

Abraham Mallinson Elementary

- ❖ **Parking:** At the front of the building in a parking spot.
- ❖ **Bell Times:** 8:50-4:35
 - Substitutes report at 8:40
 - Substitutes depart at the conclusion of student dismissal
- ❖ **Lunch Time:** 11:25-1:00- 25 minutes will be provided.
- ❖ **Best place for staff to eat:** Most teachers eat in the lounge which is located next to the cafeteria.
- ❖ **Who and how to call for help with student behaviors:** Use the walkie on channel 1 and call for assistance in Room ####
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook somewhere near their computer work station. If you have questions about the plans, please seek out a grade level teammate or ask the office.
- ❖ **How to obtain technology:** You will pick up a laptop from the main office.
- ❖ **Who to call for help with technology:** You can start by asking a neighboring classroom teacher or call the office at extension 15530



Benton Elementary School

- ❖ **Parking:** Large Parking Lot
- ❖ **Bell Times:** 7:55 am to 3:50 pm
 - **Sub Arrival:** 7:50 am
 - **Sub Departure:** Conclusion of Student Dismissal
- ❖ **Lunch Time:** 25 minute time frame between 11:35 am and 1:14 pm.
- ❖ **Best Place for Staff Lunch:** Staff Lounge/Workroom
- ❖ **Who and How to Call for Student Behavior Help:** Call extension 42046 and a recovery room interventionist will come assist. If you have a Walkie, use Channel 1 to request assistance. Always include the room number or classroom teacher's name.
- ❖ **Where to Find Sub Plans:** A Lime Green Binder will be located on a shelf next to the teacher's desk, on the teacher's desk, or at the kidney table.
- ❖ **Obtaining Technology:** Check with administrative secretary, Ashley Wilson, in the office to get a laptop checked out.
- ❖ **How to Call for Technology Help:** Contact Lindsey Lewis, librarian, or an administrator for any technology assistance. You can also reach the help desk at 13000.



Bingham Middle School

- ❖ **Parking:** North Lot (front of building)
- ❖ **Bell Times (Beginning and End of Day):** 8:05 a.m. - 3:50 p.m.
- ❖ **Lunch Time (general window):** 11:12 - 12:12 (7th Grade); 12:20 - 1:20 (8th Grade)
- ❖ **Best place for staff to eat:** Teachers Lounge, Staff Rooms in Pods, Classroom
- ❖ **Who and how to call for help with student behaviors:** Call the front office (ext. 23522 - Courtne Pepperman; 23521 - Carmen Gfeller) or teacher near your classroom. They will radio for admin assistance.
- ❖ **Where to find sub plans:** Check in with Teresa Roberts (Principal Secretary); Teacher's desk
- ❖ **How to obtain technology:** Teresa Roberts (Principal Secretary)
- ❖ **Who to call for help with technology:** Call the front office for support or ask a teacher near by your classroom.



Blackburn Elementary

- ❖ **Parking:** North or South side of building
- ❖ **Bell Times (Beginning and End of Day):** Students arrive 8:40, start of day 8:50, dismissal 4:35
- ❖ **Lunch Time (general window):** 11:00-1:00
- ❖ **Best place for staff to eat:** Teacher's Lounge (across from office)
- ❖ **Who and how to call for help with student behaviors:** Use provided radio and call for escort, include location help needed in call
- ❖ **Where to find sub plans:** Provided at office
- ❖ **How to obtain technology:** Provided at office
- ❖ **Who to call for help with technology:** Call Mrs. Pope the LMS at ex. 43535



