

EXAMPLE

Classroom Procedure Plan Responsibility in Our Classroom: Transition Time

GOAL: Our transition time is quick, orderly, and quiet so our classroom is a pleasant place for all to learn.

Definition or Clarification: Transition time is the time it takes to change what students are doing or the time it takes to change from one activity to another:

- Students remain at their seats and change from one subject to another.
- Students move from their seats to an activity in another part of the classroom.
- Students move from somewhere else in the classroom back to their seats.
- Students leave the classroom to go outside or to another part of the school building.
- Students come back into the classroom from outside or another part of the building.

Specific Behaviors/Rules:

1. When teacher signals, begin transition in 3-5 seconds.
2. Put materials away quickly and get what is needed for next activity.
3. Move quietly. (e.g., opening desk, walk in room, carry chairs, etc.)
4. Keep hands and feet to self.
5. When prepared (new materials, new location, in seat), give teacher your full attention.

Classroom System to Encourage Expected Behavior:

- Group praise or specific positive feedback
- Individual positive feedback
- Time class with stopwatch; report lengths of time taken; chart and try to beat record
- Special activity (e.g., play instructional game at end of lesson)
- Privilege (e.g., go outside, early dismissal, first in line, etc.)
- Work with partner(s)
- Reduced homework
- Recognition from principal, substitutes and guests, etc.

Classroom System to Discourage Inappropriate Behavior:

- Go back to seat and do again until reach criterion
- Re-teach procedure with class; practice several times
- Delayed start to activity and related outcomes (e.g. less time for work in class [homework]; delay in getting out to recess, lunch, etc.)
- Individual re-teaching or conference
- Individual role-play/practice at selected time
- Group or individual instruction just prior to next transition
- Behavior plan or mediation essay
- Reflection checklist
- Self-monitoring