

Fill in subjects, text/materials, and time.

WEEK OF October 9		READING/PLANS/ARTS 8:00-8:45	Math 9:45-10:00	SPEDS 11:05-11:50	LUNCH 11:55-12:30	RECESS 12:30-1:00	SOCIAL STUDIES 1:05-2:00	SCIENCE 2:05-3:00	COBING 3:00-3:15
MONDAY 9		Sarah, Math & Tall Ch. 1 • Review/Vocab. and Spelling List • Role-play Ch. 1 • Comp. questions (p. 138) • Handwriting (p. 23)	Role write actions with Hesthey@bas • Text p. 47 (1-15) • Homework p. 48 (1-12)				Community Helpers • Policeman (p. 82)	Introduce simple machines (p. 80) • Identify simple machines on playground	
TUESDAY 10	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. 47 (5-20) • Homework p. 50 (1-20; even only)		NO DUTY		1:50-2:15 Computer Lab • Rtg. test		
WEDNESDAY 11					LUNCH		Guest speaker • Fireman J. Smith	Review simple machines (p. 80) • Read text p. 62-68	
THURSDAY 12	Parent conference at 2:20				NO DUTY		1:50-2:15 Computer Lab • Math test		
FRIDAY 13									

Draw your own vertical lines for flexible planning.

REVIEW THE DAY / HOMEWORK REMINDERS

Write your daily reminders here.

THE MONTH AHEAD

Use the blank calendars provided before every four weeks of lesson pages to plan monthly overviews and to record notes and details about lessons and events in the coming month.

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

HOW TO USE THE LESSON PLAN BOOK

STUDENT LIST

Wait to complete the student list until after a permanent class roster 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 unplanned absence. Photocopy these pages, and give a copy to your school secretary or instructional assistant.

STUDENT & TEACHER LOGINS/PASSWORDS

This template offers a simple solution for keeping all student and teacher logins/passwords in one place. In addition to filling in the username and password, don't forget to record the site address and any helpful notes that may be associated with the account.

STUDENT TRANSPORTATION INFORMATION

Use this chart to help keep track of how each student goes home after school. Photocopy this page, and post it by the classroom door to serve as a reference. Also place a copy in the substitute teacher folder.

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.

BIRTHDAYS & CLASS NEWS

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

Use the Class News template to write notes and reminders about what students are learning, special assignments, and upcoming quizzes or tests. Keep families informed about important classroom or school-wide events happening day to day, week to week, and throughout the month.

TEACHER PLANNING CHECKLISTS

Use these planning checklists to stay organized, prioritize important daily and weekly tasks, and see what has been completed at a glance.

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

STUDENT LIST

	STUDENT	PARENT/GUARDIAN	ADDRESS
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SAMPLE

W E E K
OF

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TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

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SAMPLE



SAMPLE