**School:** **EDMONSON COUNTY MIDDLE SCHOOL**

**Principal: Mr. Brandon Prunty**

**Location of Sign-In Sheet:**

In the office

**Start Time:** 7:30 (on duty at 7:30)

**End Time:** 2:50

**School Schedule:** See Master Schedule in office

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

 See Master Schedule in office at time of sign-in

**Attendance**: Sheila Durbin Ext. 3051 or Kim Wood Ext. 3001

(Call the office or send the names to the office with a student).

**Drills:**

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

**Tornado Drill:** Announcement made **Earthquake:** Announcement Made

**Keys:** Can ask the principal, next-door teacher or a custodian

**Phone Systems**: Phones can dial front office or other rooms. List of numbers should be posted near the phone. Principal 3000

 Secretary 3001

 Counselor 3011

 Nurse 8042

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

**Discipline Referrals:** Contact the office with any discipline issues that require assistance.

**Parking:**

Behind Middle School Gym

#’s 350-351-352-353

**End of Day Responsibilities:** Monitor hallways during dismissal

**Other:** Cell phones are to be used only when you are not supervising children (e.g., lunch, planning periods, breaks). If you need to have your cell phone on for an emergency situation, feel free to discuss this issue with Mr. Prunty.