

Secondary Classroom Routines Launch Pack

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

THIS PACK INCLUDES

- Routine design sheet
- Entry and closing checklists
- Transition rehearsal plan
- Reteach decision guide

Designed for grades 6-12. Print, adapt, and use it without an email gate.

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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
Three to five observable steps
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, not as assumptions about what students should already know.

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.

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
Practice attempt and elapsed time
What improved / what needs reteaching