GUIDE FOR LICENSED & CLASSIFIED SUBSTITUTES

REVISED August 2022
Welcome to the Thompson School District’s substitute program. As a vital part of our education system, you serve over 15,000 students in approximately 35 locations.

On average, 100 substitutes are working in the Thompson School District each day. You are an integral part of our district. We value your contributions and understand that substituting is a demanding job that requires a positive attitude, mental preparation, flexibility, and skill. This handbook is designed to prepare you for this important and challenging job.

Feel free to contact the Human Resources Department any time with comments or concerns you may have about the substitute program. We look forward to working with you!

Sincerely,

Missy Foss
Substitute Technician, (970) 613-5005

Empower to Learn  ·  Challenge to Achieve  ·  Inspire to Excel
Welcome Letter

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<tr>
<td><strong>Substitute Technician</strong></td>
</tr>
<tr>
<td>Missy Foss</td>
</tr>
<tr>
<td><a href="mailto:missy.foss@tsd.org">missy.foss@tsd.org</a></td>
</tr>
<tr>
<td>(970) 613-5005</td>
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<tr>
<td><strong>Absence Management System</strong></td>
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<tr>
<td>app.frontlineeducation.com</td>
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<tr>
<td>1 (800) 942-3767</td>
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<td><strong>TSD Substitute Portal</strong></td>
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<td><a href="http://www.thompsonschools.org/Page/4382">www.thompsonschools.org/Page/4382</a></td>
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<td><strong>District Website</strong></td>
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<td><a href="http://www.thompsonschools.org">www.thompsonschools.org</a></td>
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<tr>
<td><strong>School Closure Line</strong></td>
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<tr>
<td>(970) 613-6788</td>
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<tr>
<td><strong>Colorado Department of Education</strong></td>
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<td>(for License Applications)</td>
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<td><a href="http://www.cde.state.co.us">www.cde.state.co.us</a></td>
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<tr>
<td><strong>Workman’s Compensation</strong></td>
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<tr>
<td>Denise Absalom</td>
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<tr>
<td><a href="mailto:denise.absalom@tsd.org">denise.absalom@tsd.org</a></td>
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<tr>
<td>(970) 613-5003</td>
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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 teacher in 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 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**

2022-2023 School Year

**Licensed Substitute**
- Full Day $130.00
- Half Day (4.5 hr. or less) $65.00
- Retired TSD Employee $140.00
- Retired TSD Emp. Half Day $70.00

**Long Term Licensed Substitute Pay**
Licensed Substitute - $150.00 a day starting on the 11th consecutive day of the same assignment (without break in assignment).

**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 27th of each month (unless 27th falls on weekend or holiday, then payday is the workday prior to the 27th)
- Pay Period - begins on first day of month and ends on last day of month
- Direct Deposit is available and recommended.

**Incentive Pay**
Regular (part-time) licensed substitutes will be eligible for $300 monthly incentive by working at least 80 hours within a calendar month during the 2022-23 school year (any assignment).

**Details**
- Full-Day jobs: (4.51 - 8 hours) if full-day job is less than 8 hours, school can request sub to work up to 8 hours
- Half-Day jobs: (1 - 4.5 hours) if half-day job is less than 4.5 hours, school can request sub to work up to 4.5 hours
- Substitutes may be asked to cover additional classes during the course of the regularly scheduled day. Substitutes will not be paid more for covering classes during 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.
- 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 interested in working as both.
- This position does not receive benefits.
- **Snow Days**– in case of a snow day, all sub assignments are cancelled.
CLASSIFIED SUBSTITUTE PAY & DETAILS

2022-2023 School Year

Classified Substitute

- Hourly—minimum hourly wage based on specific assignment (see 2022-23 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 27th of each month (unless 27th falls on weekend or holiday, then payday is the workday prior to the 27th)
- Pay Period - begins on first day of month and ends on last day of month
- Direct Deposit is available and recommended.

Incentive Pay

Regular (part-time) classified substitutes will be eligible for $200 monthly incentive by working at least 80 hours within a calendar month during the 2022-23 school year.

Details

- Classified Substitutes are paid the minimum hourly rate for specific assignments within the TSD 2022–2023 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 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.
- This position does not receive benefits.
- **Snow Days**—in case of a snow day, all sub assignments are cancelled.
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: Missy Foss
Email: missy.foss@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 PORTAL

Find everything TSD sub-related on the Substitute Portal

- Links to websites subs utilize
- Answers to Frequently Asked Questions
- School Maps and Calendars
- Professional Development opportunities
- Monthly Newsletters
- And other Resources!
Please review the following Board Policies.
Click on the links below to view the policies on thompsonschools.org.

