Checklist of Common Classroom Procedures

PURPOSE

This checklist is intended to support the planning of classroom routines and procedures.

DIRECTIONS:

1. Determine which procedures are needed in your classroom setting.
2. With grade-level partners, prioritize which procedures should be taught first and by whom.
3. Add to the list any needed procedures for your specific context.
4. Utilize the tool **Teaching Procedures Lesson Template** (p. 17) for planning your procedures.

Common Classroom Procedures

Procedures for Movement and Transitions

- ☐ entering the classroom in the morning
- ☐ preparing for dismissal in the afternoon
- ☐ entering the classroom from the hallway
- ☐ getting out of your seat
- ☐ bathroom use
- ☐ getting a tissue
- ☐ throwing away trash
- ☐ safety drills
- ☐ distributing supplies to your group or the class
- ☐ handing in homework
- ☐ accessing missed work following absence
- ☐
- ☐

Procedures for Organizing Materials

- ☐ sharpening pencils
- ☐ handing out materials
- ☐ using and storing materials (pencils, pens, paper)
- ☐ handling technology or special supplies
- ☐ organizing desk (locker) contents
- ☐ students without pens and pencils
- ☐ storing coats, bags, and lunches
- ☐
- ☐

Procedures Within Academic Blocks

- ☐ transitioning in and out of group work
- ☐ work to "do now"
- ☐ transitioning to the mini-lesson
- ☐ transitioning to independent work
- ☐ handing in classwork
- ☐ unfinished work
- ☐ "fast finishers"
- ☐ exit tickets
- ☐
- ☐

Procedures Leveraging Social Skills

- ☐ how to contribute your ideas in class (raising hand, taking turns)
- ☐ showing agreement or disagreement
- ☐ asking questions
- ☐ signaling the teacher for help
- ☐ getting the teacher's attention
- ☐ students who have a conflict in class
- ☐ students who have had a conflict out of class (in the cafeteria, in the gym, etc.)
- ☐
- ☐

Procedure/Routine	When Will It Be Taught?	Who Will Plan It?