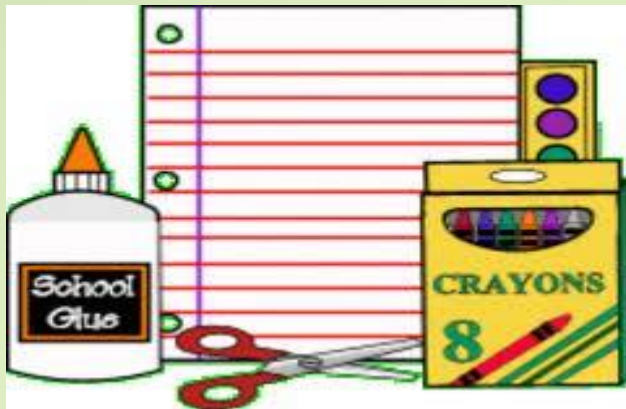




[Year] School Year

Jefferson Elementary School Technology and School Supply Distribution



**Wednesday
August 26th
through
Friday,
August 28th
8:30-3:30 p.m.**

Enter Through Door #10. Please wear face mask when entering gymnasium.

Agenda/Topics to Be Covered

- Mission Statement/Goals
- Who's Who
- Classroom Policies
- Special Projects
- Grading
- Parent Conferences
- Summary

Mission Statement/Goals

- Provide school's mission statement
- Outline specific academic goals by subject

Note: This may take more than one slide.

Who's Who

- List key school staff (principal, librarian, etc.)
- Include organization chart

Classroom Policies

- Highlight most important policies
- Review school hours and daily schedule
- Talk about homework expectations
- Explain your classroom management plan
 - Note: This may take more than one slide.

Special Projects

- List special projects including field trips, organized by the school year calendar

Grading

- Discuss purpose of grades
- Review report card format
- Outline grading process and timetable
- Discuss any other means of evaluation

Parent Conferences

- Review conference schedule
- Distribute sign-up sheet
- Review expectations for parent conferences
- Explain how you can be reached to discuss concerns

Q&A

- Invite questions from parents/students

Summary

- Discuss topics covered
- Reiterate welcome
- Wrap-up