

# Emergency Grade 6 ELA: Completed Handoff Example

C04-T04-HANDOFF-EXAMPLE · v0.1.0 · Teacher-only fictional example · T04 v0.1.2

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Completed fictional example adapted from the eight-field handoff in T04 v0.1.2. The class, room, roster location, schedule, trays, and routines below are invented. Verify or replace every operational detail before real use.

## 1 · Class, day, and verified contact locations

Fictional Grade 6 ELA, Period 2, Room 214, 24 learners. Verify the date and bell schedule on the school calendar. The authorized attendance roster and seating plan are in the approved substitute folder. Use the current building emergency guide and office contact shown there; these are not reproduced in this example.

## 2 · First five minutes and bell schedule

8:05–8:10: greet the class and follow the local attendance and entry steps. 8:10–8:15: distribute one three-page L02 cover-assignment packet per learner from the blue tray with pencils. 8:15–8:35 (20 minutes, estimated): learners read the passage, plan if helpful, and write the central idea and objective summary independently. 8:35–8:45: learners who finish use the separate-sheet title extension; others finish the required response. 8:45–8:50: collect all packet pages and reset materials. If time is short, collect unfinished work and note what remains; follow the school's actual schedule.

### **3 • Established routines and transitions**

Entry: use the posted classroom entry and assigned-seat procedure. While attendance is completed, direct learners to sit at assigned seats; after packet distribution, learners read the printed target and directions. Attention: use the class's established raised-hand signal and wait for quiet. Materials: blue tray at the front table; pencils are in the labeled cup. Work: this packet is completed independently. Help: learners reread the directions and raise a hand; repeat a direction without supplying an answer. Movement, restroom, and dismissal: follow the current posted classroom and building procedures.

### **4 • Independent assignment and materials**

Goal: state a whole-passage central idea and write an objective summary with at least two accurate details. Print the included three-page C04 L02 independent-use packet, one per learner plus two extras. Place packets and pencils in the blue tray. Learners work independently for about 20 minutes (estimate, not tested); collect all three pages in the green tray. The packet supplies its passage, directions, brief strategy reminder, optional planning organizer, response lines, and no-device extension.

## **5 · If time, access, or technology changes**

The assignment is paper-based. If time is short, collect work as-is and note unfinished responses rather than dropping a required part without telling the teacher. If a packet is missing, use the verified printed copy in the approved substitute folder. Do not require a login or outside source. Follow the actual building route for material or safety questions.

## **6 · Help, authorized support, and private information**

Before class, consult only the authorized student support notes in the secure school system. Do not copy student names, diagnoses, health information, or individualized details onto this reusable example. For an access or support question not covered there, contact the designated school staff member through the current office directory and follow the applicable plan/procedure.

## **7 · Early-finisher directions**

After the required response, learners who finish may use a separate sheet to write a new title for the passage, explain which two details support it, and identify one less-important detail they could leave out. They work independently with the printed passage; no device, extra copy, or peer tutor is needed.

## **8 · Return notes and materials**

Place completed packets in the green tray and return pencils to the labeled cup. Tell the teacher how many packets were collected, whether a student left any part unfinished, and whether the schedule or materials changed. Send private or urgent matters through the school's approved route; return or secure the handoff and any authorized notes before leaving.

Alternative L06 assignment: replace the L02 packet with the four-page C04 L06 independent-use packet; plan about 25 minutes (estimate, not tested), collect all four pages, and use its character-change extension if time permits. Follow the same verified local routines and return route.