

PROCEDURES: FOR STUDENTS

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OVERVIEW

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INTRODUCTION

- These procedures help teachers maintain classroom management and control about many things in the classroom: homework, absent students, tardy students, assignment organization, etc.

PROCEDURE: CLASSROOM TARDINESS

It is important to:

- 1.find out schools definition of tardiness
- 2.share the school policy with students
- 3.share the school policy with the students families



PROCEDURE: CLASSROOM TARDINESS

- **This procedure resolves these issues:**
 1. A tardy student disrupting class.
 2. Documenting the number of “tardies” for each student.
 3. Getting the tardy student on task.



PROCEDURE: CLASSROOM TARDINESS

Teach

1. Tell students the school policy for when they arrive late and follow it.
2. Tell students when they arrive late they should enter the class quietly.
3. If the student has a tardy slip designate a place for the students to place it when they enter the classroom.
4. Instruct the tardy students to go directly to their desks, check the agenda posted, and get to work.



PROCEDURE: CLASSROOM TARDINESS

Rehearse

- Model the correct procedure
- Ask the students to pretend they're late and then show the class the correct procedure.
- Acknowledge and affirm when they are doing it correctly.

Reinforce

- Remind students that they should not disrupt the class when they are late.
- Acknowledge the students positively when they are doing it correctly.



QUESTIONS

- **How would you implement a tardiness procedure in your classroom?**
- **Do you think the ideas mentioned in the presentation would be efficient for Puerto Rican classrooms?**

PROCEDURE: ABSENT FOLDER

- **Absent Folder:** Its used to collect all the work a student misses while absent.
- Provides students with a cohesive system of getting back on track with learning.
- **Students will know:**
 1. what work was missed
 2. where it can be found
 3. where it has to go once completed
 4. when it has to returned



PROCEDURE: ABSENT FOLDER

This procedure resolves these problems:

1. Collecting assignments for absent students
2. Finding missing work from absent students
3. Separating missed work from new work
4. Returning missed work from absent students



PROCEDURE: ABSENT FOLDER

- Keep a basket in front of the classroom with brightly-colored pocket folders.
- Label them with the classroom number, your name, and the words “Absent Folder”.



PROCEDURE: ABSENT FOLDER

● Teach

Tell students the steps of what to do when they need to retrieve their work for when they were absent.

For example:

We may all miss a day. Heres what to do to get caught up:

1. Visit the Absent Basket.
2. Retrieve your “While You Were Out” folder.
3. Remove all your papers- they are yours.
4. You have 2 days for everyday you were absent to complete your work.

PROCEDURE: ABSENT FOLDER

- **Rehearse**

Students will role-play this procedure.

- **Reinforce**

Every time a student is absent, gently remind the class of the correct procedure for using the Absent Folder.

QUESTIONS

- **Have you seen this procedure implemented in the classrooms you have observed? Are there any differences?**
- **Would you implement this procedure into your future classrooms? Would you make any changes to it?**



PROCEDURE: ORGANIZING HOMEWORK

- Teachers use a variety of organizational tools for students: folders, notebooks, portfolios, calendars, electronic devices, etc.
- It can hold school policies, procedures to discipline rules, school and class handouts, schedules, classroom notes, assignments, homework, etc.
- Organized folder or binder.
- Easy for students to locate homework and assignments.

PROCEDURE: ORGANIZING HOMEWORK

1. Teaches the students how to be organized.
2. Eliminates time wasted looking for homework papers.
3. Keeps home informed on school assignments.



PROCEDURE: ORGANIZING HOMEWORK

1. Use a two pocket folder for each student.
2. The cover: students name, room number, “Home Learning Folder”
3. Two inside pockets:
 - **“To Do”**: For work to be done outside of the classroom.
 - **“Done”**: Work is completed and needs to be turned in the next day.



PROCEDURE: HOME LEARNING ASSIGNMENTS PAGE

- Students write down one week worth of assignments on this page.
 1. name of the assignment
 2. when it is due
 3. a means of marking it as completed
- The students will have time at the end of each period to check that all the assignments are written on the page.
- “To do” part of the folder.



PROCEDURE: ORGANIZING HOMEWORK

- **Rehearse:** Do these procedures together as a class.
- **Reinforce:** Conduct a homework check. Check that the students have their folder and their work placed properly. Acknowledge students that have done the process correctly.



PROCEDURE: ORGANIZING HOMEWORK

Secondary Students

- Three ring binder
- Dividers: homework, daily grammar, vocabulary, writing journal and notes.
- **All procedures** must be taught, rehearsed and reinforced.



QUESTIONS

- **Would this procedure work with elementary school students? Would you make any changes due to their grade level?**
- **What benefits do you find from this procedure and it being implemented in classrooms?**



PROCEDURE: PAPER HEADINGS

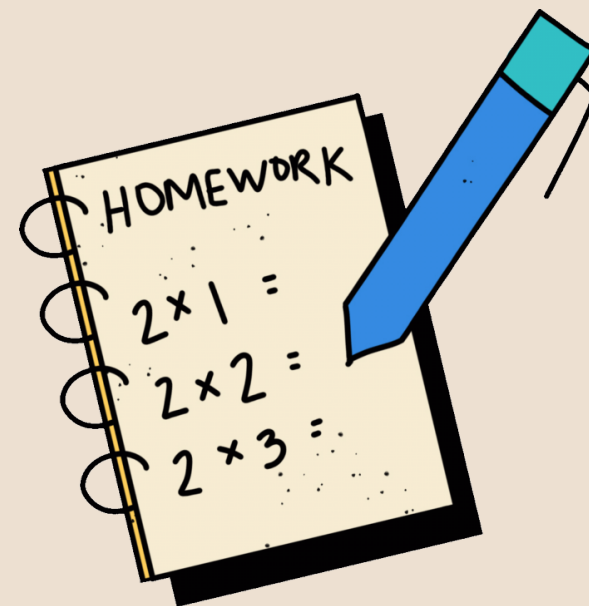
- Helps students remember to include details that help with identification.
- Steps:
 1. Create a sign showing how to head all papers.
 2. Include the information you want put in each students paper: students name, students number, subject, period, date, assignment title, etc.
 3. The heading must have a consistent format and location.
 4. Post the sample in front of the classroom.

PROCEDURE: PAPER HEADINGS

- **Kindergarten:** First names. By the end of the year they should write their last names.
- **1st- 2nd grade:** Students write first and last names and the date.
- **3rd-6th grade:** Students write their full names, date, and assignment.
- **Junior High- High School:** Students write their full names, date, assignment and class/subject.

QUESTIONS

- **Do you find this method effective for Puerto Rican school students?**
- **Would you implement this procedure in your classroom? Would you make any changes to it?**



CONCLUSION

- Its important to teach, rehearse and reinforce these procedures so the students understand them better.
- Its important for teachers to put these procedures in place for the benefit of both them and the students.
- These procedures provide structure and organization in the classroom.