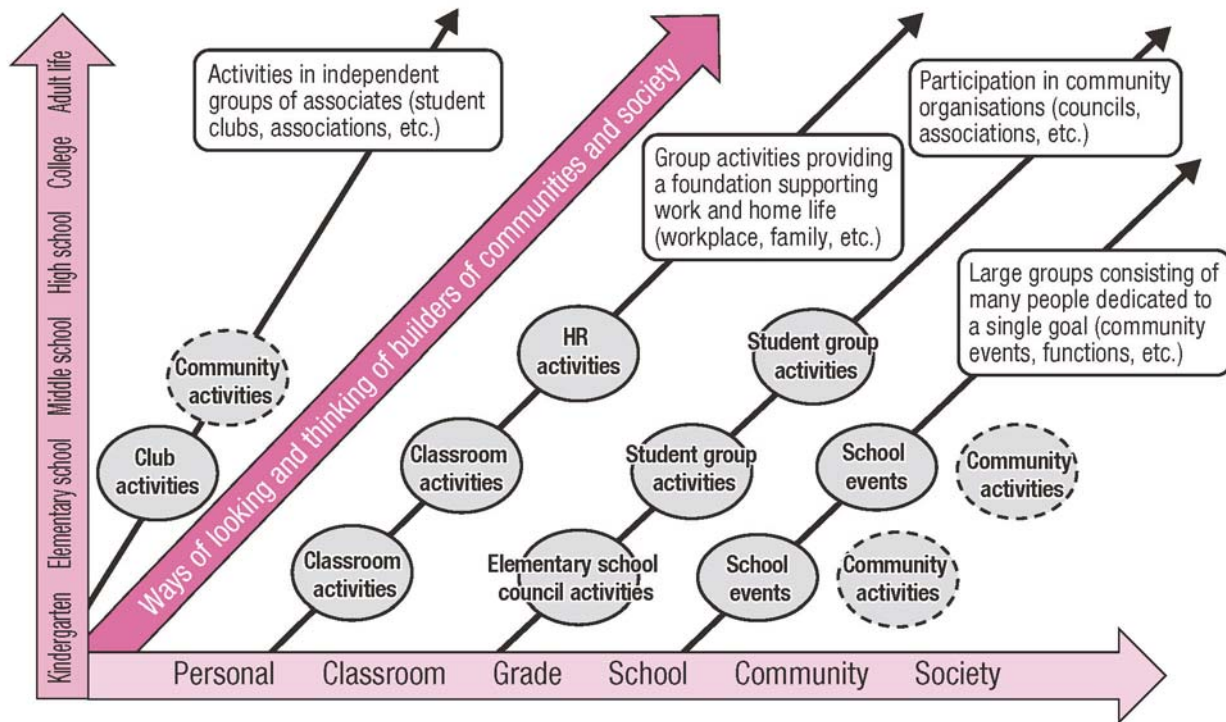


● **Figure: Nurturing builders of communities and society**



(References: Appended data of Central Education Council Report)

# 1 Looking at class meetings

## - How class meetings should be held -



### 1 Class meeting format

Look at how class meetings should be held to provide a richer and more enjoyable classroom experience.

#### 1 Identifying projects and choosing ideas

● Planning committee members all propose ideas, which are collected and organised.

**Point Example**

Those wanting to suggest ideas are asked to present them at morning and after-school meetings.

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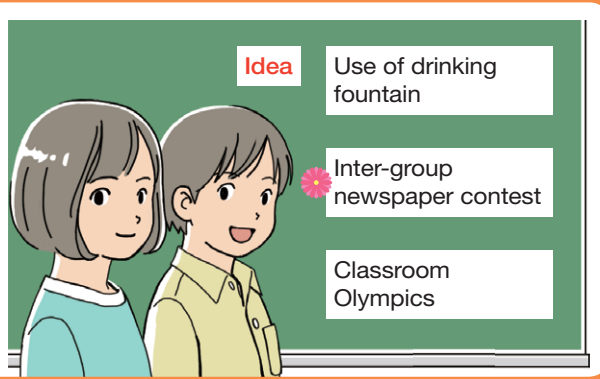
Suggestion card	Month/Day:	Suggestion card
Type of suggestion (Indicate the appropriate answer with a circle)		
( ) Individual suggestion ( ) Team suggestion		
Suggested idea is something for . . . (Indicate the appropriate answer with a circle)		
( ) everyone to try		
( ) everyone to make		
( ) everyone to discuss		
(Reason for suggestion)		

#### 2 Choosing ideas

● Planning committee members all propose ideas, which are collected and organised.

