

Loudoun County Public Schools

Substitute Guide

2010-2011



The information provided herein is summary in nature. In the event of any conflict between the content hereof and School Board Policy, established by either the School Board or the Administration, the provision hereof shall not control. This information is subject to change without notice.

CONGRATULATIONS TO ALL SUBSTITUTES



Loudoun County Public Schools

Department of Personnel Services

21000 Education Court

Ashburn, VA 20148

Telephone: 571-252-1100 (Toll Free): 888-204-1622

September 1, 2010

In Loudoun County, we recognize the collaborative effort that it takes in the home, in the community and the schools to prepare our young people for their lives and careers. Our focus is on the student in all that we do in Loudoun County Public Schools, of which you are now a member.

As a substitute, you play a vital role in carrying out the activities planned by our teachers, teacher assistants, secretaries, health clinic assistants and school nurses while they are absent. Each day you are contributing to the on-going education of our young people and making our community a better place to live and learn. You have chosen a challenging road, filled with many rewards. Each day that you are with our students, you will see the rewards as you help our students to learn and become good citizens in our county.

I want to take this opportunity to thank you for becoming a substitute teacher with Loudoun County Public Schools, where excellence is an expectation. We all appreciate the talents you bring as a substitute and the time you spend sharing them with our students. Your creativity and enthusiasm in working with our students will enhance their lives each day you spend with them in the classroom. And at the end of the day, we believe our students will have touched your lives in a positive way as well.

Sincerely,

Mary Ann Hardebeck, Ed. D.
Assistant Superintendent for Personnel Services

TABLE OF CONTENTS

INTRODUCTION.....	4
Overview.....	5
Important Contacts.....	6
PROCESSES AND PROCEDURES.....	7
Location Codes	8
SubReady	9
Support Staff	10
Payment of Substitutes	11
Long-Term Substitute Assignments	12
Semi-Monthly Pay Schedule	14
SCHOOL SAFETY.....	15
Safety in Loudoun County Public Schools	16
Substitute Teacher Responsibilities	17
Summary of Universal Precautions	17
Procedure for Substitute Nurses and Health Clinic Assistants	18
EXPECTATIONS AND RESPONSIBILITIES.....	21
What a Substitute Should Expect	22
Responsibilities of a Substitute	23
Advice for Substitutes	24
Classroom Management Tips	26
GENERAL INFORMATION.....	27
School Board Members	28
Instructional Programs	29
Important Information	30
Opening and Dismissal Times	31
School Directory	33
Calendar	35
School Closings, Delays, and Early Dismissals	36
SUB-SATIONAL IDEAS.....	37
Checklist	38
“Sub-Sational” Super-Sub Pack	39
Thirteen (13) Ways to Sink a Sub	40
Resources for Substitutes	41
Being Organized	43
Work Schedule Calendars	44
Personal Notes	46
APPENDIX	47
Register to View Your Paystub	48
To View Paystubs From Home	52



INTRODUCTION

THE SUBSTITUTE HANDBOOK

INTRODUCTION

The purpose of this handbook is to assist you in understanding your duties and responsibilities as a substitute in Loudoun County Public Schools.

If you should need additional information or assistance, please call the Sub-Central Office at 571-252-1675, we will be happy to answer questions you have regarding our substitute program.

This handbook is divided into six sections:

1. **Overview** contains the role of the substitute in the educational process.
2. **School Safety** contains information on the safety of students and personnel.
3. **Process and Procedures** contains information for the application process, use of the substitute assignment management system profile form, pay, and long-term assignments.
4. **Expectations and Responsibilities** contains a list of expectations, general guidelines, responsibilities, and suggestions for classroom management techniques.
5. **General Information** contains information on School Board members, maps, school opening and dismissal times, calendars, and school cancelation/delayed openings.
6. **“Sub-Sational Ideas”** contains ideas for a Super-Sub Pack, suggested activities, reference books, and work-schedule forms.

OVERVIEW

The substitute's role in the educational process of Loudoun County Public Schools is very important. ***Providing continuity in the classroom instructional program is essential to a sound education.*** Occasional absences from classes are unavoidable; however, the continuity of the program can and should be maintained by substitutes who are well versed in the policies, procedures and expectations of the school and classroom. Through professional training and experience, substitutes provide students with instruction to minimize negative effects in student achievement that may result from absences of employees.

A substitute teacher should expect the needs and intentions of a classroom teacher to be communicated prior to taking charge of the class; conversely, a classroom teacher should expect the plans and assignments, which he/she has left, to be carried out by the substitute teacher assigned to his/her classroom. Each substitute has an important role to play in the educational process. This handbook is intended to establish communication and expectation levels between the employee and the substitute.

