

Substitute Teacher Folder

Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:10-9:00					
2	9:04-9:54					
3	9:58-10:48					
4	10:52-12:15					
5	12:19-1:09					
6	1:13-2:03					
7	2:07-2:57					

School Day:

Classes begin at 8:10

Lunch at _____

Dismissal at 2:57

My extra duties include:

Where to Find:

Lesson Plans:

Paper/Pencils:

Textbooks and Teacher's Manuals:

Attendance Book:

Handouts:

Seating:

Pass Policy:

Other Information:

If necessary, get assistance from:

Important Phone Numbers:

HS Principal	3201
Asst. Principal	3202
Principals' Secretary	3205
Attendance Secretary	3206
Substitute Forms	2189

Locations:

Staff Restroom: Commons and west end of business wing

Staff Lounge: Business wing

Lunchroom/Cafeteria: Commons

Main Office: Upper level