



SUBSTITUTE TECHNICIAN

Rose Cortorreal

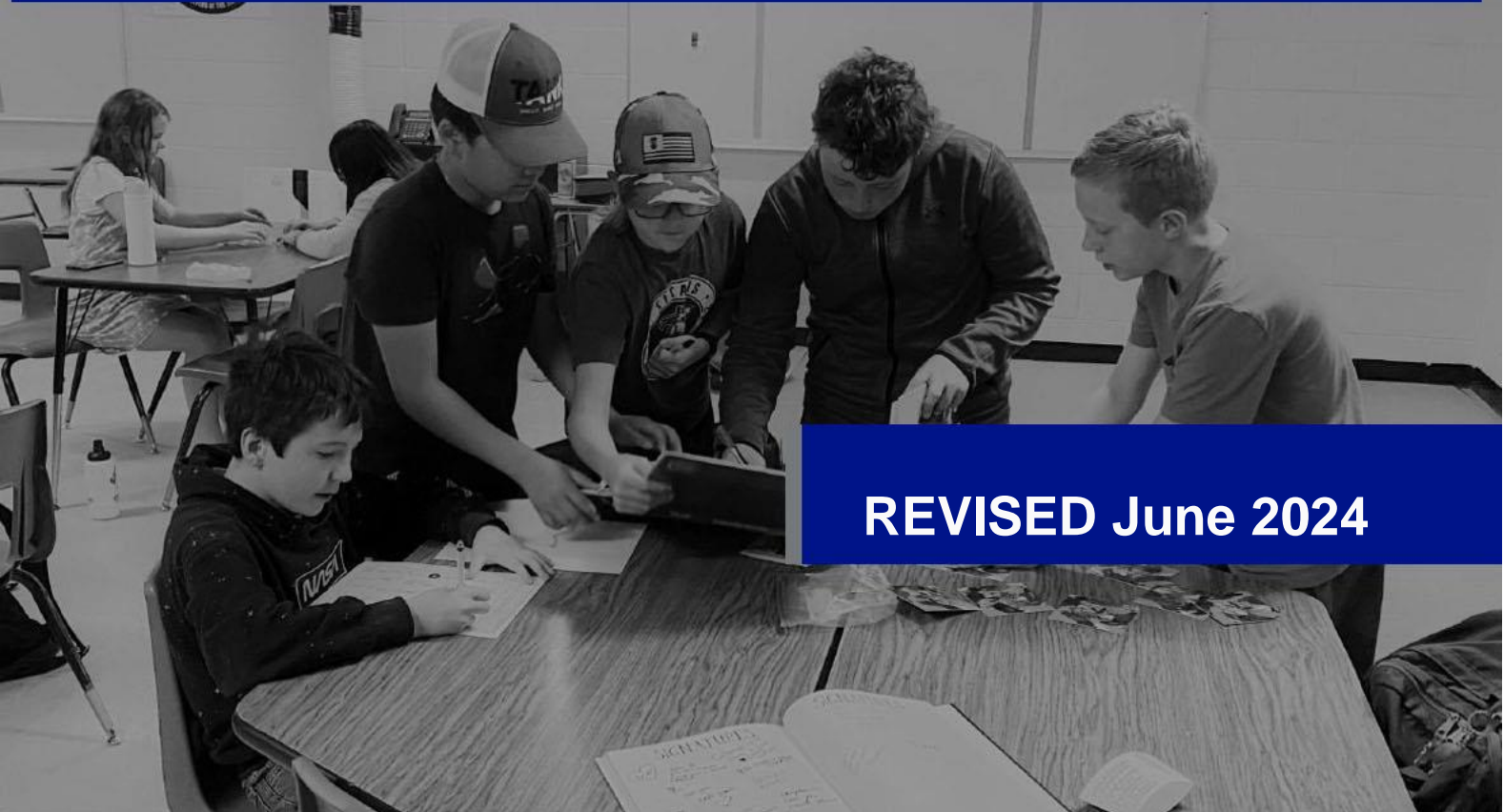
(970) 613-5005

rose.cortorreal@tsd.org

2024 - 2025

SUBSTITUTE HANDBOOK

GUIDE FOR LICENSED & CLASSIFIED SUBSTITUTES



REVISED June 2024

Dear Licensed, Classified and Student teacher Substitutes,

Welcome to the 2024-2025 school year at Thompson School District! Whether you are joining us for the first time or returning to our wonderful district, we are thrilled to have you as part of our team. Your decision to work with us is deeply appreciated, and we recognize the vital role you play in the educational journey of our students.

