

Idaho Falls School District 91  
Substitute Teacher Information

**Bush Elementary**  
380 West Anderson  
Idaho Falls, Idaho 83402  
(208) 525-7602  
Fax: (208) 525-7604

**Principal:** **Joshua Newell**  
**Secretary:** **Erika Lin / Bonnie Horsley**

**Driving Directions:** Travel west on Anderson, turn left at the light. The road jogs a bit and is now West Anderson, the school is on the right side of the street.

**Parking:** There is parking available in front of the school and more parking in the rear of the building. It is requested that you park in the back of the building.

**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:** AM Duty begins at 8:45 a.m.  
School Hours 9:00 a.m. to 3:05 p.m.  
**Monday Late Start 10:00 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**