

# Lesson Plans

TEACHER \_\_\_\_\_

SCHOOL YEAR \_\_\_\_\_ GRADE/ROOM \_\_\_\_\_

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# 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 AND 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

Fill in subjects, text/materials, and time.

**Week of**  
October 9

	8:00—8:15	8:15—9:45 READING/LANG. ARTS	9:45—11:00 MATH
<b>MONDAY</b> ⑨	<b>MORNING SEAT WORK/ATTENDANCE</b>	Sarah, Plain & Tall Ch. 1 • Review Vocab. and Spelling List • Role-play Ch. 1 (p. 130) • Handwriting (p. 25)	Review fractions with Hershey® bars • Text p. 47 (1–15) • Homework p. 48 (1–12)
<b>TUESDAY</b> 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. 49 (5–20) • Homework p. 50 (1–30; evens only)
<b>WEDNESDAY</b> ⑪			
<b>THURSDAY</b> ⑫ Parent conference at 3:30			
<b>FRIDAY</b> ⑬			

SPECIALS 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	CLOSING 3:00—3:15
PE. • kickball			Community Helpers • Policeman (p. 83)	Introduce simple machines (p. 60) • Identify simple machines on playground	
Music • "Señor Don Gato"	LUNCH	NO DUTY		1:50–2:15 Computer Lab • Rdg. test	
PE. • kickball			Guest speaker • Fireman J. Smith	Review simple machines (p. 60) • Read text p. 63–68	
Music • "Señor Don Gato"	NO DUTY			1:50–2:15 Computer Lab • Math test	
PE. • kickball					<b>REVIEW THE DAY / HOMEWORK REMINDERS</b>

Draw your own vertical lines for flexible planning.

## 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

# Student List

	STUDENT	PARENT/GUARDIAN	ADDRESS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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16			
17			
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22			
23			
24			
25			
26			
27			
28			
29			
30			



## SPECIAL NEEDS

# Substitute Teacher Information

FOR HELP

STUDENTS

PRINCIPAL

TEACHERS

OFFICE MANAGER

## SUBSTITUTE NOTES

DATE

OVERALL CLASS BEHAVIOR

EXCELLENT

GOOD

FAIR

POOR

WHAT WE ACCOMPLISHED

WHAT WE DIDN'T GET TO

QUESTIONS/CONCERNS/COMMENTS

## 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 \_\_\_\_\_

# Student & Teacher Logins/Passwords

Name \_\_\_\_\_

Site address \_\_\_\_\_

Login/username \_\_\_\_\_

Password \_\_\_\_\_

Notes \_\_\_\_\_

Name \_\_\_\_\_

Site address \_\_\_\_\_

Login/username \_\_\_\_\_

Password \_\_\_\_\_

Notes \_\_\_\_\_

Name \_\_\_\_\_

Site address \_\_\_\_\_

Login/username \_\_\_\_\_

Password \_\_\_\_\_

Notes \_\_\_\_\_

Name \_\_\_\_\_

Site address \_\_\_\_\_

Login/username \_\_\_\_\_

Password \_\_\_\_\_

Notes \_\_\_\_\_

Name \_\_\_\_\_

Site address \_\_\_\_\_

Login/username \_\_\_\_\_

Password \_\_\_\_\_

Notes \_\_\_\_\_

Name \_\_\_\_\_

Site address \_\_\_\_\_

Login/username \_\_\_\_\_

Password \_\_\_\_\_

Notes \_\_\_\_\_



# Transportation Information

[illegible]

# Weekly Schedule

[illegible]

