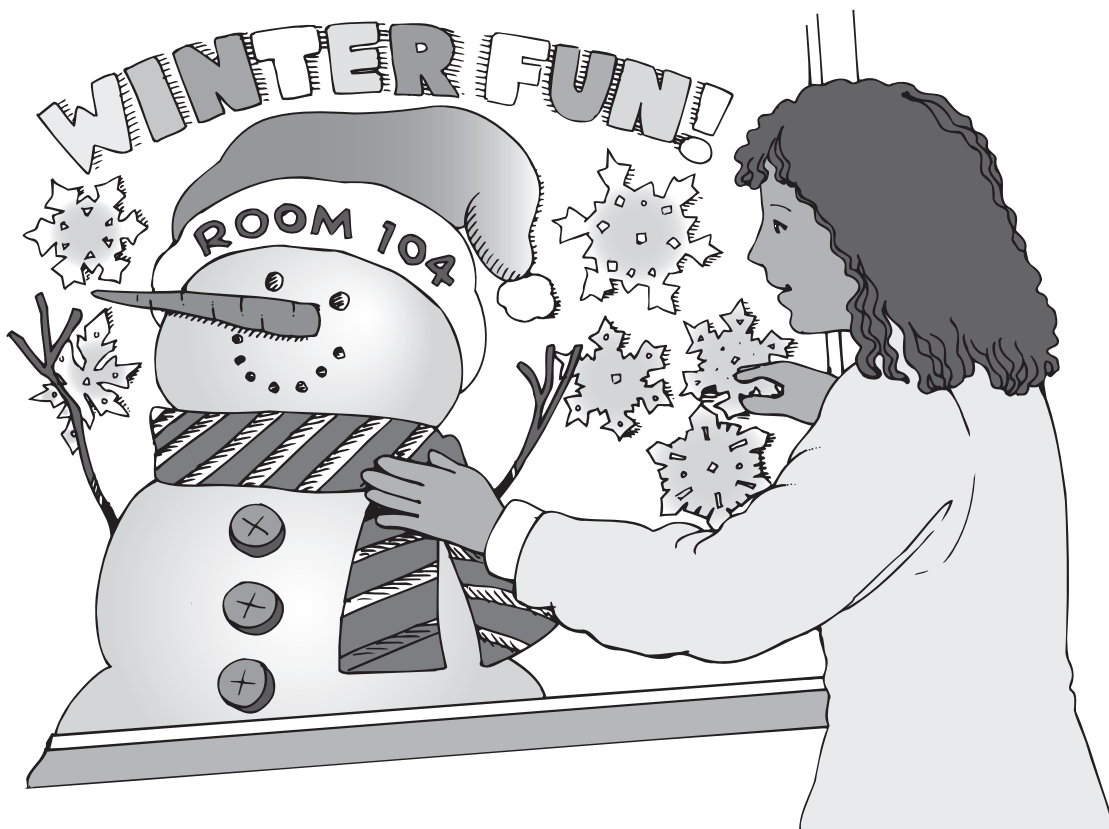


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## Dear Teacher Friends,

This is my fourth book for the Teaching & Learning Company, and my twentieth curriculum book, so it is a nice time to reflect on what I have learned about creating materials for teachers.

I have learned that teachers want attractive, research-based, easy-to-use materials that help them save time, organize their busy days, deliver more effective instruction and enjoy their craft.

Novice teachers and student teachers will like this planning book because it “fills in the gaps” that only experience can provide. They won’t be caught short or surprised on any given day, because the planning book will give them prompts and reminders.

Experienced teachers, on the other hand, will find this planning book to be an infusion of creative energy and a source of renewal. After years of doing things the same way, the pithy quotes and innovative suggestions for planning will offer veterans a boost of energy.

There are some fresh twists in *A Plan Book for Everyday!* that you will not find in other sources: 1) inspirational quotes from great teachers; 2) planning suggestions from current research; 3) reminders about special needs children; 4) a year-round calendar; 5) ideas for long-range and short-range planning; 5) prompts for ordering films, videos and CDs; 6) technology tips; 7) teacher-stress and burnout remedies; 8) parenting connections; 9) humor; and 10) strategies for integrating instruction.

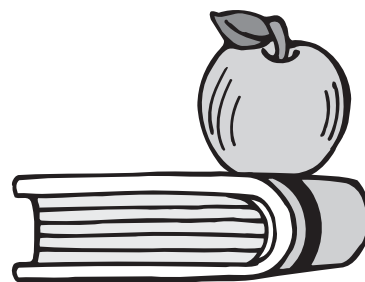
And, there are tools to help you plan that are not found in other planning books, including 25 links to web sites that offer state-of-the-art lesson plans and a listing of dozens of holidays and celebrations that you will want to include in your plans.

As one of my stressed-out student teaching interns wrote in her journal: “I figured out, after about a week, that if I don’t write it down in my plans, it just won’t happen.” Such a wise new teacher! Using *A Plan Book for Everyday!* will give you the right place and the right support to “write it down” and “make it happen,” every day, every week and every month.

Happy teaching,

*Linda*

Linda Karges-Bone, Ed.D.

