

ABOUT THIS FREEBIE!

This freebie is a list of teaching procedures from my Back to School Printables and Activities Pack for Teaching Rules and Procedures. The pack includes 9 other activities or printables to introduce, teach, or reinforce classroom rules and procedures. This packet is perfect for the upper grades. Check out the full pack by clicking [here](#) or on the image.



TEACHING PROCEDURES CHECKLIST:

The following pages include a list of suggested procedures to teach, divided up by:

- Morning procedures
- Classroom procedures
- Out of the classroom procedures
- End of day procedures

TEACHING PROCEDURES CHECKLIST

Morning Procedures

- What to do after eating breakfast
- When to come in the room
- How to come in the room
- If they have to wait in the hall, what to do while they are out there and what not to do
- When and where to unpack (do they come to their desks and unpack or go to cubbies and unpack, etc.)
- How to get chairs from a stack
- Where and when to turn in homework
- Where and how to make lunch choices
- Attendance procedures
- Pencil procedures in the morning
- Where to look for a morning message or information to write in agendas (homework for the day, reminders, etc.)
- Morning work procedures
- How to act when announcements and pledge of allegiance begins
- Locker procedures
- How to greet the teacher and other students
- What to do if you have a note for the teacher
- What to do if you left something important at home

TEACHING PROCEDURES CHECKLIST

Classroom Procedures

- What to do if you need a supply (paper, pencil, glue, etc.)
- How to keep classroom supplies organized
- How to be prepared for each subject
- How and when to ask questions
- What to do if you need to use the restroom
- Teacher signals
- Speaking in class procedures
- Movement in the classroom procedures
- Sharpening pencils procedures
- Noise level expectations
- How to keep desks organized
- How to keep class work organized
- How to hand out papers
- How to collect papers
- When and how to turn in work
- How to label assignments
- Quality of work procedures
- How to transition from one subject/activity/center to the next
- How to work independently
- How to work in pairs
- How to work in groups

TEACHING PROCEDURES CHECKLIST

Classroom Procedures Cont.

- Emergency drill procedures
- How to use and take care of classroom library
- How to use and take care of classroom technology
- Bring your own device procedures
- Eating or drinking in class
- What to do when the phone rings
- What to do when someone enters the room
- What to do when the teacher is working with another student or a group of students
- Lining up to leave the room
- How and when to use special seating or pillows
- How to sit properly (desks, rug, small group table)
- What to do when the teacher is teaching
- What to do if students are absent
- What to do if students are tardy
- What to do if students finish work early
- What to do if students are sick or hurt
- What to do if the teacher is not in the room in the morning
- What to do if a student is bothering another student
- Center procedures
- How to take care of classroom materials and supplies

TEACHING PROCEDURES CHECKLIST

Out of the Classroom Procedures

- How to line up and leave the classroom
- How to walk in the hallway
- How to behave in the hallway
- Restroom behaviors
- How to behave and use manners with other teachers
- Cafeteria procedures
 - Entering the cafeteria
 - Getting food
 - Finding a seat/table
 - Behavior expectations
 - Clearing the table/putting tray up
 - Lining up and waiting for the teacher
- Recess procedures
 - Walking to the playground
 - How to play with others
 - How not to play with others
 - Other behavior expectations
 - Line up signal
 - How to line up
 - How to walk back to the classroom
 - Water and bathroom procedures after recess

TEACHING PROCEDURES CHECKLIST

Out of the Classroom Procedures Cont.

- Fire drill procedures
- Tornado procedures
- Earthquake procedures
- Greeting other students and teachers in the hallway
- Indoor recess procedures
- School library procedures
- Special classes procedures

TEACHING PROCEDURES CHECKLIST

End of Day Routine

- How to fill out agendas or planners
- How to check for homework
- How to make sure students are organized with their homework or papers
- Passing out important papers at the end of the day
- When and how to pack up
- Stacking chairs or other chairs/desks procedures
- Locker or cubby procedures at the end of the day
- Lining up for dismissal
- Procedures for each “way to go home”
 - Car riders
 - Bus riders
 - Car poolers
 - Walkers
 - Aftercare
 - Clubs
- How to walk to dismissal area
- What to do if a students “way to go home” changes

This resource was created by Jennifer Findley. It may be printed and photocopied for single classroom use. It may not be put on the Internet, sold, or distributed in any form. Check out my store for more resources that are common core aligned.



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Thanks!
Jennifer Findley

