

# Classroom Management Checklist: For Effective Teachers

## Start of day (after each recess/transition):

1. \_\_\_ What signal is in place to get your students' attention? (*Countdown, lights, chant, clap etc.*)
2. \_\_\_ What procedure is in place to determine how the students enter the class? How do they know?
3. \_\_\_ Do students know what to do for each entry time? (*Entering in the morning...write in their journal, after 1st recess...DEAR - drop everything and read etc.*)
4. \_\_\_ What is in place for the misbehaving student?
5. \_\_\_ What do students do with returned homework or notes from home? (*How do they know?*)

## During work times - whole or small group:

1. \_\_\_ What is the signal or routine for leaving your classroom (*washroom etc.*)?
2. \_\_\_ What do students do who finish early? Be ready for this. To get students to review and revise, Lucy Calkins says: (*When you're done, you've just begun!*)
3. \_\_\_ How do you establish what the acceptable noise level is?
4. \_\_\_ How do students get help? What are the rules for leaving their seats?
5. \_\_\_ When can students sharpen their pencils or put something in the trash or re-cycle bin?

## Student Work:

1. \_\_\_ What is the routine for incomplete or missed work?
2. \_\_\_ What is the consequence for late work?
3. \_\_\_ Where do your students put completed work?
4. \_\_\_ How do you track student work?

## Miscellaneous:

1. \_\_\_ What routines are in place for dismissal?
2. \_\_\_ What routines are in place during announcements?
3. \_\_\_ What are your expectations during group work to ensure students are on task?

Anticipate EVERYTHING! That's what great classroom managers do. When you are ready for whatever comes your way, you'll find that your class will run smoothly.