The quality substitute teacher assistant, secretary, health clinic assistant, or school nurse also ensures that the students' needs are met by fulfilling their roles with the high standards students are accustomed to receiving.

Any questions about assignments or problems in substituting at a school should be addressed with the school administrator. Concerns or issues about your availability for substituting or your enrollment on the substitute list should be addressed with Sub-Central.

IMPORTANT CONTACTS

DEPARTMENT OF PERSONNEL SERVICES

Sub-Central Office
21000 Education Court
Ashburn, VA 20148
571-252-1675
e-mail: Sub-Central@lcps.org

SmartFind Express™
703-443-2431

Toll Free Number for Smart Find Express™
1-877-885-2010

SmartFind Express™
WWW.SUB4LOUDOUN.COM

Payroll Department
21000 Education Court
Ashburn, VA 20148
571-252-1260

Web Site
www.lcps.org

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PROCESSES AND PROCEDURES



School Locations

Briar Woods Cluster

- Briar Woods High [213420](#)
- Creighton's Corner Elementary [211540](#)
- Eagle Ridge Middle [212880](#)
- Hillside Elementary [211400](#)
- Legacy Elementary [211430](#)
- Mill Run Elementary [211910](#)
- Rosa Lee Carter Elementary [211550](#)
- Stone Hill Middle [212570](#)

Broad Run Cluster

- Ashburn Elementary [101170](#)
- Broad Run High [103740](#)
- Cedar Lane Elementary [101840](#)
- Dominion Trail Elementary [101470](#)
- Farmwell Station Middle [102210](#)
- Steuart W. Weller Elementary [101350](#)

Dominion Cluster

- Dominion High [413990](#)
- Lowes Island Elementary [411500](#)
- Meadowland Elementary [411070](#)
- Seneca Ridge Middle [412030](#)
- Sugarland Elementary [411010](#)

Freedom Cluster

- Aldie Elementary [311510](#)
- Arcola Elementary [311770](#)
- Buffalo Trail Elementary [311045](#)
- Freedom High [313120](#)
- Hutchison Farm Elementary [311960](#)
- Liberty Elementary [311560](#)
- Little River Elementary [311860](#)
- Mercer Middle [312320](#)
- Pinebrook Elementary [311340](#)

Heritage Cluster

- Cool Spring Elementary [111160](#)
- Harper Park Middle [112520](#)
- Heritage High [113900](#)
- John W. Tolbert, Jr. Elementary [111950](#)

Loudoun County Cluster

- Catoctin Elementary [201710](#)
- Evergreen Mill Elementary [201190](#)
- J. L. Simpson Middle [202020](#)
- Loudoun County High [203660](#)
- Sycolin Creek Elementary [201280](#)

Loudoun Valley Cluster

- Banneker Elementary [301650](#)
- Blue Ridge Middle [302790](#)
- Emerick Elementary [301730](#)
- Hamilton Elementary [301230](#)
- Lincoln Elementary [301290](#)
- Loudoun Valley High [303680](#)
- Middleburg Elementary [201490](#)

Park View Cluster

- Forest Grove Elementary [501970](#)
- Guilford Elementary [501720](#)
- Park View High [503060](#)
- Rolling Ridge Elementary [501040](#)
- Sterling Elementary [501690](#)
- Sterling Middle [502760](#)
- Sully Elementary [501750](#)

Potomac Falls Cluster

- Algonkian Elementary [401150](#)
- Countryside Elementary [401890](#)
- Horizon Elementary [401820](#)
- Potomac Falls High [403140](#)
- Potowmack Elementary [401250](#)
- River Bend Middle [402930](#)

Stone Bridge Cluster

- Belmont Ridge Middle [602940](#)
- Belmont Station Elementary [601300](#)
- Newton-Lee Elementary [601270](#)
- Sanders Corner Elementary [601240](#)
- Seldens Landing Elementary [601870](#)
- Stone Bridge High [603850](#)

Tuscarora Cluster

- Ball's Bluff Elementary [111220](#)
- Frances Hazel Reid Elementary [201310](#)
- Leesburg Elementary [111080](#)
- Lucketts Elementary [201130](#)
- Smart's Mill Middle [202090](#)
- Tuscarora High [223020](#)

Woodgrove Cluster

- Harmony Middle [302920](#)
- Hillsboro Elementary [301110](#)
- Kenneth W. Culbert Elementary [301060](#)
- Lovettsville Elementary [301780](#)
- Mountain View Elementary [301980](#)
- Round Hill Elementary [301180](#)
- Waterford Elementary [301700](#)
- Woodgrove High [323059](#)

County-Wide Facilities

- Detention Center [205900](#)
- Douglass School [205620](#)
- Monroe Technology Center [204100](#)

SUBREADY

SubReady

Substitutes accepting assignments for the first time at a particular school, need to arrive earlier than usual to review that school's SubReady School SubBinder. These School SubBinders are accessible in the main office to substitutes who are at that school for the first time or those who substitute at that school infrequently. In the School SubBinders, substitutes will find the following information pertaining to that particular school:

- Contact Information and School Schedule
- School Map
- Lunch Procedures
- Emergency Procedures
- Legal and Educational Issues
- School Policies
- Discipline Policy/Student Behavior Referral

The information is color coded and marked by tabs in the School SubBinder for easy review and reference. If a School SubBinder is not available in the main office please notify a school administrator and Sub-Central.

