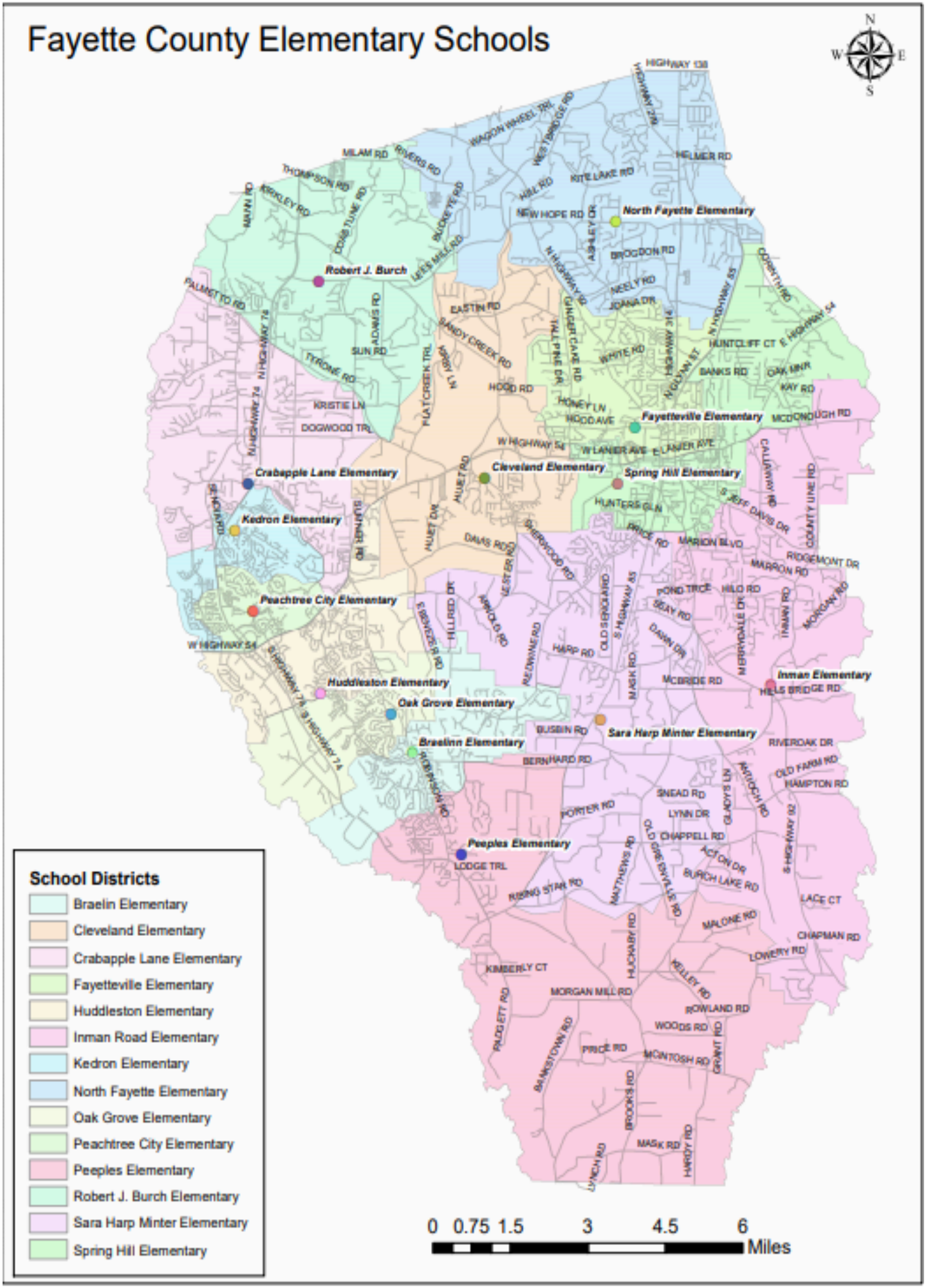
FAYETTE COUNTY PUBLIC SCHOOLS

SM

Where Excellence and Creativity Merge

School Location Directory

Fayette County Elementary Schools



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 light. 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 Starbucks 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.

