



UNIT 2: Classroom Routines and Procedures

Lesson 1: Guidelines for Establishing Classroom Routines?

I. Learning Compass

At the end lesson, the students must have:

- a. explained the importance of classroom routines and procedures;
- b. formulated some classroom routines and procedures by answering some basic questions; and
- c. demonstrated some classroom routines and procedures for the beginning of a class day.

II. Overview

Keeping the class obedient and easy to manage is every teacher's main priority. That's why experienced teachers never cease to share their practices where they learned valuable life lessons that can also guide new and aspiring teachers in their future endeavors. However, lived experiences are not enough to steer the neophyte teachers from not getting trapped by undesirable classroom scenarios. There is a need to put together effective practices and research-based knowledge.

To address the gap, this lesson has been conceived. This part of the module presents rational explanations about the importance of classroom routines and procedures for the teacher and the students. It also lays some basic questions that can lead them to the formation of sound activities and learning experiences. Towards the end, sample tips and techniques for effective classroom management are given for the beginning of the day.

III. We're On Our Way

A. Activity

Directions: Recall at least ten (10) classroom routines that you mastered from your basic education years (Grades 1 to Grade 12). Use the table below.

<p>Routines before the class started (prayer, greeting, etc.)</p>	<ol style="list-style-type: none"> 1. I remember when I was in elementary before our class started my teacher would always emphasize the importance of greetings. Setting the mood of the class and then asking how our weekend went. Also, she was into keeping our classroom clean and so she always asked us to pick up pieces of trashes under our table and chairs. 2. Later when I was in high school my teacher wouldn't fail to check our attendance making sure that everyone is intact before starting the class.
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Routines when visitors arrived (greeting, postures, gestures, etc.)	3. Making sure that the classroom is clean and the chairs and tables are arranged properly. 4. Greeting the visitors politely.
Routines during lunch breaks and recess	5. Picking up pieces of trashes on the floor and arranging the chairs and tables. 6. Falling in line going outside the classroom.
Routines before class dismissal	7. Cleaning the assigned areas. 8. Praying and saying goodbyes.
Routines during examinations (quiz, major exam, unit tests)	9. Putting our bags near the blackboard and making sure that we only have the ballpen and paper on our table. 10. Arranging ourselves according to our last names.

B. Analysis

Directions: Answer the following questions below. Your answer to each question shall range from three to five sentences.

1. Why should teachers establish routines and procedures in the classroom?

Routines and procedures are necessary to keep the classroom organized and systematic. It'll help you as a teacher to create smoother transitions between activities and therefore you will be able to focus more on your teaching than on giving instructions and generally controlling the class. When routines and procedures are carefully taught, modeled, and established in the classroom, students will know what is expected of them and how to do certain things on their own.

2. Why do some routines and procedures fail?

Classroom routines and procedures will not necessarily be equally effective with all students. Some of these routines and procedures may fail because of factors such as how it is taught, modeled, and established in the classroom. For students to find such routines and procedures necessary as a teacher you should teach them how to do it and let them know how important it is for them and to the class. Also, consistently model these routines and procedures so that they will get

C. Abstraction

Tips in Establishing Classroom Routines and Procedures

Routines served as the framework and constant guide to both the teacher and the students every day. They are the main factors for every successful classroom interaction. Routines not only kept time from getting wasted, but they also make the classroom environment pleasant and easy to manage. When routines are well-established, students learn fast and behave accordingly. Furthermore, when a teacher knows how to craft, implement, model, and evaluate suitable classroom



routines, students' behaviors
are positively shaped
forever, making them

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responsible and obedient
citizens that can effect
change to others



To maintain good learning results, each classroom routine should be coupled with clear procedures, so that each objective intended for a particular day can be met with ease. A procedure outlines how something should be implemented and executed. Procedures need to be in place for these reasons: 1) They are needed in accomplishing each activity on time. 2) They lessen classroom disruptions. 3) They impose discipline, for they provide simple steps to follow.

Teachers can't imagine a classroom without routines and procedures. In the same manner, no one can imagine city crossings without traffic lights. Without routines and procedures, students are not guided in determining which among their actions are acceptable and which are not.

