

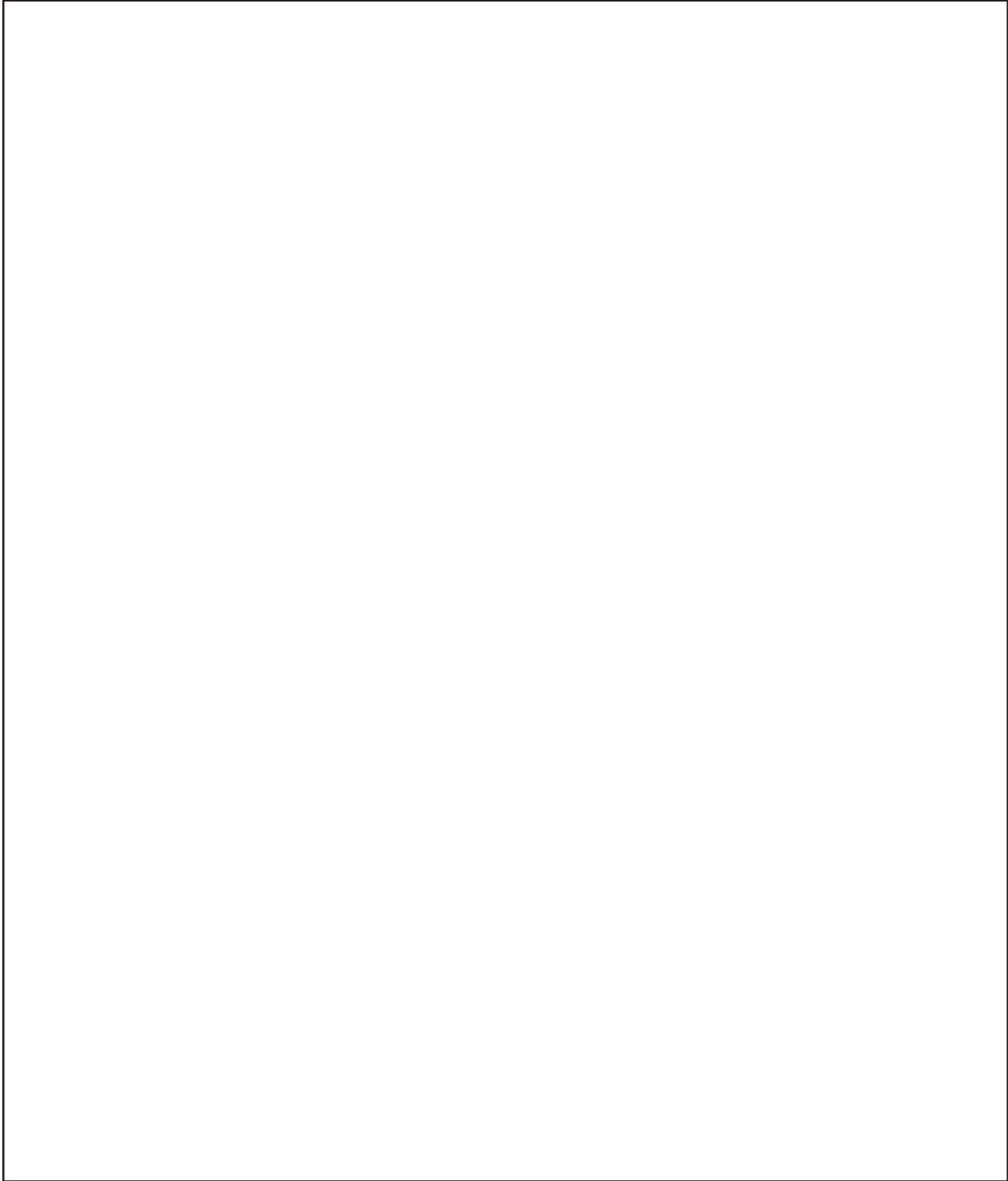


# Class Roll

Listed below are the names of the students who attend this class.


# ✓ Seating Chart

This is a diagram of where students should be seated.





