

Lesson Plan Book

Teacher _____

School Year _____ Grade/Room _____

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HOW TO USE THE LESSON PLAN BOOK

STUDENT ROSTER

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

BIRTHDAYS

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

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.

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

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 the seating chart page. Place double-sided tape to the back of students' class photos. Arrange and rearrange photos to reflect changing seating assignments.

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.

SUBJECT:		Reading/Lang. Arts	Math	Specials	Lunch	Recess	Social Studies	Science	Closing
8:00-8:15		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
Week of October 4 MONDAY 4		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 5		Morning Seat Work/Attendance	Partner Read Ch. 2 • Journal—predict • C/E sentence matching • Rainbow write spelling words	Music • "Señor Don Gato"		No Duty		1:50-2:15 Computer Lab • Rdg. test	
WEDNESDAY 6			Assembly at 10:00 in the gym		Lunch	No Duty	Guest speaker • Fireman J. Smith	Review simple machines • Read text pp. 63-68	
THURSDAY 7			Parent conference at 3:30			No Duty		1:50-2:15 Computer Lab • Math test	
FRIDAY 8									

Write your daily reminders here.

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

Review the Day / Homework Reminders

WEEKLY SCHEDULE





Photocopy this template to create a customized management tool that best meets the needs of your class. Use it to schedule parent conferences, small-group instruction, center rotations, 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 your substitute teacher information, or keep the key inside your plan book.

Use the left-hand column as a 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

STUDENT LIST

	Student	Parent/Guardian	Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

SAMPLE

SUBSTITUTE TEACHER INFORMATION

FOR HELP . . .

Helpful Students

Teachers

Principal

Office Manager

Maintenance

♥ SPECIAL TEACHER DUTIES ♥

♥ TEACHER'S SUPPLIES ♥

CLASS PROCEDURE

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 _____

SEATING CHART

SAMPLE

BIRTHDAYS

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

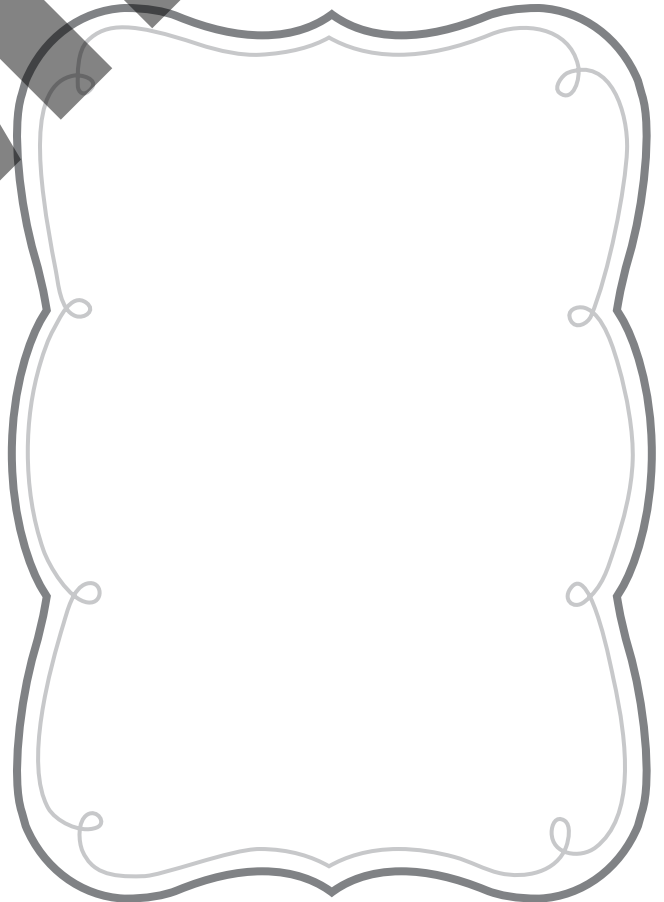
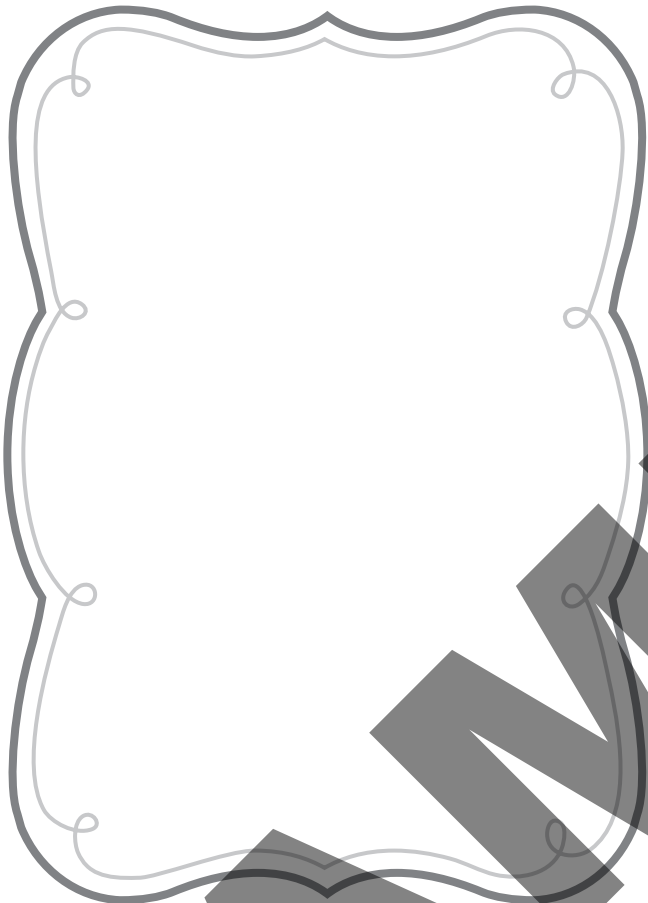
OCTOBER

NOVEMBER

DECEMBER

SAMPLE

CLASS NEWS



❁ NOTES FROM THE TEACHER ❁

Just Wanted You To Know...

To _____

From _____

Don't Forget!

SAMPLE

LONG-TERM PLANNING

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

SAMPLE

LONG-TERM PLANNING

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

SAMPLE

Week of

SUBJECT:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SAMPLE

SAMPLE