

# Guest Teacher Handbook



**Human Resources**

  
**ST. VRAIN VALLEY SCHOOLS**  
*academic excellence by design*

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## **FROM THE SUPERINTENDENT OF SCHOOLS**

Greetings and welcome to the St. Vrain Valley Schools. This Guest Teacher Handbook was developed to describe relevant guidelines, programs, and benefits. I encourage all employees to familiarize themselves with the contents as soon as possible as it contains important information about employment within our school district. I believe that each employee is an integral member of our team and contributes significantly to the success of our school district's vision and mission. Thank you for your hard work, dedication, and commitment to our students, staff, and community. I wish you the best and sincerely hope that your experience in the St. Vrain Valley Schools will be challenging and rewarding.

Dr. Don Haddad  
Superintendent of Schools

## Taking Public Education by #StVrainStorm

In St. Vrain Valley Schools, we are all part of a greater purpose in advancing public education across our community and beyond. We have a vision for a strong public education system that is not only preparing our students for graduation and postsecondary success, but is giving them a strong competitive advantage to compete with anyone, anywhere, anytime, for any job in the world.

We believe public education is the foundation that drives the success of our nation. It is through our public schools that our communities are safer, our economies are stronger, our property values are higher, and our future is brighter. Across St. Vrain Valley Schools, we are taking public education by #StVrainStorm – our shared passion and commitment to advancing academic excellence and student success. Whether we are in our classrooms, competing and performing across the state, hiking with our families, or traveling the world, we keep public education close to our hearts and champion academic excellence wherever we go. Follow our #StVrainStorm hashtag on Twitter.

St. Vrain Valley Schools (SVVS) is pleased to have you as a member of our valued and important team of guest teachers. We want to wish you the best in your teaching experiences within SVVS. Your success is important to our students and to the smooth operation of our schools. Students will be depending on you for their continued learning in the absence of their regular teacher. We know, however, that your job is not always easy. We think that you are up to meeting the challenges, and we are committed to doing all we can to make your teaching experience with us successful, for both you and our students. We want you to know that we value your contribution to our educational program, and that we consider you an important member of our educational team.

**Red Rover Absence Management**  
[app.redroverk12.com](http://app.redroverk12.com)

### Workers' Compensation (Injuries)

Heather Keith  
[keith\\_heather@svvsd.org](mailto:keith_heather@svvsd.org)  
303-682-7428

Irene Prado  
[prado\\_irene@svvsd.org](mailto:prado_irene@svvsd.org)  
303-682-7212

**Utah State University -  
Substitute Teaching Institute**  
<http://stedi.org>

**Employee Portal - Paystubs access**  
[iv.svvsd.org](http://iv.svvsd.org)

**Computer Help Desk**  
303-702-7730  
<http://tech.svvsd.org/helpdesk>

**Guest Teacher Web Page**  
[classlink.svvsd.org](http://classlink.svvsd.org)

**Email access**  
[mail.svvsd.org](mailto:mail.svvsd.org)

**Guest Teacher Coordinator**  
LeAnn Cooper  
[suboffice@svvsd.org](mailto:suboffice@svvsd.org)  
303-682-7393

**Guest Teacher Back-up Operator**  
Kate Silva  
[suboffice@svvsd.org](mailto:suboffice@svvsd.org)  
303-702-7529

**District Website**  
[www.svvsd.org](http://www.svvsd.org)

**Colorado Department of Education**  
[www.cde.state.co.us](http://www.cde.state.co.us)  
303-866-6628

**Colorado Public Employees' Retirement  
Association (PERA)**  
[www.copera.org](http://www.copera.org)  
303-832-9550

General Information  
Pay Rates 2024-2025

Guest Teacher Pay Tier Rates

1-19 Days worked = \$140 Full Day / \$70 Half Day  
20-79 Days worked = \$150 Full Day / \$75 Half Day  
80+ Days worked = \$160 Full Day / \$80 Half Day

Half Day = working any  
3 ½ hours or less during  
a school day.

Retired Certified Staff who are collecting Pera benefits

\$160 Full Day / \$80 Half Day

Guest Teacher – Long-Term Pay Rates

Day 1 through Day 10 = Guest teacher’s current tier level rate

Starting on 11 consecutive day = Full Day = \$210 / Half Day = \$105

Special Education Para Substitute Pay

Hourly Rate \$20.09 an hour – No Long-Term Incentive and the day does not count towards the guest teacher tier days worked.

Preschool Special Education Para or Regular Preschool Para

Licensed Guest Teachers = \$140 a day

No Long-Term Incentive Pay and the day does not count towards the guest teacher tier days worked.

Unlicensed Classified Subs hourly rate: \$18.39 an hour

Pay Dates 2024-2025

Payroll Cut-Off Dates

The payroll cutoff for all licensed guest teachers who are paid through the Red Rover system is the **10th of the month**. For example, jobs from September 11th through October 10th will pay on October 31st. See the chart.

**IMPORTANT: To be called back to be a Guest Teacher in the 25-26 school year - A Guest Teacher MUST work at least 10 days in the 24-25 school year.**

08/06/24 - 8/10/24	08/30/2024
08/11/24 - 09/10/24	09/30/2024
09/11/24 - 10/10/24	10/31/2024
10/11/24 - 11/10/24	11/29/2024
11/11/24 - 12/10/24	12/31/2024
12/11/24 - 01/10/25	01/31/2025
01/11/25 - 02/10/25	02/28/2025
02/11/25 - 03/10/25	03/31/2025
03/11/25 - 04/10/25	04/30/2025
04/11/25 - 05/10/25	05/30/2025
05/11/25 - 06/10/25	06/30/2025

## Long Term Guest Teaching

A guest teacher is considered “long-term” when he/she has the same assignment on the 10th consecutive day. The rate for long-term pay changes to \$210.00 per full day from the 11th day until the end of the assignment. (Days 1-10 will remain at the rate of a guest teacher’s current tier rate.) If the long-term assignment is broken, the days for long-term pay start over at the guest teacher’s current tier rate per day. The guest teacher will need to contact the substitute office to adjust the job and get a different guest teacher for any break in the consecutive count.

1. A guest teacher will be recommended for the long-term assignment by the building principal. Personal interviews may also be conducted depending upon the circumstances and length of the absence.
2. A long-term guest teacher will be paid for attendance at parent/teacher conferences and regularly scheduled school in-service sessions if requested to attend by the principal. The substitute office will pay the guest teacher, via Red Rover, for conference time worked but all other time must be pre-approved and submitted on a time card and signed by the principal for extra duty hours.
3. Long-term guest teachers will not be paid for: non-student days, absence from work, staff meetings, work taken home or worked on after school, or any other extra duties without prior approval from LeAnn Cooper in the Substitute Office. Long Term subs could be called to teach on the Online Learning Days.
4. St. Vrain does not pay long-term rates for any extended jobs for classified personnel, such as: Special Ed Paraeducators, Preschool Special Education Paraeducators, Preschool Paraeducators or Need to Hire jobs for any of these positions.

## Employee Information

If you experience a change to your address, phone number, name and /or to view your sick leave, tax information and paystubs, visit the Employee Portal at [iv.svvsd.org/iVisions](http://iv.svvsd.org/iVisions). A Guest Teacher uses the staff account email credentials to sign into the Employee Portal. See page 8 for instructions on setting up these credentials.

## October Count and Attendance Taking

The October Count is a count of students in attendance during an 11-day window, determined by the Colorado Department of Education that includes October 1st of each year. The district receives the majority of its funding from the count. Although taking accurate attendance is always important to ensure student safety, **during this window it is critical that accurate attendance is taken**. Each building has instructions to give to teachers for taking attendance during this window. When you sign in, please ask for a copy of these instructions or check with the attendance clerk in the main office for your instructions. Attendance for each classroom must be taken in a timely manner daily and must be signed by the teacher who was responsible for the classroom that day. St. Vrain appreciates your help in making sure we keep accurate records for the safety of students each day and that we receive the maximum funding during this important count period.

## Inclement Weather Procedures

Anytime our community experiences inclement weather, our operations and leadership teams are driving roads throughout the evening and early morning, and in communication with various city and town officials, closely monitoring weather conditions. Based on road conditions and weather forecasts, we will make one of three decisions:

1. To keep a normal in-person school schedule
2. Delay the start of school by two hours
3. Shift to a shortened online learning day

**Our first priority**, as long as it is deemed safe by our team in consultation with other municipality officials, will be **in-person learning**.

**2-hour Delay**: If the weather is such that the normal start is problematic due to weather conditions, we may implement a 2-hour weather delay. A weather delay will only be used if the delay will accommodate warmer temperatures at the bus stops and/or a substantive improvement in road conditions. **Please note that weather delays are different from our scheduled late-start days.** During a weather delay, school will begin two hours after the normal school start time (as opposed to scheduled monthly late-start days which begin two and a half hours after the normal school start time. As a guest teacher you will report ½ before this new student start time. The long term guest teacher should report as close to your normal start time as safely possible.

**Shortened Online Learning Days**: When inclement weather closes our schools to in-person learning, the district will institute a shortened online learning schedule. As a guest teacher, you may receive notification of your job being cancelled. **The guest teacher in a long-term assignment should follow the school administration instructions and prepare to take technology home to run the class.**

In case of inclement weather, or any natural disaster where schools are closed or delayed: Red Rover will text or email notifying you about the change of your job and SVVS will post a notice on the Red Rover's Bulletin Board. The most expedient means of communication is by checking the district's web site at [www.svvsd.org](http://www.svvsd.org). A shortcut to this information is [stvra.in/closures](http://stvra.in/closures). We also notify the local news stations or you may call the sub office at 303-682-7393 to listen for any further instructions.

The district automated system can also notify you of the closing if you have elected to set up your Infinite Campus Account (instructions located on page #9).

## Late Start School Days

All staff across our school district are committed to meeting our school and district goals for student achievement, well-being and partnerships. Professional Learning Community (PLC) Timetakes place for 2.5 hours, on 7 specific school days per year, specifically for this purpose. School buses will pick up students 2.5 hours later than originally scheduled. Guest teachers need to be at the school at least 30 minutes before Late Start begins. *The “PLC Times” schedule does not apply to preschool programs.*

The PLC late start days for 2024-2025:

September 4th	November 6th	December 4th	February 5th
March 5th	April 2nd	May 7th	

## Benefits - Guest Teachers are eligible for the following benefits:

- **Public Employee’s Retirement Association (PERA):** PERA provides retirement and other benefits to the employees of more than 400 government agencies and public entities in the State of Colorado. PERA is a substitute for Social Security for most of these public employees. Benefits are pre-funded, which means while a member is working, they are required to contribute a fixed percentage of their salary to the retirement trust funds. This percentage for employees of SVVS is 11% and SVVS contributes 21.4%.
- **Sick Leave:** Through the Healthy Family Workforce Act, SVVS Guest Teachers earn sick leave that can be used if a Guest Teacher is sick or any other reason stated under the Healthy Family Workforce Act. The earning rate is 1 hour per every 30 hours worked. Your usable hours are listed on your paystub as Substitute HFWA. If you need to access these paid sick leave hours, you must do so within 24 hours after cancelling a previously accepted assignment. You can access these paid sick hours by logging into Kronos from the Classlink.svvsd.org website: <http://classlink.svvsd.org>. See Q & A for more instructions, page 12.
- **Employee Assistance Program (EAP):** EAP is a free, confidential, referral and counseling service available to balance the challenges of home, work, and contemporary life. The EAP can help you with marital and relationship counseling, child and elder care, alcohol and drug abuse, legal assistance and debt management. You may receive up to six counseling sessions per episode and available to you and your immediate family members. Call 24/7 to ComPsych at 855-699-6908 or visit the website at: [www.guidanceresources.com](http://www.guidanceresources.com) Web ID: SVVSD.
  - **Employee Discount Program:** This program offers SVVS Employees special pricing on popular products and services, including discounts on Microsoft Technology. Find these discount(s) at <https://stvrainfoundation.org/flyers/discounts-for-svvsd-employees/>.
- **Professional Development Courses:** Guest teachers are eligible to take professional development classes offered by the Department of Learning Services. We highly encourage Guest Teachers to take any classes that will help to improve instructional delivery and classroom management. Classes are optional and available at <https://www.svvsd.org/departments/professional-development/>



## Treatment for Work-Related Injuries

Workers compensation pays for medical expenses and partial wage replacement for periods of temporary disability incurred due to work-related injuries. Please complete an Employee Injury Report and email it to **Heather Keith, [keith\\_heather@svvsd.org](mailto:keith_heather@svvsd.org) or Irene Prado - [prado\\_irene@svvsd.org](mailto:prado_irene@svvsd.org)** on the day of the accident whenever possible. This report must be received within four working days of the accident. Please submit this report even if you do not think that you need medical attention for your injury. If you sustain an injury arising out of and in the course of employment, any medical treatment must be obtained from one of the Designated Providers listed below. These designated providers will make any necessary referrals for diagnostic services, therapy, specialist visits, etc. Non-emergency medical services rendered by any other providers will not be covered and the payment will be your responsibility.

