



# Trauma-Informed Routines & Procedures

## Classroom Audit & Planning Tools

**Part 1:** Read the overview and explore video examples of the Conscious Discipline model of a [“Brain Smart Start.”](#) Reflect on activities from your own classroom routines and procedures.

**Part 2:** Complete an informal audit by listing all the routines and procedures you implemented during the previous school year and any new ones you learned about this summer. Utilizing your trauma lens and the information you just read about a Brain Smart Start, place a star next to those routines and procedures you want to prioritize this year. If this is your first-year teaching, use this activity as a chance to name and prioritize the routines and procedures you intend to introduce this year.

	Opening Routines	Transitions & Procedures	Closing Routines
Current practices			
New practices I am interested in trying			

**Part 3:** Pick one of your starred practices and utilize the Interactive Modeling template below to help you plan out how you will teach and roll-out this new procedure with your students.

<b>Interactive Modeling Template</b>	
Skill/Procedure/Routine:	
Purpose:	
Steps	What I Plan to Say/Do
1. Say what you will model and why.	What one or two positively stated sentences will you say?
2. Model the behavior.	What will you do to show the expected, positive behavior?
3. Ask students what they noticed.	What questions will you ask? What do you want to be sure children understand about how to do the behavior?

4. Invite one or more students to model.	How will you set this up? What will you say?
5. Again, ask students what they noticed.	What questions will you ask? What do you want to be sure children understand about how to do the behavior?
6. Have all students practice.	What will you have them do? How will you set this up?
7. Provide feedback.	What will you reinforce? What are some words you can use? What tone of voice will you use?

**References**

Bailey, B. (2015) *Conscious Discipline: Building Resilient Classrooms*. Loving Guidance, Inc.

Center for Responsive Schools, Inc. (2016). Interactive Modeling Planning Guide. Retrieved from [https://www.responsiveclassroom.org/wp-content/uploads/2016/03/JC\\_InteractiveModelingPlanningGuide.pdf](https://www.responsiveclassroom.org/wp-content/uploads/2016/03/JC_InteractiveModelingPlanningGuide.pdf)