BLACKBURN
ELEMENTARY

Bryant Elementary

- ❖ **Parking:** West parking lot (Opposite side of street from school)
- ❖ **Bell Times:** 8:50-4:35
 - Substitutes report at 8:40
 - Substitutes depart at the conclusion of student dismissal
- ❖ **Lunch Time** (general window): sometime between 11:55-1:10 - 25 minutes will be provided
- ❖ **Best place for staff to eat:** staff lounge is located in main hall near library
- ❖ **Who and how to call for help with student behaviors:** use intercome and call for assistance in Room ### or call main office (X44520) for assistance.
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook somewhere near their computer work station. If you have questions about the plans, please seek out a grade level teammate or ask the office.
- ❖ **How to obtain technology:** You will pick up a laptop from the Secretary in the front office.
- ❖ **Who to call for help with technology:** Feel free to ask a neighboring classroom teacher, see the school librarian, or call the office - extension is ex: 44520



Christian Ott Elementary

- ❖ **Parking:** Front parking lot
- ❖ **Bell Times (Beginning and End of Day):** 8:40 a.m.-4:35 p.m. Substitutes report at 8:35 a.m. and depart at the conclusion of student dismissal.
- ❖ **Lunch Time (general window):** Your lunch will be when students eat, sometime between 11:45 a.m.-1:15 p.m. A 25-minute lunch break will be provided.
- ❖ **Best place for staff to eat:** Teacher's workroom Rm. 13
- ❖ **Who and how to call for help with student behaviors:** Mr. Seann, Ott's Recovery Room Interventionist. His phone extension is x50030.
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook somewhere near their computer work station. If you have questions about the plans, please seek out a grade level teammate or ask Mrs. Koepke, principal's secretary, in the office. Her phone extension is ex: 50520.
- ❖ **How to obtain technology:** You will pick up a laptop from Mrs. Koepke in the front office.
- ❖ **Who to call for help with technology:** Sharon Cleaveland, LMS. Her phone extension is ex: 50535 or Mrs. Koepke, principal's secretary.



Cassell Park Elementary

- ❖ **Parking:** North Parking Lot (facing 35th street)
- ❖ **Bell Times (Beginning and End of Day):** 8:50, 9:00, 4:25, 4:35
 - Staff arrive at 4:35 and dismiss at 4:45
- ❖ **Lunch Time (general window):** 11:00 - 1:00
- ❖ **Best place for staff to eat:** Teacher lounge
- ❖ **Who and how to call for help with student behaviors:** Call the office at ex. 20521 or 20520. If a radio is available, use Channel 12 and call for student support.
- ❖ **Where to find sub plans:** Sub folders will be on teacher desk.
- ❖ **How to obtain technology:** Pick up a laptop from the secretary upon checking in.
- ❖ **Who to call for help with technology:** Call the office for support ex.15540



Fairmount Elementary

- ❖ **Parking:** Northern Side of Fairmount (Main Entrance is a set of double doors)
- ❖ **Bell Times:** 8:50 - 4:35
- ❖ **Lunch Time:** 11:35 - 1:10
- ❖ **Best place for staff to eat:** Teacher's Lounge (2nd Floor)
- ❖ **Who and how to call for help with student behaviors:** Mrs. Fisher (RRI) You can call the office ext. 41520
- ❖ **Where to find sub plans:** Teachers will have Sub Notebooks in their classrooms. They will be kept on their teacher desk.
- ❖ **How to obtain technology:** Main Office (Ms. Christina)
- ❖ **Who to call for help with technology:** Please call the office. Ext. 41520



Glendale Elementary

- ❖ **Parking:** The staff parking lot. Park at the spots away from the school due to our long car rider line.
- ❖ **Bell Times (Beginning and End of Day):** 8:40 - 4:35
 - Substitutes report at 8:40. Substitutes depart at the conclusion of student dismissal.
- ❖ **Lunch Time:** sometime between 11:40-1:15. 25 minutes will be provided
- ❖ **Best place for staff to eat:** Staff lounge is adjacent to the office
- ❖ **Who and how to call for help with student behaviors:** Press the intercom button and ask for an escort
- ❖ **Where to find sub plans:** On the teacher's desk
- ❖ **How to obtain technology:** The librarian will provide a sub laptop if a laptop is not already available.
- ❖ **Who to call for help with technology:** Feel free to ask a neighboring classroom teacher or notify the office ex. 15510



Hanthorn Early Education

- ❖ **Parking:** West Lot (Front of the building)
- ❖ **Bell Times (Beginning and End of Day):** 8:50 - 4:35
 - Substitutes report at 8:40
 - Substitutes depart at the conclusion of student dismissal
- ❖ **Lunch Time (general window):** 11 - 12:30 (30 minutes will be provided)
- ❖ **Best place for staff to eat:** Staff lounge by front hallway
- ❖ **Who and how to call for help with student behaviors:** Walkie on Ch14. Ask for support in room ###
- ❖ **Where to find sub plans:** Sub plans are on the teacher's desk
- ❖ **How to obtain technology:** Technology is in classroom
- ❖ **Who to call for help with technology:** Ask a neighboring class or call principal at 59500



Independence Academy

- ❖ **Parking:** Lower parking lot on west side. Handicapped parking near the front door or near the north entrance off Nicoll St.
- ❖ **Bell Times (Beginning and End of Day):** 7:10 a.m.-2:32 p.m.
 - Subs report at 7:00 a.m. and dismiss after students leave
- ❖ **Lunch Time:** 10:20 a.m.-11:59 p.m. You will have a 25 minute lunch period.
- ❖ **Best place for staff to eat:** Staff lounge room 209, room 214 (workroom)
- ❖ **Who and how to call for help with student behaviors:**
 - RRI via walkie Mr. Branch (HS); Ms. Huang (MS), Mr. Lewis (Elem.)
 - Admin via walkie
 - Example walkie call: “Can I get another adult to room ____?”
 - “I need assistance” on the walkie indicates an emergency situation
- ❖ **Where to find sub plans:** Should be on desk or with Myrna in room 127. A red sub binder is in the classroom.
- ❖ **How to obtain technology:** Building secretary Myrna Alvarez in room 126
- ❖ **Who to call for help with technology:** Ms. Mace x.85211



James Bridger Middle School

- ❖ **Parking:** Parking Lot at Front of Building (Southside along 23rd/78hwy)
- ❖ **Bell Times (Beginning and End of Day):** Students enter building at 7am. Homeroom begins at 7:10am. Dismissal at 2:55pm.
- ❖ **Lunch Time (general window):** Lunch is within our 5th/6th hour periods (11am-12:3pm).
- ❖ **Best place for staff to eat:** We have a Staff Lounge across the hall from the Cafeteria.
- ❖ **Who and how to call for help with student behaviors:** Contact the Main Office through the use of the classroom phone at 816.521.5375.
- ❖ **Where to find sub plans:** Plans will be provided by the building secretary.
- ❖ **How to obtain technology:** A laptop will be provided by the building secretary.
- ❖ **Who to call for help with technology:** Contact the Main Office through the use of the classroom phone at 816.521.5375.



BUFFALOES

JAMES BRIDGER MIDDLE SCHOOL

Korte Elementary

- ❖ **Parking:** North Parking Lot (between Korte & Nova Building)
- ❖ **Bell Times (Beginning and End of Day):**
 - 8:30/8:50: Beginning of Sub Day/Classes Begin
 - 4:35/4:50: Dismissal/End of Sub Day
- ❖ **Lunch Time (general window):** 11:00 - 1:00 (25 minute duty-free)
- ❖ **Best place for staff to eat:** Staff Lounge (across from cafeteria)
- ❖ **Who and how to call for help with student behaviors:**
 - Call the office first (Cathy - x46520 and/or Erika - x46521) - they will walkie for help.
 - If they do not answer, send a student to get a teacher in the same grade level
- ❖ **Where to find sub plans:** On teacher desk (planned) or with teammates (last minute). Please seek out grade level teammates if you have a question.
- ❖ **How to obtain technology:** When you get to Korte in the morning, the office will have a sub computer for you.
- ❖ **Who to call for help with technology:** Feel free to ask a neighboring classroom teacher or call the office - extension 46520 or 46521



