School Location

Directory
BENNETT’S MILL MIDDLE SCHOOL is located at 210 Lester Road in Fayetteville. School Telephone #: 770-716-3982

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and turn left at the next light onto Tyrone Road. Continue until you reach a dead end and turn left onto Hwy 54. Turn right at the traffic light onto Lester Road (BP Station will be on the right). The school is located approximately .6 miles on the left.
- From Peachtree City: From the intersection of Hwy 54 and Hwy 74 travel east on Hwy 54. Pass Smith & Davis Clothing and continue through the traffic light. Turn right at the next traffic light onto Lester Road (BP Station will be on the right). The school is located approximately .6 miles on the left.
- From Fayetteville: Travel west on Hwy 54. Pass the Fayette County Community Hospital. Turn left at the traffic light onto Lester Road (BP Station will be on the left). The school is located approximately .6 miles on the left.

BRAELINN ELEMENTARY SCHOOL is located at 975 Robinson Road in Peachtree City. School Telephone #: 770-631-5410

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Peachtree City. Turn left onto Peachtree Parkway at the intersection of Hwy 74 and Peachtree Parkway. Continue to the intersection of Peachtree Parkway and Robinson Road. Turn left onto Robinson Road. The school will be immediately on the right.
- From Peachtree City: From the intersection of Hwy 54 and Hwy 74, travel east on Hwy 54 to the third stop sign. Turn right onto Peachtree Parkway. Continue south to the third stop sign. Turn left onto Robinson Road. The school will be immediately on the right.
- From Fayetteville: Take Hwy 54 West into Peachtree City past Stein Mart to the second light. Turn left onto Robinson Road. Continue south on Robinson Road. Go through the first stop sign (Crosstown Road & Robinson Road) and continue to the school zone. The school will be on the left.

CLEVELAND ELEMENTARY SCHOOL is located at 190 Lester Road in Fayetteville. School Telephone #: 770-716-3905

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54. Turn right at the traffic light onto Lester Road (BP Station will be on the right). The school is located approximately .5 miles on the left.
- From Peachtree City: From the intersection of Hwy 54 and Hwy 74 travel east on Hwy 54. Pass Smith & Davis Clothing and continue through the traffic light. Turn right at the next traffic light onto Lester Road (BP Station will be on the right). The school is located approximately .5 miles on the left.
- From Fayetteville: Travel west on Hwy 54. Pass the Fayette County Community Hospital. Turn left at the traffic light onto Lester Road (BP Station will be on the left). The school is located approximately .5 miles on the left.

CRABAPPLE LANE ELEMENTARY SCHOOL is located at 450 Crabapple Lane in Peachtree City. School Telephone #: 770-487-5425

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Peachtree City. At the intersection of Hwy 74 and Peachtree Parkway and Crabapple Lane, turn right onto Crabapple Lane. Pass the fire station on the right and turn left into the school’s parking lot.
- From Peachtree City: From the intersection of Hwy 54 and Hwy 74 travel north on Hwy 74. At the intersection of Hwy 74, Peachtree Parkway and Crabapple Lane, turn left onto Crabapple Lane. Pass the fire station on the right and turn left into the school’s parking lot.
- From Fayetteville: Take Hwy 54 West into Peachtree City to the intersection of Hwy 54 and Peachtree Parkway. A “Fresh Market” will be on your right. Turn right onto Peachtree Parkway. Travel north on Peachtree Parkway, continue straight across Hwy 74 to Crabapple Lane. Pass the fire station on the right and turn left into the school’s parking lot.

FAYETTE LIFE Academy is located at 450 Grady Avenue in Fayetteville. It is housed in the Fayette Middle Learning Center. School Telephone #: 770-460-3551, ext. 226

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and then turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54 traveling toward Fayetteville. Turn right at the fourth traffic light (BP Station) onto Grady Avenue. The school will be on the right.
- From Peachtree City: Take Hwy 54 East toward Fayetteville. Turn right at the traffic light (BP Station) onto Grady Avenue. The school will be on the right.
- From Fayetteville: Take GA Hwy 85 to Hwy 54 West. Turn on Hwy 54 West traveling toward Peachtree City. At the third traffic light (BP Station) turn left onto Grady Avenue. The school will be on the right.

FAYETTE COUNTY HIGH SCHOOL is located at 1 Tiger Trail in Fayetteville. School Telephone #: 770-460-3540

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54. Continue on Hwy 54 into the Fayetteville city limits and proceed to the traffic light at Tiger Trail. Turn left onto Tiger Trail. Continue through the next light and the school will be on the left.
- From Peachtree City: Travel east on Hwy 54 to the Fayetteville city limits. Proceed to the traffic light at Tiger Trail. Turn left onto Tiger Trail. Continue through the next light and the school will be on the left.
- From Fayetteville: From the intersection of Hwy 54 and GA Hwy 85 travel west on Hwy 54. At the first traffic light turn right onto Tiger Trail. Continue on Tiger Trail and the school will be on the left.

**FAYETTEVILLE ELEMENTARY SCHOOL** is located at 490 Hood Avenue in Fayetteville. School Telephone #: 770-460-3560

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and then turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54. Turn left at the third traffic light onto Gingercake Road. Turn right at the first stop sign onto Hood Avenue. Continue to the first school on the right.
- From Peachtree City: Take Hwy 54 East toward Fayetteville. Turn left onto Gingercake Road. Turn right at the first stop sign onto Hood Avenue. Continue to the first school on the right.
- From Fayetteville: From the Fayette County Courthouse at the intersection of GA Hwy 85 and Hwy 54, travel north on GA Hwy 85 for approximately ¾ of a mile. Turn left before the BP Station onto Hood Avenue. Continue to the second school on the left.

**FLAT ROCK MIDDLE SCHOOL** is located at 325 Jenkins Road in Tyrone. School Telephone #: 770-969-2830

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Peachtree City. Proceed approximately four miles and turn left at the traffic light onto Jenkins Road. The school will be on the left.
- From Peachtree City: Travel north on Hwy 74 until you cross the railroad tracks. After the railroad tracks, turn right at the traffic light onto Jenkins Road. The school will be on the left.
- From Fayetteville: Travel west on Hwy 54. Turn right onto South Sandy Creek Road at the traffic light. At stop sign turn right onto Veterans Parkway and then left onto Sandy Creek Road. Follow Sandy Creek Road to Ellison Road for approximately four miles. Turn left onto Ellison Road. Turn right onto Jenkins Road. The school will be on the right.

**HUDDLESTON ELEMENTARY SCHOOL** is located at 200 McIntosh Trail in Peachtree City. School Telephone #: 770-631-3255

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74. Travel 7.6 miles to the traffic light at Peachtree Parkway. Turn left onto Peachtree Parkway and travel 3.3 miles through two stop signs. Cross Hwy 54 and travel south to the first stop sign. Turn right onto McIntosh Trail. The school is located approximately .2 miles on the right.
- From Peachtree City: From the intersection of Peachtree Parkway and Hwy 54, travel south on Peachtree Parkway to the first stop sign. Turn right onto McIntosh Trail. The school is located approximately .2 miles on the right.
- From Fayetteville: Take Hwy 54 West from Fayetteville into Peachtree City. Turn left at the intersection of Hwy 54 and Peachtree Parkway onto Peachtree Parkway. Travel south to the first stop sign. Turn right onto McIntosh Trail. The school is located approximately .2 miles on the right.

**INMAN ELEMENTARY SCHOOL** is located at 677 Inman Road in Fayetteville. School Telephone #: 770-460-3565

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54. Continue east on Hwy 54 to the intersection of Hwy 54 & GA Hwy 85. Turn right and travel south on GA Hwy 85 for 1.2 miles. Turn left at the light onto Hwy 92 and continue for .6 miles. Turn right at the light and continue on Hwy 92 for 3.7 miles. Turn left onto Inman Road. The school will be on the left.

**INMAN ELEMENTARY SCHOOL continued:**

- From Peachtree City: From Peachtree City, travel east on Hwy 54 to the intersection of Hwy 54 & GA Hwy 85. Turn right and travel south on GA Hwy 85 for 1.2 miles. Turn left at the light onto Hwy 92 and continue for .6 miles. Turn right at the light and continue on Hwy 92 for 3.7 miles. Turn left onto Inman Road. The school will be on the left.
- From Fayetteville: Coming from the Fayette County Courthouse (intersection of Hwy 54 & GA Hwy 85), travel south on GA Hwy 85 for 1.2 miles. Turn left at the light onto Hwy 92 and continue for .6 miles. Turn right at the light and continue on Hwy 92 for 3.7 miles. Turn left onto Inman Road. The school will be on the left.

