



# Substitute Teacher Handbook 2025-2026 School Year

(Rev. 8-16-2025)

As a premier district, our vision is to ensure every student is prepared to succeed in an ever-changing world.

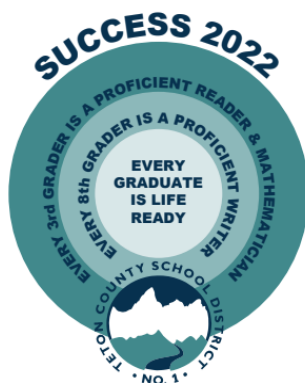
Our mission is to ensure that all students have the foundation for success and are challenged to reach their full potential.

## Strategic Plan Goals:

- Success for All
- Safe, Healthy, and Caring Environment
- Effective and Efficient Operations
- Positively Engaged and Informed Community

## We Value:

- Students
- Trust, Kindness, and Respect
- Challenging Standards
- Fairness and Equity
- Resilience and Perseverance
- Personal Achievement



TETON COUNTY SCHOOL DISTRICT #1  
1235 GREGORY LANE  
P.O. BOX 568  
JACKSON, WYOMING 83001

DISTRICT OFFICE Phone: (307) 733-2704  
*Human & Fiscal Resources Director: ext. 9504*  
*Substitute Coordinator: ext. 9520*

## TETON COUNTY SCHOOL DISTRICT #1

*It's the purpose of education in Teton County School District to develop each individual in...*

1. Worthy intellectual processes, including essential communication skills and capability in inquiry, analysis, and problem-solving techniques, and a reflective and examining nature.
2. A moral and humane character and philosophy, accompanied by the ability to exercise moral and ethical judgment, establish moral and ethical standards.
3. Mental and physical health.
4. A sense of self-realization, which includes a sense of dignity, self-worth, and joy, and a sense of artistry and grace.
5. Competence in human and social relations.
6. The ability and desire to exercise responsible citizenship, requiring among other things, a sense of history and an understanding and appreciation of our cultural heritage.
7. Economic and occupational competence, which includes the ability to function in the economic system, to select an occupation, to gain job entry, to pursue further occupational training, or to attend an institution of higher education.

*\*Taken from How to Live a Good Life by Jonathan Fields*

---

The ***substitute teacher***, as a special faculty member in TCSD #1, has the **responsibility** of ensuring continuity of this educational philosophy and adhering to our core values.

**WE VALUE..** *Students \* Trust \* Kindness & Respect \* Challenging Standards \* Fairness and Equity \* Resilience and Perseverance \* Personal Achievement.*

### 2025-2026 TCSD #1 Board of Trustees

Betsy Carlin, Chair	
Kate Mead, Vice-Chair	Bill Scarlett, Clerk
Jerry Bosch, Trustee	Keith Gingery, Trustee
Stephan Abrams, Trustee	Reade Dornan, Trustee
Student School Board Members	
Dr. Scott Crips, TCSD #1 Interim Superintendent	

**TETON COUNTY SCHOOL DISTRICT #1, Jackson, WY**  
***Substitute Teacher General Information***

---

**WYOMING CERTIFICATION**

Substitutes are expected to keep their Wyoming substitute certificate current through the Professional Teaching Standards Board (PTSB). **Every 5 years**, a certified substitute teacher is **required to accumulate 2 PTSB CEU\*** (*continuing education units*) and/or university/college credits in order to renew the **substitute teacher permit**. Lapse of one's permit results in reinitiating the certification process. *1 PTSB CEU equals 14 workshop or course hours.*

The phone number for the Professional Teaching Standards Board is **1-307-777-7291** and email address is **<https://wyomingptsb.com>**. Please make sure that the Human Resources in the District Office has a current copy of your Wyoming Substitute Permit and /or Teaching Certificate on file. For updated information regarding permit status, call TCSD #1 Human Resources at 733-2704, ext. 9504. Once your application has been approved by the PTSB, you will have access to a personal online account to review your approved credits and expiration of your substitute teacher certificate.

**CHANGE OF NAME, ADDRESS, PHONE NUMBER, OR RESIGNATION**

Inform the Substitute Teacher Coordinator (Brienne Huggins) immediately of any change in name, address, or telephone number. She can be reached at 733-2704, ext. 9520, or 307-413-5579.

**INSTRUCTIONS REGARDING ASSIGNMENTS**

All substitute assignments are handled through *Frontline Absence Management System*, an automated substitute placement system.

