

2019-2020: Under Construction

Your CPHS Survival Guide

DRIVING AND PARKING: Please note that the south side of the building, including visitor and staff parking, will be inaccessible due to construction for the entire '19-'20 school year.

I. Student Transportation

A. Buses: Buses will drop off in the morning and pick up in the afternoon on the west side of the building, south of the Ed Dubie Fieldhouse. All buses will enter and exit our campus via 6th Street. Driving access to the west side of the building after school will be blocked until all buses are cleared, probably by around 4:00.

B. Parent Pick-Up & Drop-Off: There is a new parent drop-off loop on the east side of the building, adjacent to the east landing. Parents dropping off or picking up their students will enter from Adams Road at the Frank Tillery Drive (6th Street) entrance just south of the Fine Arts Building then will exit back onto Adams Road via the south parking lot exit.

C. Student Drivers:

1. Students will be able to park in the east parking lot, the Ed Dubie Fieldhouse parking lot and in the west parking lot. Students should be aware that the west parking area will be blocked after school to allow time for the buses to leave.
2. After school, students will use the **NORTH** exit from the student parking lot **ONLY**.
3. Students are prohibited from parking in the marked Staff Parking on the east side of the building and the gray painted spots adjacent to the west side of the building.
4. Student drivers will not be able to leave campus using 6th Street headed west. A gate will block that area.

D. Reserved Parking: Students who have already purchased parking at the SSEF Hall of Fame Banquet will have first choice. Reserved parking will be available for \$150 after completion of paving and restriping of the east parking lot. Students will be allowed to paint their reserved spaces. Regular parking permits are \$20.

- II. **Staff Parking:** Faculty and Staff will receive a parking permit that will allow them to park in the staff lot on the east side of the building or in the gray painted spaces adjacent to the west side of the building. These reserved areas will be patrolled by campus security and students parking in reserved areas will be ticketed.
- III. **Visitor Parking:** A limited number of Visitor Parking spaces are available on the east side of the building inside the parent drop-off/pick-up loop.

OFFICE LOCATIONS & SERVICES

- I. **Main (Principal's) Office:** CPHS Principal Stan Trout and Administrative Assistant Karen James will office in Room 212, adjacent to the Counseling Office. Room 212 will also house teacher mailboxes and all deliveries will be made there.
 - A. CPHS Principal Stan Trout: x.1506
 - B. Administrative Assistant Karen James: x.1502
- II. **Counseling Office:** The Counseling Office is unaffected by construction this school year, except that Financial Secretary Bridgett Beard will share that space with the 3 counselors and SSPC Virtual Academy Director Jay Rotert. School Nurse Lindsey Sinkbeil and Special Services Coordinator Carrie Schlehuber will be located in their same offices across from the Counseling Office:
 - A. Counseling Staff:
 - 1. Kendra Roulet: Student Last Names A-F: x.1484
 - 2. Megan Elliott: Student Last Names G-O: x.1485
 - 3. Sandi Franklin: Student Last Names P-Z: x.1486
 - B. CPHS Financial Secretary Bridget Beard: x.1471
 - C. SSPS Virtual Academy Director Jay Rotert: x.1483
 - D. CPHS School Nurse Lindsey Sinkbeil: x.2855
 - E. CPHS Special Services Carrie Schlehuber: x.1495

III. Attendance Office: The CPHS Attendance Office is relocated to Room 215, next door to the CPHS Library. The Attendance Office is accessible to the public from Visitor Parking on the east side of the building through the clearly marked doors. Students arriving to school at any time after 8:30 am must check in at the Attendance Office. **The attendance office phone is (918) 246-1507.**

A. Attendance Office staff:

1. Cathy Burdge: x.1507
2. Stephanie Talley: x.2858

B. Attendance Office Services:

1. Call (918) 246-1507 to excuse absences or to leave messages for students
2. Students arriving late to school or returning to school after an appointment must check in at the Attendance Office.
3. Parents must call the Attendance Office for early dismissal of a student.
4. All student medications must be left in the Attendance Office and documented.
5. The Attendance Office will collect and receive assignments for students who are suspended or absent long-term.
6. Parents attending IEP, 504 meetings or appointments with teachers, counselors or administration will check in through the Attendance Office. State-issued identification is required of all visitors.
7. The Attendance Office **will not** deliver food to students.

IV. Assistant Principals

- A. Tim Ray, Room 215 (near Attendance Office): x.1490 (918) 246-1490
- B. Ryan Bivin, Tech Office (400/Red Hall): x.1504 (918) 246-1504

We apologize for any inconvenience to our students, parents and community during construction. The STEM Academy & 9th Grade Center will open in the Fall of 2020.