**J.C. BOOTH MIDDLE SCHOOL** is located at 250 Stagecoach Road in Peachtree City. School Telephone #: 770-631-3240

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74. Travel 7.6 miles to the traffic light at Peachtree Parkway. Turn left onto Peachtree Parkway and travel approx. 2.5 miles until you come to the 2nd stop sign. Turn left onto Walt Banks and travel to the end of the road to the traffic light. Go straight through the traffic light which will be Carriage Lane. Travel approx. .5 miles until a stop sign. Turn right and you will enter the school parking lot.
- From Peachtree City: From the intersection of Peachtree Parkway and Hwy 54, travel east on Hwy 54 towards Fayetteville. Turn right at the traffic light for Walt Banks Road and Carriage Lane. Travel to the stop sign. The school will be on the right.
- From Fayetteville: Take Hwy 54 West from Fayetteville into Peachtree City. At the intersection of Walt Banks Road and Carriage Lane, turn left onto Carriage Lane. Travel to the stop sign and turn right to enter the school parking lot.
KEDRON ELEMENTARY SCHOOL is located at 200 Kedron Drive in Peachtree City. School Telephone #: 770-486-2700

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 for approximately 10 minutes. After passing the water tower, turn left at the second traffic light onto Kedron Drive. The school entrance is the second driveway on the left, next to the Regions Bank.
- From Peachtree City: From the intersection of Hwy 54 & Hwy 74, travel north on Hwy 74. Turn right at the second traffic light onto Kedron Drive. The school entrance is the second driveway on the left, next to the Regions Bank.
- From Fayetteville: Travel west on Hwy 54 into Peachtree City. At the intersection of Hwy 54 & Hwy 74, turn right onto Hwy 74 North. Turn right at the second traffic light onto Kedron Drive. The school entrance is the second driveway on the left, next to the Regions Bank.

MCINTOSH HIGH SCHOOL is located at 201 Walt Banks Road in Peachtree City. School Telephone #: 770-631-3232

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74. Travel 7.6 miles to the traffic light at Peachtree Parkway. Turn left onto Peachtree Parkway and continue to the first stop sign. Turn left onto Walt Banks Road. The school will be on the right in .25 miles.
- From Peachtree City: From the intersection of Hwy 54 and Hwy 74, travel east to the fifth stop light and turn left onto Walt Banks Road. The school will be on the left after the Catholic Church.
- From Fayetteville: Take Hwy 54 West from Fayetteville into Peachtree City. Once you enter Peachtree City, turn right at the third traffic light onto Walt Banks Road. The school will be on the left after the Catholic Church.

NORTH FAYETTE ELEMENTARY is located at 609 Kenwood Road in Fayetteville. School Telephone #: 770-460-3570

- From Interstate 85: Take the Old National Hwy exit and turn left off the exit. Travel ten miles to Hwy 314. Turn right onto Hwy 314 and continue to Kenwood Road. Turn right at the traffic light onto Kenwood Road. The school will be on the right approximately two miles from the light.
- From Peachtree City: Travel east on Hwy 54 into Fayetteville. Proceed to the intersection of Hwy 54 and GA Hwy 85. Turn left onto GA Hwy 85 North. Continue to the intersection of GA Hwy 85 and Hwy 314. Turn left onto Hwy 314 and continue past the concrete plant. Turn left at the next traffic light onto Kenwood Road. The school will be on the right approximately two miles from the light.
- From Fayetteville: From the intersection of Hwy 54 and GA Hwy 85 travel north on GA Hwy 85 North. Continue to the intersection of GA Hwy 85 and Hwy 314. Turn left onto Hwy 314 and continue past the concrete plant. Turn left at the next traffic light onto Kenwood Road. The school will be on the right approximately two miles from the light.

OAK GROVE ELEMENTARY SCHOOL is located at 200 Log House Road in Peachtree City. School Telephone #: 770-631-3260

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 into Peachtree City. Cross over Hwy 54 and continue on Hwy 74. Turn left at the traffic light onto Crosstown Road. At the four way stop sign continue on Crosstown Road. Go approximately 1.5 miles and turn right onto Log House Road. Take the second left into the faculty parking lot.
- From Peachtree City: From the intersection of Hwy 74 and Hwy 54 in Peachtree City, travel south on Hwy 74 to Crosstown Road. Turn left at the traffic light onto Crosstown Road. At the four way stop sign continue on Crosstown Road. Go approximately 1.5 miles and turn right onto Log House Road. Take the second left into the faculty parking lot.
- From Fayetteville: Take Hwy 54 West past Smith & Davis Clothing. Continue to Ebenezer Road and turn left. Follow Ebenezer Road for approximately 6 miles to the four way stop sign. Continue straight across the intersection to Crosstown Road. Turn left onto Log House Road. Take the second left into the faculty parking lot.

PEACHTREE CITY ELEMENTARY SCHOOL is located at 201 Wisdom Road in Peachtree City. School Telephone #: 770-631-3250

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Peachtree City for approximately 10 miles. Turn left at the Delta Credit Union onto Wisdom Road. The school is located approximately .5 mile on the left.
- From Peachtree City: From the intersection of Hwy 54 and Hwy 74 in Peachtree City travel north on Hwy 74. Turn right at the Delta Credit Union onto Wisdom Road. The school is located approximately .5 mile on the left.
- From Fayetteville: Travel west on Hwy 54 into Peachtree City. Turn right at the intersection of Hwy 54 & Hwy 74 onto Hwy 74 North. Turn right at the Delta Credit Union onto Wisdom Road. The school is located approximately .5 mile on the left.

PEEPLES ELEMENTARY SCHOOL is located at 153 Panther Path in Fayetteville. School Telephone #: 770-486-2734

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 into Peachtree City to Hwy 54. Cross over Hwy 54 and continue south on Hwy 74 for 5.9 miles. Turn left at the light onto Redwine Road. Take the first right onto Panther Path. The school will be the first school on the right.
- From Peachtree City: From the intersection of Hwy 74 and Hwy 54 in Peachtree City travel south on Hwy 74 for 5.9 miles. Turn left at the light onto Redwine Road. Take the first right onto Panther Path. The school will be the first school on the right.
From Fayetteville: From the Intersection of GA Hwy 85 and Hwy 54 in Fayetteville travel south on GA Hwy 85 for 9.3 miles. Turn right at the light onto Hwy 74 North. Continue to the first light and turn right onto Redwine Road. Take the first right onto Panther Path. The school will be the first school on the right.

RISING STARR MIDDLE SCHOOL is located at 183 Panther Path in Fayetteville. School Telephone #: 770-486-2721

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 into Peachtree City to Hwy 54. Cross over Hwy 54 and continue south on Hwy 74 for 5.9 miles. Turn left at the light onto Redwine Road. Take the first right onto Panther Path. The school will be the second school on the right.

- From Peachtree City: From the intersection of Hwy 74 and Hwy 54 in Peachtree City travel south on Hwy 74 for 5.9 miles. Turn left at the light onto Redwine Road. Take the first right onto Panther Path. The school will be the second school on the right.

- From Fayetteville: From the Intersection of GA Hwy 85 and Hwy 54 in Fayetteville travel south on GA Hwy 85 for 9.3 miles. Turn right at the light onto Hwy 74 North. Continue to the first light and turn right onto Redwine Road. Take the first right onto Panther Path. The school will be the second school on the right.

ROBERT J. BURCH ELEMENTARY SCHOOL is located at 330 Jenkins Road in Tyrone. School Telephone #: 770-969-2820

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Proceed approximately four miles and turn left at the traffic light onto Jenkins Road. The school will be the second school on the right.

- From Peachtree City: Travel north on Hwy 74 until you cross the railroad tracks. After the railroad tracks, turn right at the traffic light onto Jenkins Road. The school will be the second school on the right.

- From Fayetteville: Travel west on Hwy 54. Turn right onto South Sandy Creek Road at the traffic light. At stop sign turn right onto Veterans Parkway and then left onto Sandy Creek Road. Follow Sandy Creek Road to Ellison Road for approximately four miles. Turn left onto Ellison Road. Turn right onto Jenkins Road. The school will be the first school on the left.

SANDY CREEK HIGH SCHOOL is located at 360 Jenkins Road in Tyrone. School Telephone #: 770-969-2840

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Proceed approximately 4 miles and turn left at the traffic light onto Jenkins Road. The school will be the first school on the right.

- From Peachtree City: Travel north on Hwy 74 until you cross the railroad tracks. After the railroad tracks, turn right at the traffic light onto Jenkins Road. The school will be the first school on the right.

- From Fayetteville: Travel west on Hwy 54. Turn right onto South Sandy Creek Road at the traffic light. At stop sign turn right onto Veterans Parkway and then left onto Sandy Creek Road. Follow Sandy Creek Road to Ellison Road for approximately four miles. Turn left onto Ellison Road. Turn right onto Jenkins Road. The school will be the second school on the left.

SARA HARP MINTER ELEMENTARY SCHOOL is located at 1650 Hwy 85 South in Fayetteville. School Telephone #: 770-716-3910

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and then turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54. Proceed to the intersection of Hwy 54 and GA Hwy 85 and turn right onto GA Hwy 85 South. Continue for approximately 5 miles. Turn left into the school complex. The school will be on the left.

- From Peachtree City: From the intersection of Hwy 54 and Hwy 74 travel east on Hwy 54. Proceed to the intersection of Hwy 54 and GA Hwy 85 and turn right onto GA Hwy 85. Continue for approximately 5 miles. Turn left into the school complex. The school will be on the left.

- From Fayetteville: Coming from the Fayette County Courthouse (intersection of Hwy 54 & GA Hwy 85), travel south on GA Hwy 85 for approximately 5 miles. Turn left into the school complex. The school will be on the left.

SPRING HILL ELEMENTARY SCHOOL is located at 100 Bradford Square in Fayetteville. School Telephone #: 770-460-3432

- From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and then turn left at the next light onto Tyrone Road. Continue until you reach a dead end and turn left onto Hwy 54 traveling toward Fayetteville. Turn right at the fourth traffic light (BP Station) onto Grady Avenue. Turn right onto Bradford Square. Continue until you reach a dead end. The school is the red-roofed building on the left.
• From Peachtree City: Take Hwy 54 East into Fayetteville. Turn right at the traffic light (BP Station) onto Grady Avenue. Turn right onto Bradford Square. Continue until you reach a dead end. The school is the red-roofed building on the left.

