

Idaho Falls School District 91  
Substitute Teacher Information

**Hawthorne Elementary**  
1520 S. Boulevard  
Idaho Falls, Idaho 83402  
(208) 525-7636  
Fax: (208) 525-7640

**Principal:** Katherine Francis  
**Secretary:** Annette Harvey / Linda Ruiz

**Driving Directions:** The school is located on Boulevard between 14<sup>th</sup> and 16<sup>th</sup> Streets.

**Parking:** Parking is available in the parking lot on the north side of building or on 16<sup>th</sup> Street (only when parking lot is full). Please avoid posted bus zone and Handicap parking on 16<sup>th</sup> Street. The entrance and unlocked door is located on 16<sup>th</sup> Street.

**Check In Procedures:** Clock in at the office and the office staff 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 and Music teachers.  
- P.E. lesson plans will be on the counter just inside the P.E. equipment store room just off the gym.  
- Music lesson plans will be on the music cart stored in the back storage room off the gym.

**School Hours:** 9:00 a.m. – 3:05 p.m. **Monday Late Start 10:00 a.m.**

Morning duty  
Mondays – 9:40-9:55  
Tuesday-Friday – 8:40-8:55

Afternoon duty  
Monday-Friday – 3:05-3:20