

Idaho Falls School District 91  
Substitute Teacher Information

**Emerson High School**  
335 5<sup>th</sup> Street  
Idaho Falls, Idaho 83401  
(208) 524-7800  
Fax: (208) 525-7795

**Principal:** Robin Busch  
**Secretary:** Stephanie Eddins

**Driving Directions:** From Holmes, turn west on 4<sup>th</sup> Street, travel 1-1/2 blocks, turn left into the parking lot.

**Parking:** Park in the parking lot off 4<sup>th</sup> Street, or there is parking on 5<sup>th</sup> Street (school side of the street ONLY).

**Check In Procedures:** Use front door on 5<sup>th</sup> street to enter building. Clock in at the office and the secretary will direct you to the classroom and answer any questions.

**Check Out Procedures:** Clock out at the front office and check with the office staff before leaving.

**Dress Code:** Dress to distinguish yourself as a professional. Remember to wear your substitute ID badge.

**Lesson Plans:** Each teacher will have lesson plans on his/her desk.

**School Hours:** 9:00 a.m. to 3:35 p.m. (Monday – Friday)  
Late Start Monday: 10 a.m.  
Early Dismissal: 11:47 a.m. (Friday)  
Night School Hours: 4:00 p.m. – 7:00 p.m. (Monday – Thursday)