

THE TEACHER'S BINDER

By: STEVAN KRAJNJAN

Year: _____

THE Teacher's BINDER



THIS BINDER BELONGS TO:

School: _____

Address: _____

Telephone: _____

ISBN 0-9689702-0-6

© Stevan Krajnjan



Table of Contents

Table of Contents	i - iv
Binder Spine Labels	1
Important Events Calendar	2 - 3
Calendar Template	4
Long Range Plans	5 - 6
Teacher Timetable (several versions)	7 - 20
School Timetable	21 - 26
Student Timetable	27 - 29
Subject Evaluation Outline	30 - 33
Class List	33 - 38
Special Needs List.....	39
Parent Individual Education Plan (I.E.P) Questionnaire	40
Student Individual Education Plan (I.E.P) Questionnaire	41
Psych Report Summary Sheet	42
Student Information Sheet	43
Student Record Summary Sheet	44
Student Telephone Directory	45
Student Lockers	46 - 47
Classroom Procedures.....	48
The Seating Plan	49 - 53
Student Profile	54 - 55
Student Information	56
Special Education Students Class Integration Record Sheet	57
My Goals	58
Setting Goals	59
Today's Goal	60
My Goals for This Week	61
This is Me! Personal Inventory	62 - 63
Student/Teacher Contract	64 - 65
One Week Lesson Plan Template - 6 periods a day	66 - 67
One Week Lesson Plan Template - 7 periods a day	68 - 69
One Week Lesson Plan Template - 6 periods a day, extra space	70 - 71
Daily Lesson Plan Templates.....	72 - 88



TABLE OF CONTENTS *(continued)*

Single Lesson Plan Template	89
Weekly Lesson Plans	90
Staff Meetings	91 - 93
Student Anecdotal Notes Form	94
Student Behavior Log	95
The Monitor Sheet	96 - 97
School Supplies Checklist.....	98
Homework Not Done (<i>note to parents</i>)	99 - 100
Assignment Not Done, Missing Assignment (<i>note to parents</i>).....	101 - 102
Reminder!	101
Homework Record Sheet	103 - 105
Homework Excuse Note	106
What we did in Class	107 - 108
Parent/Teacher Conference (Interview) Notice Form	109 - 110
Teacher Interview Schedule form	111 - 115
Parent/Teacher Conference Preparation Sheet	116 - 118
Parent Conference Record Sheets	119 - 120
Parent Contact.....	121 - 123
Diagnostic Testing Record.....	124 - 125
Student Functioning Levels	126
Writing Achievement Levels, Elementary, Intermediate - Senior	127 - 128
Reading Achievement Levels	129
Personal Home Reading Log	130 - 131
Home Reading Log Bookmark	132
Book Jot Notes (Bookmark, Reading Notes Tool)	133 - 134
Subject Evaluation Record Sheets	135 - 154
Evaluation Sheet	155
Use of Student Planner	156
Use of Student Organizer.....	157 - 158
Use of Student Agenda	159
Assignment Record	160
Peer Evaluation	161
Peer Editing Form, Proofread It! Checklist	162 - 164
Project Self-Evaluation	165
Tracking Sheets.....	166 - 168



TABLE OF CONTENTS *(continued)*

Math Computation Skills Tracking Sheet	169
Class Birthdays	170
Leaving the Room?.....	171 - 172
Thank You!.....	173 - 174
Guess What? You Missed Some Work!	175
While You Were Away	176
Book Sign Out Sheet.....	177
Materials Sign Out Sheet	178
Incident Report	179 - 180
Classroom Incident Report	181
Office Referral Form	182
Classroom Detention, Reflection and Record Form	183
Library Pass	184 - 185
Hall Pass	186 - 187
Computer Pass	188
Free Computer Time Pass	189
Washroom Pass	190 - 191
Office Pass	192
Games Pass	193
Free Time Pass	194
Special Job Pass	195
No Homework Pass	196
Lunchroom Pass	197
Classroom Supplies List	198 - 199
Teacher Purchased & Owned Supplies	200
Classroom Supplies - to Get	2001
Classroom Consumables Order Form	202
Publisher Order Form	203
Purchase Order Form	204
One Day Progress Report	205
One Week Progress Report	206 - 207
One Week Behavior Progress Report	208
Student of the Week Certificate	209



TABLE OF CONTENTS *(continued)*

Certificate of Achievement	210
Good Conduct Award	211
Student of the Month Award	212
School Trip Notification	213
School Trip Reflection Form	214
Organize Main Writing Ideas (thought web)	215
Common Graphic Organizers	216 - 219
Write a Simple Paragraph (template)	220
Write a Paragraph - Evaluation Sheet	222
Evaluation Sheet for General use	223
Word Search - blank	224
Handwriting Form	225
The Grid (5 cm, 1 inch, 2 cm, 10 × 10 cm, 10 × 10 grids, 0.5 cm, 0.5 cm dotted)	226 - 233
Graph Paper Grids	234 - 237
Square Dot Paper (1 cm)	238
Square Dot Paper (0.5 cm)	239
Positive Comment Strips (end of the year)	240
Detention Log (classroom and student)	241 - 242
Textbook Condition Form	243
Music Staff Paper	244
Blank Tables	245 - 249
Things to do	250 - 252
Things to do List	253



