

This handbook remains posted on the district's website as a resource for current substitutes as of December 2020. As such, NCTQ has made the assumption that it remains in use through the 2020-2021 school year.



Cherry Creek Schools

Dedicated to Excellence

Substitute Teacher Handbook 2018-2019

Frontline Education Automated Substitute Calling System: **1-800-942-3767**

Substitute Office: **720-554-4442**

District Website: www.cherrycreekschools.org

07/01/18

TABLE OF CONTENTS

Cherry Creek Schools

Disclaimer.....	2
A Message from the Superintendent.....	3
A Message from Human Resources	3
Important Resource Information.....	4-5
Substitute Teacher Information	
How Do I Remain Active Year-to-Year?.....	6
Licenses Do Expire	6
Payroll Information	6
Super Sub	6
Personal Data Changes	7
Daily and Short-Term Assignments	8-10
Frontline Education Substitute System	11-12
Employment and Evaluation Guidelines	
At-Will Employment Status of Substitute Teachers	13
Evaluation of Substitute Teachers	13
Termination of a Substitute Teacher	13
Substitute Survival Guide	
How to Dress.....	14
Where to Park	14
Where to Report.....	14
Questions to Think About.....	15
Classroom Management	15
Communicating Positive Expectations	15
End of Day	16
School Closures and Storm Schedules.....	17
District Policies and Procedures	18-19
Schools and Directions	
High School Directions.....	20
Middle School Directions.....	21-22
Elementary School Directions	23-28
Other Facilities	29-30

Important Disclaimer:

This handbook is not a contract of employment or an offer for a contract of employment. It is not a promise of employment for any length of time or under any particular conditions.

Cherry Creek School District reserves the right to amend or abolish this handbook, in whole or in part at any time, with or without prior notice.

This handbook supersedes any previously issued Substitute Teacher Handbooks and effective July 1, 2018, the provisions of any such previously issued handbooks are null, void and of no effect.

Cherry Creek Schools

Dedicated to Excellence

4700 S. Yosemite Street, Greenwood Village, CO 80111

A Message from the Superintendent

Welcome to Cherry Creek Schools!

Our mission is “To inspire every student to think, to learn, to achieve, to care.” As a substitute teacher in the Cherry Creek Schools, you will help us to accomplish this mission as we prepare all students to become leaders of tomorrow.

Teaching is a true gift. Thank you for sharing your gift with our students.

Dr. Scott Siegfried
Superintendent

A Message from Human Resources

Dear Substitute:

Congratulations! We are happy to have you join our substitute team! Substitute teaching is a difficult job, to say the least, and we want you to know that we appreciate the service you so willingly perform for our students. On behalf of the Office of Human Resources, we want to extend a warm welcome to you and wish you a rewarding and successful school year.

*Gail Smith
Substitute Office HR Lead Specialist*

*Katrika Sewell
Substitute Office HR Generalist*

IMPORTANT RESOURCE INFORMATION

Cherry Creek Schools

myCherryCreek

- Add/Update personal information
- View/Print your Advice of Deposit & W2's
- View required mandatory videos
- Access Cherry Creek email
- Access Automated Substitute System

How to access myCherryCreek:

Go to Cherry Creek website

www.cherrycreekschools.org

- Click on myCherryCreek tab
- Enter Active Directory username and password

Frontline Education

Substitute System Automated Telephone System (24/7)

1-800-942-3767

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Frontline Education will automatically start calling substitutes, in an effort to fill the job.

Frontline Education calls substitutes during the following times if job is unassigned:

Weekdays (except Friday) 5:00 am – 3:00 pm & 3:30 pm – 10:00 pm

Sunday 3:30 pm – 10:00 pm

Substitute Office/Help Desk

720-554-4442

Substitute Office Fax

720-554-4331

Substitute Office email

suboffice@cherrycreekschools.org

- Email or fax a copy of your renewed license or substitute authorization (Attn: Sub Office)

Cherry Creek Schools website address

www.cherrycreekschools.org

- General district information
- School calendars
- Facilities addresses, telephone numbers, and maps
- School Closures

Cherry Creek School District Help Desk

720-554-4357

Human Resources (general questions)

720-554-4433

Colorado PERA (Public Employees' Retirement Assoc.)

303-832-9550

Colorado Department of Education

303-866-6600

IMPORTANT RESOURCE INFORMATION

Cherry Creek Schools

First & Last Day of School, Holidays & Breaks ~ 2018-2019 School Year

First Day of School Transitional	August 6
First Day of School Traditional	August 13
Labor Day	September 3
Fall Break Transitional	October 8 - October 19
Fall Break Traditional	October 15 - October 19
Thanksgiving Break	November 21- 23
Winter Break	December 24 - January 4
Martin Luther King Jr. Day	January 21
Presidents' Day	February 18
Spring Break Transitional	March 18 - March 29
Spring Break Traditional	March 18 - March 22
Memorial Day	May 27
Last Day of School Traditional	May 24
Last Day of School Transitional	May 31

SUBSTITUTE TEACHER INFORMATION

How Do I Remain an Active Substitute Year-to-Year?

1. You must substitute at least once every 60 days from August to May.
2. You must maintain an active CDE (Colorado Department of Education) License/ 3 or 5 year Substitute Authorization
3. You must view and correctly answer questions presented in the following videos each July.
“What you Need to Know”
“School Safety”
“Reporting Child Abuse”

Lack of subbing and/or lack of viewing of the videos each July will be considered a “voluntary resignation.” If this happens, you would need to reapply and would be subject to current hiring practices and re-employment is not guaranteed.

