



## Teacher Tutorial #7

from  
Marcia:

## How to Teach Classroom Procedures



### How to Teach Classroom Procedures

**Note:** This is a reprint of an article I wrote in 2010. **Still** very good advice!

This comes from my heart. And over thirty years of teaching experience. As a new teacher, you need to understand that discipline problems are **NOT** related to how well you can discipline, but to:

**HOW WELL YOU MANAGE THE CLASSROOM! HOW WELL YOU TRAIN YOUR**

### **STUDENTS TO FOLLOW BASIC CLASSROOM ROUTINES!**

Train your students from the very first minute of the very first class period!

I trained mine to walk in quietly, pick up the papers near the door on the Pick-Up Table, sit down, and quietly begin the Bellwork. **IF THEY DIDN'T**, I politely asked them to go back to the door and try again. In severe

cases, I didn't allow them to come in the room at all on the first day of school, but made them sit on a chair outside the door of my classroom. I had routines for just about **EVERYTHING**. And I consistently retrained my students if they "forgot."

**ABSOLUTELY NOTHING IS MORE IMPORTANT THAN THIS!! NOT EVEN YOUR ACTUAL SUBJECT MATERIAL!!!**



**Marcia's Science Teaching Ideas** was founded by Marcia Krech, a retired Earth Science Teacher from Missouri, who believes passionately in passing on what she knows about good science teaching. I encourage teachers to use the active learning model including team games and foldables which puts the student to work and assigns the teacher the role of facilitator.

**[Email me with questions!](#)**

## How to Teach Classroom Procedures

I trained my student teacher a few years ago to use this approach and she had **NONE** of the usual first year teacher troubles with discipline. (Yes, I hired her the next year!) She is a very quiet, mild-mannered gal, too. She couldn't understand why other new teachers in the building were having problems, and was grateful that she knew what to do!

### HOW TO DO THIS:

1. Put a table near the door. Pile the papers for the day on it.
2. Have the bellwork on the screen/board.
3. Have a bellwork page on the pickup table.
4. Have the homework written on the board.
5. Have a homework page on the pick up table.
6. Have the Day's Objectives circled/marked on the board, SmartBoard, or poster.
7. Have the Objectives List on the pickup table.
8. Stand at the door as the students enter.
9. As you greet your students, ask them quietly and calmly to pick up all the papers, sit down at their assigned seat\*, and begin doing the bell.
10. Ask anyone to step outside in the hall if they don't do what you have asked. Don't let them in till everyone else has come in and is seated working quietly.
11. Ask any noisy students to come back to the door and then ask them to wait out in the hall.
12. When the bell rings, if there are any students in the hall, ask them if they think they can come in and follow the procedures. Let them in if they say yes. Ask them to please sit down out in the hall if they don't look like they can or say they can't. Send them to the office if they are disruptive in the hall.
13. When the Bell rings, go to the podium, project procedures 1 and 2. Read them out loud. Praise those who did it right. Remind them these are daily required procedures. This is how they are done. Students will practice them any time anyone "forgets" them.
14. Go on to the Homework and Objectives. Ask them to quickly get them copied and circled. **Briefly** discuss.
15. Continue with the day's lessons. When a moment arrives where you can teach another of procedure, project another one and teach it. Then have them practice till they get it right.
16. Be sure to show the last one about the end of class bell. Don't **ever** let them leave without your first saying, "You may go."
17. **NOTE:** If you have a SmartBoard or similar projection system, project the procedures while teaching them.

**Always stand up front (in your power position) when you train your students in a new procedure!**

\* **Assigned seats to be discussed in Teacher Tutorials soon!**

## Goodies for the Teacher:



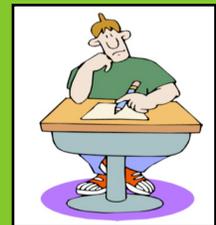
### One-Page Classroom Procedures List

(Use as Handout)



[Click here for a peak!](#)

### Multiple-Page Classroom Procedures (Use for Projection/Teaching)



[Click here for a peak!](#)

### Homework Handout

(Always have a bunch on the Pick Up Table!)



[Click here for a peak!](#)

### Example Astronomy Objectives Page

[Click here for a peak!](#)