



Fayette County Public Schools

Audrey Grevious Center

Contact Information:

- Principal (**Include name and contact information**)
- Office (**Include name and contact information**)
- Substitute Liaison (**Include name and contact information**)
- Discipline Issues (**Include name and contact information**)

School Information:

- Where to park (**Include basic information like use the parking lot behind the school**)
- Substitute check-in procedures (**Where is the daily sign-in/out sheet located, where are sub plans, etc**)
- Where is the staff bathroom located (**Example, Please do not use the hall restrooms. These are for students only. Please use the restroom located in the teacher workroom**)

Specials Instructions:

Attendance Procedures
Lunch Procedures
Recess Procedures
Specials Procedures
Emergency Procedures
Dismissal Procedures
Copier Codes
Computer Sign-in Directions

School Policies and General Information:

Dress Code (**Professional Dress but also include information if your school has a jeans day or something similar**)
Cell Phones (**Substitutes should not be on their cell phones when students are present**)
Passes (**bathroom passes, office passes, etc**)
Upcoming assembly dates or anything that would be useful to a substitute