



## **Substitute Information**

| SCHOOL SCHEDULE              | DISCIPLINE PROCEDURES                         |
|------------------------------|---|
| School Begins                |   |
| A.M. Break                   |   |
|                              |   |
| Lunch                        |   |
| School Resumes               | DISMISSAL PROCEDURES                          |
| P.M. Break                   |   |
|                              |   |
| Dismissal                    |   |
|                              | EMERGENCY PROCEDURES                          |
| CLASSROOM SCHEDULE           |   |
| 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               |   |

# Seating Plans

| CLASS | <br> | <br> | PERIOD | ROOM |
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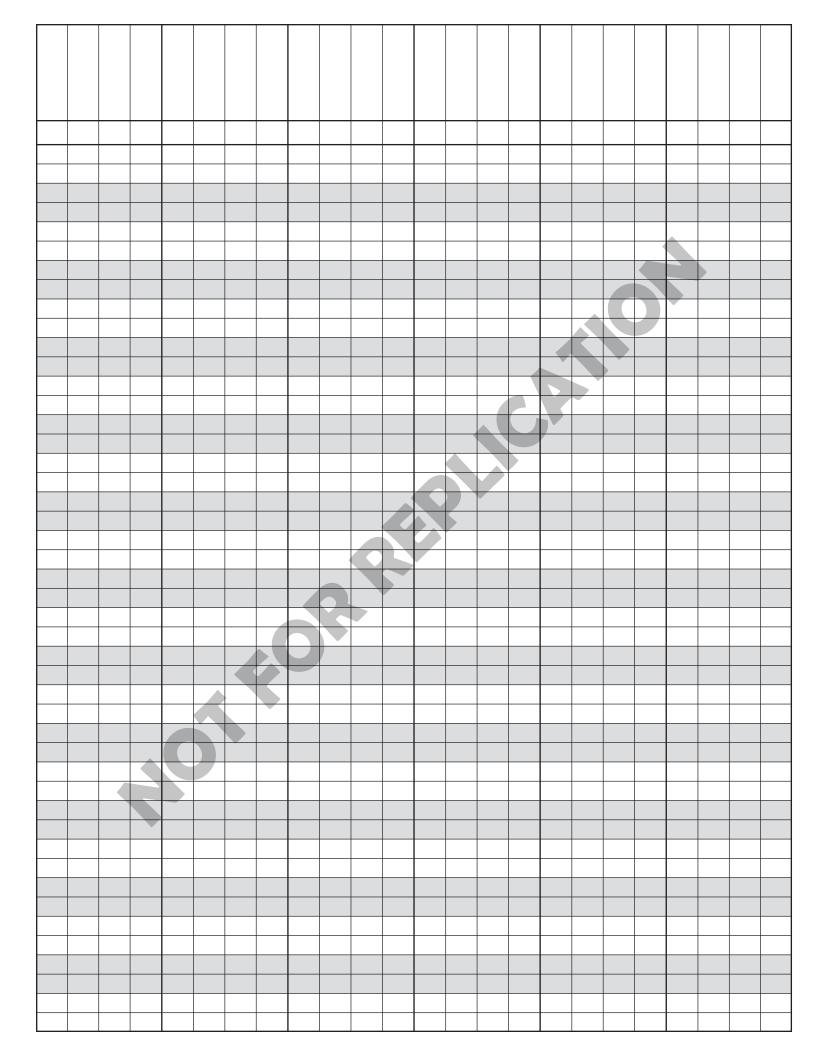
# Seating Plans

| CLASS |    | <br>PEF | RIOD | ROOM |
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| S  | tudent Roste  | er                    |            |            |
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|    | STUDENT NAMES | PARENT/GUARDIAN NAMES | HOME PHONE | WORK PHONE |
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| 70 |               |                       |            |            |

|         |           | Parent    | Conferences |
|---------|-----------|-----------|-------------|
| ADDRESS | DATE/TIME | DATE/TIME | COMMENTS    |
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|         |           |           | 40          |

