

Idaho Falls School District 91  
Substitute Teacher Information

**Longfellow Elementary**  
2500 S Higbee  
Idaho Falls, Idaho 83404  
(208) 525-7648  
Fax: (208) 525-7647

**Principal:** Kris Smith  
**Secretary:** Amber Tomasetti/Stacie Chapman

**Driving Directions:** Drive west one block on 17<sup>th</sup> Street from the Holmes/17<sup>th</sup> Streets intersection, turn south on South Higbee Avenue, continue south to 25<sup>th</sup> Street, the school is on the left side of the street.

**Parking:** Ample parking is available. We ask that the nearest spot be left available to parents and patrons.

**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:** Morning duty begins at 8:00, first bell at 8:15. School starts promptly at 8:20. School ends at 2:25. **Monday late start is one hour later.**

**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**