|  |
| --- |
| 1st Grade Proactive Checklist**For Classroom Procedures/Routines** |
| **Situation** | **What is your procedure/routine?** |
| Students entering/leaving class* Backpacks
* Coats
* Folders/Binders/Homework/Notes
* Lunch/Milk count
* Seatwork
* Jobs
 |  |
| Students needing to go to office/nurse/counselor, etc. |  |
| Checking attendance |  |
| Students needing materials during instruction  |  |
| Students needing materials during independent work time |  |
| Attention Signal |  |
| Students needing to use the restroom |  |
| Students needing to sharpen pencil |  |
| Students needing to move about the room, for trash, or Kleenex, etc. |  |
| Student Work:* Name on paper
* Handing in papers/work
* Passing in/out papers
* Use of crayon, marker, or pencil
* Use of manuscript and/or pictures
* Neatness
* Make up work for absences
* Managing supplies
 |  |
| Homework:* How to take home
* When/how to turn in
* How much (frustration level)
 |  |
| Student responses:* Choral
* Signal
* EPR/white board
* Volunteers
* Think-Pair-Share
 |  |
| 1st Grade Proactive Checklist**For Classroom Procedures/Routines** |
| **Situation** | **What is your procedure/expectations?** |
| Attention Signal |  |
| Substitute expectations |  |
| Group work/cooperative learning |  |
| Independent Work Time |  |
| Food/drink/candy/gum/water bottles in class |  |
| Posted assignments/schedule |  |
| Expectations/consequences |  |
| Birthday Celebrations |  |
| Centers |  |
| Lining Up |  |
| Recess Procedures |  |
| Lunch Procedures |  |
| Snack |  |
| Class Meetings |  |
| School-wide Expectations (hallways, assemblies, etc.) |  |
| Activities to do after completing work |  |
| Transitions between activities |  |
| Seeking help |  |
| Technology:* Passing out, returning, and charging devices when necessary
* Appropriate handling of devices
* Appropriate technology use (sites and software)
* Appropriate times for technology use (whole group, small group, partners, and independent)
* Sharing devices with a partner – Partner A and Partner B defined
* Asking for assistance with the technology
* Sending technology assignments to the teacher through e-mail, drop box, etc.
 | \*To be completed after iPad training |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |