

## Information Sheet for Substitutes

	CPS	CES	CMS	CHS
<b>Admin Contact</b>	Allison Eubanks 706-602-6772	Josh McCanless 706-602-6775	Hope Stephenson 706-602-6689	Jaime Garrett 706-602-6718
<b>Arrival Contact</b>	Maria Garza or KaKa Vinson	Francie Mullins	Robyn Greeson	Missy Glaze
<b>Bookkeeper</b>	Emily Hurd 706-602-6717	Emily Hurd 706-602-6633	Carrie Wells 706-602-6798	Carrie Wells 706-602-6798
<b>Work Day</b>	Full Day: 7:15 - 3:15  Half Day: 7:15-11:15 OR 11:15-3:15	Full Day: 7:15-3:15  Half Day: 7:15-11:15 OR 11:15-3:15	Full Day: 7:30-3:30  Half Day: 7:30-11:30 OR 11:30-3:30	Full Day: 7:30-3:30  Half Day: 7:15-11:30 OR 11:30-3:30

Substitute booking will be coordinated through the electronic Frontline system.

All CPS and CES substitutes may park in the front parking lot of each school unless instructed otherwise. Substitutes at CMS and CHS should park in the numbered space identified by the teacher they are subbing for, in a visitor's spot or across the street by the softball field.

Upon your arrival please ensure that you have signed into the substitute attendance book under the teacher's name you are working for on that day. These books will be located in the front offices. Please ask your contact person for locations.

Please ensure that your students are supervised at all times. Please no cell phone usage while you are monitoring children.

**CPS and CES:**

If you require administration help, please use the classroom radio Channel 1 to request assistance. If you have need of custodial help, use Channel 6. Please keep radio with you at all times during the day.

**CMS and CHS:**

If you require administration or custodial help, please use the classroom radio Channel 1. Please keep radio with you at all times during the day.

*Thank you for your service to Calhoun City Schools! We appreciate you!*

# Substitute Teacher Technology Guidance

## How to access and change your phone pin:

Step 1: Login to your account

Step 2: Select the Gear Icon

Step 3: Select Phone Credentials

Step 4: View Phone Credentials

*Note: You may change Phone Pin, if desired.*

## Substitute Teacher Technology Login

To use the Mac Desktop / access internet via Chrome:

- Username: guest
- Password: press the enter key-no password is needed

## Morning Announcements

CES

- Bee TV morning announcements are accessible through YouTube. Announcements begin at 8:00, so please login by 7:55. A suite mate is always available to assist you.
  - YouTube Channel:

CMS/CHS

- Please use the following links to access morning announcements through YouTube.

[CMS Announcements](#)

[CHS Announcements](#)

## Digital Sites / Platforms

Teachers may leave work in digital form for students to complete and work is primarily completed in Canvas or Google Classroom (or any of the G-Suite-docs, slides, etc.). Even though substitutes do not have access to those accounts a student may log onto their student device and allow you to view.

## Frontline / How to access files from a teacher for the assignment

If the teacher included files in the absence in Frontline and you would like to access those digitally, please visit: [www.calhounschools.org](http://www.calhounschools.org)

- Select Departments
  - Select Human Resources
  - Select Frontline
  - Login using your username and password for Frontline

# Welcome to the Complex!



Thank you for agreeing to substitute for us today! We are happy to have you in the building. Your teacher should have uploaded lesson plans in frontline and let you know where to park, as well any morning duties you need to cover. If not, please call Allison Eubanks for assistance or questions at 706-346-5184. In order to make your day go smoother, here are some tips to help you have a great day:

## Morning Procedures:

- You should have been assigned a substitute badge when you signed in this morning. You should sign this badge out and back in when you leave in the afternoon. This badge will be how you will access the building from outside and will need to be signed back in at the end of the day. Please wear this badge at all times. You will scan the badge at access points to allow entry into our building.
- All teachers carry radios, so your teacher's radio will be on the charging stand in the classroom. Please keep this with you at all times on channel 1(ES Teach/Staff/Admin). Radio admin if you need assistance.
- Students head to classrooms at the 7:30 bell. A student roster will be available for you on the teacher's desk.
- To turn on the computer, please use the username guest and hit enter. No password is needed.
- Bee TV morning announcements are accessible through YouTube. Announcements begin at 8:00, so please login by 7:55. A suite mate is always available to assist you.
  - YouTube Channel:
- Homeroom morning tasks: (Students are trained to be excellent helpers with these tasks and may already have assigned roles for these jobs.)
  - Please send attendance to the front office (Ms. Karen - PreK) (Ms. KaKa - CPS) (Ms. Balliew - CES) by 8:15 am.
  - Please send Ice Cream money to the front office (Ms. KaKa - CPS) (Ms. Balliew - CES) by 8:15 am. (PreK does not participate in Ice Cream)
  - Please send lunch money to the cafeteria by 8:15 am.