Little Blue Elementary

- ❖ **Parking:** Front Lot on north side of the building
- ❖ **Bell Times (Beginning and End of Day):** 8:50-4:35
 - Substitutes report at 8:40
 - Substitutes depart at the conclusion of student dismissal
- ❖ **Lunch Time:** 11:20 - 1:10
 - 25 minute duty-free lunch
 - Drop off and pick up students at cafeteria
- ❖ **Best place for staff to eat:** Teacher's Lounge near the main entrance
- ❖ **Who and how to call for help with student behaviors:** Angie Cain - Recovery Room: Phone number 40016, or call front office: 40520
- ❖ **Where to find sub plans:** check into front office - plans either there or left on teacher desk
- ❖ **How to obtain technology:** front office will provide sub laptop
- ❖ **Who to call for help with technology:** Feel free to talk to a neighboring teacher, or call the front office at 40520



Luff Elementary

- ❖ **Parking:** North Parking lot
- ❖ **Bell Times (Beginning and End of Day):** 8:40 4:35
- ❖ **Lunch Time (general window):** 11:15-12:45
- ❖ **Best place for staff to eat:** Most staff eat in the lounge across from the cafeteria
- ❖ **Who and how to call for help with student behaviors:** Please use the intercom
- ❖ **Where to find sub plans:** Sub plans are located on the teacher's desk
- ❖ **How to obtain technology:** Ms. Dawn will provide you will a laptop in the office
- ❖ **Who to call for help with technology:** Ms. Dawn at ex. 15415 and the grade level team will be able to assist



Mill Creek Elementary

- ❖ **Parking:** North Lot (side of the building)
- ❖ **Bell Times (Beginning and End of Day):** 8:40-4:35
 - Substitutes report at 8:35 and check in at the front office
 - Substitutes depart at the conclusion of student dismissal duty
- ❖ **Lunch Time (general window):** between 11:45-1:00, 25 minute lunch provided
- ❖ **Best place for staff to eat:** Staff Workroom (at the top of the front stairs)
- ❖ **Who and how to call for help with student behaviors:** Call Focus Room on room phone (x48113) or call the front office and ask for assistance
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook somewhere near their computer work station. If you have questions about the plans, please seek out a grade level teammate or ask the office.
- ❖ **How to obtain technology:** You will pick up a laptop from the Secretary in the front office.
- ❖ **Who to call for help with technology:** Ask a neighboring teacher or call the front office at extension ex.48521



Nowlin Middle School

- ❖ **Parking:** North side of building in staff lot
- ❖ **Bell Times (Beginning and End of Day):** 8:05 AM - 3:50 PM
- ❖ **Lunch Time (general window):** 10:30 am - 11:34 am (6th), 11:09 am - 12:29 pm (7th/8th)
- ❖ **Best place for staff to eat:** Teacher's lounge next to cafeteria, classroom
- ❖ **Who and how to call for help with student behaviors:** Call the front office; Claudia @ 25526, Holly @ 25521, or Sara @ 25520
- ❖ **Where to find sub plans:** Check in with Claudia in the front office, teacher's desk
- ❖ **How to obtain technology:** Check in with Claudia at the front desk
- ❖ **Who to call for help with technology:** Call Ms. Hills in the library @ 25537 or 25536. You can also call the front office or ask a nearby teacher.



