

TEACHER ROUTINES TO STAY TOGETHER!



The
**Together
Teacher™**

ONCE A DAY

- Lay out any instructional materials for the next day
- Review Weekly Worksheet and roll over items
- Determine what, if anything, you will complete at home
- Check email; reply and defer longer emails
- Check student backpacks for communication folders, signed papers, etc.
- Straighten your personal teacher workspace and materials
- Charge and/or lock all technology, such as Chrome Books, headphones
- Reset behavior management systems, such as Class Dojo or clip charts

ONCE A WEEK

- Host Meeting with Myself
- Ensure all grading, data entry, and planning is completed
- Return or file all student work
- Share copies/charts/plans with colleagues
- Make all copies, charts and instructional materials for upcoming week
- Update student trackers
- Write at least 3 personal notes to students
- Ensure Thought Catcher ideas are captured
- Clean out “Lost and Found” bin
- Select a student of the week
- Type any anecdotal notes from the week

ONCE A MONTH

- Organize classroom library, computer cords, etc.
- Rotate bulletin boards or anchor charts
- Organize soft copy materials on computer desktop and Google Drive
- Rotate classroom jobs
- Deep clean desk, student desks and floors
- Update classroom calendar with important dates like tests and holidays
- Create, print and distribute parent/guardian newsletter

ONCE A GRADING PERIOD

- Clean out soft and hard copy files
- Organize supply closets
- Check and purge file cabinets
- Clean out all technology