**School:** **KYROCK ELEMENTARY SCHOOL**

**Principal: Mr. Jimmy White**

**Location of Sign-In Sheet:**

# Back Door on the podium

Substitutes sign in at the bottom of the teachers sign-in sheet.

Sign in at the back door prior to 7:20 – after 7:20 – sign in at the office.

Our school day begins at 7:20, which is the time buses release students.

**Start Time:** 7:20 (Some special duties begin at 7:20.)

**End Time:** approximately 3:00 (We wait for other schools’ buses to arrive.)

**School Schedule:**

Lunch Schedule: Teachers will leave this for you, but you will eat lunch at the time that their students go to lunch unless otherwise noted.

Break Schedule: Teachers rotate recess duty, so teachers will note this for you.

**Attendance:** Each teacher has an attendance buddy or call Ms. Joyce.

**Drills:**

**Lock Down:** Lock Down Drill – Stay in the Classroom w doors locked and blinds pulled.

**Lock Out:** Lock Out Drill Stay in the Building, but can move around in the building

**Fire Drill:** Fire Alarm Sounds. Exit the building according to map posted in classroom.

**Tornado Drill:** 3 bells (quick) Follow tornado map posted in classroom. **Earthquake:** Call on Intercom Students get underneath desks/tables

Drills are cancelled by an all clear announcement and the ringing of the school bell.

**Keys:** There are no keys to be given out; the custodian will unlock what is needed.

**Phone Systems:** Phones can dial front office or other rooms. List of numbers should be posted near the phone. Principal 6000

Secretary 6001

Counselor 6011

**First Aid Information:** Feel free to phone Ms. Joyce if you have concerns and/or send directly to the main office.

**Discipline Referrals**: There are substitute teacher folders that have the individual discipline plans in the folders. Feel free to leave notes for regular teacher as well.

**End of Day Responsibilities:**

Substitute Teachers are needed for bus and/or hall duty. Check teachers’ notes or with Mr. White or Ms. Joyce about these duties. **All substitutes for classroom teachers are expected to escort their students out to the buses and drop them off in front of the correct bus.**

**Parking:** Substitutes are to park behind the gym.

**Other:**

The intercom to the office is located by the door; press button to activate.

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. White.

Please dress professionally.

Please strive to follow the lesson plans left by our teachers. If you have concerns/questions regarding those plans, please ask the same grade-level teacher next door or across the hall.

Thank you for substituting at Kyrock Elementary School! If you need any help, please feel free to ask us.