Pioneer Ridge Middle School

- ❖ **Parking:** North Lot (front of building)
- ❖ **Bell Times (Beginning and End of Day):** 8:05 a.m. - 3:50 p.m.
- ❖ **Lunch Time (general window):** 11:12 - 12:12 (7th Grade); 12:20 - 1:20 (8th Grade)
- ❖ **Best place for staff to eat:** Teachers Lounge, Staff Rooms in Pods, Classroom
- ❖ **Who and how to call for help with student behaviors:** Call the front office (ext. 24526- Amy Zans; 24525 - Rebecca Scobee)
- ❖ **Where to find sub plans:** Check in with Elaina Baker (Principal Secretary); Teacher's desk
- ❖ **How to obtain technology:** Elaina Baker (Principal Secretary)
- ❖ **Who to call for help with technology:** Call the front office for support or ask a teacher near by your classroom.



Procter Elementary

- ❖ **Parking:** East Lot (east side and back of the building)
- ❖ **Bell Times:** 7:55-3:50
 - Substitutes report at 7:50
 - Substitutes depart at the conclusion of student dismissal
- ❖ **Lunch Time** (general window): sometime between 11:00-12:50 - 25 minutes will be provided
- ❖ **Best place for staff to eat:** staff lounge room 7, just down from the cafeteria and next to adult restroom
- ❖ **Who and how to call for help with student behaviors:** use phone and call office extension 51520, ask for assistance in Room ###
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook somewhere near their desk. If you have questions about the plans, please seek out a grade level teammate or ask the office.
- ❖ **How to obtain technology:** You will pick up a laptop from the Secretary in the front office.
- ❖ **Who to call for help with technology:** Feel free to ask a neighboring classroom teacher or call the office - extension is 51520



Randall Elementary

- ❖ **Parking:** any open parking space
- ❖ **Bell Times (Beginning and End of Day):** 7:55 a.m. - 3:50 p.m.
 - Substitutes report at 7:50 a.m.
 - Substitutes depart at the conclusion of student dismissal
- ❖ **Lunch Time (general window):** sometime between 11:00 a.m. - 12:30 p.m.
- ❖ **Best place for staff to eat:** staff lounge (Room 1A)
- ❖ **Who and how to call for help with student behaviors:** front office or walkie channel 4
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook somewhere near their computer work station. If you have questions about the plans, please seek out a grade level teammate or ask the office.
- ❖ **How to obtain technology:** You will pick up a laptop from the Secretary in the front office.
- ❖ **Who to call for help with technology:** Feel free to ask a neighboring classroom teacher or call the office - extension is 52520



Santa Fe Trail Elementary

- ❖ **Parking:** Circle drive in front of the building
- ❖ **Bell Times (Beginning and End of Day):** 7:55-3:50
 - Substitutes report at 7:50
- ❖ **Lunch Time (general window):** Sometime between 11:40-1:15. Will be given 25 minutes
- ❖ **Best place for staff to eat:** Staff lounge next to the cafeteria.
- ❖ **Who and how to call for help with student behaviors:** Walkie channel #1 and call for assistant to Room ##
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook near the teacher's desk. This houses all school specific information. If you have questions, ask a grade level teammate or call the office.
- ❖ **How to obtain technology:** You will pick up a laptop from the secretary in the office
- ❖ **Who to call for help with technology:** Feel free to ask a neighboring classroom teacher or call the office - extension 57520



Spring Branch Elementary

- ❖ **Parking:** You may park in the front or on the side; please avoid the spaces that are colored or lined. Enter through the front door that faces Truman Road.
- ❖ **Bell Times (Beginning and End of Day):** 8:50 A.M.-4:35P.M.
 - Substitute arrival time is 8:30 A.M.; students arrive at 8:40 A.M.
 - Substitutes may leave after their dismissal duty
- ❖ **Lunch Time (general window):** 25 minutes within the window of 12:25-1:20 P.M.
- ❖ **Best place for staff to eat:** Staff Lounge by the front office (this is also where the adult restrooms are located)
- ❖ **Who and how to call for help with student behaviors:** Mrs. Myers (RRI), Dr. Merriott (principal), Mrs. Largent (counselor) See extension list by the phone, or use the walkie on channel 2 and ask for assistance
- ❖ **Where to find sub plans:** Shared with you through email by Ms. Melissa (secretary)
- ❖ **How to obtain technology:** Check in with Ms. Melissa upon arrival
- ❖ **Who to call for help with technology:** IT help desk 13000 or our LMS, Mrs. Wakefield



