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 School Specialty  
*Planning & Student Development*

COMBINATION  
PLAN & RECORD  
**BOOK**

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[www.schoolspecialty.com](http://www.schoolspecialty.com) • 1.888.388.3224

## Emergency Procedures

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## Emergency Phone Numbers

Fire \_\_\_\_\_ Police \_\_\_\_\_ Doctor \_\_\_\_\_

## Special Health Information or Problems

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## Daily Procedures

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## School Calendar

School year begins \_\_\_\_\_ and ends \_\_\_\_\_  
Vacation begins \_\_\_\_\_ and ends \_\_\_\_\_  
\_\_\_\_\_ begins \_\_\_\_\_ and ends \_\_\_\_\_

## Important Holidays During the School Year

Labor Day _____	Lincoln's Birthday _____
Columbus Day _____	Valentine's Day _____
Halloween _____	Washington's Birthday _____
Veteran's Day _____	St. Patrick's Day _____
Election Day _____	Memorial Day _____
Thanksgiving Day _____	Others _____
Martin Luther King's Birthday _____	_____

## Report Card Marking Periods

Marking Period	Date period ends	Date cards are due
1st	_____	_____
2nd	_____	_____
3rd	_____	_____
4th	_____	_____
5th	_____	_____
6th	_____	_____

## Teacher's Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					

Special Duties

## Teacher's Daily Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					
7					
8					

Special Duties

# Seating Plan

Class

Period


Class

Period


Class

Period


Class

Period


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# Seating Plan

Class

Period


Class

Period


Class

Period


Class

Period


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# Seating Plan

Class

Period


Class

Period


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Period


Class

Period


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# Overview Planning

\_\_\_\_\_  
(Date)

thru

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

thru

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(Date)

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(Date)

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Overview Planning

(Date)

thru

(Date)

(Date)

thru

(Date)

(Date)

thru

(Date)

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thru

(Date)

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Year \_\_\_\_\_

### Schedule of School Events

Date	September	October	November	December	January	February	March	April	May	June
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SUBJECT	SECTION	Assignment																									
			1ST WEEK					2ND WEEK					3RD WEEK					4TH WEEK					5TH WEEK				
MONTH/DATE																											
STUDENTS			M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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**9/10 WEEK RECORD  
&  
7 SUBJECT LESSON PLAN BOOK**