Part-Time and Substitute Employment & Qualifications (GCG/GCGA)

Tobacco/Nicotine-Free Schools/Work Place (ADC)

Sexual Harassment (GBAA)

Staff Ethics/Conflict of Interests (GBEA)

Staff Conduct & Responsibilities (GBEB)

Staff Dress Code (GBEBA)

Alcohol & Drug-Free Work Place (GBEC)

Staff Use of the Internet and Electronic Communications (GBEE)

Harassment/Bullying (JICDE)

Possession of Weapons in School (JICI)

Students with Food Allergies (JLCDA)

Child Abuse (JLF-R)

All Board Policies can be found on https://www.thompsonschools.org/Page/6983

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.
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 medication 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, he or she 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.
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 teacher 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, he or she 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 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 RESOURCES/INFORMATION

UPDATES COMING SOON
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 day or feedback for teacher if requested.

- Complete necessary tasks (grading, reports, etc.)

- Leave 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, school 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, he or she 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 poster inside the classroom.
  - Fire evacuation maps that show primary and secondary exits.
  - A class roster.

LOCKS DOWN “Locks, Lights, Out of Sight Plan”

- Lock interior doors
- Turn out the lights
- Move out of sight
- Maintain silence (yours & students’)
- Take attendance
- DO NOT open door for anyone—first responders or administrators will release you in person.
- DO NOT evacuate if fire alarm is heard during a lockdown situation.
- Remain in lockdown until further instructions are given

LOCK OUT “Secure the Perimeter Plan”

- 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 located 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 When You Hear It, Do It.

**Lockout!** Get inside. Lock outside doors.

**Students**
- Return inside
- Business as usual

**Teacher**
- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Business as usual

**Lockdown!** Locks, lights, out of sight.

**Students**
- Move away from sight
- Maintain silence
- Do not open the door

**Teacher**
- Lock interior doors
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence
- Take attendance

**Evacuate!** To the announced location.

**Students**
- Bring your phone
- Leave your stuff behind
- Follow instructions

**Teacher**
- Lead evacuation to location
- Take attendance
- Notify if missing, extra or injured students

**Shelter!** Hazard and safety strategy.

**Students**
- **Hazard**
  - Tornado: Evacuate to shelter area
  - Hazmat: Seal the room
  - Earthquake: Drop, cover and hold
  - Tsunami: Get to high ground

**Teacher**
- Lead safety strategy
- Take attendance

**Hold!** In your classroom. Clear the halls.

**Students**
- Remain in the classroom until the “All Clear” is announced

**Teacher**
- Close and lock classroom door
- Business as usual
- Take attendance
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.

TSD Workman’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 Pt 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 Avenue
  Loveland, CO 80538
  Phone: (970) 820-4640
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 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 Health Office if situation requires any first aid.
- All disposable contaminated items should be placed in 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 student & keep others away from spill.
- Call for Health Office if First Aid is needed or you/students are exposed to bodily fluid/substance.
- If student injury occurs, notify 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 Student Incident Report when 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