Licenses Do Expire

Substitute teachers are responsible for all aspects of maintaining a current Colorado Teaching License or Colorado Substitute 3 or 5-Year Authorization, and furnishing a copy to the Substitute Office in a timely manner. You must have a valid license in hand to continue subbing. Contact the Colorado Department of Education at www.cde.state.co.us or 303-866-6628 for information. *Please submit your information to update your license to CDE at least 3 to 6 months prior to expiration date.*

Payroll Information

As a substitute, you will be paid on the **10th** day of each month for the days worked between the first and last day of the preceding month. Checks will be mailed to your home address. If your address changes, please contact the Substitute Office for a PERA Member Information Form. If you signed up for automatic deposit, your checks will be automatically deposited by the 10th of each month.

Secured PDF copies of your Advice of Deposit will be available via email on the morning of each payday. You will be able to view the PDF copy of your pay stub from your PC or mobile device. When the email arrives payday morning, to access your pay stub, open it, and when prompted for a password, enter the last four digits of your Social Security Number.

Super Sub (applies to substitute teachers and substitute nurses)

Substitute teachers and substitute nurses who substitute teach/nurse 60 days or more in a given school year (August-May) will receive Super Sub pay. The Super Sub rate, begins on the 61st day of substitute teaching, of the current school year. The Super Sub rate is \$143.74 for a full day and \$71.87 for a half day of substitute teaching. This rate is effective from your 61st day and will continue year-to-year as long as you substitute teach 60 days every school year. If 60 days are not obtained during the school year, the rate will drop back to the daily sub rate on July 1st of the next school year.

*Please note that assignments at the Cherry Creek Academy do not count toward Super Sub pay unless the assignment is in Special Education and a Job Number is assigned.

Sub ILC Para-Educator assignments do not apply toward Super Sub count.

Days worked under a contracted teaching assignment do NOT count toward super sub status.

Personal Data Changes

In order to ensure that we can locate you for subbing assignments and for payroll purposes, changes of name, address, or telephone number need to be updated. **Please note that you will only be able to access the Infor tile to make personal data changes when in a Cherry Creek School District Building.**

Changing your phone number?

Please contact the Substitute Office at 720-554-4442 or via email at suboffice@cherrycreekschools.org

Changing your Name?

Please complete the PERA Member form, and follow the below steps:

1. Please log-in to my.cherrycreekschools.org using your active directory credentials
2. Select "My Employee" tab at the bottom of the home screen
3. Select the red "Infor" tile
4. Under "Payroll Forms", select PERA – Change of Address Form
5. Complete Form and Sign/Date
6. Gather documentation - Must have at least 2 of the following: **Original** Marriage License/Divorce Decree, Social Security with new name, and/or Driver's License with new name (no temporary documents can be accepted)
7. Bring completed form and documentation "in person" to the Human Resources office at ESC during normal business hours.

****We do not accept copies.****

Changing your Address?

8. Please log-in to my.cherrycreekschools.org using your active directory credentials and follow the below steps:
9. Select "My Employee" tab at the bottom.
10. Select red "Infor" tile
11. Under "My Personal Information", select Home Address
12. Under the "Home" Tab, enter your new address information and select "Update." *Do not change your information under the "Supplemental" tab or you will receive an error message.*

Important: This will not change your address with PERA. You must fill out the [PERA Member](#) form and send it directly to PERA. Please see the form for further instructions.

DAILY SUBSTITUTE TEACHING ASSIGNMENTS

Cherry Creek Schools

****Please Be Prepared to Show Driver's License at Time of Check In****

Daily Assignments – Confirmation Number Required

(Always review assignments prior to heading out, in case of changes to times, cancellations, etc)

Substitute teachers (and substitute nurses) are assigned for a full-day or a half-day. Compensation will be made according to the current applicable substitute rate. There will be no extra compensation for extended days due to field trips, lockdowns, etc., nor will there be compensation for mileage.

The substitute teacher is expected to fulfill all extra duties, (including additional classes) that have been assigned to the classroom teacher, as well as any additional duties which the school principal or designee may assign.

Full-day: Four hours and 15 minutes or more:
Substitute Teacher = \$90.00
Super Sub (Teacher) = \$143.74
Substitute Nurse = \$90.00

Half-day: Four hours:
Substitute Teacher = \$45.00
Super Sub Teacher = \$71.87
Substitute Nurse = \$45.00

Please be prompt! Report times are on the assignment.

Note: *Arriving prior to the designated start time of the assignment or staying beyond the designated end time of the assignment does not increase the amount of pay for a half-day job. Additionally, arriving late to a full-day job may change the pay to half-day pay.*

Cancelling an Assignment

What if I need to cancel my acceptance of an assignment?

If the assignment is more than 24 hours in the future, log-on to Frontline Education and cancel yourself out of the assignment.

For cancellations 24 hours or less before the day of the assignment, you must contact the school, the Substitute Office, as well as cancel yourself out of the assignment via the automated system.

Note: You will not be able to cancel yourself out of the assignment via the automated system if you are within one-hour of the start time of the assignment.

The Substitute Office audits cancellations of substitutes who frequently cancel jobs 24 hours or less. Excessive cancellations, regardless of the reason, may lead to separation of your employment with the District.

Substitute Assignments Canceled by the Site

The schools may need to cancel a substitute assignment for various reasons; therefore before heading to the location check to see that your job has not been canceled. When the job is canceled, Frontline will notify the substitute.

The school must try to give a 3 hour notice to the sub that the assigned job has been canceled. When the school cancels on the same day of the assignment, the site will attempt to contact you. If no contact is made, once you are at the school, the site will attempt to find you another assignment. If the school finds you another sub assignment and you decline the alternate assignment, regardless of the reason, you will not receive pay for that day. If an alternate assignment is not available, substitutes will receive one-half day's pay.

If the phone number you have on file is not operable or current, the school will not be held at fault for not making contact.