# Happy Birthday

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

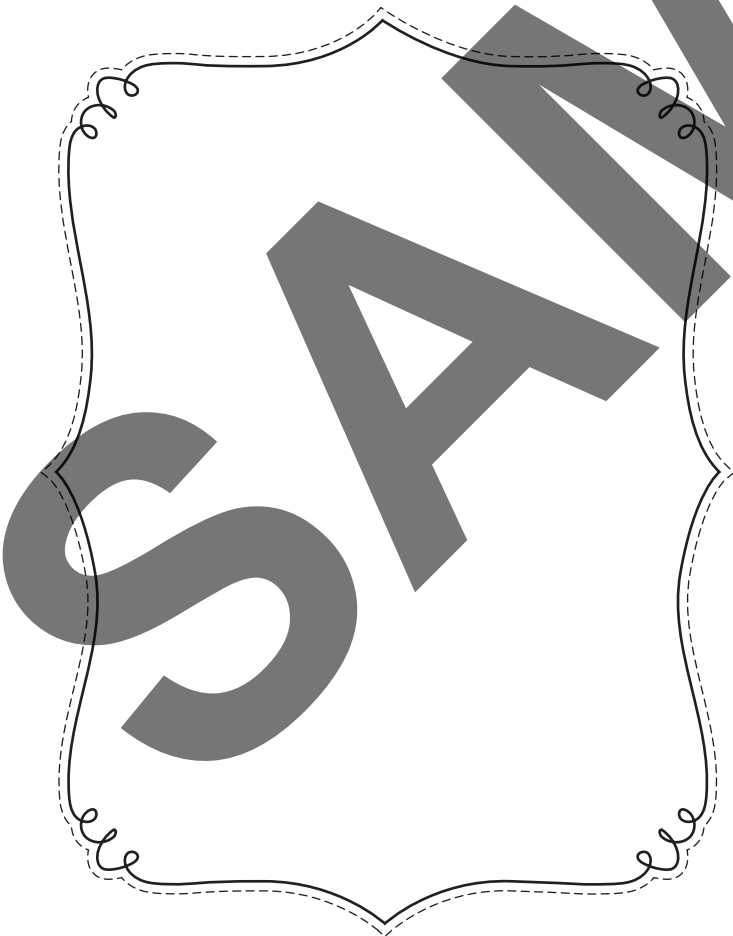
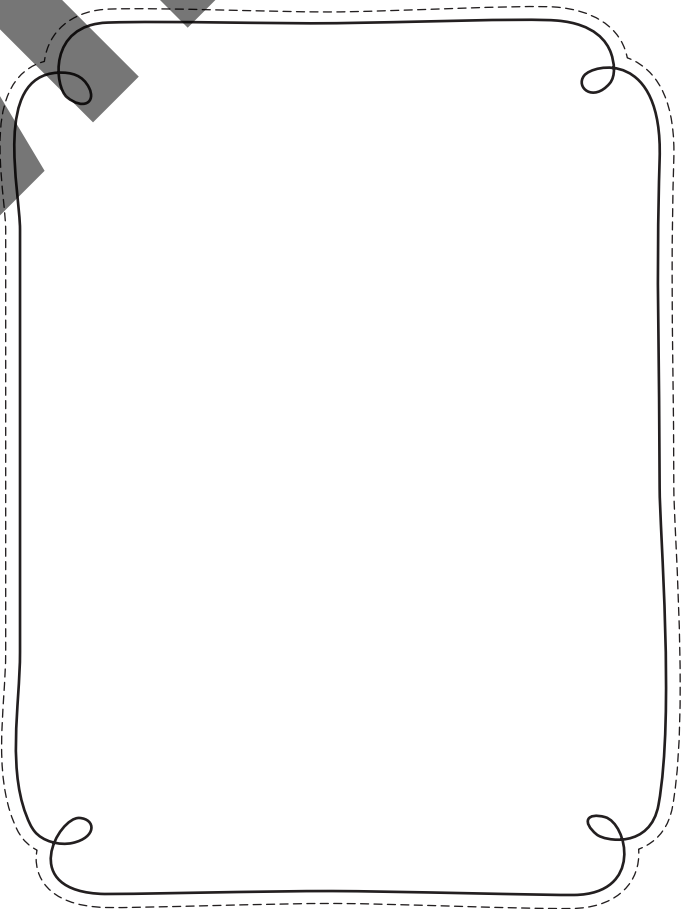
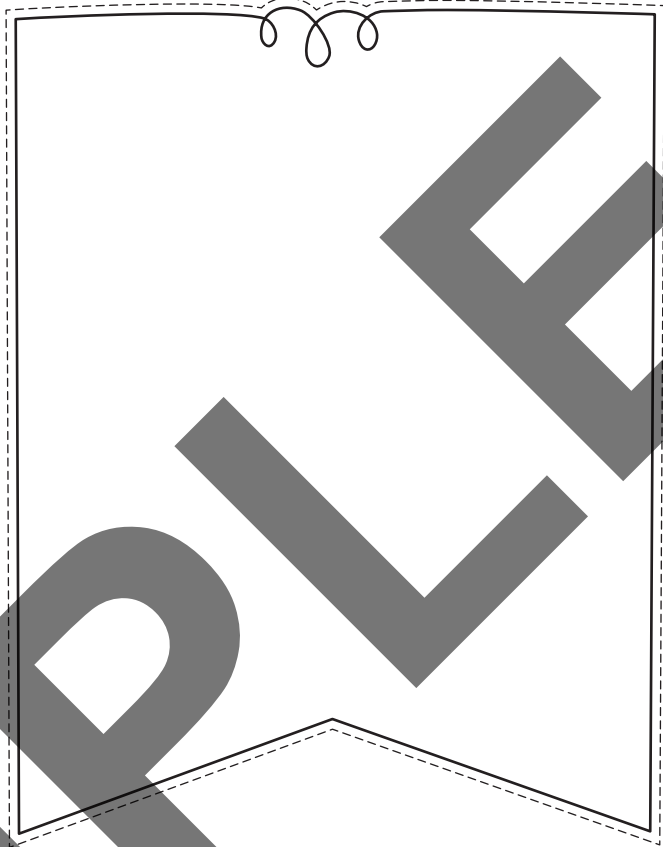
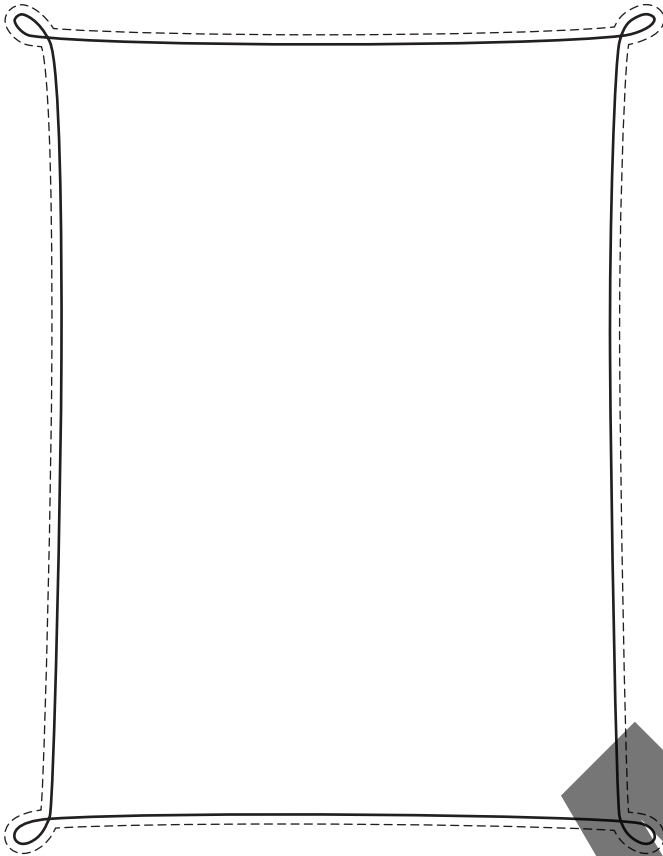
SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