Class List

Class: _____

NAME	FORM			
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				



Student/Teacher Contract

THE CONTRACT

I, _____, **agree** to perform the following tasks to the best of my ability: _____

_____ guarantees that I will receive the following **privileges/rewards** if I accomplish the above tasks:

- 1. _____
- 2. _____
- 3. _____

This contract is binding to both parties for the **period** of _____ to _____

This contract will be **REVIEWED** on the following date : _____

Date signed: _____


Student Signature: _____

Teacher Signature: _____






FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____


FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____


FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____


FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____


FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____


FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____


FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____

FREE COMPUTER TIME



The holder of this pass is entitled to **one period** of uninterrupted use of classroom **computer**.

Signed: _____



Use as a bookmark

BOOK JOT NOTES

BOOK TITLE: _____

Start Date: _____

End Date: _____

Words to Look Up:

Notes:



Character Names:



Use as a bookmark

BOOK JOT NOTES

BOOK TITLE: _____

Start Date: _____

End Date: _____

Words to Look Up:

Notes:



Character Names:

Peer Editing Form

Ask a **classmate** to read through what you have written, check off the box next to each question, and write a brief comment that will help improve your work. Underlining and changes are permitted if done in **pencil**.

Peer Editor: _____ Date: _____

Author: _____ Work Title: _____

	Yes	No	Comment
1. Is there evidence of prewriting (brainstorm, plan)?			
2. Are the title main words capitalized ?			
3. Does the title fit the work?			
4. Are paragraphs used to organize information?			
5. Is the introduction effective?			
6. Is the main idea clear, with a sense of purpose ?			
7. Is information placed in logical order ?			
8. Is there enough supporting evidence ?			
9. Does the writer stay on topic ?			
10. Is the writing interesting ?			
11. Is the word choice appropriate?			
12. Does each sentence begin with a capital letter ?			
13. Do all sentences end with a correct punctuation ?			
14. Is each sentence a complete thought ?			
15. Are there any spelling errors (<i>underline please</i>)?			
16. Are there other words that should be capitalized ?			
17. Are plurals and possessives correct?			
18. Are quotation marks used correctly?			
19. Is the conclusion effective and relevant?			
20. Is written text well organized on paper?			
Other comments:			

Peer Editing Form

Ask a **classmate** to read through what you have written, check off the box next to each question, and write a brief comment that will help improve your work. Underlining and changes are permitted if done in **pencil**.

Peer Editor: _____ Date: _____

Author: _____ Work Title: _____

	Yes	No	Comment
1. Is there evidence of prewriting (brainstorm, plan)?			
2. Are the title main words capitalized ?			
3. Does the title fit the work?			
4. Are paragraphs used to organize information?			
5. Is the introduction effective?			
6. Is the main idea clear, with a sense of purpose ?			
7. Is information placed in logical order ?			
8. Is there enough supporting evidence ?			
9. Does the writer stay on topic ?			
10. Is the writing interesting ?			
11. Is the word choice appropriate?			
12. Does each sentence begin with a capital letter ?			
13. Do all sentences end with a correct punctuation ?			
14. Is each sentence a complete thought ?			
15. Are there any spelling errors (<i>underline please</i>)?			
16. Are there other words that should be capitalized ?			
17. Are plurals and possessives correct?			
18. Are quotation marks used correctly?			
19. Is the conclusion effective and relevant?			
20. Is written text well organized on paper?			
Other comments:			

PEER EDITING FORM

Ask a **classmate** to read through what you have written, check off the box next to each question, and write a brief comment that will help improve your work. Underlining and changes are permitted if done in **pencil**.

Peer Editor: _____ Date: _____

Author: _____ Work Title: _____

	Yes	No	Comment
1. Is there evidence of prewriting (brainstorm, plan)?			
2. Are the title main words capitalized ?			
3. Does the title fit the work?			
4. Are paragraphs used to organize information?			
5. Is the introduction effective?			
6. Is the main idea clear, with a sense of purpose ?			
7. Is information placed in logical order ?			
8. Is there enough supporting evidence ?			
9. Does the writer stay on topic ?			
10. Is the writing interesting ?			
11. Is the word choice appropriate?			
12. Does each sentence begin with a capital letter ?			
13. Do all sentences end with a correct punctuation ?			
14. Is each sentence a complete thought ?			
15. Are there any spelling errors (<i>underline please</i>)?			
16. Are there other words that should be capitalized ?			
17. Are plurals and possessives correct?			
18. Are quotation marks used correctly?			
19. Is the conclusion effective and relevant?			
20. Is written text well organized on paper?			
Other comments:			

PEER EDITING FORM

Ask a **classmate** to read through what you have written, check off the box next to each question, and write a brief comment that will help improve your work. Underlining and changes are permitted if done in **pencil**.

