

# ACTS Homeschool Coop - Emergency Lesson Plan

Name of Teacher(s): \_\_\_\_\_

Class: \_\_\_\_\_ Time(s): \_\_\_\_\_ Spring/Fall Year: 20\_\_

**Due Date:** Mandatory Safety and Training Meeting

Lesson Background/Purpose: (list any background knowledge/information the substitute would need to know to perform this lesson).

\_\_\_\_\_  
\_\_\_\_\_

As students arrive, have them: \_\_\_\_\_

After prayer, what should the sub do? (Start the lesson by): \_\_\_\_\_

\_\_\_\_\_

Instructions for the lesson are (use the back if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In case students finish early, they can (play another game, share a new fact, etc.):

\_\_\_\_\_

Conclude the lesson by: \_\_\_\_\_

Any special notes for clean up: \_\_\_\_\_

Materials needed: (The teacher will provide these materials and either get them to the sub or store them on site at RMC): \_\_\_\_\_

\_\_\_\_\_

If I have a **planned absence** and my **substitute is NOT** an ACTS member, the individual **must have a background check through ACTS** prior to serving as a substitute.

Substitute's Name, Phone # and/or Email: \_\_\_\_\_

\_\_\_\_\_