



Cherry Creek Schools

Dedicated to Excellence

Substitute Teacher Handbook 2014-2015

Automated Substitute Calling System: **720-554-4804**

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

SmartFindExpress Automated System: <https://subs.ccsd.k12.co.us>

District Website: www.cherrycreekschools.org

07/01/14

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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. Harry Bull
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 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.

*Tracey Grant, Director
Office of Human Resources*

IMPORTANT RESOURCE INFORMATION

Cherry Creek Schools

SmartFindExpress (SFE) Website Address (24/7)

<https://subs.ccsd.k12.co.us>

- Review assignments (past, present, future)
- Cancel jobs
- Modify dates and times of availability
- Modify when the system calls you
- Create and print job reports
- Print your assigned job
- Review locations on your profile
- Add or change your email address

SFE Calls Substitutes During These Times:

	Today's Job	Future Jobs
Weekdays	4:55 am – 1:00 pm	4:30 pm – 10:00 pm
Weekends		5:00 pm – 9:30 pm

SmartFindExpress (SFE) Automated Telephone System (24/7)

720-554-4804

- Register for your PIN number
- Review assignments (present, future)
- Cancel jobs
- Modify dates and times of availability

Substitute Office/Help Desk

720-554-4442

Substitute Office Fax

720-554-4331

- Fax a copy of your renewed license or authorization (Attn: Sub Office)

Cherry Creek Schools website address

www.cherrycreekschools.org

- General district information
- School calendars
- Facilities addresses, telephone numbers, and maps
- Substitute Update Letter (posted each June)

Staff Development classes and workshops

720-886-7064

Power School Support/Help

720-554-4357

Human Resources (general questions)

720-554-4433

COLORADO PERA (Public Employees' Retirement Assoc.)

303-832-9550

First & Last Day of School, Holidays & Breaks - 2014-2015 School Year

First Day of School Year Round	July 8
First Day of School Transitional	August 11
First Day of School Traditional	August 18
Labor Day	September 1
Fall Break Traditional	October 27-October 31
Fall Break Transitional	October 20-October 31
Thanksgiving	November 27-28
Winter Break All Schools	December 22-January 2
Martin Luther King Day	January 19
Presidents' Day	February 16
Spring Break Traditional	March 30-April 3
Spring Break Transitional	March 30-April 10
Memorial Day	May 25
Last Day of School Traditional	June 2
Last Day of School Transitional	June 9
Last Day of School Year Round	June 19

SUBSTITUTE TEACHER INFORMATION

Cherry Creek Schools

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

1. You must substitute at least once every three months during the current school year.
2. You must respond by the posted deadline to the annual update letter that is emailed/mailed each spring. Lack of activity and/or no response to the update letter 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 6 months prior to expiration date.*

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 communicated to the Substitute Office. If you have an address change or name change, please contact the Substitute Office to obtain a PERA Member Information Form. For name changes, **both** PERA and Cherry Creek Schools will require a copy of your new Social Security Card reflecting the name change.

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. **(We do not reimburse substitutes for mileage)**

Super Sub (applies to substitute teachers)

Substitute teachers who teach more than 60 days in a given school year will receive Super Sub pay. The Super Sub rate, beginning on the 61st day of teaching after July 1 of the current school year, will be \$143.74 for a full day and \$71.87 for a half day of substitute teaching. A half day will count as a full day toward the 60 days and short-term assignments also count toward the 60 days. This rate is effective from the 61st day through June 30 of the current 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)**

DAILY SUBSTITUTE TEACHING ASSIGNMENTS

Cherry Creek Schools

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

Daily Assignments - Job Number Required

(Always review assignments prior to heading out, in case of changes to times, 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.

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: More than four hours and 15 minutes:
Substitute Teacher = \$90.00
Super Sub (Teacher) = \$143.74
Substitute Nurse = \$90.00

The start time on a full-day assignment includes 30 minutes of prep time prior to the start of class. The end time on a full-day assignment includes 15 minutes to summarize the day (unless otherwise stipulated by the building principal.)

Half-day: Four hours and 15 minutes or less:
Substitute Teacher = \$45.00
Super Sub Teacher = \$71.87
Substitute Nurse = \$45.00

The start time on a half-day assignment may be the time class actually starts. Please be prompt!

