





Substitute Information

SCHOOL SCHEDULE		DISCIPLINE PROCEDURES
School Begins		
A.M. Break		
7.III. Broak		
Lunch		
School Resumes		DISMISSAL PROCEDURES
P.M. Break		
Dismissal		
		EMERGENCY PROCEDURES
CLASSROOM SCHEE	DULE	
Class Begins	No. of Students	
		DISASTER PROCEDURES
Class Ends		
		HEALTH/MEDICAL INFORMATION
		Student(s) with Special Needs
Lunch Time	Lunch Count	
GET HELP FROM		
Teacher(s)		
		Nurse Schedule
Student(s)		
		First Aid
		AUDIO-VISUAL EQUIPMENT PROCUREMENT PROCEDURES
Secretary		
Principal		
		NOTEO
Counselor		NOTES
Nurse		
Nurse		
Custodian		
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Transportation		

Student Information

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	STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	EMERGENCY PHONE
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Seating Plans

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DISTRIBUTION	Α	В	С	D	F	TOTAL
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PERCENT RECEIVING						100

No. In Class	Α	В	С	D	F	

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Make Up Work Assignment

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12/14 WEEK CLASS RECORD BOOK

- 8 ½" x 11"
- 40 STUDENTS
- 8 SUBJECT
- GREEN/RED





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