My name is Rose Cortorreal, and I am honored to introduce myself as your new Substitute Technician. Recently, I relocated to the beautiful Loveland, CO area from Eastern Pennsylvania, where I served at Lehigh University's Office of Multicultural Affairs. My move to Colorado was motivated by a desire for a better work-life balance, the allure of the state's abundant outdoor activities, and the goal of raising my family in a positive and stunning environment.

In my new role, I am committed to supporting each of you as we collectively strive to provide our Thompson School District community and students with the highest level of care and integrity. I look forward to working closely with all of you, ensuring that our substitute teaching team is equipped, valued, and prepared to make a meaningful impact every day.

Once again, thank you for choosing Thompson School District. Together, we will create an enriching and supportive educational experience for our students.

Sincerely,

Rose Cortorreal

Substitute Technician
(970) 613-5005

Empower to Learn · Challenge to Achieve · Inspire to Excel

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CONTACT INFORMATION

Substitute Technician

Rose Cortorreal

rose.cortorreal@tsd.org

(970) 613-5005

Absence Management System

app.frontlineeducation.com

1 (800) 942-3767

TSD Substitute Portal

www.thompsonschoools.org/Page/4382

District Website

www.thompsonschoools.org

School Closure Line

(970) 613-6788

Colorado Department of Education
(for License Applications)

www.cde.state.co.us

Workman's Compensation

Denise Absalom

denise.absalom@tsd.org

(970) 613-5003

EMPLOYMENT OVERVIEW

Substitutes are "on-call, as-needed employees" with the Thompson School District. TSD has the right to remove an individual from their substitute role, as it deems necessary.

Equal Opportunity

Thompson School District is an equal opportunity employer. It does not discriminate in hiring, promotion, discharge or other aspects of employment on the basis of race, color, age, religion, disability, gender, or national origin.

Eligibility & Requirements

Licensed Substitute Teachers - replace licensed teachers in the event of an absence.

- Valid Colorado Teaching License or Substitute Authorization (1, 3, or 5 year)
- Submit [Application](#) and complete an interview
- Complete New Employee paperwork and background screen.

Classified Substitute Teachers - replace school support staff in event of an absence.

- High School Graduate/GED
- Submit [Application](#) and complete an interview
- Complete New Employee paperwork and background screen.
- Complete fingerprints (process will be initiated by TSD if hired)
 - Required by Colorado Statutes 22-32-109-8
 - Fingerprinting fee will be deducted from the first paycheck.

Student Teacher Substitute - replaces cooperating teacher as-needed

- Current TSD Student Teacher with approval from university & TSD
- Qualifying student teachers must apply for a 1 year Substitute Authorization
- Questions: contact Sandy Chaney - (970) 613-5007 or sandy.chaney@tsd.org
- Complete New Employee paperwork.
- Receives same pay as Licensed Substitutes

LICENSED SUBSTITUTE PAY & DETAILS

2024-2025 School Year

Licensed Substitute

- Full Day \$150.00
- Half Day (4.5 hrs. or less) \$75.00
- Retired TSD Employee \$160.00
- Retired TSD Emp. Half Day \$80.00

Long Term Licensed Substitute Pay

Licensed Substitute - \$160.00 a day starting on the 11th consecutive day of the same assignment (without break in assignment).

Incentive Pay

Regular (part-time) licensed substitutes will be eligible for a \$300 monthly incentive by working at least 80 hours within a calendar month during the 2024/25 school year (any assignment).

Details

- Full-Day jobs: (4.51 - 8 hrs.) if a full-day job is less than 8 hrs., school can request sub to work up to 8 hrs.
- Half-Day jobs: (1 - 4.5 hrs.) if a half-day job is less than 4.5 hrs., school can request sub to work up to 4.5 hours.
- **Substitutes may be asked to cover additional classes during the course of the regular scheduled day. Substitutes will not be paid more for covering other duties during an open/plan period as that is part of substitute job duties.**
- Be sure to have confirmation number in Absence Management for any assignment worked.
- If two substitutes report for the same assignment, the sub with the job scheduled on Absence Management will stay for the day.
- If there is a discrepancy on a paycheck, please contact the Substitute Technician first. It is suggested that you keep track of your hours as well in case of a discrepancy.
- You may opt to work in both areas of substituting (licensed and classified). The pay will reflect the job worked - licensed pay for licensed sub assignments and [classified pay for classified sub assignments](#). Please notify the substitute technician if you are interested in working as both.
- This position does **not** receive benefits.
- **Snow Days - In the event of a snow day, all sub assignments will be canceled.**

Paid One Month in Arrears - you will be paid for the previous months work on the 27th of current month (paid on February 27th for all days worked in January).

