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| GRADE 5 - Proactive Checklist  **For Classroom Procedures/Routines** | |
| **Situation** | **What is your procedure/routine/expectation?** |
| Posting and utilizing:   * Objectives * Daily schedule * Assignments/Assignment books |  |
| Students entering/leaving class   * Backpacks * Coats * Folders/Binders/Homework * Lunch money/Notes * Lunch/Milk count * Library books * Seatwork * Jobs |  |
| Checking attendance, lunch count, etc. |  |
| Attention Signal |  |
| Procedures for when students don’t follow expectations/agreements |  |
| Student responses:   * Choral * Signal * EPR/white board * Volunteers * Think-Pair-Share |  |
| Group work/Cooperative learning |  |
| Student Work:   * Heading of papers * Passing in papers * Passing out papers * Use of pen or pencil * Use of manuscript or cursive * Neatness * Incomplete work/late work * Due dates * Make up work for absences |  |
| GRADE 5 - Proactive Checklist  **For Classroom Procedures/Routines** | |
| **Situation** | **What is your procedure/routine/expectation?** |
| 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, Dropbox, etc. |  |
| When students complete work early   * Activities, independent reading, etc. * Noise level |  |
| Students needing to move about the room   * For trash, Kleenex, etc. * Sharpen pencil * Needing restroom * Needing to go to nurse/office/counselor |  |
| Seeking help |  |
| Students needing materials   * During instruction * During independent work time |  |
| Transition between activities |  |
| Lining up and moving to specials, lunch, etc. |  |
| Class Meetings |  |
| Recess – indoor and outdoor |  |
| Food/snack/drink/candy/gum in class |  |
| GRADE 5 - Proactive Checklist  **For Classroom Procedures/Routines** | |
| **Situation** | **What is your procedure/routine/expectation?** |
| Birthday celebrations |  |
| End of the day   * Packing up * Cleaning up * Lining up |  |
| Homework:   * When (Days of the week) * How much (10 min. x grade level) * How to turn in |  |
| Grading/progress reports/communicating with parents |  |
| School-wide expectations   * Hallway * Assemblies * Fire drill * Tornado drill |  |
| Substitute expectations |  |
| Band & Strings – instrument storage, lining up, etc. |  |
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