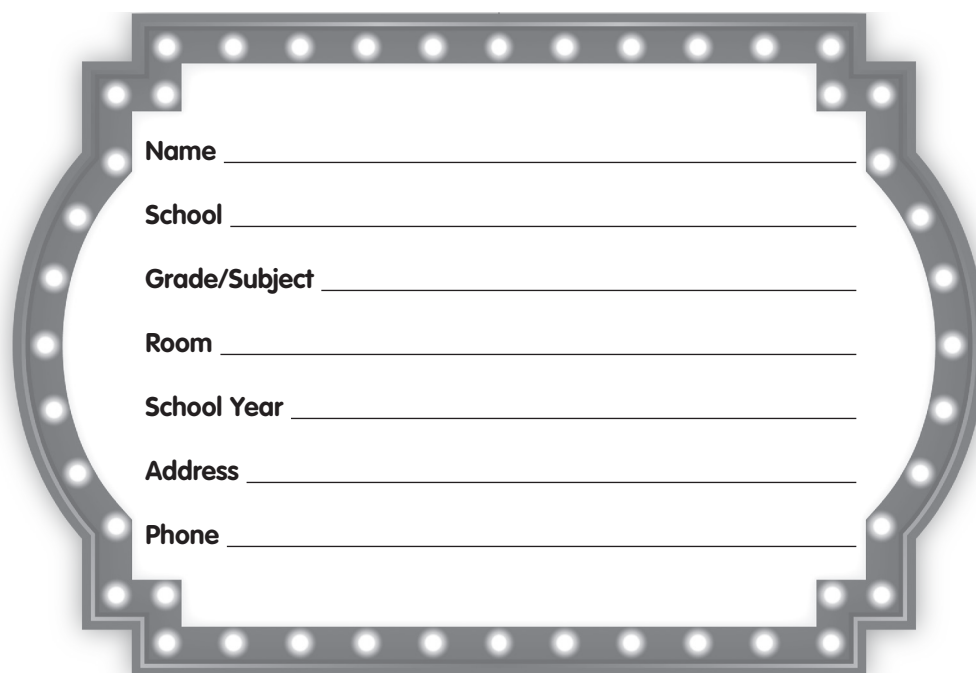


# TABLE OF CONTENTS

<b>How to Use This Book</b> . . . . .	<b>2</b>
<b>Seating Arrangement Ideas.</b> . . . . .	<b>3</b>
<b>Substitute Teacher Information.</b> . . . . .	<b>4</b>
<b>Student Roster</b> . . . . .	<b>6</b>
<b>Birthdays</b> . . . . .	<b>8</b>
<b>Weekly Schedule</b> . . . . .	<b>10</b>
<b>Monthly Planners</b> . . . . .	<b>11</b>
<b>Class Records</b> . . . . .	<b>17</b>
<b>Lesson Plans</b> . . . . .	<b>77</b>
<b>Grading Chart.</b> . . . . .	<b>160</b>



Name \_\_\_\_\_  
 School \_\_\_\_\_  
 Grade/Subject \_\_\_\_\_  
 Room \_\_\_\_\_  
 School Year \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_

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# How To Use This Book

## **Seating Chart (page 3)**

A seating chart is provided for easy reference. Table and desk arrangements will vary throughout the year depending on room size, available furniture, grade level taught, teaching style, and academic program needs. To accommodate a variety of classroom arrangements, you may wish to create additional charts and place specific seating information in a separate folder.

## **Substitute Teacher Information (pages 4-5)**

Document all pertinent information on these pages. If you have a copy of the layout of your school, attach it to page 5. Otherwise, use the space provided on page 5 to sketch a diagram of the school building and grounds. Be sure to show important locations, such as the office, restrooms, faculty lounge, cafeteria, auditorium, and playground.

## **Student Roster (pages 6-7)**

Use the roster to record information for each student. Having the roster in your lesson plan book provides you with quick and easy access to important data for both you and a substitute teacher.

## **Birthdays (pages 8-9)**

Use these pages to write students' names and birth dates. Recognize each special day with a birthday greeting.

## **Weekly Schedule (page 10)**

If your schedule changes periodically, you may wish to duplicate this page before completing your current schedule. Attach new schedules throughout the year.

## **Monthly Planners (pages 11-16)**

In addition to the daily lesson plan pages in this book, we have provided blank calendar pages for year-long planning. They can be used to note special plans, weekly/monthly meetings and appointments, and for other useful information throughout the year. You may wish to reproduce each month, add important information for the class, and then post the calendar months on a bulletin board or other display. Include special events, positive sayings, inspirational quotes, and friendly reminders on each calendar month.

## **Class Records (pages 17-76)**

The class record section is designed to provide organized space for recording daily notations or grades for assignments, tests, attendance, tardies, participation, etc. Each page contains a five-week block of spaces so that a student's record for an entire quarter of ten weeks can be read on facing pages. Summary columns for recording total attendance, tardies, and grades appear on the right-hand facing page for each ten-week period.

## **Lesson Plans (pages 77-159)**

Use the Lesson Plans section to help you organize your lesson plans each week. There are enough weekly plan pages to cover a 40-week school year. At the top of the left-hand page, fill in the blank to indicate the week dates for which the plans are written. The first column may be used for notes. For special programs requiring more in-depth explanation of plans, reference the specific folder, notebook, guide, etc., to which the teacher should be directed. This is especially helpful to substitute teachers.

## **Grading Chart (page 160)**

A convenient chart for scoring students' work is provided at the back of this book. Use the chart as a quick reference when scoring 3 to 50 items of equal value. To use the chart, simply "connect" the row that matches the total number of items to be scored with the column indicating the number of incorrect items.

By following across the row and up the columns to the intersection point (number), you can determine the raw score. For example, if the total number of items on a given test is 35, and a student marked 5 incorrectly, his or her score would be 86%. The score is obtained by moving across row 35 and up column 5 to the point where they meet (86%).

[illegible][illegible]

	SUBJECT																			
Week	Week _____					Week _____					Week _____					Week _____				
Day	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Date																				
Assignments or Attendance																				
Name																				
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#2194 Lesson Plan and Record Book

**Week of** \_\_\_\_\_

# MONDAY

**TUESDAY**

## NOTES