# Class News



# Teacher Planning Checklist

TO DO TODAY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TO DO THIS WEEK

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT REMINDERS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Long-Term Planning

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

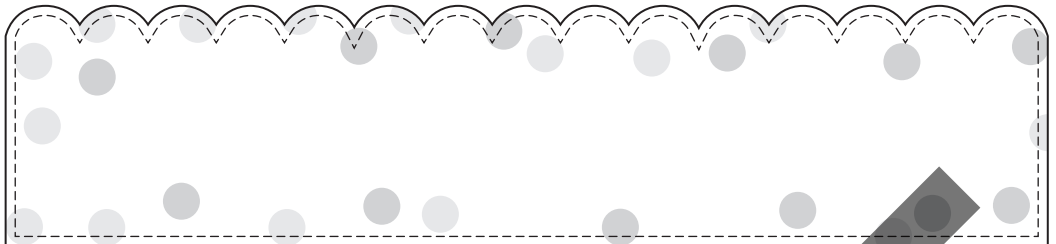
# August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY

This image shows a sample calendar page for three days: Thursday, Friday, and Saturday. The calendar is organized into a grid where each column represents a day and each row represents a time slot. Each time slot contains a small square box, likely for writing or marking. A large, bold, grey watermark with the word "SAMPLE" is oriented diagonally across the entire calendar grid. To the right of the calendar grid, there are two distinct sections enclosed by dashed borders. The top section is titled "TO DO" in a decorative script font and contains eight horizontal lines, each preceded by a small circle, serving as a checklist. The bottom section is titled "NOTES" in a similar decorative script font and provides a blank area for additional notes.



Week of



MONDAY



TUESDAY



WEDNESDAY



THURSDAY

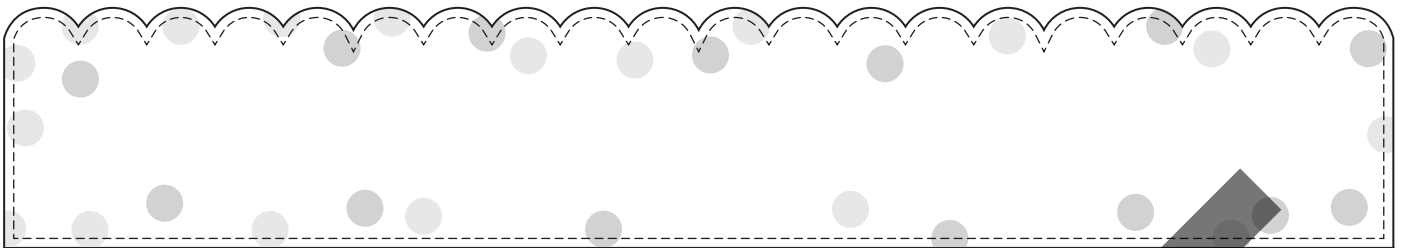


FRIDAY



Large empty area for writing, divided into five horizontal sections by dotted lines, corresponding to the days of the week.

SAMPLE



SAMPLE