• From Fayetteville: Take GA Hwy 85 to Hwy 54 West. Turn on Hwy 54 West traveling toward Peachtree City. Turn left at the third traffic light (BP Station) onto Grady Avenue. Turn right onto Bradford Square. Continue until you reach a dead end. The school is the red-roofed building on the left.

STARR’S MILL HIGH SCHOOL is located at 193 Panther Path in Fayetteville. School Telephone #: 770-486-2710

• From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 into Peachtree City to Hwy 54. Cross over Hwy 54 and continue south on Hwy 74 for 5.9 miles. Turn left at the light onto Redwine Road. Take first right onto Panther Path. The school will be the third school on the right.

• From Peachtree City: From the intersection of Hwy 74 and Hwy 54 in Peachtree City travel south on Hwy 74 for 5.9 miles. Turn left at the light onto Redwine Road. Take first right onto Panther Path. The school will be the third school on the right.

• From Fayetteville: From the Intersection of GA Hwy 85 and Hwy 54 in Fayetteville travel south on GA Hwy 85 for 9.3 miles. Turn right at the light onto Hwy 74 North. Continue to the first traffic light and turn right onto Redwine. Take first right onto Panther Path. The school will be the third school on the right.

WHITEWATER HIGH SCHOOL is located at 100 Wildcat Way in Fayetteville. School Telephone #: 770-460-3935

• From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and then turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54. Proceed to the intersection of Hwy 54 and GA Hwy 85. Turn right onto GA Hwy 85 South and continue for approximately 5 miles. Turn left into the school complex. The school will be on the right.

• From Peachtree City: From the intersection of Hwy 54 and Hwy 74 travel east on Hwy 54. Proceed to the intersection of Hwy 54 and GA Hwy 85. Turn right onto GA Hwy 85 and continue for approximately 5 miles. Turn left into the school complex. The school will be on the right.

• From Fayetteville: Coming from the Fayette County Courthouse (intersection of Hwy 54 & GA Hwy 85), travel south on GA Hwy 85 for approximately 5 miles. Turn left into the school complex. The school will be on the right.

WHITEWATER MIDDLE SCHOOL is located at 1533 Hwy 85 South in Fayetteville. School Telephone #: 770-460-3450

• From Interstate 85: Take Exit 61 (Hwy 74) and travel south on Hwy 74 toward Tyrone. Pass the Publix and then turn left at the next light onto Tyrone Road. Continue until you reach a dead end. Turn left onto Hwy 54. Proceed to the intersection of Hwy 54 and GA Hwy 85. Turn right onto GA Hwy 85 South and continue for approximately 5 miles. Turn right onto Christopher Drive and the school will be the right.

• From Peachtree City: From the intersection of Hwy 54 and Hwy 74 travel east on Hwy 54. Proceed to the intersection of Hwy 54 and GA Hwy 85. Turn right onto GA Hwy 85 and continue for approximately 5 miles. Turn right onto Christopher Drive and the school will be the right.

• From Fayetteville: Coming from the Fayette County Courthouse (intersection of Hwy 54 & GA Hwy 85), travel south on GA Hwy 85 for approximately 5 miles. Turn right onto Christopher Drive and the school will be the right.
School Information
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Bennett’s Mill Middle School
210 Lester Road
Fayetteville, GA 30215
(770) 716-3982

Principal’s Name: J. P. Ward
Assistant Principals’ Names: Aimee Gumerson, Rica Smith
School Secretary’s Name: Carlene Crane
Name of the person in charge of substitute teachers: Carlene Crane

Where do substitutes check in and to whom? Front Office – Carlene Crane
Grade levels in school: 6 – 8
Where may substitutes park? Anywhere in the parking lot
Where do substitutes eat lunch? Cafeteria or workrooms
Is there a refrigerator and/or microwave available for substitutes to use? Teacher workrooms
If so, where is each located? Room 611, 712 & 812
Is there a secured location for personal belongings? No
Are substitutes assigned other duties? Check all that apply.

- car duty
- bus duty
- office duty
- recess duty
- restroom duty
- coverage of other classes
- lunch duty
- breakfast duty
- Assigned duties of the teacher

Who at your school helps interpret lesson plans?

- Department/Grade Chair
- Instructional Lead Teacher
- Buddy Teacher
- Assistant Principal
- Other

Do you require a teacher to have a substitute folder? Yes
If so, where are these kept? Classrooms
What is the procedure for having copies made?  **Front Office, Workroom**

Where do you send a student who is ill?  **School clinic**

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:40 am – 03:40 pm</th>
<th>Half Day:</th>
<th>07:40 am – 11:40 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:40 am – 03:40 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school?  **Substitutes should dress professionally. No jeans or shorts unless substituting in a physical education classroom**

If you have school Spirit Days, what day of the week do these occur?  **Thursday**

What is the dress code on these days?  **Jeans with school spirit wear, educational shirts or blue and gold shirts**

School Colors/Mascot:  **Blue, White & Gold/Broncos**

Does your school have?

<table>
<thead>
<tr>
<th>Floating Teachers</th>
<th><strong>Collaborative teachers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero Period</td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>Panic Buttons</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Telephones in rooms</td>
<td><strong>No, intercom button only</strong></td>
</tr>
</tbody>
</table>

What are the lunch procedures at your school?  **Details located in substitute folder**

What are the dismissal procedures at your school?  **Details located in substitute folder**
**SUBSTITUTE TEACHER INFORMATION SHEET**

**FOR**

Braelinn Elementary School  
975 Robinson Road  
Peachtree City, GA 30269  
(770) 631-5410

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**Principal's Name:** Erinn Angelo  
**Assistant Principal's Name:** Brandi Walker  
**School Secretary’s Name:** Shari Knapp  
**Name of the person in charge of substitute teachers:** Shari Knapp

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Where do substitutes check in and to whom? *Front Office – Shari Knapp*

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**Grade levels in school:** K – 5  
**Where may substitutes park?** *Front parking lot*

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**Where do substitutes eat lunch?** *Faculty lounge*  
**Is there a refrigerator and/or microwave available for substitutes to use?** Yes  
If so, where is each located? *Faculty lounge*  
**Is there a secured location for personal belongings?** No  
If so, where?

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**Are substitutes assigned other duties?** Check all that apply.

- [x] car duty  
- [ ] recess duty  
- [x] lunch duty  
- [x] bus duty  
- [ ] restroom duty  
- [ ] breakfast duty  
- [ ] office duty  
- [ ] coverage of other classes  
- [ ] other (list)

Who at your school helps interpret lesson plans?

- [x] Department/Grade Chair  
- [ ] Instructional Lead Teacher  
- [ ] Other  
- [ ] Buddy Teacher  
- [ ] Assistant Principal  
- [ ] Other (list)
Do you require a teacher to have a substitute folder? **Yes**

If so, where are these kept? **Classroom**

What is the procedure for having copies made? **See Front Office Staff**

Where do you send a student who is ill? **Clinic**

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? **Professional Casual**

If you have school Spirit Days, what day of the week do these occur? **Friday**

What is the dress code on these days? **Casual**

School Colors/Mascot: **Blue, Yellow, Green/Stars**

Does your school have?

- Floating Teachers: **No**
- Zero Period: **No**
- Panic Buttons: **Yes**
- Phones in rooms: **No**

What are the lunch procedures at your school? **Details located in substitute folder**

What are the dismissal procedures at your school? **Details located in substitute folder**

**See Shari Knapp for details regarding a Code Red situation/drill.**
Principal’s Name:  **Jeannie Inagawa**

Assistant Principal’s Name:  **Allison Staggs**

School Secretary’s Name:  **Debra Sanders**

Name of the person in charge of substitute teachers:  **Debra Sanders**

Where do substitutes check in and to whom?  **Front Office – Debra Sanders**

Grade levels in school:  **PreK – 5**

Where may substitutes park?  **Front parking lot**

Where do substitutes eat lunch?  **Faculty lounge**

Is there a refrigerator and/or microwave available for substitutes to use?  **Yes**

If so, where is each located?  **Faculty lounge**

Is there a secured location for personal belongings?  **No**

Are substitutes assigned other duties?  Check all that apply.

- [x] car duty
- [x] recess duty
- [x] lunch duty
- [ ] bus duty
- [ ] restroom duty
- [x] breakfast duty
- [ ] office duty
- [x] coverage of other classes
- [ ] other (list)

Who at your school helps interpret lesson plans?

- [x] Department/Grade Chair
- [ ] Instructional Support Teacher
- [ ] Other
- [x] Buddy Teacher
- [x] Assistant Principal

______________________________
Do you require a teacher to have a substitute folder? **Yes**

If so, where are these kept? *Teacher’s desk, top right hand drawer; emergency folder in office*

What is the procedure for having copies made? *Workroom/check with front office secretary*

Where do you send a student who is ill? *School clinic*

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? *Professional attire (e.g., pants, skirts, or dresses) Adhere to dress code.*

If you have school Spirit Days, what day of the week do these occur? **Friday**

What is the dress code on these days? *Jeans with Cleveland spirit shirt*

School Colors/Mascot: **Navy, Crimson, Gold/Crocodiles**

Does your school have?

- Floating Teachers: **No**
- Zero Period: **No, but children are in classes at 7:15 am**
- Panic Buttons: **Yes**
- Telephones in rooms: **Intercom only**

What are the lunch procedures at your school? *Details located in substitute folder*

What are the dismissal procedures at your school? *Details located in substitute folder*
Principal's Name: Vicki Rachels
Assistant Principal's Name: Tonya Keele
School Secretary’s Name: April Elliott
Name of the person in charge of substitute teachers: April Elliott
Where do substitutes check in and to whom: Front Office – April Elliott
Grade levels in school: Pre-K – 5
Where may substitutes park? Front parking lot
Where do substitutes eat lunch? Faculty lounge
Is there a refrigerator and/or microwave available for substitutes to use? Yes
If so, where is each located? Faculty lounge (Room 1.125), large workroom (Room 3.126), small workroom (Room 4.123)
Is there a secured location for personal belongings? No
If so, where?
Are substitutes assigned other duties? Check all that apply.
- ☒ car duty
- ☒ recess duty
- ☐ lunch duty
- ☒ bus duty
- ☒ restroom duty
- ☐ breakfast duty
- ☐ office duty
- ☐ coverage of other classes
- ☐ other (list)
Who at your school helps interpret lesson plans?
- ☒ Department/Grade Chair
- ☐ Instructional Lead Teacher
- ☐ Other
- ☒ Buddy Teacher
- ☒ Assistant Principal
- ☐
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? Teacher’s classroom

What is the procedure for having copies made? Send materials to front office

Where do you send a student who is ill? School clinic

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th></th>
<th>Whole Day:</th>
<th>Half Day:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07:10 am – 03:10 pm</td>
<td>07:10 am – 11:10 am</td>
</tr>
<tr>
<td></td>
<td>11:10 am – 03:10 pm</td>
<td></td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? Professional

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? Jeans, school spirit wear or holiday shirt

School Colors/Mascot: Seafoam Green and Red/Cardinals

Does your school have?

- Floating Teachers: No
- Zero Period: No
- Panic Buttons: No, use intercom for emergency
- Telephones in rooms: Intercom only

What are the lunch procedures at your school? Details located in substitute folder or on teacher’s desk

What are the dismissal procedures at your school? Details located in substitute folder or on teacher’s desk
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Horizon Academy
Fayette LIFE Academy
450 Grady Avenue
Fayetteville, GA 30214
(770) 460-3551, EXT. 226

Principal’s Name:  Margo Wimbish
Teacher/Administrative Support Personnel’s Name:  John McLucas
School Secretary’s Name:  Anita Morris
Name of the person in charge of substitute teachers:  Anita Morris
Where do substitutes check in and to whom?  Front Office – Anita Morris
Grade levels in school:  6 – 12
Where may substitutes park?  Side of building
Where do substitutes eat lunch?  In cafeteria with their students
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge
Is there a secured location for personal belongings?  Yes
If so, where?  Secretary’s Office
Are substitutes assigned other duties?  Check all that apply.

☐ car duty  ☐ recess duty  ☑ lunch duty
☐ bus duty  ☑ restroom duty  ☐ breakfast duty
☐ office duty  ☐ coverage of other classes  ☑ pm parking lot

Who at your school helps interpret lesson plans?

☐ Department/Grade Chair  ☐ Instructional Lead Teacher  ☑ Paraprofessional
☑ Buddy Teacher  ☑ Dean Assistant  ______________

______________________________
Do you require a teacher to have a substitute folder?  Yes

What is the procedure for having copies made?  Ask paraprofessional to make the copies for you.

Where do you send a student who is ill?  Do not send students.  Call the secretary or principal on the radio.

What are the hours you expect a substitute to work:  (School starts at 8:15 for students)

<table>
<thead>
<tr>
<th>Whole Day: 08:00 am – 04:00 pm</th>
<th>Half Day: 07:45 am – 11:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11:45 pm – 03:45 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school?  No shorts or blue jeans.  Shirts and blouses must have a collar and cover the shoulders.

If you have school Spirit Days, what day of the week do these occur?  None

What is the dress code on these days?  None

School Colors/Mascot  Blue shades (navy, medium blue, light blue)

Does your school have?

Floating Teachers  No
Zero Period  No
Panic Buttons  No
Telephones in rooms  No

Each staff member has a two-way radio.  All substitutes will have one as well.

What are the lunch procedures at your school?  Details located in substitute folder

What are the dismissal procedures at your school?  Details located in substitute folder
Principal’s Name:  

Yolanda Briggs-Johnson

Assistant Principals’ Names:  

Andrea Cherry-Lee, Johnathan Hall, Bill Stikes, Chris Key

School Secretary’s Name:  

Melissa Holcomb – Front Office, Tonya Johnson – Principal’s Secretary

Name of the person in charge of substitute teachers:  

Elizabeth Dent

Where do substitutes check in and to whom?  

Check in at front office, and sign in with Ms. Dent in the AP secretary’s office.

Grade levels in school:  

9 - 12

Where may substitutes park?  

Any numbered space. There are sub car tags in Ms. Dent’s office.

Where do substitutes eat lunch?  

In cafeteria or department workrooms

Is there a refrigerator and/or microwave available for substitutes to use?  

Yes

If so, where is each located?  

Department workrooms or office break room

Is there a secured location for personal belongings?  

No

If so, where?

Are substitutes assigned other duties? Check all that apply.

☐ car duty  
☐ recess duty  
☒ lunch duty

☒ bus duty  
☒ restroom duty  
☐ breakfast duty

☐ office duty  
☒ coverage of other classes  
☐ other (list)

Who at your school helps interpret lesson plans?

☒ Department/Grade Chair  
☐ Instructional Lead Teacher  
☐ Other
Do you require a teacher to have a substitute folder? **Yes**

If so, where are these kept? **Ms. Dent’s Office**

What is the procedure for having copies made? **See Department Chair**

Where do you send a student who is ill? **School clinic**

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day</th>
<th>08:00 am – 04:00 pm</th>
<th>Half Day</th>
<th>08:00 am – 12:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:00 pm – 04:00 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? **Appropriate and professional. Jeans are not acceptable.**

If you have school Spirit Days, what day of the week do these occur? **Friday**

What is the dress code on these days? **Casual with school colors.**

School Colors/Mascot **Black & Gold/Tigers**

Does your school have?

- Floating Teachers **Yes**
- Zero Period **No**
- Panic Buttons **Yes**
- Intercom in rooms **Yes**

What are the lunch procedures at your school? **Details located in substitute folder**

What are the dismissal procedures at your school? **Details located in substitute folder**
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Fayetteville Elementary School
490 Hood Avenue
Fayetteville, GA 30214
(770) 460-3560

Principal’s Name:  Dr. Monica Reckley
Assistant Principal’s Name:  Ashley Judy
School Secretary’s Name:  Valarie Wallace

Name of the person in charge of substitute teachers:  Brandalynn Kennedy

Where do substitutes check in and to whom?  Front Office – Valarie Wallace, Brittney Mitchell, Brandalynn Kennedy

Grade levels in school:  PreK - 5

Where may substitutes park?  Front or side parking lots

Where do substitutes eat lunch?  Faculty lounge or teacher’s classroom or cafeteria

Is there a refrigerator and/or microwave available for substitutes to use?  Yes

If so, where is each located?  Faculty lounge

Is there a secured location for personal belongings?  No

If so, where?  N/A

Are substitutes assigned other duties?  Check all that apply.

- car duty
- bus duty
- office duty
- recess duty
- restroom duty
- coverage of other classes
- lunch duty
- breakfast duty
- gym duty
- front desk duty

Who at your school helps interpret lesson plans?

- Department/Grade Chair
- Instructional Lead Teacher
- Other
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? The substitute folder is kept inside the classroom on the teacher’s desk.

What is the procedure for having copies made? Ask front office staff for assistance.

Where do you send a student who is ill? School clinic – located in the front office.

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day: 07:10 am – 03:10 pm</th>
<th>Half Day: 07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11:10 am – 03:10 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? Business casual attire

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? Cub shirt, dress top or school colors (royal blue and orange) may be worn with blue jeans without rips or tears.

School Colors/Mascot: Royal Blue & Orange/Cub – “Roary”

Does your school have?

- Floating Teachers: Yes
- Zero Period: No
- Panic Buttons: Yes
- Telephones in rooms: No

What are the lunch procedures at your school? Details located in substitute folder

What are the dismissal procedures at your school? Details located in substitute folder
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Flat Rock Middle School
325 Jenkins Road
Tyrone, GA 30290
(770) 969-2830

Principal’s Name:  **Jade Bolton**

Assistant Principals’ Names:  **Kimberly Bernard, Delarius Marshall**

School Secretary’s Name:  **Niomara Berberena**

Name of the person in charge of substitute teachers:  **Niomara Berberena**

Where do substitutes check in and to whom?  **Front Office – Niomara Berberena**

Grade levels in school:  **6 – 8**

Where may substitutes park?  **Parking lot in front of gym**

Where do substitutes eat lunch?  **Cafeteria – Substitutes must eat with students at teacher tables**

Is there a refrigerator and/or microwave available for substitutes to use?  **Yes**

If so, where is each located?  **Teachers’ Lounge located by the cafeteria**

Is there a secured location for personal belongings?  **No**

Are substitutes assigned other duties?  Check all that apply.

- [ ] car duty
- [ ] recess duty
- [x] lunch duty
- [ ] bus duty
- [ ] restroom duty
- [ ] breakfast duty
- [ ] office duty
- [x] coverage of other classes
- [ ] other (list)

Who at your school helps interpret lesson plans?