**Point Viewpoints on the selected ideas**

- Is immediate discussion needed?
- Is this a project for the entire class?
- Can this be done without help?



#### 3 Preparation of discussion materials

● Committees create activity plans, and hand out and collect discussion cards.

**Point Creating activity plans**

1. Enter dates/times, class meeting schedule, ideas, assigned roles, reasons for suggestions, and anything previously decided.
2. Enter items to discuss and select the allocated times.
3. Enter discussion guidelines
4. Enter anything prepared before discussions

<b>Planning committee activity plan</b>			
Meeting No.:	Month/Date:	Day:	Period:
1. Topic			
2. Planning committee member role assignments			
Moderator	Moderator		
Minutes	Minutes		
Person making suggestion			
3. Reason for suggestion			
4. Decisions			
5. Discussion contentlines			
Discussion agenda	Guidel		

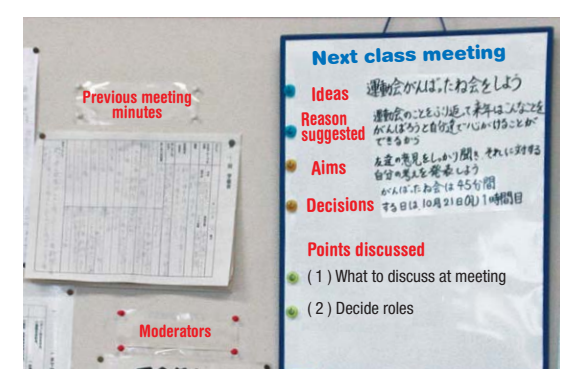
<b>Discussion card</b>			
Meeting No.:	Month/Date:	Day:	Period:
Topic			
1. Opinion			
2. Reason			
*Survey request*			

#### 4 Posting of class meeting results

● Results of class meetings are posted in the class meeting corner for all to see.

**Point Posted information**

- Date/time of meetings
- Ideas, reasons suggested, items discussed, decisions made
- Things for all members to think about before the next meeting



#### 5 Class meetings (discussion activities)

● Verify ideas, reasons for suggestion, and anything decided in advance, and have everyone discuss them.

**Point Discussion example**

**Sharing of opinions** Various opinions are expressed and questions raised.

**Comparing opinions** Agreeing and opposing opinions are shared, compared, and improvements identified in the ideas.

**Consolidation of opinions (decisions)** Opinions are selected so that all meeting members can reach consensus.

- Discussion agenda -**
1. Opening remarks
  2. Introduction of role assignments
  3. Verifying ideas and reasons for suggestion
  4. Discussion
  5. Presentation of decisions
  6. Review
  7. Teacher remarks
  8. Concluding remarks

#### 6 Carrying out and reviewing decisions

● Items discussed and decided on are carried out. In addition, afterward, the entire meeting is reviewed for use at the next class meeting.

**Point Viewpoints on reviews**

- Include good points raised by both yourself and classmates.
- Cover anything that was done well or could have been done better in terms of the items discussed and carried out.

**Review card**

Use ◎○△ for scoring

Able to responsibly carry out own responsibilities?	
Able to cooperate with classmates in activities?	
Able to recognise good points and the efforts of classmates?	

Write about anything you learned from the experience.

**Let us try it out!** Try thinking about what you might come up with in discussions with others. Use your own skills to make meetings a success without your teachers' help.

# Criteria for ideal classroom activities

- Enhancing and improving the classroom experience -



## 1 Classroom projects

Classrooms often have many projects to address. Projects involving the entire class are discussed in class meetings to generate solutions.


