Look Fors in Routines and Procedures

Teacher:	Subject:	Date:	Time:

The Look Fors listed are components within the lesson design model. An observer should not expect to see all of the Look Fors during a single observation.

Build a Lesson		Observation Notes
☐	Are classroom expectations clear, age-appropriate, and visibly posted?	
☐	Is there evidence the students are following established routines and procedures that help the class run smoothly?	
☐	Are the transitions between activities or subjects smooth and quick?	
☐	Are behavior expectations consistently and fairly reinforced by the teacher?	
☐	Is misbehavior addressed promptly, calmly, and respectfully by the teacher?	
☐	Is there evidence the teacher is using proactive strategies, such as proximity or non-verbal cues, to minimize disruptions?	

Reflection Questions

Build a Lesson
How do you plan routines to minimize disruptions and maximize instructional time? How do you ensure students take ownership of following routines independently? How do you reinforce positive behavior and adherence to routines? Have you made any adjustments to routines this year? What led to those changes, and what impact have you seen?