



Books on the Run

presents

Teacher Timesavers



Brought to you by the editors of  **teachervision.com**



We recognize that...

- You never have enough planning time.
- You need materials that are academic, interesting, and cross-curricular.
- Your paycheck is limited.

Books on the Run were created to give you inexpensive, quality materials organized around a topic for specific grade levels. These printable books are available on seasonal topics, holidays, teaching aids, subject areas, and current issues.

[Let us know](#) what topics you would like to see covered in future *Books on the Run*.

Books on the Run Editors

Sue Ritchie

Sue taught for over 20 years in the elementary classroom. She also taught in early intervention, teacher training workshops, continuing education programs, and is currently teaching on the graduate level. In 1999 Sue completed a Masters in Technology in Education and joined the team that launched TeacherVision.

Rebecca DuFault

Rebecca taught the elementary and middle grades for ten years. In 1992 she completed a Masters in Elementary Education, with a concentration in the Application of Computers in the Elementary Classroom. Rebecca joined the TeacherVision team in March of 2001.

Books on the Run is a product of TeacherVision—the website created by teachers, for teachers. We are a division of Pearson Education—publishers of fine textbooks and educational materials by Scott Foresman, Prentice Hall, Globe Fearon, Dale Seymour, Good Year, and more.





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Teacher _____

Subject _____

Name

1																			
2																			
3																			
4																			
5																			
6																			
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25																			



Teacher _____

Subject _____

Grade/Room _____

Week of _____

Monday	Special Events
Tuesday	Handouts
Wednesday	Notes
Thursday	
Friday	



Unit Topic:

Brainstorming for Unit Plans



Short-Term Objectives

Long-Term Objectives

Listening Activities

Student Reading



Unit Topic:

Brainstorming for Unit Plans



Math

Science



Social Studies

Language Arts



Unit Topic:

Brainstorming for Unit Plans



Art



Music



Physical Education



Final Project





January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



February



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY





SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



May

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY





UNU



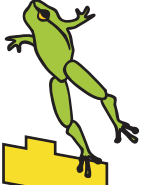
SUNDAY



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



August



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



September

SUNDAY

MONDAY

TUESDAY


WEDNESDAY

THURSDAY


FRIDAY

SATURDAY





October



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY



November



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY





December

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY



Homework Checklist

Name _____

Week: _____

Fill in your assignments below. Check them off as they are completed.

Math



Mon. _____ ☐

Tues. _____ ☐

Wed. _____ ☐

Thurs. _____ ☐

Fri. _____ ☐

Reading



Mon. _____ ☐

Tues. _____ ☐

Wed. _____ ☐

Thurs. _____ ☐

Fri. _____ ☐

Science



Mon. _____ ☐

Tues. _____ ☐

Wed. _____ ☐

Thurs. _____ ☐

Fri. _____ ☐

Writing



Mon. _____ ☐

Tues. _____ ☐

Wed. _____ ☐

Thurs. _____ ☐

Fri. _____ ☐

Social Studies



Mon. _____ ☐

Tues. _____ ☐

Wed. _____ ☐

Thurs. _____ ☐

Fri. _____ ☐

Other

Mon. _____ ☐

Tues. _____ ☐

Wed. _____ ☐

Thurs. _____ ☐

Fri. _____ ☐



BEHAVIOR ANALYSIS LOG

Student's name: _____

Date of the incident: _____

Description of the incident:

What actions did I take?

What was happening just before the disruption?

What could I have done to prevent the incident?

What steps should I take in the future to make sure this does not happen again?



Substitute Teacher Information

Dear Substitute,

I hope your day goes well! Here is all the information you will need.

..... **Contacts**

Principal: _____

Secretary: _____

Custodian: _____

Nurse: _____

..... **Locations**

Teachers' Lounge: _____

Custodian's Room: _____

Audio Visual Equipment: _____

School Supplies: _____

..... **Emergency Drills**

Fire Drill

What to do: _____

Other Emergency Drill

What to do: _____

Other



Substitute Teacher Information

..... Classroom Management

Classroom Rules: _____

Quiet Signal: _____

Rewards: _____

..... Classroom Policies

Restroom: _____

Water Fountain: _____

Illness: _____

Principal's Office: _____

Pencil Sharpener: _____

..... Other Policies



Substitute Teacher Information

Use the following positive rewards: _____

Teacher's Guide and Handbooks may be found: _____

Lesson Plans may be found: _____

Class Roster may be found: _____

Other instructions: _____

Thank you for taking my class today. Please keep all notes and a list of absences. In addition, I would greatly appreciate a note on how the day went, which students were helpful, and what was accomplished.