### Projects involving interpersonal classroom relationships

**When classmates must mutually recognise each other's good points, and have disagreements.**

- Holding a talent show
- Thinking up ways for boys and girls to work together

**When trying to strengthen classroom unity**

- Creating a class mascot
- Thinking up ways for the class to mark its progress




### Projects involving the classroom environment

**When deciding how to use classroom space and resources**

- Deciding rules for the reading class library
- Thinking of ways to utilise the classroom bulletin board

**When trying to enhance teams and duties**

- Recognising efforts at team presentations
- Thinking of ways to avoid creating waste



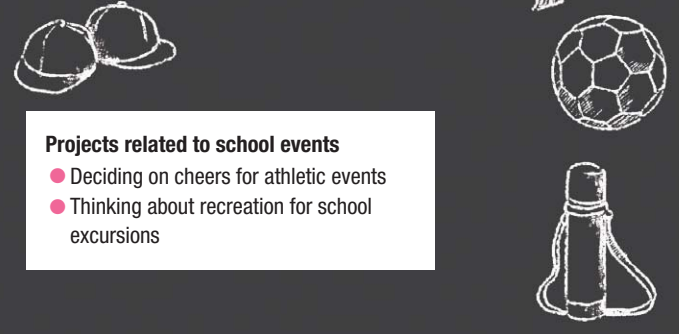
### Projects involving the entire school

**Student council and committee projects**

- Thinking up ways to achieve monthly goal of 'quietly cleaning'.
- Deciding content for 'Introducing a class' on the school PA system.

**Projects related to school events**

- Deciding on cheers for athletic events
- Thinking about recreation for school excursions



## 2 Criteria for class meeting ideas

When students think of a classroom project, they need to consider if it meets the proper criteria. Verify if an idea is suitable or unsuitable.

●

**Suitable projects are things that**

- everyone should try
- will improve classroom life
- involve everyone's participation
- address problems during class
- everyone should make
- everyone should discuss

✘

**Unsuitable projects are things that**

- use personal information
- might cause injury
- require changing timetables or class periods
- require changing school decisions, facilities, or equipment
- involve exchanging money
- might be bad for ones' health or dangerous

## 3 Ways of gathering ideas

Everyone should be able to suggest ideas at any time, ensuring that many ideas for improving the classroom experience are gathered.

### 1 Suggestions and suggestion cards

Create cards for writing suggestions and set up a place to receive them. Everyone should be able to propose anything that comes to mind.

**Point**

- Suggestion box should have a name and be decorated in a way that reinforces that it belongs to everyone.
- Suggestion cards should be categorised as 'assembly cards', 'request cards', and 'idea cards' for convenience.




### 2 Presenting suggestions at morning and after-school meetings.

Set aside time for presenting daily classroom problems or possible classroom improvements at morning and after-school meetings.

**Point**

- Set aside time for handing out suggestion cards and having individual students fill them out when no suggestions have been gathered.
- Set aside time for individual students and groups to discuss anything that has not been suggested.



### 3 Encouraging suggestions using postings

Using classroom bulletin board and class activity corner to encourage suggestions.

**Point**

- Post samples of filled suggestion cards.
- Note potential topics and post them during breaks and lunchtime.

Classroom activity corner


Suggestion card


Want newspaper with top 10 classroom news stories

Suggestion card

Want rules created for borrowing from the classroom library

Improving the class is up to you. Actively participate in the suggestion process, from identifying projects to thinking up ideas, and use the suggestion box to make suggestions for the entire class.




**Let us try it out!** After class meetings on suggestions, try imagining and suggesting how to improve your classroom or school.



# Holding the planning committee

- Activity plan examples and gathering opinions -

## 1 Roles and tasks of planning committee

Planning committees make preparations and proceed with tasks during class meetings. Reviewing past experiences in class meetings allows for new ideas in future meetings.

### ★ Roles of planning committee

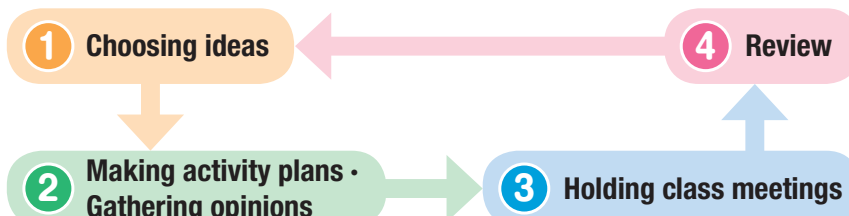
**Planning committee**

- Person making suggestion
- Teacher

**Moderator group**

- Moderators (2 people)
- Minutes (notes)
- Minutes (black board)

### ★ Planning committee tasks



## 2 Handing out discussion cards before starting class meetings

Planning committees discuss things they want members to consider before the class meeting, and hold in-depth discussions on presenting them to the entire class.

**Discussion card**

Meeting No. 2 May 12 Friday 5th period

**Idea**

Think about interactive activities first graders might like

**1.Opinion**

It might be good to have activities in which first and sixth graders are paired or small groups are allowed to interact.

