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| **What:** Learners have an organized way of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Why:** because being organized is efficient and productive. |
| **How:** One way to be organized when we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_. |

**Some procedures to establish are:**

* How to use/access supplies including mentor texts
* How to treat books
* How to come to and leave learning area (transitions)
* What to do when you think you’re done
* How to ask for help during independent work time
* Procedures for using writer’s notebook (how much structure will you have)
* How to use writing folders
* Procedures for drafting (specific paper type, skipping lines, etc.)
* Procedures for turning in work
* Procedures for revising (self-, peer-, teacher- revision)
* Procedures for editing (self-, peer-, teacher-edit)
* Discussion Protocols (Turn and Talk, Numbered Heads, Whip Around, etc.)
* Protocols for independent time (Voice levels during group work, how to get help from partner while respecting their work time, working with stamina, etc.)
* Procedures for self- monitoring where writers are in the writing process
* Procedures for when your writing partner is unavailable