



At-A-Glance

The following table stands as an overview of the included materials.

What are the before school procedures?

See page 5 for detailed instructions.

What is the classroom quiet signal?

See page 10 for detailed instructions.

How should class start?

See page 6 for detailed instructions.

Is there a reward program that I should use?

See page 10 for detailed instructions.

How should I record & report attendance?

See page 6 for detailed instructions.

How should I take and record lunch count?

See page 6 for detailed instructions.



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The following table stands as an overview of the included materials.

Which teachers can answer questions?
Where can they be found?

See page 12 for detailed instructions.

What students can be trusted to answer questions?

See page 12 for detailed instructions.

Where can I find lesson plan materials? Teachers Manuals?
Art Supplies? Audio-visual Materials? Other?

See page 7 for detailed instructions.

How should I handle homework and class assignments?

See page 7 for detailed instructions.

What are the hall pass procedures?

See page 11 for detailed instructions.

What are the dismissal procedures?
Is there a bus list?

See page 8 for detailed instructions.