

# ACTS Emergency Lesson Plan

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

Class: \_\_\_\_\_

Time(s): \_\_\_\_\_

Spring/Fall Year: 20\_\_\_\_

**Turn form into Teacher Coordinator at Mandatory Safety & 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 the prayer, what should the sub do? Start the lesson by: \_\_\_\_\_

**Instructions for Lesson (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 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 Email: