CLASSROOM ROUTINE CHECKLIST

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Morning

		NOTES
☐	Entering the classroom	
☐	Attendance	_____
☐	Beginning work – "Bell Ringers"	_____
☐	Homework submission	_____
☐		_____

Transitions

		NOTES
☐	Transition signals	
☐	Verbal cues	_____
☐	Moving / changing locations	_____
☐		_____

Instruction

		NOTES
☐	Seating	
☐	Supplies / Materials	_____
☐	Behavior	_____
☐	Group work	_____
☐	Independent work	_____
☐		_____

End of Class

		NOTES
☐	Turn off lights not in use	
☐	Close windows and lock doors	_____
☐	Set out trash for collection if needed	_____
☐	Relax and unwind before bed	_____
		_____

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Additional Routines

		NOTES
☐	Entering the classroom	
☐	Attendance	_____
☐	Beginning work – "Bell Ringers"	_____
☐	Homework submission	_____
☐		_____

Reinforcement

		NOTES
☐	Transition signals	
☐	Verbal cues	_____
☐	Moving / changing locations	_____
☐		_____

Monitoring

		NOTES
☐	Seating	
☐	Supplies / Materials	_____
☐	Behavior	_____
☐	Group work	_____
☐	Independent work	_____
☐		_____

Reflection & Notes

_____
_____
_____
_____
_____
_____

Classroom Routine Checklist

1. Morning / Bellwork Routine:
- Entering the Classroom:
  - Students enter quietly.
  - Students put away belongings and gather materials.
- Attendance:
  - Procedure for taking attendance is clear and efficient.
- Beginning Work:
  - Students begin bellwork or independent tasks immediately.
- Homework Submission:
  - Clear procedure for submitting homework (e.g., bin, folder).

2. Instruction Routine:
- Seating:
  - Students know where and when to sit (assigned seating if applicable).
- Classroom Materials:
  - Students know where to find necessary materials (e.g., notebooks, textbooks).
- Classroom Behavior:
  - Students understand expectations during instruction (e.g., raising hands, quiet listening).
- Group Work:
  - Procedures for forming groups and transitioning into group work are established.
- Independent Work:
  - Expectations for independent work are clear (e.g., no talking, stay on task).

3. Transitions Between Activities:
- Transition Signals:
  - Signal (e.g., bell, clap, visual cue) used to indicate transition time.
- Verbal Warning:
  - Students receive a verbal warning or countdown before transitions.
- Moving Between Tasks:
  - Students transition quickly and efficiently between activities.

4. End of Class / Period Routine:
- Clean-Up:
  - Students know how to properly clean up materials (e.g., lab equipment, personal supplies).
- Exit Slip or Reflection:
  - Procedure for completing exit slips or quick reflections at the end of class.
- Dismissal:
  - Students know where to wait and how to exit the classroom (e.g., lined up at door, leaving quietly).

Classroom Routine Checklist

5. Additional Routines:
- Restroom Procedure:
  - Clear routine for asking permission and leaving the classroom for restroom use.
- Using Classroom Equipment (e.g., computers, lab equipment):
  - Students know how and when to use classroom equipment responsibly.
- Fire Drill / Emergency Procedures:
  - Students understand what to do during fire drills and other emergency situations.
- Library or Field Trips:
  - Routine established for leaving the classroom for special activities (e.g., library, assemblies).

6. Reinforcement and Practice:
- Routine Practice:
  - Routines practiced regularly through role play or guided practice.
- Routine Re-Teaching:
  - Routines are reviewed after breaks or when behavior is inconsistent.
- Routine Reminders:
  - Routine expectations are referred to throughout the day and reinforced with visual cues.

7. Monitoring and Data Collection:
- Tracking Student Behavior:
  - Procedure for tracking how well students follow routines (e.g., behavior charts, checklists).
- Providing Feedback:
  - Students receive feedback or behavior-specific praise for following routines.
- Adjusting Routines:
  - Routines adjusted based on student performance and data (e.g., adding more support, simplifying steps).

Teacher Reflection:
- Are any routines consistently causing issues or requiring reteaching?
- Do students need more reminders or practice with specific routines?
- Are there any new routines that need to be established?

I hope you've found these tips helpful for your classroom routines!