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>City/Zip</th>
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<tbody>
<tr>
<td>Berthoud EC Center</td>
<td>560 Bunyan Ave.</td>
<td>Berthoud 80513</td>
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<tr>
<td>Berthoud/Turner EC Center</td>
<td>950 Massachusetts Ave.</td>
<td>Berthoud 80513</td>
</tr>
<tr>
<td>Carrie Martin EC Center</td>
<td>4129 Joni Ln.</td>
<td>Loveland 80537</td>
</tr>
<tr>
<td>(cottage near street)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centennial EC Center</td>
<td>1555 W. 37th St.</td>
<td>Loveland 80538</td>
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<tr>
<td>(east cottage)</td>
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<tr>
<td>Cottonwood Plains EC Center</td>
<td>525 Turman Dr.</td>
<td>Fort Collins 80525</td>
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<tr>
<td>Coyote Ridge EC Center</td>
<td>7115 Avondale Rd.</td>
<td>Fort Collins 80525</td>
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<tr>
<td>High Plains EC Center</td>
<td>4255 Buffalo Mountain Dr.</td>
<td>Loveland 80538</td>
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<tr>
<td>Laurene Edmondson EC Center</td>
<td>307 W. 49th St.</td>
<td>Loveland 80538</td>
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<tr>
<td>Lincoln EC Center</td>
<td>3312 N. Douglas Ave.</td>
<td>Loveland 80538</td>
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<tr>
<td>Monroe EC Center</td>
<td>814 East 16th St.</td>
<td>Loveland 80538</td>
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<tr>
<td>(adjacent to school)</td>
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<tr>
<td>Ponderosa EC Center</td>
<td>4550 Florence Dr.</td>
<td>Loveland 80538</td>
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<tr>
<td>Riverview EC Center</td>
<td>3550 Barkwood Dr.</td>
<td>Johnstown 80534</td>
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<tr>
<td>Sarah Milner EC Center</td>
<td>743 Jocelyn Dr.</td>
<td>Loveland 80537</td>
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<tr>
<td>Stansberry EC Center</td>
<td>407 E. 42nd St.</td>
<td>Loveland 80537</td>
</tr>
<tr>
<td>Winona EC Center</td>
<td>201 S. Boise Ave.</td>
<td>Loveland 80537</td>
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<tr>
<td>(cottage near street)</td>
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# ELEMENTARY SCHOOLS INFORMATION

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<tr>
<th>SCHOOL</th>
<th>ADDRESS</th>
<th>CITY/ZIP</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>Berthoud Elementary</td>
<td>560 Bunyan Ave. Berthoud 80513</td>
<td></td>
<td>613-7500</td>
</tr>
<tr>
<td>B.F. Kitchen Elementary</td>
<td>915 Deborah Dr. Loveland 80537</td>
<td></td>
<td>613-5500</td>
</tr>
<tr>
<td>Big Thompson Elementary</td>
<td>7702 W. Highway 34, Loveland 80538</td>
<td></td>
<td>613-5600</td>
</tr>
<tr>
<td>Carrie Martin Elementary</td>
<td>4129 Joni Ln. Loveland 80537</td>
<td></td>
<td>613-5700</td>
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<tr>
<td>Centennial Elementary</td>
<td>1555 W. 37th St. Loveland 80538</td>
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<td>613-5800</td>
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<tr>
<td>Cottonwood Plains Elementary</td>
<td>525 Truman Dr. Fort Collins 80525</td>
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<tr>
<td>Coyote Ridge Elementary</td>
<td>7115 Avondale Rd. Fort Collins, 80525</td>
<td></td>
<td>679-9400</td>
</tr>
<tr>
<td>Garfield Elementary</td>
<td>720 Colorado Ave. Loveland 80537</td>
<td></td>
<td>613-6000</td>
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<tr>
<td>Ivy Stockwell Elementary</td>
<td>175 5th St. Berthoud 80513</td>
<td></td>
<td>613-6100</td>
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<tr>
<td>Laurene Edmondson Elementary</td>
<td>307 W. 49th St. Loveland 80538</td>
<td></td>
<td>613-6300</td>
</tr>
<tr>
<td>Lincoln Elementary</td>
<td>3312 N. Douglas Ave. Loveland 80538</td>
<td></td>
<td>613-6200</td>
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<tr>
<td>Mary Blair Elementary</td>
<td>860 E. 29th St. Loveland 80538</td>
<td></td>
<td>613-6400</td>
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<tr>
<td>Monroe Elementary</td>
<td>1500 N. Monroe Ave. Loveland 80538</td>
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<td>Namaqua Elementary</td>
<td>209 N. Namaqua Ave. Loveland 80537</td>
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<tr>
<td>Ponderosa Elementary</td>
<td>4550 Florence Dr. Loveland 80538</td>
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<td>679-9500</td>
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<tr>
<td>Sarah Milner Elementary</td>
<td>743 Jocelyn Dr. Loveland 80537</td>
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<tr>
<td>Truscott Elementary</td>
<td>211 W .6th St. Loveland 80537</td>
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<tr>
<td>Winona Elementary</td>
<td>201 S. Boise Ave. Loveland 80537</td>
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<td>613-7100</td>
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# K-8 SCHOOLS INFORMATION

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>ADDRESS</th>
<th>CITY/ZIP</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>High Plains School (K-8)</td>
<td>4255 Buffalo Mountain Dr. Loveland 80538</td>
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<td>679-9800</td>
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<tr>
<td>Riverview School (PK-8)</td>
<td>3550 Barkwood Dr. Johnstown 80534</td>
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## Middle Schools Information

