



Subject:

Section:

Month / Date →

1<sup>st</sup> week

2<sup>nd</sup> week

3<sup>rd</sup> week

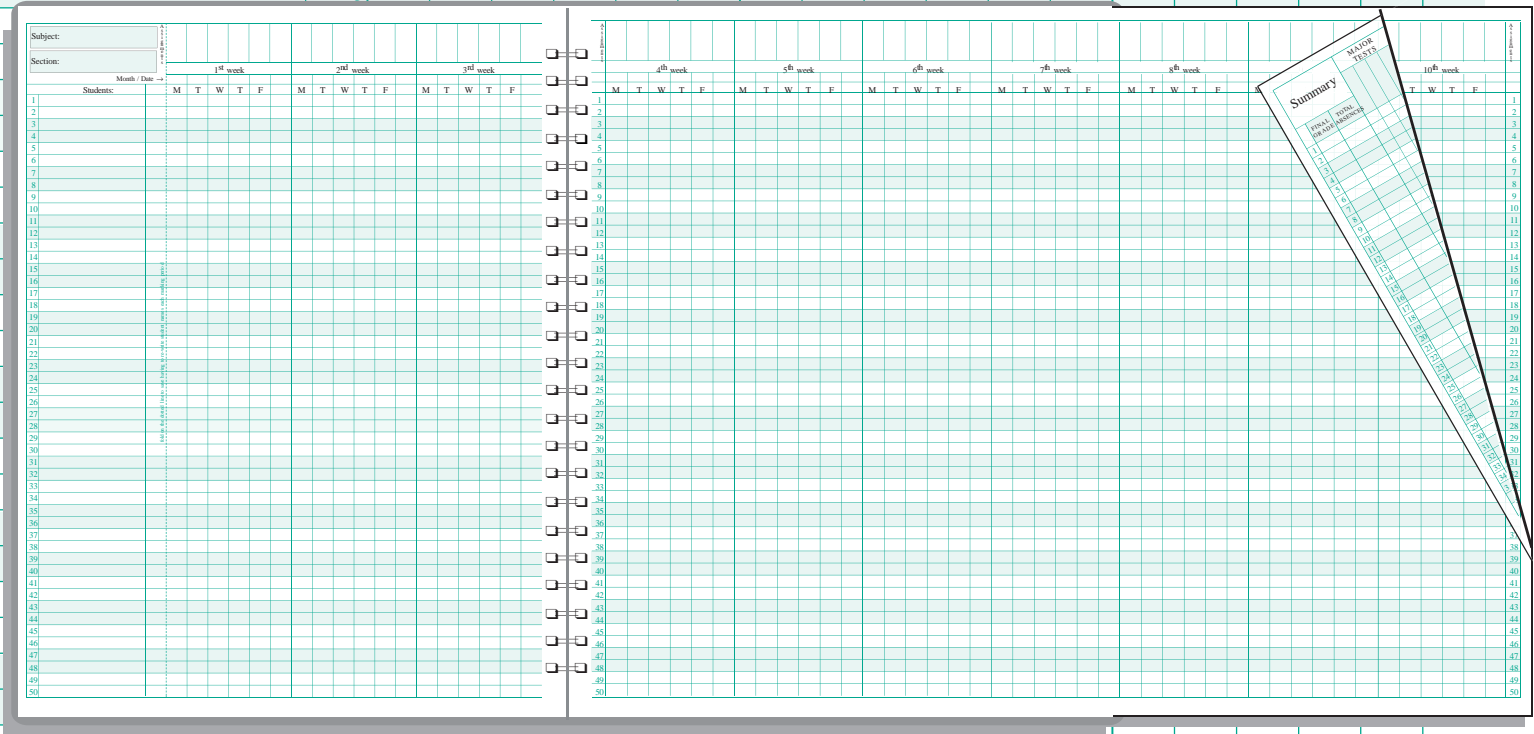
Students:

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**WC-8**

- 7½" extension for each page so book is 24½" x 11" when opened and extended
- Heavy-duty double-sided pocket for storage



Summary		WEEK	
Final	Open	1	2
Final	Open	1	2
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4th week

5th week

6th week

7th week

M T W T

M T W T F

CLASSROOM PROCEDURES AND "NEED TO KNOW" INFORMATION

Principal: \_\_\_\_\_ Ext: \_\_\_\_\_  
 Vice Principal: \_\_\_\_\_ Ext: \_\_\_\_\_  
 School Secretary: \_\_\_\_\_ Ext: \_\_\_\_\_

CLASS PROCEDURES:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SCHOOL VACATIONS:  
 \_\_\_\_\_  
 \_\_\_\_\_

REPORT CARD MARKING PERIODS:

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

HOLIDAYS (with alternate dates)  
 Labor Day

EMERGENCY PROCEDURES

First Aid Location & Information	Nurse	Ext: _____
	Schedule	
Fire Drill Instructions	Storm Drill Instructions	

IMPORTANT PHONE NUMBERS

Fire: _____	Police: _____	Doctor: _____	Poison: _____
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STUDENTS WITH SPECIAL SCHEDULES OR HEALTH INSTRUCTIONS

Name	Period	Instructions

Teacher's daily schedule . . .

	Mon	Tues	Wed	Thur	Fri
1					
2					
3					
4					
5					
6					
7					
8					

Special duties . . .

Teacher's daily schedule . . .

	Mon	Tues	Wed	Thur	Fri
1					
2					
3					
4					
5					
6					
7					
8					

Special duties . . .

Class . . . Seating Plan . . . Period . . .


Class . . . Period . . .


Class . . . Period . . .


Class . . . Period . . .


Supplementary data:

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Comments