*Boulder* - Peak Form Medical Clinic 695 S. Broadway, Suite A 303-402-9283

*Boulder* - Concentra 3300 28th Street 303-541-9090

*Brighton* - Peak Form Medical Clinic 1093 E. Bridge Street 303-655-9005

*Broomfield* - Concentra 290 Nickel St., Suite 200 303-460-9339

*Broomfield* - Peak Form Medical Clinic 1260 E 1<sup>st</sup> Ave. Unit A - 720-716-4518

*Fort Collins* - MBI 1600 Specht Point Rd., Suite 115 970-672-5100

*Greeley* - MBI- 2528 W. 16th Street 970-356-9800

*Longmont* - Concentra 1860 Industrial Circle, Suite D 303-682-2473

*Longmont* - MBI - (formerly Workwell) 205 S. Main St., Suite C 303-702-1612

*Loveland* - MBI - (formerly Workwell) 1608 Topaz Dr. 970-593-0125

### After Hours Injuries

If you are injured after 5:00 p.m. and do not need immediate medical attention, please follow up with a Designated Provider the next business day. If you need immediate medical attention after 5:00 p.m., please seek treatment at an urgent care facility, then go to a Designated Provider the next business day for follow up care.

### Serious Injuries

Call 911 for injuries that seem life or limb-threatening. If you call 911, please schedule a follow up appointment with a Designated Provider as soon as possible.

**If you have any questions, please call Heather Keith at 303-682-7428.**



## Policies and Discipline

Please remember when you are subbing that you are the “Teacher of Record” for the classroom on that day. Classroom students are NOT your children or your friends; therefore:

- Guest Teachers should conduct themselves with professionalism and cordiality in all interactions and communications at all times.
- Report to the office of the assigned building at least 30 minutes prior to the reporting time listed in Red Rover so that you can get prepared for the day (i.e. review lesson plans, prepare materials, etc.).
- Practice appropriate touching boundaries - for example: never pat a student’s diaper, scratch a student’s back or massage their shoulders. Never touch, grab or restrain a student in a disciplinary, redirection or volatile situation unless there is an imminent risk of injury to self or others.
- Use active monitoring and supervision strategies and never leave children unattended.
- Do not offer or provide any food or drinks to students.
- Always have two adults if assisting a child to the restroom or diapering.
- Do not use profanity in the presence of students.
- Exceptionally difficult problems of student control should always be referred to the school administrator’s office.
- Personal injury to a student or teacher should be reported to the office immediately.
- Any student appearing to be ill should be sent to the office with a pass and notify the office the child is coming.
- No personal cell phones or other electronic devices should ever be used while you are responsible for supervising students.
- Personal work of any kind should be reserved for after work or on non-work hours.
- Substitute employment is “at will,” temporary and on an as-needed basis by the District.

## Responsibilities of a Substitute

- Dress professionally, setting a good example for the students.
- Locate the classroom and introduce yourself to the teachers whose classrooms are next door or are in your vicinity.
- During your 30-minute pre-start time, review the classroom teacher's daily schedule, lesson plans, seating charts, any textbooks or iPad instructions and other materials.
- Complete all lesson planned activities before introducing any other materials. When introducing other teaching materials, ensure that they are age and ability-level appropriate, and that they align with District policies.
- If the lesson plans are not available or inadequate for the length of substitution, contact the office and/or principal to check for any emergency plans.
- Check the attendance procedures of your assigned school.
- Start class immediately with the assigned work and keep students engaged in the learning planned for the day.
- Maintain classroom order. Refer any unusual or disruptive incidents to the building principal or designated administrator.
- Keep all students in your classroom under supervision at all times. NEVER leave a class unattended.
- Consider all records and information pertaining to students as confidential.

- Maintain a professional attitude. Use extreme caution in expressing personal reactions and opinions about what you observe in the classrooms of various schools. Under no circumstances should a substitute criticize a regular teacher or the students in the presence of other teachers or students.
- Complete necessary reports and grading.
- Leave desk, books and room in order and a note or business card for the teacher with your name and phone number for future assignments.
- Prepare a summary of work covered and how the day went for the teacher.

## After the Orientation

### 1. Setting up your SVVS Email

It is very important to create your SVVS email. This username and password will become your “Staff Account.” With the Staff Account credentials, you can sign into SVVS email, Infinite Campus and the SVVS Employee portal to view and sign your yearly Intent to Return Notification (I2R), tax forms and pay information. You will be unable to access your account or sign into a district computer until you set a new password.

#### Step a. Password Reset

You will receive an initial password from HR and you need to change this initial password to one of your choice.

Web location to change password: [newemployee.svvsd.org](http://newemployee.svvsd.org)

Sign in with your username: [lastname\\_firstname@svvsd.org](mailto:lastname_firstname@svvsd.org)

Password: Initial password on the white card received from HR

Your new permanent password must be at least twelve (12) characters long, include a number or symbol, and should not include your name.

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#### Step b: Complete the security questions

While you are in the system to change your password, please set your security questions in case you ever need your password reset with DTS.

Step c: Once your permanent password is set, proceed to [set up multi-factor authentication](#) using [Microsoft Authenticator](#).

Follow these steps to enroll a mobile device with Microsoft Authenticator:

1. Install the Microsoft Authenticator app on your mobile device. The app is available through the Apple App Store or Google Play Store.
2. In a web browser, go to <https://mfa.svvsd.org>.
3. Enter your district email address and click Next.
4. After being redirected to the St. Vrain Valley Sign-In Site, enter your password and click Sign in.
5. Once you are signed in, confirm you are on the Security info tab.
6. Select the + Add sign-in method and choose Authenticator app from the drop-down menu.
7. Click Add, and then click Next to enroll.
  - If you are using a mobile device to enroll, select Pair your account to the app by clicking this link.
  - If you are using a computer to enroll, select Show QR code and follow the steps to enroll by adding a Work or school account.
8. After enrolling with either method, return to your web browser and click Next.
9. You will then be prompted to enter a two-digit code in your Microsoft Authenticator app to verify your identity.
10. After verifying your identity with the two-digit code, you have finished enrolling with Microsoft Authenticator. Please note, if you do not verify your identity with the two-digit code, then you have not completed enrollment.

For further assistance, please call the Help Desk at 303-702-7730, option 2.  
We are available Monday through Friday from 7:00 am to 4:00 pm

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Step d: [Sign into the SVVS email](#)

The email address for your SVVS email is: <https://mail.svvsd.org>.

Username: lastname\_firstname

Password: Newly created password in Step 1.

## 2: Completing the Guest Teacher Form

A Guest Teacher Form will be attached to your application or sent to your application email address.

## 3. Logging into Infinite Visions Portal (employee portal)

- a. Open Infinite Visions (iv.svvsd.org) from your web browser.
- b. Select Login.
- c. Select Login to Employee Access.
- d. Type in your Username (lastname\_firstname@svvsd.org). Ensure you type in your full district email.
- e. Select “Next”
- f. Your Username should auto populate with your full District email address. Type in your Password.
- g. Select “Sign in”
- h. If this is your first time logging in to the Infinite Visions Portal, enter the following information:
  1. Your District email address
  2. Last four of your social security number
  3. Your birthdate
  4. The zip code for your home mailing address on file with the District.
- i. Select Submit to view your portal page.

## 4: Signing your New Hire Notice of Assignment

- a. Log in to the Infinite Visions Portal per the instructions above.
- b. Click on My tasks.
- c. Select the New Hire Notice of Assignment
- d. Review the form by clicking View.
- e. Add a comment if needed.
- f. Select Accept
- g. Select Submit.
- h. After submission, the New Hire Notice of Assignment will appear in your Documents under My Tasks.

## 5. Emergency Closure Notification Set-up

St. Vrain uses the automated system “Infinite Campus” to call subs for a late start or school closure. To request an update to your emergency call personal information, follow these steps:

- a. Log into Infinite Campus (ic.svvsd.org). Use St. Vrain email username and password and select “Single Sign-on (SSO)”
- b. Once in, on the left side of page go to Census > My Data
- c. Select > Click on Request DemographicUpdate.
- d. Under Demographic-New Record Request, select “I am adding or correcting my information.”
- e. Scroll down and make any changes you want to the Personal Contact Information - Emergency column.
- f. Then select Save Request back at the top of the page. You will not see the change automatically; the request will be processed within 24 hours.

## 6. When will I Gain Access to Red Rover?

### Once you have completed the following:

- \_\_\_ All your new employee paperwork online - attached to your application
- \_\_\_ Completed your SVVS fingerprints with HR
- \_\_\_ Set up your SVVS email
- \_\_\_ Sign your Guest Teacher form - attached to application
- \_\_\_ Sign your New Hire Notice of Assignment - located on your Employee Portal

### Then:

You will receive an email to your personal email with the link to set up your Red Rover password.



## Red Rover Absence Management

### Logging into Red Rover

Guest Teachers will use their personal email address as the username for Red Rover. A new user will receive the following to their personal email address to create a password.

- To set up your Red Rover account, click the **Setup Password** button. This will allow you to create a new account and password. From this point forward, your username will be your email address.
- If you didn't receive this email, be sure to check in your spam folder. If you still do not see the Red Rover Welcome email, contact your administrator. They will be able to resend the email invitation to you.
- If you ever forget your password, you can reset it on the login page: <https://app.redroverk12.com>.

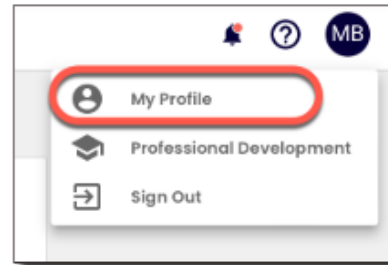


Note: If you can't locate the invitation  
Email: [suboffice@svvsd.org](mailto:suboffice@svvsd.org)

## Setting up Your Information

Once you have logged in, you can set up your account information and preferences. Simply click on your initials in the top right corner and select **My Profile**.

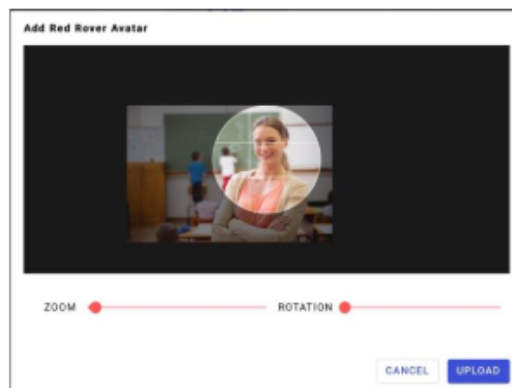
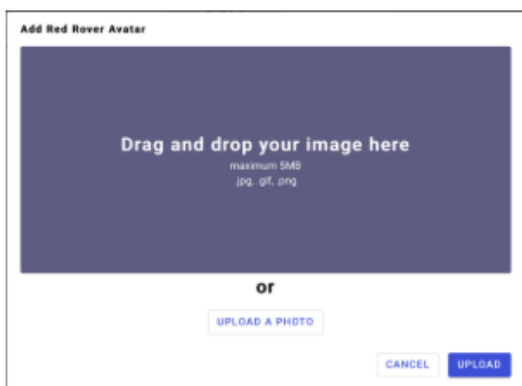
Once in your profile, you can edit your information and you may be able to upload a profile picture.

A screenshot of the 'My Profile' form. The form is titled 'My Profile' and contains several input fields: 'First Name' (Mia), 'Last Name' (Brown), 'Mobile Phone' (8609998909), 'Email' (sseeley@gatewaytr.org), 'Time Zone' (Eastern Standard Time), and 'Password' (masked with asterisks). There are links for 'Edit email', 'Edit time zone', and 'Reset password'. A 'SEND TEST SMS' button is located below the mobile phone field. On the right side, there is a circular profile picture placeholder with the initials 'MB' and a link to 'Upload a photo'. A 'SAVE' button is at the bottom right.

Please update your cell phone number and send a test SMS if you desire.

## Adding a Profile Picture

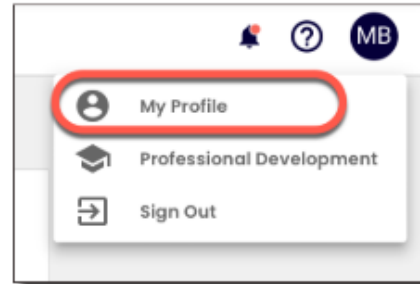
- Click on your initials in the top right corner and select **My Profile**.
- Click **Upload a photo**.
- Drag and drop your picture into the purple box or select **UPLOAD A PHOTO**
- Adjust the picture by dragging it and using the **Zoom** and **Rotation** sliders below.
- Select **UPLOAD** to save your changes.



# Notification Settings

Red Rover can send you many kinds of notifications. To edit your notification preferences:

- Click on your profile icon in the top right
- Select **My Profile**
- Scroll to **Notification Preferences** and check or uncheck the corresponding boxes.

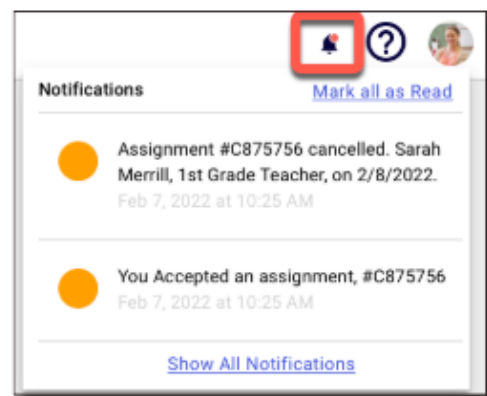


Notification Preferences			
Notification reason	Email	Mobile	Web
When someone assigns me	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When I accept an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I cancel an assignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm removed from an assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When my assignment is changed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When someone requests me	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When an assignment becomes available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When a bulletin board post is published	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When timesheet submission deadline is approaching	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
When a job I'm assigned to starts soon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[SAVE](#)

To see your notifications:

- Click on the **Bell Icon** in the upper right-hand corner.
- Click on each notification to mark it as read.
- Click **Mark all as Read** to remove all the notifications from the list.





# Home Page

Each time you open Red Rover you will be taken to your home page. The **Home Page** offers some key pieces of information for you to stay on top of your assignments.

The screenshot shows the Red Rover Home Page interface. On the left is a dark blue sidebar menu with the Red Rover logo at the top and navigation items: Home, My Schedule, Bulletin Board, Manage Availability, and School Preferences. A red circle with the number 4 is placed next to the School Preferences item. The main content area has a search bar at the top. Below it is a section titled 'Upcoming assignments for Feb 7 - Mar 9'. This section contains three assignment cards. The first card is for 'Today, Feb 7 (#C853869)' at Hartford Elementary School, 2nd Grade Teacher for Noël Monroe, 8:00 AM - 4:00 PM. A red circle with the number 1 is placed above this card. The second card is for 'Tomorrow, Feb 8 (#C856400)' at the same school and teacher, 8:00 AM - 4:00 PM. The third card is for 'Wednesday, Feb 9 (#C856400)' at the same school and teacher, with a 'View All' link below it. A red circle with the number 3 is placed above this section. To the right of the assignment cards is a calendar for 'Feb 6 - Mar 12'. A red circle with the number 2 is placed above the calendar. The calendar shows dates from 6 to 12, with days 7, 8, 9, and 10 highlighted in dark blue, indicating assignments. A legend below the calendar shows a dark blue circle for 'Assignment' and a light grey circle for 'Not available'. Below the calendar is a section titled 'Available assignments' with a 'REFRESH' button. It includes filters for 'Schools' (a search box) and 'Preferences' (a dropdown menu set to 'Default'), and an 'Include dismissed' checkbox. There are two assignment rows. The first row is for 'Feb 24 Thursday' at Hartford Elementary School, 2nd Grade Teacher for Stephanie Carter, 1 Full Day (8:00 AM - 2:30 PM), with 'Dismiss' and 'ACCEPT' buttons. The second row is for 'Feb 28 - Mar 2 Mon - Wed' at Hartford Elementary School, 1st Grade Teacher for Sarah Merrill, 3 Full Days (8:00 AM - 2:30 PM), with 'Dismiss' and 'DETAILS' buttons. A '+ Click to expand' link is at the bottom of the available assignments section.

- 1 Here you can see your next Upcoming Assignments. Click **View All** to see all Upcoming Assignments.
- 2 The **Calendar** shows your assignment and availability schedule for the current month.
- 3 Scroll down to see all your **Available Assignments** across all your districts.
- 4 Use the main menu on the left to navigate to other features of Red Rover.

## How to Accept a Job

Red Rover will display any jobs that you are currently qualified and available to work toward the bottom of the home page. Red Rover will display the date(s), employee, position(s), locations(s), and length of each available job.

- To accept a job, simply hit **Accept**.

The screenshot shows the 'Available assignments' section. At the top right is a 'REFRESH' button. Below it are filters for 'Schools' (a search box) and 'Preferences' (a dropdown menu set to 'Default'). There is also an unchecked checkbox for 'Include dismissed'. The main content area displays a job listing for 'Feb 21 Monday' at 'Hartford Elementary School' in the 'Alton School District'. The position is '3rd Grade Teacher for Alexandra Ray' for '1 Full Day' from '8:00 AM - 2:30 PM'. At the bottom right of the listing are 'Dismiss' and 'ACCEPT' buttons, with the 'ACCEPT' button highlighted by a red box.

- If the job is a multi-day assignment, click the **DETAILS** button to see all days of the assignment. Then click **ACCEPT**.

The screenshot shows the 'Available assignments' section. At the top right is a 'REFRESH' button. Below it are filters for 'Schools' (a search box) and 'Preferences' (a dropdown menu set to 'Default'). There is also an unchecked checkbox for 'Include dismissed'. The main content area displays a job listing for 'Feb 21 + 1 day' at 'Hartford Elementary School' in the 'Alton School District'. The position is '5th Grade Teacher for Matthew DeHart' for '2 Full Days' from '8:00 AM - 2:30 PM'. At the bottom right of the listing are 'Dismiss' and 'DETAILS' buttons, with the 'DETAILS' button highlighted by a red box. Below the listing is a '+ Click to expand' link.

If your district allows, you may be able to accept parts of a multi day job.  
To accept parts of a multi day job

- Click the **DETAILS** button.
- Uncheck the boxes next to any days you do not want to accept.
- Then click **ACCEPT**.

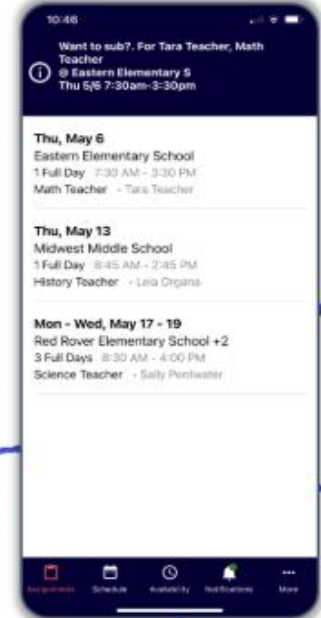
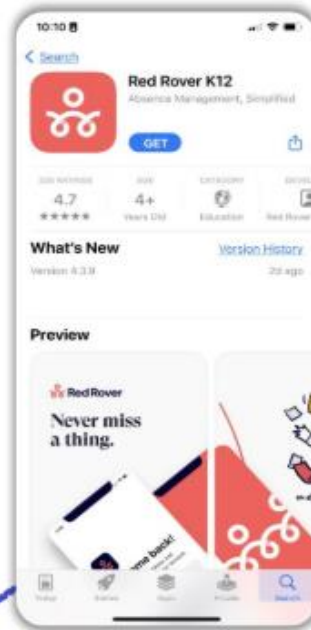
The screenshot shows the 'Available assignments' section. At the top right is a 'REFRESH' button. Below it are filters for 'Schools' (a search box) and 'Preferences' (a dropdown menu set to 'Default'). There is also an unchecked checkbox for 'Include dismissed'. The main content area displays a job listing for 'Feb 28 - Mar 2 Mon - Wed' at 'Hartford Elementary School' in the 'Alton School District'. The position is '1st Grade Teacher for Sarah Merrill' for '3 Full Days' from '8:00 AM - 2:30 PM'. At the bottom right of the listing are 'Dismiss' and 'ACCEPT' buttons, with the 'ACCEPT' button highlighted by a red box. Below the listing is a '2 Selected' indicator. The listing is expanded to show three days: 'Mon, Feb 28', 'Tue, Mar 1', and 'Wed, Mar 2', each with a checkbox and a 'Full Day' label. The checkboxes for the second and third days are checked and highlighted by a red box. At the bottom of the expanded view is a '- Click to collapse' link.

## Accepting Sub Assignments

Red Rover makes finding and accepting sub assignments easy. You can accept assignments in three ways:

- On the Red Rover website
- Through the free Red Rover mobile app (*recommended*)
- Via Text message (*if you do not use the app.*)

For the best experience, download the *free* Red Rover app for Android and iOS. To download the app, go to the Google Play Store or the Apple App Store and search "Red Rover K12". Download the app **for free** and login using the same login credentials you created when you were invited by your district!

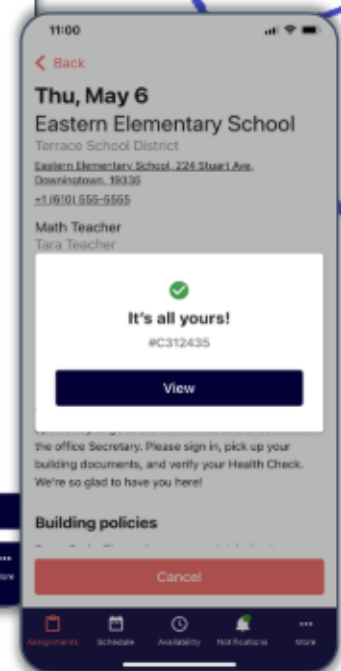
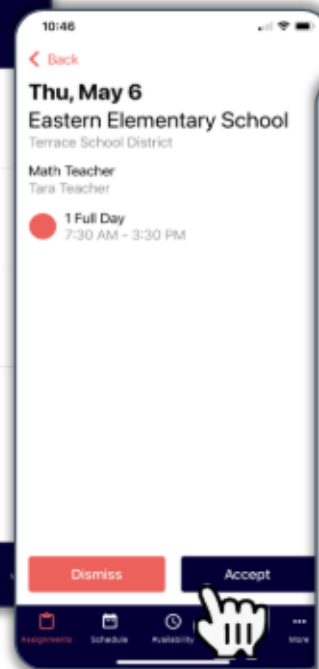
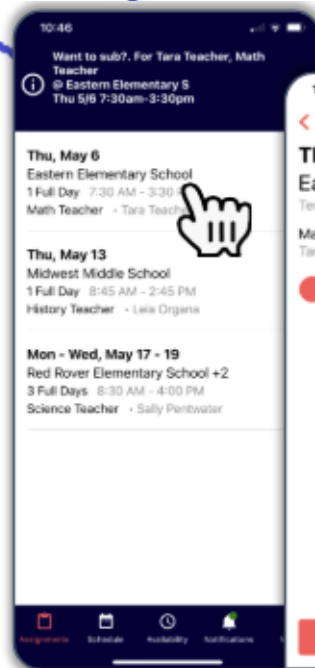


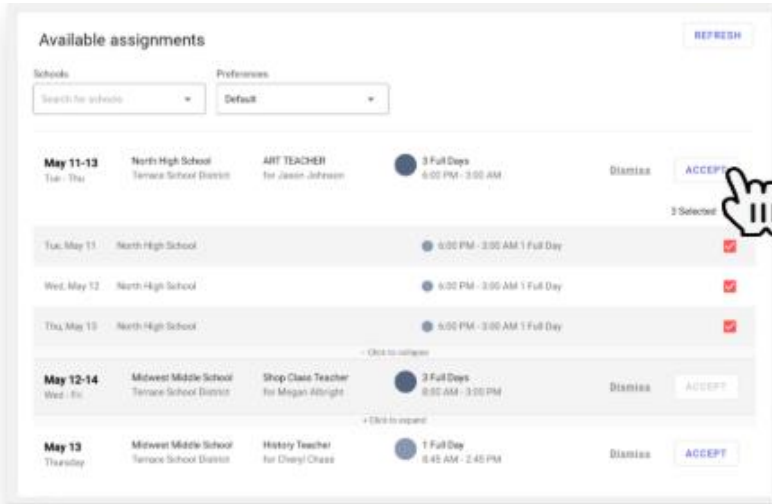
### Accept Assignments on the App

If using the app, Red Rover will send you alerts about available jobs. Tap the alert (*Android: Swipe from top of screen and tap the alert*) to see more details.

App users can also open the app to view available assignments. Tap an assignment you are interested in to view more details. Tap **Accept** to accept the assignment.

Red Rover will provide a confirmation number for your records.





## Accept Assignments on the Web

Sub assignments can be accepted on the Red Rover website at [app.redroverk12.com](http://app.redroverk12.com). Log in with your username and password. Then scroll down to your “Available Assignments.”


To accept a job, click the **Accept** button.

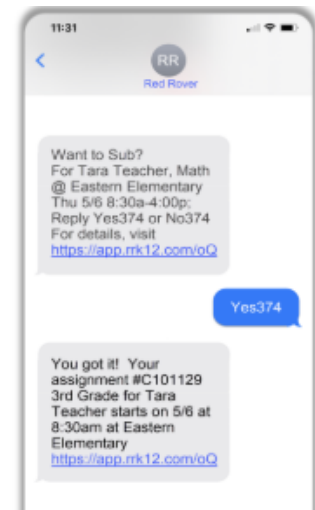
If you successfully accept the job, Red Rover will display a confirmation number.

## Accept Assignments by Text Message

If you don't install the Red Rover App, Red Rover will send you text messages about available assignments. Reply with the provided “Yes” code to accept the assignment. If you successfully accept the assignment, Red Rover will reply with a confirmation number.

## Help, Managing Notifications, & Personal Information

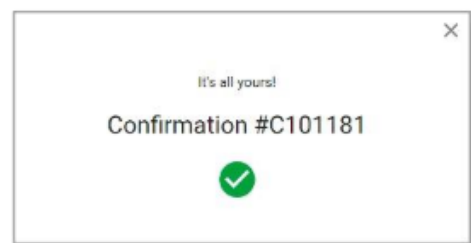
Help guides and videos for all these features are available in the Help Center. Access the Help Center by clicking the  icon in the upper right-hand corner of the website or in the menu on the app.



## Knowing you got the Job

After accepting an assignment, Red Rover will run a series of checks to ensure the job is still available. If you get the job, Red Rover will provide you with a confirmation number.

**Note:** If you do not receive a confirmation number, you did not receive the job.



## More Available Assignment Options

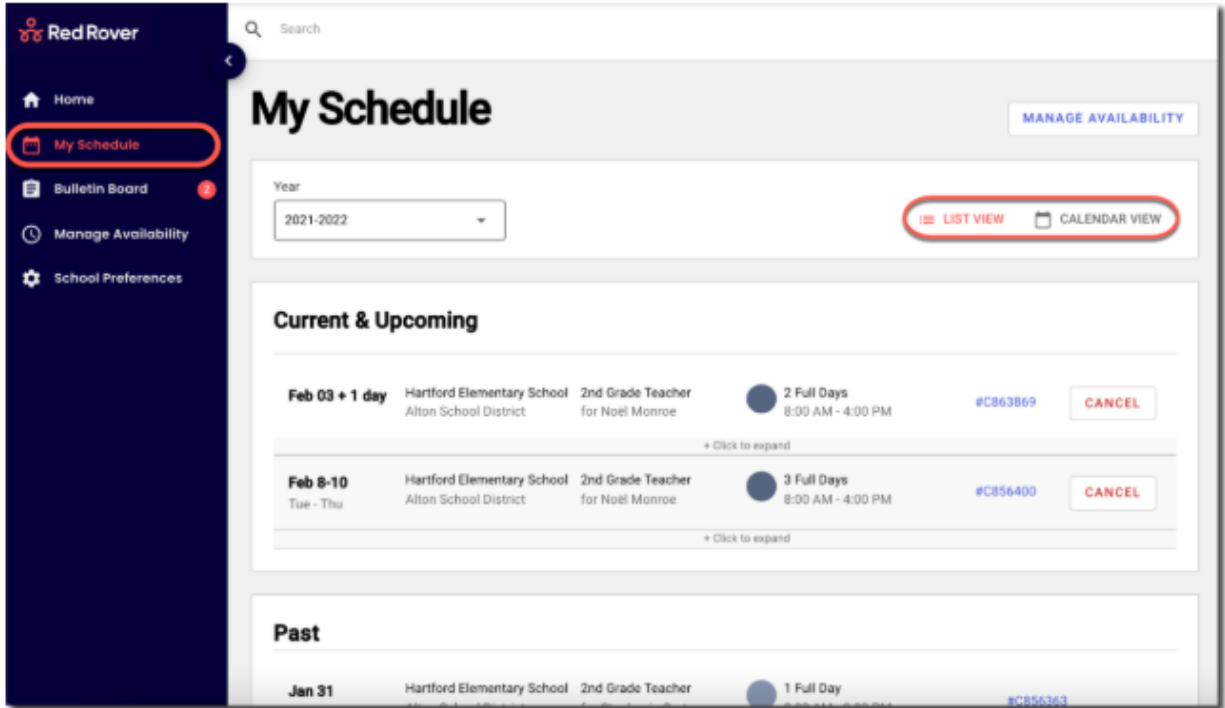
The screenshot shows a web interface titled "Available assignments". At the top right is a "REFRESH" button with a red circle containing the number 4. Below the title are two dropdown menus: "Schools" (with a search box and a red circle containing 1) and "Preferences" (with a dropdown menu and a red circle containing 2). To the right of these is an "Include dismissed" checkbox. Below the filters is a list of assignments. The first assignment is for "Feb 11 + 5 days" at "Hartford Elementary School" for a "1st Grade Teacher" position, with "6 Full Days" of work from 8:00 AM to 2:30 PM. It has "Dismiss" and "DETAILS" buttons. Below this is a grey bar with "+ Click to expand". The second assignment is for "Feb 21 Monday" at "Hartford Elementary School" for a "Speech Pathologist" position, with "1 Full Day" of work from 8:00 AM to 2:30 PM. It has "Dismiss" and "ACCEPT" buttons, with a red circle containing 3 around the "ACCEPT" button. A red circle containing 1 is also around the "Schools" dropdown.

- 1 The **Schools** dropdown box allows you to filter the list of available jobs by the school.
- 2 The **Preferences** box is automatically set to default. You can choose to see available jobs in your favorite schools or to ignore your school preferences altogether. Setting this box to **ignore all preferences** will also show jobs that conflict with your availability.
- 3 You can either **Dismiss** or **ACCEPT** the job. If you accidentally dismiss an assignment, use the **Include dismissed** checkbox in order to bring those assignments back into view.
- 4 Click the **REFRESH** button to see the most up to date list of jobs.

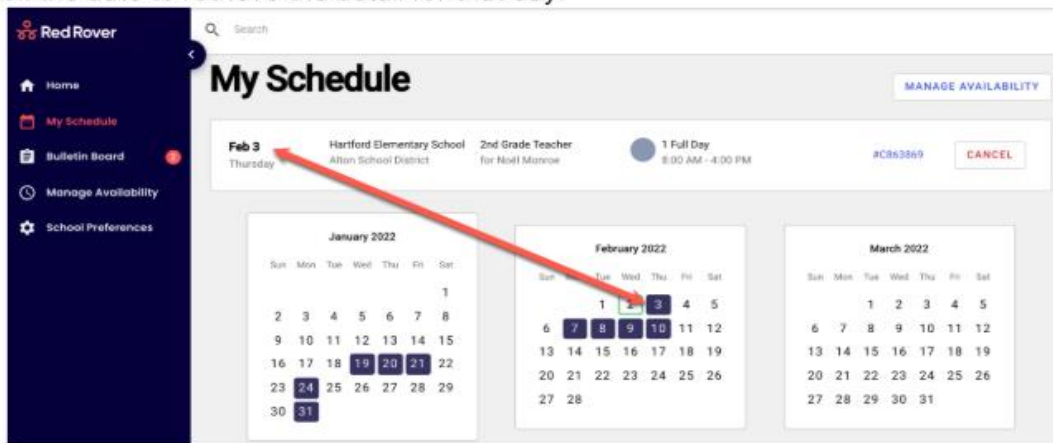
# My Schedule Page

Click the **My Schedule** tab on the left menu to view the jobs you have accepted.

From here, you can filter jobs by school year. You can also view your schedule in a **Calendar View**, or a simple **List View**.



To view the details of a particular assignment from the **Calendar View**, simply click the date to retrieve the detail for that day.





## Canceling an Assignment

You can easily cancel an assignment from the **My Schedule** page. If you are assigned to multiple days on a job, some school districts will allow you to cancel a specific day.

- Clicking the large **CANCEL** button to cancel the whole assignment
- Clicking the small **Cancel** button will cancel a specific day.

Current & Upcoming			
<b>Feb 8-10</b> Tue - Thu	Hartford Elementary School Alton School District	2nd Grade Teacher for Noël Monroe	3 Full Days 8:00 AM - 4:00 PM #C856400 <b>CANCEL</b>
Tue, Feb 8	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day <a href="#">Cancel</a>
Wed, Feb 9	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day <a href="#">Cancel</a>
Thu, Feb 10	Hartford Elementary School		8:00 AM - 4:00 PM 1 Full Day <a href="#">Cancel</a>

- Click to collapse

**Note:** If you don't see the cancel button and need to cancel your assignment, contact the school directly.

## School Preferences

By default, you can see all jobs that you are qualified for at all school buildings. By going to **School Preferences** in the left menu and clicking **EDIT**, you can mark your **Favorite** and **Hidden** schools. (Selecting **Hide** will hide any available jobs from those schools.)

Red Rover

Home  
My Schedule  
Bulletin Board  
Manage Availability  
**School Preferences**

Search

### School Preferences

EDIT

No preferences set

(If you work in multiple districts, select the district in question. If you only work in one district, go to the next step.)

### Edit School Preferences

Done editing

District:

Schools:

No district selected

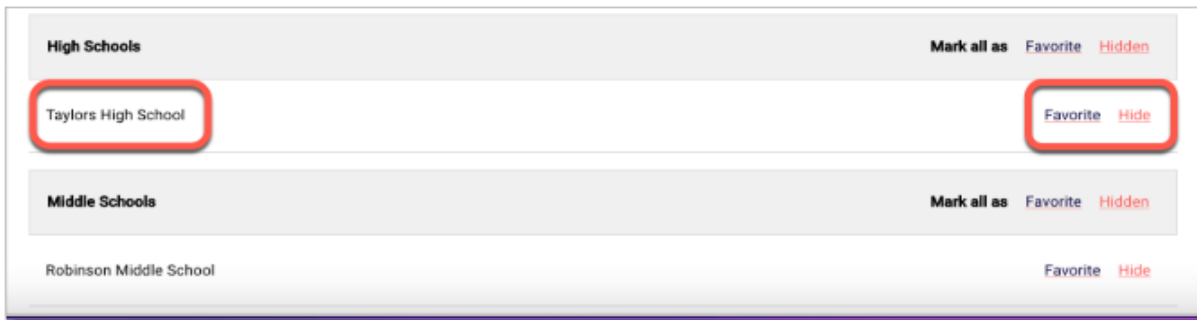


## School Preferences Continued

- To mark a school as a **Favorite**, go to the **School Preferences** page, click **EDIT**, find the school, and click **Favorite** next to that school.
- To mark a school as **Hidden**, go to the **School Preferences** page, click **EDIT**, find the school, and click **Hide** next to that school.

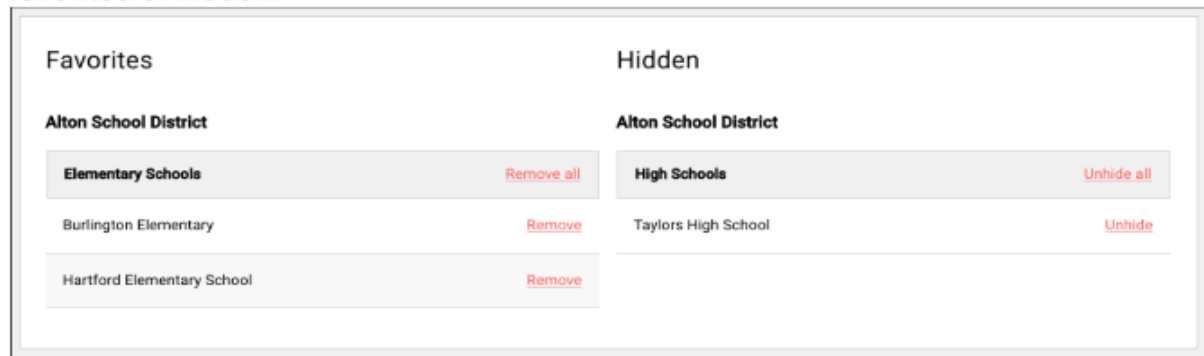
**When you Favorite a school:** Your **Favorite** schools will show with a star next to them in your list of available assignments. You can also filter available jobs for your favorite locations.

**When you Hide a school:** You will not receive notifications of job opportunities at locations that you have **hidden**.



When you have made your changes, a summary of your **Favorite** and **Hidden** schools will be listed and edited from the main **School Preferences** page.

**Note:** Keep in mind, if you do not see a school listed on this page, you are still able to get jobs at those locations. This page only shows schools that specifically have been favorited or hidden.



# Helpful Information for Substitutes

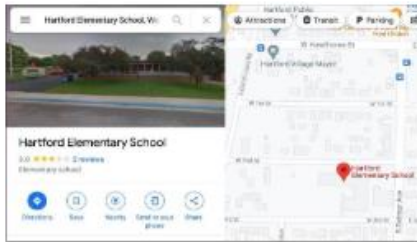
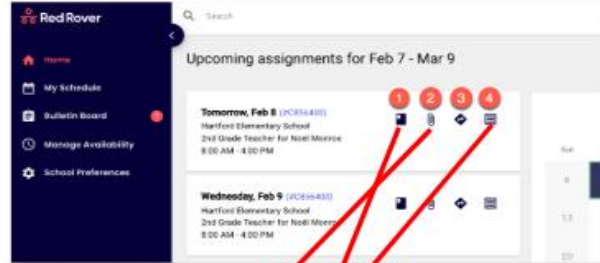
If there are any of these symbols listed on your assignments, there is helpful information for you! Click on any of these icons to see additional information.

**1** **Book icon** shows that the school or teacher has provided school or classroom information.

**2** **Paperclip icon** shows that there is an attachment (lesson plans, necessary paperwork, etc.)

**3** **Sign icon** will give you driving directions to the school.

**4** **Paper icon** shows that there are notes to you, the substitute.



### Assignment #C856400

**Feb 8-10** Hartford Elementary School, 2nd Grade Teacher for Noel Moore, 3 Full Days (8:00 AM - 4:00 PM)

[January 7-11th Lesson Plans.pdf](#)

Tue, Feb 8	Hartford Elementary School	8:00 AM - 4:00 PM 1 Full Day
Wed, Feb 9	Hartford Elementary School	8:00 AM - 4:00 PM 1 Full Day <a href="#">Cancel</a>
Thu, Feb 10	Hartford Elementary School	8:00 AM - 4:00 PM 1 Full Day <a href="#">Cancel</a>

**Notes**  
No formal Thanks for filling in :)

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#### Welcome to Hartford Elementary School

Welcome to Hartford Elementary School. We are excited to have you today!

**A message from Noel**

Thank you for subbing in my classroom

- The lesson plans for today are in the top right drawer of my desk with a blue clip around them.
- Classroom jobs are listed next to the door.
- Please feel free to ask any questions to Rachel McCune in the next classroom over.

**Classroom policies**

- Listen when someone is talking.
- Raise your hand to speak, or to get up out of the chair.
- Follow the directions.
- Be respectful to each other.

**Building policies**

- It is necessary to check in AND check out at the main office to have your job verified.
- Please dress professionally. No jeans, shorts, or tank tops.

**School FAQs**

**Q:** Where do I park?

**A:** Please park in the visitor parking on the right side of the building.

**Q:** What do I do when I get there?

**A:** Please come to the main office for check-in. Don't forget your ID!

**Contacts**

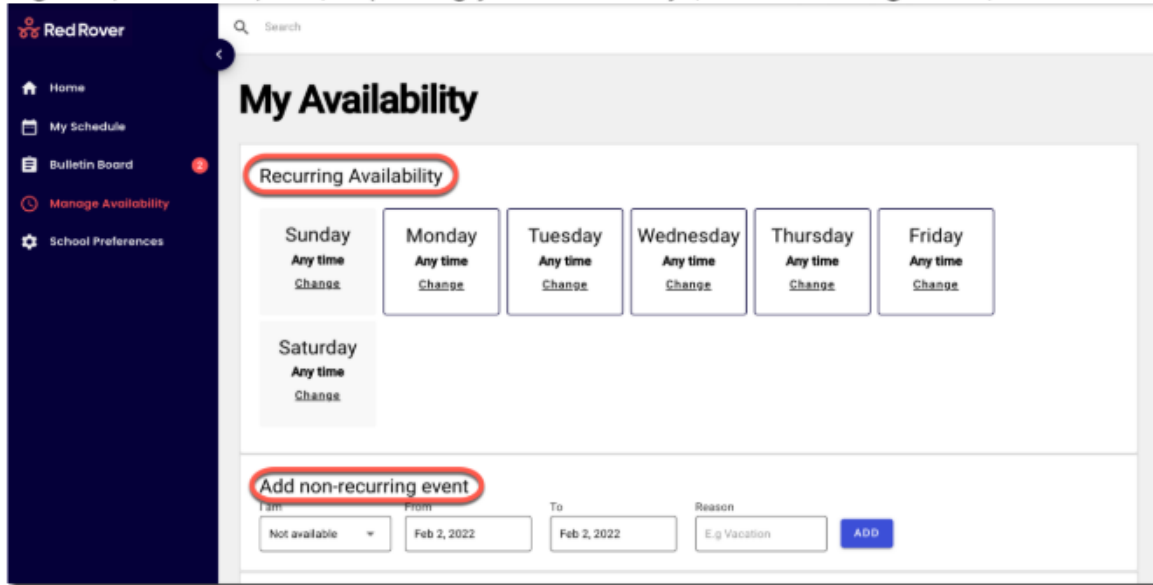
**Brian Jones**  
Admin Principal  
[bjones@hartfordct.k12.us](mailto:bjones@hartfordct.k12.us)

**Classroom layout**

**School Map/Chat Board**

# Managing Your Availability


Under the **Manage Availability** tab, you can manage your regular availability for subbing (**Recurring Availability**), as well as any special events (e.g. surgeries, vacations, etc.) impacting your availability (**Non-Recurring event**).



## Add a Non-Workday (A Non-Recurring Event)

1. Click on **Manage Availability** in the main menu.
2. In the **Add Non-recurring event** section, click the "I am" drop-down and select "Not Available."
3. Select the **From** and **To** dates for this non-recurring event.
4. Add a Reason (optional).
5. Click the **ADD** button to save the event.

**Note:** You can also create partial non-work days by toggling the **I am** box to **Available Before** and **Available After**.

Actions	Dates	Reason	Availability	District(s)	Created By
	Feb 14 - 18	Vacation	Not available	All Districts	Mia Brown
	Mar 17	Jury Duty	Not available	All Districts	Mia Brown

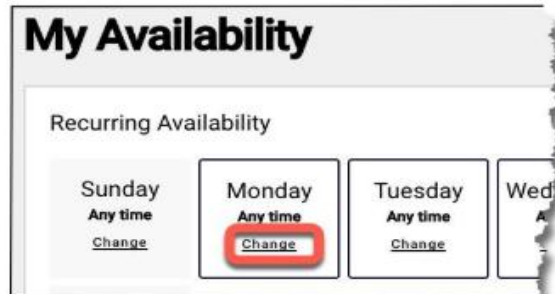
To delete a scheduled event, click the **Trash Can** icon next to that event.

## Weekly Availability

The **Recurring Availability** schedule lets you indicate which days of the week you are available to sub on a **consistent basis**. By default, your schedule is set to always available. **Note:** Any change to your recurring availability will recur every week.

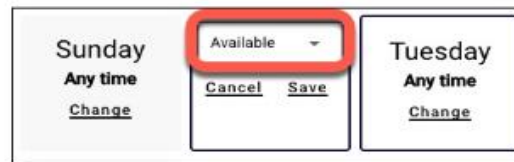
To change your Recurring Schedule:

1. Click on **Manage Availability** in the main menu
2. Click **Change** on the day of the week you'd like to edit.
3. Then click the "**Available**" dropdown.



Red Rover gives you the flexibility to choose:

- **Available:** I am completely available on this day. (default)
- **Before:** I am available before what time? (but not after)
- **After:** I am available after what time? (but not before)
- **Not Available:** I am completely unavailable on this day.



## Help Center

To view our Help Center for additional resources, click on the question mark at the top right corner of the page and select **Help**.



## FAQs

### **Q. I am a new guest teacher, where should I start?**

A: Once you receive your Welcome Email and are able to access your Red Rover Portal, you can begin to set up your system profile and find available jobs. Click the “?” to find help pages.

### **Q. Can an employee assign me, or request me for his/her absence?**

A. Yes, the employee can add you as one of their preferred 5 (these 5 Guest Teachers are notified 1st) or the employee can prearrange you in a job, but they must call you 1st and receive your positive acceptance of the job. Make sure the employees know your last name and phone number. It is a good idea to leave a business card with your name and phone number listed and then the teacher will have the information the next time they need a Guest Teacher.

### **Q. A teacher would like to prearrange me for a job and the system says I am not available. Why does this happen?**

A. There are several reasons why this may happen: Log in to your profile.

1. Make sure you have the school site selected on your profile.
2. Make sure you don't have a non-work day set up in Red Rover
3. Check the expiration of your Teaching License or Substitute Authorization.

### **Q. I have a background in Science, can I pick up a job teaching 1st grade?**

A. Yes please! As a guest teacher you may accept any job posted, even Special Education!

### **Q. How can I qualify for a long-term assignment?**

A. Any active Guest Teacher in St. Vrain who holds a Teaching License or a 3 or 5-year Substitute Authorization may do a long-term assignment, with approval from the school's Administration. Preference may be given to Guest Teachers who have qualifications to teach the content of the class being filled, particularly in Title 1 schools.

### **Q. What if the days I am available to work change from week to week?**

A. If you have days or partial days when you are not able to substitute, you can create “Non-WorkDays” so Red Rover will not offer you jobs on those days. Click the Non-Work Days tab to view your non-work days and to create new ones. See page 23 for instructions.

### **Q. I have been asked to sub in another classroom during my plan period(s). Am I required to give up my plan period(s)?**

A. The plan period is a scheduled time that a contracted teacher uses to create lesson plans for the next school day. As a Guest Teacher, unless you are in a long-term assignment, you are not required to create any lesson plans. Therefore, you may be asked to sub in another classroom or complete duties for the office during plan period(s).

Q. I have a job scheduled and I wake up sick. **How do I use my government provide sick leave?**  
A. Guest Teachers now earn 1 hour of sick leave for every 30 hours worked. If a guest teacher is scheduled into a job and wakes up sick, this guest teacher can utilize the Substitute HFWA.

**IMPORTANT: You must log these sick hours within 24 hours after cancelling a previously accepted assignment. Please follow these seven steps to access this leave.**

1. Open Classlink - classlink.stvrain.org
2. Select the App: Kronos - sign in with your Active Directory SVVS email credentials
3. On the home page- select "MY Time Off"
4. Click the magnifying glass under Time Off Request.
5. Browse and select the type of time off you are requesting. (HFWA)
6. Select Start Request
8. Select the Request Type drop-down.
  - a. Partial Day (1 day or less), enter the Date and the Total Hours you will be absent.
  - b. Multiple Days (more than 1 day), enter the Dates and the Hours Per Day you will be absent.

Please note, if you will be out for a combination of full and partial days, you will need to submit multiple time off requests. For example, if you are out 2.5 days, you will need to submit the 2 days as a Multiple Days request and then submit a Partial Day request for the half day.

9. Select Submit Request.
10. Select OK to verify your Time Off Request was submitted.
11. Sign out of your Dashboard after you finish your Time Off Request - select your initials top right

Q: **It is a late start Wednesday and my job says I start at the regular bell time. What should I do?**  
A. The preschool program and most of the charter schools may not follow late start protocol, so if you have selected one of these jobs, then report at regular time or call the school if you are in question. The late start days are listed on page 4.

Q. **What would be a reason to send a child to the health room?**  
A. The 8 major reasons are: Bleeding (beyond a Band-Aid fix), Burning up (fever), Broken Bones, Barfing, Breathing Problems, Blood Sugar issues (If Diabetic), Bump on the head and Bowel/Bladder issues.

Virtual Map of school locations: <https://www.svvsd.org/schools/maps-boundaries/>

Academic Calendar: <http://www.svvsd.org/about/departments/learning-services/school-calendar>



## Helpful Resources to Have a Successful Day Subbing in St. Vrain

### Ideas for Class Starter Activities from STEDI.org

**Note: Always follow the teacher's lesson plan first.**

The sooner you can get students on task, the easier it is to keep them engaged in constructive activities. Greet students at the door and ask them to start on the activity on the board while you work on attendance. Some permanent teachers may leave instructions for a starter activity to be completed at the beginning of class. If such an activity is not outlined in the lesson plan, use one of the ideas outlined below.

Would you rather...

- Would you rather have a panda or anteater as a pet? Why?
- Would you rather always have to ride your bike wherever you go or ride the bus? Why?
- Would you rather always have to say everything that came to your mind or never speak again? Why?
- Would you rather be able to fly or be invisible? Why?
- Would you rather be able to hear any conversation or take back anything you say? Why?
- Would you rather go on a one-week trip to a foreign country of your choice or take a four-week trip around your own country? Why?
- Would you rather get \$1000 right now or \$50 a month for the rest of your life? Why?

If you could only...

- If you could only eat one breakfast cereal for the rest of your life, which would it be? Why?
- If you could only eat at one restaurant for the rest of your life, which would it be? Why?
- If you could only have one superpower, what would it be? Why?
- If you could be one movie character, who would it be? Why?
- If you were an animal, which animal would you be? Why?

### **Anagrams**

See how many words you can create from any one of the following:

Apartment	Beware	Starting
Brownie	Aluminum	Bowling
Grease	Crayon	Friend
Oceans	Heredity	Strawberry

### **Use These Words**

Write a story using the following words:

magnifying glass, bucket, tree, fork, bookshelf, and computer



## Headlines

Choose any of the following headlines and write the story that should be associated with it:

- Duck Walks Across Highway, Causes Pileup
- Students at Local School Excel in Academics
- Costs of Paper Skyrocket; Alternatives Looked Into
- Alien Invasion Predicted for 2030
- Grass Turning Purple Around the United States
- Internet Goes Down for a Day, Chaos Everywhere

## Rhyming Words

Think of as many words as you can that rhyme with each of the following:

- |      |      |       |          |      |
|------|------|-------|----------|------|
| Sack | Cake | City  | Car      | Pen  |
| Tire | Flag | House | Mountain | Snow |

## Get to Know Names

Use this activity to get to know the children's names in the classroom:

Supplies: sticky notes and file folder

- Distribute a sticky note to each student
- Have student write name on sticky note
- Arrange the names in the file folder in the same configuration as the desks in the classroom

## Classroom Management Ideas from STEDI.org Refocusing the Classroom Strategies

1. Captivate and Redirect - To minimize major disruptions, often the best way is by capturing and redirecting students' attention. Involving students in an engaging and mentally challenging learning activity will help them settle back into the day's routine. For example: use one of the starter activities or a worksheet.
2. Whisper - Your first instinct in a situation where the entire class is noisy and off task may be to raise your voice. However, when students hear you speak loudly they may assume it is all right to raise their voices as well. A productive strategy is to whisper. Move to the front of the room and begin giving instructions very quietly. As the students begin to hear you, they will need to become quiet in order to understand what you are saying. Once you have the attention of the class, you can give instructions as needed.
3. Write and Erase - If students are between activities and talking among themselves, one way to get their attention and give further instructions is to begin writing and erasing the instructions on the board, one word at a time. For example, if you want them to get their science books from their desk and place on top, you would write: "Get" on the whiteboard and then erase it. Next, write "your" and erase it. Then "science" and erase it, etc. Students will soon become involved in what you are writing and realize that they are missing the instructions. You will quickly have their attention.

## Strategies for Handling Difficult Situations - from STEDI.org

The best strategy for handling negative circumstances varies with each situation. The most important thing is to stay calm and emotionally detached so you can evaluate and manage the situation professionally.

1. Acknowledge and Redirect - A negative comment is often the result of an emotional response. Ignoring the student could evoke more comments and perhaps aggression. Teacher: "I understand you are angry right now. However, the expectation for the class right now is to sit down and begin completing the assignment on page 2. We will discuss the situation after class."
2. Get Help - If you feel that you or any student are in danger of physical harm, stay calm and immediately call or send someone to the office to get help. Once the situation is under control, document the event by recording what happened, what you did or said, what the student said or did, as well as the actions of anyone involved.

### Situation 1: Criticism

On a daily basis in order to remove oneself from criticism, there is a classroom management strategy called "catch'm being good" which shifts the teacher's focus from unwanted behaviors to wanted behaviors and offers praise for desired actions. Do your best to have at least eight positive interactions for every one negative interaction with a student.

According to STEDI.org, there are two words that can stop most protest from any student and let you take control of the situation. These words are "I understand"

### Situation 2: Common Sense

This situation is when the teacher attempts to use common sense, reasoning or logic to try to persuade a student to change their behavior. This does not work because the students are not given any incentives to change the negative behavior.

Example: Teacher: "Johnny if you don't sit down and do your problems, you are going to have a lot of homework. You tell me you will get done, but I don't see how at this rate. It is up to you to get this work done."

Instead Try: Teacher: "Johnny you got the first problems right! However, you have quite a few more to go. If you want to join in reading time later, you should sit down and complete this work. I'll come back in a few minutes to check on you."

### Situation 3: Questioning

To prevent this situation, avoid asking questions to the students about their bad behavior. Example: Teacher- "Why are you not completing your assignment? Student- "Because it is boring." Teacher- Why is it boring? Student- "Because nobody cares about this stuff." -The questions never stop.

Instead Try: Teacher: "What do you need to be working on?" Student: "She is talking to me" Teacher: What do you need to be working on right now?" Student: "My assignment" Teacher: Thanks for working on that, I will check back in a minute.

### Situation 4: Sarcasm

Sarcasm destroys the positive classroom environment. The use of sarcasm suggests that you, the teacher, do not know any better way to interact. Example: Teacher: "Well isn't it nice that you all decided to finally act like humans instead of wild animals. I am glad it only took half the class time to do it. I wonder if you are all the slowest and loudest children in the school. Now sit down and get ready to work"

Instead Try: Teacher: "It is this classroom's rule that everyone is seated and ready to work once the bell rang. I really appreciate those of you who are seated and are ready to go."

### Situation 5: Despair and Pleading

On the days when everything is going wrong, it is tempting to confide your feelings of inadequacy with the students, but don't do it. Example: Teacher - "Everyone please do me a favor and sit down and do your work. I can't think of what to do next? How do you think I should handle this?" Student - "Are we the teacher or you because we don't know, and you should know!" The best way to overcome this situation, is by being prepared with several classroom management strategies. All classes are different so use the positive verbal reinforcement with one class and maybe a sticker reward with a different one. If a strategy isn't working, don't be afraid to try a different one.

### Situation 6: Threats

This situation is one step above the despair and pleading situation and threats are usually unreasonable and unenforceable. Avoid this situation by planning ahead. State both expectations and appropriate consequences in advance, then reinforce appropriate student behavior and follow through with reasonable consequences.

### Situation 7: The Physical and Verbal Force Situation

The use of physical or verbal force is absolutely inappropriate. To avoid this situation, concentrate on restating expectations, keep your cool, count to ten, or get the teacher next door. Do whatever it takes to keep from resorting to force of any kind.

### Other Ways to Say "Good Job"

- Super
- That's Good
- Good Work
- You are learning fast
- You are on the right track
- Nice going
- Beautiful
- Wow
- Terrific
- Marvelous
- I like that
- Way to go
- Cool
- You have the hang of it
- I'm impressed
- Super-Duper
- It looks like you put a lot of work into this
- Keep on trying
- Good going
- That's clever
- You make it look easy
- Awesome

These suggestions are from: Substitute Teacher Handbook 9th edition - To purchase the book or to receive online training: visit [www.STEDI.org](http://www.STEDI.org).

## Educational Activities for Kids (Please follow all lesson plans before introducing this material)

### Math

- [www.coolmath-games.com/](http://www.coolmath-games.com/) (Elementary)
- [www.funbasedlearning.com](http://www.funbasedlearning.com) (Middle School)
- [www.multiplication.com](http://www.multiplication.com)
- [www.coolmath4kids.com](http://www.coolmath4kids.com)

### Reading

- <http://www.funbrain.com/>  
Geography (great way to learn states and capitals)
- [www.sheppardsoftware.com/](http://www.sheppardsoftware.com/)

### General

- <http://freerice.com/>  
(all ages, a wide variety of categories)
- <http://www.coolmath.com/>  
(best for Elementary, features math, geography, and reading)

## Safety and Security Standards

The St. Vrain Valley Schools Board of Education (BOE) is committed to maintaining a safe work environment as well as providing every opportunity for students to have a productive and positive educational experience. Policies, procedures and protocols have been developed to support student achievement and global success.

All St. Vrain schools have plans and procedures in place for handling crisis situations. As part of the plans, schools conduct practice drills for fire, severe weather, and other situations. Teachers play a crucial role in all emergency procedures and guest teachers 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 guest teacher be better prepared in the event a crisis occurs.

**Ask the Office:** As a guest teacher checks-in at the office, the guest teacher should take a moment to ask what the crisis procedures are for that school.

**Check out the Classroom:** When arriving at the classroom, a guest teacher should take a few minutes to look around and locate the following:

- Standard Response Protocol (SRP) poster in the classroom.
- Fire evacuation maps that show primary and secondary routes.
- A class roster & Red/Green card

**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.

**Be prepared for Emergencies:** Think through possible situations and how to deal with them before they happen:

- If a child is ill...
- If a student get a cut or abrasion....
- If a student faints....
- If a student has an "accident"....
- If a student get a bloody nose....
- If a student has a seizure....

## Standard Response Protocol (SRP) information

- SRP information link at <https://iloveguys.org/srp.html>

### Mandatory Reporting

All employees of SVVSD, including guest teachers, are considered mandatory reporters of child abuse or neglect. If a student discloses any information to you that may be considered abuse or neglect, or if you suspect a student may have been abused or neglected for any reason, it is your legal responsibility to immediately report this to law enforcement or the Boulder County Human Services Department, AND you must promptly notify a school administrator and/or counselor. The administrator or counselor can also provide you with guidance to ensure the incident is properly reported. Do NOT attempt to investigate the issue. Please see the below image for a few helpful tips. If you would like more information about this topic, please see: <https://co4kids.org/> for more details.

