Student Routines Checklist

Student Management · PreK–8

Explicitly teach, model, practice, and positively reinforce the routines that run your day, from arrival to dismissal.

Arrival & Start of Day

- [ ] Teach how to enter the classroom calmly and greet the teacher.
- [ ] Teach the steps for unpacking, storing belongings, and turning in folders.
- [ ] Establish a predictable morning work routine.
- [ ] Model how to check the visual schedule.

Instructional Routines

- [ ] Teach a consistent attention signal and how to respond to it.
- [ ] Practice how to ask for help, including nonverbal options.
- [ ] Teach routines for partner and small-group work.
- [ ] Teach how to get, use, and return materials and supplies.
- [ ] Teach how to turn in work and find missed assignments.
- [ ] Teach what to do when work is finished early.

Transitions & Movement

- [ ] Practice transitions between activities with clear cues and time warnings.
- [ ] Teach how to line up and walk in the hallway.
- [ ] Establish routines for the restroom, water, and leaving the room.
- [ ] Teach how and when to use a calm-down or reset space.

Teaching & Reinforcing Routines

- [ ] Explain why each routine matters to the class.
- [ ] Model each routine step by step, then have students practice it.
- [ ] Post visual steps or picture supports for key routines.
- [ ] Reinforce routines with specific, positive feedback.
- [ ] Reteach and practice routines when students need a refresher.
- [ ] Adapt routines for students who need additional supports, following their plans.

End of Day

- [ ] Teach cleanup routines with assigned classroom jobs.
- [ ] Establish a packing-up routine with a visual checklist.

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- [ ] Practice dismissal procedures for buses, walkers, and pickup.
- [ ] Close the day with a brief reflection or community circle.
- [ ] Review routines after long breaks and when new students join.

Teach routines explicitly, practice them often, and reinforce them positively. Adapt supports to each student's needs and individual plans.

Notes