## Student Safety:

- Gotta Go Bags are located at the door of each classroom. These bags are uniform and are labeled Gotta Go. Please take these bags with you every time you leave your classroom with students.
- Located beside each classroom door is a Red Confidential Student Information Station. Behind this protective sleeve you will find student health information that informs you of any life-threatening allergies in the classroom and signs that indicate distress. The information is confidential and is shared with you because it is pertinent information you will need to know in order to keep students safe. Also

located in the sleeve is a cheat sheet for school safety procedures, emergency response protocols, and drills.

#### Breakfast and Lunch Procedures:

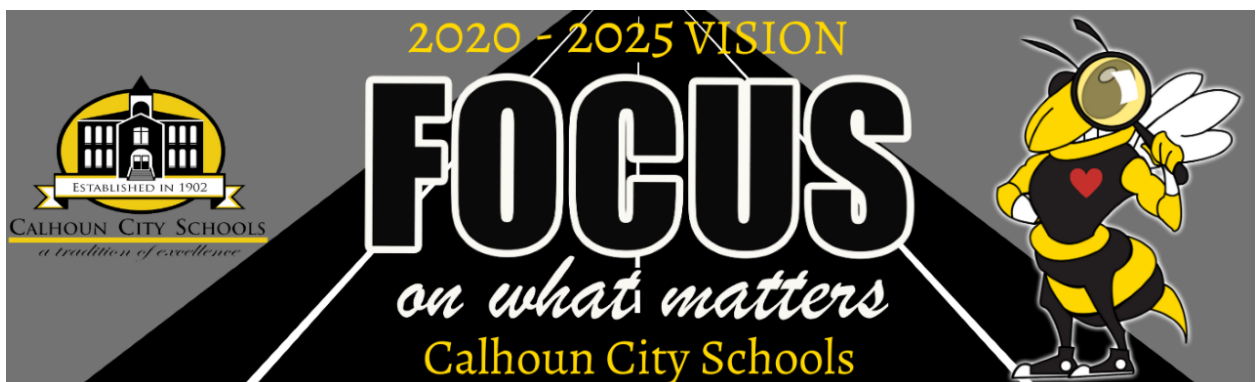
- All students will eat breakfast and lunch in classrooms.
  - A google doc is sent to all teachers asking if students will eat breakfast or lunch. Beginning at 8:00, PreK breakfasts can be picked up in the cafeteria and brought to the classrooms. A paraprofessional or suitemate will be able to assist you with this task. Lunches will be picked up for PreK in the cafeteria beginning at 11:00.
  - K-5 students will purchase breakfasts from the breakfast carts and eat in the classrooms. Lunches will be picked up from the cafeteria and eaten in the classroom as well.

#### End of the Day Procedures:

- It is very important we get students home correctly and safely. All changes of transportation will come from the main offices and never from student's word of mouth. Changes of transportation are brought to each classroom by 2:10 each day.
- Dismissal bells are follows:
  - 2:40 = dismiss PreK Car Riders/Carpool/Bus Riders/Walkers/KEEP students
  - 2:45 = dismiss K Car Riders/Walkers; all SPED Bus Riders dismissed
  - 2:50 = dismiss 1st and 2nd grade Car Riders/Walkers; dismiss K Bus Riders/KEEP/Carpool. Bus numbers and primary modes of transportation are available in the Confidential Student Information Station.
  - 2:51 = 2nd - 5th grade Car Riders dismissed via intercom to front breezeway outside CES office. Remaining Car Riders dismissed to CES Gym via red hall
  - 2:53 = dismiss 1st and 2nd grade Bus Riders/Carpool/KEEP
  - 2:54 = 2nd - 5th grade Walkers dismissed to media center; KEEP dismissed to CES cafeteria; Carpool dismissed to CPS green hall
  - 2:56 = 2nd and 3rd grade Bus Riders to exit blue hall in two single file lines; 4th and 5th grade Bus Riders to exit red hall in two single file lines

\*It is imperative to walk your students to buses in a single file line ensuring proper placement on the correct bus.

