


# TEACHER's Schedule

★ 7th Grade ★ Date: \_\_\_\_\_ ★

\*\*\*Share with Carol, Mel, & [subs74@sd74.org](mailto:subs74@sd74.org)\*\*\*

\*\*Please rename this document with your name and date\*\*

\*\*\*Print your rosters & seating charts\*\*\*

Time	Directions
8:05-9:33	Block 1 - Class
<ul style="list-style-type: none"><li><input type="checkbox"/> Today is a (RED/GRAY) day schedule</li><li><input type="checkbox"/> Pick up cohort from the auditorium. Please bring them to their lockers which are located _____</li><li><input type="checkbox"/> Remind students they need their materials for _____ &amp; _____ classes</li><li><input type="checkbox"/> <b>8:10 - Morning Pledge &amp; Announcements</b></li><li><input type="checkbox"/> Please have students complete their <b>Lunch Order</b><ul style="list-style-type: none"><li><input type="checkbox"/> This is done by students on their iPad - you only need to remind them</li></ul></li><li><input type="checkbox"/> Take attendance for all learners on <a href="#">PowerSchool</a> <b>PowerSchool</b> <a href="https://powerschool.sd74.org/subs/pw.html">https://powerschool.sd74.org/subs/pw.html</a><ul style="list-style-type: none"><li>→ Select Lincoln Hall</li><li>→ Select the name of the teacher</li><li>→ Type in the password: <b>lincolnsub074</b></li><li>→ Select homeroom chair icon <ul style="list-style-type: none"><li>◆ <b>Leave the box blank if the student is present in-person</b></li><li>◆ <b>A (Absent - Full Day)</b></li><li>◆ <b>T (Tardy)</b></li><li>◆ <b>F (Field Trip)</b></li></ul></li><li>→ Submit at the bottom and be sure to SIGN OUT.</li></ul></li><li><input type="checkbox"/> See _____ for confidential medical information</li></ul>	
<p><b>LESSON INSTRUCTIONS:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Students stop at their lockers to pick up their lunch before PE/EA so they have it ready for after<ul style="list-style-type: none"><li><input type="checkbox"/> Their lockers are in front of room _____.</li><li><input type="checkbox"/> Please bring them to their next class which is _____, located on the _____ floor in room _____</li></ul></li></ul>	
9:39 - 10:59	EA/PE
This is your plan period	
11:05 - 11:42	Lunch
<ul style="list-style-type: none"><li><input type="checkbox"/> This is your lunch. Enjoy!</li><li><input type="checkbox"/> Please be ready to greet the students in front of the classroom by 11:42</li><li><input type="checkbox"/> Your students will be coming up from recess. Their lunch supervisor will bring them to their lockers. Please meet them there. Their lockers are in front of _____<ul style="list-style-type: none"><li><input type="checkbox"/> Please make sure they have materials for classes _____ &amp; _____</li></ul></li></ul>	
11:42 - 1:02	Block 3 - Class
<ul style="list-style-type: none"><li><input type="checkbox"/> Take attendance for all learners on <a href="#">PowerSchool</a></li></ul>	

**LESSON INSTRUCTIONS:**



**1:08 - 1:52**

**Block 4 - Advisory/WIN**

- Take attendance for all learners on [PowerSchool](#)

**LESSON INSTRUCTIONS:**



Please include which student will be pulled, if it is not a Monday

**Students pulled:**



**1:58 - 3:25**

**Block 5 - Class**

- Take attendance for all learners on [PowerSchool](#)

**LESSON INSTRUCTIONS:**



- At 3:15**, have these students pack up. Their lockers are in front of room     .
- Please wait for the announcements for the 7th graders to be dismissed.

Copy and paste your class roster below from Cohort Central: