

**Idaho Falls School District 91
Substitute Teacher Information**

Sunnyside Elementary
165 Cobblestone Lane
Idaho Falls, Idaho 83404
(208) 524-7880
Fax: (208) 524-7889

Principal: **Kylie Dixon**
Secretary: **Teresa Richardson/Suzanne Smith**

Driving Directions: From the intersection of Boulevard and Sunnyside Road, drive south into the housing subdivision of Stonebrook and follow Stonebrook Lane until you come to Cobblestone Lane, turn right and drive into the westside parking lot.

Parking: Parking is available in the west side lot.

Check In Procedures: 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 office staff before leaving.

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

Lesson Plans: Plans can be attached to sub job in Aesop or the teacher will have lesson plans on his/her desk, with the exception of the P.E. teacher. P.E. lesson plans will be in the office.

School Hours: 8:20 a.m. to 2:25 p.m. **Monday Late Start 9:20 a.m.**

Please plan to be at the school at least 15 minutes prior to the start of class in order to get checked in and ready for the day