Sunshine Early Education

- ❖ **Parking:** Staff parking in front of the building
- ❖ **Bell Times (Beginning and End of Day):** 7 AM-5 PM
- ❖ **Lunch Time (general window):** 11:30-12:00
- ❖ **Best place for staff to eat:** You are welcome to enjoy school lunch in the classroom at 11:30 with students or eat your own lunch on your break in the staff lounge.
- ❖ **Who and how to call for help with student behaviors:** Radio Dr. Biehl or call the Sunshine office for assistance at x26521
- ❖ **Where to find sub plans:** Sub binder in the classroom. Ask co-teacher/TA if you need help locating it
- ❖ **How to obtain technology:** Computers in the classroom
- ❖ **Who to call for help with technology:** Ask the teacher/TA you are working with or call Laura (x26521) in the office for assistance.



Sycamore Hills Elementary

- ❖ **Parking:** Park in the lot on the west side of the building
- ❖ **Bell Times (Beginning and End of Day):** Students Arrive between 8:40 and 8:50 and Dismiss at 4:35
- ❖ **Lunch Time (general window):** 11:55am - 1:15pm
- ❖ **Best place for staff to eat:** Teachers Lounge
- ❖ **Who and how to call for help with student behaviors:** Use Walkie Channel 1 and ask for assistance or call for Dr. Drinkard (principal), Mrs. Killbreth (assistant principal), or Mr. Mangold (recovery room interventionist)
- ❖ **Where to find sub plans:** On the teacher's desk. Daily plans may be electronic. Check with the office if you need help.
- ❖ **How to obtain technology:** Ask Kelly or Tiffany in the office.
- ❖ **Who to call for help with technology:** Mrs. Goff in the library or Dr. Drinkard



Sugar Creek Elementary

- ❖ **Parking:** Park in front of school and if you need hadi-parking it is available in the back of the school which is accessible by arriving using Sterling Ave heading north to Chicago St or call us at 816-521-5460 for directions.
- ❖ **Bell Times:** 8:45-4:40:
- ❖ **Lunch Time for 25 minutes**, (sometime between 11:00-12:30
- ❖ **Best place for staff to eat:** Room or teacher lounge
- ❖ **Who and how to call for help with student behaviors:** Assistance need in (Location needed)
- ❖ **Where to find sub plans:** Each Teacher has a black notebook with Pink cover sheet. Additional each grade level is very helpful and will be avalible to help you get started
- ❖ **How to obtain technology:** come by the office to check in and receive your laptop for the day.
- ❖ **Who to call for help with technology:** Grade level teacher teams support our subs with technology assistance.



Three Trails Elementary

- ❖ **Parking:** East Lot (facing the building-on the left side)
- ❖ **Bell Times:** 8:50-4:35
 - Substitutes report at 8:40
 - Substitutes depart at the conclusion of student dismissal
- ❖ **Lunch Time** (general window): sometime between 11:35-1:05 - 25 minutes will be provided
- ❖ **Best place for staff to eat:** staff lounge is in the basement - please use stairs by the front office
- ❖ **Who and how to call for help with student behaviors:** use walkie-channel 3 and call for assistance in Room ###
- ❖ **Where to find sub plans:** Sub plans are typically left on the teacher's desk. You will also find a substitute notebook somewhere near their computer work station. If you have questions about the plans, please seek out a grade level teammate or ask the office.
- ❖ **How to obtain technology:** You will pick up a laptop from the Secretary in the front office.
- ❖ **Who to call for help with technology:** Feel free to ask a neighboring classroom teacher or call the office - extension is 15470