- [x] Department/Grade Chair
- [x] Instructional Lead Teacher
- [ ] Other
- [x] Buddy Teacher
- [ ] Assistant Principal

________________________
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? Teachers’ classrooms

What is the procedure for having copies made? See team leader or Niomara Berberena

Where do you send a student who is ill? School clinic in Front Office

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:40 am – 03:40 pm</th>
<th>Half Day:</th>
<th>07:40 am – 11:40 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>11:40 am – 03:40 pm</td>
<td></td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? Professional attire. Jeans with school spirit wear or school colors (red, white, blue) may be worn on Friday.

If you have school Spirit Days, what day of the week do these occur? Fridays

What is the dress code on these days? Jeans with school spirit wear or school colors (red, white, blue)

School Colors/Mascot Navy, Red, and White/Eagle

Does your school have?

- Floating Teachers No
- Zero Period No
- Panic Buttons Yes
- Telephones in rooms No

What are the lunch procedures at your school? Details located in substitute folder. Teachers eat in cafeteria with classes.

What are the dismissal procedures at your school? Details located in substitute folder
SUBSTITUTE TEACHER INFORMATION SHEET
FOR
Huddleston Elementary School
200 McIntosh Trail
Peachtree City, GA 30269
(770) 631-3255

Principal’s Name:  Josh Noland
Assistant Principal’s Name:  Maeve Irvin
School Secretary’s Name:  Beth Yeager
Name of the person in charge of substitute teachers:  Beth Yeager
Where do substitutes check in and to whom?  Front Office – Stacy Nelson or Daphne Smalley
Grade levels in school:  K – 5
Where may substitutes park?  Front parking lot
Where do substitutes eat lunch?  Faculty lounge or classroom
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge
Is there a secured location for personal belongings?  Yes
If so, where?  Teacher’s desk, file or materials cabinet
Are substitutes assigned other duties?  Check all that apply.

☒ car duty  ☐ recess duty  ☒ lunch duty
☒ bus duty  ☐ restroom duty  ☐ breakfast duty
☒ office duty  ☒ coverage of other classes  ☐ other (list)

Who at your school helps interpret lesson plans?

☒ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other
☒ Buddy Teacher  ☒ Assistant Principal  ☒ Principal
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? Teacher’s desk or office with Assistant Principal

What is the procedure for having copies made? Copies can be made in the teacher workroom/copy room by any staff member

Where do you send a student who is ill? School clinic located by the front office; include clinic note

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
<td></td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? Professional casual

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? School spirit wear and jeans or khaki slacks

School Colors/Mascot Green, White, & Black/Huddleston Hound

Does your school have?

- Floating Teachers No
- Zero Period No
- Panic Buttons Yes
- Telephones in rooms No

What are the lunch procedures at your school? Details located in the teacher’s plans

What are the dismissal procedures at your school? Details located in the teacher’s plans
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Inman Elementary School
677 Inman Road
Fayetteville, GA 30214
(770) 460-3565

Principal’s Name:  Emily Nealis
Assistant Principal’s Name:  Ashley Judy
School Secretary’s Name:  Michelle Gilbert
Name of the person in charge of substitute teachers:  Michelle Gilbert
Where do substitutes check in and to whom?  Front Office – Michelle Gilbert
Grade levels in school:  Pre-K – 5
Where may substitutes park?  In front of school—Do not park in reserved
Where do substitutes eat lunch?  Faculty lounge located next to office or 5th grade hall
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge
Is there a secured location for personal belongings?  Yes
If so, where?  Vault in front office
Are substitutes assigned other duties?  Check all that apply.
☒ car duty  ☒ recess duty  ☒ lunch duty
☒ bus duty  ☒ restroom duty  ☒ breakfast duty
☐ office duty  ☒ coverage of other classes  ☐ other (list)
Who at your school helps interpret lesson plans?
☒ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other
☒ Buddy Teacher  ☒ Assistant Principal
Do you require a teacher to have a substitute folder?  Yes
If so, where are these kept? *In classrooms on teacher’s desk*

What is the procedure for having copies made? *Send to office with student*

Where do you send a student who is ill? *School clinic*

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day</th>
<th>07:10 am – 02:40 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In the classroom by 7:10 am</strong></td>
<td></td>
<td></td>
<td><strong>11:10 am – 02:45 pm</strong></td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? *Professional attire (e.g., casual dress or pants). No running shoes (Monday through Thursday).*

If you have school Spirit Days, what day of the week do these occur? *Fridays*

What is the dress code on these days? *Jeans with educational/holiday shirts*

School Colors/Mascot: *Green & White/Eagles*

Does your school have:

- Floating Teachers: *No*
- Zero Period: *No*
- Panic Buttons: *Yes*
- Telephones in rooms: *Yes*

What are the lunch procedures at your school? *Details located in substitute folder*

What are the dismissal procedures at your school? *Details located in substitute folder*
Principal’s Name:  **Debra Troutman**

Assistant Principals’ Names:  **Alison Ivey, Kayla Seabolt**

School Secretary’s Name:  **Joy Dunn**

Name of the person in charge of substitute teachers:  **Joy Dunn**

Where do substitutes check in and to whom?  **Front Office – Joy Dunn**

Grade levels in school:  **6 - 8**

Where may substitutes park?  **Teacher parking lot (Do not park in bus loop)**

Where do substitutes eat lunch?  **Cafeteria or teacher lounge/workroom**

Is there a refrigerator and/or microwave available for substitutes to use?  **Yes**

If so, where is each located?  **Workrooms on each hall or in the front office mailroom**

Is there a secured location for personal belongings?  **Yes**

If so, where?  **Each classroom should have a desk, cabinet, or file cabinet that locks. If not, items can be secured in the office.**

Are substitutes assigned other duties?  Check all that apply.

☐ car duty  ☑ recess duty  ☑ lunch duty

❑ bus duty  ☐ restroom duty  ☐ breakfast duty

☐ office duty  ☑ coverage of other classes  ☑ hall (AM/PM), gym & lunch-room (AM) duty

Who at your school helps interpret lesson plans?

☑ Department/Grade Chair  ☑ Instructional Lead Teacher  ☐ Other

❑ Buddy Teacher  ☑ Assistant Principal  ________________
Do you require a teacher to have a substitute folder?  Yes

If so, where are these kept?  *In Front Office when you check in.*

What is the procedure for having copies made?  *Copies can be made in Work Rooms #618 and #817. See the front office secretary for the desired teacher code.*

Where do you send a student who is ill?  *School clinic in administrative complex*

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:40 am – 03:40 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day:</td>
<td>07:40 am – 11:40 am</td>
</tr>
<tr>
<td></td>
<td>11:40 am – 03:40 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school?  *Substitutes should dress professionally. No jeans or shorts unless substituting in a physical education classroom.*

If you have school Spirit Days, what day of the week do these occur?  *Friday*

What is the dress code on these days?  *School spirit wear and jeans are acceptable*

School Colors/Mascot:  *Green & Black/Warrior*

Does your school have?

- Floating Teachers  No
- Zero Period  No
- Panic Buttons  Yes
- Telephones in rooms  No *(workrooms have phones)*

What are the lunch procedures at your school?  *Details located in substitute folder*

What are the dismissal procedures at your school?  *Details located in substitute folder*
**Substitute Teacher Information Sheet**

**For**

Kedron Elementary School  
200 Kedron Drive  
Peachtree City, GA 30269  
(770) 486-2700

Principal’s Name:  **Jamie Voorhies**  
Assistant Principal’s Name:  **Laura Distephano**  
School Secretary’s Name:  **Stephanie Dykes**  
Name of the person in charge of substitute teachers:  **Monique Hancock**

Where do substitutes check in and to whom?  **Front Office – Check Mate Kiosk**

Grade levels in school:  **PreK – 5**

Where may substitutes park?  **In front lot**

Where do substitutes eat lunch?  **Faculty lounge or classroom**

Is there a refrigerator and/or microwave available for substitutes to use?  **Yes**

If so, where is each located?  **Faculty lounge**

Is there a secured location for personal belongings?  **No**

Are substitutes assigned other duties? Check all that apply.

- [x] car duty  
- [ ] recess duty  
- [x] lunch duty  
- [x] bus duty  
- [x] rest room duty  
- [x] breakfast duty  
- [ ] office duty  
- [ ] coverage of other classes  
- [ ] other (list)

Who at your school helps interpret lesson plans?

- [x] Department/Grade Chair  
- [ ] Instructional Lead Teacher  
- [ ] Other  
- [x] Buddy Teacher  
- [x] Assistant Principal  

Do you require a teacher to have a substitute folder?  **Yes**
If so, where are these kept? **Wall pocket next to door.**

What is the procedure for having copies made? **Send to front office**

Where do you send a student who is ill? **School clinic**

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

What is the dress code for teachers at your school? **Professional attire**

If you have school Spirit Days, what day of the week do these occur? **Monday and Friday**

What is the dress code on these days? **Nice blue jeans/school color shirts**

School Colors/Mascot **Purple, Hunter Green, & Silver/Knights**

Does your school have?

