

# UNSTRUCTURED

- Draw vertical lines to divide the day into as many blocks as desired
- Days vertically down the side
- Planning sheets for 40 weeks
- Overview planning sheets
- Classroom procedures and important information

**CLASSROOM PROCEDURES**

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

**CLASS PROCEDURES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHOOL VACATIONS:**


**REPORT CARD MARKING PERIODS:**

1st	begins	ends	cards due	notes

**HOLIDAYS** (with movable 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 (observed)		
Martin Luther King Jr. Day (observed)		
President's Day		
Ash Wednesday		

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

**EMERGENCY PROCEDURES**

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

**IMPORTANT PHONE NUMBERS**

Fire: \_\_\_\_\_ Police: \_\_\_\_\_ Doctor: \_\_\_\_\_ Poison: \_\_\_\_\_

**STUDENTS WITH SPECIAL SCHEDULES OR HEALTH INSTRUCTIONS**

Name	Period	Instructions

**AV Equipment Instructions**

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL CLASSES OR DUTIES**

Day/Time	Class/Duty	Comments

MON

date

TUES

date

WED

date

THUR

date

FRI

date

## UNSTRUCTURED

- Unique flap folds so closed book is a standard size
- Teacher's daily schedules
- Seating plans
- Supplementary data planning sheets
- Schedule for school events calendar

Teacher's daily schedule . . .						Class . . .			Seating Plan . . .			Period . . .		
Mon	Tues	Wed	Thur	Fri										
1														
2														
3														
4														
5														
6														
7														
8														
Special duties . . .						Class . . .			Period . . .					
1														
2														
3														
4														
5														
6														
7														
8														
Special duties . . .						Class . . .			Period . . .					
1														
2														
3														
4														
5														
6														
7														
8														
Special duties . . .						Class . . .			Period . . .					

