

East Side Adult Education - ESL Program

EMERGENCY LESSON PLAN KIT

Teacher: _____

Level:

Class Hours: 8:50 AM - 12 NOON
6:20 - 9:30 PM

BREAK: Please check with clerical staff about the exact time.

Please contact clerical staff for assistance.

Extension _____

****Computer lab time is not offered to substitutes using emergency lesson plans.**

§ Important Procedures §

BEFORE CLASS:

- Obtain from clerical staff:
 - Emergency Lesson Plans (including copies of handouts)
 - Room Key (if applicable) and the roster
 - Class Supplies (whiteboard markers, pens, paper, pencils,...)
- Take a few minutes to familiarize yourself with the plan and pace the lesson

DURING CLASS:

- Pass out the roster and have students sign their names in the space provided.
For students who leave early, mark the departure time in front of their names.
- If roster is not available, please use sign-in sheet.*

BEFORE DISMISSAL: Make sure students

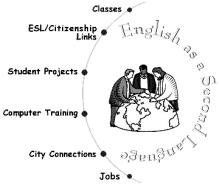
- Return the roster/sign-in sheet to the teacher
- return class sets of books (put in numerical order if applicable)
- leave class neat and orderly - all chairs pushed in

AFTER CLASS:

- Complete End-of-Class Feedback
- Turn in your attendance/sign-in sheet and classroom supplies to clerical staff

OTHER:

- Photocopy Machine, Staff Restroom, Teacher Lounge are in the Main Office
- Emergency drill & Evacuation Procedures are posted on the wall, by classroom entrance.



Today's Lesson Plan

THEME OF THE LESSON: Clothing & Shopping

Brief

Description:

Students will be able to:

CASAS Competencies:

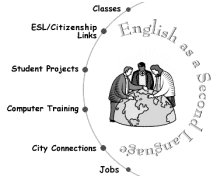
SCANS Competencies:

HANDOUTS:

The allotted times are flexible to allow for different class times. Please pace your lesson accordingly.

For Sub:	Time allotted	Activity:	Instructions:
<input type="checkbox"/>	15 to 20 Minutes	WARM-UP INTRODUCTION	
<input type="checkbox"/>	30 to 35 Minutes	PRESENTATION	
<input type="checkbox"/>	30 to 40 Minutes	PRESENTATION & PRACTICE	
<input type="checkbox"/>		BREAK	No food/drink in the classroom

<input type="checkbox"/>	30 to 35 Minutes	PRACTICE, Cont.	
<input type="checkbox"/>	25 to 30 Minutes	EVALUATION	
<input type="checkbox"/>	15 to 20 Minutes	EVALUATION APPLICATION	
<input type="checkbox"/>	11:55-12:00 Noon 9:25-9:30PM	Dismissal	Students ask last minute questions



End-of-Class Feedback

(for substitute teacher)

Dear Substitute,

Thank you for teaching my class in my absence. Please take a moment to write a brief note summarizing your experience and what the students accomplished today:

Teacher:

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Next time it would be helpful if:

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Class behavior (check all that apply):

- courteous returned promptly after break remained on task

Thank you