A FREE CSAS CLASSROOM TOOL

The First 10 Days Literacy Routines Checklist

The first 10 days of school decide the next 170. A classroom that loses four minutes per transition loses more than a week of instruction by June; a classroom with automatic routines banks that week for readers. Check each routine as it moves from taught, to practiced, to automatic: a routine is not done until it runs without you.

TEACHER	CLASS	FIRST DAY OF SCHOOL

1. Entry and transitions

Routine	Taught	Practiced	Automatic
Morning entry: students start literacy work within 2 minutes of arrival	☐	☐	☐
One transition signal, rehearsed until the reset takes under 30 seconds	☐	☐	☐
Materials routine: whiteboards, decodables, and folders move without narration	☐	☐	☐

2. Response routines (every student, every time)

Routine	Taught	Practiced	Automatic
Choral response norm: all voices on signal, not the fast five	☐	☐	☐
Whiteboard routine: write, show on cue, erase; no waving, no peeking	☐	☐	☐
Partner talk: assigned partners, named roles, sentence starters posted	☐	☐	☐
Error-correction norm: fix it and go; mistakes are data, not drama	☐	☐	☐

THE BLOCK, AND THE CLOSE

The literacy block, data, and celebration

3. The literacy block

Routine	Taught	Practiced	Automatic
Daily 10-minute phonemic awareness warm-up slot on the schedule	☐	☐	☐
Decodable text handling: distribute, track with finger or marker, return	☐	☐	☐
Small-group rotation procedure taught before groups begin	☐	☐	☐
Independent practice modeled: what to do, where to get help, what finished looks like	☐	☐	☐

4. Data and celebration

Routine	Taught	Practiced	Automatic
A 2-minute formative check routine that ends each lesson	☐	☐	☐
Exit routine that returns the room to ready in under 2 minutes	☐	☐	☐
A weekly celebration ritual that names specific reading behaviors, not just effort	☐	☐	☐

TEN DAYS, ONE ROUTINE AT A TIME

The day-by-day map

Day	Teach and rehearse
Day 1	Entry routine and the transition signal; rehearse the signal five times, playfully.
Day 2	Choral response, practiced with review content so the routine is the lesson.
Day 3	Materials and whiteboard routines; time the reset, post the record.
Day 4	Launch the daily phonemic awareness warm-up; it anchors the block.
Day 5	Partner talk, then every routine from the week rehearsed in one sequence.
Day 6	Decodable handling and text tracking; first full mini-lesson with all routines.
Day 7	Small-group rotation without content; practice the movement only.
Day 8	Independent practice expectations; first real rotation with a short cycle.
Day 9	Add the formative check and exit routines; close the loop.
Day 10	Full-block dress rehearsal at real pace; celebrate specifically, then teach hard.

THE AUTOMATICITY RULE

Taught: students can explain it. Learned: they can do it. Automatic: it runs while you teach a small group and nobody looks up. Reteach until automatic.

Want the whole block to run like this?

This checklist comes from the routines work CSAS coaches build with partner teachers.

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