

Procedures Checklist

ABOUT THIS RESOURCE

This resource contains a checklist of procedures and routines you will want to consider teaching as you head back to school. All classrooms are different, so you might find that some of these procedures are not necessary in your classroom, while others are.

The procedures are divided into different sections. For the section “Taking Care of Individual Needs,” you might consider coming up with hand signals to use in your classroom so students can ask permission without disrupting class time. [Read more about using hand signals in your classroom here.](#)

As you think about how best to set up procedures in your classroom, you might find the tips below helpful:

- [Setting Up Morning Arrival Procedures](#)
- [Setting up Bathroom Break Procedures](#)
- [A Procedure for Partnering Students Up](#)
- [Setting up Pencil Sharpening Procedures](#)
- [Classroom Job Ideas](#)
- [Setting up Whiteboard and Dry Erase Marker Procedures](#)
- [Teaching Students to Clean the Classroom](#)
- [Classroom Library Checkout System](#)
- [What To Do The Day After a Sub](#)
- [Setting Up Dismissal Procedures](#)
- [Facilitating Class Discussions](#)
- [Discussion Questions To Build Classroom Community](#)
- [Fun Ways to Review Classroom Procedures](#)

Back to School Procedures

Checklist

Transitions

- ☐ Morning Arrival
- ☐ Attention
Signal/Quiet Signal
- ☐ Lining Up
- ☐ Hallway
- ☐ Group Bathroom Break
- ☐ Cafeteria
- ☐ Recess
- ☐ Coming In After Recess
- ☐ Indoor Recess
- ☐ Dismissal

Getting Along with Others

- ☐ Disagreeing in a Kind Way
- ☐ How to Handle Conflict
- ☐ How to Listen Attentively
- ☐ Having Classroom Discussions
- ☐ How to Help Other Students
- ☐ Finding Partners
- ☐ Tattling Vs. Reporting
- ☐ How to Handle Bullying

Taking Care of Individual Needs

- ☐ Asking Questions
- ☐ Sharpening Pencils
- ☐ Asking to go to Bathroom
- ☐ Asking for a Drink of Water
- ☐ Throwing Away Trash
- ☐ How to Get the Teacher's Attention
- ☐ How to Get Help if the Teacher is Busy
- ☐ Ways/Strategies to Calm Down if Upset, Sad, Frustrated, etc.
- ☐ How to Fidget/Take Brain Break without Distracting Others
- ☐ What to Do in Case of an Emergency

Expectations for Different Classroom Situations

- ☐ Independent Work
- ☐ Partner Work
- ☐ Small Group/Centers
- ☐ Whole Group
- ☐ Carpet
- ☐ Silent Reading
- ☐ Guided Reading/Small Group Instruction

Back to School Procedures

Checklist

Classroom

- ☐ How to Turn in Work (Virtually or in person)
- ☐ What to do when Finished with Work
- ☐ Classroom Jobs
- ☐ Getting Out, Handling, and Putting Away Classroom Supplies and Manipulatives
- ☐ Voice Levels
- ☐ Doing Your Best
- ☐ What to do When Visitors Enter the Room
- ☐ How and When to Move Around the Classroom
- ☐ How to Take Care of Supplies
- ☐ How to Organize Desk
- ☐ Food in the Classroom/Allergies
- ☐ Whiteboard and Dry Erase Markers
- ☐ Taking Attendance, Lunch Count
- ☐ Cleaning Up the Classroom
- ☐ What to Do When Absent
- ☐ Classroom Library Checkout
- ☐ Classroom Schedule
- ☐ Late Work/Unfinished Work
- ☐ How to Behave For a Sub

Health

- ☐ Asking to go to the Nurse
- ☐ Washing Hands
- ☐ Using Hand Sanitizer
- ☐ How to Cough
- ☐ How to Sneeze
- ☐ Needing to Throw Up

Safety

- ☐ Fire
- ☐ Earthquake
- ☐ Tornado
- ☐ Lockdown
- ☐ Emergency Evacuation

Other

- ☐ How to Take Care of Technology
- ☐ Logging into the Computer
- ☐ Checking Work
- ☐ Agendas/Planners
- ☐ Using Flexible Seating
- ☐ Recycling
- ☐ Putting Name, Number on Paper

Thank You!

Feel free to contact me with questions or comments:
kalena.baker@teachingmadepractical.com

[Get practical teaching tips, updates on new resources, activity ideas, and **free sub plans** here.](#)

Teaching Made **PRACTICAL**

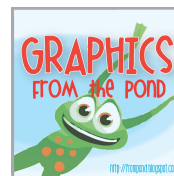
Follow Me On:



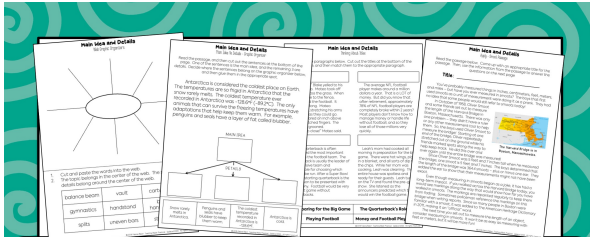
Terms of Use

© 2021 Kalena Baker: Teaching Made Practical. All rights reserved.
By copyright law, the download of this product entitles one teacher the use of the digital and printed files for a single classroom. Files are not to be shared or published (including being displayed on a website) in any way without direct permission from the author, Kalena Baker.

Thank you to these font and clip artists!



Other Resources By Teaching Made Practical



**Main Idea:
Scaffolded Activities**

**No Prep
Activities to Help
Your Students
Understand**

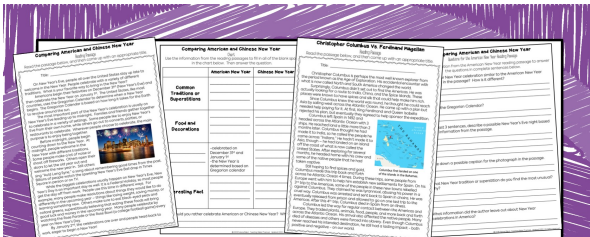
Teaching Made **PRACTICAL**



**5 Mazes
4 Spinners
1 Sort**

**Character Traits
3 Centers/Games**

Teaching Made **PRACTICAL**



**Nonfiction Reading Passages
Comprehension Activities Bundle**

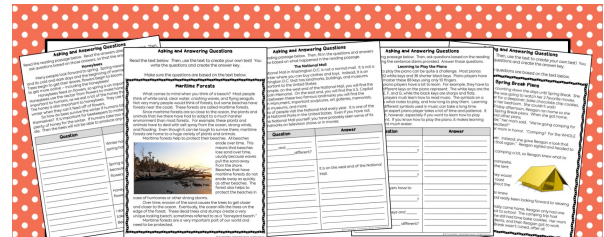
**Paired Passages,
Comprehension
Questions,
Fun Activities**

Most people
get a week off
from work.

Landed on an
island in the
Philippines

Has penguin
named after him

Teaching Made **PRACTICAL**



**Asking and Answering Questions
Fiction and Nonfiction BUNDLE**

**Scaffolded to
Help Students
Ask More
Thoughtful
Questions**

Write a question
that starts with
"Why do you
think..."
Then, answer the
question.

Write a question
that starts with
"Do you agree
with..."
Then, answer the
question.

Write a question
that starts with
"Why do the
author include..."
Then, answer the
question.

Teaching Made **PRACTICAL**