Sincerely, _____



Substitute Teacher Information

Weekly Schedule

Teacher:

Assistant:

[illegible]

Additional Notes:



Library Pass

Student _____

Date _____ Time _____

Teacher _____

Library Pass

Student _____

Date _____ Time _____

Teacher _____

Library Pass

Student _____

Date _____ Time _____

Teacher _____

Library Pass

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Date _____ Time _____

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Bathroom Pass

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Guidance Office Pass

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Date _____ Time _____

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Office Pass

Student _____

Date _____ Time _____

Teacher _____



Bathroom Pass

Teacher _____

Room Number _____

Hall

Teacher _____

Room Number _____

Pass



Library Pass

Teacher _____

Room Number _____



Nurse Pass



Teacher _____

Room Number _____



Office Pass

Teacher _____

Room Number _____



Guidance Office Pass



Teacher _____

Room Number _____



FREE

Computer Time



This pass entitles _____
to _____ minutes of free computer time
Date used _____

FREE

Computer Time



This pass entitles _____
to _____ minutes of free computer time
Date used _____

FREE

Computer Time



This pass entitles _____
to _____ minutes of free computer time
Date used _____

FREE

Computer Time



This pass entitles _____
to _____ minutes of free computer time
Date used _____



Good News!



Dear _____ ,

Teacher _____

Date _____

Great Work!

Good News!

Dear _____ ,

Teacher _____

Date _____

Great Work!

GOOD NEWS!

Dear _____ ,

Teacher _____

Date _____

GREAT WORK!

Good News!

Dear _____ ,

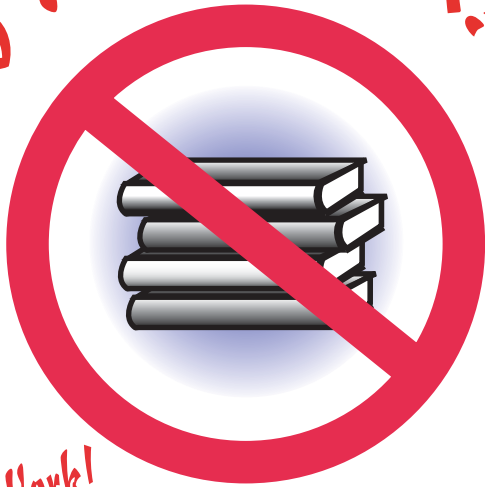
Teacher _____

Date _____

Great Work!



No Homework!!!



Great Work!

This pass entitles _____
to one night with **NO** homework!

Date used _____

No Homework!!!



Great Work!

This pass entitles _____
to one night with **NO** homework!

Date used _____

No Homework!!!

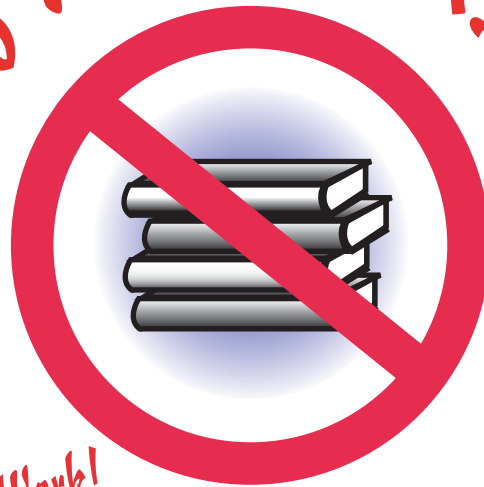


Great Work!

This pass entitles _____
to one night with **NO** homework!

Date used _____

No Homework!!!



Great Work!

This pass entitles _____
to one night with **NO** homework!

Date used _____





From the Desk of



From the Desk of



From the Desk of



From the Desk of



Thank You!

This award is presented to



for being such a wonderfully helpful student

Teacher _____

Date _____



Good Citizen Award

This award is presented to

Teacher _____

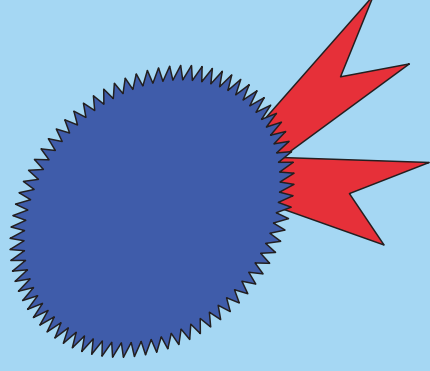
Date _____



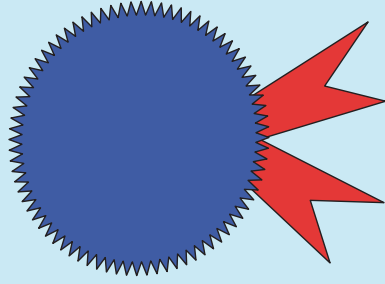
★ Perfect Attendance ★

Student's Name

Date



Student of the Day



Name of Student

Date



Star Performer

Student's Name

Date





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