

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

Eagle Rock Middle School
2020 Pancheri
Idaho Falls, Idaho 83402
(208) 525-7700
Fax: (208) 525-7703

Principal: **Matt Hancock**
Asst. Principal: **Dona Applonie**
Secretary: **Yuliana Gatica**

Driving Directions: Travel west on Broadway, turn south (left) onto Skyline Drive, turn west (right) onto Pancheri Drive, the school is on the right side of the street.

Parking: Parking is available in front of the school and please enter through the front doors.

Check In Procedures: Clock in at the office and pick up a substitute packet.
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.
Plan on being here the full time unless you make prior arrangements with administration.

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. Please follow those plans and provide feedback to the teacher you subbed for.

School Hours: 8:30 a.m. to 3:35 p.m. **Monday Late Start 9:30 a.m.**
Early Dismissal: will be determined by the district.

Bell Schedule: First Bell: 8:30 a.m. – school starts

Lunch: Grade 7 11:12 a.m. – 11:42 a.m.
Grade 8 12:28 p.m. - 12:58 p.m.
No 9th grade

Dismissal: 3:35 p.m.