1. Open file drawer labeled Sub-Lesson Plan.
2. Locate blue hanging file labeled “Sub Lesson Plan” and take 1 copy.
3. Locate blue hanging file labeled “Reading Log Sheets” and take 1 copy.
4. Using Risograph machine in room 320, make as many copies of the Reading Log Sheet as there are students in all classes to be covered.
5. Select a reading assignment(s) based upon the courses you are covering and take 1 copy.
6. Make 30 copies for each class.
7. As students will NOT be writing on the reading assignment and only on the Reading Log Sheet, one class set of 30 copies may be used by multiple classes.
8. Collect the reading assignment at the end of the period.
9. Return completed reading logs to teacher’s mailbox of the class you covered by the end of the day.
10. Teacher’s mailboxes are located in the hall in front of room 128.
11. The teacher’s mailbox is below the teacher’s name.
12. Return reading assignments to the table located in Science Office room 310.