

Teacher's

PLAN

BOOK



This Plan Book belongs to:

Name _____

School Year _____ Grade/Room _____

School _____

Address _____

Phone _____ Email _____

CONTENTS

Class Roster & Students Info	2 - 3
Medical & Emergency Info	4
Classroom Map/Seating Chart	5
Student Groups	6
Classroom Events & Volunteers	7
Substitute Teacher Info	8 - 9
Daily Schedule	10
Birthdays	11
Dates to Remember	12
Long-range Planning	13 - 14
Monthly Planning Sheets	15 - 26
Notes	27

Medical & Emergency Info

Student Medical Information

Name:

Allergy/Condition:

Prohibitted Foods:

Prohibited Activities:

Medical Notes:

Name:

Allergy/Condition:

Prohibitted Foods:

Prohibited Activities:

Medical Notes:

Name:

Allergy/Condition:

Prohibitted Foods:

Prohibited Activities:

Medical Notes:

Emergency Numbers

Fire:

Police:

Ambulance:

Child Protected Services:

Child Abuse Hotline:

Medical Resources

School Nurse:

Room Number:

Hours:

Staff with First Aid/CPR Training:

First Aid Kit:

Fire Extinguisher:

Emergency Plans (Fire)

Alarm Signal:

Class Meeting Spot:

Drill Dates:

Procedure:

Emergency Plans (Huracaine)

Alarm Signal:

Class Meeting Spot:

Drill Dates:

Procedure:

Emergency Plans (Shelter in Place)

Alarm Signal:

Class Meeting Spot:

Drill Dates:

Procedure:

Classroom Map/Seating Chart



Student Groups



Classroom Events & Volunteers

Classroom Volunteers

Name	Phone Number	E-Mail
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special Events

Date	Event
_____	_____
_____	_____
_____	_____

Field Trips

Date	Event
_____	_____
_____	_____
_____	_____

Substitute Teacher Info

School Schedule

School Begins	
Recess	to
Lunch	to
Recess	to
School Dismissed	

**Teacher's Lounge,
Restrooms & Other**

If You Need Help

Reliable Students:

Other Teachers:

Principal:

Vice Principal:

Secretary:

Custodian:

Where to Find

Class Roster	pg. 2 - 3
Student Medical Info	4
Emergency Plan	4
Seating Chart	5
Student Groups	6
Daily Schedule	10
Birthdays	11
Dates to Remember	12
Lesson Plans	13 - 26

Teacher's Manuals & Supplies

Students with Special Needs

Substitute Teacher Info



Classroom Procedures

Attendance

Lunch/Milk Count

Beginning Class

Behavior/Discipline Procedures

Students Who Finish Early

Going to Lunch

Ending Class

Rainy-Day Procedures

Daily Schedule

Time

Mon.

Tues.

Wed.

Thurs.

Friday

Birthdays

January

February

March

April

May

June

July

August

September

October

November

December

DATES TO REMEMBER

AUGUST

SEPTEMBER

OCTOBER

6 LABOR DAY
11 PATRIOT DAY
12 GRANDPARENTS DAY
17 CITIZENSHIP DAY
22 FALL BEGINS
24 NATIVE AMERICAN DAY
31 HALLOWEEN

11 COLUMBUS DAY
31 HALLOWEEN

NOVEMBER

DECEMBER

JANUARY

7 TIME CHANGES
11 VETERANS DAY
25 THANKSGIVING DAY
26 BLACK FRIDAY
28 HANUKKAH BEGINS

21 WINTER BEGINS
25 CHRISTMAS DAY
26 CHINESE NEW YEAR DAY
26 KWANZA BEGINS

1 NEW YEAR'S DAY
17 MARTIN LUTHER KING DAY

FEBRUARY

MARCH

APRIL

1 CHINESE NEW YEAR
2 GROUNDHOG DAY
12 LINCOLN'S BIRTHDAY
14 VALENTINE'S DAY
21 PRESIDENT'S DAY &
WASHINGTON'S BIRTHDAY

1 MARDI GRAS CARNIVAL
2 DR. SEUSS BIRTHDAY
13 TIME CHANGES
17 ST. PATRICK'S DAY
20 SPRING BEGINS

1 APRIL FOOL'S DAY
2 RAMADAN BEGINS
15 GOOD FRIDAY
17 EASTER
22 EARTH DAY

MAY

JUNE

JULY

5 CINCO DE MAYO
8 MOTHER'S DAY
21 ARM FORCES DAY
30 MEMORIAL DAY

14 FLAG DAY
21 SUMMER BEGINS
19 FATHER'S DAY

4 INDEPENDENCE DAY
24 PARENT'S DAY

Long-range Planning

July

August

September

October

November

December

Long-range Planning

January

February

March

April

May

June

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

Notes

