





Substitute Information

SCHOOL SCHEDULE		DISCIPLINE PROCEDURES
School Begins		
A.M. Break		
Lunch		
School Resumes		DISMISSAL PROCEDURES
P.M. Break		
Dismissal		
		EMERGENCY PROCEDURES
CLASSROOM SCHE	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		
Counselor		NOTES
Nurse		
Custodian		
Transportation		

St	tudent Inforn	nation		
	STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	EMERGENCY PHONE
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Make Up Work Assignment DATE MISSED DATE MADE UP NAME NAME ASSIGNMENT OF WORK TO BE MADE UP ASSIGNMENT OF WORK TO BE MADE UP SUBJECT OR GRADE SUBJECT OR GRADE

Seating Plans

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FIRST SEMESTER

Begins _____

FIRST PERIOD

FIRST PERIOD

Begins _____

Subject 1st WEEK 2nd WEEK **3rd WEEK** 4th WEEK Indicate Calendar Date Grade M Т W Т F M T W Т F M Т Т M Т Т F The Blank Columns at the Text Right May Be Used to Indicate Assignments Book No. 2 3 4 5 6 8 10 11 12 12 13 14 15 15 16 16 17 18 18 19 19 20 20 21 22 23 23 24 25 27 28 29 30 30 31 31 32 32 33 33 34 35 35 36 37 37 38 39 39 40 40

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FIRST SEMESTER

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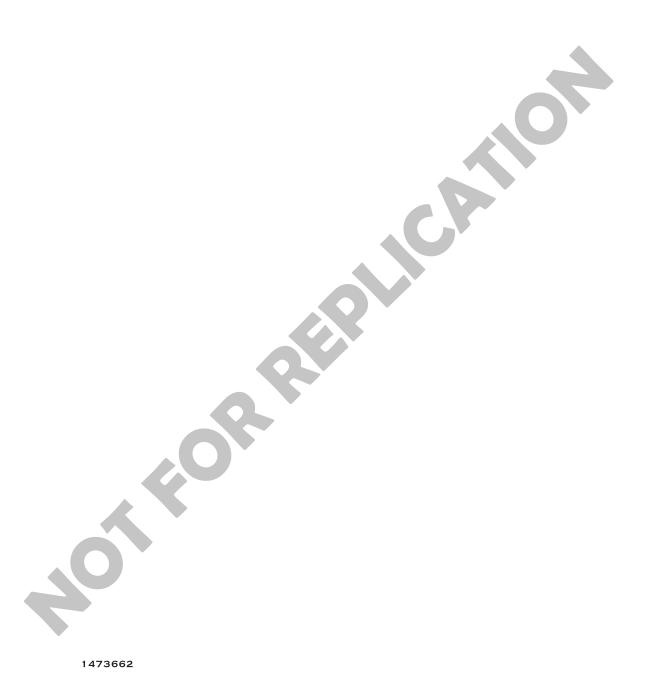
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6 WEEK CLASS RECORD BOOK

- 40 STUDENTS





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