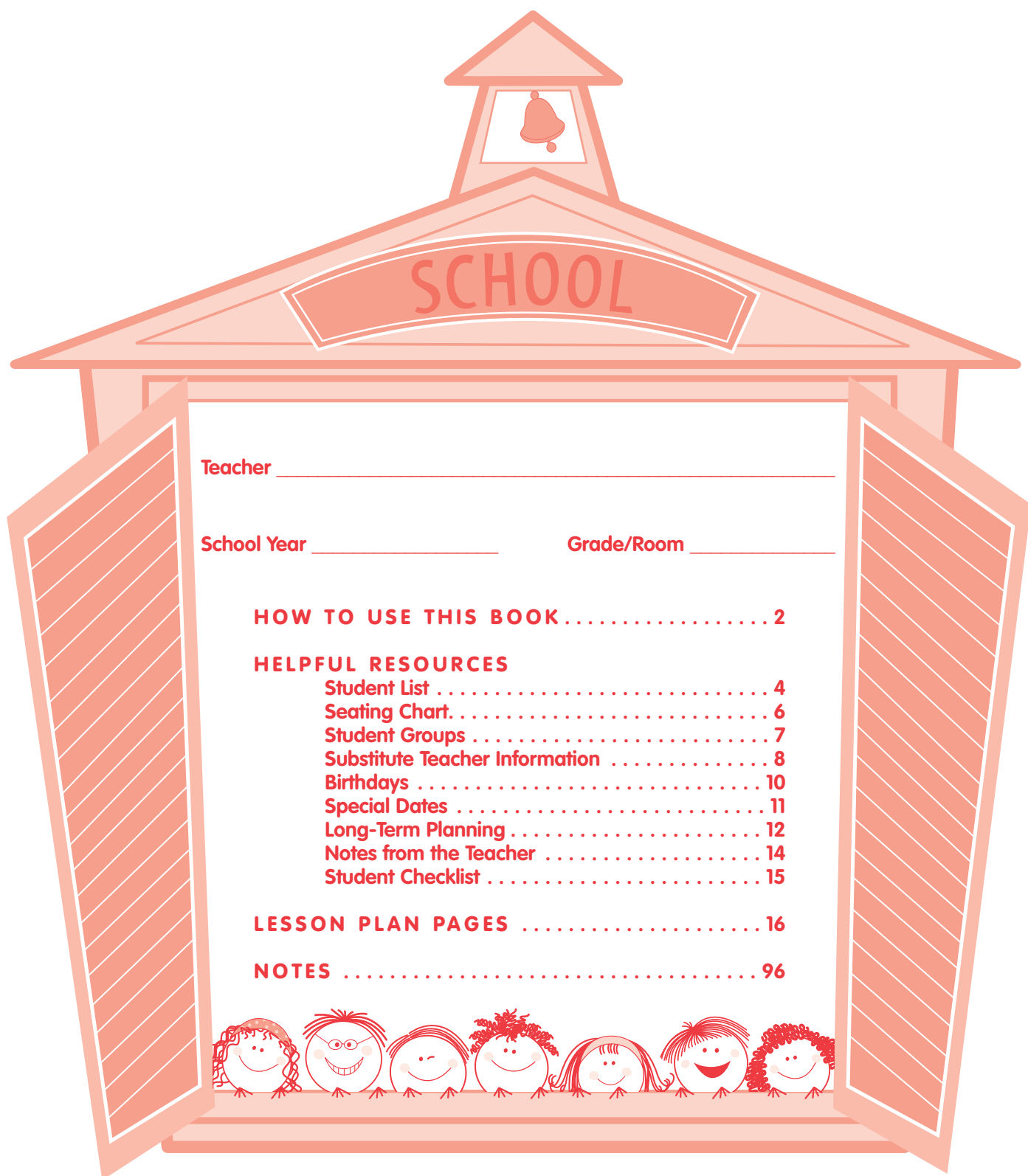


LESSON PLAN BOOK



Teacher _____

School Year _____ Grade/Room _____

HOW TO USE THIS BOOK 2

HELPFUL RESOURCES

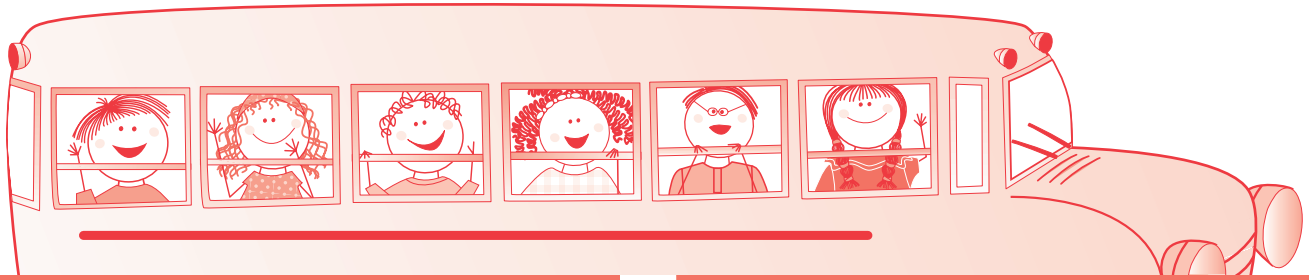
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LESSON PLAN PAGES 16