The Ministry of Education (2020) stressed that establishing appropriate routines early can easily help teachers manage the classroom. Time will not be wasted for both the students and the teachers to know what to do from the start of the class up to the dismissal period. The ministry suggests tips on how to establish classroom routines:

1. **Make your students understand the routines.**
Explain to your students the importance of establishing some routines to follow. Tell them what you expect them to do. Explain the routines in English, mother tongue, and Filipino, to make sure everyone understands them.
2. **Visualize your expectations to your students.**
Act out the routines to your students. Demonstrate the steps, so they would have an idea of how the routines and procedures should be done. Sometimes, students understood how to execute the routines, but some of them would prefer to see them first before they perform.
3. **Give your students the chance to familiarize the routines.**
Besides the teachers modeling the routines to the students, they can request the well-behaved learners to perform the routines, allowing others to observe or memorize the steps. After which, the whole class may then start following the routines and procedures set before them.
4. **Assess the routines regularly.**
Teachers must regularly check the ability of the students to follow the routines. Some of them might have difficulty meeting the expectations,

and other might struggle following routines and procedures that they have never heard before. Therefore, teachers need to know how the students react, and give them ample time to accept and practice the routines.

Basic Questions when Building Classroom Routines and Procedures

It is necessary to answer the questions that direct all the teachers in guiding their students in all the necessary routines and activities. According to Bianca (2020), there are basic questions to be satisfied when establishing classroom routines and procedures.

1. How to gain students' attention?
2. What signals should students create when they need assistance/help?
3. What are the rules to follow when students want to use the restroom or drink water?
4. What can students expect if they finished their assignments early?
5. What happens when students are tardy?
6. When is the right time for project submission and retrieval?
7. What are the rules for the submission of late homework?
8. What are the consequences if students do not follow the classroom routines and procedures?



The procedures, expectations, and routines should be based on the students' age group and grade level. This means that elementary learners' routines and procedures should be different from the ones practiced by high school learners. Ideally, these procedures and routines need to be implemented at the beginning of the school year. However, if you need to change some of them at the start of the next quarter or the middle of the school year, inform the learners ahead. In this way, learners will be prepared for the coming changes.

Once the procedures and routines have been agreed unanimously by both the students and the teacher, put them in writing. The teacher may write them on a piece of paper and post them in a conspicuous area. The agreement can also be verbal only between the teacher and the students.

Establishing Procedures for the Beginning of the Day

To make the most of each day, teachers should put up classroom procedures and routines. A classroom with well-established routines and procedures can promote good relationships among the



learners, enhance the sense of responsibility among them, make the environment pleasant and organized, and train students to be disciplined individuals. As a teacher, you can enforce systems that will maintain learners' productivity and order. These routines and procedures will make every teacher's life easy to carry out, for as students follow

the procedures, teachers save themselves from unnecessary stress (Kelly, 2019).

When teachers fail to establish and explain the agreed procedures and routines, they encounter stressful classroom issues. They rob the learners from experiencing memorable and age-appropriate experiences. According to Naegel (2020), teachers should start with the basic routines and procedures such as opening the class and dismissing the students. After which, teachers can then add other procedures such as going to the restroom and asking questions.

Routines for the Start of the Class

1. ~~Greet the Learners~~ **Greet the Learners.** The day of the students at school begins the moment the bell rings. So, make it a habit to greet the learners at the door with a smile accompanied by your sweet greeting. You can mix both your verbal and non-verbal greeting. Individually acknowledge them if possible or greet them together. Commonly, teachers' big mistake happens when they enforce respect among the students, yet they do not respond to the simple greetings of the students.
2. ~~Start on Time~~ **Start on Time.** Value every moment that students spend in class. Starting on time makes students practice punctuality not just in school but also in their communities. As the days progress, students will also observe timeliness in submitting their homework and projects. Students will also encourage their parents to come to school on time during meetings and consultations.
3. ~~Give them a good morning mood~~ **Give them a good morning mood.** Students will always work at their best and get motivated if they see that their teacher is in the mood to deliver quality instruction. The start of every class routine and procedure depends greatly upon the light mood of the teacher. If the teacher appears friendly and approachable, students will eventually reciprocate it with smiles and respect. In reality, some students leave their homes hungry and resentful for not having enough allowance, so interacting with them with love is a happy booster.

D. Application

Directions: Read the questions below and create one classroom routine/procedure for each of them. Do not forget to express your answers in complete sentence/s. Use the table provided.