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>City/Zip</th>
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<tbody>
<tr>
<td>Bill Reed Middle School</td>
<td>370 W. 4th St.</td>
<td>Loveland 80537</td>
<td>613-7200</td>
</tr>
<tr>
<td>Conrad Ball Middle School</td>
<td>2660 Monroe Ave.</td>
<td>Loveland 80538</td>
<td>613-7300</td>
</tr>
<tr>
<td>Lucile Erwin Middle School</td>
<td>4700 Lucerne Ave.</td>
<td>Loveland 80538</td>
<td>613-7600</td>
</tr>
<tr>
<td>Turner Middle School</td>
<td>950 Massachusetts Ave.</td>
<td>Berthoud 80513</td>
<td>613-7400</td>
</tr>
<tr>
<td>Walt Clark Middle School</td>
<td>2605 Carlisle Dr.</td>
<td>Loveland 80537</td>
<td>613-5400</td>
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## High Schools Information

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>City/Zip</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Berthoud High School</td>
<td>850 Spartan Ave.</td>
<td>Berthoud 80513</td>
<td>613-7700</td>
</tr>
<tr>
<td>Ferguson High School</td>
<td>1811 W 15th St.</td>
<td>Loveland 80538</td>
<td>613-5300</td>
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<tr>
<td>Loveland High School</td>
<td>920 W 29th St.</td>
<td>Loveland 80538</td>
<td>613-5200</td>
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<tr>
<td>Mountain View High School</td>
<td>3500 Mountain Lion Dr.</td>
<td>Loveland 80537</td>
<td>613-7800</td>
</tr>
<tr>
<td>Thompson Valley High School</td>
<td>1669 Eagle Dr.</td>
<td>Loveland 80537</td>
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## Others

<table>
<thead>
<tr>
<th>School/Program</th>
<th>Address</th>
<th>City/Zip</th>
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</thead>
<tbody>
<tr>
<td>Thompson Career Campus</td>
<td>1811 W 15th St.</td>
<td>Loveland 80538</td>
<td>613-6675</td>
</tr>
<tr>
<td>LEAP</td>
<td>2525 Van Buren Ct.</td>
<td>Loveland 80538</td>
<td>203-5489</td>
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<tr>
<td>Loveland Classical Charter School K-5</td>
<td>3835 14th St. SW</td>
<td>Loveland 80537</td>
<td>541-1507 ext 1</td>
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<tr>
<td>Loveland Classical Charter School 6-12</td>
<td>3015 W 29th St.</td>
<td>Loveland 80538</td>
<td>541-1507 ext 2</td>
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<tr>
<td>New Vision Charter School K-3</td>
<td>2366 E 1st St.</td>
<td>Loveland 80537</td>
<td>593-6827</td>
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<td>New Vision Charter School 4-8</td>
<td>299 Peridot Ave.</td>
<td>Loveland 80537</td>
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<td>Hope Program</td>
<td>850 Spartan Ave.</td>
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<td>Intensive Language Learning Center</td>
<td>1669 Eagle Dr.</td>
<td>Loveland 80537</td>
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<td>Soars</td>
<td>800 S. Taft Ave.</td>
<td>Loveland 80537</td>
<td>613-5333</td>
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<td>Thompson Online</td>
<td>800 S. Taft Ave.</td>
<td>Loveland 80537</td>
<td>613-5989</td>
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</table>
The Thompson Career Campus (TCC) is a college and career preparedness program that is accessible for full-time high school students in the Thompson School District. Courses at Thompson Career Campus will align with the industry standards for in-demand and growing career Pathways: Construction Skilled Trades, Health Science, Information Technology and Manufacturing and Design.

Riverview PreK-8 opened Fall 2021. The school will serve approx. 1000 students from the Loveland and Johnstown areas. The Johnstown subdivision just east of Interstate 25 and south of U.S. 34 and will fill a need in the growing Eastern section of the Thompson School District.
Substitutes do not work on closed days and days with no students unless serving in a long-term position (check with building Principals for more information).
The 2022-23 Substitute Appreciation Day is tentatively scheduled on Wednesday, May 31, 2023, 11 am to 1 pm, in the Thompson School District Boardroom (800 S. Taft Ave., Loveland 80537). We hope to see you. Thank you for all you do!