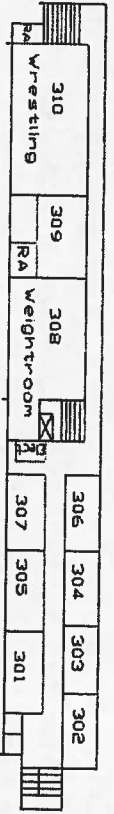
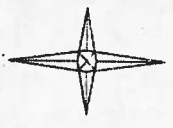
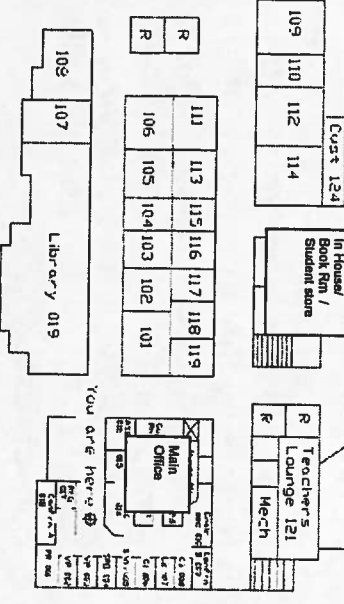


**R—Restrooms**  
**FIRST FLOOR**



ELEVATOR  
by Scott Stechel

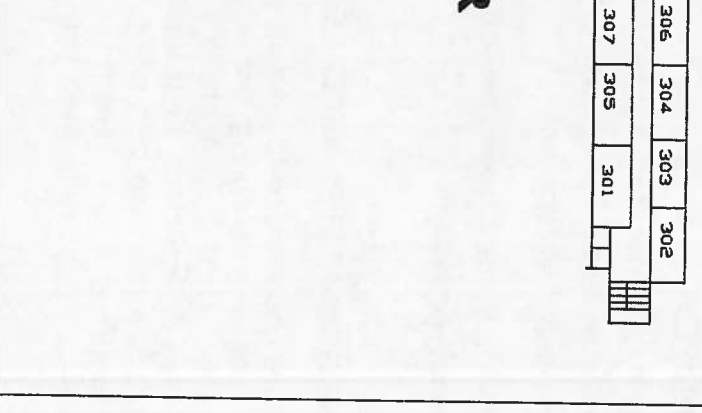
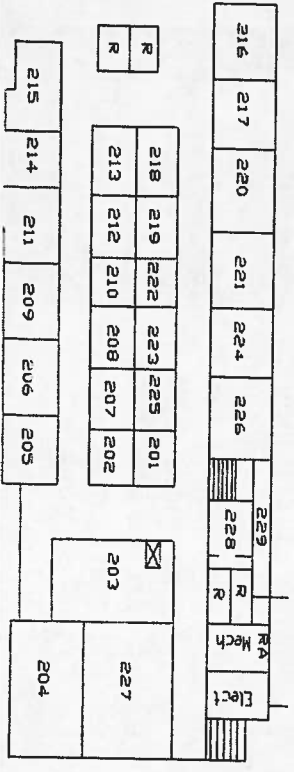


**R—Restrooms**

**SECOND FLOOR**



ELEVATOR



**Timberline Substitute Information**



**BELL SCHEDULE**

- Monday, Tuesday**
- Thursday, Friday**
- Zero Hour 6:48 - 7:40
- 1st Period 7:45 - 8:37
- 2nd Period 8:42 - 9:37
- Break 9:37 - 9:52
- 3rd Period 9:52 - 10:44
- 4th Period 10:49 - 11:41
- Lunch 11:41 - 12:21
- 5th Period 12:21 - 1:13
- 6th Period 1:18 - 2:10
- 7th Period 2:15 - 3:07

**Wednesday**

- Zero Hour 6:48 - 7:30
- Staff PLC 7:30 - 8:15
- 1st Period 8:20 - 9:07
- 2nd Period 9:12 - 10:02
- Break 10:02 - 10:17
- 3rd Period 10:17 - 11:04
- 4th Period 11:09 - 11:56
- Lunch 11:56 - 12:36
- 5th Period 12:36 - 1:23
- 6th Period 1:28 - 2:15
- 7th Period 2:20 - 3:07

**For assistance contact:**

Christie: 62334  
Nurse: 62440

Custodian: 62448  
Staff Restrooms:

Located in Teacher Lounge  
next to kitchen

**LESSON PLANS:** Timberline teachers and administrators expect lesson plans to be followed and completed. If you do not understand something please ask for help, either from a teacher nearby or call Mrs. Champ, 6234. **Leave the sub folder and notes about the class** on the teacher desk or in their mailbox.

**ATTIRE:** All teachers and subs are expected to dress in professional attire. Fridays are Professional Jeans Day.

**INTERNET:** Wireless is available as guest. Guest login is confidential for Subs use only. User: Timberline.guest@boiseschools.org Psswd: Call Christie (6234)

**PARKING:** Open parking for faculty is available on the north side of the building, facing Boise Avenue. Indicate your car's make and model at the front desk sign in notebook, or get a Sub Parking Permit from Mrs. Champ. Do not park in guest parking.

**COFFEE:** Starbucks is directly across the street. There is filtered water and instant hot water in the copy room. Sorry, but there is no coffee available in building for subs.

**Call and Permit to Leave slips may be delivered to your room by student assistants. Please make sure the assigned student is allowed**

### A Message from the Principal:

At all times, substitutes are expected to provide a positive educational atmosphere for the students at Timberline High. In the absence of lesson plans, please provide a study atmosphere. Should you be confronted with any difficulty with a particular student, please feel free to contact an assistant principal for assistance. Discipline Referral forms will be available in the classroom or Main Office. Please report to the front office during Prep or non-teaching times.



Do **NOT** let students out of class early, instruction should take place the entire period.

**Thank you!**  
Ted Hettinga, Principal

### Attendance Roster Directions: Mark "A" if absent "T" if tardy

If a student arrives to class 20 minutes or more after the bell rings – mark **ABSENT**. If they arrive with a pass, mark accordingly. We need to receive attendance each period, as we have to track the absences immediately - an office aide may stop by to pick your rosters up throughout the day—see note below. If not, please drop your rosters by the attendance office when you have a break – do not send with a student, nor let a student take attendance for you. **DURING 7th period an aide will collect rosters.**

Any questions or problems please call x 6235, Cristy Marie Hale.

**KEYS:** Your room key will open the door to the copy room/ workroom.

### BATHROOM/NURSE RELEASE:

Students are encouraged to take care of their restroom needs during break and between classes. If it is necessary for them to leave during class, their agenda serves as a hall pass—to visit either the restroom or nurse. In the event they have no agenda—a signed note from you will suffice.

**When an Office Aide comes to pick up your rosters—make sure they have a badge like this one. If they do not, then tell them you'll wait until someone with proper identification comes to get them.**

### ROSTERS