Job assignments can be secured by logging into *Frontline* and viewing substitute job availability or by utilizing the **Frontline app (free) for smartphone notifications** of job openings as soon as teachers or paraprofessionals post them. On occasion, a teacher may inquire as to whether you are available to sub for them on a specific date. Once agreed upon, this date needs to be entered into *Frontline* by the teacher and/or substitute coordinator, Brienne Huggins. The teacher should always contact either his/her main office secretary or the District Office Sub Coordinator (Brienne Huggins) to confirm substitute choice. Direct questions regarding the *Frontline Absence Management System* to the Human Resources Substitute Coordinator (307) 733-2704 ext. 9520 or 307-413-5579.

**SCHOOL DAY**

Each school's substitute facilitator (*most often the office secretary*) expects you to **arrive 30 minutes** before the start of the student day (*see exceptions on pages 9-10*). Punctuality is important. If you are going to be late due to unforeseen circumstances, please call the main office of your assigned school or TCSD #1 Substitute Coordinator. If you have been scheduled as a substitute but find out once you have arrived at the school that you are not needed and **cannot be placed elsewhere** in the District or have been scheduled by mistake, you will be paid for two hours of work.

School lunches are served at all schools except for Kelly and Moran Elementary Schools. You may bring your own lunch if you wish; however, as a substitute, you can purchase lunch at the schools with cash or credit card through a special substitute account. You can also set up a personal electronic account (if you frequently eat school lunches) by emailing [dreed@tcsd.org](mailto:dreed@tcsd.org). **Adult lunches may be purchased for \$6.00** with a la carte choices offered at the secondary level. Adult breakfasts cost \$3.75. Daily lunch menus can be found on the District website under each school's individual webpage or by visiting the District Food Service Department webpage [Food Service](#).

**\*Note: Costs above are for students. Staff/Employee costs are under "Adult."**

Upon arrival, check in with the school's registrar and/or designated substitute facilitator. Scan your TCSD #1 Substitute Badge/ID using the *VeriTime* kiosk (*ipad or laptop*) that is located in each school's main office or staff lounge. Each school's office will provide you with an informational packet and a Mac laptop. Best practice is to log into the substitute laptop before leaving the office. If you cannot log in, try a different laptop. If this laptop fails, contact available personnel in the office for help. Office personnel will help you locate your assigned classroom.

Location of teacher lesson plans will vary. Dependent upon the school and nature of a teacher's absence, lesson plans at the elementary level may be located on the teacher's desk, inside a designated substitute teacher folder, online within a TCSD Lesson Plan Google Drive (JHHS, JHMS), or reside with a teaching partner/team member. Teachers may also attach lesson plans to their *Frontline Absence Management* online system. If this is the case, you can print them out either before or after you arrive by logging into your *Frontline* account. If no lesson plans are available the day of subbing, contact the main office of your assigned school immediately.

Substitutes who have successfully completed the *TCSD #1 Substitute Teacher Certification Program* will be given a TCSD #1 email (gmail) in order to access the District's online instructional resources and attendance program. Your personal devices do not have access to the District's wifi; only TCSD #1 sub laptops and/or iPads should be used during the workday. Subs should refrain from talking on cell phones and/or conducting personal business while students are present in the classroom.

At the end of the day, you are required to write a memo (*email or handwritten note*) that summarizes how the day progressed.

- (1) Describe what work was accomplished and/or collected from the students, as well as what wasn't completed and why.
- (2) Identify any student issues or unique schedule changes that occurred during the day.
- (3) Memos should be left on the teacher's desk without the content being visible or emailed directly to the absent teacher.
- (4) Following each sub day, Frontline will send an email evaluation regarding various aspects of the subbing experience. Completing this evaluation is optional.

Substitutes are asked to remain in the building until all students are gone from the classroom as well as surrounding hallways. Substitutes should always make sure the classroom is in order, *i.e., waste paper picked up, lights off, desk & furniture back to the original layout, and any health/cleanliness protocols practiced that are currently in place*. If assigned classes conclude before the official student day ends, check with the office secretary for additional ways in which you can support the school.

Secretaries need to "okay" building departures prior to the final bell or at any other times during the school day. Remember to "check out" by scanning your Substitute Badge/ID using the *Frontline's VeriTime* kiosk (IPad or laptop).

