

## **Newton Public Schools**

### **Routines Checklist**

Clear and well-established routines go a long way toward eliminating issues with classroom management. Which routines do you have? How well do they work?

#### **Opening**

- Attendance
- Absent Students
- Announcements
- Tardies
- How Students Enter Classroom
- Seating
- Morning Routine

#### **Operating**

- Turning in Work
- Communicating
- Agendas
- Homework
- Bathroom Visits
- Hallway Behavior
- Emergency Procedures
- Handling Materials (Individual and Classroom)
- What to Bring to Class
- Snacks and Water

#### **Teaching**

- Expected Behavior
- Consequences of Behavior
- What do I do when I'm done?
- Participation
- What do I do when I've been absent?
- Teacher Quiet Signal
- Moving around the classroom (transitions)
- Working in a Group, Working Independently (expectations)
- Asking Questions

#### **Closing**

- Dismissal
- Cleaning the Room