



☐ Checklist for Rules and Routines

Expectations

Students understand:

- The seating plan.
- What they are expected to bring to class (e.g., paper, pencils, class notebook, homework, assignment book, etc.).
- Where to look for assignments (e.g., write each lesson on the chalkboard, etc.).
- What is expected of them when they enter the classroom (e.g., place personal belongings in desk, locker, or bookshelf, etc.; copy classwork from chalkboard; etc.).
- Rules for visiting with friends (e.g., before the class starts).

Procedures

Students have been taught the procedures for:

- Requesting a drink of water.
- Going to the restroom.
- Going to the office.
- Going to their locker.
- Asking for assistance.
- Sharpening pencils and requesting supplies.
- What to do if they are late to class.
- What they should do if they need to remove themselves from class (e.g., emotional problem).
- How to leave the classroom (e.g., they may leave when the bell rings, they may leave only when dismissed by the teacher, etc.).

Rules Related to Materials and Textbooks

Students have been taught:

- The requirements for book covers.
- How to care for materials.
- What materials to bring to class.
- What they should do if they do not have their materials.

Policies for Classwork

Students have been taught:

- Where and when completed work should be turned in.
- How work will be discussed.
- Where to keep their work in the classroom (e.g., file folders, portfolio, etc.).
- The format for heading papers (e.g., where name and date are written).
- When talking is allowed.
- How late assignments are handled.
- How assignments are graded.
- How bonus points or extra credit are earned.

Rules for Behavior

- Students have been taught schoolwide rules.
- Classroom rules are stated positively, posted prominently, and enforced fairly.
- Students are aware of teacher signals (e.g., to quiet down, etc.).

Note: This text box was reprinted with the permission of Christine Mason, Director, Transition to Teaching project, Student Support Center, Washington, DC. ©2006