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 in the future, log-on to SmartFindExpress and cancel yourself out of the assignment.

If you have to cancel on 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.

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

SHORT-TERM SUBSTITUTE ASSIGNMENTS

Cherry Creek Schools

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

Short-Term Assignments

(Visit District Website - Click on Human Resources, Job Postings, Substitute, Substitute Short Term)

Definition:

Short-term assignments are substitute teacher assignments that extend beyond 10 consecutive days, but terminate before 90 consecutive days. **Due to "No Child Left Behind" guidelines, all short-term teacher assignments require the substitute 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.

SMARTFINDEXPRESS SUBSTITUTE SYSTEM

Cherry Creek Schools

SmartFindExpress (SFE) Substitute System

The Cherry Creek School District utilizes an Automated Substitute Management System called SmartFindExpress to expedite the scheduling of substitute teachers. It is accessible 24 hours a day, 7 days a week, and can be reached by calling 720-554-4804 or on the Internet at: <https://subs.ccsd.k12.co.us>. An Access ID and PIN are required to access the system. Your Access ID and PIN are used for all interactions with the system and should never be used by anyone else.

Access ID: Your Employee ID provided to you by Cherry Creek Schools via email
PIN: A 6-digit (minimum) number you create during initial registration

Before any features are available to you, you must register with the system and create a PIN. Initial registration must take place over the telephone by calling 720-554-4804. Start the registration process by entering your Access ID (the Employee ID number provided to you by Cherry Creek) followed by the star key. Then enter your PIN (for first-time registration, enter your Employee ID number as your PIN), followed by the star key. You will be asked to create a new PIN at the completion of the registration process.

Once you select your PIN by calling 720-554-4804, we suggest that you use the website at <https://subs.ccsd.k12.co.us> or www.cherrycreekschools.org and click on "Employment", then click on "Substitutes", and then click on SmartFindExpress. Enter your Access ID, then enter your PIN. There you will find your personal profile that includes your past, present, and future jobs.

On Line Access: <https://subs.ccsd.k12.co.us>, you have these options:

- Review your PIN, click on "Forgot your PIN?" link next to PIN field.
- Profile Link - to view and update your information, including your email address.
- Available Jobs Link – to view and accept assignments
- Review Assignments Link – to review past, present, or future assignments or to cancel an upcoming assignment.
- View and print files attached to jobs; i.e., lesson plans, teaching aides, etc.

When you call SFE, you have these options:

- Review or Cancel Assignments or Hear Available Jobs
- Review or Modify Call Back (telephone) Number
- Review or Modify Unavailability Dates or Daily Availability
- Change PIN or Re-record Name

When SFE calls you, you have these options:

- Initiate the system by entering your Access ID and PIN both followed by the (*) key
- Press 1 to hear job offers and listen to absence or cancellation information
- 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.

POWERSCHOOL

Cherry Creek Schools
Power School Support: 720-554-4357

PowerSchool Substitute Teacher Quick Reference Card

Log-on to PowerSchool

1. Launch your browser. It is recommended to use Mozilla Firefox (PC and Mac) or Internet Explorer (PC).
2. Enter the following web address to access CCSD's Portal page:
<http://www.cherrycreekschools.org>
3. Click the blue link "*Substitutes Login*"
4. Select your **school** from the drop-down menu.
5. Select the **teacher's name** for whom you are substituting from the **Teacher** drop-down menu.
6. In the **Password** field type in the **Password** provided to you by the front office of the school were you are subbing.

Taking Attendance

1. Click the **chair icon** next to the class for which you want to take attendance.
2. Choose the appropriate attendance code from the "Attendance Code" pop-up menu.
3. Click the **cell next to each student who is absent** to insert the code you chose from the pop-up menu.
4. If all students are present **leave all the cells blank**.
5. Click the **Submit** button.

Viewing the Daily Bulletin

1. Choose Daily Bulletin from the main menu.

Don't forget to LOGOUT.

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 from the Colorado Department of Education.

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.

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.

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 may send out a letter to current or prospective substitute teachers in May/June of each year, requesting confirmation of interest in remaining or becoming a substitute teacher, as well as when an active substitute teacher does not take a substitute position for a period of three months during the current 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. 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 SFE 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 SFE, 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 a Cherry Creek School District parking sticker, 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 SFE 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
- 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

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 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. 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 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, then click on 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, transfer information, withdrawals, and absentees are recorded and presented to the school office.

