

STANDARD OPERATING PROCEDURES

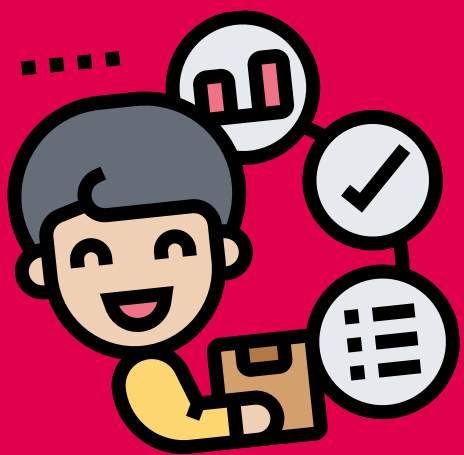
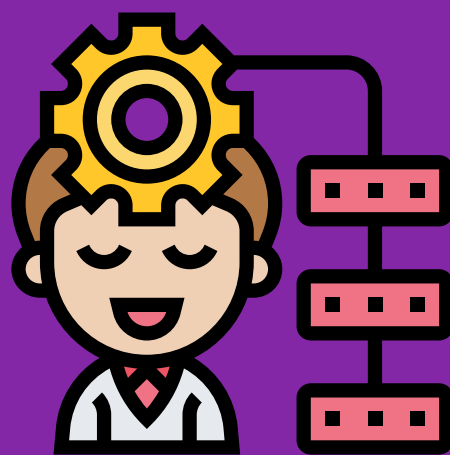
Students make important decisions about their learning experiences, how they will create and apply knowledge and how they will demonstrate their learning.

Establishing Agency in the Learning Environment

Want a quick win for establishing agency and ownership in the learning environment? Discover how standard operating procedures (SOPs) empower students with voice, self-regulation and independence while fostering a positive, learner-centered culture. Overall, SOPs provide clear expectations and encourage independent time management and problem-solving. In a personalized, competency-based learning environment, SOPs are designed by educators in partnership with learners as supportive tools to foster student agency. This approach allows them to master competencies at their own pace, with SOPs facilitating an ongoing process of goal setting, self-evaluation and reflection.

Elementary

Educators can facilitate discussions that help students recognize which behaviors or structures hinder learning, productivity or group harmony. For instance, if frequent distractions are an issue, students might suggest establishing a "quiet work zone" during independent tasks or creating signals that indicate when group conversation is welcome versus when focus is needed. Through this, SOPs evolve from rules to purpose-driven agreements that solve identified challenges.



Secondary

Creating SOPs with students at the secondary level, especially through a problem-solving lens, can be a transformative practice that fosters accountability, agency and collective ownership in the classroom. By engaging students in identifying and addressing real problems, teachers can shift SOPs from rigid rules to flexible, co-created guidelines that meet both academic and social needs.

Getting Started

- Identify where an SOP would be most beneficial
- Focus on areas where consistency and/or procedural efficiency is important
- Engage students in developing the process
- Begin with a few key procedures and gradually expand



Tips

- SOPs are a great way to teach mastery
- Repetition reinforces skills and knowledge, helping learners internalize the steps, leading to mastery
- Consider having learners monitor their progress toward mastery of the SOP

More Resources

- [Why are standard operating procedures a necessary foundation for positive school culture?](#)