



Fayette County Public Schools

Squires Elementary

Contact Information:

- Principal: **Sabrina Adkins 26605** Sabrina.Adkins@fayette.kyschools.us
- Assistant Principal: **Alison Hubbard 26644** Alison.Hubbard@fayette.kyschools.us
- Office: **Diane Fister 26600** Diane.Fister@fayette.kyschools.us
- Substitute Liaison: **Lori Drumheller 26601** Lori.Drumheller@fayette.kyschools.us
- Discipline Issues: **Mrs. Adkins or Mrs. Hubbard**

School Information:

- Where to park - **You may use the front parking lot (main office entrance) or the bottom level lot (by the cafeteria/gym)**
- Substitute check-in procedures - **The sign in sheet will be located in the main office.**
- Where is the staff bathroom located - **There are staff restrooms by the teacher work room and on the lower level by the cafeteria.**

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, Fayette County or School T-shirts and jeans on Friday, we participate in Wellness Wednesday also**)
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 NA