

Idaho Falls School District 91
Substitute Teacher Information

Fox Hollow Elementary
2365 Genevieve
Idaho Falls, Idaho 83402
(208) 524-7890
Fax: (208) 524-7899

Principal: [Tammi Utter](#)
Secretary: [Jennifer Roos/Carol Westacott](#)

Driving Directions: Travel west on Pancheri, turn left (south) onto Grizzly, follow Grizzly as the road winds south and eventually heads west, turn left (south) on Ironwood, travel three blocks, turn right (west) on Genevieve Way, the school is on the left.

Parking: Please park in the parking lot on the east side of the school.

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: Each teacher will have lesson plans on his/her desk, with the exception of the P.E. and music teacher. P.E. and music lesson plans will be in the office.

School Hours: **Playground supervision: 7:45 AM Tuesday – Thursday**
School Hours 8:00 AM to 2:05 PM Tuesday – Thursday

Monday Late Start Playground supervision 8:45 AM
School Hours 9:00 AM to 2:05 PM Tuesday – Thursday

Please arrive by 7:30 a.m. as you may have morning duty.