### SAFETY AND EMERGENCY PROCEDURES

The Teton County School District #1 Emergency/Crisis Management Plan K-12 is in place to provide a safe, caring, and healthy learning environment. Substitutes may encounter monthly safety training drills to practice for fire, earthquake, intruder, or suspicious packages. If a drill is scheduled on the day a substitute is working, building secretaries will make substitutes aware of the drill and proper protocol to follow in the classroom. A Safety and Emergency/Crisis information notebook or folder is located in each classroom, and evacuation maps are posted in the area near classroom entrance/exit doors.

## PROFESSIONAL CONDUCT

All staff are expected to be knowledgeable of TCSD #1's policies regarding professional conduct and adhere to them in their relationships with students, parents, and co-workers. Substitutes are expected to dress professionally (business-casual attire) regardless of current trends and school location. When subbing for physical education, substitutes may dress in a manner that allows for active participation in student learning and activities.

To assist in supporting a school culture of professionalism, the Professional Teaching Standards Board (PTSB) provides a [Professional Conduct Guide](#) outlining appropriate professional conduct in three areas: *Healthy Boundaries*, *Technology*, and *Professional Educator*. Substitutes are mailed a copy of this guide with their *Substitute Educator Permit* as well as a copy being included in the *Substitute Orientation/Training Folder*.

Substitute performance can and will be monitored through administrative feedback. Should the district determine that a substitute is not meeting TCSD #1's professional conduct standards, the substitute may be removed from the active substitute pool.

## PUBLIC SCHOOL WORKS TRAINING (PSW) <https://corp.publicschoolworks.com>

PSW is a state requirement that substitutes working for TCSD#1 must complete the state and federally mandated training for staff members. These trainings are online using a service called *Public School Works*. Some of the training is required yearly, while other training modules are administered through periodic rotation. The PSW training consists of 15-18 online learning modules, which are divided into groupings and distributed 3x per year (*September, November, April*).

## ALICE INSTITUTE SAFETY/CRISIS TRAINING <https://www.alicetraining.com/login>

All TCSD #1 employees, including substitutes, are required to participate in the ALICE Institute Active Shooter Training and Preparedness Certification Program. Training includes successful completion of the ALICE Institute Interactive Training Course (*6 online learning modules*) and/or "refresher" course activities and on-site practice drills. New employees may be asked to participate in a 2-hour in-person active shooter/intruder training session. Currently this program is being revised to accommodate additional in-person training that was placed on hold during COVID due to social distance practices. [ALICE training requirements are subject to change due to current modification of training formats.]

Once a sub begins working, he/she will receive account invites from two online training programs: *Public School Works (PSW)* and *Navigate360-ALICE for Schools Training*. All training program access details will be emailed to the sub's TCSD.org email account. Because *PSW* and *ActiveShooter* training programs are areas that are audited in our District, it's vital that *PSW & ALICE* training assignments are completed on time.

## DOCUMENTING HOURS WORKED

Maintaining an accurate time stamp is the responsibility of each substitute. As a substitute arrives/leaves an assigned building each day, he/she needs to stop by a *Frontline VeriTime* kiosk located at each school and scan his/her TCSD badge/ID to record his/her shift. If a sub is unable to log into the iPad/laptop kiosk due to an ID error or his/her ID is not available, subs can use their *Frontline ID and PIN #* [ID = your 10-digit phone number, PIN = 4 digits] randomly created by *Frontline* to access *Frontline Education Absence Management* homepage to log in. PIN # is located within the sub's *Frontline* account under his/her Profile => phone number and can be changed if desired.



**Substitute pay rate is dependent upon the type of substitute position** (certified *teacher* vs. *classified/paraprofessional employee*) and the yearly approved compensation package (2025-2026 School Year).

- A) The substitute teacher pay rate for a certified teacher/nurse:
    - a) *Half-Day = \$90.00 (4 hours)*
    - b) *Full-Day = \$180.00 (8 hours)*
    - c) **Note 1:** When you have completed 3 full days for the new pay period, any additional full days, only for certified staff will be **\$250.00 per day** (8 hours). This starts over each pay period.
    - d) **Note 2:** *When subbing for certified staff, the substitute will be paid a standard flat rate per hour for half- or full-day shifts. Half days constitute 4 hours or less. Even though the VeriTime Kiosk System will clock the exact hours you work, the substitute certified teacher paycheck will reflect the number of half and whole days you worked for a certified staff member, not the total number of hours per day.*
  - B) The substitute pay rate for classified or paraprofessional staff:
    - a) *Paraprofessional \$21.49 per hour*
    - b) *TCSD Cubs: \$22.73 per hour*
    - c) *SPED Paraprofessional: \$23.98 per hour (Special Education)*
    - d) *Aide/Secretary: \$26.88 per hour*
    - e) Substitutes working for classified staff or paraprofessionals will be paid a standard hourly rate based on the exact time a substitute “clocks in/out” for the day.
- 

Substitute positions are not designed for more than an 8-hour work day per the TCSD #1 School Board approved compensation package; therefore, the maximum hours allowed per work day is eight. When working as a paraprofessional or for other classified staff, make sure you do not “clock in” more than eight hours per substitute job.

