# 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.

#### 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 unplanted 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 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.

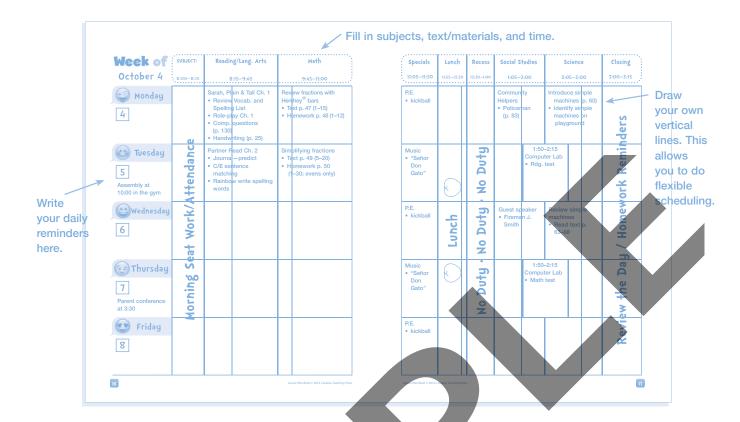
### LONG-TERM PLANNING

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 reacher 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.



#### 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

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## SUBSTITUTE TEACHER INFORMATION

For Help . . .

**PRINCIPAL** 

HELPFUL STUDENTS

**OFFICE MANAGER** 

**TEACHERS** 

MAINTENANCE

**Special Teacher Duties** 

Teacher Supplies









### CLASSROOM MANAGEMEN

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





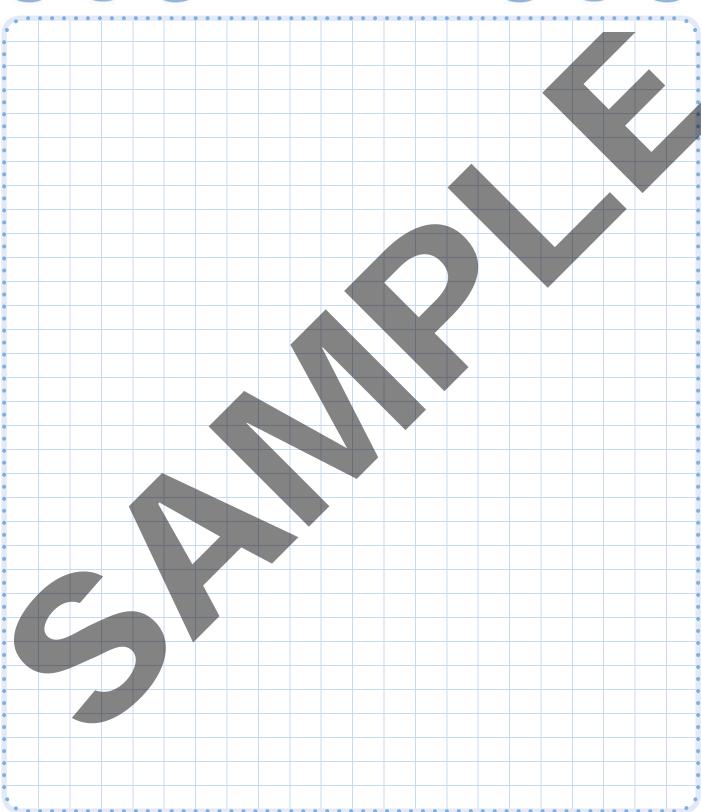


# SEATING











## TRANSPORTATION INFORMATION

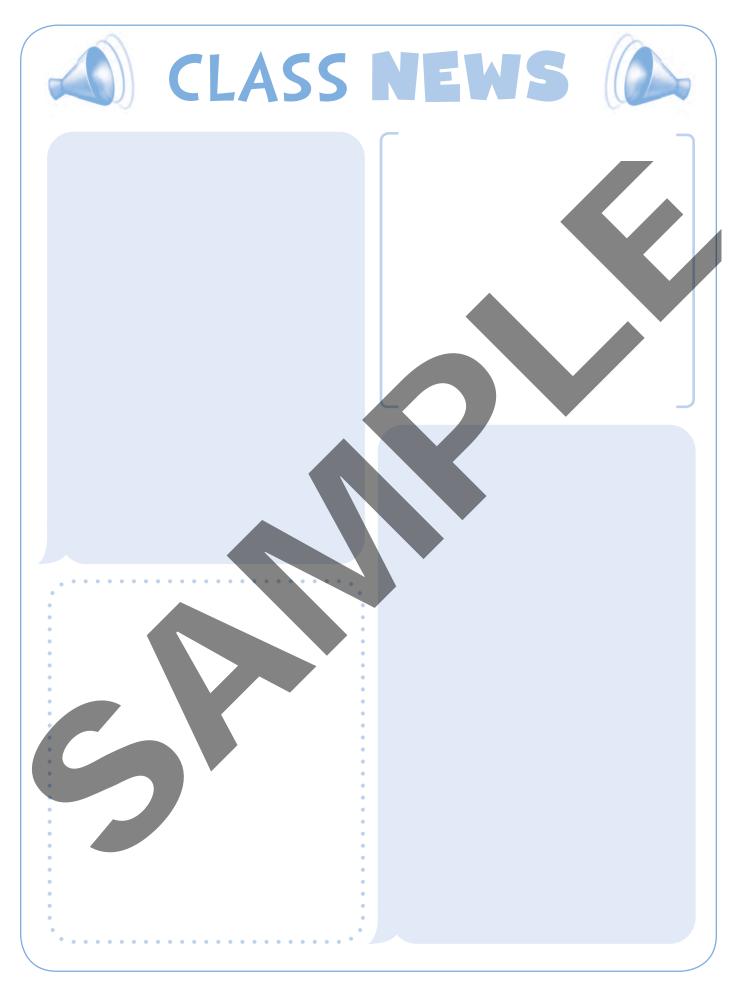


WALKERS	BUS RIDERS/#	DAYCARE VAN/DAYCARE NAME	CAR RIDERS
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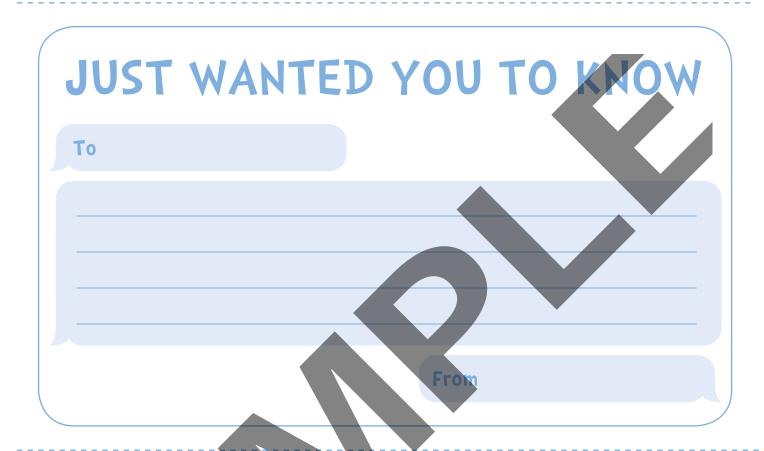


TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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February Jahuary April Ma June July ugust September October December November



## NOTES FROM THE TEACHER







JANUARY		FEBRUARY
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MAY		JUNE
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Tuesday			
Wednesday			
<b>Thursday</b>			
<b>Friday</b>			

