

Classroom Management Tune-Up Tool

This tool is designed to help you quickly strengthen clarity, consistency, and student understanding of expectations and routines—especially after long breaks or when classroom systems begin to drift.

Step 1: Identify a High-Impact Routine

Choose **one routine** that most impacts learning time or student focus.

- ☐ Arrival / Entry
 - ☐ Transitions
 - ☐ Independent Work
 - ☐ Group Work
 - ☐ Materials / Supplies
 - ☐ Attention Signal
 - ☐ Other: _____
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Step 2: Define What Success Looks Like

Complete the table below for your selected routine.

When does this routine occur?	
What should students be doing? (observable behaviors)	
What should students <i>not</i> be doing?	



Step 3: Teach (or Reteach) the Routine Explicitly

Effective routines are **taught, modeled, practiced, and reinforced.**

- ☐ Explain the *purpose* of the routine to students
- ☐ Model the routine step-by-step
- ☐ Practice the routine with students
- ☐ Provide specific feedback during practice
- ☐ Practice again if needed

Reminder: Reteaching a routine is not a setback—it's proactive instruction.

Step 4: Create Behavior-Specific Language

Replace vague reminders with clear, specific language.

Instead of saying:

“Be respectful.”

Say:

"During independent work, respectful behavior looks like eyes on your work, voices off, and materials on your desk."

My behavior-specific language for this routine:

Step 5: Reinforce & Reference

Clear expectations only work when they are consistently reinforced.

- ☐ Visually reference expectations during instruction
- ☐ Reinforce expectations *before* problems arise
- ☐ Use the same language when redirecting
- ☐ Acknowledge when students meet expectations

Example reinforcement language:

"I noticed everyone transitioned in under 30 seconds—thank you for following our routine."

Step 6: Quick Reflection Check

Use this short reflection after a lesson or at the end of the day.

- Did I *assume* understanding or *teach* expectations today?
 - Did students know exactly what success looked like?
 - What part of this routine is strongest?
 - What part needs reinforcement tomorrow?
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Remember:

Clarity builds confidence. When expectations are clear, students can meet them—and learning time increases.