



Read this simple dialog to understand the words to use when teaching a procedure.

Taking the time to teach a procedure is not a waste of time. Wasted time is when there are no procedures and you take longer and longer each agonizing time to bark out orders for students to do something each and every time, wasting valuable classroom instructional time.

Follow the three steps to teaching a procedure (Teach, Rehearse, Reinforce) no matter the grade level.

Students, we will be going to the playground when the bell rings. Since this is the first time we'll be walking as a class, we have a procedure for walking down the halls as a class.

Let's learn that procedure. Here are the steps:

Stand up and push your chair in so no one trips over it.

Let's all do it. Thank you, Sam, for pushing in your chair. Thank you, Lavonda, for pushing in your chair. Thank you, thank you.

I call this next step, "Zip and Flip." Here, you zip your lips and seal them tight so there's no talking. Then, flip your arms over crossed in front of you. Any questions?

Mica, let me see you do it. Excellent. I like the way you crossed your arms. Cole, let me see you do it. Right. Good job on zipping your lips. Let me see all of you do it. Thank you. Please drop your crossed hands. Now, Zip and Flip again. Wonderful. Keep that position.

Next, we are going to line up outside the door. I will call you by your tables to come and get in line. When you get in the line, please do not touch or bump into anyone in front or in back of you. Leave some space between you and the next person so you are not touching. These tables first. These tables next. Remember, ZIP and Flip.

Will the light monitor, please shut the lights and close the door. Thank you.

Look at your class in the hallway. Students, notice how no one is touching anyone. Everyone is doing a Zip and Flip. You are doing the procedure correctly. Thank you.

Please keep following that procedure as we walk to the playground.

Monitor and assess your students. If someone does not follow the procedure, stop the entire class and reteach to reinforce the procedure before proceeding.

When you get to the playground, say to the class, *When the bell rings our class is to line up behind this mark. Is there anyone who does not understand?"*

And when you line up, what position are you going to take? That's correct. Zip and Flip.

OK. Let's practice. Please line up behind the mark. They go and lineup.

You have shown me you know how to line up and walk the hallways. I'm so proud of you. Go and play. Thank you.

Teaching procedures is teaching responsibility of how to do things.