**School:** **EDMONSON COUNTY HIGH SCHOOL**

**Principal: Mr. Tommy Hodges**

**Location of Sign-In Sheet:**

Front Desk

**Start Time:** 7:48 Need to be there by 7:30

**End Time: 2:35 Teachers are released at 2:50**

**School Schedule:** See Mater Schedule.

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

See Master Schedule in office at time of sign-in

**Attendance:** Should be sent to Attendance Clerk. Cards are provided by the classroom teacher or call Attendance Clerk (Ext. 2001) & let her know who is out.

**Drills: By Announcement**

**Lock Down: Fire Drill:** Fire Alarm

**Tornado Drill: Severe Weather: Earthquake:**

**Keys:** Building administrators or custodians will help with room entry.

**Phone Systems:** Phones can dial front office or other rooms. List of numbers should be posted near the phone. Principal 2000

Assistant Principal 2010

Secretary 2003 or 2001

Counselor 2011 or 2012

**First Aid Information:** Any injury is sent to the office after attempts to correct have not worked.

**Discipline Referrals:** There are substitute teacher folders that have the individual discipline plans in the folders

**Parking Procedures:**

In front of the high school: marked visitor

**End of Day Responsibilities:**

**Other:**

Principal requires 100% supervision of the students.

Confidentiality is of utmost importance.