Questions to be considered in establishing classroom routines and procedures on the first day of school (Teacher Vision Staff, 2020).	Own-made routine and procedure
1. How should students respond in class? (sign,	-Actively participate during discussion. Whenever they have questions or ideas

<p>signal, raising of hands)</p>	<p>regarding the topic they may raise their hands during discussion. Avoid saying it in chorus. They should respect each idea of their classmates. Listen whenever there is someone talking in front and avoid unnecessary noise.</p>
<p>2. How should students respond in class? (sign, signal, raising of hands)</p>	<p>-During group discussion if there are concerns students may raise their hands or wait for the teacher to approach their side. Always use polite words and minimize noise.</p>

3. How should the chairs be arranged, and where should each student sit?	Before and after the class students should make sure to maintain cleanliness and arranged their tables and chairs. Observe arrangement of individuals according to their last names for the teacher to easily identify students who are absent. Avoid changing of seats if the teacher didn't permit it.
4. How should students enter and leave the classroom?	Students should fall in line upon entering and leaving the classroom. Politely greet their teacher and their classmate. Set their things on the area where the teacher assigned.
5. How should students' absences and tardiness be handled?	Students should submit an excuse letter explaining their reason of being absent. If he/she exceeds to the limit of days of being absent the students' parents or guardian will be call out to have a proper conversation with the teacher regarding the absences.
6. How should students' missed tasks and makeup classes be dealt with?	The teacher will call out the attention of the students who missed the tasks. Asking him/her what is the problem and how could the teacher help him/her to solve such. If not resolve the teacher will ask the parents to talk about the problem and how the makeup classes will be done.
7. How should students behave and handle visitors?	Keeping the classroom clean. Organizing the table and chairs. Politely greeting the visitors whenever they entered the classroom.

IV. How Far Have We Gone?

Directions: Explain the quote below in 150-200 words. The rubric is attached to guide you.

“Discipline is not the teachers’ main problem. It’s the absence of routines and procedures.”

Rubric:

Features	4 (Expert)	3 (Accomplished)	2 (Capable)	1 (Beginner)
Quality of Writing	Written in a scholarly manner. The content is original.	Written in a scholarly manner. The content has 80% originality.	Written ordinarily. The content has 70% originality.	Written ordinarily. Some parts were copied and pasted only from other sources.
Organization	Very informative and well organized.	Somewhat informative and organized.	Less informative and badly organized.	Less informative and not organized.
Grammar	Subject-verb	With 2-3 subject-	With 2-3 subject-verb	With 2-3 subject-verb

Usage and Mechanics	agreement, spelling, and punctuations were well observed.	verb agreement, punctuations, and spelling errors.	agreement, punctuations, and spelling errors.	agreement, punctuations, and spelling errors.
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Classroom management and discipline is not the same thing. Teachers don't discipline a classroom but they manage a classroom. A teacher must learn how to effectively convey the procedures just as students must learn how to follow the procedures.

Ineffective teacher begin the first day of school attempting to teach a subject and spend the rest of the school year running after the students. While an effective teacher spend most of the first two weeks of the school year teaching students to follow classroom procedures. Efficient and workable procedures allow a great variety of activities to take place during a school day, and often several activities at a given time, with a minimum of confusion and wasted time. If no procedures are established, much time will be wasted organizing each activity and students will have to guess what to do. As a result, undesirable work habits and behaviors could develop which would be hard to correct. Procedures are the foundation that set the class up for achievement. Student achievement at the end of the school year is directly related to the degree to which the teacher establishes good

Directions: Form a group of six members and let one of you play the teacher's role. The assumed teacher shall demonstrate the routines and procedures at the beginning of the day. Due to the new online platform, the routines and procedures shall only be given orally. Record the demonstration that shall only range from 3-5 minutes.

VI. References

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Lesson 2: Common Classroom Routines and Procedures

I. Learning Compass

At the end of the lesson, students must have:

- a. demonstrated the common classroom routines and procedures; and
- b. developed classroom routines and procedures.

II. Overview

Teachers use research-based and self-made routines and procedures in their classes. Sometimes, they get some of them from shared experiences. However, the success of these routines does not always come easy, so college teacher constantly crafts lesson that will help both the young and experienced teachers. This lesson introduces some common classroom routines and procedures that were explained in a simple and comprehensive language. It also provides useful techniques that can be applied in the teaching field in the Philippine setting. The activities embedded in this lesson can aid the students in developing practical and context-specific routines.

