**Procedures & Routines**

Effective classroom management includes the explicit teaching of procedures and routines. The leadership team should develop a plan for accountability to ensure staff have planned and have taught procedures and routines to students. Examples of procedures include: class discussions, going to the restroom, getting a drink, lining up, turning in assignments, sharpening pencils, and transitions within the classroom. Routines are the set of steps that are followed for expectations/rules on a regular basis. Classroom rules should be taught in relation to what it looks like via routine. Procedures & routines should be taught explicitly at the beginning of the year or semester, with reminders and practice of the procedures & routines happening occasionally throughout the year. Use the table below to record information such as dates scheduled for developing the procedures & routines, dates for teaching procedures & routines, any common routines across the entire building, and plans for monitoring the teaching of procedures & routines.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Routines⇒**  **Rules⇓** | Entering Classroom | Turning In Assignments | Small Group Activity | Seat Work | Leaving Classroom |  |
| Be  Respectful |  |  |  |  |  |  |
| Be Responsible |  |  |  |  |  |  |
| Be  Safe |  |  |  |  |  |  |
| Be  Ready |  |  |  |  |  |  |

(Adapted from www.pbismaryland.org/SI2010/Southern%20CM%20Content.ppt)