

Setting Up Students Success By Organizing the Routines

Barbara Braaten

Behavior problems frequently occur when students become frustrated or cannot depend upon the teacher to be consistent. It is often the "little things" that will cause teachers the most grief. The importance of well-planned and established routines that are consistently employed must not be overlooked. Below are a few guidelines that can be helpful to structure classroom routines and create clear expectations for classroom management.

Do your students know expectations concerning:

- Use of a pen or pencil (Are felt tips ok? Will you accept math assignments in ink?)
- Heading is required on each paper
- Paper that is acceptable (wide or narrow lined, colored, recycled, spiral tearouts, size)
- Requirements for neatness
- Policy for reading/knowing written/posted assignments
- Policy for late or incomplete assignments
- Makeup policy for work missed because of excused absences
- Makeup policy for missed tests
- Procedures for communicating with students and parents about long range assignments

Teachers must make many decisions daily and instantly. Make a list of things that have been problems and that may need a routine or structured response. Below is a list of "think abouts" to get started:

- Taking attendance
- Beginning and dismissing classes
- Collecting monies or other articles
- Collecting and returning papers
- Recording participation
- How students exchange papers
- Marks used to correct or comment on student work
- Organizing special events: field trips, guest speakers etc.
- Passes to the bathroom, office, library, nurse, etc.
- Leaving class to get forgotten materials
- Lending materials - check out procedures
- Eating in the classroom
- Use of the telephone