Timesheets must be verified by the sub no later than the last working day of the month (18th of each month). Substitutes can access timesheets anytime using the *Frontline Veritime* access TAB. If any of the recorded half-day/full-day shifts are incorrect, the TCSD #1 Substitute Coordinator should be contacted before the end of each pay period by calling (307) 733-2704, ext. 9520 or 307-413-5579 (cell) or emailing Brianne Huggins [bhuggins@tcsd.org](mailto:bhuggins@tcsd.org).

Mileage reimbursement is offered to substitutes who travel from or through the town of Jackson to reach Alta, Kelly, or Moran elementary schools. After subbing in one of these outlying schools, substitutes need to contact the sub coordinator in order to fill out a mileage log for reimbursement.

If for some reason a sub feels that something is wrong with the program’s record-keeping or the *Frontline Veritime* kiosk is not functioning properly, it is his/her responsibility to make sure the TCSD #1 Substitute Coordinator knows about the issue so that the appropriate changes can be made.

### PAYDAY

Paychecks are issued monthly. Certified and Classified TCSD #1 employees, including substitutes, are paid 1x per month on the 25th of each month. Pay periods run from the 19th of one month to the 18th of the next month. Paychecks are directly deposited on the 25th of each month unless the 25th falls on a weekend or holiday. Payment will then occur the day before the weekend or holiday. *For example, if one works Sept 1-18, he/she will be paid for those days on the 25th of September. If one works Sept 19-October 18, he/she will be paid on the 25th of October.*

## ACTIVE STATUS

To be qualified as a certified substitute teacher of "active" status, one must possess a valid *PTSB Wyoming Educator Permit*, have a *TCSD #1 employment application and paperwork* on file, as well as successfully complete the *TCSD #1 Substitute Teacher Certification Orientation and Training Program*. Substitutes who only sub for classified staff (paraprofessionals, aides, and office secretaries) are required to have a *TCSD #1 Employment Application and Paperwork* on file as well as successfully complete the *TCSD #1 Substitute Teacher Certification Orientation and Training Program*.

To remain in "active status," you need to work as a substitute teacher for a minimum of 1x per month. Failure to work at least one time a month will result in the deactivation of your TCSD #1 email (*access to network/resources and Frontline Job Absence account*). When you're ready to return to subbing, your TCSD #1 substitute account will be re-activated.

## SUBSTITUTE BENEFITS

While substituting in Teton County School District, substitute teachers are not covered under *Workers Compensation Insurance*, however, they are covered under TCSD #1's *Liability Insurance*. If hurt while on duty in a school, substitutes need to fill out an official accident report with the TCSD #1 Human Resources Department. TCSD #1 substitutes do not receive life insurance or health coverage through the District.

Wellness and healthy living are encouraged for all TCSD #1 employees within the TCSD #1 Employee Benefits Package. Substitute teachers who hold an official TCSD Badge/ID and "actively" substitute throughout the year may participate in any district wellness activities offered as long as the activity is not part of the approved TCSD #1 Employee Benefits Wellness Activities Package. A list of community-based activities and business/retail discounts is available.

## EMPLOYEE SEPARATION PAPERS

When an "active" substitute is planning to move or end substitute teaching in Teton County School District #1 for any reason, a resignation email needs to be sent to the Human Resources Director, Heather Schon (hschon@tcsd.org). There is "Separation from the District" paperwork that needs to be filled out (733-2704).

The official TCSD #1 ID/Badge for recording substitute work hours needs to be returned to the HR Manager. Separation papers help with updating a substitute teacher's work files with current information used to mail the final paycheck, W-2 Form, etc. to the substitute teacher.

