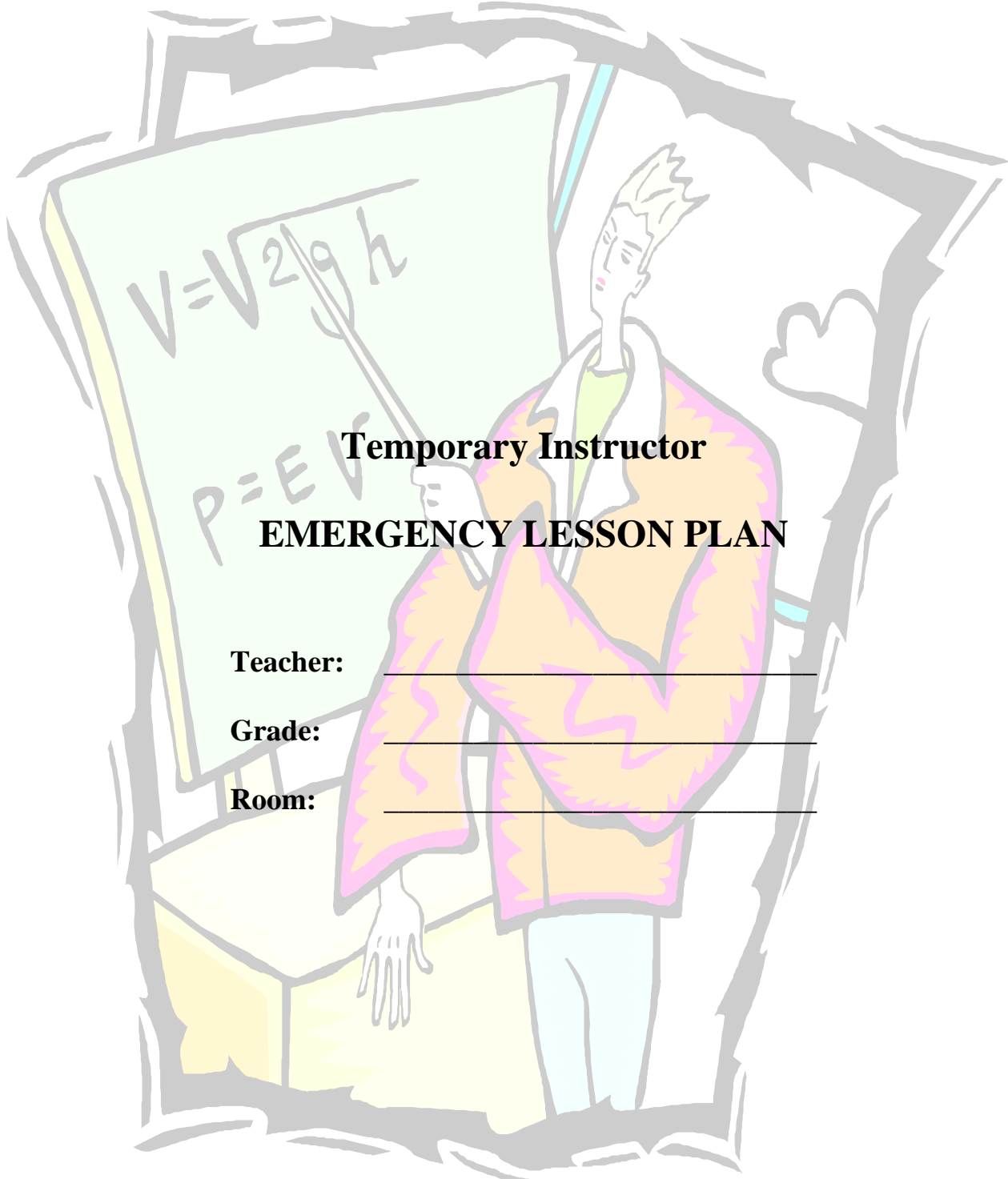


**Carrie P. Meek/Westview K-8 Center**

**2012-2013**



**Temporary Instructor**  
**EMERGENCY LESSON PLAN**

**Teacher:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Room:** \_\_\_\_\_

**One Team, One Goal: Student Achievement**

## OPENING OF SCHOOL

At 8:20 A.M., pick-up students from \_\_\_\_\_.

At 8:35 A.M., the students will participate in the Pledge of Allegiance and The Star Spangled Banner followed by Morning Announcements.

### ATTENDANCE MUST BE SENT TO THE OFFICE BY 9:00 A.M.

See attached schedule for daily activities.

### Student Helpers:


MARKED DIAGRAM OF FIRE DRILL ESCAPE SHOULD BE POSTED NEXT TO EACH EXIT.

USE OF BATHROOM: (Please describe your rules for the use of the bathroom.)

**ANY STUDENTS LEAVING THE CLASSROOM MUST HAVE A HALL PASS.**

LUNCH: (Please describe lunch procedures for your classroom.)

CHILDREN ARE TO BE TAKEN BY THE TEACHER IN A SLOW, ORDERLY FASHION TO THE CAFETERIA, PHYSICAL EDUCATION, OR ANY LOCATION AWAY FROM THE CLASSROOM.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE LEFT UNSUPERVISED FOR ANY PORTION OF TIME.

### TEXTBOOKS

Teacher's Manuals may be found \_\_\_\_\_.

Textbooks for the students may be found \_\_\_\_\_.

**DISMISSAL PROCEDURES**

Rainy Days \_\_\_\_\_.

Fair Days \_\_\_\_\_.

**LOCATION OF SUPPLIES**

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

**CUSTODIAL SERVICES**

If you need a custodian, send a child to the office.

**SPECIAL PROGRAMS**

Exceptional Student Education (Please list students who go to the E.S.E. classes denoting part time or full time, days, and times.)

NAME	PT/FT	TO ROOM	TIME OUT	RETURN TIME
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

E.S.O.L.: Please list students that attend E.S.O.L., time, and procedure followed.)

NAME	ROOM	TIME OUT	RETURN TIME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

USE ADDITIONAL PAGE IF NEEDED.

# Emergency Lesson Plans

Teacher \_\_\_\_\_

## DAY ONE

- READING:
  
- LANGUAGE ARTS:
  
- MATHEMATICS:
  
- CONTENT AREA:
  
- SPECIAL MATERIALS NEEDED:



## DAY TWO

- READING:
  
- LANGUAGE ARTS:
  
- MATHEMATICS:
  
- CONTENT AREA:
  
- SPECIAL MATERIALS NEEDED:

## DAY THREE

- READING:
  
- LANGUAGE ARTS:
  
- MATHEMATICS:
  
- CONTENT AREA:
  
- SPECIAL MATERIALS NEEDED:

**Please include in a folder a copy of your schedule, specific work assignments, dittos, etc. to correspond with your lesson plan.**

**ADDITIONAL INFORMATION FOR THE SUBSTITUTE TEACHER**

(Please include any other information which will help the substitute teacher  
have a successful day.)

**SUBSTITUTE TEACHER'S HOURS ARE FROM 8:20 A.M. TO 3:25 P.M.**