

Morning Arrival

- ☐ Students arrive on time – tardiness is kept to a minimum through an effective rewards system.
- ☐ First class period is an academic period (and not a homeroom or advisory period) and begins promptly as the bell rings (this block can be a little longer to account for any necessary morning routines).
- ☐ Limited instructional time is wasted on routines involved in taking and reporting attendance.
- ☐ Locker time is limited and just long enough for necessary preparations.

Transitions Between Classes

- ☐ Students carry materials they need for multiple classes to avoid repeat trips to lockers.
- ☐ Class locations are assigned to minimize travel time between classes.
- ☐ Transitions are supervised and orderly to reduce disruptions and delays in starting the next class.
- ☐ Time between classes is kept as short as possible.

In the Classroom

- ☐ Classroom expectations and procedures are established for the start of every class period so that students can begin working immediately when they walk in. ("Do Nows")
- ☐ Active learning and engagement occurs all the way from the beginning to the end of the class period. Minimal time is lost at the beginning and end of the class period for the unpacking and packing up of materials and supplies. ("Bell to Bell Teaching")
- ☐ Teacher uses a stop watch or other time keeping device to monitor time use and designates amounts of time for specific tasks.
- ☐ Protocols and routines are established to minimize time lost on activities such as distributing materials, set up or clean-up, moving from whole group to small group instruction, etc.
- ☐ Interruptions such as PA announcements are kept to a minimum.
- ☐ Protocols are established that limit trips to the bathroom and water fountain.
- ☐ Teachers actively work to minimize disruptions and maximize engagement.
- ☐ Students are actively rewarded for staying on task.

Dismissal Time

- ☐ Classes and active learning occurs all the way through the end of the school day. (E.g. if dismissal is at 2:30 then the last class ends at 2:30 instead of 2:15)
 - ☐ End of day announcements are kept to a minimum to avoid disruption of last class periods.
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Other

- ☐ Staff discusses strategies to improve the efficiency and effectiveness of certain routines.
- ☐ Staff is rewarded for innovative ideas that maximize time on task.