

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

**Bunker Elementary
1385 E. 16th Street
Idaho Falls, Idaho 83404
(208) 525-7606
Fax: (208) 525-7610**

Principal: Mark Morgan
Secretary: Valerie Jensen / Nicole Coverstone

Driving Directions: Travel east on 17th Street, turn left on St. Clair, turn left on 16th Street, the school is on the right side of the street.

Parking: Park on the west side of the front sidewalk or in any of the parking places on Bunker Lane.

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 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. P.E. lesson plans will be in the office.

School Hours: 8:00 a.m. – 2:05 p.m. Monday Late Start 9:00 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