

Classroom Management Observation

OPERATIONAL/MANAGEMENT PROCEDURES	NOTATIONS
How is attendance handled?	
How are interruptions (telephone, Intercom, etc.) handled?	
What are the procedures for greeting Visitors?	
What is the routine for sharpening pencils, trash disposal, and students getting books and materials?	
What are the provisions for students talking to classmates?	
What are the provisions for students leaving the room?	
How are materials distributed and collected?	
When do students work together?	
Are there any automatic privileges and/or penalties?	
What are the provisions for the students to talk with the teacher?	
Considering your discipline area (math, English, P.E., foreign language, etc.), what are the provisions for student activities?	
What matters are reported to the administration? How?	
What is done if a student becomes ill?	
What are the provisions for emergencies (fire drills, tornado drills, violence)?	
What are the provisions for preparing students for special events (assemblies, guest speakers, pep rallies, etc.)?	
What are the provisions to ensure that students do not “wait” to learn?	