---

## DISTRICT OVERVIEW

**Dr. Scott Crisp**, Superintendent of Schools

**Heather Schon**, Human Resources

**Charlotte Reynolds**, Communications & District Services Title IX Compliance Coordinator

---

## **TCSD #1 SCHOOL DEMOGRAPHICS**

- 7 Elementary K-5 Schools  
Colter (281 students), Munger Mountain (349 students), Jackson (350 students), Wilson (198 students), Kelly (31 students), Moran (9 students), Alta (31 students)
- 3 Secondary Schools  
JH Middle School (grades 6-8, 662 students), JH High School (grades 9-12, 880 students), Summit Innovations High School (grades 9-12, 30 students)
- 2832 students, 711 staff, coaches, and substitutes

Elementary Schools		Secondary Schools	
Alta Elementary (K-5)	307.353.2472	Jackson Hole Middle School (6-8)	307.733.4234
Colter Elementary (K-5)	307.733.9651	Jackson Hole High School (9-12)	307.732.3700
Jackson Elementary (K-5)	307.733.5302	Summit Innovations HS (9-12)	307.733.9116
Kelly Elementary (K-5)	307.733.2955	<a href="#"><u><b>2025-2026 School YearCalendar</b></u></a>	
Moran Elementary (K-5)	307.543.2438		
Munger Mountain Elem (K-5)	307.733.3020		
Wilson Elementary (K-5)	307.733.3077		

### ***2025-2026 Start - End Times***

SCHOOL	CLASS BEGINS	CLASS ENDS	SUB ARRIVES
JHHS	9:00	3:50	8:30 AM
SIS (SHS)	9:00	3:50	8:30 AM
JHMS	8:55	3:45	8:25 AM
CES	8:05	2:45	7:35 AM
JES	8:20	3:00	7:50 AM
WES	8:15	2:55	7:45 AM
AES	8:00	2:40	7:40 AM
KES	8:00	2:45	7:40 AM
MES	7:50	2:40	7:25 AM
MMES	8:10	3:00	7:40 AM

**USE THESE PM HALF-DAY ARRIVAL TIMES:** *(arrive 15 minutes ahead)*

**AES** - 11:15 am arrival, perform at 11:30 am  
**CES** - 11:30 am arrival, perform at 11:45 am  
**JES** - 11:45 am arrival, perform at 12:00 pm  
**MMES** - 11:45 am arrival, perform at 12:00 pm  
**WES** - 11:30 am arrival, perform at 11:45 am  
**JHHS** - 11:45 am arrival, perform at 12:00 pm  
**JHMS** - 11:45 am arrival, perform at 12:00 pm

*Report 25-30 minutes in advance unless otherwise noted - Do not trust Frontline's times!*

*\*Half-Day PM arrival time for most elementary schools is 11:45 am BUT check chart on p.8*



### **Alta Elementary ([AES Documents](#))**

Mailing: Route 1, Box 3480, Alta, WY 83414

Physical: 15 School Road, Alta, WY

(307) 353-2472

Principal: Jenna Beck

Secretary: Sharon Schmidt/Rose Raube

Nurse: Esther Ellis

Grades: K-5

School Hours: 8:00 AM – 2:40 PM

Students Arrive in Classroom: 7:50-8:00 AM

Substitute Arrival Time: 7:40 AM

Mascot: Falcon

*\*When planning to go to the Alta School to substitute, allow ample driving time, as it is about a 50-60 minute drive from Jackson over Teton Pass. TCSD #1 reimburses round-trip mileage from the District Office when a substitute drives from or through Jackson to Alta.*

---

### **Colter Elementary ([CES Documents](#))**

Mailing: PO Box 568, Jackson, WY 83001

Physical: 1830 High School Road, Jackson, WY

(307) 733-9651

Principal: Carrie Varga

Secretary: Melinda Pebbles

Attendance Secretary: Jeanette Fairbanks

Nurse: Lalura Callari

Grades: K-5

First Bell: 8:00 AM

School Hours: 8:05 AM – 2:45 PM

Students Arrive in Classroom: 7:55–8:05 AM

Substitute Arrival Time: 7:35 AM

Mascot: Cougar

*\*When subbing at an elementary school, always bring weather-appropriate clothing in case you are assigned with other staff members to an outside recess, event, and/or field trip.*

*\*\*Cougar Cards support "good behavior."*

*\*\*\*Colter Specials Teachers travel to Moran Elementary one day a week*

---

### **Jackson Elementary School ([JES Documents](#))**

Mailing: PO Box 568, Jackson, WY 83001

Physical: 200 N. Willow, Jackson, WY

(307) 733-5302

Principal: Tracy Poduska

Dean of Students: Julie Tomich

Secretary: Marisol Toledo

Nurse: Andrea Maser

Grades: K-5

First Bell: 8:15 AM

School Hours: 8:20 AM – 3:05 PM

Students Arrive in Classroom: 8:15-8:20 AM

Substitute Arrival Time: 7:45 AM

Mascot: Falcon

*\*When subbing at an elementary school, always bring weather-appropriate clothing in case you are assigned with other staff members to an outside recess, event, and/or field trip.*

