**Checklist: Routines & Procedures**

* Dismissal
* 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
* Entry routine for class
* Packup
* Cafeteria
* Recess
* Hallway
* Teacher’s attention-getter
* 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
* Passing out papers/supplies
* Notebook set-up & maintenance
* When you’re finished with your work
* What to do when you’re absent the previous day
* Communication Calendar/ school-home communication method
* General transitions inside classroom
* How to come to the carpet/group area
* How to return to seats
* How to move around the classroom
* How to read date, calendar, and learning targets
* Accessing lost papers or extra copies
* Devices + chargers
* Snack time
* Water bottles in classroom
* Pencils
* Table supplies
* Cutting & gluing
* Desk organization
* Keeping work organized
* Maintaining an unfinished work folder
* Times to be silent vs non-silent
* Tissue
* Emergencies
* Using class earbuds
* Student behavior disruptions/outbursts
* Classroom phone
* Teacher needs to step out
* Classmate needs help
* Coming in tardy
* Visitor enters
* Classmate is off-task
* Asking for teacher’s help
* Confused about directions
* Accessing and using math manipulatives, etc.
* Accessing and using shared materials
* Science labs
* Group discussions
* How to keep space tidy
* Independent reading
* Math workshop
* Homework
* Weekly work (warm-ups, journal entries, etc.)
* Small group instruction
* Raising hand
* How to turn in money/note to teacher
* Using the trashcan