

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 706-629-3340

Amanda Swift (Assistant Principal) swifta@calhounschoools.org 706-602-6602

CHS Contacts:

Missy Glaze (Office) glaze@calhounschoools.org 706-629-9213

Tiffany Watson (Assistant Principal) watsont@calhounschoools.org 706-602-6726

CMS/CHS Bell Schedule FY21

8:00am	School Opens
8:40am	Warning Bell (Move to Homeroom)
8:45	Tardy Bell (No student admitted in homeroom after the 8:45am tardy bell without an office tardy pass)
8:45am-8:55am	Homeroom (Morning YouTube Announcements)
9:00am-10:25am	1st Period
10:30am-12:20pm	2nd Period 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	3rd Period
1:55pm-3:20pm	4th Period
3:20pm	Dismissal

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!