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<b>Example Routines</b>
<p style="text-align: center;"><b>Agenda/ To- Do/ Today's Work Routine</b></p> <p>The Agenda routine is a teacher routine that informs students what will occur during the class and reduces student confusion (“What page are we supposed to be on?”). Teach students that the Agenda (or To Do list or Today’s Work list) will be posted in the same place each day and will list important information such as assignments, page numbers, and homework. Limit the Agenda to no more than 4 or 5 items so work appears manageable. No one likes long To Do lists! The Agenda routine can also help the teacher to stay on track and complete lesson objectives or collect progress monitoring data (e.g., student behavior points). It may be motivating to students to write the Agenda on the board for you or to check off each item on the Agenda as it is completed.</p>
<p style="text-align: center;"><b>Entering the Classroom</b></p> <p>Valuable instructional time can be lost due to inefficient transition to the classroom. Instead of having to repeat directions as students are entering the class or for latecomers, establish a routine for what students should do when they enter the classroom. Steps could include how to knock at the door, where to find lesson materials, where to sit, and when to begin working. A sample routine in a high school classroom may be:</p> <p><i>Knock Appropriately- Quietly knock on the door no more than three times.</i></p> <p><i>Enter Quietly- Voices and bodies are quiet when entering class.</i></p> <p><i>Go to Your Assigned Seat- Walk to your seat and sit down quietly.</i></p> <p><i>Begin Work- Focus on the day’s lesson or assignment. Ask for help if necessary by raising your hand.</i></p>
<p style="text-align: center;"><b>Turning In Assignments</b></p> <p>Teach students how and where to turn in their assignments. The routine could look like:</p> <p><i>Be sure your name is on your assignment.</i></p> <p><i>Place assignment in designated location.</i></p> <p><i>Return to your seat.</i></p>
<p style="text-align: center;"><b>Assignment Tracking</b></p> <p>Learning to get in the habit of managing assignments is an important skill for students. Consider establishing a routine at a consistent point in your lesson for students to take out their planners and record homework or upcoming tests. See the Student Planner/Missing Assignment Tracking Intervention for sample tracking forms and procedures to help students complete the work necessary for their grade.</p>