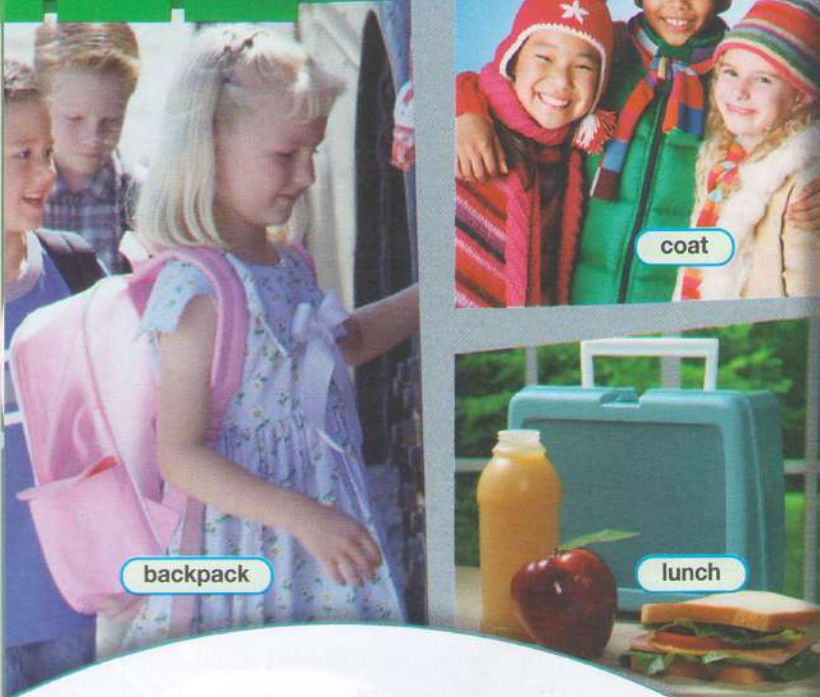


3 Arrival



Classroom Arrival Procedures

Make sure the classroom door is open well before school starts. Students may sometimes be **dropped off** early.

When students come into the classroom, have them **sign in**. They may place a sticker by their name on the **attendance sheet**.

Have a hanger for each student labeled with his or her name. If students bring **coats**, they should hang them up after signing in.

Each student should also have a labeled **cubby**. Students should place their **lunches** and **backpacks** in their cubbies. Students may need to keep their lunches cool. If so, **store** them in the refrigerator.

If several students are **late**, wait a few minutes before starting class. You may start class if all but one or two students are **present**.

Make sure to mark missing students as **absent**. Have your assistant send the names of those students to the office. The school will need to find out if the students are **out sick**.

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What should happen when students get to class?
- 2 Why is it important to mark down who is present and who is absent?

Reading

2 Read the handout. Then, choose the correct answers.

- 1 What is the purpose of the handout?
A to describe a way of teaching kindergarten
B to list the events of a school day
C to notify teachers of a policy change
D to explain what to do before starting school
- 2 Which of the following is NOT mentioned in the handout?
A how students sign in
B what to do if a lunch needs to be kept cool
C where students should put their coats
D what students should do if they arrive early
- 3 Why should teachers open the classroom door before school starts?
A because the room might get too hot
B because the assistant might show up early
C because sometimes students might arrive early
D because the janitor may need to clean the room

Vocabulary

3 Read the sentence pairs. Choose the sentence that uses the underlined part correctly.

- 1 A Students should sign in when they get to school.
B The teacher stores his students at the beginning of every school day.
- 2 A The backpack is full of school supplies.
B The assistant will teach cubby to the students this week.
- 3 A Tell the office that two students are absent.
B The teacher lets students drop off after lunch.
- 4 A The teacher forgot to have students mark the attendance sheet.
B Make sure all of the students are late.
- 5 A Make sure to coat each student.
B Several students have the flu and are out sick.
- 6 A The school does not want too many students present.
B A student forgot his lunch, so the teacher gave him something to eat.