- Floating Teachers **No**
- Zero Period **No, but students are in classes at 7:15 a.m. Substitute should be here by 7:10 & on duty in homeroom**
- Panic Buttons **Emergency button – digital wall box in each classroom**
- Telephones in rooms **No, intercom only – room to room dialing only**

What are the lunch procedures at your school? **Details located in substitute folder**

What are the dismissal procedures at your school? **Details located in substitute folder**
Principal's Name:  Maggie Walls

Assistant Principals' Names:  Nicole Guest, Amy Hammock, Leon Hammond, Daniel Lakly, Oatha Mann

School Secretary’s Name:  Gina Graham

Name of the person in charge of substitute teachers:  Angela Rush

Where do substitutes check in and to whom?  Bookkeeper’s Office – Angela Rush, ext 201

Grade levels in school:  9 – 12

Where may substitutes park?  Faculty parking lot in front of building in spaces numbered 1 – 120

Where do substitutes eat lunch?  School cafeteria or teacher workrooms

Is there a refrigerator and/or microwave available for substitutes to use?  Teacher workrooms

If so, where is each located?  Math/Science workroom, Social Studies workroom, Foreign Language workroom, English workroom

Is there a secured location for personal belongings?  No

Are substitutes assigned other duties?  Check all that apply.

☐ car duty  ☐ recess duty  ☑ lunch duty if 4th period  ☑ hall duty

☐ bus duty  ☐ restroom duty  ☐ breakfast duty

☐ office duty  ☑ coverage of other classes  ☑ morning duty

Who at your school helps interpret lesson plans?

☐ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other

☐ Buddy Teacher  ☐ Assistant Principal  ☐ Other
Do you require a teacher to have a substitute folder?  Yes

If so, where are these kept? See Kristin Patnubay, Bookkeeper’s Office

What is the procedure for having copies made? Teacher must make copies. Check with department chair.

Where do you send a student who is ill? School clinic

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th></th>
<th>Whole Day: 08:00 am – 04:00 pm</th>
<th>Half Day: 08:00 am – 12:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12:00 pm – 04:00 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? Professional attire; Jeans with McIntosh spirit wear only on Friday

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? May wear jeans with appropriate McIntosh spirit wear

School Colors/Mascot: Kelly Green, Black, and White/Chiefs

Does your school have?

- Floating Teachers: No
- Zero Period: Yes
- Panic Buttons: Yes
- Telephones in rooms: No

What are the lunch procedures at your school? Details located in substitute folder

What are the dismissal procedures at your school? Details located in substitute folder
Principal’s Name:  David McBride
Assistant Principal’s Name:  Claudette Lester
School Secretary’s Name:  Heather Hodges
Name of the person in charge of substitute teachers:  Heather Hodges
Where do substitutes check in and to whom?  Front Office – Heather Hodges
Grade levels in school  PreK – 5, Self-contained Special Education
Where may substitutes park?  In front of school
Where do substitutes eat lunch?  Either faculty lounge
Is there a refrigerator and/or microwave available for substitutes to use?  Yes - both
If so, where is each located?  Both are in the faculty lounges
Is there a secured location for personal belongings?  No
If so, where?  We are happy to keep anything in the front office if anyone wishes.
Are substitutes assigned other duties?  Check all that apply.
☒ car duty  ☐ recess duty  ☒ lunch duty
☒ bus duty  ☐ restroom duty  ☒ breakfast duty
☐ office duty  ☒ coverage of other classes  ☒ Opportunity Room
Who at your school helps interpret lesson plans?
☒ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other
☐ Buddy Teacher  ☒ Assistant Principal  _______________
Do you require a teacher to have a substitute folder?  Yes
If so, where are these kept? **Classroom & Assistant Principal's office**

What is the procedure for having copies made? **Ask Heather in the front office**

Where do you send a student who is ill? **School clinic**

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
<td></td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? **Skirts or slacks. Jeans may be worn on Friday only with spirit wear or school colors – red or blue**

If you have school Spirit Days, what day of the week do these occur? **Friday**

What is the dress code on these days? **Jeans with school spirit wear**

School Colors/Mascot: **Red, white, and blue; Dolphin**

Does your school have?

- Floating Teachers: **No**
- Zero Period: **No**
- Panic Buttons: **Yes**
- Phones in rooms: **Yes (intercom phone to call office or other classrooms)**

What are the lunch procedures at your school? **Details located in substitute folder**

What are the dismissal procedures at your school? **Details located in substitute folder**
Principal’s Name:  Christopher Riecke

Assistant Principal’s Name:  Cindy Holland

School Secretary’s Name:  Stacey Chapman & Amy Marland

Name of the person in charge of substitute teachers:  Stacey Chapman

Where do substitutes check in and to whom?  Front Office-sign sub sign in sheet

Grade levels in school:  Pre-K - 5

Where may substitutes park?  Teacher parking lot on Log House Road

Where do substitutes eat lunch?  Faculty lounge by Counselor’s suite

Is there a refrigerator and/or microwave available for substitutes to use?  Yes, yes

If so, where is each located?  Faculty lounge

Is there a secured location for personal belongings?  Yes

If so, where?  Classroom or office vault; Recommend that personal belongs are not left out in the open.

Are substitutes assigned other duties? Check all that apply.  Substitutes should check the teacher’s plans to see if there is any duty they need to cover.

☐ car duty  ☒ recess duty  ☐ lunch duty

☐ bus duty  ☐ restroom duty  ☐ breakfast duty

☐ office duty  ☒ coverage of other classes  ☐ other (list)

Who at your school helps interpret lesson plans?

☐ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other

☐ Buddy Teacher  ☒ Assistant Principal  ☐ Principal

Do you require a teacher to have a substitute folder?  Yes
If so, where are these kept?  *Classroom*

What is the procedure for having copies made?  *Check with front office*

Where do you send a student who is ill?  *School clinic in front office with pink pass*

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school?  *Business casual or jeans Monday – Friday. Wear sneakers if working in Pre-K.*

If you have school Spirit Days, what day of the week do these occur?  *Friday, but jeans are OK Monday - Friday*

What is the dress code on these days?  *Jeans with school spirit wear or educational message*

School Colors/Mascot:  *Red and Black - Braves*

Does your school have?

- Floating Teachers  *No*
- Zero Period  *No*
- Panic Buttons  *Yes*
- Telephones in rooms  *No*

What are the lunch procedures at your school?  *Details located in substitute folder*

What are the dismissal procedures at your school?  *Details located in substitute folder*
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Peachtree City Elementary School
201 Wisdom Road
Peachtree City, GA  30269
(770) 631-3250

Principal's Name:  Amanda Cavin
Assistant Principal’s Name:  John Gibbas
School Secretary’s Name:  Ann Latham

Name of the person in charge of substitute teachers:  Ann Latham
Where do substitutes check in and to whom?  Front Office – Ann Latham
Grade levels in school:  Pre-K – 5
Where may substitutes park?  Front parking lot in space other than visitor and reserved areas
Where do substitutes eat lunch?  Faculty lounge
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge, additional microwave in workroom
Is there a secured location for personal belongings?  No
Are substitutes assigned other duties?  Check all that apply.
  ☑ car duty  ☑ recess duty  ☑ lunch duty
  ☑ bus duty  ☐ restroom duty  ☐ breakfast duty
  ☐ office duty  ☐ coverage of other classes  ☐ other (list)

Who at your school helps interpret lesson plans?
  ☑ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other
  ☑ Buddy Teacher  ☑ Assistant Principal  _________
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? Teacher’s desk/box on back of door/Emergency plans in front office

What is the procedure for having copies made? Notify office personnel

Where do you send a student who is ill? School clinic

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day: 07:10 am – 03:10 pm</th>
<th>Half Day: 07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Please note: Students arrive in classroom at 7:20 a.m. Promptness is required.

What is the dress code for teachers at your school? Professional attire

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? Jeans and school spirit wear

School Colors/Mascot: Yellow, Black/Panthers

Does your school have?

- Floating Teachers: No
- Zero Period: No
- Panic Buttons: Yes
- Telephones in rooms: No

What are the lunch procedures at your school? Details located in substitute folder

What are the dismissal procedures at your school? Details located in substitute folder
Principal’s Name:  **Buffy Blodgett**
Assistant Principal’s Name:  **Amanda Fields**
School Secretary’s Name:  **Wanda Godwin**
Name of the person in charge of substitute teachers:  **Amanda Fields**

Where do substitutes check in and to whom?  **Front Office – Buffy Blodgett or Amanda Fields**

Grade levels in school:  **K – 5**

Where may substitutes park?  **Parking lot in front of school**

Where do substitutes eat lunch?  **Classroom or faculty lounge**

Is there a refrigerator and/or microwave available for substitutes to use?  **Yes**

If so, where is each located?  **Faculty lounge**

Is there a secured location for personal belongings?  **No**

If so, where?  **There are cabinets and drawers in classrooms.**

Are substitutes assigned other duties?  Check all that apply.

- [x] car duty  - [ ] recess duty  - [ ] lunch duty/maybe
- [x] bus duty  - [ ] restroom duty  - [ ] breakfast duty
- [ ] office duty  - [x] coverage of other classes  - [ ] other (list)

Who at your school helps interpret lesson plans?

- [x] Department/Grade Chair  - [ ] Instructional Lead Teacher  - [x] Principal
- [ ] Buddy Teacher  - [x] Assistant Principal  - [ ]

Do you require a teacher to have a substitute folder?  **Yes**
If so, where are these kept? *Front office, see Ms. Fields*

What is the procedure for having copies made? *Speak with grade chair or another teacher at grade level or ask front office staff*

Where do you send a student who is ill? *School clinic in office*

What are the hours you expect a substitute to work:

<table>
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<tr>
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</tr>
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<tbody>
<tr>
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<tr>
<td></td>
<td>11:10 am – 03:10 pm</td>
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</table>

What is the dress code for teachers at your school? *Appropriate professional or casual attire. Jeans or athletic shoes may only be worn on Spirit Days.*

If you have school Spirit Days, what day of the week do these occur? *Friday*

What is the dress code on these days? *Jeans with school spirit wear (school shirt, teacher shirt, holiday shirt)*

School Colors/Mascot: *Blue, Green and Silver/Rockets*

Does your school have?

