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| **Procedure** | **Check / Star** | **Steps** |
| Entering the classroom |  |  |
| When student is tardy |  |  |
| When student is absent |  |  |
| End of period dismissal |  |  |
| Listening to questions |  |  |
| Participating in discussion |  |  |
| When student need supplies |  |  |
| Working with others |  |  |
| Changing groups |  |  |
| Going to the office |  |  |
| When student needs help |  |  |
| When visitors are in the classroom |  |  |
| When there is a substitute |  |  |
| Returning to a task after an interruption |  |  |
| Keeping student desk orderly |  |  |
| Responding to questions |  |  |
| Passing in papers |  |  |
| Exchanging papers |  |  |
| Returning student work |  |  |
| Getting materials |  |  |
| Moving around the room |  |  |
| Headings on papers |  |  |
| Finishing work early |  |  |
| Greeting a guest |  |  |
| Asking a question |  |  |
| When a student becomes ill |  |  |
| Reporting a problem |  |  |
| When a student needs to use the washroom |  |  |
| When student is being disturbed |  |  |
| Responding to a drill or bad weather |  |  |
| Going to the class library |  |  |
| Responding to school-wide announcements |  |  |