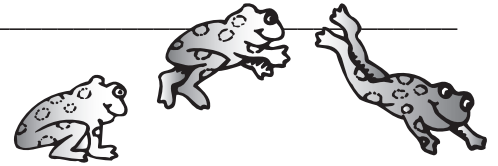


# My Classroom Management Plan at a Glance

## Classroom Rules

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Consequences for breaking classroom rules:



First Offense: \_\_\_\_\_

Second Offense: \_\_\_\_\_

Third Offense: \_\_\_\_\_

Rewards for changing behavior:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Consequences for obeying classroom rules:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Notes on classroom management: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

# Substitute Teacher Plans

Plans for my substitute teacher can be found:

If you run out of work for the children to do, please complete the following activities:

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These are the three most important things that must be done in my classroom while I am gone for the day:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Additional lesson notes for a substitute teacher: \_\_\_\_\_

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# First Week of August

Dates \_\_\_\_\_

Unit or Theme for the Week: \_\_\_\_\_

Meetings: \_\_\_\_\_

This week I resolve to: \_\_\_\_\_

*Think about this . . .*  
Among the three or four million cradles now rocking in the land are some which this nation would preserve for ages as sacred things, if we could know which ones they are.

*Mark Twain*

## Teacher Tip

Spend the first two weeks of school establishing rules and routines. Keep in mind that you will have to teach the rules and how you want the rules to be “lived in your classroom.”

To avoid burnout . . . (and enjoy the fall weather) take a brisk walk at least twice this week.

	Language Block	Social Studies Block	Science Block
	Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
	What am I reading aloud to children? _____ _____	Order videos? _____ _____	Lab materials? _____ _____

# First Week of August

Dates \_\_\_\_\_

How will I infuse technology into my teaching? \_\_\_\_\_

How will this week tie into my long-range plan? \_\_\_\_\_

Adaptations for special needs children: \_\_\_\_\_

**Try not to give tests on Monday or Friday.**

Mathematics Block	Creative Arts	Assessments
Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____	Tests or Quizzes? _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Monday

Tuesday

Wednesday

Thursday

Friday

## Challenge

Have you seen every student smile at least once?



## Notes

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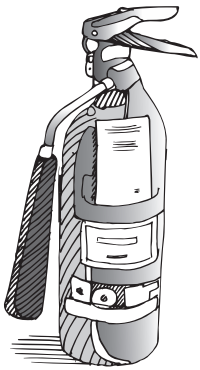
Unit or Theme for the Week: \_\_\_\_\_

Meetings: \_\_\_\_\_

This week I resolve to: \_\_\_\_\_

*Think about this . . .  
A little learning is a  
dang'rous thing.  
Alexander Pope*

**Fall is a good  
time for a  
nature walk.**



To avoid burnout . . .  
begin every meeting  
with a time for  
noticing “good  
things.”

	Language Block	Social Studies Block	Science Block
	Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
	What am I reading aloud to children? _____ _____	Order videos? _____ _____	Lab materials? _____ _____

# Fourth Week of October

Dates \_\_\_\_\_

How will I infuse technology into my teaching? \_\_\_\_\_

How will this week tie into my long-range plan? \_\_\_\_\_

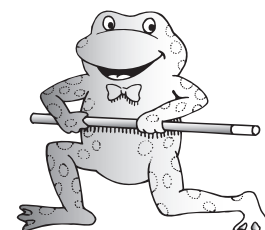
Adaptations for special needs children: \_\_\_\_\_

**Use autumn leaves to teach concepts of symmetry.**

Mathematics Block	Creative Arts	Assessments
Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____	Tests or Quizzes? _____
Manipulatives? _____ Real World Applications: _____	Music? _____ Drama? _____ Art? _____	Lab materials? _____ _____ _____

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

**Challenge**  
Start every new day in the classroom as if it were your first day.



*Notes*

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Unit or Theme for the Week: \_\_\_\_\_

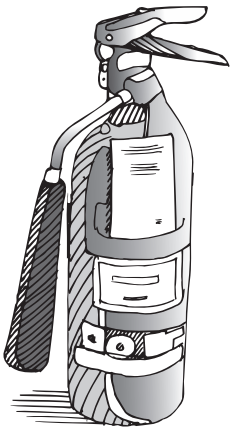
Meetings: \_\_\_\_\_

This week I resolve to: \_\_\_\_\_

*Think about this . . .*  
 Friendship is the only  
 cement that will ever  
 hold the world  
 together.

*Woodrow Wilson*

**March is  
 Poetry Month.  
 How will you  
 celebrate?**



To avoid burnout . . .  
 read funny  
 limericks aloud to  
 yourself and to the  
 children.

	Language Block	Social Studies Block	Science Block
	Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
	What am I reading aloud to children? _____ _____	Order videos? _____ _____	Lab materials? _____ _____

# First Week of March

Dates \_\_\_\_\_

How will I infuse technology into my teaching? \_\_\_\_\_

How will this week tie into my long-range plan? \_\_\_\_\_

Adaptations for special needs children: \_\_\_\_\_

**Illustrate a book of class poetry.**



Mathematics Block	Creative Arts	Assessments
Objectives or Curriculum Standards: _____	Objectives or Curriculum Standards: _____	Tests or Quizzes? _____
[Shaded area]	[Shaded area]	[Shaded area]
[Shaded area]	[Shaded area]	[Shaded area]
[Shaded area]	[Shaded area]	[Shaded area]
[Shaded area]	[Shaded area]	[Shaded area]
[Shaded area]	[Shaded area]	[Shaded area]
Manipulatives? _____ Real World Applications: _____	Music? _____ Drama? _____ Art? _____	Lab materials? _____ _____ _____

Monday  
Tuesday  
Wednesday  
Thursday  
Friday

**Challenge**  
How does your body language speak to the children?

*Notes*

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