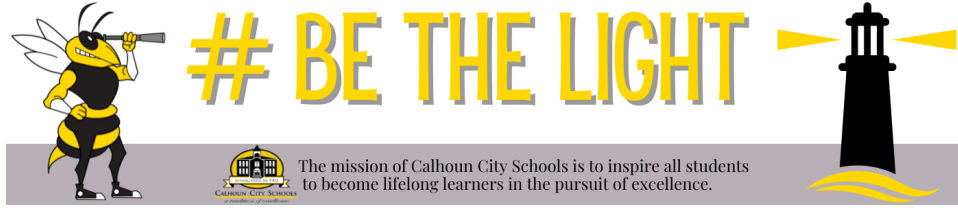


# Charting the Course to Excellence



## Welcome to the CPS/CES Complex! 2021-2022

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 Shelly West (CPS side of the building) for assistance or questions at 706-766-2180 or Mandy Robertson (CES side of the building) 678-986-7198. 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 allow you to access the building from outside, and it 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 am 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 Google Classroom. Announcements begin at 8:00 am, so please login by 7:55 am. A suite mate is always available to assist you.
- 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 – Pre-K) (Ms. KaKa - CPS) (Ms. Garcia - CES) by 8:15 am.
  - Please send Ice Cream money to the front office (Ms. Karen - Pre-K) (Ms. KaKa - CPS) (Ms. Garcia - CES) by 8:15 am.
  - 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 in classrooms.
  - K-5 students will purchase breakfast from the breakfast carts and eat in the classrooms.
  - A Google Doc is sent to all teachers asking if students will eat breakfast or lunch. Beginning at 8:00 am.
  - Pre-K breakfast will be delivered to classrooms after 8:00 am.
- Classes should be walked to the cafeteria at their assigned lunch time.
- Pre-K lunches will be served in the commons area.

## **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 Pre-K 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. KEEP will be at the end of the bus line. Once bus students are put on their assigned bus, please walk KEEP students to the CPS cafeteria. 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 the main hallway.
  - 2:53 = Dismiss 1st and 2nd grade Bus Riders/Carpool/KEEP. KEEP will be at the end of the bus line. Once bus students are put on their assigned bus, please walk KEEP students to the CPS cafeteria.
  - 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*