



Ways to Use This Book



Seating Chart (Page 3)

A seating chart is provided for easy reference. Table or desk arrangement will vary throughout the year depending on room size, available furniture, grade level taught, teaching style, and academic program needs. To accommodate a variety of classroom arrangements, you may wish to create additional charts and place specific seating information in a separate folder.

Student Roster (Pages 4 and 5)

Record both student and parent or guardian names and addresses. Make a special note of differences in last names when appropriate. You may wish to list siblings and their grades. Notes may include children with special needs or medications that are necessary.

Blessed Birthdays (Page 6)

Write in the boxes names and birthdates of students. Identify each special day with a birthday greeting. Remind them how special they are to God, too. You can sing to them or present a special birthday hat.

Weekly Schedule (Page 7)

If your schedule changes periodically, you may wish to duplicate this page before completing your current schedule. Attach new schedules throughout the year, as need arises.

Year At a Glance (Pages 8 and 9)

Use this chart to plan units of study and/or focus on immediate and upcoming events, conferences, meetings, seminars, and other important dates. Record each event as soon as you are notified. The Year At a Glance chart can also be reproduced for students to help them plan projects and keep track of important dates and events.

Substitute Teacher Information (Pages 10 and 11)

Record all pertinent information on these pages. If you have a copy of the layout of your school, attach it to this page; otherwise, sketch an outline of the school grounds, showing restrooms, office, lounge, playground, etc. Attach a paper clip to both this page and the lesson page for easy reference.

Weekly Memory Verse (Pages 12 and 13)

Record your weekly memory verse on these pages. You can have all your memory verses together at a glance for all 40 weeks.

Bulletin Board Ideas (Pages 14 and 15)

Use these bulletin boards ideas to enhance the classroom atmosphere! These colorful bulletin boards will grab student's attention and can teach and illustrate important Biblical concepts. Every bulletin board teaches a truth which can be applied to the student's life in a practical way.

Quick Bible Activities (Pages 16)

Use some of these activities to enhance or supplement your curriculum. They can also be used as quick fillers in between subjects. Most activities come with scripture references.

Class Records (Pages 17-76)

The class records 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. A summary column for recording total attendance, tardies, and grades appear on the right-hand facing page for each ten-week period. Enough record sheets are provided to last for two 20-week semesters, accommodating seven different classes or preparations. Two extra pages of record sheets covering 10 weeks (or one quarter) are provided for copy or replacement purposes.

Lesson Plans (Pages 77-160)

Use the lesson plans to help you organize yourself each week. There are enough weekly plan pages to cover a 40-week 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 last column may be used for notes or reminders. Also, read the Biblical verse in the top right-hand page to inspire you throughout the week!

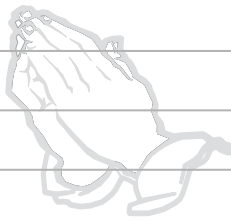


Week of _____

Monday



Tuesday



Wednesday



Thursday



Friday

