

Classroom Procedures Evaluation

Area	In Place	Need	Needs Revision
Beginning the class			
1. Entering class	_____	_____	_____
2. Coming to order	_____	_____	_____
3. Opening activity	_____	_____	_____
4. Attendance	_____	_____	_____
5. Lunch count	_____	_____	_____
6. Collections	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
Ending the class			
1. Room clean up	_____	_____	_____
3. Announcements	_____	_____	_____
4. Dismissal procedure	_____	_____	_____
5. _____	_____	_____	_____
Classroom Procedure			
1. Getting student attention	_____	_____	_____
2. Getting teacher attention	_____	_____	_____
3. Materials/supplies	_____	_____	_____
4. Sharpening pencils	_____	_____	_____
5. Passing out items	_____	_____	_____
6. Collecting items	_____	_____	_____
7. After work completed	_____	_____	_____
8. Coming late	_____	_____	_____
9. Not having materials	_____	_____	_____
10. Gum/candy/food	_____	_____	_____
11. Coats/hats/clothes	_____	_____	_____
12. Toys, etc.	_____	_____	_____
13. Gang signs, etc.	_____	_____	_____
14. Lining up to leave room	_____	_____	_____
15. _____	_____	_____	_____
Group Time			
1. Transitioning	_____	_____	_____
2. Forming groups	_____	_____	_____
3. Time out from group	_____	_____	_____
4. _____	_____	_____	_____
Cafeteria	_____	_____	_____
Assembly	_____	_____	_____
Hallway	_____	_____	_____
Other: _____	_____	_____	_____