SUPPORT STAFF

Note for All Positions: Must relate well to students of all ethnic groups; must be organized.

Library Assistant

Performs clerical work to assist the librarians and encourage library use. Employees provide assistance in processing library materials, circulating resources and locating materials for students and staff.

Secretary

Responsible for performing a variety of clerical functions to provide for the smooth and efficient operation of the office. The employee performs all office secretarial functions in addition to communicating with the public, staff and parents. The employee prepares written correspondence from rough notes and compiles and maintains information and data.

Study Hall Monitor

Responsible for supervising students in a study hall, keeping order and maintaining a quiet atmosphere for students to study.

Teacher Assistant (In-School Restriction)

Responsible for coordinating the daily activity of each student assigned to the program. This includes supervising student behavior and learning and applying specific behavior management techniques. Will perform a variety of tasks such as: assisting students to understand and follow directions and rules; encouraging students to work independently; assisting individuals and/or small groups in various subject areas assigned by the classroom teacher; reinforcing skills taught by the classroom teacher; and helping students individually with academic or adjustment problems.

Teacher Assistant (Preschool, Kindergarten, Regular)

Responsible for assisting the teacher by performing instructional duties, preparing classroom materials, supervising student behavior, learning and applying specific behavior management techniques, performing clerical duties, and providing assistance with personal hygiene and physical care needs as required.

Teacher Assistant (Special Education)

Responsible for providing instructional support, training, and personal assistance to physically and mentally handicapped students. An employee in this assignment is responsible for assisting the teacher by performing instructional duties, preparing classroom materials, supervising student behavior, learning and applying specific behavior management techniques, performing clerical duties, and providing assistance with personal hygiene and physical care needs as required.

Teacher Assistant (English as a Second Language)

Responsible for helping the student become proficient in the English language in order to function in a regular classroom situation. Provides instruction in language and culture to students of various ages and levels of English proficiency. The employee works with teachers and other tutors to determine various methods of instruction, evaluation strategies, and groupings that would best meet the needs of the students.

Technology Assistant

Provides technical assistance to students and school staff for use of computer software and hardware resources of the school.

PAYMENT OF SUBSTITUTES

The following guidelines regulate daily substitute pay:

1. Except for your first paycheck, all checks are electronically deposited into a checking account of your choice. Payroll will do a "Pre-note" to your bank to verify accurate routing numbers and account numbers. If you do not receive notification from Payroll that there is a problem with your "Pre-note," then the next payment will be electronically deposited.
2. For each electronically deposited paycheck, a **non-negotiable voucher** is now available on the E-Pay system. Instructions are included for registration and view of pay checks as an appendix to this document.
3. Notify the Sub-Central Office of any name change, address change or phone number change by completing a "Substitute Information/Change Form." The form is available from the Sub-Central Office. It is your responsibility to make sure all information on your records is accurate at all times.
4. **Substitute teachers/substitute librarians** are paid a daily rate of **\$108.15** based on working a **full school day**. Payment for time worked less than the appropriate hours that make up a school day will be pro-rated.
5. **Substitute secretaries and substitute assistants** are paid a rate of **\$14.06** per hour. (Assistants will include Regular Education Teacher Assistants, In-School Restriction Teacher Assistants, Library Assistants, Study Hall Monitor Teacher Assistant, Kindergarten Teacher Assistants, Special Education Teacher Assistants, Technology Assistants, Health Clinic Assistants, English as a Second Language Teacher Assistants, and Head Start Teacher Assistants.)
6. **Substitute nurses** are paid an hourly rate of **\$15.45**. Payment for time worked less than the hours that make up a **full school day** will be pro-rated.

