

**Effective Classroom Practice
Classroom Procedures & Routines
Mini-Module Fact Sheet**

- Effective teaching includes teaching functional procedures and routines to students at the beginning of the year and using these routines to efficiently move through the school day (Leinhardt, Weidman, & Hammond, 1987).
- As students become more familiar with classroom procedures and routines, additional instructional formats and more challenging work can be incorporated (Evertson, Emmer & Worsham, 2003; Good & Brophy, 2003).
- Clear procedures, taught and consistently enforced are the most critical tool to create a functional and productive learning environment (Good & Brophy).
- Classroom procedures are patterns for accomplishing classroom tasks. Procedures form routines that help the students meet the expectations stated in the rules. Both rules and routines must be taught, practiced and consistently enforced to be effective in the classroom. It is important that procedures be written in succinct terminology, positively stated, in age-appropriate terms (Newcomer, 2007).

When developing procedures, keep "Why, what, when, where, who, and how" in mind:

WHY is this procedure needed?

WHAT is the procedure?

WHAT are the steps for successful completion of the procedure?

WHEN will the procedure be taught?

WHEN will the procedure be practiced?

WHERE is this procedure needed?

WHO needs to be taught this procedure?

WHO will teach this procedure?

HOW will you recognize procedure compliance?

Procedure & Routine Examples	
Elementary	Secondary
<ul style="list-style-type: none"> •During Lessons –Sit in a learning position –Raise your hand for a turn to talk, if you have a question or if you need help –Wait for the teacher to come to you –Finish all of your work –Read your book if you finish your work early –Take restroom or water breaks during independent time 	<ul style="list-style-type: none"> •Class Discussion –Prepare for discussion by reading the required assignment in advance –Wait until the other person is finished speaking before you talk –Stay on topic –Respect other’s opinions and contributions –Use appropriate expressions of disagreement

