

Classroom Organization Checklist

Directions: Check box on left when complete.

1. Teacher's desk

- Where is it? _____

- How are students allowed to use your desk? _____

- How do you monitor the entire class when you are at your desk? _____

- What is the procedure for items that need your attention immediately?

- Can students come up to you when you are at your desk? _____

- If you have a phone at your desk, what are the rules regarding use? _____

- What other expectations do you have regarding your desk? _____

2. Material Storage

- Where are frequently used supplies stored? _____

- Where are textbooks stored? Are the ones you use daily easily accessible? _____

□ Do you experience problems associated with supplies? (use CHAMPS form) _____

□ Where do you store seasonal or infrequently used materials? _____

3. General Classroom Procedures:

□ When can students sharpen pencils? _____

□ What do students do when their pencil breaks or another writing tool is needed?

□ What are bathroom procedures? Are there designated times? Can students obtain a pass? (Use CHAMPS form) _____

□ What procedures need to be followed to go to the office, nurse counselor, etc.?

4. Independent Work Procedures (Use CHAMPS form)

5. Transitions (Use CHAMPS form)

6. Dismissal Procedures

□ How are students dismissed to go to break, lunch, or other activities? _____

□ What procedures are in place for end-of-school dismissal? _____

7. Homework Policy

Do you have a homework policy? _____

Where do students write down the assignment? _____

Do students have homework assignment envelopes, agenda planners, or notebooks?

Where do students turn in completed homework assignments? _____

What is your record-keeping system for assignments? _____

What happens when students don't turn in completed work? _____

What is your reinforcement system for completed homework (e.g., points, grades, free homework pass)? _____

What are procedures for chronic homework problems? _____

8. Computer Procedures:

When and how long can students use the computer? _____

- What are your expectations about water, food, gum, etc.? _____

9. Quiet Time Areas:

- What is your procedure for a student who works better in a quiet, less distracting area? Is there a quiet reading corner (e.g., bean bag, rocking chair)? _____

- What is your procedure for a student who has lost the privilege to be part of the class for a short period of time? Can students go to another teacher's classroom when they have lost the privilege to be in your room? _____

- What is your procedure for students who have to be in in-school suspension? _____

- How and when will you teach your students about the quiet-time procedures? _____

10. Parent Contact Policies:

- What is your plan for contacting parents? _____

- What are your procedures to let parents know when things are going well? _____

- What do you do when things are not going well? _____

CHAMPs Classroom Routine Worksheet

Routine: _____

CONVERSATION

Can students engage in conversations with each other during this activity?

If yes, about what?

With whom?

How many students can be involved in a single conversation?

How long can the conversation last?

HELP

How do students get questions answered? How do students get your attention?

If students have to wait for help, what should they do while they wait?

ACTIVITY

What is the expected end product of this activity? (Note: This may vary from day to day.)

MOVEMENT

Can students get out of their seats during the activity?

If yes, acceptable reasons include:

Pencil

Restroom

Drink

Hand in/pick up materials

Other:

Do they need permission from you?

PARTICIPATION

What behaviors show that students are participating fully and responsibly?

What behaviors show that a student is not participating?

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Other:

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PARTICIPATION

What behaviors show that students are participating fully and responsibly?

What behaviors show that a student is not participating?