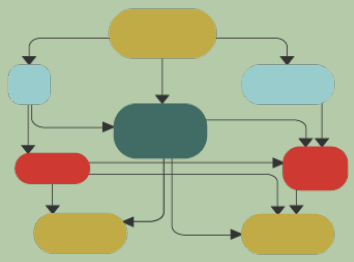
INSTRUCTIONAL STRATEGIES



Standard Operating Procedure (SOP)

This strategy serves to create common classroom procedures—such as what to do when entering the classroom—by using student group discussion to collaboratively develop. Classrooms that use this strategy can develop a positive classroom culture and increase student agency by enabling and encouraging participation in classroom decisions.

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STANDARD OPERATING PROCEDURE (SOP)

Summary

A facilitator presents a common classroom procedure to students and asks questions to create classroom norms. Participants collaboratively construct specific steps and best practices, which are then made into a flowchart and displayed in the classroom for future reference.

Procedure

1. Present a common classroom procedure to students as a topic for discussion. For example: "What We Do When We Enter the Classroom," "How to Work Through a Problem," or "What to Do if You Finish Your Work Early."
2. Select one or more scribes to record the discussion.
3. Begin the discussion by asking specific questions about the steps involved in, and best practices for, those procedures. For example, "What will help us succeed?" and "What is your preferred learning environment and how do we achieve that?"
4. When the discussion reaches a consensus, invite students to map out the procedure as a decision flowchart on a poster paper. Alternatively, use classroom technology like LucidChart.com to build the flowchart.
5. Display the chart in the classroom. Refer back to the chart as needed to reinforce expectations. Edit the chart later if needed, as procedures or expectations evolve.

Adapted from Hilger, L. (2017, August 31). Why are SOPs a Necessary Foundation for Positive School Culture? KnowledgeWorks. Retrieved from https://knowledgeworks.org/resources/sop-school-culture/