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- Six subject lesson plan format with 40 weeks designed to allow teachers to outline daily procedures on a week-by-week basis
- Duplicate, perforated lesson plan pages for convenience
- Substitute teacher information page
- Student roster to accomodate up to 40 students with a page to record parent conference information
- Seating charts and semester plan outlines

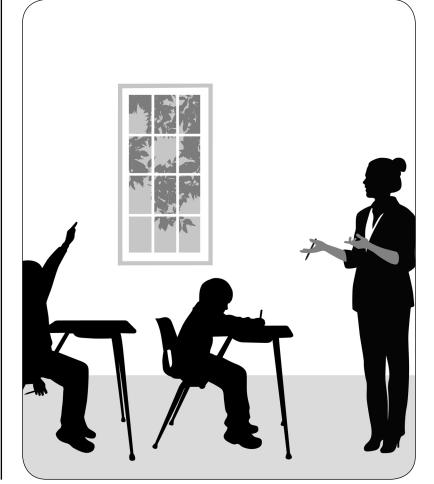
OCCASION	DATE
Registration Day	
School Begins	
2nd Semester Begins	
End of 2nd Semester & Year	
Notes	

HAMMOND & STEPHENS

Teacher	Room No.	
School		
City		
School Year Beginning	Ending	
Holidays		
OCCASION	DATE	
		—
		_

FIRST SEMESTER SECOND SEMESTER 1 1 2 2 3 3 4 4

Semester Subjects



Substitute Information

SCHOOL SCHEDULE		DISCIPLINE PROCEDURES
School Begins		
A.M. Break		
Lunch		
School Resumes		DISMISSAL PROCEDURES
P.M. Break		
Dismissal		
		EMERGENCY PROCEDURES
CLASSROOM SCHED	ULE	
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	 		 PERIOD	ROOM
CLASS			 PERIOD	ROOM
		$ = \langle \lambda \rangle $		
CLASS			PERIOD	ROOM
CLASS				
			PERIOD	ROOM

Seating Plans

CLASS	 	 PEF	RIOD	ROOM
CLASS		PĘŔ	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
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CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS		PEF	RIOD	ROOM
CLASS			RIOD	ROOM

St	tudent Roste	r		
	STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	WORK PHONE
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		Parent	Conferences
ADDRESS	DATE/TIME	DATE/TIME	COMMENTS
			1
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			3
			4
			5
			7
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			10
			11
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			40

First Se	First Semester Plan Outlines					
Time AM	Subject	Time PM	Subject			
WEEK 1	Date:	WEEK 6	Date:			
WEEK 2	Date:	WEEK 7	Date:			
WEER 2	Date.	WEEK /	Date:			
		$K \bullet M$				
WEEK 3	Date:	WEEK 8	Date:			
WEEK 4	Date:	WEEK 9	Date:			
WEER 4	Date.	WEEK 9	Date.			
WEEK 5	Date:	WEEK 10	Date:			
WEEK 3	Date.	WEEK IU	Date.			

	Fire	st Semes	ster Plan Outlines
Time AM	Subject	Time PM	Subject
WEEK 11	Date:	WEEK 16	Date:
WEEK 12	Date:	WEEK 17	Date:
WEEK 13	Date:	WEEK 18	Date:
	. 0		
WEEK 14	Date:	WEEK 19	Date:
	·		
WEEK 15	Date:	WEEK 20	Date:

Second Semester Plan Outlines Time AM Subject Time PM Subject **WEEK 21 WEEK 26** Date: Date: **WEEK 22** Date: **WEEK 27** Date: **WEEK 28 WEEK 23** Date: Date: **WEEK 24** Date: **WEEK 29** Date: **WEEK 25** Date: **WEEK 30** Date:

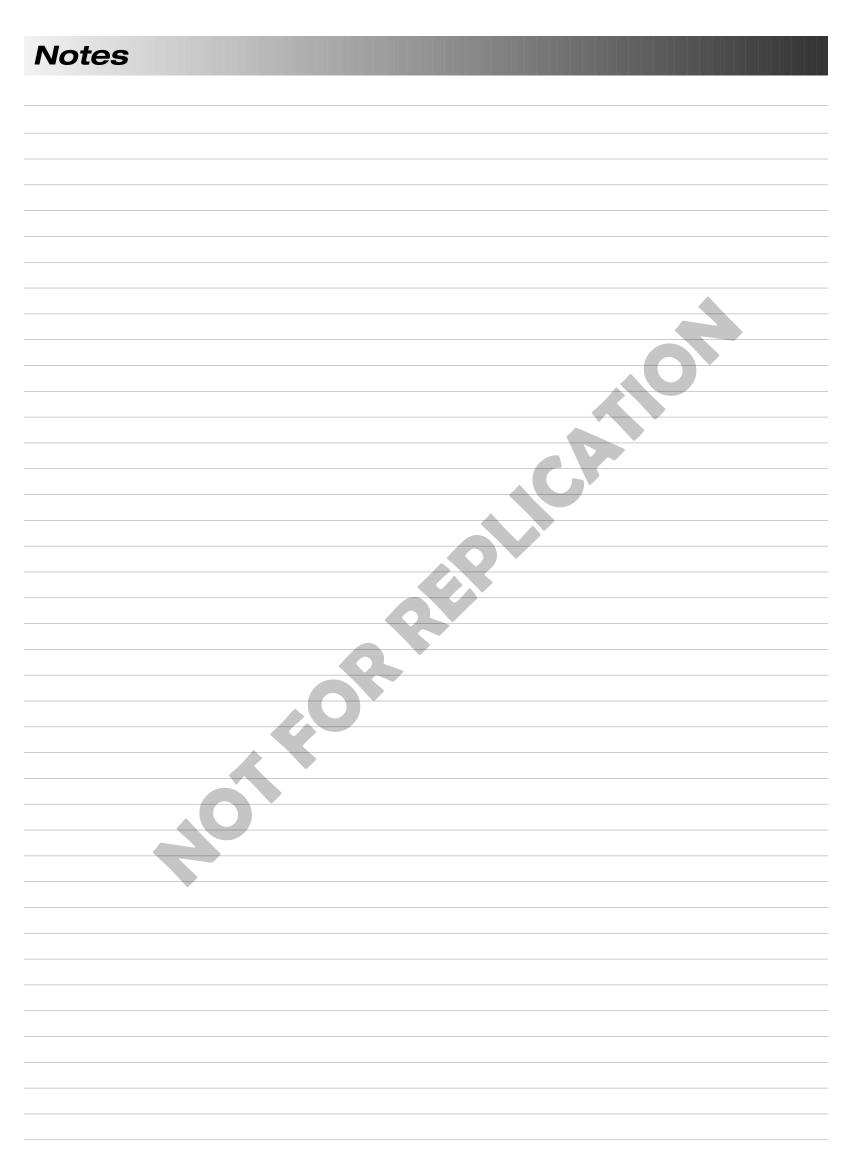
		Second	d Seme	ster F	Plan	Outlines
Time AM	Subject		Time PM	Subject		
WEEK 31	Date:		WEEK 36	Date:		
WEEK OO	Data		WEEK OF	Data		
WEEK 32	Date:		WEEK 37	Date:		
WEEK 33	Date:		WEEK 38	Date:		
WEEK 34	Date:		WEEK 39	Date:		
WEEK 35	Date:		WEEK 40	Date:		

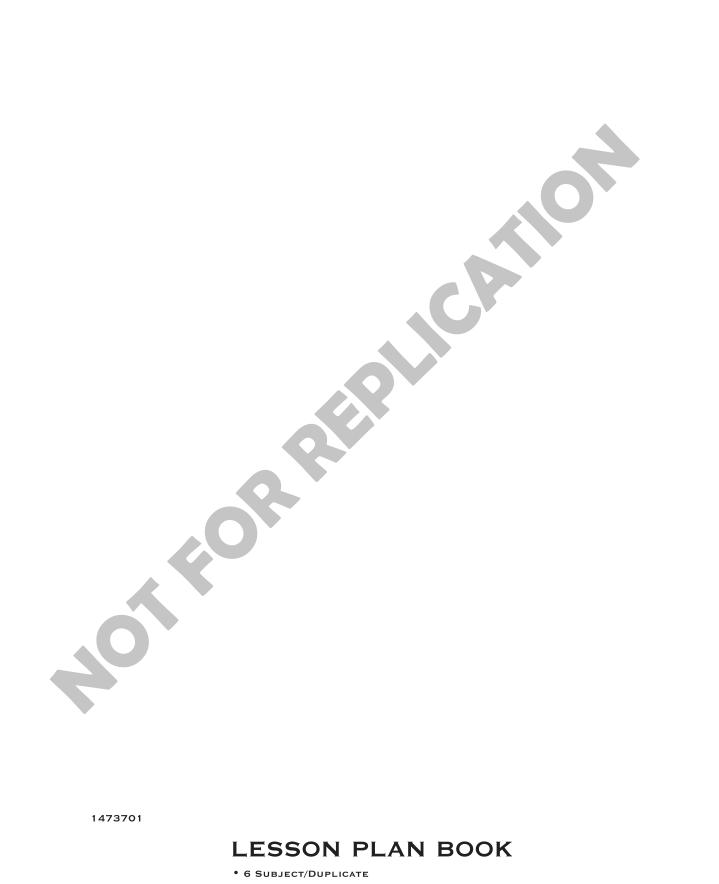
LESSON PLANS For Week Beginning_
SUBJECT GRADE SUBJECT Instructor_ SUBJECT SUBJECT GRADE GRADE MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

r Week Beginning		Instructor			SON PLANS
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LESSON PLANS For Week Beginning_
SUBJECT GRADE SUBJECT Instructor_ SUBJECT SUBJECT GRADE GRADE MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

r Week Beginning		Instructor			SON PLANS
JBJECT	GRADE	SUBJECT	GRADE	SUBJECT	GRADE
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LESSON PLAN BOOK

- 6 SUBJECT/DUPLICATE
- 40 WEEKS