*\*\*Falcon Cards supporting "good behavior"*

### **Kelly Elementary ([KES Documents](#))**

Mailing: PO Box 568, Jackson, WY 83001

Physical: 4th and Main Street, Kelly, WY  
(307) 733-2955

Principal: Anitra Jensen/Scott McDowell

Secretary: Sharon Schmidt

Nurse: Esther Ellis

Grades: K – 5

First Bell: 7:55 AM

School Hours: 8:00 AM – 2:45 PM

Student Arrival in Classroom: 8:00-8:05 AM

Substitute Arrival Time: 7:40 AM

School Lunch: not available onsite; bring your own

Mascot: Kestrel

*\*When substituting at Kelly Elementary, allow 20-25 minutes of driving time—can be affected by wildlife and tourist travel. TCSD #1 reimburses round-trip mileage from the District Office when a substitute drives from or through Jackson to Kelly.*

*\*\*Always bring weather-appropriate clothing in case you are assigned with other staff members to an outside recess, event, and/or field trip.*

---

### **Moran Elementary ([MES Documents](#))**

Mailing: PO Box 568, Jackson, WY 83001

Physical: 501 Moran Court, Moran, WY  
(307) 543-2438

Principal: Anitra Jensen     Head Teacher: Caroline Ryan

Secretary: Sharon Schmidt

Nurse: Esther Ellis

Grades: K – 5

First Bell: 7:45 AM

School Hours: 7:50 – 2:40 PM

Students Arrive in Classroom: 7:40-7:50 AM

Substitute Arrival Time: 7:25 AM

School Lunch: not available onsite; bring your own

Mascot: Bison

*\*When substituting at Moran Elementary, allow 35-40 minutes of driving time—can be affected by wildlife and tourist travel. TCSD #1 reimburses round-trip mileage from the District Office when a substitute drives from or through Jackson to Moran.*

---

### **Munger Mountain Elementary ([MMES Documents](#))**

Mailing: PO Box 568, Jackson, WY 83001

Physical: 7605 S HWY 89, Jackson, Wyoming  
(307) 734-3020

Principal: Daniel Abraham

Assistant Principal: Emily Hoffer

Secretary: Kristen Allan     Attendance Secretary: Melay Lopez

Nurse: Kristin Wright, Christine Houlton

Grades: K – 5

First Bell: 8:10 AM

School Hours: 8:15 AM – 3:00 PM

Student Arrival in Classroom: 8:05-8:10 AM

Substitute Arrival Time: 7:50 AM

Mascot: Wolves - Lobos

*\*K-5 Dual Immersion School (English-Spanish) \*When subbing at an elementary school, always bring weather-appropriate clothing in case you are assigned with other staff members to an outside recess, event, and/or field trip.*

## Wilson Elementary ([WES Documents](#))

Mailing: PO Box 568, Jackson, WY 83001  
Physical: 5200 HHR Ranch Rd, Wilson, WY  
(307) 733-3077

Principal: James Howell

Secretary: Sharon Schmidt

Nurse: Esther Ellis

Grades: K – 5

First Bell: 8:10 AM

School Hours: 8:15 AM – 2:55 PM

Students Arrive in Classroom 8:00-8:15 AM:

Substitute Arrival Time: 7:50 AM

Mascot: Grizzlies

*\*When subbing at an elementary school, always bring weather-appropriate clothing in case you are assigned with other staff members to an outside recess, event, and/or field trip.*

*\*\*\*Wilson Specials Teachers travel to Alta Elementary*

*\*PBIS Grizzly Superstars Behavior Incentive Program*

*\*Take lunch count - call in to office or send note*

---

## SECONDARY SCHOOLS

*Report 25-30 minutes in advance unless otherwise noted. Do not follow Frontline's times!*

*\*Half-Day PM arrival time for JHHS/JHMS between 11:30 am & 11:45 am, perform @ 12:00 pm*