Truman High School

- ❖ **Parking:** *South Lot(in front of the white fence facing Walmart) or front Half-Circle Lot*
- ❖ **Bell Times (Beginning and End of Day):** *7:10-2:55*
 - *Substitutes should report no later than 6:55am - office staff are available beginning at 6:30am.*
- ❖ **Lunch Time (general window):** *10:37-12:16 (4 - 20 minute lunch shifts)*
- ❖ **Best place for staff to eat:** *Rm 201-Teacher Workroom on the 2nd floor by the library*
- ❖ **Who and how to call for help with student behaviors:** *Front Office ext. 12520 (Gayle Hayward) or ext. 12521 (Nicole Herod)*
- ❖ **Where to find sub plans:** *Sub plans are typically left on the teacher desk in an easy to locate spot. Sub plans are also shared with the principal secretary(Nicole Herod-ext 12521) in the event you can not locate them*
- ❖ **How to obtain technology:** *A substitute computer will be distributed by the principal secretary(Nicole).*
- ❖ **Who to call for help with technology:** *Bill Little ext. 13025 or Megan Schwindler ext. 12535*



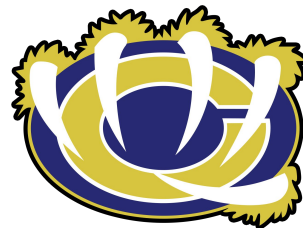
Van Horn High School

- ❖ **Parking:** *Park in the front half-circle lot.*
- ❖ **Bell Times (Beginning and End of Day):** *7:10-2:55*
 - *Substitutes should report no later than 6:55am - office staff are available beginning at 6:30am.*
- ❖ **Lunch Time (general window):** *10:37-12:16 (4 - 20 minute lunch shifts)*
- ❖ **Best place for staff to eat:** *Staff lounges are present on the first and third floors.*
- ❖ **Who and how to call for help with student behaviors:** *Call the front office at extension 17520 for assistance.*
- ❖ **Where to find sub plans:** *Sub plans are typically left on the teacher desk in an easy to locate spot. Sub plans are also shared with the principal secretary in the event you can not locate them.*
- ❖ **How to obtain technology:** *A substitute computer will be distributed by the principal secretary.*
- ❖ **Who to call for help with technology:** *Feel free to ask a neighboring teacher or call the front office at extension 17520.*



William Chrisman High School

- ❖ **Parking:** Park in the front circle (please do not park in a # numbered space).
- ❖ **Bell Times 7:10-2:55**
substitutes arrive by 6:55 a.m. to retrieve their information for a successful day
- ❖ **Lunch Time:**
follow teacher's shift of whom you are covering (25 minute shifts)
- ❖ **Best place for staff to eat:**
Staff lounge by Administration Office/Library/classroom
- ❖ **Who and how to call for help with student behaviors:**
Monica Sullivan #16520 Danielle Ferguson #16528
- ❖ **Where to find sub plans:**
email from Administration Secretary or Administration
- ❖ **How to obtain technology:**
Administration Secretary when you check in will have a substitute computer ready for you
- ❖ **Who to call for help with technology:**
Morgan Parrish/16535 Media Specialist/Teacher in your shared hallway/Helpdesk #13000 (assist with login issues/access)



William Southern Elementary

- ❖ **Parking:** North Side of the building
- ❖ **Bell Times (Beginning and End of Day):** 8:50 to 4:35
- ❖ **Lunch Time (general window):** 11:20 to 12:50
- ❖ **Best place for staff to eat:** Teacher Lounge, Room 30
- ❖ **Who and how to call for help with student behaviors:** Use the intercom to call the office.
- ❖ **Where to find sub plans:** Many will provide paper copies and they should have Sub Notebooks available, some will guide you to online resources
- ❖ **How to obtain technology:** See Ms. Michelle in the front office
- ❖ **Who to call for help with technology:** Ms. Morales in the library

