

# LESSON PLAN BOOK

Teacher \_\_\_\_\_

School Year \_\_\_\_\_ Grade/Room \_\_\_\_\_

HOW TO USE THE LESSON PLAN BOOK..... 2

## HELPFUL RESOURCES

Student List .....	4
Substitute Teacher Information .....	6
Seating Chart .....	8
Student Transportation Chart .....	9
Weekly Schedule .....	10
Birthdays .....	11
Class Newsletter Template .....	12
Notes from the Teacher .....	13
Long-Term Planning .....	14

LESSON PLAN PAGES .....16

NOTES..... 96

# 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 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 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-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  October 4		SUBJECT:	Reading/Lang. Arts	Math
		8:00-8:15	8:15-9:45	9:45-11:00
<b>Monday</b> 4	Morning Seat Work/Attendance		Sarah, Plain & 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)
<b>Tuesday</b> 5			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> 6				
<b>Thursday</b> 7				
<b>Friday</b> 8				

Write your daily reminders here.

Specials	Lunch	Recess	Social Studies	Science	Closing
11:05-11:50	11:55-12:30	12:30-1:00	1:05-2:00	2:05-3:00	3:00-3:15
P.E. • kickball			Community Helpers • Policeman (p. 83)	Introduce simple machines (p. 60) • Identify simple machines on playground	
Music • "Senior Don Gato"		<b>No Duty</b>		1:50-2:15 Computer Lab • Rdg. test	Review the Day / Homework Reminders
P.E. • kickball	<b>Lunch</b>	<b>No Duty</b>	Guest speaker • Fireman J. Smith	Review simple machines • Read text pp. 65-68	
Music • "Senior Don Gato"		<b>No Duty</b>		1:50-2:15 Computer Lab • Math test	
P.E. • kickball					

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

## NOTES FROM THE TEACHER





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 Roster

	STUDENT	PARENT/GUARDIAN	ADDRESS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
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21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

SAMPLE



HOME PHONE

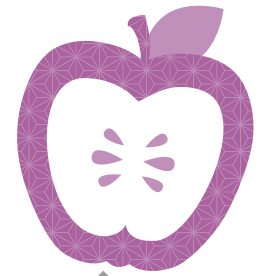
WORK PHONE

CELL PHONE

E-MAIL

SPECIAL NEEDS


# 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



# Transportation INFORMATION

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

# Weekly

# SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

SAMPLE

# BIRTHDAYS

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

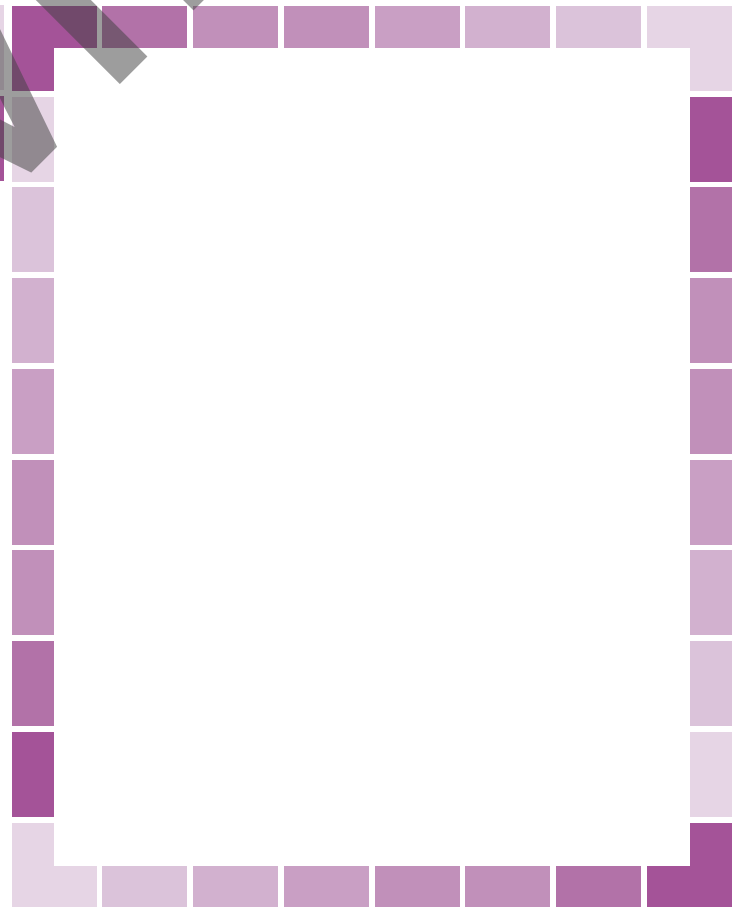
SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

# CLASS NEWS



# NOTES from the TEACHER

Just Wanted You to Know...

To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

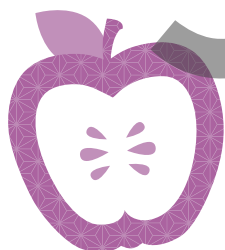
\_\_\_\_\_

\_\_\_\_\_

From \_\_\_\_\_



**DON'T FORGET!**



# 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

SUBJECT:		

SAMPLE




# Week of

SUBJECT:

Monday

Tuesday

Wednesday

Thursday

Friday


SAMPLE


SAMPLE