Student Assignments: Assignments are to be adhered to and graded by the end of the day. Grade each student's work and note the grade in Power Teacher Grade Book.

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.

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	7:10 a.m. 7:46 a.m. (Wed. only)	2:44 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	7:10 a.m.	2:51 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	7:10 a.m. 7:57 a.m. (Wed. only)	2:44 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. ➤ From Arapahoe Road, take Arapahoe Road east to Liverpool, north on Liverpool to Picadilly Road, Liverpool becomes Picadilly Road.		
Grandview High School 20500 E. Arapahoe Road Aurora CO 80016 720-886-6547	7:10 a.m.	2:42 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	7:10 a.m. 7:55 a.m. (Wed. only)	2:45 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	7:10 a.m. 7:45 a.m. (Wed. only)	2:30 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	8:00 a.m.	3:00 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	8:00 a.m.	3:00 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	7:55 a.m.	2:55 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	8:05 a.m.	3:05 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	8:10 a.m.	3:10 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.)		
Laredo Middle School 5000 S. Laredo Street Aurora CO 80015 720-886-5200	8:10 a.m.	3:10 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.		
Liberty Middle School 21500 E. Dry Creek Road Aurora CO 80016 720-886-2400	7:50 a.m.	2:50 p.m.
➤ 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.)		

School	Start Time	End Time
Prairie Middle School 12600 E. Jewell Avenue Aurora CO 80012 720-747-3200	7:55 a.m.	2:55 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	7:55 a.m.	2:55 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	8:05 a.m.	3:05 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	8:00 a.m.	3:00 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
Antelope Ridge Elementary School 5455 S. Tempe Street Aurora CO 80015 720-886-3300	9:00 a.m.	3:30 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	8:45 a.m.	3:15 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 p.m.
➤ E470 to Quincy, exit right on Quincy, take a right on Gun Club Road, left on Bellevue, right on DeGaulle Street. School is on the left.		

School	Start Time	End Time
Canyon Creek Elementary School 6070 S. Versailles Parkway Aurora CO 80015 720-886-3600	9:00 a.m.	3:30 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	8:00 a.m.	3:00 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	8:45 a.m.	3:30 p.m.
➤ Parker Road to Quincy, east on Quincy to Himalaya, left on Himalaya to Lehigh, right on Lehigh to Kirk Way, right on Kirk Way.		

School	Start Time	End Time
Dry Creek Elementary School 7686 E. Hinsdale Avenue Centennial CO 80112 720-554-3300	9:00 a.m.	3:30 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	8:45 a.m.	3:30 p.m.
❖ Year-Round ➤ 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	8:45 a.m.	3:15 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	9:00 a.m.	3:30 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	9:10 a.m.	3:40 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	9:00 a.m.	3:30 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	8:45 a.m.	3:15 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	9:00 a.m.	3:30 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	9:00 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 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	8:45 a.m.	3:15 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	8:45 a.m.	3:15 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	9:00 a.m.	3:30 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	8:45 a.m.	3:15 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	8:45 a.m.	3:30 p.m.
❖ Year-Round ➤ 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	8:45 a.m.	3:30 p.m.
❖ Year-Round ➤ 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	8:45 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	9:00 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 Road to Waco, south on Waco.		
Village East Community School 1433 S. Oakland Street Aurora CO 80012 720-747-2000	8:45 a.m.	3:30 p.m.
❖ Year-Round ➤ 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	9:00 a.m.	3:30 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	9:00 a.m.	3:30 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	8:00 a.m.	3:10 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	8:00 a.m.	1:20 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 		
Preschool's		
Cottage Preschool 6444 E. Floyd Ave. Denver CO 80222 720-747-2470	8:50 a.m.	3:25 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	8:50 a.m.	3:25 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. Turn right on S. Riviera Way and school is on the left. ➤ From I-25 to Arapahoe Road, east to Liverpool, north on Liverpool. (Liverpool becomes Picadilly Road) Turn right on S. Riviera Way and school is on the left. 		
Four-Track Schools 2014/2015 sy: Eastridge Elementary Pine Ridge Elementary Red Hawk Ridge Elementary Village East Elementary		