

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: _____

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?

Remember:

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