SHORT-TERM SUBSTITUTE ASSIGNMENTS

Cherry Creek Schools

****Please Be Prepared to Show Driver's License at Time of Check In****

Definition:

Short-term assignments are substitute teacher assignments that extend beyond 10 consecutive days, but terminate before 90 consecutive days. **District guidelines require all short-term teacher assignments to hold an endorsement in that subject area.**

Pay Rate:

The salary rate for a short-term assignment is based on Step 1 at B.A. level (188 days) of the teacher's salary schedule. Some short-term assignments can be for partial days; i.e., 40%, 50%, 60%... of a day. In these instances, the rate of pay will be 40%, 50%, 60%... of the short-term rate.

Short-Term Assignment Form and Calendar (required for payment)

A Short-Term Assignment Form and Calendar (reflecting the days you are expected to substitute) will be completed by the school and/or District representative and submitted to the Substitute Office. The substitute will sign and receive a copy of the calendar for their records.

Any days not worked (due to illness, snow days, etc.) will not be compensated and the calendar will need to be revised. The short-term assignment will be terminated upon the return of the regularly scheduled teacher or upon the end of the short-term calendar, whichever comes first.

The short-term assignment may be terminated at any time at the discretion of a district administrator; additionally, the short-term salary rate will be eliminated and you will return to regular substitute status and pay.

IMPORTANT NOTE: If you need to be absent for any reason during the duration of the short-term assignment, do not cancel yourself out of the job via the automated system. Instead, please contact the school's main office and/or the Substitute Office as soon as possible.

A short term assignment that turns into a contracted teaching position does not qualify towards the super sub rate. Once you have accepted the contracted teaching position, your position as a substitute teacher will be separated in the system. As soon as your contracted position has ended please contact the Substitute Office to begin the substitute teacher reactivation process.

FRONTLINE EDUCATION SUBSTITUTE SYSTEM

Cherry Creek Schools

Frontline Education Substitute System

The Cherry Creek School District utilizes an Automated Substitute Management System called Frontline Education to expedite the scheduling of substitute teachers. It is accessible 24 hours a day, 7 days a week.

Via internet:

myCherryCreek

- Use your Active Directory username and password

www.aesoponline.com

- When directly going to their website, an Access ID and PIN are required to access the system.

Telephone access:

1-800-942-3767

- You will need your PIN to access the system.

TO GET STARTED IN FRONTLINE EDUCATION:

- ✓ **Set up your Preferred Schools** - From your Homepage, select "Preferences" then click on "Schools". From here you can select/modify the specific schools you want on your profile. You will receive calls for all subjects for the schools you select. Additionally, you may "shop" online for jobs for these selected schools.
- ✓ **For HELP and Training** – click the HELP tab right from your home page on Frontline Education. This will take you to The "Learning Center" where you can access a knowledge base of help and "how-to" printable training materials and videos.
- ✓ **Find Available Jobs** – Frontline Education makes it easy to find jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab. (Based on the schools you added to your preferred schools list)
- ✓ **Call Times** – You are able to control when (or if) you get called by the system. From your Homepage, select "Preferences" and then select "Call Times".
- ✓ **Non-Work Days** – Tell Frontline Education the days you are not available

When you call Frontline Education, you have these options:

- Press 1 to find available jobs.
- Press 2 to review or cancel upcoming jobs.
- Press 3 to review or cancel a specific job.

When Frontline Education calls you, you have these options:

- **When Frontline Education calls you**, be sure to say a loud **“HELLO”** after answering the call to activate the system. This allows you to hear the job offer.
- Press 1 to listen to available jobs.
(If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, Frontline Education will give you the job details and you will have the opportunity to accept or reject the job.
- Press 2 to prevent Frontline Education from calling again today.
- Press 3 to tell Frontline Education the Sub it is trying to teach is not available.
- Press 9 to prevent Frontline Education from ever calling again.
- You may accept a job that has already started, but you must call the school or the Substitute Office to confirm that the job is still available before heading out.

SUBSTITUTE TEACHER EMPLOYMENT AND EVALUATION GUIDELINES

Cherry Creek Schools

The following information is provided as guidelines for the employment and evaluation of substitute teachers in the Cherry Creek School District No. 5. These guidelines are not intended to create a contract for employment or to alter the “at-will” status of individuals employed as substitute teachers within the school district.

Licensure of Substitute Teachers

All individuals hired to perform the duties of a substitute teacher in the Cherry Creek School District must hold a current and proper license or authorization from the Colorado Department of Education.

Evaluation of Substitute Teachers

All substitute teachers may be evaluated during their employment with the school district. Substitute teachers may be evaluated by the regular classroom teacher and/or by the site building administrator or his/her designee. Substitute teachers may be evaluated on the following areas: (1) taking initiative in completing classroom plans and/or seeking assistance, as needed; (2) using effective teaching techniques to maintain an orderly and safe classroom environment; (3) gaining the respect and confidence of students and staff through establishment of appropriate and effective relationships; (4) demonstrating enthusiasm in the execution of the daily responsibilities; and (5) completing reports, leaving a summary of work, and evidencing reliability and punctuality in completing the substitute assignment.

At-Will Employment Status of Substitute Teachers

All individuals hired to perform the duties of a substitute teacher in the Cherry Creek School District are considered to be “at-will” employees, which means either party may terminate the employment relationship at any time and for any reason, so long as it is not an illegal reason. Specifically, the district is free to discharge a substitute teacher at any time during the employment relationship.

Termination of Employment of Substitute Teachers

As indicated, substitute teachers are considered to be “at-will” employees of the school district, and may be terminated from employment at any time and for any reason, as stated above. In order to update substitute files, the district will send a Reasonable Assurance and Substitute Update Notification to current substitute teachers in June of each year, requesting confirmation of interest in remaining an active substitute for the following school year. If there is no response to this communication, the district will consider this to be the employee’s voluntary resignation from the district. If an active substitute’s license expires or he/she does not take a substitute position for a period of three months during the current school year, the district will consider this to be the employee’s voluntary resignation from the district.

