Digitability

Reinforcing Routines and Procedures

Digitability

Classroom Routines and Procedures

Materials:

- Classroom Routines and Procedures Checklist
- Bankability Dollars
- Bankability Dollar Tracker
- Yes/No Answer Board

Directions:

Use the provided checklist to recall common classroom routines and procedures you might need to go over to remind students of expectations. Students will describe/explain or answer questions about different classroom scenarios. Award one Bankability Dollar for each routine or procedure described correctly. Add Dollars Earned to Student Accounts in Bankability.

Differentiation:

Tier 1: Students can write a paragraph or bulleted sequence to explain a classroom routine or procedure.

Tier 2: Students can verbally describe or explain a classroom routine or procedure.

Tier 3: Students can use the Yes/No Image Board or a thumbs up/down to show whether or not a classroom routine Is described correctly (Example: When we are In the hallway, do we run? Answer: Point to No)

Alternatives: Students can act out the routine or procedure to model and practice expected behavior

Classroom Routines and Procedures

In the Morning:
- ☐ Entering the classroom
- ☐ Putting away your backpack
- ☐ Morning meeting
- ☐ Warm up activity
- ☐ What to do If you're tardy

In the Classroom:
- ☐ Checking the schedule
- ☐ Noise level expectations
- ☐ Using the bathroom
- ☐ Going to a water fountain
- ☐ Going to the nurse
- ☐ Going to the office
- ☐ Turning in homework
- ☐ Turning In assignments
- ☐ Using classroom technology
- ☐ Needing extra supplies
- ☐ Sharpening your pencil
- ☐ Needing a tissue
- ☐ Getting your teacher's attention
- ☐ Food and drink in the classroom
- ☐ Working Independently
- ☐ Working with a partner
- ☐ Working with a group
- ☐ Having class discussions
- ☐ Classroom expectations
- ☐ School-wide expectations
- ☐ Early finishers

In the Classroom, cont:
- ☐ If you've been absent
- ☐ Classroom jobs
- ☐ Organizing your desk
- ☐ Organizing your locker
- ☐ Organizing your backpack
- ☐ Classroom visitors

Transition Times:
- ☐ Lining up
- ☐ Going in the hallway
- ☐ Fire drills
- ☐ Tornado Drills
- ☐ Lockdown Drills
- ☐ Assemblies
- ☐ Changing classes
- ☐ Schedule Changes
- ☐ Going to your locker
- ☐ Switching supplies
- ☐ Cleaning up
- ☐ Lunchroom expectations
- ☐ Recess/Free time

In the Afternoon:
- ☐ What to do if you check out early
- ☐ Cleaning the classroom
- ☐ Packing your backpack
- ☐ Lining up for dismissal
- ☐ Walking to the bus or car line

Supplemental Materials

DOLLAR TRACKER

Digitability™

SE1.TRACKER

Payroll Period
- [ ] 1st-14th
- [ ] 15th-30th/31st

Google Template

Student Name	11/12/21												Exit Ticket Date:	Exit Ticket Date:	Total Payroll

Directions: Keep this page safe! After each lesson, mark down the date and the dollars you earned.

[Access the interactive Google Template Version.](#)
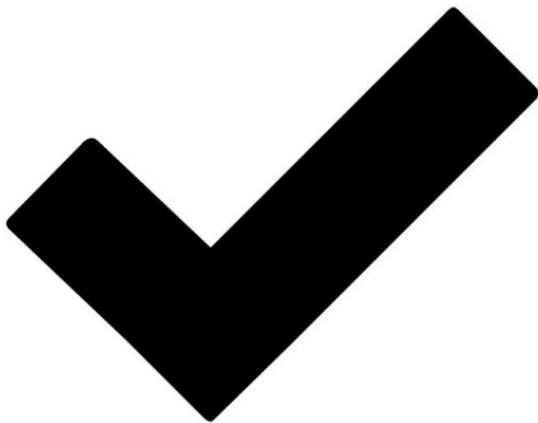
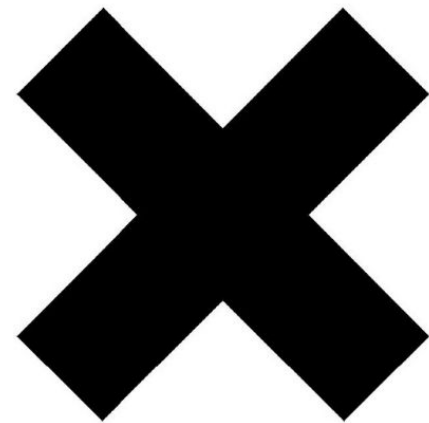| DATE	GOAL Income	DOLLARS EARNED:

YES   No

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Name [_____]   Date [_____]

Responsibilities
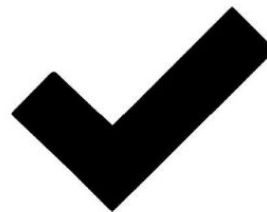
YES OR NO
IMAGE EXCHANGE CARD

SE1.IEC.Y/N

Directions: To make a selection, right click on the YES or No box.

❑ # YES   ❑ # NO

Paragraph Exit Ticket

Name:

Date:

Vocab Word
Routine and Procedures

Directions: Write a paragraph using this lesson's vocabulary word. Be sure to describe what it is and provide examples. Include any ways it may be used in the workplace.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Digitability **T2** VOCAB BLOCK

Name:

Date:

Define:

Sentence:

Routines and Procedures

Examples:

Draw/Find Picture

Name:

Date:

ROUTINES AND PROCEDURES

ROUTINES AND PROCEDURES TELL US WHAT TO DO AND HOW TO ACT IN THE CLASSROOM.