III. We're On Our Way

A. Activity

Directions: Using the checklist below, tick the items that your previous teachers in elementary and high school used to shape your classroom behavior.

	1. Proceed to your assigned seat upon entering the classroom.
	2. Always greet all the teachers when you meet them anywhere, be it inside or outside the campus.
	3. Speak English or Filipino inside the classroom.
	4. Avoid using the vernacular when conversing with your classmates and teachers.
	5. Make sure to come to school with clean fingernails every Monday.

B. Analysis

Directions:

Directions: Answer the questions that follow. Answers should range from three to five sentences only. *Note:* Limiting the number of sentences is a good practice for accuracy and brevity in writing.

1. Should teachers reprimand routine violators?

No, not without first assessing whether the routines and procedure that you have implemented will benefit both party especially the learners since the main purpose of establishing such is to manage the classroom and be able to have a healthy environment for effective learning. If the assessment result shows that it is indeed beneficial to both then yes, as a teacher you could reprimand routine violators. Explain to them the importance of having these classroom routines and procedure.

2. Should parents be involved in the crafting of the classroom routines and procedures?

Yes, since parental involvement plays a critical role in students' academic success. When you work with parents, you get the extra support needed to help struggling children turn around their performance. You also encourage a lifelong love of learning in every student, creating more engaged and excited learners. By opening the lines of communication, encouraging parental presence in the classroom (includes crafting classroom routines and procedures) and offering opportunities for home enrichment, teachers can bring parents on board as partners in education.

C. ~~Abstraction~~

Common Classroom Routines and Procedures

Using classroom routines guarantees that teachers can get through the tasks that are set to be accomplished every day. In establishing the routines, teachers need to make sure they are doable, workable, and safe. The routines should not go against the classroom's physical layout, such as the arrangement of the chairs and the position of the decorations.

Routines and techniques to be considered:

1. ~~Entering and Going Out Routines~~ **Entering and Going Out Routines.** Tell the students whether they should form a line or not before getting inside the classroom. Give clear instructions as to what they should do once they've entered the room. Should they sit right away, or remain standing while waiting for the prayer time? Tell them whether they're allowed to run or not while going out of the classroom during dismissal.
2. ~~Gaining Student's Attention~~ **Gaining Student's Attention.** Gaining students' attention is very challenging due to the many distractions present inside the classroom. A teacher may clap twice or thrice to get the students back on track. The teacher may orient the students that when they hear the phrase, "Eyes on the board.", they need to focus on the lesson again. Some teachers sing a song, giving a signal to the misbehaving students to listen attentively. Some teachers write the names of inattentive students at one corner of the blackboard. The teacher should make sure that routines and procedures are given and announced from the beginning of the class.
3. ~~Gaining the Attention of the Teacher~~ **Gaining the Attention of the Teacher.** Students also need to politely interrupt the teacher for some important and valid reasons. In this case, teachers must understand and consider that inevitable circumstances such as going to the comfort room or meeting a parent outside the classroom can happen anytime. Sometimes, reasons could be due to health issues. For example, a child who had just undergone a

kidney operation should not wait too long before he or she can proceed to the comfort room. In gaining the teachers' attention, students may raise their hands silently or stand up immediately while saying, "Excuse me, Ma'am". However, when their reasons do not need immediate attention,

students may be instructed to wait for the recess, lunch break, or instances after the teacher will have stopped talking.

4. **Finishing Tasks Early.** Teachers should find a good strategy that will motivate the students to finish any task early, be it in an online or face-to-face activity. However, teachers should remember that each student is unique and so, expecting them to finish is impossible. As a remedy, students should be informed that as soon as they have completed the activity, they should remain seated silently. They may be given some books for silent reading, or they may be allowed to have a conversation with friends, making sure that others don't get distracted. Teachers can also decide to let the students submit their tasks altogether minutes before the bell rings, or allow them to submit based on each student's pace.
5. **Assigning classroom responsibilities and roles.** The classroom is likened to a community where some leaders and followers co-exist. In the classroom, student leaders have roles, but most teachers do not explain them in detail, and assume that students know them already. Teachers do not even spend time orienting the class officers on what to do and how they should respond when their classmates misbehave. Sometimes, these students were only called officers without accomplishing anything until the end of the school year. Fortunately, all teachers do not forget to assign classroom cleaners.