Payday - on the 27th of each month (unless the 27th fall on a weekend or holiday, then payday is the workday prior to the 27th).

Pay Period - begins on the first day of the month and ends on the last day of the month.

Direct Deposit is available and recommended.

CLASSIFIED SUBSTITUTE PAY & DETAILS

2024 - 2025 School Year

Classified Substitute

- Hourly - minimum hourly wage based on specific assignments ([see 2024/25 Classified Staff Salary schedule B for more information](#)).

Paid One Month in Arrears - you will be paid for the previous months work on the 27th of current month (paid on February 27th for all days worked in January).

Payday - on the 27th of each month (unless the 27th fall on a weekend or holiday, then payday is the workday prior to the 27th).

Pay Period - begins on the first day of the month and ends on the last day of the month.

Direct Deposit is available and recommended.

Incentive Pay

Regular (part-time) classified substitutes will be eligible for a \$200 monthly incentive by working at least 80 hours within a calendar month during the 2024/25 school year.

Details

- Classified Substitutes are paid the minimum hourly rate for specific assignments within the TSD [2024-25 Classified Staff Salary Schedule B within pay ranges 5-17](#).
- **Substitutes may be asked to cover additional duties during the course of the regularly scheduled day. Substitutes will not be paid more for covering other duties during an open/plan period as that is part of the substitute job duties.**
- Be sure to have confirmation number in Absence Management for any assignment worked.
- If two substitutes report for the same assignment, the sub with the job scheduled on Absence Management will stay for the day.
- If there is a discrepancy on your paycheck, please contact the Substitute Technician first. It is suggested that you keep track of your hours as well in case of a discrepancy.
- This position does **not** receive benefits.
- **Snow Days** - in the event of a snow day, all sub assignments will be canceled.

ABSENCE MANAGEMENT

Frontline Substitute System

Substitute teachers can either....

- Actively search for sub jobs on the [Absence Management website](#) or
- Call/Accept calls from the Absence Management phone system to hear available jobs (1-800-942-3767).

Questions: Contact: Rose Cortorreal

Email: rose.cortorreal@tsd.org

Phone: (970) 613-5005

NOTE: TSD staff may report absences 24 hours a day, seven days a week. Sub jobs will be visible to you based on qualifications and account settings.

SUBSTITUTE RESOURCES

Find everything TSD sub-related on [Substitute Resources](#).

- Links to websites subs utilize
- [Absence Management How-To-Guides](#)
- [Tips for Success](#)
- [2024/25 Salary Schedules](#)
- [Frequently Asked Questions](#)
- And other Resources!

BOARD OF EDUCATION POLICIES

Please review the following Board Policies.

Click on the links below to view the policies on tsd.org.

[Part-Time and Substitute Professional Staff Employment/Qualifications of Substitute Staff \(GCG/GCGA\)](#)

[Tobacco/Nicotine-Free Schools/Work Place \(ADC\)](#)

[Sexual Harassment \(GBAA\)](#)

[Staff Ethics/Conflict of Interest \(GBEA\)](#)

[Staff Conduct \(And Responsibilities\) \(GBEB\)](#)

[Staff Dress Code \(GBEBA\)](#)

[Alcohol & Drug-Free Work Place \(GBEC\)](#)

[Staff Use of the Internet and Electronic Communications \(GBEE\)](#)

[Bullying Prevention and Education \(JICDE\)](#)

[Weapons in School \(JICI\)](#)

[Students with Food Allergies \(JLCDA\)](#)

[Child Abuse \(JLF-R\)](#)

[Non-Discrimination/Equal Opportunity \(AC\)](#)

[Non-Discrimination/Equal Opportunity \(AC-E-1\)](#)

All Board Policies can be found on: [TSD Board Policies](#)

NOTE: Board Policy prohibits staff (including substitutes) from advancing or promoting a particular religious belief or viewpoint while on duty. Substitute teachers may not take advantage of their position by selling, promoting or otherwise soliciting goods or services for their personal gain or benefit while on duty at any Thompson School District property, unless prior authorization has been obtained.

LEGAL ISSUES & ETHICS

An overall consideration when substitute teaching is the substitute teacher's legal responsibility in the classroom and school. The following are some legal responsibilities of which the substitute should be aware.

Supervision of Students

- The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. In many states, a teacher acts in loco parentis - in the place of a parent - and is allowed to use his/her judgment in a manner similar to a parent. The standard is the reasonable use of professional judgment for the safety and orderly education of students.

