Classroom Procedures to Consider

Entering the room
Lining up
Leaving the room
Beginning class
Ending class
Taking out and putting away supplies
No materials for class
Obtaining help with assignments
Turning in assignments
Passing back assignments
What to do with unfinished work
When and how to use the school restroom
When and how to use the drinking fountain
When and how to use the pencil sharpener
Cleaning up
Classroom jobs
Using the classroom library
Getting into work groups

Lunchroom behavior
Lining up after recess
Getting a tissue
Lunch count/attendance
Throwing away trash
Turning in lost items
Locating lost items
Announcements
Pledge of Allegiance
Visitors in the classroom
Emergency drills
Attention signals
Helping other students
Where to store things
What to do when you are finished
Changing classes
Asking questions
Test taking

Things to Remember

Be specific.
When teaching a procedure, make sure you are specific. Teach students exactly what your expectations are.

Practice! Practice! Practice!
It may take several weeks of practice for students to learn the various classroom procedures that are expected of them. Be patient and take time to practice over and over again. The time you spend now will save you time later on. Students may need a "refresher" after long breaks. Don't be afraid to take some time to retrain students after Winter Break or other long breaks from school.

Make procedures simple.
The more complicated they get, the longer it will take for students to understand them.

Be consistent.
If students forget a procedure or don't do it correctly, don't be afraid to ask them to do it over again. Students appreciate knowing what to expect.