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 School Specialty
Planning & Student Development

LESSON
PLAN

.....
www.schoolspecialty.com • 1.888.388.3224

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 _____

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			
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12			
13			
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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
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			36
			37
			38
			39
			40

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OVERVIEW PLANNING

(Date)

thru

(Date)

(Date)

thru

(Date)

(Date)

thru

(Date)

(Date)

thru

(Date)

NOT FOR REPLICATION

OVERVIEW PLANNING

(Date)

thru

(Date)

(Date)

thru

(Date)

(Date)

thru

(Date)

(Date)

thru

(Date)

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Schedule of School Events

Year:

DATE	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
1												
2												
3												
4												
5												
6												
7												
8												
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10												
11												
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13												
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15												

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LESSON PLANS

For Week Beginning _____

Ending _____

	SUBJECT	SUBJECT	SUBJECT
	PERIOD/CLASS	PERIOD/CLASS	PERIOD/CLASS
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

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LESSON PLANS

For Week Beginning _____

Ending _____

	SUBJECT	SUBJECT	SUBJECT
	PERIOD/CLASS	PERIOD/CLASS	PERIOD/CLASS
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

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1473706

LESSON PLAN BOOK

- 6 SUBJECT/PERIODS
- 40 WEEKS