**2.Reason**

When I was a first grader, I felt more relaxed and enjoyed myself, because my sixth-grade older brother and older sister were nearby.

**★Survey request★**

Please mark the one thing you would like during assemblies with a circle.

Sports		Quiz	
Games	○	Sing songs	
readings		Eat lunch together	

● Please submit by meeting on the morning of the 11th.

**★ Holding the planning committee**

Enter an idea on a card and fill out the survey request section several days before the class meeting, and hand out cards to the entire class.

Please hand them in by the meeting on the morning of the 11th.

**★ Steps for entire class**

Enter opinions of ideas and reasons in the proper sections, and fill out the survey section by the set date.

8th	9th	10th	11th	12th
Discussion cards handed out			Submit for morning meeting	Meeting date

**★ Steps for planning committee**

Verify the types of opinions before starting the class meeting, tally up survey results, and summarize them in a graph.

## 3 Creating activity plans

Planning committees create activity plans for class meetings detailing discussion agendas. Discussions are held according to the activity plans and proceed within predetermined time constraints.

Class meeting No. 2 Activity plan		May 12 Friday 5th period
<b>Topic</b>	Think about interactive activities that first graders might like.	
<b>Roles</b>	Moderator [            ] [            ] Minutes (Notes) [            ] Minutes (blackboard) [            ] Person making suggestion (            )	
<b>Reason for proposal</b>	I think that coming into contact with first graders and sensing their happiness and enjoyment will enable sixth graders to remember their own elementary school experience and provide them with a greater awareness and sense of responsibility as seniors.	
<b>Aim</b>	Think about the fun ways in which sixth graders might be able to play with first graders on certain days.	
<b>Decisions</b>	Activity day . . . . 4th period, Friday, June 9    Place . . . . First Grade, Group 1 classroom • Do something first graders are familiar with    • Do something everyone can do	
<b>Discussion agenda</b>	<b>Guidelines</b>	<b>Items prepared</b>
1. Opening remarks	Speak clearly in a loud voice.	
2. Introducing planning committee	State aims and introduce yourself.	
3. Verifying ideas		
4. Verifying reasons for suggestions and aims	Provide clear explanations including one's feelings so all classmates are united in sentiment.	Discussion card
5. Verifying decisions made in advance	Write notes on paper and post on blackboard in advance.	Papers with decisions written on them
6. Discussion		Yearbooks from fifth grade and earlier
① What sort of play is good? (6 minutes)	Try thinking about what sort of play was fun in the first grade.	
② How can it be done? (12 minutes)		
③ How should roles be divided? (15 minutes)	Think about what roles are required on the play date.	

**1** Write down date/time, topics, roles, aims, and decisions made.

The activity will be held during the fourth period on Friday, June 9.



**2** Write down reasons for suggestions in an understandable manner.

Listen carefully and collect the reasons for suggestions.



**3** Choose and write down two or three things that were discussed.

**Sample discussion**

- What to do and how to do it?
- What teams are needed?



**4** Write down anything noticed or prepared during discussions. made.

Seems like there are many questions, so I will request more time.



When there is a desire to discuss one idea for a long time, other ideas can be moved to morning meetings or break times. A format should be devised for discussions, which everyone agrees on.

Let us try it out!

Anything in the activity plans carried out smoothly or not should be mentioned at the next planning committee meeting.

# Techniques for sharing opinions

## - How to organise discussions -

### 1 Example of discussion format

Class meeting discussions are organised so that opinions are shared and compared to reach consensus.

#### ● Students present ideas in their own words when sharing opinions.

- Opinions are stated regarding reasons for suggestions, decisions, and the aims of the discussion.
- Students clearly present their ideas using 'we' as the operative word.



#### ● Opinions are grouped and organised for comparison.

- Opinions are given in terms of agreements and disagreements, and by asking 'How do we combine all good points?' and 'How can we address concerns?'
- Students present ideas they think will be good for everyone using 'we' as the operative word.