In the event a current substitute initiates a resignation from employment, the district requires that a notice letter of resignation be provided to the following: Substitute Office, 4700 S. Yosemite Street, Greenwood Village, CO 80111, and the individual’s name will be removed from the active substitute list.

SUBSTITUTE SURVIVAL GUIDE

Cherry Creek Schools

Starting your day as a substitute will prove to be a unique experience. Being jarred from a sound sleep by Frontline Education at 5 a.m. is your first challenge. This section will provide you with basic procedures and information that may be helpful when reporting to a school location for the first time. Each school will have a standard substitute procedure tailored to meet the needs of the location. You may choose to keep a procedure file for locations at which you are regularly scheduled.

After accepting or verifying an assignment through Frontline Education, prompt reporting is a must. Always inform the school when you are unable to meet the assignment reporting time.

- Record the job number, location, and teacher's name.
- Remember to take your job number with you, and have a great day!

How to Dress

Dress appropriately when teaching. If you look like a professional, students will more likely treat you as one. Keep in mind the grade level and subject when dressing. Teaching physical education requires that you dress differently than when you are teaching sixth grade. Be prepared; you may want to carry sneakers and P.E. clothes just in case.

Where to Park

You will be given an assigned Cherry Creek School District parking permit distributed by the Security District Office, which will allow you to park at any parking lot in the district.

Where to Report

When arriving at a school for your assignment, you will need to report directly to the main office or to the location specified during Frontline Education special instructions.

- When reporting to a school for an assignment, have your job number ready. This will speed up check-in time. The next steps may vary from school to school.
- Ask the name of your administrator.
- Secure a substitute identification badge.
- Locate your room assignment.
- Complete student time and attendance report.
- Review the teacher's lesson plans.
- If given classroom keys, keep them in your possession at all times until you return them to the main office during end-of-day checkout.

Questions to Think About

- Who is my contact for severe discipline issues?
- What are the procedures for releasing students?
- Do I have other duties such as cafeteria, bus, and playground?
- What are the procedures for dismissal?
- Who should I contact with questions about the lesson plans?
- Do I have students in my class with special medical needs—medications, seizures, allergies?
- Where is the Emergency Procedure Folder?

Classroom Management

Familiarize yourself with the setup of the classroom as soon as possible. Review the lesson plans, seating charts, and students' names. Follow the lesson plans. Do not deviate from the plans. If you find the lesson plans are inadequate, ask your administrator or a team teacher for direction.

When Class Begins...

- Greet the students
- Introduce yourself
- Be respectful and cordial toward the students
- Explain what will take place in the classroom and what is expected of students
- Take attendance
- Use the seating chart and address the students by name whenever possible
- Keep the students actively engaged. Actively supervise the class rather than sit at a desk

Your success will depend on your ability to manage a classroom and to motivate students. Keep the students informed and on task. Start each new activity with an outline of what is going to take place and what is expected of the class. You are the teacher; be respectful, firm, fair, and consistent. Do not assume that you are alone. There is always an administrator or staff member willing to answer your questions or support you. Do not hesitate to ask for help!

Communicating Positive Expectations

Instructional personnel are relied upon to encourage student learning and active participation. The behaviors listed below will contribute to success for students.

- *Use Wait Time*
- *Give Clear Feedback*
- *Call on All Students*
- *Use Group Work*
- *Distinguish Directions Clearly*

- *Demonstrate Respect for All Persons*

End of Day

Please leave a brief account of the day for the returning teacher in writing. Include all pertinent information, with as much detail as possible, on what happened during your assignment. Be positive and to the point in your comments. You may want to include your first and last name, telephone number, and email address at this time. Let the teacher know that you can be called directly with questions or for future prearranged assignments. Leave the classroom in good order before you leave. You must complete your final checkout in the main office. Return all materials that were released to you. This would be an ideal time to see if you may be needed for future dates.

The Substitute Office welcomes all suggestions and comments. Please write to:

Office of Human Resources
Substitutes
4700 S. Yosemite Street
Greenwood Village, CO 80111

SCHOOL CLOSURES AND STORM SCHEDULES

Cherry Creek Schools

Should inclement weather or emergency situations result in the closing of schools in the Cherry Creek Schools, or if there is an adjustment to school start or dismissal times, the information will be announced by local radio and television stations. The information will be conveyed to the stations by 5:00 a.m. Information will also be available on the District website www.cherrycreekschools.org. It is the responsibility of the substitute teacher to monitor the media prior to departing from home for an assignment.

School Closure

In the event of school closure, substitute teachers do not report to work. Substitute teachers are not paid for “snow days” or for any days not worked.

- All activities scheduled in district facilities are canceled.
- In-district sports events and team practices are postponed. If a league event is scheduled in the district, the host district determines whether it is postponed.

Storm Schedule

Delayed Start is for students only. Substitute teachers are to arrive at the school at the regularly scheduled time or as soon as safely possible.

When early morning conditions are not deemed serious enough to close school, but are likely to cause delays in school bus transportation, bus pickups and school starting times may be delayed. This information will be available on the District website (www.cherrycreekschools.org) and local TV and radio stations will only announce that the District is on a “Delayed Start.”

Adjustments are as follows:

Early Dismissal

If serious storm conditions or other emergency situations develop during the day, the district will monitor the situation and advise the affected schools and the Transportation Department as soon as possible of a decision to dismiss school early. **Substitute teachers need to speak with the administrator to determine how long they should remain at the school to supervise students.** Information will be posted on the district website at www.cherrycreekschools.org, recorded on the applicable area hotline, and sent to the radio and television stations listed as soon as possible.

