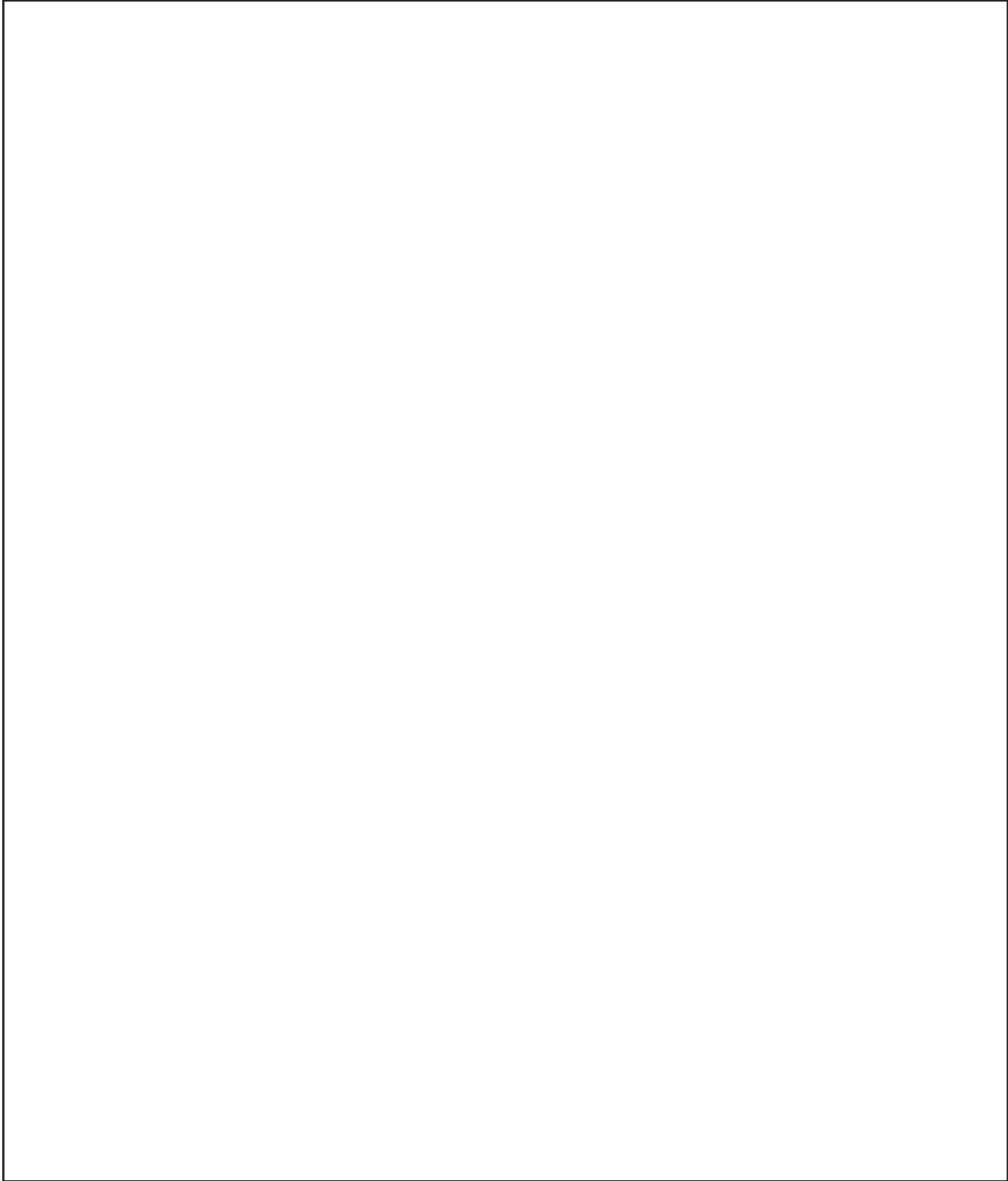




# ✓ Seating Chart

This is a diagram of where students should be seated.









# 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

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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# Classroom Management Plan

Classroom Quiet Signal/Reward and Incentive Program

## Classroom Quiet Signal

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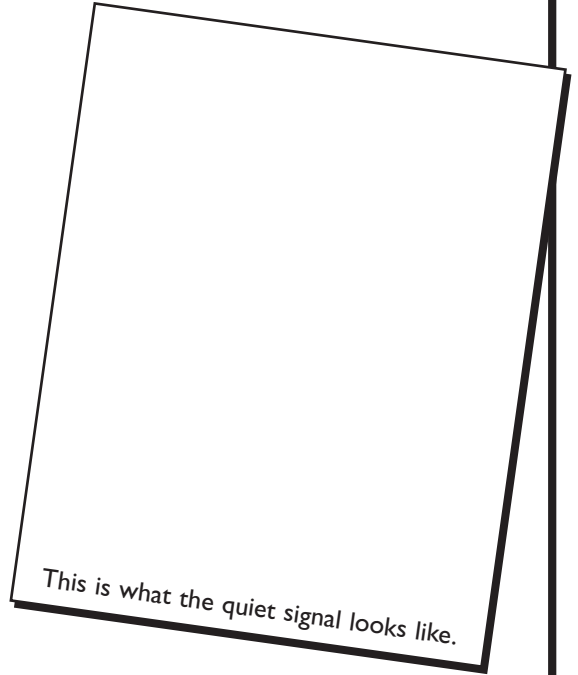
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## Reward and Incentive Program

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# 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