
   ___ A. Roll Call, Absent, Tardy
   ___ B. Academic Warm-ups
   ___ C. Distributing Materials
   ___ D. Class Opening

II. Room/School Areas
   ___ A. Shared Materials
   ___ B. Teacher’s Desk
   ___ C. Drinks, Bathroom, Pencil Sharpener
   ___ D. Student Storage/Lockers
   ___ E. Student Desks
   ___ F. Learning Centers, Stations
   ___ G. Playground, School Grounds
   ___ H. Lunchroom
   ___ I. Halls

III. Setting up Independent Work
   ___ A. Defining “Working Alone”
   ___ B. Identifying Problems
   ___ C. Identifying Resources
   ___ D. Identifying Solutions
   ___ E. Scheduling
   ___ F. Interim Checkpoints
   ___ G. Turning in Work
   ___ H. Handing Back Assignments
   ___ I. Getting Back Assignments
   ___ J. Out-of-Seat Policies
   ___ K. Consequences for Misbehavior

IV. Instructional Activities
   ___ A. Teacher, Student Contacts
   ___ B. Student Movement in the Room
   ___ C. Signals for Student’s Attention
   ___ D. Signals for Teacher’s Attention
   ___ E. Student Talk during Seat Work
   ___ F. Activities when Work Is Done
   ___ G. Student Participation
   ___ H. Laboratory Procedures
   ___ I. Movement in and out of Small Groups
   ___ J. Bringing Materials to Schools
   ___ K. Expected Behavior in Group
   ___ L. Behavior of Students Not in Group

V. Ending Class
   ___ A. Putting Away Supplies, Equipment
   ___ B. Cleaning Up
   ___ C. Organizing Class Materials
   ___ D. Dismissing Class

VI. Interruptions
   ___ A. Rules
   ___ B. Talk among Students
   ___ C. Conduct
   ___ D. Passing Out Books, Supplies
   ___ E. Term Schedule
   ___ F. Homework Assignments
VII. Other Procedures
   ___ A. Fire Drills
   ___ B. Lunch Procedures
   ___ C. Student Helpers
   ___ D. Safety Procedures

VIII. Work Requirements
   ___ A. Heading Papers
   ___ B. Use of Pen or Pencil
   ___ C. Writing on Back of Paper
   ___ D. Neatness, Legibility
   ___ E. Incomplete Work
   ___ F. Late Work
   ___ G. Missed Work
   ___ H. Due Dates
   ___ I. Make-up Work
   ___ J. Supplies
   ___ K. Coloring or Drawing on Paper
   ___ L. Use of Manuscript or Cursive
   (Elementary)

IX. Communication Assignments
   ___ A. Posting Assignments
   ___ B. Orally Giving Assignment
   ___ C. Provision for Absentees
   ___ D. Long-Term Assignments

X. Student Work
   ___ A. In-Class Participation
   ___ B. In-Class Assignments
   ___ C. Homework
   ___ D. Stages of Long-Term Assignments

XI. Checking Assignments in Class
   ___ A. Students Exchanging Papers
   ___ B. Marking and Grading Assignments
   ___ C. Turning in Assignments
   ___ D. Students Correcting Errors

XII. Grading Procedures
   ___ A. Determining Grades
   ___ B. Recording Grades
   ___ C. Grading Long Assignments
   ___ D. Extra Credit Work
   ___ E. Keeping Papers, Grades, Assignments
   ___ F. Grading Criteria
   ___ G. Contracting for Grades

XIII. Academic Feedback
   ___ A. Rewards and Incentives
   ___ B. Posting Student Work
   ___ C. Communication with Parents
   ___ D. Students’ Record of Grades
   ___ E. Written Comments on Assignments