

ESTABLISHING PROCEDURES AND ROUTINES



Discuss your plans for dealing with the following procedures and routines in your classroom. In some cases your building already has specific procedures in place that you will need to follow. In other cases you should develop your own procedures, before your students arrive, in order to make your classroom an effective place (and help you keep your sanity)!

Entering classroom	Exiting classroom	Movement in hallways
Lunch procedures (teacher & student)	Tardy issues	Transition between classes, subjects
Early dismissal / Late start	Hall passes	Lockers
Use of restrooms	Teacher lesson plans	Giving directions
Grouping students	Keeping students' attention	Keeping students on task
Student participation	Talking among students	Interruption of Instruction
Behavior consequences	Small group work	Independent work
Using assignment log	Turning in assignments	Checking assignments
Returning assignments to students	Late assignments	Make up work
Assignments finished at different times during class	Use of library	Use of phone / Cellphones
Use of computers	Study hall / Directed studies	Sharpening pencils / School materials
Students' desks	Field trips	Food / Drink in classrooms
Keeping room in order	Fire/Tornado/Disaster Drills & Procedures	Other