



# Classroom Routines and Procedures Checklist

<b>Routine/Procedure</b>	<b>Notes</b>
<input type="checkbox"/> Entering/leaving classroom	
<input type="checkbox"/> Hall passes	
<input type="checkbox"/> How to ask questions	
<input type="checkbox"/> Where to keep items	
<input type="checkbox"/> How to pick up or turn in work	
<input type="checkbox"/> Where to find things in the classroom	
<input type="checkbox"/> Who to ask for help	
<input type="checkbox"/> When to interrupt	
<input type="checkbox"/> What to do when there is a fire or safety drill	
<input type="checkbox"/> How to work in groups	
<input type="checkbox"/> How to get the class's attention	
<input type="checkbox"/> Individual attention getting or transition cues (clapping, lights, a word, symbol?)	
<input type="checkbox"/> Where the agenda is	
<input type="checkbox"/> Whether you will have a morning meeting	
<input type="checkbox"/> Dismissing students	
<input type="checkbox"/> How students will know when to engage in cooperative activities	
<input type="checkbox"/> Policy on technology (BYOD)	