| Supplementary Data<br>Special Tests |  |  |  |  |  |  |  |  |
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| STUDENTS                            |  |  |  |  |  |  |  |  |
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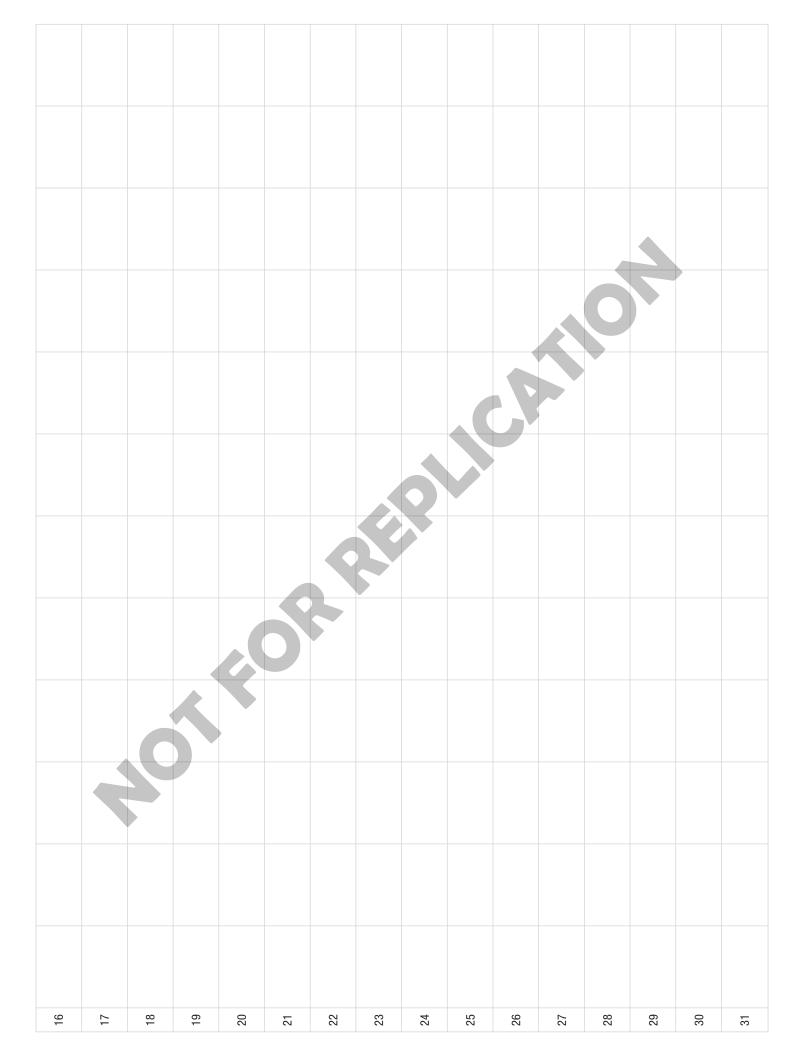
### **OVERVIEW PLANNING**

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### **OVERVIEW PLANNING**

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| Year:        |           |         | Sc       | Schedule |         | of School Events | vents |       |     |      |      |
|--------------|-----------|---------|----------|----------|---------|------------------|-------|-------|-----|------|------|
| DATE AUGUST  | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANDARY | FEBRUARY         | MARCH | APRIL | MAY | JUNE | JULY |
| -            |           |         |          |          |         |                  |       |       |     |      |      |
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| 14           |           |         |          |          |         |                  |       |       |     |      |      |
| 15           |           |         |          |          |         |                  |       |       |     |      |      |



# First Semester Plan Outlines Time AM Subject Time PM Subject **LESSON PLAN OUTLINES**

|         | Second     | d Semes    | ster    | Plan | <b>Outlines</b> |
|---------|------------|------------|---------|------|-----------------|
| Time AM | Subject    | Time PM    | Subject |      |                 |
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|         | LESSON PLA | N OUTLINES |         |      |                 |
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| <b>LESSO</b> | N PLANS | Week Beginning |         | End  | ing       |      |
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| SUBJECT      | MONDAY  | Date           | TUESDAY | Date | WEDNESDAY | Date |
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Grade/Class\_\_\_\_\_\_ Teacher\_\_

| Grade/Class | Dete | leacr       |          |
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| THURSDAY    | Date | FRIDAY Date | NOTES    |
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### LESSON PLAN BOOK

- 7 SUBJECT/PERIODS
- 40 WEEKS