Want to redo and impose a consequence for violated routines?

Teachers may enforce a consequence or redo a routine when needed. If students misbehave, should the violators be dealt with individually or as a group? Would you spare time scolding the few, and waste the time of the rest of the students listening to your nagging? When a few missed executing the routine properly, should everyone redo, or only those who failed to follow?

According to Linsin (2017), if only a few of the students violated the agreed routines and procedures, then the consequences should be enforced individually. If the violators are more than half of the students' population, then it is ideal to reprimand them and let them redo the routine and procedures to make them realize where they went wrong. However, if the majority of the students are performing the routines and procedures mistakenly several times, then it's right to assess their effectiveness and level of difficulty. If the teacher found out that students were forgetting the routines and procedures, then they should be taught again. If students can follow but in a chaotic and unorganized manner, then explain the routines and procedures as if it were the students' first time to hear them. The general solution is to teach, show, redo, or change if needed.

D. Application

Directions: PONCE . SUMALINOG . AMADO . ESPERA

Directions: Develop some classroom routines and procedures based on the areas below. The routines and procedures shall be delivered in the form of directions.

Areas

Areas

Routines

Routines

<p>1. Entering and Going out Routines</p> <p>2. Gaining Student's Attention</p>	<p>Entering Teacher: Goodmorning class! You may now take your seat. Teacher: I'll be checking your attendance, raise your hand and say 'Present' if your name is called. Teacher: Before we proceed kindly turn in your assignments that I asked you to do yesterday.</p> <p>Going out Teacher: That's it for today you may now take your break. Don't forget to clean your table and arrange your seats before going out.</p>
<p>2. Gaining Student's Attention</p> <p>3. Gaining the Attention of the Teacher</p>	<p>Teacher: Class listen carefully for I will just read the questions once. After I read all the questions the signal bell will ring and that will be your hint to start answering.</p> <p>Teacher: Today we will have a group discussion. I want you to actively participate. I will divide the class into 4 groups. Each group will have their designated area. Kindly minimize your voice during the discussion. You may now go to your respective group.</p>
<p>3. Gaining the Attention of the Teacher</p> <p>4. Finishing Tasks Early</p>	<p>Teacher: Just what I told you yesterday we will have an oral participation today and I want you all to actively participate. Whenever you want to answer, or you have concerns and questions you may raise your hand. Let's start!</p> <p>Student: *raises her hand* Excuse me Ma'am may I go out for a moment? Teacher Rain ask me to come to her office.</p>
<p>4. Finishing Tasks Early</p> <p>5. Assigning classroom</p>	<p>Teacher: For those who are done taking the exam make sure you review your answers.</p> <p>Teacher: If you're done you may just leave your answer sheet and the questionnaire on top of your table. Kindly take your belongings here in front and you may now leave the classroom.</p>

<p>5. Assigning classroom responsibilities and roles</p>	<p>Teacher: I will be dividing the class into 5 groups. Each group will choose their leader and secretary. For the secretary of each group kindly prepare the list of your members written on an index card. While for the leader of each group I want you to come with me and will discuss your assigned areas.</p>
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IV. How Far Have We Gone?

Directions: Rate the success of the routines and procedures of the teacher that you have virtually observed using the Likert scale (5-well established, 4-needs improvement, 3 - neutral, 2-poor, 1-not-established). Explain in not shorter than 4 sentences.

During the class observation of Miss Uytico I could say that everything went well. It was organized and systematic. I want to rate it '5' since you could actually observe that the students know very well what they need to do from beginning to end. Such as whenever there are students who want to share their ideas they just need to push the 'hand' icon and she will call them one by one. Also, to avoid interruption in class she would tell the students to turn off their mic and only turn them on when they are permitted to speak. Generally speaking the students were well oriented with the routines and procedures that Miss Uytico implemented. As a result it helps to establish a healthy environment for effective learning. Miss Uytico being an effective facilitator and the students actively participating

V. Enhancement

Directions: Form a group of six members and let one of you play the teacher's role. The assumed teacher shall demonstrate the routines and procedures for the entire class day. Due to the new online platform, the routines and procedures shall only be given orally. Record the demonstration that shall only range from 5-10 minutes.

VI. References

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