---

## Jackson Hole Middle School ([JHMS Documents](#))

Mailing: PO Box 568, Jackson, WY 83001

Physical: 1230 South Park Loop Drive, Jackson  
(307) 733-4234

Principal: Matt Hoelscher

Assistant Principal: Seth Feters

Assistant Principal: Kathryn Chapin

Head Secretary: Isela Magana

Finance Secretary: Stacie Moyer

Nurse: Mattie Pitts

Grades: 6-8

First Bell: 8:50 AM

School Hours: 8:55 AM – 3:45 PM

Students Arrive in Classroom: 8:45 AM

Substitute Arrival Time: 8:15 AM

Mascot: Colts

Bell Schedule: Monday-Friday			
Daily Schedule Details	Minutes	Start Bell	End Bell
Morning Advisory	15	8:55	9:10
Period 1	60	9:10 AM	10:10 AM
Period 2	60	10:15 AM	11:15 AM
6th Lunch	30	11:20 AM	11:50 AM
Period 3-6th	60	11:55 AM	12:55 PM
Period 3-7th	60	11:20 AM	12:20 PM
7th Lunch	30	12:25 PM	12:55 PM
Period 3A-8th	30	11:20 AM	11:50 AM
8th Lunch	30	11:50 AM	12:20 PM
Period 3B-8th	30	12:25 PM	12:55 PM
WIN	30	1:00 PM	1:30 PM
Period 4	60	1:35 PM	2:35 PM
Snack Break	10	2:35 PM	2:45 PM
Period 5	60	2:45 PM	3:45 PM

### JHMS Learning Plan:

7-Day Cycle: Rotating Drop Schedule (with 60-minute class periods) - Advisory Period (30 minutes) every day b/t Session/Period 3 (lunch) and Session/Period 4. There is a 10-minute Snack Period between Sessions 4 & 5 that allows for "cell phone" access/check-in. Snack Break is the only time cell phones are allowed during the day—no cell phone use in the classroom. There are two teacher-planning periods per 7-day rotation cycle.

## Rotating Drop Schedule

Student Courses	Daily Schedule						
Class 1	A1	B6	C4	D2	E7	F5	G3
Class 2	Class 1	Class 6	Class 4	Class 2	Class 7	Class 5	Class 3
Class 3	Class 2	Class 7	Class 5	Class 3	Class 1	Class 6	Class 4
Lunch	Class 3	Class 1	Class 6	Class 4	Class 2	Class 7	Class 5
WIN	WIN	WIN	WIN	WIN	WIN	WIN	WIN
Class 4	Class 4	Class 2	Class 7	Class 5	Class 3	Class 1	Class 6
Snack Break	Snack	Snack	Snack	Snack	Snack	Snack	Snack
Class 5	Class 5	Class 3	Class 1	Class 6	Class 4	Class 2	Class 7

A-1	B-6	C-4	D-2	E-7	F-5	G-3
1	6	4	2	7	5	3
2	7	5	3	1	6	4
3	1	6	4	2	7	5
WIN	WIN	WIN	WIN	WIN	WIN	WIN
4	2	7	5	3	1	6
Snack	Snack	Snack	Snack	Snack	Snack	Snack
5	3	1	6	4	2	7

### JHMS Special Notes:

- *\*Check in with the office secretary upon arrival by “clocking in” and picking up your substitute folder. The substitute folder contains general information regarding your day at the Middle School, attendance, etc. Lesson Plans can be accessed through your Google account by clicking on the **JHMS Lesson Plan link** on the District’s Substitute webpage.*
- *\***Seth Feters & Sandra Sanderson**, Assistant Principals, are available to support substitutes with discipline at the middle school if needed. Call the office staff if help is needed (**Isela & Stacy** can help). There is a discipline duplicate form to complete.*
- *\*Teachers have **two, 60-minute planning** session/period per 7-period rotation. Depending upon the Letter Day Schedule, substitutes may be asked to fill in elsewhere during another teacher’s planning time if need be due to a shortage of substitute teachers.*
- *\*JHMS staff monitor **one of 3 lunch periods/session** each day which includes an outside recess after lunch. Bring weather-appropriate clothing in case you are one of several assigned to outside recess.*
- *\***Lesson Plans are online** - Access through Substitute Teacher/Support Staff webpage link => Google Account. To access the lesson plans you must have your TCSD #1 Google Account open. You may need to copy/paste the lesson plan URL into a browser or the lesson plan steps will be outlined in the lesson plan template.*
- *\***Canvas LMS**: Most teachers will direct the students to access the lesson details via **CANVAS LMS**.*
- *\*A **memo or email** summary of the day’s happenings needs to be communicated to the teacher prior to his/her return the next day.*
- *\***Remain** in the building at the end of the day until all students are out of the room and the classroom is in order - waste paper picked up, lights off, etc. **Return the sub folder and laptop** to the office - secretary. Don’t forget to “**check out**” using the Veritime Kiosk (Scan ID) and plug in the laptop to ensure a full charge for next day.*

