



## Cooke Class Routines A Self-Rating Scale

**Directions:**

- For each of the events or activities given below circle the appropriate number to indicate if:
  1. You have a reliable routine for this event or activity.
  2. You have a routine for this event or activity that you would like to improve.
  3. You have a routine for this event that you need to replace.
  4. You don't have a routine for this event or activity and you would like to develop one.
  5. This event or activity requires does not require routine.
  
- Circle the asterisk if the event or activity is one that you absolutely must have done your way "or else."
- Use the spaces at the end of the list to add events and activities that require routines but are not included in the list as provided.

1.	Beginning the day.	1	2	3	4	5	*
2.	Taking attendance.	1	2	3	4	5	*
3.	What to do when a student arrives late	1	2	3	4	5	*
4.	Making up missed assignments when returning from an absence.	1	2	3	4	5	*
5.	Making up missed tests.	1	2	3	4	5	*
6.	Taking the lunch count.	1	2	3	4	5	*
7.	Seeking help.	1	2	3	4	5	*
8.	Signaling when to stop talking.	1	2	3	4	5	*
9.	Turing in homework papers.	1	2	3	4	5	*
10.	Information to be included on their papers (e.g. heading).	1	2	3	4	5	*
11.	What to do when they finish a test or seatwork early (Sponges).	1	2	3	4	5	*
12.	Leaving the room (bathroom, office, pull out).	1	2	3	4	5	*
13.	What to do when a visitor comes to the door.	1	2	3	4	5	*
14.	Distributing and collecting materials, assignments, etc.	1	2	3	4	5	*
15.	What to do if they don't bring pencils, paper, etc.	1	2	3	4	5	*
16.	Appropriate responses to emergencies (fire drills, lock down, etc.)	1	2	3	4	5	*
17.	Beginning class.	1	2	3	4	5	*
18.	Leaving and returning from lunch, recess, specials, etc.	1	2	3	4	5	*
19.	Signing out materials, tools, books, equipment, etc.	1	2	3	4	5	*

20.	Seating arrangements (i.e. switching to and from alternates).	1	2	3	4	5	*
21.	Using activity centers, library corner, etc.	1	2	3	4	5	*
22.	Procedures for moving about the building as a group.	1	2	3	4	5	*
23.	Attending assemblies, mass, etc.	1	2	3	4	5	*
24.	Clean up.	1	2	3	4	5	*
25.	Obtaining permission for field trips.	1	2	3	4	5	*
26.	Leaving the room at the end of the day.	1	2	3	4	5	*
27.	Transitions from one activity to another.	1	2	3	4	5	*
28.	Assigning homework.	1	2	3	4	5	*
29.		1	2	3	4	5	*
30.		1	2	3	4	5	*
31.		1	2	3	4	5	*
32.		1	2	3	4	5	*

**NAME:**

**DATE:**

**REVIEWED BY:**