

Procedures for Classroom Management

Procedures	Examples
How to enter the classroom	Quiet and lined up before entering. No talking once you enter the room
What to do to begin and dismiss class	HK standard school greeting
What is the sign to have the whole class repeat after you	1,2, 3/ hand gesture/ Repeat after me *pause
What to do when you want their attention	Silence - I won't speak when you're speaking/ Call and response: eg. 1,2,3 eyes on me.
How to transition	5 minutes left/ clapping rhythm/ Call and response eg. 123, eyes on me
What to do when they have a question	Raise hand at pause/ hand gestures/ come out at break
What to do if they need to go to the restroom	Hand gesture/one at a time/only at break
Where to write the assignment	Write on the same part of board so students can check
How an assignment is to be done	Where to mark name, class number, full sentence or not etc.
When do you collect homework and how?	Pass it down the row, class monitor help collect before class period
How to pass out assignments	Pass down the row/pass sideways/ask partner teacher or teaching assistant for help
What to do if they finish work early	Take a book out to read/lay head on table/ do other class homework
What to do if they had been absent	where to find the assignments, when do they need to submit it, how to submit