## **Pro-Active Instructional Strategies and Classroom Accommodations**

### **If a child discloses to you, DO:**

- **Remain calm and have someone continually present.**
- **Reassure the child that he/she has done the right thing by telling someone.**
- **Remember any concrete information.**
- **Reassure your support for him/her.**
- **Inform them of the law to report abuse to someone who has helped children and families in similar situations.**
- **Report the incident to the proper authorities immediately.**

### **If a child discloses to you, DO NOT:**

- **Promise confidentiality.**
- **Express panic or shock in reaction or expression.**
- **Ask questions, dig for detail, or investigate.**
- **Make negative comments about the perpetrator.**
- **Disclose the information indiscriminately. Tell only those who need the information to protect the child**
- **Make judgments.**
- **Rush or interrupt the child.**

### **In the Classroom:**

- **Provide a sense of security.**
- **Communicate at eye level and acknowledge that the issue is available and accessible during down times in the classroom.**
- **Create structure:**
  - **Provide limits and clear direction to create a sense of parameter and safety.**
  - **Identify and reassure the child's strengths, individual talents and qualities that make them who they are.**
- **Provide consistency**
- **Establish routines and clear expectations. Report any inappropriate behavior immediately.**

### **Home School Connection:**

- **Be sensitive and do not make assumptions – you are reporting a suspicion, not making an accusation.**
- **If requested by the family, offer any available school resources for support.**
- **Offer an encouraging note home of student progress.**
- **Your student may be experiencing a change in living situations, which may impact sleep patterns, mood, and attentiveness.**

## **Access Control/Visitor Management**

- If an external door is unlocked for passing period or lunch, a staff member must be within line of sight of the door until it's locked.
- District assigned keys and key cards: District keys, codes, and access cards shall not be loaned for any reason.
- District keys and access cards that have been lost or misplaced must be reported immediately to a direct supervisor. Additionally, a lost key report form must be completed in order for a replacement to be issued.

**Important Note: External door propping or providing access by bypassing the front door A-phone system is strictly prohibited. Student and staff safety are our #1 job!**

### **Reporting Threatening or Concerning Behavior:**

It is critical for staff to report concerns immediately to a school administrator or direct supervisor. Your observations and concerns may be one piece of a much bigger picture that helps prevent harm to someone. Don't hesitate to report concerns.

**Any Questions, please contact:**

**Richard Peebles**  
**Ex Director of Safety and Security**  
**St. Vrain Valley Schools**  
**Office - (303)682-7207**  
**(Internal x57207)**  
**Cell - (303)746-9060**

<b>School Name</b>	<b>Alpine Elementary (PK-5)</b>	<b>Altona Middle School (6-8)</b>
<b>Address</b>	2005 Alpine St., Longmont, CO 80504	4600 Clover Basin Drive, Longmont, CO 80503
<b>Phone</b>	720-652-8140	720-494-3980
<b>Report Time</b>	8:25 AM	7:55 AM
<b>Bell Times</b>	8:55 - 3:30	8:25 - 3:40
<b>Late Start Time</b>	Late Start Report Time – 10:55 AM – Bell 11:25	Late Start Report Time - 10:25 AM – Bell – 10:55
<b>Web Site</b>	<a href="http://aes.svvsd.org/">http://aes.svvsd.org/</a>	<a href="http://ams.svvsd.org/">http://ams.svvsd.org/</a>
<b>School Contact</b>	Mary Lynn Varela	Rosanna Ramirez
<b>Principal</b>	Amber Marslok	Jeremy LaCrosse
<b>School Name</b>	<b>Aspen Ridge Preparatory School (K-5)</b>	<b>Black Rock Elementary (PK-5)</b>
<b>Address</b>	705 Austin Ave., Erie CO 80516	2000 Mountain View Blvd., Erie, CO 80516
<b>Phone</b>	720-242-6225	720-890-3995
<b>Report Time</b>	7:45 AM	8:25 AM
<b>Bell Times</b>	8:15 - 3:15	8:55 - 3:35 Class Starts - 9:05
<b>Late Start Time</b>	No Late Start - Regular Time	Late Start Report Time: 11:05 AM – Bell – 11:35
<b>Web Site</b>	<a href="http://aspenridgeprepschool.org/">http://aspenridgeprepschool.org/</a>	<a href="http://bres.svvsd.org/">http://bres.svvsd.org/</a>
<b>School Contact</b>	Carrie Cantwell	Laura Stubbs
<b>Principal</b>	Rachel Miller	Sharla Kaczar
<b>School Name</b>	<b>Blue Mountain Elementary (PK-5)</b>	<b>Burlington Elementary (PK-5)</b>
<b>Address</b>	1260 Mountain Dr., Longmont, CO 80503	1051 S. Pratt Pkwy, Longmont, CO 80501
<b>Phone</b>	720-652-8220	303-776-8861
<b>Report Time</b>	8:30 AM	7:55 AM
<b>Bell Times</b>	9:00 - 3:35	8:25 - 3:00
<b>Late Start Time</b>	Late Start Report Time - 11:00 AM – Bell – 11:30	Late Start Report Time - 10:25 AM – Bell 10:55
<b>Web Site</b>	<a href="http://bmes.svvsd.org/">http://bmes.svvsd.org/</a>	<a href="http://bes.svvsd.org/">http://bes.svvsd.org/</a>
<b>School Contact</b>	Anne Butterworth	Tyra Toepfer
<b>Principal</b>	Stephan Hoel	Erica Bowman
<b>School Name</b>	<b>Carbon Valley Academy</b>	<b>Centennial Elementary (K-5)</b>
<b>Address</b>	4040 Coriolis Way, Frederick, CO 80530	10290 Neighbors Parkway, Firestone, CO 80504
<b>Phone</b>	303-774-9555	720-652-8240
<b>Report Time</b>	7:30 AM	8:35 AM
<b>Bell Times</b>	8:00 - 3:15	9:05 - 3:35
<b>Late Start Time</b>	No Late Start - Regular Time	Late Start Report Time - 11:05 AM -Bell – 11:35
<b>Web Site</b>	<a href="https://www.carbonvalleyacademy.org/">https://www.carbonvalleyacademy.org/</a>	<a href="http://centenniales.svvsd.org/">http://centenniales.svvsd.org/</a>
<b>School Contact</b>	Naomi Casavant	Coleen Campbell
<b>Principal</b>	Michele Saller	Dr. Shirley Jirik



<b>School Name</b>	<b>Central Elementary (PK-5) (Bilingual)</b>	<b>CETC - Career Elevation &amp; Technology Center</b>
<b>Address</b>	1020 4th Avenue, Longmont, CO 80501	1200 S. Sunset Street, Longmont, CO 80501
<b>Phone</b>	303-776-3236	720-494-3961
<b>Report Time</b>	7:55 AM	
<b>Bell Times</b>	8:25 - 3:00 (K-5) 8:35 - 3:00 (PK)	8:10 - 2:20
<b>Late Start Time</b>	Late Start Report Time - 10:25 AM – Bell – 10:55	Late Start Report Time – 10:10- Bell- 10:40
<b>Web Site</b>	<a href="http://centrales.svvsd.org/">http://centrales.svvsd.org/</a>	<a href="https://cetc.svvsd.org/">https://cetc.svvsd.org/</a>
<b>School Contact</b>	Sarah McGregor	Sarah Lekuch
<b>Principal</b>	LuAnn Tallman	ToniJo Niccoli
<b>School Name</b>	<b>Coal Ridge Middle School (6-8)</b>	<b>Columbine Elementary (PK-5) (Bilingual)</b>
<b>Address</b>	6201 Booth Drive, Firestone, CO 80504	111 Longs Peak Avenue, Longmont, CO 80501
<b>Phone</b>	303-833-4176	303-776-2840
<b>Report Time</b>	7:15 AM	8:00 AM
<b>Bell Times</b>	7:45 - 2:55	8:30 - 3:10 (K-5) 8:30 - 3:10 (PK)
<b>Late Start Time</b>	Late Start Report Time - 9:45 AM – Bell – 10:15	Late Start Report Time - 10:30 AM – Bell- 11:00
<b>Web Site</b>	<a href="http://crms.svvsd.org/">http://crms.svvsd.org/</a>	<a href="http://columbinees.svvsd.org/">http://columbinees.svvsd.org/</a>
<b>School Contact</b>	Jodi Marsolek	Yvonne Lopez
<b>Principal</b>	Liza Nybo	Julia Cooper
<b>School Name</b>	<b>Eagle Crest Elementary (PK-5)</b>	<b>Erie Elementary (PK-5)</b>
<b>Address</b>	4444 Clover Basin Dr., Longmont, CO 80503	4137 E. County Line Rd., Erie, CO 80516
<b>Phone</b>	303-485-6073	303-828-3395
<b>Report Time</b>	8:05 AM	8:25 AM
<b>Bell Times</b>	8:35 - 3:10	8:55 - 3:35
<b>Late Start Time</b>	Late Start Report Time - 10:35 – Bell – 11:05	Late Start Report Time - 10:55 – Bell – 11:25
<b>Web Site</b>	<a href="http://eces.svvsd.org/">http://eces.svvsd.org/</a>	<a href="http://ees.svvsd.org/">http://ees.svvsd.org/</a>
<b>School Contact</b>	Sharah Ludlow	Beverley Archuleta
<b>Principal</b>	Amanda Holden	Amy Smythe
<b>School Name</b>	<b>Erie Middle School (6-8)</b>	<b>Erie High School (9-12)</b>
<b>Address</b>	650 Main Street, Erie, CO 80516	3180 County Road 5, Erie, CO 80516
<b>Phone</b>	303-828-3391	303-828-4213
<b>Report Time</b>	7:30 AM	7:15 AM
<b>Bell Times</b>	8:00 - 3:00	7:45 - 2:45
<b>Late Start Time</b>	Late Start Report Time – 10:00 – Bell – 10:30	Late Start Report Time - 9:45 AM – Bell 10:15
<b>Web Site</b>	<a href="http://ems.svvsd.org/">http://ems.svvsd.org/</a>	<a href="http://ehs.svvsd.org/">http://ehs.svvsd.org/</a>
<b>School Contact</b>	Sara Raver	Lori Beth Amato-Baril
<b>Principal</b>	Andrea Smith	Joshua Griffin

School Name	Fall River Elementary (PK-5)	Firestone Charter Academy K-8
Address	1400 Deerwood Drive, Longmont, CO 80504	5753 Twilight Ave., Firestone, CO 80504
Phone	720-652-7920	303-772-3711
Report Time	8:20 AM	7:40 AM
Bell Times	8:50 - 3:25	8:10 - 3:20 (K), 8:10 - 3:25 (2-4), 8:10 - 3:30 (5-8)
Late Start Time	Late Start Report Time - 10:50 – Class – 11:20	No Late Start
Web Site	<a href="http://fres.svvsd.org/">http://fres.svvsd.org/</a>	<a href="https://www.firestone-charter-academy.org/">https://www.firestone-charter-academy.org/</a>
School Contact	Amanda Rogowski	Erika Cistone
Principal	Quinn O'Keefe	Jessica Cervantes
School Name	Flagstaff Charter Academy ( K-8)	Frederick Senior High (9-12)
Address	2040 Miller Drive, Longmont, CO 80501	5690 Tipple Parkway, Frederick, CO 80504
Phone	303-651-7901	303-833-3533
Report Time	7:45 AM (Primary) 7:30 AM (Middle School)	7:15 AM
Bell Times	8:15 - 3:30 (P) 8:00 - 3:30 (MS)	7:45 - 2:45
Late Start Time	Late Start Report Time - 10:30 (P) 10:15 (MS)	Late Start Report Time – 9:45 – Bell- 10:15
Web Site	<a href="https://www.flagstaffacademy.org/">https://www.flagstaffacademy.org/</a>	<a href="http://fhs.svvsd.org/">http://fhs.svvsd.org/</a>
School Contact	Samantha Myhre	Elisa Goellner
Principal	Katie Gustafson	Russell Fox
School Name	Grand View Elementary (PK-5)	Highlands Elementary (PK-5)
Address	6601 Aggregate Blvd, Frederick, CO 80516	475 Highlands Cir, Erie, CO 80516
Phone	303) 702 - 8000	(303-702-8040
Report Time	8:30 AM	8:30 AM (K-5) 8:20 AM(PK)
Bell Times	9:00 - 3:40	9:00 - 3:30 (K-5) 8:50-11:30 12:40 - 3:20 (PK)
Late Start Time	Late Start Report Time - 11:00 – Bell – 11:30	Late Start Report Time - 11:00 – Bell – 11:30
Web Site	<a href="http://gves.svvsd.org/">http://gves.svvsd.org/</a>	<a href="https://hles.svvsd.org/">https://hles.svvsd.org/</a>
School Contact	Rhonda "Jo Jo" Charles	Michele Keener
Principal	Francesca Craver	Ryan Ball
School Name	Hygiene Elementary (K-5)	Indian Peaks Elementary (PK-5) Bilingual
Address	11968 N 75th Street, Hygiene, CO 80503	1335 South Judson Street, Longmont, CO 80501
Phone	720-652-8021	303-772-7240
Report Time	8:40 AM	8:40 AM
Bell Times	9:10 - 3:45	9:10 - 3:50
Late Start Time	Late Start Report Time - 11:10 – Bell – 11:40	Late Start Report Time - 11:10 - Bell – 11:40
Web Site	<a href="http://hes.svvsd.org/">http://hes.svvsd.org/</a>	<a href="http://ipes.svvsd.org/">http://ipes.svvsd.org/</a>
School Contact	Joan Pray	Dora Villaviencio
Principal	Renee Collier	Karen Smith

