

## Checklist: Routines & Procedures

- ☐ Dismissal
- ☐ Entry routine for class
- ☐ Pickup
- ☐ Cafeteria
- ☐ Recess
- ☐ Hallway
- ☐ Teacher's attention-getter
- ☐ How to store backpacks, coats, lunch bags, etc.
- ☐ Fire drill, lockdown, bad weather, lockout
- ☐ Attendance
- ☐ Morning routine for homeroom
- ☐ How to prepare for the day
- ☐ Switching classes
- ☐ Jobs
- ☐ Morning meeting
- ☐ Announcements/pledges
- ☐ How to be prepared for class
- ☐ Bathroom (when, where, how)
- ☐ Lining up
- ☐ Turning work in
- ☐ Must Do/Can Do
- ☐ Independent work
- ☐ Table group/partner work
- ☐ Turn & talks or partner discussions
- ☐ Group discussions/accountable talk
- ☐ Raising hand
- ☐ Responding to a question
- ☐ Answering a question
- ☐ Passing out papers/supplies
- ☐ Notebook set-up & maintenance
- ☐ Storing student folders & notebooks
- ☐ When you're finished with your work
- ☐ What to do when you're absent the previous day
- ☐ Completing late or make-up work
- ☐ Communication Calendar/school-home communication method
- ☐ General transitions inside classroom
- ☐ How to come to the carpet/group area
- ☐ How to return to seats
- ☐ Participating in lessons

- ☐ How to read date, calendar, and learning targets
- ☐ Accessing lost papers or extra copies
- ☐ Devices + chargers
- ☐ Using class earbuds
- ☐ Snack time
- ☐ Water bottles in classroom
- ☐ Pencils
- ☐ Turning in money/note to teacher
- ☐ Using the trashcan
- ☐ Table group supplies
- ☐ Cutting & gluing
- ☐ Desk organization
- ☐ Keeping work organized
- ☐ Maintaining an unfinished work folder
- ☐ Times to be silent vs non-silent
- ☐ Tissue
- ☐ When you (student) has an emergency
- ☐ When someone else has an emergency
- ☐ Student behavior disruptions/outbursts
- ☐ Issues while with other teachers
- ☐ Classroom phone
- ☐ Teacher needs to step out
- ☐ Classmate needs help
- ☐ Coming in tardy
- ☐ Visitor enters
- ☐ Classmate is off-task
- ☐ Asking for teacher's help
- ☐ What to do when you're stuck
- ☐ Accessing and using math manipulatives, etc.
- ☐ Accessing and using shared materials
- ☐ Science/STEAM/Robotics labs
- ☐ Shopping for books
- ☐ Taking care of books
- ☐ Using the classroom library
- ☐ Visiting the school library
- ☐ Silent, independent reading
- ☐ Math workshop
- ☐ Homework
- ☐ Weekly work (warm-ups, journal entries, vocab, calendar math, etc.)
- ☐ Small group instruction
- ☐ Keeping a tidy personal space
- ☐ Fidgets

