



Teaching Channel

A K12 Coalition Company



Developing Classroom Procedures and Routines to Ensure Your Classroom Runs Like a “Well Oiled Machine”

THINK ABOUT THIS!

- Procedures are critical to effective classroom management.
- Developing and following routines positively effect students' learning and behavior.
- Proactively developing procedures and routines can have a large impact on classroom culture and student behavior.
- Tighter procedures = Less misbehavior + calmer, more productive learning environment
- It's always better to be over-prepared than under-prepared.
- It is easier to loosen structure if it isn't needed than it is to tighten structure.
- You may need routines for (this list is not all inclusive):
 - Turning in homework
 - Late work
 - Bathroom
 - Technology
 - Student phones or devices
 - Entering and exiting the classroom
 - Getting a pencil or other materials
 - Asking a question
 - Eating food in the classroom
 - Taking attendance
 - Drills: Fire, tornado, lock down
 - Classroom jobs
 - Noise levels
 - Getting into partnerships or groups



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DO THIS!

- Write down everything your students do from the minute they arrive until the minute they leave.
- Cross check your building policies and handbooks to ensure your procedures and routines are consistent with them
 - *If a procedure exists in the handbook or in your school, use that.*
 - *You may need to break this down into steps as you see fit.*
- Look at your list to determine which tasks on the list need a procedure to ensure a calm classroom, efficiency and positive behavior.
- Ask a mentor or colleague what you might be missing.
- Write a step by step procedure for each task so you can teach the routine day one and review as needed.
- Ask a mentor or colleague to review your procedures.
- Revise as needed.
- Teach, practice and review the routines with your students.