**School:** **SOUTH EDMONSON ELEMENTARY SCHOOL**

**Principal: Mr. Jamie Woosley**

**Location of Sign-In Sheet:**

# In the Front Office - will sign in on computer

**Start Time:** 7:20 (earlier if possible)

**End Time:** 3:00 (or as soon as the busses leave)

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

Please see the individual class schedule supplied in the regular teachers substitute folder

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

 See Master Schedule in office at time of sign-in

20 minutes During Special Classes

**Attendance:** Attendance Clerk (EXT 5051)

**Drills:**

**Lock Down:** say lockdown **Fire Drill:** Fire Alarm

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

**Keys:** See the teacher next door.

**Phone Systems:** Phones can dial front office or other rooms. List of numbers should be posted near the phone. Principal 5000

 Secretary 5001

 Counselor 5011

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

**Discipline Referrals:**

Minor: Leave notes for the classroom teacher

Major: Refer to the Principal

**End of Day Responsibilities:**

Substitute Teachers are needed for bus duty – depending on who you are there for & all Substitute Teachers are needed to stay until 2:50 p.m.

**Parking:**Please arrive early enough to get a parking spot before buses and parents begin to let off and drop off students

**Other:**

See the teacher next door for advice-they will be glad to help you.

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

# We will also have a substitute handbook to be picked up when you check in for the day. This will have procedures and information that will be useful during the day. This will need to be turned back in when you check out.