Fruit basket

Talent show

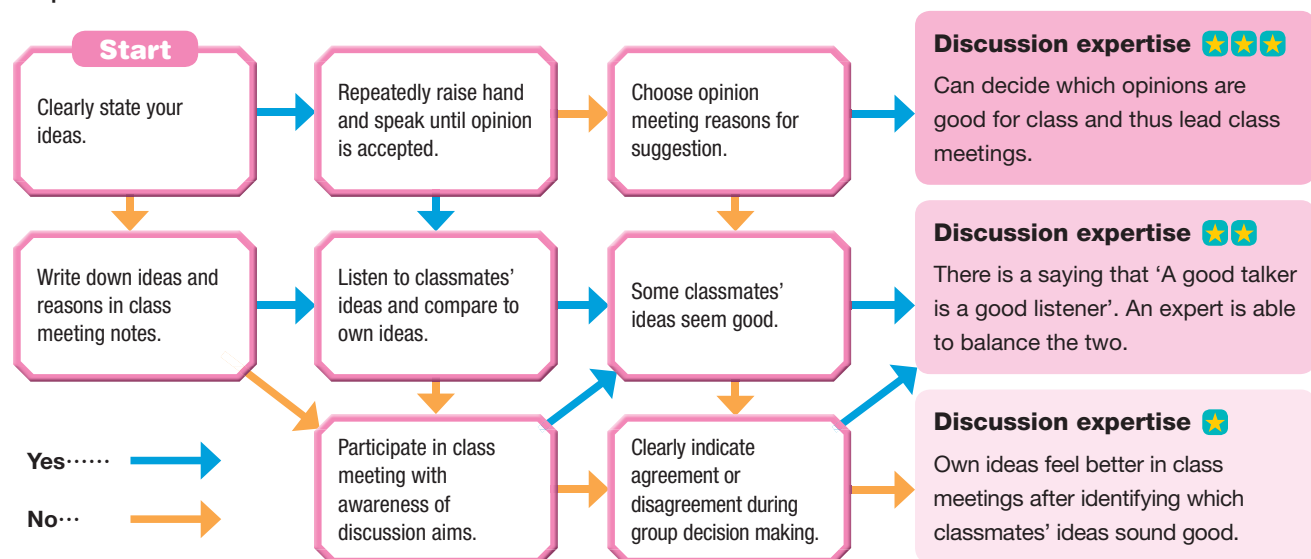
#### ● Opinions that were grouped, organised, and compared are further organised to reach consensus.

- Opinions are organised so that they better fit the reasons for suggestions, prior decisions, and the aims of the discussion.
- Students discuss what to do about undecided opinions to reach conditional agreement among those with opposing views.



### 2 Becoming a discussion expert

How proficient are you in the critical points of discussion? Let us explore your discussion expertise.



### 3 Techniques used by discussion experts

It is important to listen closely to classmates' opinions and provide your own opinions to reach consensus. There are various techniques other than simply agreeing or disagreeing.



Remember to clearly share your own ideas with everyone. In addition, it is important to listen to ideas from classmates as much as sharing your own ideas. Ideas that are good for everyone emerge by combining your classmates' ideas.



Let us try it out!

Try sharing opinions based on the ideas and intentions of other people in daily conversation. Also discuss other techniques with your classmates.



# Blackboard use and opinion gathering

- Discussion focused on consensus building -

## 1 Blackboard use when comparing opinions

Using a blackboard to group and organise opinions when comparing helps build consensus.

Using a blackboard to group and organise opinions when comparing helps build consensus.

Consider rules so everyone has fun and everyone gets along.

**Decisions**  
Date/Time May \_\_ 3rd period  
Place Schoolyard (2 courts, 1 game)  
Number of teams Four mixed boy/girl teams

**Class meeting No.**

**Discussion aims**  
Pick dodgeball rules and teams that everyone can enjoy.

**Topic**  
Holding a dodgeball match

**Reasons for suggestions**  
Students will become 6th graders in 1 month. Also, there are some classmates who have never talked together, and boys and girls have not played together. Therefore, a dodgeball game everyone can enjoy would let everyone get to know each other quickly and make friends.

**Discussion (1)**  
What kind of ball should be used?

Use two balls. ●●●●

Use a soft ball. ●●●●●●

Boys throw underarm. ●●●●●●

Same person cannot throw twice in a row. ●●●●●●

Boys and girls alternate throwing. ●●●●●●

Boys and girls alternate throwing. ●●●●●●

Disagree... ● Agree ... ●

**Mark how many students agree and disagree.**

**Indicate how much time is available for discussion.**

**Summarise opinions in a few words in boxes for easy grouping and organisation.**

**Make sure key points discussed are easily understood in the reasons for suggestion.**

**Mark, so decisions are clearly understood.**

**Group and organise similar opinions about the dodgeball game and throwing.**

**Mark how many students agree and disagree.**

Gathering many opinions to get everyone to agree on one is called consensus building. This is not merely a matter of picking opinions based on the number of agreements and disagreements, but combining the good points of each and highlighting anything left undecided, finally consolidating everything into the opinion of the entire class.



