

The “50 Procedures You Forgot” Checklist

Week 1 Survival Guide for New Teachers

Use this checklist during the first week of school.
If it's not taught, it will eventually become a problem.

Classroom Entry & Exit

1. ☐ How students enter the classroom
 2. ☐ Where backpacks and coats go
 3. ☐ What to do when the bell rings
 4. ☐ Where to sit (assigned seating vs. choice)
 5. ☐ How to line up at the door
 6. ☐ End-of-day cleanup expectations
 7. ☐ Dismissal routine (bus riders, walkers, car riders)
-

Getting Attention & Participation

8. ☐ How to get the teacher's attention
 9. ☐ Silent signal for quiet
 10. ☐ When students may talk vs. work silently
 11. ☐ How to ask a question
 12. ☐ What to do if they need help
 13. ☐ What NOT to do when confused
-

Supplies & Materials

14. ☐ Where supplies are kept
15. ☐ How to borrow materials

- 16. ☐ Where broken pencils go
 - 17. ☐ What to do if supplies run out
 - 18. ☐ How to sharpen pencils
 - 19. ☐ When sharpening is allowed
 - 20. ☐ How shared materials are returned
-

Bathroom, Water, & Emergencies

- 21. ☐ How to ask to use the bathroom
 - 22. ☐ When bathroom breaks are allowed
 - 23. ☐ Water bottle rules
 - 24. ☐ Tissue procedure
 - 25. ☐ Nurse visits
 - 26. ☐ Emergency drills (fire, lockdown, tornado)
 - 27. ☐ Silent signals during drills
-

Papers, Work, & Assignments

- 28. ☐ Where to put completed work
 - 29. ☐ How unfinished work is handled
 - 30. ☐ What to do if absent
 - 31. ☐ How papers are passed out
 - 32. ☐ How papers are collected
 - 33. ☐ What to do with graded work
 - 34. ☐ Homework routine
-

Transitions & Movement

- 35. ☐ How to transition between activities
 - 36. ☐ How to move around the room
 - 37. ☐ Hallway expectations
 - 38. ☐ Bathroom transitions
 - 39. ☐ Group work movement
 - 40. ☐ Technology transitions
-

Early Finishers & Behavior Expectations

- 41. ☐ What to do when finished early
 - 42. ☐ Independent work expectations
 - 43. ☐ Group work expectations
 - 44. ☐ How to disagree respectfully
 - 45. ☐ What happens after a warning
 - 46. ☐ Resetting behavior after a mistake
-

Technology & End-of-Day Routines

- 47. ☐ Device usage rules
 - 48. ☐ Login/logout procedures
 - 49. ☐ Charging and storing devices
 - 50. ☐ End-of-day reflection or pack-up routine
-

How to Use This Checklist

- Print it
- Keep it on your desk
- Check off procedures as you explicitly teach them
- Re-teach as needed (that's normal!)

If you teach these in Week 1, you'll save yourself dozens of corrections later.