- Floating Teachers: No
- Zero Period: No
- Emergency: Yes. Touch white box on wall and press red button
- Telephones in rooms: No. Touch white box on wall and press blue button

What are the lunch procedures at your school? *Details located in substitute folder*

What are the dismissal procedures at your school? *Details located in substitute folder*
SUBSTITUTE TEACHER INFORMATION SHEET
FOR
Rising Starr Middle School
183 Panther Path
Fayetteville, GA 30215
(770) 486-2721

Principal’s Name:  Kathy Smith
Assistant Principals’ Names:  Deborah Rasnake and Mark Henderson
School Secretary’s Name:  Nicole Serapion
Name of the person in charge of substitute teachers:  Nicole Serapion and Mark Henderson

Where do substitutes check in and to whom?  Front Office – Nicole Serapion and/or Bona Gray. Plans and rosters will be given to subs at the front desk or will be on the teacher’s desk

Grade levels in school:  6 – 8

Where may substitutes park?  Teachers’ parking lot in front of building but NOT in visitor spaces

Where do substitutes eat lunch?  With their assigned class at the Teachers’ lunch table in the cafeteria

Is there a refrigerator and/or microwave available for substitutes to use?  Yes

If so, where is each located?  Teacher’s Workroom #805 and cafeteria

Is there a secured location for personal belongings?  Yes

If so, where?  Teacher’s desk or ask Nicole Serapion and/or Bona Gray in the front office. Cell phones should not be used during the day and should be stored out of sight.

Are substitutes assigned other duties?  Check all that apply.

☒ car duty       ☐ recess duty       ☒ lunch duty

☐ bus duty       ☒ restroom duty      ☐ breakfast duty

☒ office duty    ☒ coverage of other classes  ☐ other (list)

Who at your school helps interpret lesson plans?

☒ Department/Grade Chair ☒ Instructional Lead Teacher  ☐ Other

☒ Buddy Teacher ☒ Assistant Principal  _______________
Do you require a teacher to have a substitute folder?  Yes

If so, where are these kept? Teacher’s desk

What is the procedure for having copies made? See Nicole Serapion or Milinda Flanders in the front office

Where do you send a student who is ill? To Nurse Clary in the school clinic located in the front office.

What are the hours you expect a substitute to work:

| Whole Day: 07:40 am – 03:40 pm | Half Day: 07:40 am – 11:40 am | 11:40 am – 03:40 pm |

What is the dress code for teachers at your school? Professional attire Monday – Thursday and jeans with spirit wear or school colors on Friday

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? Jeans with school colors

School Colors/Mascot: Carolina Blue & Black/Panthers

Does your school have?

- Floating Teachers No
- Zero Period No
- Panic Buttons Yes, on the wall in each classroom. See safety sheet given at check in.
- Telephones in rooms No

What are the lunch procedures at your school? Substitutes should escort their students to and from the cafeteria and then remain in the cafeteria for the duration of the lunch period.

What are the dismissal procedures at your school? At the 3:10 bell, allow students to leave the classroom for departure. Stand at the doorway, outside of the classroom until the hallway is clear. No students should leave the classroom prior to the bell, unless specifically called to the office.
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Robert J. Burch Elementary School
330 Jenkins Road
Tyrone, GA  30290
(770) 969-2820

Principal’s Name:  Lisa Howe
Assistant Principal’s Name:  Jesse Williams
School Secretary’s Name:  Kreshelle Rhone, Principal’s Sec./Bookkeeper, Marcilla Macho, Front Office Sec.
Name of the person in charge of substitute teachers:  Kreshelle Rhone, Principal’s Secretary/Bookkeeper
Where do substitutes check in and to whom?  Front Office – Kreshelle Rhone or Marcilla Macho
Grade levels in school:  PreK – 5
Where may substitutes park?  Front parking lot
Where do substitutes eat lunch?  Faculty lounge or lunchroom
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge & Front Office
Is there a secured location for personal belongings?  Yes, in office and each teacher has a room closet
Are substitutes assigned other duties?  Check all that apply.  Substitutes cover the duty of the teacher they sub for each day.

√ car duty  √ recess duty  √ lunch duty

√ bus duty  √ restroom duty with class  √ breakfast duty

√ office duty  ☐ coverage of other classes  ☐ other (list)
Who at your school helps interpret lesson plans?

√ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other

☐ Buddy Teacher  √ Assistant Principal  _________
Do you require a teacher to have a substitute folder?  Yes
If so, where are these kept?  *In the front office.*

What is the procedure for having copies made?  *Teachers leave copy code in the sub folder or Front Office can assist.*

Where do you send a student who is ill?  *School clinic located in office area*

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school?  *Professional attire*

If you have school Spirit Days, what day of the week do these occur?  *Friday*

What is the dress code on these days?  *Jeans with school spirit wear or school colors*

School Colors/Mascot  *Red, White & Blue/Bears*

Does your school have?

- Floating Teachers  *No*
- Zero Period  *No*
- Panic Buttons  *Yes*
- Telephones in rooms  *No*

What are the lunch procedures at your school?  *Details located in substitute folder*

What are the dismissal procedures at your school?  *Details located in substitute folder*
SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Sandy Creek High School
360 Jenkins Road
Tyrone, GA 30290
(770) 969-2840

Principal’s Name:  Tosha Oliver
Assistant Principals’ Names:  Cathy Folden-Handley, Sammie Real, Stacey Smith, Stephanie Washington
School Secretary’s Name:  Marcella Foster
Name of the person in charge of substitute teachers:  Amanda Seals
Where do substitutes check in and to whom?  Front Office – Amanda Seals
Grade levels in school:  9 – 12
Where may substitutes park?  In faculty parking lot located in front of school
Where do substitutes eat lunch?  Cafeteria, faculty lounge, or some workrooms
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge located on main hallway. Some are also located in teachers’ workrooms.
Is there a secured location for personal belongings?  No
Are substitutes assigned other duties?  Check all that apply.
☐ car duty  ☐ recess duty  ☑ lunch duty
☐ bus duty  ☑ restroom duty  ☐ breakfast duty
☑ office duty  ☑ coverage of other classes  ☑ morning hall duty
Who at your school helps interpret lesson plans?
☑ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other
☑ Buddy Teacher  ☑ Assistant Principal

_______________
Do you require a teacher to have a substitute folder?  Yes

If so, where are these kept?  Files in main office

What is the procedure for having copies made?  Secure code from teacher

Where do you send a student who is ill?  School clinic (with a pass)

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>08:00 am – 04:00 pm</th>
<th>Half Day:</th>
<th>08:00 am – 12:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12:00 pm – 04:00 pm</td>
<td></td>
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</table>

What is the dress code for teachers at your school?  Same as for students. No tank tops, no hats, no shirts with inappropriate statements.

If you have school Spirit Days, what day of the week do these occur?  Friday

What is the dress code on these days?  Blue jeans with spirit wear

School Colors/Mascot:  Red, White, & Blue/Patriot

Does your school have?

- Floating Teachers  Collaborative teachers will change rooms
- Zero Period  No
- Panic Buttons  Yes
- Telephones in rooms  Workrooms

What are the lunch procedures at your school?  Details located in substitute folder

What are the dismissal procedures at your school?  Details located in substitute folder
SUBSTITUTE TEACHER INFORMATION SHEET
FOR
Sara Harp Minter Elementary School
1650 Hwy 85 South
Fayetteville, GA  30215
(770) 716-3910

Principal's Name:  Stacie Coppola
Assistant Principal’s Name:  Erik Falkenhagen
School Secretary’s Name:  Ivette Whitehead

Name of the person in charge of substitute teachers:  Ivette Whitehead

Where do substitutes check in and to whom?  Front Office – Ivette Whitehead

Grade levels in school:  PreK – 5

Where may substitutes park?  Faculty parking area

Where do substitutes eat lunch?  Faculty lounge

Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge

Is there a secured location for personal belongings?  Yes
If so, where?  Vault – front office - see front office personnel

Are substitutes assigned other duties?  Check all that apply.

☑ car duty  ☑ recess duty  ☑ lunch duty
☑ bus duty  ☑ restroom duty  ☐ breakfast duty
☑ office duty  ☑ coverage of other classes  ☐ Other

Please see front office personnel to confirm other duties

Who at your school helps interpret lesson plans?

