**School:** **EDMONSON COUNTY 5th/6th CENTER**

**Principal: Mr. Alan Talley**

**Location of Sign-In Sheet:**

# Sign-In sheet is in the front office-sign your name next to the teacher’s name.

**Start Time:** 7:30 **End Time**: After bus departure

**Lunch Schedule:** **Break Schedule:**

 See Master Schedule in office at time of sign-in

**Attendance:** Attendance clerk-write names on a sheet of paper.

**Drills:**

**Lock Down:** Code Blue **Fire Drill:** Fire Alarm

**Tornado Drill:** Call on Intercom **Earthquake:** Call on Intercom

**Keys**: Can ask the principal, next-door teacher or a custodian & there may be keys available for a substitute.

**Phone Systems:** Phones can dial front office or other rooms. List of numbers should be posted near the phone. Principal 4000

 Secretary 4001

 Counselor 4011

**First Aid Information:** Any injury is sent to the office.

**Discipline Referrals**: Refer to the principal

**Parking Procedures**:

Substitutes may park anywhere – behind the school or anywhere around behind gym.

**End of Day Duties:**

Teacher escorts his/her class to the gym for bus departure. Students should not be sent to the gym unsupervised.

**Other:**

Principal focuses on student needs and requires 100% supervision of students.