Matrix
- A teacher tool
- Used to prompt and support staff as they teach students in the settings
- Create a matrix for school settings (schoolwide): halls, bathrooms, cafeteria, locker room, etc
- Create a matrix for school events (schoolwide): assemblies, dances, sports, fire drills, safety drills, field trips, etc
- Create a matrix for classroom routines (classroom-created by teacher): entry, morning meeting, warm up, homework check, centers, read aloud, independent work, quiz/test taking, group work, direct instruction, etc.
- In each grid you develop behavior indicators, or “what does it the school expectation look like in that setting or event or routine”
- Procedures are how you do things. They are sometimes embedded in the Matrix. Sometimes they stand alone.

<table>
<thead>
<tr>
<th>SCHOOL SETTING</th>
<th>Hallway</th>
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| **Be Safe**    | • Face forward  
                • Walk in single line  
                • Keep hands and belongings to yourself |
| **Be Responsible** | • Follow hallway procedures  
                        • Go directly to your destination  
                        • Watch out for others |
| **Be Respectful** | • Right is polite  
                        • Look at hallway displays with eyes only  
                        • Noise level at 0 to 1  
                        • Keep your place in line  
                        • Remove hats within “hat-free zone” upon entering building |

<table>
<thead>
<tr>
<th>CLASSROOM ROUTINE</th>
<th>Quiz/Test taking</th>
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| **Be Safe**       | • Back pack under or behind chair  
                        • Sit with all four legs of chair on floor  
                        • Use materials as intended |
| **Be Responsible**| • Have writing utensil and other needed materials (calculator, book, etc)  
                               • Be prepared by studying  
                               • Do your own work, keep your eyes on your own work  
                               • Bring a book to read when you are done |
| **Be Respectful** | • Remain quiet during the entire quiz/test time  
                         • Do your best, try every question  
                         • Talk about the quiz/test only after all periods have taken it  
                         • Follow Quiz/Test procedure |

In the grid are behavior indicators. Behavior indicators tell what the behavior looks like. These are brief phrases. They are positively stated. They are operational in that they are measurable and observable.

Quiz/Test Procedure:
1. Start work when instructed
2. Pass work into teacher when done
3. Read book silently, and remain seated until everyone has completed work

Procedures tell how things are done. They can be sequential, temporal or behavior indicators of a common theme.
SCHOOL EVENT

FIRE DRILL

Be Safe
- Walk
- Exit building immediately, do not make any stops on the way out
- Stay with your classroom

Be Responsible
- Be quiet to hear directions and others
- Go directly to your class meeting place
- Know who your “buddy” is

Be Respectful
- Help others who need it
- This is practice in case of a real event
- Hold the door for those behind you

Bus pass procedure
1. Take note from parent or adult to office when you arrive to school in the morning
2. Receive green bus pass from office
3. At dismissal present green bus pass to bus driver
4. Board bus

This is an example of a school wide procedure that would not be embedded into the matrix, it would stand alone.
**Procedures**

- A student and staff guide for how to do something
- Procedures are:
  - The steps to complete a task
  - How things happen throughout the day
  - Things you want the students to do in a certain way
  - A way to achieve continuity, predictability, and save time
  - Pretty much done the same way each time (not much variability)
  - Not necessary to memorize, so we post them to remind and prompt people to use them
  - Made up of behavior indicators
  - NOT rules
- **Procedures** are how you do things. They are sometimes embedded in the Matrix. Sometimes they stand alone.

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**Example: Procedure for getting students' attention**

"Give Me Five!"

- Eyes on speaker
- Be quiet
- Be still
- Hands free (of materials/items)
- Be ready to tell a detail