Peer Editor: _____ Date: _____

Author: _____ Work Title: _____

	Yes	No	Comment
1. Is there evidence of prewriting (brainstorm, plan)?			
2. Are the title main words capitalized ?			
3. Does the title fit the work?			
4. Are paragraphs used to organize information?			
5. Is the introduction effective?			
6. Is the main idea clear, with a sense of purpose ?			
7. Is information placed in logical order ?			
8. Is there enough supporting evidence ?			
9. Does the writer stay on topic ?			
10. Is the writing interesting ?			
11. Is the word choice appropriate?			
12. Does each sentence begin with a capital letter ?			
13. Do all sentences end with a correct punctuation ?			
14. Is each sentence a complete thought ?			
15. Are there any spelling errors (<i>underline please</i>)?			
16. Are there other words that should be capitalized ?			
17. Are plurals and possessives correct?			
18. Are quotation marks used correctly?			
19. Is the conclusion effective and relevant?			
20. Is written text well organized on paper?			
Other comments:			



INCIDENT REPORT

Date: _____

Student Name: _____

Time of Incident: _____

Describe in detail **what happened** and **why**, in your opinion, it happened.

Did anyone else **see** what happened? _____

Was anyone **hurt**? _____

What **strategies** could have been used in order to **avoid** this incident?

STAFF Notes: _____

Subject: _____

FINAL MARK = = % =



EVALUATION OF:

_____ Name: _____ Parent Sig. _____

Achievement Level	R			1			2			3			4		
Letter Grade		R		D ⁻	D	D ⁺	C ⁻	C	C ⁺	B ⁻	B	B ⁺	A ⁻	A	A ⁺
Mark as (%)	Below 50 %			50-52	53-56	57-59	60-62	63-66	67-69	70-72	73-76	77-79	80-84	85-89	90-100
Achievement Level	Remediation			Below			Low			Average			High		
Performance	Very Limited			Limited			Inconsistent			Good			Excellent		
Definition of Achievement Level	The outlined knowledge and skills have not been demonstrated. Remediation is needed.			The outlined knowledge and skills have been demonstrated, in limited ways.			Some of the outlined knowledge and skills have been demonstrated.			Most of the outlined knowledge and skills have been demonstrated			The outlined knowledge and skills have been demonstrated, clearly and effectively		
Marks		0			1			2			3			4	

CRITERIA	Mark
TOTAL MARK:	
Comments:	

LINKING WORDS

TRANSITION WORDS

Connect your ideas, phrases and sentences, and make your writing flow by using **Linking** or **Transition** words.

To **INTRODUCE** a Paragraph

Admittedly, assuredly, at this level, granted, generally speaking, in general, no doubt, nobody denies, obviously, to be sure, true, to be sure, undoubtedly, unquestionably

To show **TIME** or **SEQUENCE**

After, afterward, as soon as, at, at first, at last, at once, at the same time, before, before long, during, eventually, finally, first, immediately, in the end, in the first place, in the meantime, last, later, next, now, meanwhile, presently, second, soon, then, third, today, tomorrow, until, while, when suddenly, yesterday

To show **ADDITION**

again, also, another, as well, at last, besides, finally, first, in addition, in conclusion, lastly, moreover, next, second

To show **CONTRAST**, **Change in Reasoning**

After all, although, but, even though, however, nevertheless, notwithstanding, on the contrary, otherwise, still, yet

To **COMPARE** Similar Ideas

Also, and, in addition, in like manner, in the same way, likewise, moreover, on the other hand, similarly, while,

To show **LOCATION**

above, across, adjacent to, against, among, around, at the same place, behind, below, beneath, beside, beyond, by, down, in back of, in front of, in the distance, inside, into, near, off, onto, on top of, opposite to, outside, over, throughout, to the right, straight ahead, under

To **CONCLUDE**

As a result, all in all, because, finally, indeed, hence, in brief, in final analysis, in final consideration, in the end, for this reason, to sum up, on the whole, in conclusion, lastly, on the whole, this, therefore, thus, so, to sum up

To show **EXAMPLE**

For example, for instance, in this manner, thus

To show **RESULT**

Accordingly, consequently, hence, therefore, thereupon, thus, wherefore

To **RESTATE** a point

In other words, point in fact, specifically

To **CONTINUE** a Line of Reasoning

And, additionally, also, because, clearly, consequently, besides that, in addition, in the same way, in the light of... it is easy to see... it is obvious, following this further, furthermore, moreover, pursuing this further, then

To **EMPHASIZE** a point

Again, especially, for this reason, in fact, to emphasize, to repeat, truly