

Emergency Procedures & Contacts

Fire Drill

Severe Weather

First Aid

Nurse
Nurse Schedule

Emergency Numbers

Police

Police (Non Emergency Number)

Mental Health/Substance Abuse Help Line

The Poison Center

State Patrol

State Patrol (Road Conditions)

Additional Information

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FOLDER SUBSTITUTE TEACHER

DAILY SCHEDULE

PERIOD TIME ROOM GRADE SUBJECT

Home Room				
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				
Lunch				

School Specialty
Planning & Student Development
HAMMOND & STEPHENS
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"Where To Find" List

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Audio-Visual Equipment Procurement Procedures

- Student list
- Students who must leave early or arrive late
- Students who need special attention
- Physical
- Medical
- Emotional
- Student Handbook
- Map of School
- Substitute Feedback Form(s)
- Other

Review Other Information Included



Get Help From

Teachers _____ Room No. _____

Reliable Students

1st Period

2nd Period

3rd Period

4th Period

5th Period

6th Period

7th Period

8th Period

Hall Pass Procedure

Personnel

Principal

--

Assistant Principal

--

Secretary

--

Counselor

--

Department Head

--

Transportation

--

Custodian

--

Class Management

Class Rules

Discipline Procedures

Severe Behavior Procedures

Extra Activities

NOT FOR REPLICATION