

ETLP 2: Classroom Procedures and Routines Fact Sheet

Definition

- Procedures are the methods or process for how things are done. They create a vision of a successful student..
- Procedures break down rules into teachable steps.
- When procedures are taught to fluency, they help students form routines to efficiently and smoothly accomplish tasks.

Rationale

- Increase predictability in a classroom- students are more likely to be engaged and less likely to display problem behaviour when they can predict the events throughout their school day.
- Provide a guideline for students to monitor their own behaviour and they remind and motivate students to meet certain standards.
- Increase instruction time by preventing behaviour errors.
- Contribute to a positive, collaborative classroom culture.

Guidelines

- Classroom procedures are defined, posted, taught, and referred to regularly.
- Clearly identifying procedures will provide structure and routine for ALL students in a class but is critical to the success of at-risk and high-risk students.
- Students can play a role in developing classroom procedures and routines.
- The teacher models and reinforces classroom procedures and routines consistently.
- They become part of the classroom culture.
- They create a common language used by all.
- Classroom routines and procedures need to be visually and prominently displayed in the classroom no smaller than A3 size.

Planning for Practice

- Make a list of procedures that would help create predictability and structure in your classroom (Consider problem areas or problem times).
- Write the steps to complete the task.
- Write procedures so they are:
 - Observable
 - Measurable
 - Positively stated
 - Understandable
 - Always applicable
- Create posters that are in student friendly language to provide staff and students with a visual reminder.
- Teach directly, practice regularly throughout the year and recognise students when they follow the procedure.

Trauma Lens

- Supports regulation, and social-emotional competencies
- Creates consistency and predictability
- Provides all students with a sense of security
- Reduces student anxiety

Exiting the Classroom

- Neatly place materials in your tray
- Quietly stand when your name (or group) is called
- Push your chair in
- Quietly walk to the line
- Stand with your hands at your sides, facing forward
- Whisper voices

Examples Lining Up

- First bell stop play, go to the toilet, get a drink
- Arrive before the second bell
- Sit with a partner in straight lines
- Legs crossed
- Keep your body to yourself
- Quiet at second bell or when a teacher says 5, 4, 3, 2, 1

Class Discussion

- Prepare for discussion by reading the task in advance
- Wait until the other person is finished speaking before you talk
- Stay on topic
- Listen to and respect other's opinions and contributions
- Ask questions to clarify