## **Jackson Hole High School ([JHHS Documents](#)) ([Sub Plans](#))**

Mailing: PO Box 568, Jackson, WY 83001

Physical: 1910 High School Road, Jackson, WY

Phone: 307-732-3701

Principal: Bennett Lieberman

Assistant Principals: Annie Kuvinka & Laura Creagar-Markman

Secretary: Nicky Dukes (ext. 3701) 307-733-3701

Nurse: Beth Shidner

Grades: 9-12

First Bell: 9:00 AM

School Hours: 9:00 AM-3:50 PM

Students Arrive in Classroom: 8:55 AM

Substitute Arrival Time: 8:15 AM

Mascot: Broncos

## **[Jackson Hole High School - \(LETTER DAY SCHEDULE\)](#) [Sub Folder](#)**

**JHHS Learning Plan:** 5-day cycle (A-E days), rotating schedule. Students enrolled in 7 classes.

### **JHHS Special Notes:**

*\*Upon arrival, scan ID/Badge using Veritime Kiosk that is located in the staff lounge adjacent to the cafeteria.*

*\*Check in with the secretary and receive a teacher packet (if given one) with a room key. Lesson Plans can be accessed through your Google account by clicking on the **JHHS Lesson Plan link** on the District's Substitute webpage.*

*\***Lesson Plans are online; access through [Substitute Teacher/Support Staff webpage link](#) => Google Account.** To access the lesson plans, you must have your TCSD #1 Google Account open. You may need to copy/paste the lesson plan URL into a browser or the lesson plan steps will be outlined in the lesson plan template.*

*\*Substitutes may be asked to fill in elsewhere during a teacher's planning time if JHHS is short of substitutes for certified classroom coverage.*

*\*A **memo or email** summary of the day's happenings needs to be communicated to the teacher prior to his/her return the next day. \*Return room key and laptop to the office secretary. \*Don't forget to "check out" using the Veritime Kiosk.*

*\*Please remain in the building at the end of the day until all students are out of the room and the classroom is in order - waste paper picked up, lights off, etc. LOCK the classroom whenever leaving it unoccupied.*

---

## **Summit Innovations High School ([SIHS Documents](#))**

Mailing: PO Box 568, Jackson, WY 83001

Physical: 100 Middle School Road, Jackson WY

(307) 733-9116

Principal: Pier Trudelle

Secretary: Gigi Baltes

Nurse: Beth Shidner

Grades: 9-12

First Bell: 9:00 AM

School Hours: 9:00-3:50 PM

Students Arrive in Classroom: 8:00-9:00 AM

Substitute Arrival Time: 8:15 AM

Mascot: Broncos

## SIHS - LETTER DAY SCHEDULE

### **SIHS Learning Plan:**

5-day cycle (A-E days), rotating schedule. Students enrolled in 7 classes.

### **Summit Innovations High School Special Notes:**

*\*Summit High School is an innovative, alternative high school for grades 9–12.*

*\*Be sure to “check in/out” with the building secretary to gain access to the Veritime Kiosk for scanning due to its location in a separate room accessible only by the secretary and a key. No staff lounge is available at Summit HS.*

*\*Upon arrival, scan ID/Badge using Veritime Kiosk that is located in the staff lounge adjacent to the cafeteria.*

*\*Check in with the secretary and receive a teacher packet (if given one) with a room key. Lesson Plans can be accessed through your Google account by clicking on the **JHHS Lesson Plan link** on the District’s Substitute webpage.*

*\***Lesson Plans are online; access through Substitute Teacher/Support Staff webpage link** => Google Account. To access the lesson plans, you must have your TCSD #1 Google Account open. You may need to copy/paste the lesson plan URL into a browser or the lesson plan steps will be outlined in the lesson plan template.*

*\*Substitutes may be asked to fill in elsewhere during a teacher’s planning time if JHHS is short of substitutes for certified classroom coverage.*

*\*A **memo or email** summary of the day’s happenings needs to be communicated to the teacher prior to his/her return the next day. \*Return room key and laptop to the office secretary. \*Don’t forget to “check out” using the Veritime Kiosk.*

*\*Please remain in the building at the end of the day until all students are out of the room and the classroom is in order - waste paper picked up, lights off, etc. LOCK the classroom whenever leaving it unoccupied.*