

**Ethel Boyes Elementary**  
1875 Brentwood Drive  
Idaho Falls, Idaho 83402  
208-525-7630

**Principal:** Andrea Williams  
**Secretary:** Roxana Flores/ Julie Loftus

**Driving Directions:** Travel west on Pancheri, cross Skyline. Take first left (North) on Westhill. Turn left (West) on Brentwood. The school is on your left or South side of the road

**Parking:** Park in the lot in front of the school.

**Check In Procedures:** Clock in at the office. 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:** 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. P.E. lesson plans will be in the office.

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