☑ Department/Grade Chair  ☐ Instructional Lead Teacher  ☐ Other

☐ Buddy Teacher  ☑ Assistant Principal  ☐

_______________
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? In the classroom

What is the procedure for having copies made? See secretary or clerk

Where do you send a student who is ill? School clinic next to office reception area

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:10 am – 03:10 pm</th>
<th>Half Day:</th>
<th>07:10 am – 11:10 am</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
<td></td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? Business attire

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? Nice jeans with school spirit wear or school colors

School Colors/Mascot Ruby, Sapphire, Gold/Mountain Lion

Does your school have:

- Floating Teachers No
- Zero Period No
- Panic Buttons No
- Telephones in rooms Yes

What are the lunch procedures at your school? Details located in substitute folder

What are the dismissal procedures at your school? Details located in substitute folder
Principal’s Name:  Jamie Munoz
Assistant Principal’s Name:  Anissa Freeman
School Secretary’s Name:  Pamela Lyons
Name of the person in charge of substitute teachers:  Gloria A. Young
Where do substitutes check in and to whom?  Front Office – Pamela Lyons
Grade levels in school  K – 5 and Special Education Self-Contained & TRIAD
Where may substitutes park?  Turn in from Bradford Square into front parking lot
Where do substitutes eat lunch?  After escorting class to cafeteria, substitutes may eat wherever they wish.
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty lounge (Front Office and Commons Area)
Is there a secured location for personal belongings?  If necessary
If so, where?  In vault in the front office via secretary
Are substitutes assigned other duties?  Check all that apply.

- car duty  - recess duty [parapro only]  - lunch duty [parapro only]
- bus duty  - restroom duty  - breakfast duty
- office duty  - coverage of other classes  - other (list)

Who at your school helps interpret lesson plans?

- Department/Grade Chair  - Instructional Lead Teacher  - Other
- Buddy Teacher  - Assistant Principal  - Other
Do you require a teacher to have a substitute folder?  Yes

If so, where are these kept?  On the teacher’s desk.

What is the procedure for having copies made?  Each teacher has a copy code with a monthly allotment.  Usually the grade level makes copies for the substitute if needed.

Where do you send a student who is ill?  School clinic

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>11:10 am – 03:10 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school?  Proper teacher attire: skirts, dresses, slacks, shirt/tie or shirt for men

If you have school Spirit Days, what day of the week do these occur?  Friday

What is the dress code on these days?  Substitutes may wear jeans and are encouraged to wear Spring Hill shirts

School Colors/Mascot  Carolina Blue, Yellow, & Red/Sun Mascot

Does your school have?

- Floating Teachers  Yes
- Zero Period  No
- Panic Buttons  Yes
- Telephones in rooms  Yes

What are the lunch procedures at your school?  Details located in substitute folder

What are the dismissal procedures at your school?  Details located in substitute folder
**SUBSTITUTE TEACHER INFORMATION SHEET**

FOR

Starr’s Mill High School  
193 Panther Path  
Fayetteville, GA  30215  
(770) 486-2710

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Principal’s Name:  **Allen Leonard**

Assistant Principals’ Names:  **Elise Heaton, Andrea Freeman, Brandi Meeks, Shane Ratliff**

School Secretary’s Name:  **Joye Marchman**

Name of the person in charge of substitute teachers:  **Leslie Frey, Dana Clevenger**

Where do substitutes check in and to whom?  **Front Office – Leslie Frey, Dana Clevenger**

Grade levels in school:  **9 – 12**

Where may substitutes park?  **Front parking lot (any unmarked space)**

Where do substitutes eat lunch?  **SMHS cafeteria or workroom**

Is there a refrigerator and/or microwave available for substitutes to use?  **Yes**

If so, where is each located?  **Front Office copy room**

Is there a secured location for personal belongings?  **No**

If so, where?  **Personal belongings should remain with substitute teacher in classrooms**

Are substitutes assigned other duties?  Check all that apply.

- [ ] car duty  
- [ ] recess duty  
- [ ] lunch duty  
- [ ] bus duty  
- [ ] restroom duty  
- [ ] breakfast duty  
- [ ] office duty  
- [x] coverage of other classes  
- [ ] other (list)

Who at your school helps interpret lesson plans?

- [x] Department/Grade Chair  
- [ ] Instructional Lead Teacher  
- [ ] Other  
- [ ] Buddy Teacher  
- [x] Assistant Principal  

---
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? Front Office

What is the procedure for having copies made? If a substitute needs copies, he/she can see the department chair or Ms. Clevenger or Ms. Frey in the front office.

Where do you send a student who is ill? School clinic

What are the hours you expect a substitute to work:

<table>
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</thead>
</table>

What is the dress code for teachers at your school? Professional attire

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? Nice blue jeans with school spirit wear

School Colors/Mascot Black, Blue, & White; Panther

Does your school have?

- Floating Teachers: Yes
- Zero Period: No
- Panic Buttons: Yes
- Telephones in rooms: Intercom only

What are the lunch procedures at your school? Details located in substitute folder

What are the dismissal procedures at your school? Details located in substitute folder
S U B S T I T U T E  T E A C H E R  I N F O R M A T I O N  S H E E T

F O R

W h i t e w a t e r  H i g h  S c h o o l
100 Wildcat Way
Fayetteville, GA 30215
770-460-3935

Principal’s Name:  Krystin Hall

Assistant Principals’ Names:  Jason Barnes, Kelly Hoofnagle, Christina Rufenacht, Jay Manning

School Secretary’s Name:  Karla Sowell

Name of the person in charge of substitute teachers:  Allison Hall

Where do substitutes check in and to whom:  Attendance Office

Grade levels in school:  9 - 12

Where may substitutes park?  Faculty parking lot

Where do substitutes eat lunch?  Faculty dining adjacent to cafeteria

Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Faculty dining room adjacent to cafeteria

Is there a secured location for personal belongings?  Drawer
If so, where?  File cabinet

Are substitutes assigned other duties? Check all that apply.

☐ car duty  ☐ recess duty  ☐ lunch duty
☐ bus duty  ☐ restroom duty  ☐ breakfast duty
☐ office duty  ☒ coverage of other classes  ☒ other (list)

Substitutes will be doing whatever the teacher’s duty is.

Who at your school helps interpret lesson plans?

☒ Department/Grade Chair □ Instructional Lead Teacher □ Other
□ Buddy Teacher □ Assistant Principal □ _____________
Do you require a teacher to have a substitute folder? Yes

If so, where are these kept? Please see Allison Hall for substitute folder

What is the procedure for having copies made? See Department Chair

Where do you send a student who is ill? School clinic

What are the hours you expect a substitute to work:

<table>
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<td></td>
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<td></td>
<td>12:00 pm – 04:00 pm</td>
</tr>
</tbody>
</table>

What is the dress code for teachers at your school? Professional attire

If you have school Spirit Days, what day of the week do these occur? Friday

What is the dress code on these days? School spirit wear-jeans acceptable w/ WHS shirt

School Colors/Mascot: Cardinal Red, Silver, White/Wildcats

Does your school have?

- Floating Teachers: Yes
- Zero Period: No
- Panic Buttons: Yes
- Intercoms in rooms: Yes

What are the lunch procedures at your school? Details located in substitute folder. Duty free unless the teacher has lunch duty every day. One lunch session free.

What are the dismissal procedures at your school? Details located in substitute folder. Bell rings at 3:45p at which time students are released.
SUBSTITUTE TEACHER INFORMATION SHEET
FOR
Whitewater Middle School
1533 Highway 85 South
Fayetteville, GA 30215
(770) 460-3450

Principal’s Name:  Brian Butera
Assistant Principals’ Names:  Kimberly Broome, Stephanie Washington
School Secretary’s Name:  Robyn Johnson
Name of the person in charge of substitute teachers:  Robyn Johnson
Where do substitutes check in and to whom?  Robyn Johnson, side office in Front Office
Grade levels in school:  6 – 8
Where may substitutes park?  Teacher parking lot in front of gym (Please do not use spaces in front lot near office. These are needed for parents, visitors, etc.)
Where do substitutes eat lunch?  School cafeteria
Is there a refrigerator and/or microwave available for substitutes to use?  Yes
If so, where is each located?  Room adjacent to school cafeteria where the vending machines are located.
Is there a secured location for personal belongings?  No
Are substitutes assigned other duties?  Check all that apply.
☒ car duty  ☐ recess duty  ☒ lunch duty
☒ bus duty  ☐ restroom duty  ☐ breakfast duty
☐ office duty  ☒ coverage of other classes  ☒ Hall duty as noted in plans
Who at your school helps interpret lesson plans?
☒ Department/Grade Chair  ☒ Instructional Lead Teacher  ☒ Any teacher on team or hallway
☒ Buddy Teacher  ☒ Assistant Principal
Do you require a teacher to have a substitute folder?  Yes
If so, where are these kept? *Ms. Johnson will distribute the substitute folder when substitutes check in with her.*

What is the procedure for having copies made? *There are two copy machines for teachers located in the Teachers’ Lounge. Single copies may be made in the office and/or media center.*

Where do you send a student who is ill? *School clinic (in office area)*

What are the hours you expect a substitute to work:

<table>
<thead>
<tr>
<th>Whole Day:</th>
<th>07:40 am – 03:40 pm</th>
<th>Half Day:</th>
<th>07:40 am – 11:40 am</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>11:40 am – 03:40 pm</td>
<td></td>
</tr>
</tbody>
</table>

*Substitutes are asked to not leave the school campus without permission. Always check with the front office before you leave the school.*

What is the dress code for teachers at your school? *Professional attire. No jeans, shorts, wind suits, or other clothes that would be considered too casual for school.*

If you have school Spirit Days, what day of the week do these occur? *Friday*

What is the dress code on these days? *Jeans may be worn on Friday with school spirit wear or school colors.*

School Colors/Mascot *Crimson Red & White/Wildcats*

Does your school have?

- Floating Teachers: *No*
- Zero Period: *No*
- Panic Buttons: *Yes*
- Telephones in rooms: *No*

What are the lunch procedures at your school? *Details located in substitute folder*

What are the dismissal procedures at your school? *Details located in substitute folder*