Late Dismissal

In case of dangerous weather warnings, a school may hold students past their dismissal time for safety reasons. Substitute teachers need to speak with the administrator to determine how long they should remain at the school to supervise students.

DISTRICT POLICIES AND PROCEDURES

Cherry Creek Schools

As a substitute for Cherry Creek, **you are expected to be familiar with and to adhere to all District Policies.** All information regarding our policies is located on the District website, www.cherrycreekschools.org. Click on Human Resources, Employees, Personnel Policies, and then Teachers, Nurses, or Para Educators as appropriate.

Abbreviated Procedures are as follows;

Corporal Punishment, Intimidation, Harassment, Hazing: See Regulation ACC-R, of the District's Personnel Policies. Corporal punishment, intimidation, harassment, hazing are prohibited in Cherry Creek Schools.

Emergency Procedures: Emergency procedures require an accounting of all students. Take the classroom register with you in case of an emergency.

Disciplinary Action: Monitor students using procedures as provided by the school. Confirm their arrival at the appropriate office. The advance approval of the school administrator is required for detention of students.

Collection of Money: Record the collection of money. Record must contain date, name of student, amount, and purpose of funds. This record must be totaled and turned in to the Office Manager at the close of each school day.

Property Damage: Damage to the property of the school, teacher, or student must be reported to the school administrator.

Personal Injury or Illness: Injury or illness of students and teachers must be reported to the nurse or school administrator.

Professionalism: As an education professional, the substitute teacher is entrusted with restricting comments that discredit students, teachers, administrators or the teaching profession. Observations and conversations concerning teachers and/or students are confidential and may be discussed only with the school administrator.

Attendance: Accurate attendance, information, withdrawals, and absentees are recorded and presented to the school office.

Dismissal of Students: Students are not to be dismissed early for any reason unless directed by the school administrator. Dismissal will be prompt and orderly in accordance with classroom and school procedures.

External Communication: School administrator review is required for communications to parents or students delivered outside of the school.

Students Leaving School: Permission for a student to leave school at any time other than regular dismissal time is to be reviewed by the school administrator.

Drug/Alcohol Free Workplace: Do not possess, use, sell or be under the influence of alcohol or illegal drugs (including marijuana) at any time on school district grounds or property.

Mandatory Reporting: You are individually and legally responsible to report suspected child abuse, including physical, emotional, sexual, or neglect.

HIGH SCHOOL DIRECTIONS

Cherry Creek Schools

School	Start Time	End Time
Cherokee Trail High School 25901 E. Arapahoe Road Aurora CO 80016 720-886-1900	8:20 a.m.	3:30 p.m.
➤ I-25 go east on Arapahoe Road (approx. 9 miles) until you cross over Smoky Hill Road. The school is on the left.		
Cherry Creek High School 9300 E. Union Avenue Englewood CO 80111 720-554-2284	8:20 a.m.	3:30 p.m.
➤ From I-25 take the Belleview exit, east on Belleview to Yosemite, north on Yosemite to Union, east on Union.		
Eaglecrest High School 5100 S. Picadilly Road Aurora CO 80015 720-886-1000	8:20 a.m.	3:30 p.m.
➤ From I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill Road to Picadilly Road (approx. 4 miles), north on Picadilly Road.		
Grandview High School 20500 E. Arapahoe Road Aurora CO 80016 720-886-6547	8:20 a.m.	3:30 p.m.
➤ I-25 to Arapahoe Road, east on Arapahoe Road to Liverpool. School is on corner of Arapahoe and Liverpool.		
Overland High School 12400 E. Jewell Avenue Aurora CO 80012 720-747-3882	8:20 a.m.	3:30 p.m.
➤ I-225 to Iliff exit, west to Peoria, north on Peoria to Jewell.		
Smoky Hill High School 16100 E. Smoky Hill Road Aurora CO 80015 720-886-5441	8:20 a.m.	3:30 p.m.
➤ I-225 to Parker Road, south on Parker road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill to Laredo, south on Laredo.		

MIDDLE SCHOOL DIRECTIONS

Cherry Creek Schools

School	Start Time	End Time
Campus Middle School 4785 S. Dayton Street Greenwood Village CO 80111 720-554-2725	8:50 a.m.	3:45 p.m.
➤ I-25 to Belleview, east on Belleview to Dayton, north on Dayton. School is on the left.		
Challenge School 9659 E. Mississippi Avenue Denver CO 80247 720-747-2100	8:50 a.m.	3:45 p.m.
➤ I-225 to Mississippi, west on Mississippi to Dayton. North on Dayton, 1 st left into the school parking lot.		
Falcon Creek Middle School 6100 S. Genoa Street Aurora CO 80016 720-886-7700	8:50 a.m.	3:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Orchard, east on Orchard to Genoa, right on Genoa.		
Fox Ridge Middle School 26301 E. Arapahoe Road Aurora CO 80016 720-886-4400	8:50 a.m.	3:45 p.m.
➤ I-25 to Arapahoe Road, east on Arapahoe Road to Smoky Hill Road. After you cross over Smoky Hill Road, the school is east of Cherokee Trail High School on Arapahoe Road at the bottom right side of the hill.		
Horizon Community Middle School 3981 S. Reservoir Road Aurora CO 80013 720-886-6100	8:50 a.m.	3:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Hampden, east on Hampden to Tower, south on Tower (turn right at second stop light, the parking lot is behind the Fire Station.)		
Infinity Middle School 25100 E Belleview Avenue Aurora CO 80016 720-886-6000	8:50 a.m.	3:45 p.m.
Laredo Middle School 5000 S. Laredo Street Aurora CO 80015 720-886-5200	8:50 a.m.	3:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill Road to Laredo, south on Laredo.		

