Classroom Routines and Procedures Checklist

Purpose: The table below highlights common classroom routines and corresponding checklists of procedures that students should be explicitly taught for each routine. Use the checklist to assess whether you have effectively taught the relevant procedures to your students.

Arrival	Completing Opening Activities
☐ Putting away personal belongings ☐ Returning communication from home ☐ Turning in homework ☐ Other:	☐ Gathering needed materials ☐ Gaining assistance ☐ Turning in completed assignments ☐ Other:
Distributing and Using Materials	**Completing Assignments**
☐ Distributing/returning learning materials ☐ Distributing/returning technology ☐ Using the pencil sharpener ☐ Other:	☐ Heading a paper ☐ Gaining assistance ☐ Finishing assignments early ☐ Taking a break ☐ Other:
Transitioning	**Ending a Class Period or Activity**
☐ Cleaning up ☐ Lining up ☐ Traveling through hallways ☐ Visiting the restroom ☐ Returning to the classroom ☐ Other:	☐ Turning in completed assignments ☐ Recording homework ☐ Handling incomplete assignments ☐ Dismissing from seats ☐ Exiting the classroom ☐ Other:
Dismissal	**Handling Unexpected Events**
☐ Completing agenda ☐ Organizing desk or locker ☐ Gathering take-home materials ☐ Retrieving personal belongings ☐ Traveling to dismissal area ☐ Other:	☐ Handling forgotten materials ☐ Handling classroom visitors ☐ Completing missed assignments ☐ Responding during weather drills ☐ Responding during safety drills ☐ Other:

References

Archer, A. L., & Hughes, C. A. (2011). Explicit instruction: Effective and efficient teaching. Guilford Press.

Classroom Routine and Procedures Tool

Purpose: Use this tool to outline the procedures for a classroom routine. In the spaces provided, name the routine, describe the goal of the routine, and list the procedures students should follow during the routine. Then, use the completed tool to teach the routine to students.

Routine – What is the regular activity?	
Goal – What is the desired outcome for the activity?	
Procedures – What steps must students follow to achieve the desired outcome?	
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