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| 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 |
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