School	Start Time	End Time
Liberty Middle School 21500 E. Dry Creek Road Aurora CO 80016 720-886-2400	8:50 a.m.	3:45 p.m.
<ul style="list-style-type: none"> ➤ From I-25 take Arapahoe Road east to Gartrell. Take a right on Gartrell to Dry Creek Road. Turn right on Dry Creek. (If you pass over the E470, you have gone too far.) 		
Prairie Middle School 12600 E. Jewell Avenue Aurora CO 80012 720-747-3200	8:50 a.m.	3:45 p.m.
<ul style="list-style-type: none"> ➤ I-225 to Iliff Avenue, west on Iliff to Peoria, north on Peoria to Jewell, east on Jewell. 		
Sky Vista Middle School 4500 S. Himalaya Street Aurora CO 80015 720-886-4700	8:50 a.m.	3:45 p.m.
<ul style="list-style-type: none"> ➤ From E470 to Quincy Avenue exit, west on Quincy Avenue to Himalaya Street, south on Himalaya to school. ➤ From I-225 take the Parker Road exit (exit #4) and go south on Parker Road to Quincy Avenue, take Quincy Avenue east to Himalaya Street (about 4 miles), go south on Himalaya to school. 		
Thunder Ridge Middle School 5250 S. Picadilly Road Centennial CO 80015 720-886-1514	8:50 a.m.	3:45 p.m.
<ul style="list-style-type: none"> ➤ From I-225 go to Parker Road, south on Parker Road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill Road (approx. 4 miles), north on Picadilly Road. ➤ From I-25 to Arapahoe Road, east to Liverpool, north on Liverpool to Picadilly Road. Liverpool becomes Picadilly Road. School is on the right. 		
West Middle School 5151 S. Holly Street Greenwood Village CO 80121 720-554-5125	8:50 a.m.	3:45 p.m.
<ul style="list-style-type: none"> ➤ I-25 to Belleview exit, west on Belleview to Holly, south on Holly. The school is on the Southwest corner of Belleview and Holly. 		

SCHOOLS AND DIRECTIONS ELEMENTARY SCHOOLS

Cherry Creek Schools

School	Start Time	End Time
Altitude Elementary School 27300 East Southshore Drive Aurora, CO 80016 720-886-4300	8:00 a.m.	2:45 p.m.
Antelope Ridge Elementary School 5455 S. Tempe Street Aurora CO 80015 720-886-3300	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Road, east on Arapahoe Road to Liverpool, north on Liverpool to Picadilly Road. Liverpool becomes Picadilly Road. Continue north to Riviera, right on Riviera to Powers, left on Powers. Powers becomes Tempe.		
Arrowhead Elementary School 19100 E. Bates Avenue Aurora CO 80013 720-886-2800	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Hampden, east on Hampden to Tower, north on Tower to Amherst, east on Amherst to Bates, north on Bates.		
Aspen Crossing Elementary School 4655 S. Himalaya Street Aurora CO 80015 720-886-3700	8:00 a.m.	2:45 p.m.
➤ From E470 to Quincy Avenue exit, west on Quincy to Himalaya Street, south on Himalaya to school. ➤ From I-225 to Parker Road south to Quincy. Quincy east to Himalaya Street, South on Himalaya Street.		
Bellevue Elementary School 4851 S. Dayton Street Greenwood Village CO 80111 720-554-3100	8:00 a.m.	2:45 p.m.
➤ I-25 to Bellevue, east on Bellevue to Dayton, north on Dayton, left on Campus Drive (1 st light).		
Black Forest Hills Elementary 25233 E. Glasgow Drive Aurora, CO 80016 720-886-8900	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Rd, east on Arapahoe Rd to Aurora Parkway. Turn right on Aurora Parkway. Turn left on E. Glasgow Drive. School is on the left.		
Buffalo Trail Elementary School 24300 E. Progress Drive Aurora CO 80016 720-886-4000	8:00 a.m.	2:45 p.m.

School	Start Time	End Time
➤ E470 to Quincy, exit right on Quincy, take a right on Gun Club Road, left on Belleview, right on DeGaulle Street. School is on the left.		
Canyon Creek Elementary School 6070 S. Versailles Parkway Aurora CO 80015 720-886-3600	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Road, east on Arapahoe Road to Parker Road. Left on Parker Road to Orchard. Right on Orchard to Smoky Hill Road, right on Smoky Hill Road to Versailles. Left on South Versailles. (Last left you can take before you reach E470.)		
Challenge School 9659 E. Mississippi Avenue Denver CO 80231 720-747-2100	8:50 a.m.	3:45 p.m.
➤ I-225 to Mississippi, west on Mississippi to Dayton. North on Dayton, 1 st left into the school parking lot.		
Cherry Hills Village Elementary School 2400 E. Quincy Avenue Cherry Hills Village CO 80113 720-747-2700	8:00 a.m.	2:45 p.m.
➤ I-25 to Belleview, west on Belleview to University, north on University to Quincy, east on Quincy.		
Cimarron Elementary School 17373 E. Lehigh Place Aurora CO 80013 720-886-8100	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Hampden, east on Hampden to Quintero, south on Quintero to Lehigh, east on Lehigh.		
Cottonwood Creek Elementary 11200 E. Orchard Avenue Greenwood Village, CO 80111 720-554-3200	8:00 a.m.	2:45 p.m.
➤ I-25 to Orchard, east on Orchard, cross Havana, school is on the right.		
Coyote Hills Elementary School 24605 E. Davies Way Aurora CO 80016 720-886-3900	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Road exit, east on Arapahoe Road to Aurora Parkway. Go left on Aurora Parkway and take first right onto Plymouth and then take the first right onto Davies Way.		
Creekside Elementary School 19993 E. Long Avenue Centennial CO 80016 720-886-3500	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Long Avenue, east on Long Avenue for 2.7 miles.		
Dakota Valley Elementary School 3950 S. Kirk Way Aurora CO 80013 720-886-3000	8:00 a.m.	2:45 p.m.

