

Dear CCMS Sub,

Welcome to Campbell County Middle School and thank you for your willingness to substitute for _____.

We really appreciate your time, and we want this to be a positive experience for you and the students. If you have any concerns, please notify the office as soon as possible. All necessary information should be included in this folder. If additional information is needed, please contact the office (Ext. 200 or 201).

Grade-Level Content Contact: _____ Room: _____

<u>Period</u>	<u>Schedule(Class & Times)</u>	<u>Reliable Students</u>
1 st Period:	_____	_____
2 nd Period:	_____	_____
3 rd Period:	_____	_____
4 th Period:	_____	_____
5 th Period:	_____	_____
6 th Period:	_____	_____
7 th Period:	_____	_____
Other Notes:	_____	_____
_____	_____	_____

Contact Information:

Principal: Mr. Smith Ext: 263

Asst. Principals: Ms. Henson (6th & 7th Grades) Ext: 241

Mr. Morwessel (7th & 8th Grades) Ext. 242

Office Extensions: Goldi Lakes, 200; Gina Plummer, 201; Julie Bockerstette, 203;

JoAnn Strange, 256; Joni Ruffing, 254

Custodian: Call Main Office, 200 or 201

Guidance Counselors: Kelly Crowley, 230; Erica Thomas, 204; Britane Swank, 258; Staci Kolkmeier, 203

This folder shall include:

- Up-to-date class lists and seating chart
- Lunch schedule
- All emergency information for Emergency Drills
- Specific directions for locating materials in the room
- All substitute teacher forms
- Any specific guidelines for the grade level
- Classroom rules/guidelines
- Additional names and room numbers of teachers who can provide assistance if needed.