

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

Westside Elementary

2680 Newman Dr.
Idaho Falls, Idaho 83402
(208) 525-7666
Fax: (208) 525-7667

Principal: Terry Miller
Secretary: Juana Ramirez

Driving

Directions: Travel west on Broadway, turn left onto Bellin Road. There will be a four-way stop at the Pancheri intersection, continue south and turn right onto Newman, the school is on the right side of the street.

Parking: Parking is available at the front 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. teacher. P.E. lesson plans will be in the office.

School Hours: 8:20 a.m. to 2:20 p.m. **Monday Late Start 9:20 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