## 2 Consensus-building methods

Consensus building during discussions is intended to get as close as possible to an opinion where participants feel that 'What is good for one is good for all'. It also involves thinking about how to deal with opinions on which there is little agreement.

**Class meeting No.**

**Discussion aims**  
Let us do something everyone will enjoy.

**Topic**  
Bingo and quiz got only one less vote than karaoke, so I do not agree.

**Reasons for suggestions**  
Doing something everyone enjoys while traveling by bus on excursions would help everyone become friends.

**Discussion**  
What should be done for fun?

Karaoke ●●●●●●

Quiz ●●●●●●

Bingo ●●●●●●

Disagree... ● Agree ... ●

I do not agree, but maybe I should pick karaoke since that is what most people agree on.

I do not want karaoke. People feel embarrassed when singing by themselves, and not everyone enjoys it.

Bingo and quiz got only one less vote than karaoke, so I do not agree.

When this happens, 'consensus-building arithmetic' is used so that everyone can reach a common opinion.

### ★ Example of consensus-building arithmetic

#### ● Combining multiple opinions into one

$$\text{Karaoke} + \text{Quiz} = \text{Intro quiz}$$

#### ● Create an order of priority

$$\text{Karaoke} > \text{Bingo} > \text{Quiz}$$

Quizzing everyone on his or her memory can include information about the excursion, so I think it would be good for the return trip. What do you think about karaoke and bingo for the outgoing trip?

#### ● Do a little bit of each activity

$$\begin{array}{c} \text{30 minutes} \\ \text{Karaoke} \\ \div \\ \text{30 minutes} \\ \text{Quiz} \\ \div \\ \text{30 minutes} \\ \text{Bingo} \\ = \\ \text{Karaoke} \quad \text{Quiz} \quad \text{Bingo} \end{array}$$

#### ● Combining multiple opinions into one

$$\text{Karaoke} + \text{Pre-trip practice} = \text{Songs everyone enjoys}$$

Bingo and quiz got only one less vote than karaoke, so I do not agree.

$$\text{Karaoke} - \text{I only want to sing my own songs} = \text{Songs everyone enjoys}$$

I will agree if the songs are not those that only singers want to sing, so everyone can sing them.

Let us try it out!

Teach good blackboard skills to younger students. Try being aware of consensus building in everyday conversation.

# Make classrooms fun with better team activities

## - Motivational activities -

### 1 Coordinating duties and team activities

Assigning duties and teamwork are essential to creating a rich, enjoyable classroom life. We highlight the features of these activities to show how they are conducted.

**Duties**

- Necessary classroom tasks are divided among all students.
- Duties are rotated so that everyone experiences doing each task.

**Teams**

- Students participate in activities they like to make the classroom more enjoyable.
- Students carry out responsibilities for set periods during the year or school terms as team members.

**Teams shown:** Cleaning, Lunchtime, 'Day duty', Quiz team, Sports team, Singing team, Entertainment team.

### 2 Ways to motivate participation in team activities

Motivating team activities motivates the entire class. Use morning and after-school meetings, break times, and lunch to come up with ideas.

**Book team**

- Organises the class library
- Summons class for readings
- Introduces interesting books

**Motivates!**

- Puts blurbs on books in the class library
- Holds book reading meetings and novel contests
- Introduces words found in books by writing on blackboard

**Newspaper team**

- Collects material
- Writes articles
- Publishes newspaper

**Motivates!**

- Announces highlights of class newspaper during morning hours
- Interviews teachers from other classes and neighbourhood persons
- Accepts interesting photographs or cartoons from classmates

**Birthday team**

- Announces birthdays
- Celebrates birthdays

**Motivates!**

- Sings birthday songs during morning hour
- If it is someone's birthday, eats lunch sitting in a circle
- Makes and passes out birthday cards with available school items



It seems like there is a lot of time to do things.

There are many ideas on what to do next.



### 3 Ways for everyone to make team activities exciting

In addition to devising team activities, there are ways for everyone to make class team activities exciting.

#### Team presentations

**Newspaper team**

Newspaper team ★★★★★  
Class Top 5 News!

