Writing Classroom Procedures and Routines

Rypple
Raising young people in positive learning environments

Definition

- Procedures are a method or process for how things are done within the classroom.
- Procedures break down rules into teachable steps.
- Procedures need to be taught, practised and reinforced to become routines.

Specifically identified behaviors should be:

- Observable
- Measurable
- Positively Stated
- Understandable
- Always Applicable

Define and Teach

- How to enter class and begin work
- What to do if you do not have materials
- Asking for help
- What to do when finished
- What to do if you need to go to the bathroom
- What to do if someone is bothering you
- Work settings
  ⇒ instructional
  ⇒ independent
  ⇒ group
- Establish a signal for obtaining class attention
- Teach effective transitions
- End of class/day

Classroom Procedure	Observable?	Measurable?	Positive?	Understandable?	Applicable?

- 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.
- Create posters that are in student friendly language to provide staff and students with a visual reminder.
- Procedures need to be visually and prominently displayed in the classroom no smaller than A3 size.