# Daily Schedule

Listed below are the items and events that are covered on a typical school day.

TIME	Monday	Tuesday	Wednesday	Thursday	Friday

**Classroom  
Details:**

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# Student Approvals

Students approved to do the listed activities.

Student	Internet	Library on Own	Recess			

**Classroom  
Details:**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Daily Procedures

## Before School Procedures/Extra Duties for the Day

### Before School

Write your name on the board.

Review the Classroom Rules.

Locate and review the school evacuation map.

Read through the lesson plans left by the permanent teacher.

Locate books, papers, and materials that will be needed throughout the day.

Study the seating chart.

Other:

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### Extra Duties for the Day

Bus Duty:

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Recess Duty:

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Lunch Monitor:

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Hall Monitor:

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Other:

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# Daily Procedures

Starter Activity/Attendance Taking/Lunch Count

Starter Activity

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Attendance Taking

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Lunch Count

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# Daily Procedures

Location of Class Materials/Homework and Class Assignments

## Location of Class Materials

Teacher Manuals:

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Art Supplies:

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Audio-Visual Equipment:

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Other Important Materials:

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## Homework and Class Assignments

- Leave for me to check
- You check and return to students
- Have students check their own
- Have students trade papers to check
- You check and leave for me to review
- Other

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# Daily Procedures

Students Attending Special Classes/Dismissal Procedures

Student	Teacher	Type of Class	Day and Time

**Dismissal Procedures**

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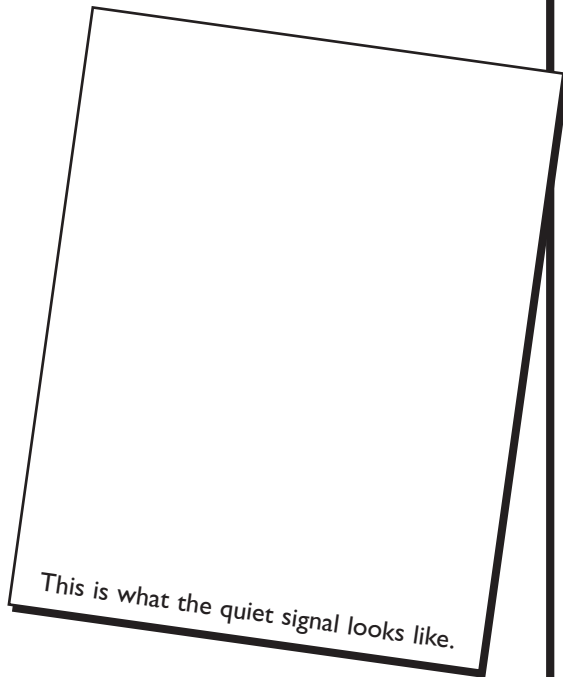


# Classroom Management Plan

## Classroom Quiet Signal/Reward and Incentive Program

Classroom Quiet Signal

Lined area for notes related to the Classroom Quiet Signal.



Reward and Incentive Program

Lined area for notes related to the Reward and Incentive Program.



# Classroom Management Plan

Students with Special Needs/Hall Pass Procedures

Student	Special Need

Hall Pass Procedures

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# People to Know

Listed below are names and room numbers of individuals who can answer questions.

Name of Teacher	Room Number

Name of Student

## Volunteer Schedule

Monday	Tuesday	Wednesday	Thursday	Friday



# Out-of-Classroom Activities

Assembly Procedures

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**Additional Information**

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# Lesson Plan

Please follow this lesson.

Lesson: [ \_\_\_\_\_ ]

Time: [ \_\_\_\_\_ ] Location of materials [ \_\_\_\_\_ ]

Objective: [ \_\_\_\_\_ ]

## Step-by-step Procedures

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

## Teaching Strategy

- Brainstorming
- KWL
- Questioning
- Other \_\_\_\_\_
- Concept Mapping
- Cooperative Learning
- Audio Visual Materials

## Desired Assessment

- Leave for me to check
- Have students check their own
- You check and leave for me to review
- Other \_\_\_\_\_
- You check and return to students
- Have students trade papers to check