Due Care & Caution

- A substitute teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and actions, and following school safety policies and procedures.

Release of Children

- Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the school office.

Health

- Only the school nurse or other appropriate health personnel should administer medication, not the classroom teacher. If there are medications requirements of a student, the school nurse should be notified. Accidents or injuries must be reported to the office or clinic immediately. If a student becomes ill, the substitute must call for help. The student should be sent to the health office accompanied by someone, and the substitute should follow up to verify status. If a substitute suspects a student of being under the influence of drugs or alcohol, they should contact the school administrator.

Confidentiality

- It is unprofessional and against the law to disclose confidential information about students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical condition, learning, discipline problems, etc.

LEGAL ISSUES & ETHICS

Anecdotal Records

- Maintaining notes on particular incidents in the classroom can protect a substitute in problematic situations. If a classroom occurrence might be questioned, date and time should be noted, the individuals involved, the choices for action considered, and the actions taken.

Professional Behavior

- As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

Discipline Policies

- A classroom teacher or substitute may **NEVER USE CORPORAL PUNISHMENT WITH STUDENTS**. This includes hitting, pushing, pinching, forcing a student to stand for long periods of time, making students do push-ups, or using any physical force. **DO NOT TOUCH STUDENTS**. A classroom teacher or substitute teacher may never use inappropriate language, name calling, or harsh words with a student. When in doubt about handling a situation, referring the student to the building principal is always sound advice. A substitute may call on a neighboring teacher or the office for assistance in accompanying the student to the office.

Safety

- Each school has a written emergency plan, which includes procedures for lockdown, and/or emergency evacuation. All threats are to be treated seriously and reported to the main office immediately. If a substitute suspects a student of being under the influence of drugs or alcohol, they should contact an administrator immediately. If a substitute needs to leave the classroom for any amount of time, call for assistance. **NEVER LEAVE STUDENTS UNATTENDED**.

POLICIES & CLASSROOM PROCEDURES

Below are policies that must be followed:

- ***ALWAYS*** report to your assignment according to the Report Time from Absence Management. Even though Wednesdays are a late start, you should report according to the report time. For questions regarding start times, contact the school directly prior to the date of your assignment in question.
- Please remember that students can have allergies; therefore, **do not** provide any food for any students.
- Never leave students unattended.
- Never attempt to restrain or discipline a student using any form of physical contact.
- Practice appropriate boundaries.
- Do not use profanity in the presence of students.
- **No use of cellphones** and other electronic devices in the presence of students.

Classroom Instruction

- Substitute teachers are to follow lesson plans and instructions provided by the classroom teacher. The regular routine of the classroom should be maintained
- whenever possible. **If lesson plans were not left, contact the office for further instruction.**
- Check the classroom teacher's master planning book to see if there are any students
- with special needs or medical conditions of which to be aware. Check with the office if the teacher's planning book is not available.
- Substitute teachers are expected to perform **all** of the duties of the classroom teacher, including covering extra classes if needed.
- Substitute teachers should not assign written work and leave it to be graded unless directed to do so in the lesson plans.
- Substitute teachers are responsible for the pupils, equipment, and materials assigned to them for the assignment. All materials and equipment borrowed must be returned to the proper authority before leaving campus.
- Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of the school.
- Substitute teachers should leave a brief summary of the day's activities for the classroom teacher. The summary may include behavior issues, special circumstances for the day, work that was done or not done during the day.
- If a student is injured or requires medical attention contact the school health office and provide information as needed to complete the incident report.
- **Substitutes should never leave the classroom unattended. If you need to leave the room for any reason, you must contact the front office.**

SUBSTITUTE TRAINING



1. Go to sted.org and choose "Purchase Courses".
2. Select your SubSkills Online Training Package Basic Option A, and Add to Cart.
3. Enter Coupon Code [tsd22pro](#) and click Apply Code.
4. Proceed to Checkout and complete your order to begin your course.

SUBSTITUTE RESPONSIBILITIES

- Arrive early to your assignment. (Note the report time posted in Absence Management)
- Be flexible. You may be asked to fill a position other than your original assignment. **Example:** You may have accepted a Secretary position, but the school may choose to have their Faculty Assistant fill in for the secretary since they are more familiar with the school procedures. You would then fill in for the Faculty Assistant.
- Always check in with the front desk upon arrival.
- Prepare by reviewing lesson plans, daily schedule, attendance procedures, and other materials before students arrive.
- **Take attendance.**
- Begin class with the assigned work and follow lesson plans.
- Keep all students in your classroom under supervision at ALL TIMES.
- Maintain a professional demeanor.
- Leave a summary of the day or feedback for the teacher if requested.
- Complete necessary tasks (grading, reports, etc.)
- Leave the desk and classroom clean and orderly before you leave.
- If you enjoyed your subbing experience, leave a note with your contact info for the teacher requesting to be put on their Preferred Sub List

CRISIS/EMERGENCY PROCEDURES

All schools within Thompson School District have plans and procedures in place for handling crisis situations. As a part of the plans, schools conduct practice drills for fire, severe weather and lockdown situations. Teachers play a crucial role in all emergency procedures and substitutes may be responsible for a class of students when an emergency procedure is employed. In addition to remaining calm, the following suggestions may help a substitute be better prepared in the event a crisis occurs.

