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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.
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| 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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