- 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 Timber Products Inspection, you will turn before Fieldhouse Drive..
- 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 Timber Products Inspection, before Fieldhouse Drive.
- 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 Timber Products Inspection, before Fieldhouse Drive..

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 ½ 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 ½ 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 ½ 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 second 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.

FAYETTE COUNTY PUBLIC SCHOOLS SM

Where Excellence and Creativity Merge

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: ***Andrea Lakley, Rica Smith***

School Secretary's Name: ***Nicole Wilcox***

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 ☐ recess duty ☒ lunch duty

☒ bus duty ☐ restroom duty ☐ breakfast duty

☒ office duty ☒ coverage of other classes ☒ Assigned duties of the teacher

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? ***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:

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? ***Substitutes should dress professionally. No jeans or shorts unless substituting in physical education.***

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, or blue and gold shirts***

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

Does your school have?

Floating Teachers ***Collaborative teachers***

Zero Period ***No***

Panic Buttons ***Yes***

Telephones in rooms ***No, intercom button 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***

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Braelinn Elementary School

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

Principal's Name: ***Brandi Walker***

Assistant Principal's Name: ***Ashley Brookshaw***

School Secretary's Name: ***Shari Knapp***

Name of the person in charge of substitute teachers: ***Shari Knapp***

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

Grade levels in school: ***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***

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? ***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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:05 am – 11:05 am**
			11:10 am – 03:10 pm

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.

BRAELINN
ELEMENTARY SCHOOL

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Cleveland Elementary School

190 Lester Road
Fayetteville, GA 30215
(770) 716-3905

Principal's Name: ***Allison Staggs***

Assistant Principal's Name: ***Evelyn Glaze***

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.

☒ 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 Support Teacher ☐ Other

☒ Buddy Teacher ☒ Assistant Principal _____

Do you require a teacher to have a substitute folder? ***Classroom & Emergency Folders are in classrooms.***

If so, where are these kept? ***Plans will be emailed to a buddy teacher & delivered to substitute.***

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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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***

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Crabapple Lane Elementary School

450 Crabapple Lane
Peachtree City, GA 30269
(770) 487-5425

Principal's Name: ***Erik Falkenhagen***

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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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: ***Leon Hammond***

Teacher/Administrative Support Personnel's Name: ***John McLucas***

School Secretary's Name: ***Kathy Brooks***

Name of the person in charge of substitute teachers: ***Anita Morris***

Where do substitutes check in and to whom? ***Front Office – Kathy Brooks***

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)***

Whole Day:	**08:00 am – 04:00 pm**	**Half Day:**	**07:45 am – 11:45 pm**
			11:45 pm – 03:45 pm

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***

FAYETTE COUNTY PUBLIC SCHOOLS SM

Where Excellence and Creativity Merge

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Fayette County High School

#1 Tiger Trail
Fayetteville, GA 30214
(770) 460-3540

Principal's Name: ***Andrea Cherry-Lee***

Assistant Principals' Names: ***Chris Key, Ashley Lott, Brandon Kunz, Hope Wilkins***

School Secretary's Name: ***Dina Tovalin – Front Office, Lisyah Owens-Lavista – 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
☐ Buddy Teacher	☐ Assistant Principal	_____

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

If so, where are these kept? ***In the classroom. Generic sub folder with building procedures, exceptions and emergency information located in 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:

Whole Day:	**08:00 am – 04:00 pm**	**Half Day:**	**08:00 am – 12:00 pm**
			12:00 pm – 04:00 pm

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: ***Andrea Freeman***

Assistant Principal's Name: ***Dr. Angela Brown***

School Secretary's Name: ***Valarie Wallace***

Name of the person in charge of substitute teachers: ***Anita L Morris***

Where do substitutes check in and to whom? ***Front Office – Valarie Wallace, Brittney Mitchell, Anita L Morris***

Grade levels in school: ***PreK - 5***

Where may substitutes park? ***Front or side parking lots - Please retrieve a sub parking pass from the front office***

