



Developing Positive School Procedures/ Planning Worksheet

Write out your crucial procedures using the following guide. Once the procedures are well-developed, implemented, refined, and practiced, ask two staff members and one administrator to certify that this routine has reached the standard for high-quality classroom routines.

1. Clarify the standard for this procedure/routine

What specific student behaviors do you want to see in this procedure?

2. Clearly define the adult behaviors needed to establish this routine

- a. tone of voice
- b. other non-verbal communication
- c. where to stand
- d. relationship building behaviors
- e. encouraging pro-social behaviors
- f. collaboration with other staff
- g. other

3. Monitor and adjust staff behaviors

For the first several days of implementation, carefully monitor what works and what does not work as well as you want. Make adjustments in the adult behaviors which lead to better outcomes.

4. Notice students who are following or exceeding the standard

Build positive noticing into the procedure. What specific methods/behaviors will help you reach your goal for a high encouragement vs. discouragement ratio?

5. Upon implementation, first explain and model the desired procedure, then practice it for at least 4 weeks. Ensure that both adult and student behaviors have become automatic. Set dates to review or reinforce established procedures.

Certification of High Quality Classroom Routine

Teacher:

Name the specific routine being reviewed:

Standard for high quality classroom routine:

1. Students clearly understand the expected behaviors.
2. The teacher has taught, modeled, and practiced the routine until it has become the clear expectation. and the automatic behavior pattern for all students.
3. The teacher calmly supervises this procedure daily.
4. Students calmly follow the expected routine.
5. Following this procedure is a consistently positive experience for both staff and students.

Rating Scale:

01.....2.....3.....4.....5
Unclear/Inconsistent Consistent Consistent and Positive

Ask two staff members and one administrator to review this routine on at least three occasions and to rate its implementation in your classroom.

Certification of high quality routine:

I have observed this classroom routine on at least three occasions and find that it meets or exceeds the standards for high-quality classroom routines.

Name of Observer	Rating	Date