

DR. MARTIN LUTHER KING, JR. HIGH SCHOOL

EMERGENCY LESSON PLANS & SUBSTITUTE FOLDER REQUIREMENTS

The Emergency Lesson Plan Notebook is due by Friday, August 3, 2018, by COB to Department Head. No Exceptions. The following is required for the Emergency Lesson Plan Notebook:

- ✓ Seating Chart
- ✓ Up to date student roster for each class and advisory
- ✓ Bell/Lunch Schedule
- ✓ Copy of discipline referrals
- ✓ “A Note From the Sub” sheet
- ✓ Names of helpful nearby teachers
- ✓ Names of managers in each class
- ✓ Specific student notes
- ✓ Other Helpful Notes
- ✓ Class & School Norms
- ✓ Items you could include
 - Questions from chapters in the textbook that you may get to later in the year
 - Self-inclusive worksheets like crossword puzzles or word searches based on your subject
 - Outside readings with questions
 - Essay topics that require extensive writing

If you have a scheduled absence, all items must be a part of your substitute plans. Sub plans for scheduled absences are to be turned in to Department Head by close of business the day BEFORE the scheduled absence.