School	Start Time	End Time
➤ Parker Road to Quincy, east on Quincy to Himalaya, left on Himalaya to Lehigh, right on Lehigh to Kirk Way, right on Kirk Way.		
Dry Creek Elementary School 7686 E. Hinsdale Avenue Centennial CO 80112 720-554-3300	8:00 a.m.	2:45 p.m.
➤ I-25 to Dry Creek, west on Dry Creek to S. Spruce. Right on S. Spruce.		
Eastridge Community Elementary School 11777 E. Wesley Avenue Aurora CO 80014 720-747-2200	8:00 a.m.	2:45 p.m.
➤ I-225 to Iliff, west on Iliff to Oswego, south on Oswego to Wesley.		
Fox Hollow Elementary School 6363 S. Waco Street Aurora CO 80016 720-886-8700	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Road, east on Arapahoe Road to Parker Road. Pass Parker Road and go 1 mile, north on Waco Street. Go 2 blocks down.		
Greenwood Village Elementary School 5550 S. Holly Street Greenwood Village CO 80111 720-554-3400	8:00 a.m.	2:45 p.m.
➤ I-25 to Belleview, west on Belleview to Holly, south on Holly.		
Heritage Elementary School 6867 E. Heritage Place South Centennial CO 80111 720-554-3500	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Road, west on Arapahoe to Heritage Place, north on Heritage Place.		
Highline Community Elementary School 11000 E. Exposition Avenue Aurora CO 80012 720-747-2300	8:00 a.m.	2:45 p.m.
➤ I-225 to Mississippi, west on Mississippi to Havana, north on Havana to Exposition, east on Exposition.		
High Plains Elementary School 6100 S. Fulton Street Greenwood Village CO 80111 720-554-3600	8:00 a.m.	2:45 p.m.
➤ I-25 to Orchard exit, east on Orchard to Fulton, south on Fulton.		
Holly Hills Elementary School 6161 E. Cornell Avenue Denver CO 80222 720-747-2500	8:00 a.m.	2:45 p.m.
❖ Grades 3, 4 & 5		
➤ I-25 to Hampden exit, east on Hampden to Monaco, north on Monaco to Cornell, west on Cornell.		

School	Start Time	End Time
Holly Ridge Primary School 3301 S. Monaco Parkway Denver CO 80222 720-747-2400	8:00 a.m.	2:45 p.m.
❖ Grades K, 1 & 2 ➤ I-25 to Hampden exit, east on Hampden to Monaco, north on Monaco to Floyd, west on Floyd.		
Homestead Elementary School 7451 S. Homestead Parkway Centennial CO 80112 720-554-3700	8:00 a.m.	2:45 p.m.
➤ I-25 to Dry Creek exit, west on Dry Creek to Homestead Parkway, north on Homestead Parkway.		
Independence Elementary School 4700 S. Memphis Street Aurora CO 80015 720-886-8200	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy to Memphis, south on Memphis.		
Indian Ridge Elementary School 16501 E. Progress Drive Aurora CO 80015 720-886-8400	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill Road to Buckley, south on Buckley to Progress Drive, west on Progress Drive.		
Meadow Point Elementary School 17901 E. Grand Avenue Aurora CO 80015 720-886-8600	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill Road to Telluride, north on Telluride to Grand, east on Grand.		
Mission Viejo Elementary School 3855 S. Alicia Parkway Aurora CO 80013 720-886-8000	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Hampden, east on Hampden to Chambers, south on Chambers to Hampden Circle, east on Hampden Circle to Mission Parkway, south on Mission Parkway to Alicia Parkway.		
Mountain Vista Elementary School 22200 E. Radcliff Parkway Centennial, CO 80015 720-886-2703	8:00 a.m.	2:45 p.m.
➤ Take I-225 to S Parker Rd/CO-83 S via Exit 4. Turn left onto E. Quincy Ave. Turn right on Picadilly. Turn left on East Radcliff. (Two-story building north of Eaglecrest HS off of Picadilly in the Copperleaf subdivision.)		

School	Start Time	End Time
Peakview Elementary School 19451 E. Progress Circle Aurora CO 80015 720-886-3100	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road South to Quincy Avenue. Turn east or left onto Quincy to Reservoir Road. Turn right on Reservoir Road to E. Progress Circle. Turn right on E. Progress and school will be on the right side of street.		
Pine Ridge Elementary 6525 S. Wheatlands Parkway Aurora CO 80016 720-886-8800	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Road, go east to Smoky Hill Road. Turn left on Smoky Hill and then turn right on Ider St. into the Wheatland's neighborhood. School will be in front of you.		
Polton Elementary School 2985 S. Oakland Street Aurora CO 80014 720-747-2600	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, north on Parker Road to Peoria, north on Peoria to Amherst, west on Amherst to Paris, south on Paris to Oakland.		
Ponderosa Elementary School 1885 S. Lima Street Aurora CO 80012 720-747-2800	8:00 a.m.	2:45 p.m.
➤ I-225 to Iliff, west on Iliff to Peoria, north on Peoria to Jewell, west on Jewell to Lima.		
Red Hawk Ridge Elementary School 16251E. Geddes Avenue Aurora CO 80016 720-886-3800	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe Road exit, east on Arapahoe Road to Parker Road, south on Parker Road to Broncos Parkway, right on Broncos Parkway, right on Cherokee Trail, left on Geddes Avenue.		
Rolling Hills Elementary School 5756 S. Biscay Street Aurora CO 80015 720-886-3400	8:00 a.m.	2:45 p.m.
➤ Parker Road to Orchard Road, east on Orchard Road to Biscay Street, left on Biscay Street, approximately 2 blocks to school.		
Sagebrush Elementary School 14700 E. Temple Place Aurora CO 80015 720-886-8300	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill Road to Evanston, south on Evanston to Tufts, west on Tufts to Temple Place, south on Temple Place.		