Ask the Office:

As a substitute checks in at the office, they should take a moment to ask what the crisis procedures are for that school.

Meet Neighboring Teachers:

If you have the opportunity, introduce yourself to a neighboring teacher. This will provide you with someone you can ask for assistance, or to help clarify any internal school procedures.

Check out the Classroom:

- When arriving at the classroom, a substitute should take a few minutes to look around and locate the following:
- Standard Response Protocol (SRP) poster inside the classroom.
- Fire evacuation maps that show primary and secondary exits.
- A class roster.

LOCKDOWN “Locks, Lights, Out of Sight” Plan **LOCK OUT “Secure the Perimeter” Plan**

- Lock interior doors
 - Turn out the lights
 - Move out of sight
 - Maintain silence (yours and students’)
 - Take attendance
 - DO NOT open door for anyone. First Responders or administrators will release you in person.
 - DO NOT evacuate if the fire alarm is heard during a lockdown situation.
 - Remain in lockdown until further instructions are given.
- Lockout occurs when there is something potentially dangerous outside of the school. Teachers should take attendance and continue with business as usual unless directed by administration or first responders.
 - If you are outside during a lockout locate the closest door and move inside of the building in a calm and controlled manner. Once inside take attendance and continue classroom activities.

For further information while at school, please contact the Building Secretary or Administrator.

Questions, please contact the Thompson School District Dispatch: (970) 613-5010

STANDARD RESPONSE PROTOCOL - POSTER

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazard
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

SUBSTITUTE SAFETY & INJURY

TSD Safety Rules for All Employees

Workers' Compensation (Ref. BOE Policy GBGD)

The District is committed to providing a safe, injury free work environment. Safety at the workplace is everyone's responsibility. If you see a dangerous or potentially unsafe work situation you should report it to your building administrator immediately.

If you are involved in a work related accident you **MUST** report the injury to your immediate supervisor and then complete the [Employee's First Report of Injury Form](#) within 24 hours.

The District has a Designated Physician Program to control costly work injuries. If you are injured at work and require medical attention that is not life or limb threatening, you must visit one of the designated physicians. In order for your medical bills to be paid by the workers compensation insurance carrier you **MUST** seek treatment from a designated provider. A list of designated providers is included in the worker's compensation handbook and on the employment law posters posted at each building.

The District has a Designated Physician Program to control costly work injuries. If you are injured at work and require medical attention that is not life or limb threatening, you must visit one of the designated physicians. In order for your medical bills to be paid by the workers compensation insurance carrier you **MUST** seek treatment from a designated provider. A list of designated providers is included in the worker's compensation handbook and on the employment law posters posted at each building.

TSD Workmen's Compensation Contact

Denise Absalom
denise.absalom@tsd.org
(970) 613-5003

Designated Primary Care Physicians

- **Banner Occupational Health Services**
1703 E 18th Street Suite #4
Loveland, CO 80538
Phone: (970) 820-4580
- **Work Well Occupational Health**
1608 Topaz Drive
Loveland, CO 80537
Phone: (970) 593-0125
- **Work Well Occupational Health**
1600 Specht Point Road Suite #115
Fort Collins, CO 80525
Phone: (970) 672-5100
- **Concentra Occupational Health**
620 S. Lemay Ave.
Fort Collins, CO 80524
Phone: (970) 221-5811
- **Concentra Occupational Health**
1860 Industrial Cir., Suite D
Longmont, CO 80501
Phone: (303) 682-2473
- **Emergency: McKee Medical Center**
2000 Boise Ave.
Loveland, CO 80538
Phone: (970) 820-4640

Universal Precautions

Universal Precautions are procedures used to prevent the transmission of germs. The practice of universal precautions includes hand washing, use of personal protective equipment such as gloves or masks, and cleaning and disinfecting in a prescribed manner when dealing with body fluids. The purpose of universal precautions is to reduce the spread of illnesses caused by viruses or bacteria such as Hepatitis, HIV, Cytomegalovirus, MRSA, flu and many others. The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term body fluids includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions, saliva and any fluid containing blood.