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HOW TO USE THIS BOOK



STUDENT LIST

Wait to complete the class record until after a permanent class list is established. Complete the list in pencil, allowing for changes in students' names, addresses, and phone numbers.

SUBSTITUTE TEACHER INFORMATION

Update these pages periodically throughout the year. Post a note on your desk stating where substitute information can be found in case of an unplanned absence. Photocopy these pages, and give a copy to your school secretary or instructional assistant.

SEATING CHART

There are many ways to use the open seating chart page throughout the year. Here are just a few suggestions:

- Apply clear contact paper to the seating chart page. Use a wax pencil, dry erase marker, or overhead marker to diagram your seating arrangement. Easily erase markings to make changes as your classroom arrangement changes.
- Write each student's name on a small sticky note. Arrange the sticky notes on the seating chart page. Rearrange the sticky notes as the seating assignments change.
- Apply clear contact paper to both sides of the seating chart page. Place double-sided tape to the back of students' class photos. Arrange and rearrange photos to reflect changing seating assignments.

BIRTHDAYS

Write students' names and birth dates in the spaces provided. Photocopy this page, and post it near the classroom calendar.

SPECIAL DATES

Look through the special events and highlight those that fit into your curriculum, will make enjoyable theme units, or are interesting facts. At the beginning of each month, refer back to the special events page and transfer the highlighted information to the lesson plan pages for use that month.

STUDENT GROUPS

Use this page to record the names of students in groups such as the following:

- reading, math, spelling, or flexible skills groups
- special pull-out groups
- English language development or ELL groups
- team-teaching groups
- multiage, multigrade tutoring groups
- groups that work with the instructional assistant or student teacher
- bus assignment/parent pick-up groups

LONG-TERM PLANNING

Use these pages to record the following information:

- themes or units for the year
- grading period dates
- evaluation deadlines, supply orders, or field trip requests
- convention, registration, or in-service dates
- parent/teacher conference dates
- standardized-testing dates

NOTES FROM THE TEACHER

Photocopy these teacher notes to remind students of special assignments or to communicate with parents about student progress.

Fill in subjects, text/materials, and time.

Week 1	SUBJECT	Reading/Lang. Arts	Math	Specials	Lunch	Recess	Social Studies	Science	Closing
Week of 10/17	TIME: 8-8:15	8:15-9:45	9:45-11:00	11:05-11:50	11:55-12:30	12:30-1:00	1:05-2:00	2:05-3:00	3:00-3:15
MONDAY	Reminders	Sarah, Plain and Tall Ch. 1 • Review Vocab. and Spelling List • Role-play Ch. 1 • Comp. questions (p. 130) • Handwriting (p. 25)	Review fractions with Hershey® bars • Text p. 47 (1-15) • Homework p. 48 (1-12)	P.E. • kickball			Community Helpers • Policeman (p. 83)	Introduce simple machines (p. 60) • Identify simple machines on playground	
TUESDAY	Reminders Assembly at 10:00 in the gym	Partner Read Ch. 2 • Journal—predict • C/E sentence matching • Rainbow write spelling words	Simplifying fractions • Text p. 49 (5-20) • Homework p. 50 (1-30; evens only)	Music • "Señor Don Gato"				1:50-2:15 Computer Lab • Rdg. test	
WEDNESDAY	Reminders			P.E. • kickball			Guest speaker • Fireman J. Smith	Review simple machines • Read text pp. 63-68	
THURSDAY	Reminders Parent conference at 3:30			Music • "Señor Don Gato"				1:50-2:15 Computer Lab • Math test	
FRIDAY	Reminders			P.E. • kickball					

Draw your own vertical lines. This allows you to do flexible scheduling.

Write your daily reminders here.



STUDENT CHECKLIST

Photocopy this checklist to create a customized management tool that best meets the needs of your class. Use it to track homework assignments, skill mastery, job assignments, and so much more.





WEEKLY LESSONS

After determining your daily and weekly schedules, you may wish to note the subject or theme, text or materials, or time information at the top of the lesson plan pages.

