

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

**Taylorview Middle School**

350 Castlerock  
Idaho Falls, Idaho 83404  
(208) 524-7850  
Fax: (208) 524-7851

**Principal:** Kathy Smith  
**Asst. Principal:** Russell Braiden  
**Secretary:** Julie Archibald

**Driving Directions:** Travel one mile south on Holmes from the intersection of Sunnyside and Holmes. Taylorview is on the west (right) side of Holmes.

**Parking:** Parking is in the front of the building (east side).

**Check In Procedures:** Clock in at the office and pickup 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 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 a Red Substitute Binder on their desk with additional information regarding their class and emergency procedures. If you cannot find the Red Substitute Binder in the classroom, please notify the front office, and we will assist you.

**School Hours:** 8:35 a.m. to 3:35 p.m. Tuesday – Friday  
**Monday Late Start 9:30 a.m. – 3:35 p.m.**  
Early Dismissal: 1:00 p.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**