Hand Washing

- Wash your hands frequently.
- Use soap with water and wash vigorously under water for 20 seconds.
- Dry hands and then use a paper towel to turn off water.

Precautions

- Avoid direct skin contact with bodily fluids & substances. If there is contact, wash immediately.
- Keep disposable gloves readily available for quick response and wear when handling any bodily fluids & substances.
- When possible, have students wash their own cuts/abrasions and tend to their own runny/bloody noses.
- Limit shared use items and sanitize those that you do use.
- Call the Health Office if the situation requires any first aid.
- All disposable contaminated items should be placed in a clear plastic bag, tied, and placed into a second bag for removal. This includes any contaminated student clothing and items to be sent home.
- Any questions on universal precautions should be directed to the school nurse.

Universal Precautions

Injuries & Spills

- Assist students & keep others away from spill.
- Call for the Health Office if First Aid is needed or you/students are exposed to bodily fluid/substance.
- If student injury occurs, notify the Health Office and be prepared to complete applicable sections of Student Incident Reports as a witness and return to the Health Office. The SHOA/RN will complete the Student Incident Report and email it to Risk Management.
- Teachers/Coaches are to complete a Student Incident Report when a student is injured, either away from school, after school hours, or during a time when the Health Office is unavailable.
- If staff injury occurs, complete Employees First Report of Injury and fax it to the Insurance Department at (970) 613-6169

Be Prepared for Emergencies

Think through possible situations and how to deal with them before they happen.

- If a student becomes ill...
- If a student gets a cut or abrasion...
- If a student faints...
- If a student has an "accident"...
- If a student gets a bloody nose...
- If a student has a seizure...

EARLY CHILDHOOD CENTERS INFORMATION

Early Childhood Office - Stansberry

407 East 42nd St. Loveland 80537

(970) 613-5052

<u>SCHOOL</u>	<u>ADDRESS</u> <u>CITY/ZIP</u>
Berthoud EC Center	560 Bunyan Ave. Berthoud 80513
Berthoud/Turner EC Center	950 Massachusetts Ave. Berthoud 80513
Carrie Martin EC Center (cottage near street)	4129 Joni Ln. Loveland 80537
Centennial EC Center (east cottage)	1555 W. 37th St. Loveland 80538
Cottonwood Plains EC Center	525 Turman Dr. Fort Collins 80525
Coyote Ridge EC Center	7115 Avondale Rd. Fort Collins 80525
High Plains EC Center	4255 Buffalo Mountain Dr. Loveland 80538
Laurene Edmondson EC Center	307 W. 49th St. Loveland 80538
Lincoln EC Center	3312 N. Douglas Ave. Loveland 80538
Peak View EC Center (Conrad Ball)	2660 Monroe Ave. Loveland 80538
Ponderosa EC Center	4550 Florence Dr. Loveland 80538
Riverview EC Center	3550 Barkwood Dr. Johnstown 80534
Sarah Milner EC Center	743 Jocelyn Dr. Loveland 80537
Stansberry EC Center	407 E. 42nd St. Loveland 80537
Winona EC Center	201 S. Boise Ave. Loveland 80537

ELEMENTARY SCHOOLS INFORMATION

<u>SCHOOL</u>	<u>ADDRESS</u> <u>CITY/ZIP</u>	<u>PHONE #</u>
Berthoud Elem.	560 Bunyan Ave. Berthoud 80513	(970) 613-7500
B.F. Kitchen Elem.	915 Deborah Dr. Loveland 80537	(970) 613-5500
Big Thompson Elem.	7702 W. Highway 34 Loveland 80538	(970) 613-5600
Carrie Martin Elem.	4129 Joni Ln. Loveland 80537	(970) 613-5700
Centennial Elem.	1555 W. 37th St. Loveland 80538	(970) 613-5800
Cottonwood Plains Elem.	525 Truman Dr. Fort Collins 80525	(970) 613-5900
Coyote Ridge Elem.	7115 Avondale Rd. Fort Collins 80525	(970) 613-9400
Garfield Elem.	720 Colorado Ave. Loveland 80537	(970) 613-6000
Ivy Stockwell Elem.	145 5th St. Berthoud 80513	(970) 613-6100
Laurene Edmondson Elem.	307 W. 49th St. Loveland 80538	(970) 613-6300
Lincoln Elem.	3312 N. Douglas Ave. Loveland 80538	(970) 613-6200
Namaqua Elem.	209 N. Namaqua Ave. Loveland 80537	(970) 613-6600
Ponderosa Elem.	4550 Florence Dr. Loveland 80538	(970) 613-6600
Sarah Milner Elem.	743 Jocelyn Dr. Loveland 80537	(970) 613-6700
Truscott Elem.	211 W. 6th St. Loveland 80537	(970) 613-6900
Winona Elem.	201 S Boise Ave. Loveland 80537	(970) 613-7100

