

Secondary Classroom Routines Launch Pack

Design, teach, observe, and repair the routines that protect learning time.

ElevateTheNorm.com

By Clay Shumate

THIS PACK INCLUDES

- 1 Routine design sheet
- 2 Entry and closing checklists
- 3 Transition rehearsal plan
- 4 Reteach decision guide

How to use this pack

A routine needs a visible start, a short sequence, and a clear finish. Teach routines as procedures, not as assumptions about what students should already know, and rehearse the part that breaks instead of lecturing the whole class.

QUICK START

- Design your three most-used routines on the design sheet.
- Teach entry and closing in the first week; model, practice, time.
- When a routine slips, find the one step causing the delay.
- Reteach only that step, then record the new time.

Routine Design Sheet

A routine needs a visible start, a short sequence, and a clear finish.

Routine name and purpose

Trigger: how students know it begins

Step	What students do (observable)
1	
2	
3	
4	
5	

Finish: what ready looks like

How it will be modeled and practiced

What support will be available

Entry and Closing Checklists

Teach these as procedures. Post them, practice them, and hold the line for two weeks.

ENTRY

- ☐ Greet and enter without blocking the doorway.
- ☐ Collect only the materials needed now.
- ☐ Begin the visible first task.
- ☐ Ask private questions without stopping the room.

CLOSING

- ☐ Record the next responsibility.
- ☐ Return shared materials to the labeled location.
- ☐ Leave the work area ready for the next class.
- ☐ Exit when dismissed, not when the clock changes.

PRACTICE LOG

Date	Routine	Time	What slipped	Fix

Transition Rehearsal and Repair

Rehearse the part that breaks; do not lecture the whole class about every step.

Transition to improve

What currently happens (observable facts only)

The one step causing the delay

How I will model it in under one minute

Attempt	Elapsed time	What improved / what needs reteaching
1		
2		
3		

Reteach decision

Reteach the whole routine only if most students missed most steps. Otherwise, name the step that broke, model it once, and rehearse.

Need the whole lesson, not just the form?

Everything in this pack is free and stays free. When you need a ready-to-teach lesson, a sub plan you can leave tonight, or a bigger toolkit, it lives in Clay Shumate's TeachersPayTeachers store.

PAIRS WITH THIS PACK

First 10 Days Procedures Checklist (FREE)

The free day-by-day checklist for launching or relaunching routines.

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PAIRS WITH THIS PACK

Station Rotation Toolkit

8 reusable station frames, signs, and recording sheets.

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Paid products are from the author's own store. Buying one supports the free resources on ElevateTheNorm.com.