

Your first class starts here

01

Prepare

Locate resources and coordinate with your co-teachers.

02

Teach

Follow the correct lesson flow for each class format.

03

Report

Complete project and student evaluation requirements.

04

Dismiss safely

Use the required departure time, route, and bus handoff.

Special Classes alternate weekly (Bricks Reading classes ONLY)

01

Non-project week

Vocabulary activity
Reading and workbook
Answer review
Second activity

02

Project week

Reading and workbook
Answer review
Creative project
Individual or pair presentations



Practice: planning a project week

Choose an upcoming unit theme.

Your project

What will students create, and what will they say about it?

Your preparation

What sample and materials will help students begin?

Your follow-through

When will they present, and what will you collect and report?

The regular lesson

NON-PRESENTATION WEEK

10–15

minutes

Introduce the topic, discuss the book prompts, and complete the dialogue page.

20

minutes

Complete the reading, discuss key vocabulary, and continue with the next page's prompts.

10–15

minutes

Complete Speaking Mission. Correct mistakes, then have students write the final draft at the end of the unit.

Knowledge check

- 01 Where do you find PPTs and games? Where do reports go?
- 02 Which two forms are required every other week for Special Classes?
- 03 When do T2 and T4 classes leave, and where does the teacher escort students?
- 04 When are Regular Class evaluations due?

Ready for your first class

Lesson ready

PPT reviewed, activities prepared, and sample project ready when useful.

People and resources

Co-teacher contacts exchanged. Resource and report folders located.

Class routine ready

Correct lesson flow selected. IMS attendance and phone expectations understood.

Finish ready

Reporting requirements checked. Departure time and route understood.