<b>School Name</b>	<b>Innovation Center</b>	<b>LaunchED - Virtual Academy</b>
<b>Address</b>	33 Quail Road, Longmont, CO 80501	Online only- Trained Guest Teachers only
<b>Phone</b>	(303)702-8200	(303) 702-8800
<b>Report Time</b>	Per Job	Per Job
<b>Bell Times</b>	Per Job	Per Job
<b>Late Start Time</b>	Per Job	Per Job
<b>Web Site</b>	<a href="http://innovation.svvsd.org">http://innovation.svvsd.org</a>	<a href="http://launched.svvsd.org">http://launched.svvsd.org</a>
<b>School Contact</b>	Amy Gamble	Bonnie Meyers
<b>Principal</b>	Joseph McBreen	Ann Reed
<b>School Name</b>	<b>Legacy Elementary (K-5)</b>	<b>Longmont Estates Elementary (PK-5)</b>
<b>Address</b>	7701 Eagle Blvd, Frederick, CO 80504	1601 Northwestern Rd, Longmont, CO 80503
<b>Phone</b>	720-652-8160	720-652-8101
<b>Report Time</b>	8:30 AM	7:50 AM
<b>Bell Times</b>	9:00 - 3:40	8:20 - 3:00 (PK-5)
<b>Late Start Time</b>	Late Start Report Time - 11:00 – Bell- 11:30	Late Start Report Time - 10:20 – Bell – 10:50
<b>Web Site</b>	<a href="http://legacies.svvsd.org/">http://legacies.svvsd.org/</a>	<a href="http://lees.svvsd.org">http://lees.svvsd.org</a>
<b>School Contact</b>	Lynette Frank	Tara Roeder
<b>Principal</b>	Sean Corey	Traci Haley
<b>School Name</b>	<b>Longmont High School (9-12)</b>	<b>Longs Peak Middle School (6-8)</b>
<b>Address</b>	1040 Sunset Street, Longmont, CO 80501	1500 14th Avenue, Longmont, CO 80501
<b>Phone</b>	303-776-6014	303-776-5611
<b>Report Time</b>	7:15 AM	7:25 AM
<b>Bell Times</b>	7:45 - 2:45	7:55 - 3:15
<b>Late Start Time</b>	Late Start Report Time - 9:45 AM – Bell - 10:15 AM	Late Start Report Time - 9:55 AM – Bell – 10:25
<b>Web Site</b>	<a href="http://lhs.svvsd.org/">http://lhs.svvsd.org/</a>	<a href="http://lpms.svvsd.org/">http://lpms.svvsd.org/</a>
<b>School Contact</b>	Karen Kurtz	Randi Willemsen
<b>Principal</b>	Jeffrey McMurry	Karin Blough
<b>School Name</b>	<b>Lyons Elementary (PK-5)</b>	<b>Lyons Middle/Senior High School (6-12)</b>
<b>Address</b>	338 High Street, Lyons, CO 80504	100 McConnell Drive, Lyons, CO 80540
<b>Phone</b>	303-823-6915	303-823-6631
<b>Report Time</b>	7:35 AM	7:15 AM
<b>Bell Times</b>	8:05 - 2:35 (PK-5)	7:45 - 3:10 (MS) 7:45 - 2:45 (HS)
<b>Late Start Time</b>	Late Start Report Time - 10:05 – Bell – 10:35	Late Start Report Time - 9:45 (MS/HS) – Bell – 10:15
<b>Web Site</b>	<a href="http://lyonses.svvsd.org/">http://lyonses.svvsd.org/</a>	<a href="http://lmshs.svvsd.org/">http://lmshs.svvsd.org/</a>
<b>School Contact</b>	Kim Doering	Lori Herman
<b>Principal</b>	Andrew Moore	Chris Frank

<b>School Name</b>	<b>Main Street School</b>	<b>Mead Elementary (PK-5)</b>
<b>Address</b>	820 Main Street, Longmont, CO 80501	520 Welker Avenue, Mead, CO 80542
<b>Phone</b>	303-678-5662	970-535-4488
<b>Report Time</b>	30 minutes before time listed in Red Rover	8:25 AM
<b>Bell Times</b>	Per Job	8:55 - 3:35
<b>Late Start Time</b>	2 ½ Hours later than the time listed in Red Rover	Late Start Report Time 10:55 – Bell – 11:25
<b>Web Site</b>	<a href="http://mainstreet.svvsd.org/">http://mainstreet.svvsd.org/</a>	<a href="http://mes.svvsd.org/">http://mes.svvsd.org/</a>
<b>School Contact</b>	Emily Lewis	Nicole Mooradian
<b>Principal</b>	Gina Trujillo	Betsy Ball
<b>School Name</b>	<b>Mead Middle School (6-8)</b>	<b>Mead High School (9-12)</b>
<b>Address</b>	620 Welker Avenue, Mead, CO 42805	12750 WCR 7, Longmont, CO 80504
<b>Phone</b>	970-535-4446	720-494-3940
<b>Report Time</b>	7:20 AM	7:15 AM
<b>Bell Times</b>	7:50 - 2:50	7:45 - 2:45
<b>Late Start Time</b>	Late Start Report Time - 9:50 – Bell – 10:20	Late Start Report Time - 9:45 – Bell – 10:15
<b>Web Site</b>	<a href="http://mms.svvsd.org/">http://mms.svvsd.org/</a>	<a href="http://mhs.svvsd.org/">http://mhs.svvsd.org/</a>
<b>School Contact</b>	Angela Drouhard	Christine Sexton
<b>Principal</b>	Joshua Barnett	Brian Young
<b>School Name</b>	<b>Mountain View Elementary (PK-5)</b>	<b>New Meridian High School (9-12)</b>
<b>Address</b>	1415 14th Avenue, Longmont, CO 80501	1200 S Sunset Street, Longmont, CO 80501
<b>Phone</b>	720-652-8261	720-494-3961
<b>Report Time</b>	7:50 AM	7:30 AM
<b>Bell Times</b>	8:20 - 3:00	8:00 - 3:30
<b>Late Start Time</b>	Late Start Report Time - 10:20 – Bell – 10:50	Late Start Report Time - 10:00 – Bell – 10:30
<b>Web Site</b>	<a href="http://mves.svvsd.org/">http://mves.svvsd.org/</a>	<a href="http://nmhs.svvsd.org">http://nmhs.svvsd.org</a>
<b>School Contact</b>	Fiona Garcia	Sarah Lekuch
<b>Principal</b>	Jennifer Piccone	ToniJo Niccoli
<b>School Name</b>	<b>Niwot Elementary (PK-5)</b>	<b>Niwot High School (9-12)</b>
<b>Address</b>	8778 Morton Road, Niwot, CO 80503	8989 E. Niwot Road, Niwot, CO 80503
<b>Phone</b>	303-652-2828	303-652-2550
<b>Report Time</b>	8:35 AM	7:15 AM
<b>Bell Times</b>	9:05 - 3:40	7:45 - 2:45
<b>Late Start Time</b>	Late Start Report Time - 11:05 – Bell – 11:35	Late Start Report Time - 9:45 – Bell – 10:15
<b>Web Site</b>	<a href="http://niwotes.svvsd.org/">http://niwotes.svvsd.org/</a>	<a href="http://nhs.svvsd.org/">http://nhs.svvsd.org/</a>
<b>School Contact</b>	Emily Inman	Michelle Baker
<b>Principal</b>	Nancy Pitz	Eric Rauschkolb



<b>School Name</b>	<b>SPARK! Discovery Preschool (PK)</b>	<b>Sunset Middle School (6-8)</b>
<b>Address</b>	555 8 <sup>th</sup> Street, Frederick, CO 80530	1300 S. Sunset Street, Longmont, CO 80501
<b>Phone</b>	720-652-7906	303-776-3963
<b>Report Time</b>	8:00 AM	7:50 AM
<b>Bell Times</b>	8:30 – 3:05	8:20 – 3:30
<b>Late Start Time</b>	NO LATE START	Late Start Report Time – 9:35 – Bell – 10:05
<b>Web Site</b>	<a href="https://sdpk.svvsd.org/">https://sdpk.svvsd.org/</a>	<a href="https://sms.svvsd.org/">https://sms.svvsd.org/</a>
<b>School Contact</b>	Stacey Petering	Gina Pedrett
<b>Principal</b>	Paige Gordon	Alicia Bono
<b>School Name</b>	<b>Thunder Valley (K-8)</b>	<b>Timberline (PK-8)</b>
<b>Address</b>	600 5 th Street, Frederick, CO 80530	233 E. Mountain View, Longmont, CO 80504
<b>Phone</b>	303-833-2456	303-772-7900
<b>Report Time</b>	8:05 AM	7:50 AM
<b>Bell Times</b>	8:35 – 3:35	8:20 – 3:30
<b>Late Start Time</b>	Late Start Report Time - 10:35 – Bell – 11:05	Late Start Report Time – 10:20 – Bell – 10:50
<b>Web Site</b>	<a href="https://tvk8.svvsd.org/">https://tvk8.svvsd.org/</a>	<a href="https://tpk8.svvsd.org/">https://tpk8.svvsd.org/</a>
<b>School Contact</b>	Denise LaSalle	Devin Pronk- Decker
<b>Principal</b>	Catrina Estrada	Audrey Seybold
<b>School Name</b>	<b>Trail Ridge Middle School (6-8)</b>	<b>Twin Peaks Charter Academy (K-12)</b>
<b>Address</b>	1000 Button Rock Dr., Longmont, CO 80504	340 South Sunset, Longmont, CO 80501
<b>Phone</b>	720-494-3820	303-772-7286
<b>Report Time</b>	7:15 AM	7:30 AM
<b>Bell Times</b>	7:45 - 2:50	8:00 – 3:00
<b>Late Start Time</b>	Late Start Report Time - 9:45 AM – Bell – 10:15	No Late Start
<b>Web Site</b>	<a href="https://trms.svvsd.org/">https://trms.svvsd.org/</a>	<a href="https://www.twinpeakscharter.org/">https://www.twinpeakscharter.org/</a>
<b>School Contact</b>	Rebeca Melara	Kathy Welmer (Elem) / Danielle Vandiver (sec)
<b>Principal</b>	Eddie Cloke	Joe Mehsling
<b>School Name</b>	<b>Westview Middle School (6-8)</b>	
<b>Address</b>	1651 Airport Road, Longmont, CO 80503	
<b>Phone</b>	303-772-3134	
<b>Report Time</b>	7:50 AM	
<b>Bell Times</b>	8:20 - 3:25	
<b>Late Start Time</b>	Late Start Report Time – 10:20 – Bell – 10:50	
<b>Web Site</b>	<a href="https://wms.svvsd.org/">https://wms.svvsd.org/</a>	
<b>School Contact</b>	Heather Derksen	
<b>Principal</b>	Mark Spencer	