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 ☒ recess duty ☒ lunch duty

☒ bus duty ☒ restroom duty ☒ breakfast duty

☒ office duty ☒ coverage of other classes ☒ gym duty
front desk 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? ***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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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: ***Dr. Monica Reckley***

Assistant Principals' Names: ***Kimberly Bernard, Dr. Delarius Marshall***

School Secretary's Name: ***Shawanda Davis***

Name of the person in charge of substitute teachers: ***Shawanda Davis***

Where do substitutes check in and to whom? ***Front Office – Shawanda Davis***

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	☒ 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? ***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:

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. 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 the substitute folder. Teachers eat in the 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:

Whole Day:	**07:05am – 03:10 pm**	**Half Day:**	**07:05 am – 11:10 am**
			11:05 am – 03:10 pm

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 ***Yes***

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: ***Jodii Gorski***

Assistant Principal's Name: ***Maria Sherrod***

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:

Whole Day:	**07:10 am – 02:45 pm**	**Half Day:**	**07:10 am – 11:10 am**
In the classroom by 7:10 am			**11:10 am – 02:45 pm**

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 ***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

J. C. Booth Middle School

250 Stagecoach Road
Peachtree City, GA 30269
(770) 631-3240

Principal's Name: ***Shane Ratliff***

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:

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? ***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: ***Lindsay Boyle***

Assistant Principal's Name: ***Bridget Waters***

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: **Pre*K – 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.

☒ 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? ***Wall pocket next to door.***

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

Where do you send a student who is ill? ***School clinic with green pass - Nurse Anna Padgett***

What are the hours you expect a substitute to work:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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, 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
There is an Exploratory time, that depending on the grade level may provide a zero period

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***

EXCELLENCE IN ALL THINGS

KEDRON

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

McIntosh High School

201 Walt Banks Road
Peachtree City, GA 30269
(770) 631-3232

Principal's Name: ***Amy Hammock***

Assistant Principals' Names: ***Nicole Guest, Daniel Lackley, Jeff Patterson, Bob Rice, Chris Salas***

School Secretary's Name: ***Gina Graham***

Name of the person in charge of substitute teachers: ***Ashley Lynch***

Where do substitutes check in and to whom? ***Front Desk - Ashley Lynch, ext. 2609***

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 planning ☒ 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 _____

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:

Whole Day:	**08:00 am – 04:00 pm**	**Half Day:**	**08:00 am – 12:00 pm**
			12:00 pm – 04:00 pm

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***

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

North Fayette Elementary School

609 Kenwood Road
Fayetteville, GA 30214
(770) 460-3570

Principal's Name: ***David McBride***

Assistant Principal's Name: ***Claudette Lester***

School Secretary's Name: ***Tammy Barber***

Name of the person in charge of substitute teachers: ***Tammy Barber***

Where do substitutes check in and to whom? ***Front Office – Tammy Barber***

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 Tammy 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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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***

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Oak Grove Elementary School

200 Log House Road
Peachtree City, GA 30269
(770) 631-3260

Principal's Name: ***Christopher Riecke***

Assistant Principal's Name: ***Michelle Shaw***

School Secretary's Name: ***Stacey Chapman & Meco Williams***

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

Where do substitutes check in and to whom? ***Front Office kiosk***

Grade levels in school: ***Pre-K - 5***

Where may substitutes park? ***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 belongings 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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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***

OAK GROVE ELEMENTARY

Being BRAVE, our Personal Best, and Kind

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: ***Melissa Smith***

School Secretary's Name: ***Ann Latham***

Name of the person in charge of substitute teachers: ***Lynn Zaboth***

Where do substitutes check in and to whom? ***Front Office – Lynn Zaboth***

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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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***

PEACHTREE CITY ELEMENTARY SCHOOL

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Peeples Elementary School

153 Panther Path
Fayetteville, GA 30215
(770) 486-2734

Principal's Name: ***Jeannie Inagawa***

Assistant Principal's Name: ***Amanda Fields***

School Secretary's Name: ***Wanda Godwin***

Name of the person in charge of substitute teachers: ***Amanda Fields/Wanda Godwin***

Where do substitutes check in and to whom? ***Front Office –Sonya Pannell***

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.

