

# TABLE OF CONTENTS

I	Foreword . . . . .	xi
II	Acknowledgements . . . . .	xiii
III	Introduction . . . . .	1
1	How to Make Photo Visuals for Procedures . . . . .	8
2	Starting a Class or Lesson. . . . .	18
	The Beginning of Class. . . . .	20
	Headings on Papers. . . . .	24
	Materials Set-up . . . . .	26
	Test Taking . . . . .	28
	Seating Charts and Arrangements . . . . .	30
	Visuals for Substitute Teachers . . . . .	38
3	Focused Learning Environment . . . . .	40
	Students Paying Attention. . . . .	42
	Student Volume . . . . .	50
	Staying on Task . . . . .	54
	Tattling or Complaining. . . . .	56
	Students Finishing Early . . . . .	60
	Positive Attitude . . . . .	64
	Learning Students' Names . . . . .	66
	Clarifying Steps in Projects. . . . .	68
4	Transitions. . . . .	70
	Dismissing Students from Class . . . . .	72
	Lining Up to Leave the Classroom . . . . .	82
	Re-entering Class . . . . .	88
	Organizing Student Notebooks. . . . .	90
	Book on Shelves . . . . .	92
	Putting Supplies Away. . . . .	96
	Cleaning Up. . . . .	98

5	Classroom Rules.....	100
	Tardiness .....	104
	Hats .....	106
	Cell Phones / Electronics .....	107
	Food.....	108
	Talking.....	109
	Wall of Readiness .....	110
6	Schoolwide Procedures .....	112
	Dress Code.....	114
	Cafeteria Cleanliness.....	118
	Bathroom Cleanliness.....	124
	Hallways.....	126
	Office Waiting Room .....	128
	Organizing Rooms after Special Events and Staff Meetings .....	130
	Using Schoolwide Television Monitors .....	132
	Video for Schoolwide Procedures .....	134
7	Procedures at Home.....	136
	Shelves .....	138
	Bed.....	139
	Toilet .....	140
	Sink .....	141
	Desk.....	142
	Table .....	143
	DVDs.....	144
	Coats .....	145

8	Case Studies . . . . .	146
	Arizona. . . . .	148
	Thailand. . . . .	166
	Bibliography. . . . .	177
	About the Authors. . . . .	191