- 1 [ ]
- 2 Science club wins prize
- 3 Class Guinness tournament
- 4 Class library (illegible)
- 5 Teacher secrets!

The newspaper team has combined its efforts to present its first term 'Top 5 Class News' for the first time.

**Book team**

Recommended books picture show

Fall book reading  
Let us highlight recommended books!

The book team has made a visual show of recommended books. We created these pictures for you all to enjoy.

#### Team-to-team collaboration!

**Animal team + Decorating team**

Thanks to the decorating team, our killifish aquarium has been transformed into the Dragon King's palace. Keep finding ways to make class more fun.

**Singing team + Entertainment team**

The intro quiz is more exciting thanks to the planning of the singing and entertainment teams.

#### Letters and surveys for teams

◆◆ Thank you card ◆◆

Dear [ ] Team

[ ]

Thank you for everything.

From [ ]

●●● Team request card ●●●

Dear [ ] Team

[ ]

We would like you to do the above.

From [ ]

★ Sports team survey ★

What sports do you want to play at the next sports event? Please pick two.

- Baseball ( )
- Dodgeball ( )
- Kickball ( )
- Badminton ( )
- Soccer ( )

When reviewing activities, discuss any problems at class meetings, and think about how everyone can help to solve them through team presentations or making new teams. In addition, activities could be improved through greater interaction between teammates and all classmates.



Let us try it out!

Think about what can be done to enhance team activities. Have all team members make suggestions, create activity plans, and carry them out.



# Fun, short assemblies

- Mini class meetings and mini assemblies -

## 1 Assembly activity times

Sixth graders have more activities in which to participate, such as school events and student council assemblies. However, sometimes there is not enough time to hold an assembly that everyone can enjoy.

6th grade school events					
<b>April</b>	Entrance ceremony Health assessment	<b>July</b>	Neighbourhood cleaning activity	<b>Oct</b>	Harvest festival Excursion
<b>May</b>	Children's day ceremony Evacuation drills	<b>Aug</b>		<b>Nov</b>	Music contest
<b>June</b>	Athletics tournament	<b>Sep</b>	Sports event	<b>Dec</b>	Welfare facility visit
				<b>Jan</b>	Long rope jumping tournament
				<b>Feb</b>	Education for international understanding
				<b>Mar</b>	Graduation excursion Graduation ceremony

## 2 Mini class meetings and mini assemblies

When it is difficult to hold one-hour class meetings or assemblies, time reserved for teams, breaks, or lunch may be used for mini class meetings and mini assemblies.

### One-hour example

8:25 am	Morning meeting	
8:45 am	1st period	Japanese
	2nd period	Social science
10:20 am	Break	
10:40 am	3rd period	Math
	4th period	PE
12:15 pm	Lunch, Cleanup, Noon recess	
13:50 pm	5th period	Science
	6th period	Music
15:25 pm	After-school meeting	
15:20 pm		

Mini presentation at morning meeting!

	Sun	Mon	Tue	Wed	Thurs	Fri
Morning meeting		<b>Book team</b> Ranking favorite books!	<b>Music team</b> Decide music to play during noon recess!	<b>Birthday team</b> Celebrate this month's birthdays!	<b>Animal team</b> Introduce new friends!	<b>Newspaper team</b> Present this week's news!
1st period	Japanese	Science	Music	PE	Morals	

Mini class meeting during break time



After-school hours may be used for preparation.



Mini assembly during lunch!

## 3 Assemblies are as much fun as the effort put into them

Assemblies are more fun if everyone makes an effort. Think about how to make assemblies that are memorable and promote class unity.

### 6th grade team-building assembly (classroom quiz)

- Hats, signs, sashes, and other paraphernalia used to get people motivated
- Teachers acting as referees
- Classmates quizzed on each other's good points in accordance with the purpose of the assembly
- Blackboard decorated with a program written on it
- Kusudama decorative ball prepared
- Music playing

### 6th grade team-building assembly (playground dodgeball tournament)

- Program posted
- Tournament chart so everyone can play the game in accordance with the purpose of the assembly
- Medals for the winning team
- Class flag displayed
- Teacher acting as referee
- Assigned timekeeper
- Two teams not competing act as cheerleaders and managers
- Live commentary

Many things need to be determined for assemblies: the time and place, roles, and equipment. Work together to make assemblies special. Also put your experience to use in middle school.