☒ car duty	☒ recess duty	☒ lunch duty/maybe
☒ 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	☒ Principal
☐ Buddy Teacher	☒ 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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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 Wall Box ***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: ***Mark Henderson***

Assistant Principals' Names: ***Deborah Rasnake and Ashley Burnett***

School Secretary's Name: ***Nicole Serapion***

Name of the person in charge of substitute teachers: ***Nicole Serapion and Ashley Burnett***

Where do substitutes check in and to whom? ***Principals' Secretary – Nicole Serapion. Plans and rosters will be given to subs in the Principals' Secretary Office, located in the front office.***

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 #8802 and the 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, Silver, Gray & Black***

Does your school have?

Floating Teachers ***1 teacher***

Zero Period ***No***

Panic Buttons ***Yes, on the wall in each classroom. See safety sheet given at check in.***

Telephones in rooms ***No, but intercom button on the wall.***

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 classrooms***

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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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: ***Dr. Triaka Larry, Geimere Latimer, Anwar White, David High***

School Secretary's Name: ***Niomara (Mara) McCloud***

Name of the person in charge of substitute teachers: ***Randi Dozier***

Where do substitutes check in and to whom? ***Front Office – Randi Dozier***

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 the main hallway. Some are also located in teachers' work rooms.***

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:

Whole Day:	**08:00 am – 04:00 pm**	**Half Day:**	**08:00 am – 12:00 pm**
			12:00 pm – 04:00 pm

What is the dress code for teachers at your school? Business Attire. ***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: ***Elaine Wingfield***

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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

What is the dress code for teachers at your school? ***Business casual (M-Th); Jeans on Fridays***

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 ***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

Spring Hill Elementary School

100 Bradford Square
Fayetteville, GA 30215
(770) 460-3432

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	_____

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:

Whole Day:	**07:10 am – 03:10 pm**	**Half Day:**	**07:10 am – 11:10 am**
			11:10 am – 03:10 pm

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***

Spring Hill Elementary School

Fayetteville, Georgia

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Starr's Mill High School

193 Panther Path
Fayetteville, GA 30215
(770) 486-2710

Principal's Name: ***Jamie Voorhies***

Assistant Principals' Names: ***Rick Fontaine, Brandi Meeks, Nateil Carby, Amy Evert***

School Secretary's Name: ***Leslie Frey & Joye Marchman***

Name of the person in charge of substitute teachers: ***Dana Clevenger/Chrissy Stanek***

Where do substitutes check in and to whom? ***Front Office – Dana Clevenger/Chrissy Stanek***

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	☒ 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? **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. Stanek 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:

Whole Day:	**08:00 am – 04:00 pm**	**Half Day:**	**08:00 am – 12:00 pm**
			12:00 pm – 04:00 pm

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***

SUBSTITUTE TEACHER INFORMATION SHEET

FOR

Whitewater High School

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: ***Olivia Craig***

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? ***On the teacher's desk***

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:

Whole Day:	**08:00 am – 04:00 pm**	**Half Day:**	**08:00 am – 12:00 pm**
			12:00 pm – 04:00 pm

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.

WHITEWATER HIGH SCHOOL

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: ***Stephanie Washington, Matt Mundock***

School Secretary's Name: ***Becky Murphy***

Name of the person in charge of substitute teachers: ***Becky Murphy***

Where do substitutes check in and to whom? ***Becky Murphy (office across from the Clinic) or Front Office Secretaries Janelle Richards and Rebecca Stone***

Grade levels in school: ***6 – 8***

Where may substitutes park? ***Teacher parking lot in front of gym (Please do <u>not</u> use spaces in front lot near office. These are needed for parents, visitors, etc.)***

Where do substitutes eat lunch? ***Cafeteria or Teacher's Lounge/Workroom***

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

If so, where is each located? ***Room adjacent to the Cafeteria and in the Teacher's Lounge/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	☒ 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? ***Sub folders are located in the classroom along with lesson plans.***

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

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

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

Substitutes are asked to <u>not</u> leave the school campus without permission. Always check with the front office before you leave the school even if the end of the school day are planning periods for the grade level.

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***