



NOT FOR REPLICATION

 School Specialty
Planning & Student Development

LESSON
PLAN

.....
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This Lesson Plan Book Includes . . .

- 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 accommodate up to 40 students with a page to record parent conference information
- Seating charts and semester plan outlines

School Calendar

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

Notes

Lined area for notes.

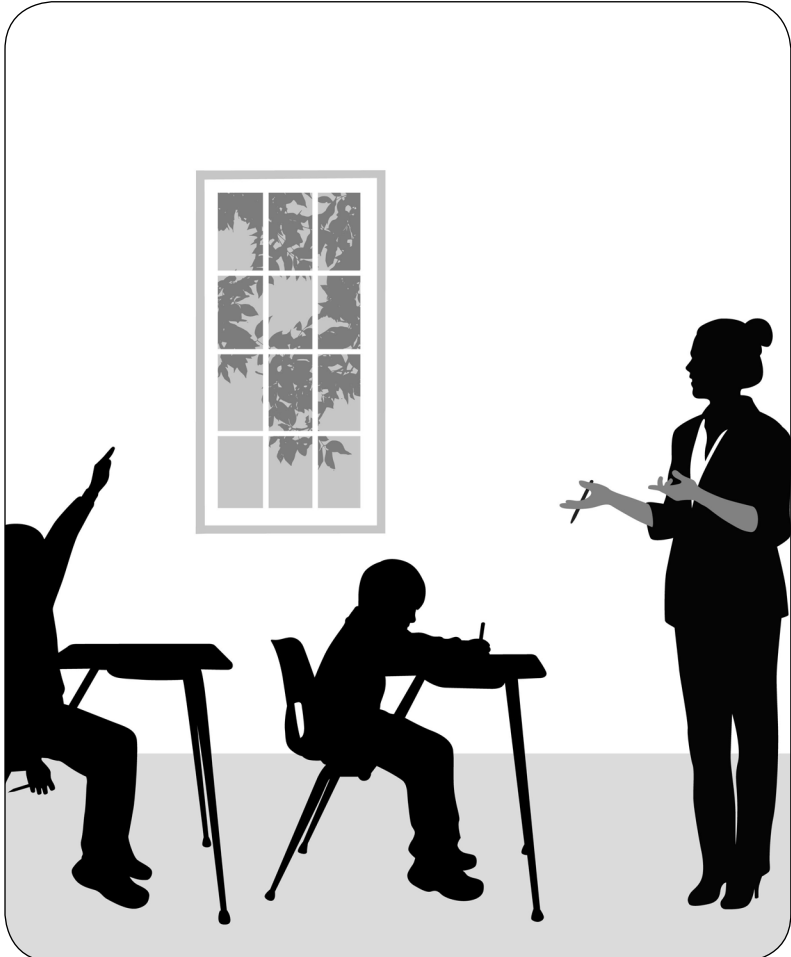
Teacher _____ Room No. _____
School _____
City _____
School Year Beginning _____ Ending _____

Holidays

OCCASION	DATE

Semester Subjects

FIRST SEMESTER	SECOND SEMESTER
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8



Substitute Information

SCHOOL SCHEDULE

School Begins

A.M. Break

Lunch

School Resumes

P.M. Break

Dismissal

CLASSROOM SCHEDULE

Class Begins

No. of Students

Class Ends

Lunch Time

Lunch Count

GET HELP FROM

Teacher(s)

Student(s)

Secretary

Principal

Counselor

Nurse

Custodian

Transportation

DISCIPLINE PROCEDURES

DISMISSAL PROCEDURES

EMERGENCY PROCEDURES

DISASTER PROCEDURES

HEALTH/MEDICAL INFORMATION

Student(s) with Special Needs

Nurse Schedule

First Aid

AUDIO-VISUAL EQUIPMENT PROCUREMENT PROCEDURES

NOTES

Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

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Seating Plans

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

CLASS _____ PERIOD _____ ROOM _____

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Student Roster

STUDENT NAMES	PARENT/GUARDIAN NAMES	HOME PHONE	WORK PHONE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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35			
36			
37			
38			
39			
40			

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Parent Conferences

ADDRESS	DATE/TIME	DATE/TIME	COMMENTS
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
			11
			12
			13
			14
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			34
			35
			36
			37
			38
			39
			40

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LESSON PLANS

For Week Beginning _____

Instructor _____

	SUBJECT	GRADE	SUBJECT	GRADE	SUBJECT	GRADE
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

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LESSON PLANS

For Week Beginning _____

Instructor _____

	SUBJECT	GRADE	SUBJECT	GRADE	SUBJECT	GRADE
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						

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LESSON PLAN BOOK

- 6 SUBJECT/DUPLICATE
- 40 WEEKS