K-8 SCHOOLS INFORMATION

<u>SCHOOL</u>	<u>ADDRESS</u> <u>CITY/ZIP</u>	<u>PHONE #</u>
High Plains School (K-8)	4255 Buffalo Mountain Dr. Loveland 80538	(970) 613-9800
Peak View Academy @ Conrad Ball (K-8)	2660 Monroe Ave. Loveland 80538	(970) 613-7300
Riverview School (K-8)	3550 Barkwood Dr. Johnstown 80534	(970) 613-7000

MIDDLE SCHOOLS INFORMATION

<u>SCHOOL</u>	<u>ADDRESS</u> <u>CITY/ZIP</u>	<u>PHONE #</u>
Bill Reed Middle School	370 W. 4th St. Loveland 80537	(970) 613-7200
Lucile Erwin Middle School	4700 Lucerne Ave. Loveland 80538	(970) 613-7600
Turner Middle School	950 Massachusetts Ave. Berthoud 80513	(970) 613-7400
Walt Clark Middle School	2605 Carlisle Dr. Loveland 80537	(970) 613-5400

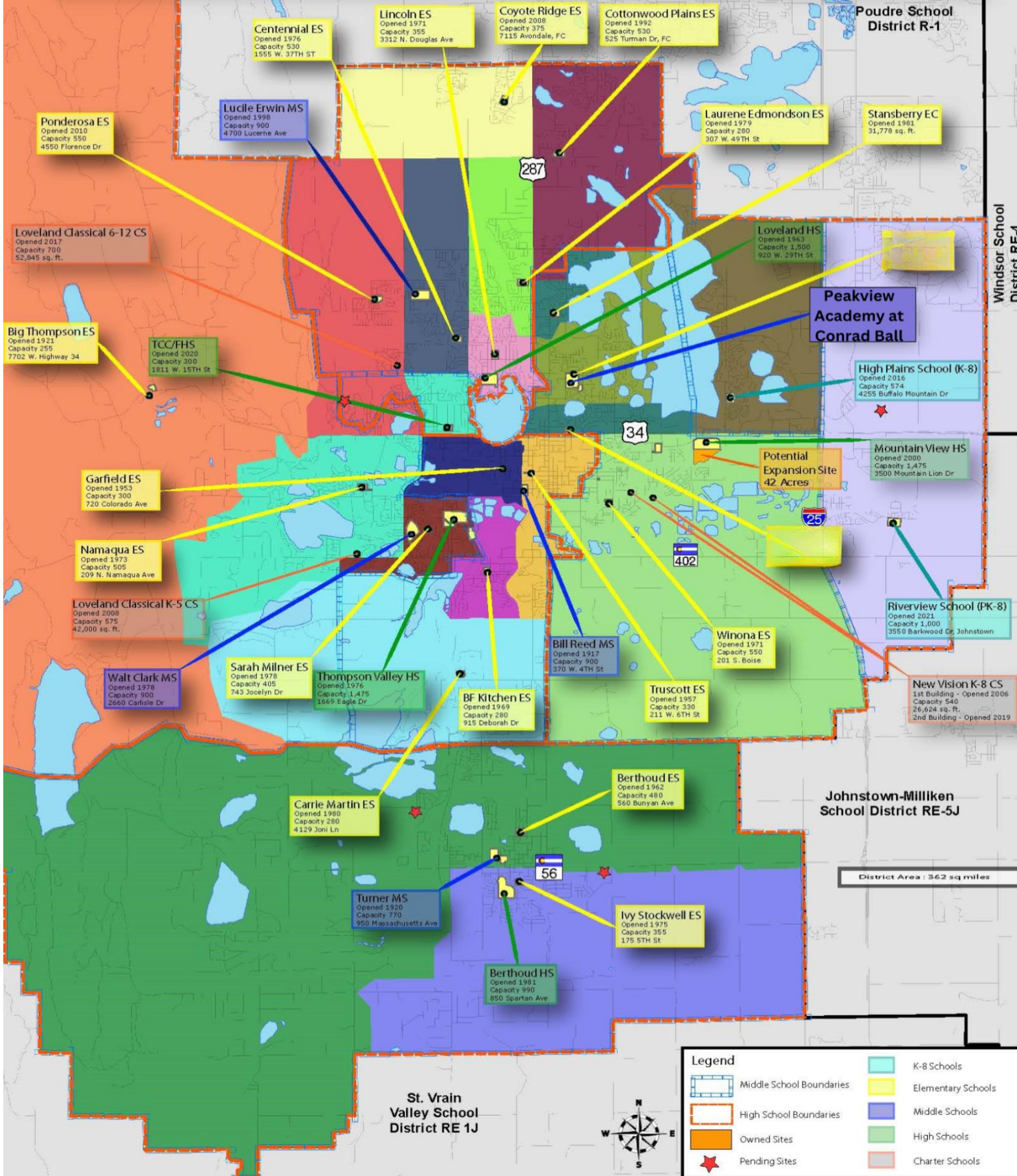
HIGH SCHOOLS INFORMATION

<u>SCHOOL</u>	<u>ADDRESS</u> <u>CITY/ZIP</u>	<u>PHONE #</u>
Berthoud High School	850 Spartan Ave. Berthoud 80513	(970) 613-7700
Ferguson High School	1811 W 15th St. Loveland 80538	(970) 613-5300
Loveland High School	920 W 29th St. Loveland 80538	(970) 613-5200
Mountain View High School	3500 Mountain Lion Dr. Loveland 80537	(970) 613-7800
Thompson Valley High School	1669 Eagle Dr. Loveland 80537	(970) 613-7900

OTHER SCHOOLS/PROGRAMS

<u>SCHOOL/PROGRAM</u>	<u>ADDRESS</u> <u>CITY/ZIP</u>	<u>PHONE #</u>
Thompson Career Campus (TCC)	1811 W 15th St. Loveland 80538	(970) 613-6675
LEAP	2525 Van Buren Cr. Loveland 80538	(970) 203-5489
Loveland Classical Charter School K-5	3835 14th St. SW Loveland 80537	(970) 541-1507 ext 1
Loveland Classical Charter School 6-12	3015 W 29th St. Loveland 80538	(970) 541- 1507 ext 2
New Vision Charter School K-3	2366 E 1st St. Loveland 80537	(970) 593-6827
New Vision Charter School 4-8	299 Peridot Ave. Loveland 80537	(970) 593-6827
SOARS	1669 Eagle Dr. Loveland 80537	(970) 613-5333
Thompson Online	1669 Eagle Dr. Loveland 80537	(970) 613-5989

Thompson School District R2-J





School Calendar 2024-2025

Approved by BOE: 11/15/23

1 hour - Weekly Late Start

