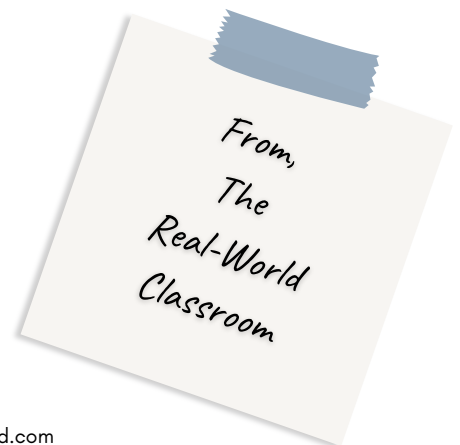


FREE **Classroom Routine &** **Procedures Audit**



A Free Classroom Management Checklist for Teachers



Must-Have Classroom Procedures



Classroom procedures, routines, and systems are very personal! The list below is a suggestion of routines that I have used in my upper elementary and middle school classrooms. These classroom management systems are the ones that I cannot live without.

- ☆ Entering the Classroom
- ☆ Leaving the Classroom/Dismissal
- ☆ Calls to Attention
- ☆ Classroom Behavior Plan
- ☆ Work/Assignment Turn-In
- ☆ Paper Pass Out & Pass Back
- ☆ Missing Work/Absent Work Retrieval
- ☆ Bathroom Breaks
- ☆ Student Planner/Agenda Policy & Set Up
- ☆ Interactive Student Notebook Set Up
- ☆ Small Group/Independent Work Routine & Expectations
- ☆ Data Folder Upkeep
- ☆ Cooperative Learning
- ☆ Close Reading System

The simpler items are classroom rules, as opposed to systems, routines, and procedures. These rules should be reviewed and distributed to students.

For example, I do not have a procedure for pencil sharpening. The rule is simply to do it when I am not talking or at the start of class. I try to give more autonomy regarding these simple things to build independence.

On the next page, you will list the current routines you have or the routines you need. Use this list as a guide to help you to audit those routines or add new routines to your classroom management toolbox.



Classroom Systems Audit

What systems do you currently use, think you need, or drive you crazy?

Fill out the form below, and remember, no system/procedure/routine is too small; write down anything that may apply.

It Works	It Does NOT Work	I Need a System	Classroom Routine/Procedure/System
✓			Starting class, getting students ready to start lesson quickly.
		✓	Missing work & absent work
	✓		Transitions to different activities or part of lesson.

READY TO FIX THE ROUTINES THAT AREN'T WORKING?

The Classroom Routines & Procedures Toolkit walks you through creating, teaching, implementing and reinforcing classroom systems that actually work.

