Effective Classroom Practices

Procedures and Routines

Practice

Procedures outline how things are done within the classroom including the patterns for accomplishing classroom tasks. Procedures form routines that help students meet classroom behavioural expectations. Teaching classroom procedures parallels academic instruction. Classroom procedures increase the likelihood of student success.

Research

When students can predict the events throughout their school day, they are more likely to be engaged and less likely to display problem behaviour. One way to increase predictability in a classroom is to establish routines, particularly early in the school year (Kern & Clemens, 2007, p. 67).

Student learning is enhanced by teachers’ developing basic classroom structure, for example procedures (Soar and Soar, 1979).

Implementation

- Steps to creating procedures
  a) Make a list of procedures that would help create predictability and structure in your classroom. Consider problem areas and problem times.
  b) Determine the desired outcome.
  c) Write the steps students need to complete the task.
  d) Write procedures so they are Observable, Measurable, Positively stated, Understandable, Always applicable.
- Create a teaching matrix and display or refer to as needed.
- Explicitly teach using tell, show and practise.
- Monitor and provide specific feedback.

Examples of procedures and routines

<table>
<thead>
<tr>
<th>Primary school setting example</th>
<th>Secondary school setting example</th>
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</thead>
<tbody>
<tr>
<td>Learning position</td>
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<tr>
<td>- Sit with your bottom on your chair.</td>
<td>- Class discussion</td>
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<tr>
<td>- Sit with your legs under your desk.</td>
<td>- Prepare for discussions by reading the required information in advance.</td>
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<tr>
<td>- Keep both feet on the floor.</td>
<td>- Wait until the other person is finished speaking before you talk.</td>
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<tr>
<td>- Look at the teacher when he or she talks to the class.</td>
<td>- Stay on topic.</td>
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<tr>
<td>- Keep your materials on top of your desk.</td>
<td>- Show respect for the opinions and contributions of others. Use appropriate expressions of disagreement.</td>
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References


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