Calendar Legend

- G** Graduation
- PT** Parent/Teacher Conferences
- T** Transition Day Grades K, 6 & 9
- S** 1st Semester Ends
- 1 Hour Late Start
- School Begins - All Students
- No School for Students
- District Closed - No School
- Schools Closed
- Last Day for graduating seniors
- Last Day, 1/2 day for K-11 students
- Staff Professional Day - No Students

August

- 2-6 New Teacher Orientation
- 7-13 TENS Week - No Students
- 14 Transition Day Grades K, 6 & 9
- 15 School Begins - All Students

September

- 2 Labor Day - Holiday
- 3 Staff Professional Day - No Students

October

- 11 Teacher Work Day - No Students
- 17 PT Conferences - No Students
- 18 Tch. Exchange Day - No Students

November

- 25-29 Thanksgiving Break - No School

December

- 20 End of 1st Semester
- 23-31 Winter Break - District Closed

January

- 1 New Year's Day - Holiday
- 2-3 Winter Break - District Closed
- 6 Teacher Work Day - No Students
- 7 Staff Professional Day - No Students
- 20 Martin Luther King Day - Holiday

February

- 17 Presidents' Day - Holiday
- 18 Staff Professional Day - No Students

March

- 6 Teacher Work Day - No Students
- 7 PT Conferences - No Students
- 17-21 Spring Break - No School

April

- 25 Teacher Work Day - No Students

May

- 14 Last Day for graduating seniors
- 23 Last Day, 1/2 day for K-11 students
- 24 Graduation
- 26 Memorial Day - Holiday

JANUARY 2025						
S	M	T	W	T	F	S
						4
5			8	9	10	11
12	13	14	15	16	17	18
19		21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16			19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5			8
9	10	11	12	13	14	15
16						22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24		26
27	28	29	30			

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	G
25		27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1st Semester 83 Days

2nd Semester 87 Days

Please visit the Thompson School District website at www.thompsonschoools.org to view this calendar online.