**Create Your Classroom Procedures**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Consistency,** **Consistency, Consistency!** **The key to success!** Establish and stick with routines that fit your teaching style and your students will be successful! Kids like predictable situations where they know the routine and know the consequences. Use this checklist to give you ideas of routines that you may need to ***teach and practice*!** You will create more teaching time for yourself in the long run!

**Arrival Routines**

\_\_\_\_\_ **Entering the Classroom**

What is the expectation for when and how students enter the classroom?

(walking, no talking, hug the teacher, greet at the door, go to seat, etc.)

\_\_\_\_\_ **Backpacks**

When and how should students hang up their backpacks? Do they need to get everything out of it for the day?

\_\_\_\_\_ **Coatroom / Lockers**

Is there a limit as to how many people can be in the coatroom / out at lokers at

 once?

\_\_\_\_\_ **Lunch Boxes**

Where should students put their lunch boxes in the morning so they are easily assessable for lunch?

\_\_\_\_\_ **Notes from Home**

Where should students put notes from parents?

\_\_\_\_\_ **Friday/Monday Folders**

 When and where should students return Friday Folders?

\_\_\_\_\_ **Chairs**

Will students need to get their chair off of a stack? Will they do this before or after they put away backpacks?

\_\_\_\_\_ **Attendance**

How is attendance taken?

**\_\_\_\_\_ Morning Work/Arrival Activity or Assignment**

Will there be morning work on the students’ desks/Smart Board/overhead when they come in? Will they turn it in when they finish or will you go over it as a class?

\_\_\_\_\_ **Tardy/Late Arrivers**

What do students who arrive late need to do?

**Daily Routines**

\_\_\_\_\_ **Lining Up/ Line Order**

How and where will student line up? What will their line order be? How often will you change line order?

\_\_\_\_\_ **Water Bottles**

Where will student keep their water bottles during the day? What will students do if they want or need to refill their water bottle?

\_\_\_\_\_ **Homework**

Where should students put their homework? How will you check homework for completion? Grade? How will homework be returned to students?

\_\_\_\_\_ **Missed Homework Assignments**

How and where do students get homework assignments they missed due to an absence?

\_\_\_\_\_ **Unfinished Work**

What should students do when they have unfinished work? What will the consequence be for your classroom?

\_\_\_\_\_ **Completed Work Early**

What should students do when they complete assignments early? Read? Write?

**\_\_\_\_\_ Asking for Assistance/Getting Teacher Attention**

Will student be able to ask other students for help? Ask three before you come to me? Raise your hand?

\_\_\_\_\_ **Writing Name on Work**

Will students need to always write their first and last name? Class Number? Date? Top right hand corner? On line provided?

\_\_\_\_\_ **Snacks**

What will your procedure for snack be? Will each student bring snack once a month for everyone to share? What will you do if people do not have snacks? Where will snacks be kept until snack time?

**\_\_\_\_\_ Transitions From Whole Class to Small Group Activities**

How do your students move in the classroom between large/whole class instruction to small group activities?

**\_\_\_\_\_ Transitions From Whole Class to Partner Work**

How do your students move in the classroom between large/whole class instruction to partner work*?*

**\_\_\_\_\_ Transitions From Whole Class to Independent Work**

How do your students move in the classroom between large/whole class instruction to independent work?

\_\_\_\_\_ **Working Independently**

What are the expected procedures, rules, and behaviors when completing independent work?

*\_\_\_\_\_* **Partner Work**

What are the expected procedures, rules, and behaviors when completing partner work?

\_\_\_\_\_ **Working in Groups**

What are the expected procedures, rules, and behaviors when working in small groups?

*\_\_\_\_\_* **Working at Centers/Stations?**

What are the expected procedures, rules, and behaviors when working in small groups?

**\_\_\_\_\_ Working in Large group/whole class**

What are the expected procedures, rules, and behaviors when working in large group/whole class?

\_\_\_\_\_ **Pencil Sharpening**

When will students sharpen pencils? How will they know when they can sharpen pencils?

\_\_\_\_\_ **Getting More Materials**

When and where may students get more materials (paper, scissors, books, etc.)?

\_\_\_\_\_ **Classroom Jobs**

Will you have classroom jobs? What jobs will you have? When and how will students perform jobs?

\_\_\_\_\_ **Agenda/Homework Assignments**

When and where will students write down their homework assignments? Will parents have to sign off on homework?

\_\_\_\_\_ **Lost and Found**

 Where will lost or found items be put that are from the classroom?

\_\_\_\_\_ **Bathroom**

What will your bathroom procedure be? Will you go as a class? Have students sign out and in? What are procedures if you have a bathroom in your classroom?

\_\_\_\_\_ **Answering Phone/Welcoming Visitors**

Who answers the phone? Do you want to have materials available to take a note? What do you or students do when a visitor arrives?

\_\_\_\_\_ **Individual Students Re-entry From Specialists, Nurse, Counselor, etc**.

 What do students who come back to class reenter without disturbing others? Who do they ask to learn what they should do?

\_\_\_\_\_ **Correction Procedures (Safe Seat, Buddy Room, Office Referral)**

What do students do when corrected? What materials are needed? How will you teach? What do they do to leave? What behaviors do they need to display to reenter? Who, when and how will students discuss their behavior and what they need to do in the future?

\_\_\_\_\_ **Cell phones, iPODS, other Electronic Devices**

What are your expectations regarding the use of these devices in your classroom? Make sure that your rules/routines are in alignment with school-wide policies.

**Dismissal Routines**

\_\_\_\_\_ **Chairs**

What will students need to do with their chairs at the end of the day? Stack? Put on top of desk?

\_\_\_\_\_ **Coat Room / Lockers**

 When and how will students know they can go to the coat room /lockers?

\_\_\_\_\_ **Backpacks**

When will students get their backpacks? How will they know they have everything they need for the night?

\_\_\_\_\_ **Homework**

How will you assign homework? Remember, the guideline is 10 minutes per grade level per night. We try to stay away from weekend homework so families can have family time. (Also, no homework during standardized testing- MAP, CAT, etc.)

\_\_\_\_\_ **Leaving the Classroom**

Will students all leave at the same time? Will students have to tell you one thing they learned before they can leave? What will y our expectations and routine be?

\_\_\_\_\_ **Bus Riders**

Will students sit at their seats until their bus is called? Will they line up at the door? Will they play a game until they are called?

\_\_\_\_\_ **Walkers and Car Riders**

Will students sit at their seats until walkers and car riders are called? Will they line up at the door? Will they play a game until they are called?