

Idaho Falls School District 91
Substitute Teacher Information

Hawthorne Elementary
1520 S. Boulevard
Idaho Falls, Idaho 83402
(208) 525-7636
Fax: (208) 525-7640

Principal: **Randy Stocking**
Secretary: **Annette Harvey / Roxana Flores**

Driving Directions: The school is located on Boulevard between 14th and 16th Streets.

Parking: Parking is available in the parking lot on the north side of building or on 16th Street (**only when parking lot is full**). Please avoid posted bus zone and Handicap parking on 16th Street. The entrance and unlocked door is located on 16th Street.

Check In Procedures: Clock in at the office and **the office staff** will direct you to the classroom and answer any questions

Check Out Procedures: Clock out at the front office and check with 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, with the exception of the P.E. teacher and Music teachers.
- P.E. lesson plans will be on the counter just inside the P.E. equipment store room just off the gym.
- Music lesson plans will be on the music cart stored in the back storage room off the gym.

School Hours: 9:00 a.m. – 3:05 p.m. **Monday Late Start 10:00 a.m.**

Morning duty
Mondays – 9:40-9:55
Tuesday-Friday – 8:40-8:55

Afternoon duty
Monday-Friday – 3:05-3:20