

# Classroom Procedures and Routines

- Procedures are a method or process for how things are done within the classroom.
- Classroom procedures are patterns for accomplishing classroom tasks.
- Procedures form routines that help students meet expectations stated in classroom behaviors.





# Why Focus on Classroom Procedures and Routines?

- Increase instructional time by preventing problem behavior.
- Free teachers from correcting misbehavior.
- Improve classroom climate.
- Create shared ownership of the classroom.
- Develop self-discipline.



# For Procedures to Become Routines...

- Teach directly
- Practice regularly
- Reinforce frequently



# Defining Specific Classroom Procedures

- Procedures are a task analysis or sequential list of steps necessary to successfully complete an activity.
- Procedures should be **O**bservable, **M**easurable, **P**ositively stated, **U**nderstandable, **A**lways applicable
- Keep “Who, what, when, where, why, and how” in mind



## Activity: Creating a List of Classroom Procedures

- Think through the many activities of your day.
- Now, read through the lists of possible classroom procedures on *Lists of Classroom Procedures* handout.
- Put a check mark ✓ by any that you have applied in your classroom.
- Put an ✕ by any that you think you need to develop.
- Add any that might be missing.
- Share with a partner.



## Activity: Procedure Writing

- Select one procedure you put an ✕ by during the previous activity - one that you need to develop.
- Write the steps to this procedure.
- When done, ask yourself:
  - *Do the steps meet OMPUA guidelines?*
  - *Does the procedure create a vision of a successful student in that activity?*
- Be prepared to share your procedure with the group.