



## Classroom Procedures And "Need To Know" Information

|                   |        |
|-------------------|--------|
| Principal:        | Ext:=- |
| Vice Principal:   | Ext:=- |
| School Secretary: | Ext:=- |
|                   |        |

### Class Procedures:

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### School Vacations:

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### Report Card Marking Periods

|     | begins | ends | cards due | notes |
|-----|--------|------|-----------|-------|
| 1st |        |      |           |       |
| 2nd |        |      |           |       |
| 3rd |        |      |           |       |
| 4th |        |      |           |       |
| 5th |        |      |           |       |
| 6th |        |      |           |       |

### Holidays (with moveable dates)

|                                      |                              |  |
|--------------------------------------|------------------------------|--|
| Labor Day                            | Passover (begins at sundown) |  |
| Rosh Hashanah (begins at sundown)    | Good Friday                  |  |
| Yom Kippur (begins at sundown)       | Easter                       |  |
| Columbus Day (observed)              | Mother's Day                 |  |
| Election Day                         | Memorial Day (observed)      |  |
| Thanksgiving Day                     | Father's Day                 |  |
| Chanukah (begins at sundown)         |                              |  |
| Martin Luther King Jr's B-Day (obsv) |                              |  |
| Presidents' Day                      |                              |  |
| Ash Wednesday                        |                              |  |

\*Not all holidays can be listed here. We have tried to list those with moveable dates and have left room for you to fill in those we have not listed.



**Teacher's Daily Schedule**

|   | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| 1 |        |         |           |          |        |
| 2 |        |         |           |          |        |
| 3 |        |         |           |          |        |
| 4 |        |         |           |          |        |
| 5 |        |         |           |          |        |
| 6 |        |         |           |          |        |
| 7 |        |         |           |          |        |
| 8 |        |         |           |          |        |

Special duties

**Teacher's Daily Schedule**

|   | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--------|---------|-----------|----------|--------|
| 1 |        |         |           |          |        |
| 2 |        |         |           |          |        |
| 3 |        |         |           |          |        |
| 4 |        |         |           |          |        |
| 5 |        |         |           |          |        |
| 6 |        |         |           |          |        |
| 7 |        |         |           |          |        |
| 8 |        |         |           |          |        |

Special duties

Class ...

Seating Plan ...

Period ...

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Class ...

Period ...

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Class ...

Period ...

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Class ...

Period ...

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Class ...

Seating Plan ...

Period ...

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Class ...

Period ...

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Class ...

Period ...

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Class ...

Period ...

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Overview planning . . .

|  |  |
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| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |

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Overview planning . . .

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| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |
| <p>.....<br/>(date)<br/>thru</p> <p>.....<br/>(date)</p> |  |

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YEAR \_\_\_\_\_

### Schedule Of Events

| DATE | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
|------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| 1    |           |         |          |          |         |          |       |       |     |      |
| 2    |           |         |          |          |         |          |       |       |     |      |
| 3    |           |         |          |          |         |          |       |       |     |      |
| 4    |           |         |          |          |         |          |       |       |     |      |
| 5    |           |         |          |          |         |          |       |       |     |      |
| 6    |           |         |          |          |         |          |       |       |     |      |
| 7    |           |         |          |          |         |          |       |       |     |      |
| 8    |           |         |          |          |         |          |       |       |     |      |
| 9    |           |         |          |          |         |          |       |       |     |      |
| 10   |           |         |          |          |         |          |       |       |     |      |
| 11   |           |         |          |          |         |          |       |       |     |      |
| 12   |           |         |          |          |         |          |       |       |     |      |
| 13   |           |         |          |          |         |          |       |       |     |      |
| 14   |           |         |          |          |         |          |       |       |     |      |
| 15   |           |         |          |          |         |          |       |       |     |      |

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|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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