School	Start Time	End Time
Summit Elementary School 18201 E. Quincy Avenue Aurora CO 80015 720-886-6400	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy, between Buckley Road and Tower Road across from Quincy Reservoir.		
Sunrise Elementary School 4050 S. Genoa Way Aurora CO 80013 720-886-2900	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Rd., south on Parker to Hampden, east on Hampden to Genoa, south on Genoa.		
Timberline Elementary School 5500 S. Killarney Street Aurora CO 80015 720-886-3200	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy to Reservoir Road, Reservoir Road becomes Himalaya Street, south on Himalaya to Berry Drive, east at Berry Drive to Killarney, east on Killarney.		
Trails West Elementary School 5400 S. Waco Street Centennial CO 80015 720-886-8500	8:00 a.m.	2:45 p.m.
➤ I-225 to Parker Road, south on Parker Road to Quincy, east on Quincy to Smoky Hill Road, east on Smoky Hill Road to Waco, south on Waco.		
Village East Community School 1433 S. Oakland Street Aurora CO 80012 720-747-2000	8:00 a.m.	2:45 p.m.
➤ I-225 to Iliff, west on Iliff to Peoria, north on Peoria to Florida, west on Florida to Oakland, north on Oakland.		
Walnut Hills Community School 8195 E. Costilla Blvd. Centennial CO 80112 720-554-3800	8:00 a.m.	2:45 p.m.
➤ I-25 to Arapahoe exit, west on Arapahoe to Uinta, south on Uinta to Costilla Blvd., west on Costilla Blvd.		
Willow Creek Elementary School 7855 S. Willow Way Centennial CO 80112 720-554-3900	8:00 a.m.	2:45 p.m.
➤ I-25 to Dry Creek exit, west on Dry Creek to Yosemite, south on Yosemite to Willow Way, west on Willow Way		

SCHOOLS AND DIRECTIONS OTHER FACILITIES

Cherry Creek Schools

School	Start Time	End Time
Academy Charter School 6260 S. Dayton Street Englewood CO 80111 303-779-8988	8:50 a.m.	3:45 p.m.
❖ Note: For the Academy Charter School, substitutes are requested for Special Education classes only.		
➤ I-25 to Orchard, east on Orchard to Dayton, south on Dayton to Caley. Turn left into driveway just before Caley. Parking is on the north side of the building.		
I-Team Estate 4360 S. Pitkin Street Aurora CO 80015 720-886-5850	7:30 a.m.	3:30 p.m.
➤ I-225 to Parker Road exit, go south on Parker Road to Quincy Avenue and continue east on Quincy Avenue to Pitkin Street.		
I-Team Manor 1820 S. Joliet St. Aurora CO 80012 720-747-2938	7:30 a.m.	3:15 p.m.
➤ I-225 to Iliff Ave., west on Iliff to Peoria, north on Peoria to Jewell, west on Jewell to Joliet, north on Joliet St..		
I-Team Ranch 7250 S. Gartrell Road Aurora CO 80016 720-886-6880	8:50 a.m.	12:40 p.m.
➤ 2 miles east of Grandview High School. Continue east on Arapahoe to Gartrell about 2 miles. Turn right on Gartrell Road and go about ½ mile and school is on the left.		
Institute of Science and Technology (IST) Grades 6-12 12500 E. Jewell Avenue Aurora CO 80012 720-747-3400	7:10 a.m.	2:45 p.m.
➤ I-225 to Iliff exit, west to Peoria, north on Peoria to Jewell.		
Joliet Learning Center Intensive Treatment Program/Expulsion Program 1855 S. Joliet Street Aurora CO 80012 720-747-2901	8:00 a.m.	2:35 p.m.
➤ I-225 to E. Iliff Avenue, west on Iliff to Havana, north on Havana to E. Jewell Avenue, east on Jewell to S. Joliet Street and then left on S. Joliet Street		

School	Start Time	End Time
Endeavor Academy (formerly CARE M.S./PREP H.S.) Alternative Middle School Starts at 7:30 a.m. Alternative High School Starts at 8:22 a.m. 14076 E. Briarwood Ave. Centennial CO 80112 720-886-7200	7:30/8:22 a.m.	2:10 p.m.
<ul style="list-style-type: none"> ➤ I-25 to Arapahoe Rd., East on Arapahoe Rd. to Jordan Rd., (about 3 miles) right on Jordan Rd., second Right turn is E. Briarwood Ave. Right on E. Briarwood Ave. Turn left into driveway just before Caley. Parking is on the north side of the building. 		
Vocational Education Career & Technical Education Building 9150 E. Union Avenue Greenwood Village CO 80111 720-554-4551	7:10 a.m.	3:15 p.m.
<ul style="list-style-type: none"> ➤ From I-225 go south on I-225 to Yosemite Street exit. Go south on Yosemite to Union and east on Union. ➤ From I-25 go south on I-25 to Belleview exit, east on Belleview to Yosemite and north on Yosemite to Union. Go east on Union 		
Preschools		
Cottage Preschool 6444 E. Floyd Ave. Denver CO 80222 720-747-2470	8:00 a.m.	2:45 p.m.
<ul style="list-style-type: none"> ❖ <i>Pre-School - Special Education Classes Only.</i> ➤ I-25 to Hampden, east on Hampden to Monaco, north on Monaco to Floyd. Left on Floyd – school is on right side. 		
Outback Preschool 5436 S. Riviera Way Aurora CO 80015 720-554-4101	8:00 a.m.	2:45 p.m.