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Teacher Created Resources

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How to Use This Book

Substitute Teacher Information (page 3)

Document all pertinent information on this page. If you have a copy of the layout for your school, you can attach it to page 3. If you already have a folder or notebook for substitute teachers, you can reproduce this page and include it in that source as well. Relevant information about the school building and grounds, including the locations of the main office, restrooms, the faculty lounge, the cafeteria/auditorium, or the playground will be appreciated by the substitute teacher.

Student Roster (pages 4-5)

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.

Monthly Planning Calendars (pages 6-29)

In addition to the daily lesson plan and record 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.

Year-Round Quotes (page 30)

On this page you will find 40 notable quotations. They can serve as inspirational thoughts for teachers, as well as points of discussion and reflection for students. You may wish to create a year-long bulletin board display with a new quote each week. Ask students to contribute quotes that inspire, teach, or encourage others. This can serve as a springboard for introducing social-emotional learning and character-building activities into the curriculum as well.

lesson Plans (pages 31-111)

Use this section to help you organize your lesson plans each week. There are enough weekly plan pages to cover the 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 a

more in-depth explanation of plans, reference the specific folder, notebook, guide, etc., you will need for advanced preparation.

Grading Chart (page 112)

A convenient chart for scoring students' work is provided on page 112. 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%).

Class Records (pages 113-159)

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.

Birthdays (page 160)

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

super sticker stuff!

Personalize your Lesson Plan and Record Book with the colorful and functional stickers provided. This is a great way to highlight your everyday routines and help you keep track of special events and reminders in your busy schedule. The stickers can be applied to both the monthly and daily planning sections of this book, but you can also be creative in your placements. After all... this is your planner!





student

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Roster

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