Choose a way to color-code your plans for easier reading. For example, when writing plans involving two or more groups of students, use a different colored pen for each group. If you are teaching a whole-group lesson, you may wish to use a different color for each subject.

Use a brightly colored pen to highlight special events or supplies that are required for each lesson.

To allow more space for planning, develop picture codes for standard activities such as the following:

- library 
- computer lab 
- recess 
- lunch 

Keep a code key with the substitute teacher information, or keep the key inside your plan book.

Use the "Reminders" section for information such as the following:

- times of meetings or conferences
- substitute teacher notes
- assembly reminders
- student information such as individual assignments, birthdays, or notes sent home
- personal reminders
- instructional aide assignments
- supplies needed for art or hands-on lessons

SUBSTITUTE TEACHER INFORMATION



FOR HELP . . .

Helpful Students

Teachers

Principal

Office Manager

Maintenance



SPECIAL TEACHER
DUTIES



TEACHER'S SUPPLIES



DAILY SCHEDULE



Time	Monday	Tuesday	Wednesday	Thursday	Friday



CLASSROOM RULES



CONSEQUENCES



STUDENTS WITH SPECIAL NEEDS

CLASSROOM MANAGEMENT

Getting Students' Attention

Choices for Early Finishers

Good Behavior Incentives



EMERGENCY INFORMATION



School Nurse _____

Staff Members with CPR Training _____

First Aid Kit Location _____

Fire Extinguisher Location _____

Class Meeting Spot _____

BIRTHDAYS

JANUARY



FEBRUARY



MARCH



APRIL



MAY



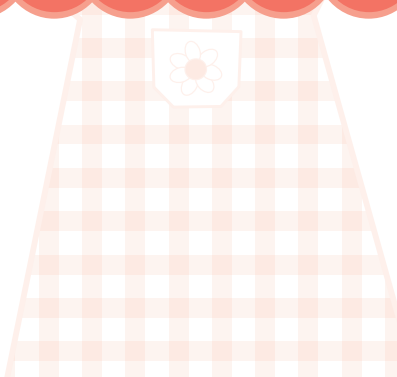
JUNE



JULY



AUGUST



SEPTEMBER



OCTOBER



NOVEMBER



DECEMBER



SPECIAL DATES



JANUARY

- Chinese New Year (or February)
- 1** New Year's Day
- 15** Martin Luther King Jr. born, 1929 (celebrated on 3rd Monday)
- 20** Inauguration Day



FEBRUARY

- Black History Month
- Chinese New Year (or January)
- Presidents' Day (3rd Monday)
- 2** Groundhog Day
- 12** Abraham Lincoln born, 1809
- 14** Valentine's Day
- 22** George Washington born, 1732
- 29** Leap Day, once every four years



MARCH

- National Nutrition Month
- National Drug & Alcohol Awareness Week (1st week)
- National Women's History Month
- First Day of Spring (20 or 21)
- Easter (or April)
- Passover (or April)
- 2** Dr. Seuss born, 1904
- 8** International Women's Day
- 17** St. Patrick's Day



APRIL

- National Library Week (2nd week)
- Easter (or March)
- Passover (or March)
- Arbor Day (last Friday)
- 1** April Fool's Day
- 23** Earth Day



MAY

- Mother's Day (2nd Sunday)
- Memorial Day (last Monday)
- Teacher Appreciation Week (1st week)
- 5** Cinco de Mayo



JUNE

- National Dairy Month
- National Safety Month
- Pet Appreciation Week (2nd week)
- Father's Day (3rd Sunday)
- 14** Flag Day
- 21** First Day of Summer



JULY

- National Ice Cream Month
- 4** Independence Day
- 20** Moon Day (1st landing on the moon)



AUGUST

- Friendship Day (1st Sunday)
- 9** Book Lovers' Day
- 19** National Aviation Day



SEPTEMBER

- Labor Day (1st Monday)
- National Grandparents' Day (Sunday after Labor Day)
- National Hispanic Week (2nd week)
- Native American Day (4th Friday)
- First Day of Autumn (22 or 23)
- Rosh Hashanah (or October)
- Yom Kippur (or October)
- 17** Citizenship Day



OCTOBER

- Fire Prevention Week (2nd week)
- Columbus Day (2nd Monday)
- Rosh Hashanah (or September)
- Yom Kippur (or September)
- 24** United Nations Day
- 31** Halloween



NOVEMBER

- National Children's Book Week (3rd week)
- Thanksgiving Day (4th Thursday)
- Hanukkah (or December)
- 11** Veterans Day



DECEMBER

- Hanukkah (or November)
- First Day of Winter (21 or 22)
- 15** Bill of Rights Day
- 25** Christmas Day
- 26** Kwanzaa begins