Thank you for helping us FOCUS on what matters at the Complex!



## Welcome to the CMS/CHS Campus!

Thank you for substituting at the Campus today. We are so glad you are here! Please let us know if we can assist you throughout the day.

- Please verify the staff member you signed up to substitute for in Frontline. The Campus staff member will include lesson plans, any special instructions, and the appropriate parking spot number in Frontline. If no parking spot is listed, please park in a guest parking spot or across the street from the main building at the softball field lot.
- As you arrive, please enter the main doors to the school where you are scheduled to substitute. You will sign in on the computer in the attendance office (CHS) or main office (CMS). This allows us to know who is currently on campus. You will then sign in for the day in the Substitute Notebook located in the main office. Please make sure you sign in on the page for the staff member identified in Frontline. Please also make sure you list the correct date. This helps us ensure that payroll is accurate.
- In the main office, you will receive your schedule for the day and 2 copies of the class roster for each class period. Please mark attendance at the beginning of each period on one copy and send the roster to the attendance office with a student. The additional copy of the roster is for you to be able to identify who is in the classroom at all times. Login information for classroom computer access will also be included with your daily schedule and class rosters.
- The substitute work day at the CMS/CHS Campus is from 7:30am-3:30pm. You will be used to assist holding areas as needed until students are released to their homeroom at 8:40am. We will share these duties with you once you sign in.
- Sometimes there are changes to your schedule based on the number of staff members we have out. We greatly appreciate your flexibility.
- You will have a personal substitute ID badge. Please wear the badge at all times. This badge also provides you access to the copy machines if needed.
- Teachers have been asked to leave digital assignments when possible to make it easier for students and substitute teachers as all students will have a chromebook assigned to them.

### CMS Contacts:

Robyn Greeson (Office) [greesonr@calhounschoools.org](mailto:greesonr@calhounschoools.org) 706-629-3340

Hope Stephenson (Assistant Principal) [stephensonh@calhounschoools.org](mailto:stephensonh@calhounschoools.org) 706-602-6689

### CHS Contacts:

Missy Glaze (Office) [glaze@calhounschoools.org](mailto:glaze@calhounschoools.org) 706-629-9213

Jaime Garrett (Assistant Principal) [garrettj@calhounschoools.org](mailto:garrettj@calhounschoools.org) 706-602-6718

### CMS/CHS Bell Schedule FY21

8:00am	<b>School Opens</b>
8:40am	<b>Warning Bell</b> (Move to Homeroom)
8:45	<b>Tardy Bell</b> (No student admitted in homeroom after the 8:45am tardy bell without an office tardy pass)
8:45am-8:55am	<b>Homeroom</b> (Morning YouTube Announcements)
9:00am-10:25am	<b>1st Period</b>
10:30am-12:20pm	<b>2nd Period</b> CMS Lunch 1    10:33-10:58 CMS Lunch 2    11:01-11:26 CHS Lunch 1    11:28-11:53 CHS Lunch 2    11:55-12:20
12:25pm-1:50pm	<b>3rd Period</b>
1:55pm-3:20pm	<b>4th Period</b>
3:20pm	<b>Dismissal</b>

Student Safety/Classroom Tips:

- Students should not leave the classroom without a pass. Please allow only 1 student out of the room at a time.
- Students will have lunch in the classroom after picking up their grab & go lunch from the cafeteria at their assigned lunch time. Students should be supervised during this process. Feel free to purchase lunch from the cafeteria when your class goes to lunch.
- Students should not leave the classroom to go to another classroom/teacher without having a note/permission from that teacher.
- Emergency drills will take place from time to time. Each classroom will have a “cheat sheet” for procedures. These will be available in each classroom. Please notify the main office you have any questions regarding these procedures.
- Each classroom has a hand-held radio. Please turn this on and keep it with you at all times throughout the day. If you need assistance, please use channel 1 to call the attendance office.
- Please step outside the classroom into the hallway during class transitions to help supervise students.

***Again, thank you for being here today! We appreciate you!***