**Let us try it out!** Make records to remember successful assemblies resulting from everyone working together. Teach younger students about anything that worked out well.



# Avoiding being trapped by fires

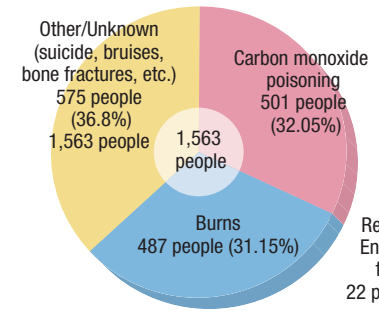
- Improving everyday emergency preparation -



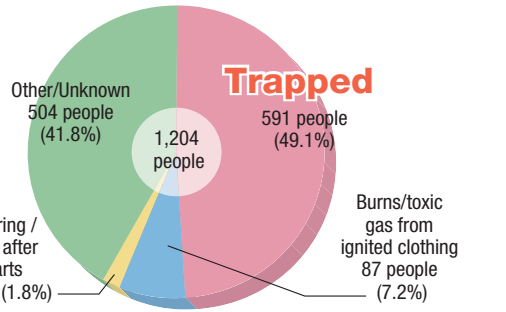
## 1 Fire-related causes of death and circumstances

Many people are unable to find an escape route and cannot escape fires.

Fire-related deaths by cause (2015)



Fire-related deaths by circumstances (excluding self-immolation) (2015)



**'Trapped' refers to**

- Being unable to escape despite evacuation
- Late detection and lack of escape routes
- Being unable to evacuate in time because of a rapidly spreading fire
- Missing the opportunity to escape
- Being unable to escape because of the inability to make decisions or being weakened.

Modified from 2016 Fire prevention white paper (Fire Defense Agency) (<http://www.fdma.go.jp/html/hakusho/h28/h28/html/1-1a-2-1.html>)

Far more people seem to die from smoke than burns.



Half of all deaths seem to be of those who were trapped.

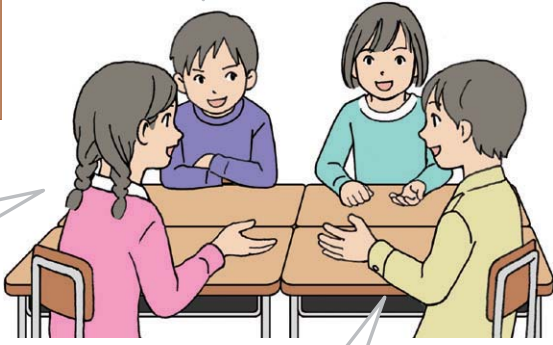
## 2 Avoiding being trapped

What should you do to save yourself when a fire occurs? Think about this and discuss.

**Too young  
Cannot do anything  
(Cannot run)  
Cannot talk  
Cannot go back**

When evacuating, we should observe 'Okashimo' (or 'Ohashimo'; slang for evacuation) drills and act calmly.

It is important to diligently practice school evacuation.



Fires occur suddenly, so it is important to be ready all the time.

You might get trapped if you take time to change your clothes and shoes.

### In case of emergency!

#### How to use a fire extinguisher

- Pull the safety plug. 
- Remove the hose and turn it towards the fire. 
- Firmly grip the lever. 

## 3 Fire prevention quiz challenge!

Let us learn about fire prevention.

**Q1** What should you do when there is a fire?



**A** Quickly put it out.

**B** Shout 'Fire!' and run away.

When there is a fire, do not try to deal with it yourself. It is important to shout a warning and get away quickly.

Answer... **B**

**Q2** When there is smoke from a fire in a room, what should you do?



**A** Get down low and get out.

**B** Get down low and get out.

It is important to get down low and get out to avoid inhaling toxic smoke.

Answer... **A**

**Q3** If you are in a building with more than two floors and there is an earthquake or fire, how to you get out?




**A** Use the stairs to escape.

**B** Use the elevator to escape.

Elevators might be damaged and not working, and you might get trapped inside. Use the stairs as much as possible.

Answer... **A**

When there is a fire, the first priority is to get away from it. In addition, it is important to check and prepare for emergencies daily so that you can make the right decisions and act appropriately.



Write down what you know or notice about escaping fires.

Personal goals

**Progress** (excellent : ⊙, good : ○, needs improvement : △)

Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day

**Let us try it out!** Think about what to do when there is a fire and discuss it with family. Think about how to escape emergencies other than fires.