LONG-TERM SUBSTITUTE ASSIGNMENTS

(MORE THAN TEN CONSECUTIVE DAYS IN LENGTH)

School Board Policy 7-22, Section B. Special Substitutes:

- “A “special substitute”, certifiable in field, may be employed when (1) the term of the substitution is of long and indeterminate length, or (2) when the circumstances are such that the substitute may replace the regular teacher, or (3) under other conditions that the Division Superintendent may deem necessary.”
 - “Special substitutes may be paid a daily salary based upon Step 1 of the Teacher Salary Scale without any regular fringe benefits.”
 - “Any such substitute must be approved by and sign a contract with the Division Superintendent or his/her designee.”
1. The Principal/Administrator will contact the Department of Personnel Services by completing a **Long-Term Substitute Assignment Form** when a long-term substitute assignment develops. The Principal must receive **advance approval** for each situation.
 2. The Principal/Administrator will make every reasonable effort to utilize substitutes licensed in the State of Virginia to fill a teaching position. If a substitute with a Virginia teaching license cannot be assigned, the Principal/Administrator should make every reasonable effort to assign a substitute licensed in another state.
 3. If the Principal/Administrator depletes the long-term listing of substitutes with a Virginia license or an out of state license, he/she should try to find a substitute on the long-term listing that could be eligible for a license in Commonwealth of Virginia.
 4. The pay rate for long-term substitutes is based on the per diem salary of a first-year teacher. No benefits are included. The long-term substitute teacher daily rate of pay, beginning with the first date of the assignment, **based on the Principal/Administrator receiving advance approval**, and based on working a full day, is:

Bachelor’s Degree	\$215.93 per diem
Master’s Degree	\$242.45 per diem
Doctorate Degree	\$268.97 per diem
- Payment for time worked equaling less than a full day will be pro-rated.
5. When an absence or vacancy is filled by a substitute, the appropriate per diem rate of pay is based on his/her educational background, indicating a Bachelor’s, Master’s, or Doctorate Degree.
 6. Long-term substitute assignments may include extra duties such as: bus duty, lunch duty, detention supervision, or additional classroom supervision at the request of a school administrator. **Long-term substitutes are required to fulfill these duties.**

LONG-TERM SUBSTITUTE ASSIGNMENTS CONT'D

7. If the Principal/Administrator does not receive prior approval for a long-term substitute, the long-term rate of pay does not begin until the eleventh (11) consecutive day of the assignment for the same employee.
8. When a classified position is filled by a long-term substitute, the substitute will receive the appropriate rate of pay as follows:
 - Secretaries/Library Assistant - Step 1 of the position on the Classified Employee Salary Scale Assistants \$14.06 per hour**
(Regular Education Teacher Assistants, Kindergarten Teacher Assistants, Special Education Teacher Assistants, Technology Assistants, Health Clinic Assistants, and Head Start Teacher Assistants)
 - Nurses \$22.58 per hour**
 - Study Hall Monitors \$14.06 per hour**
 - Teacher Assistant In-School Restriction \$14.06 per hour**
 - ESL Assistant \$14.06 per hour**

These rates begin with the first date of the assignment with advance approval.
9. When a substitute has secured a long-term assignment, this information is entered into the automated substitute system so the substitute will not receive other assignment calls that conflict with the long-term assignment. The Sub-Central staff handles this process once the Principal/Administrator has submitted paperwork.
10. Substitutes are **not paid if they do not work**. This includes days when schools are closed due to emergency situations and inclement weather.
11. Up to TWO overlap days with a permanent employee is available to the substitute at the discretion of the school administrator.

SEMI-MONTHLY PAY SCHEDULE

The Payroll Schedule for 2010-2011 is listed below.

DATES INCLUSIVE

CHECKS ISSUED

July 1, 2010 - July 15, 2010.....	July 30, 2010
July 16, 2010 - July 31, 2010.....	August 13, 2010
August 1, 2010 - August 15, 2010	August 31, 2010
August 16, 2010 - August 31, 2010	September 15, 2010
September 1, 2010 - September 15, 2010.....	September 30, 2010
September 16, 2010 - September 30, 2010.....	October 15, 2010
October 1, 2010 - October 14, 2010	October 29, 2010
October 16, 2010 - October 31, 2010	November 15, 2010
November 1, 2010 - November 15, 2010.....	November 30, 2010
November 16, 2010 - November 30, 2010.....	December 15, 2010
December 1, 2010 - December 15, 2010.....	December 30, 2010
December 16, 2010 - December 31, 2010.....	January 14, 2011
January 1, 2011 - January 15, 2011	January 31, 2011
January 16, 2011 - January 31, 2011	February 15, 2011
February 1, 2011 - February 15, 2011	February 28, 2011
February 16, 2011 - February 28, 2011	March 15, 2011
March 1, 2011 - March 15, 2011.....	March 31, 2011
March 16, 2011 - March 31, 2011	April 15, 2011
April 1, 2011 - April 15, 2011	April 29, 2011
April 16, 2011 - April 30, 2011	May 13, 2011
May 1, 2011 - May 15, 2011	May 31, 2011
May 16, 2011 - May 31, 2011	June 15, 2011
June 1, 2011 - June 15, 2011	June 30, 2011
June 16, 2011 - June 30, 2011	July 15, 2011

DEDUCTION EXPLANATION ON YOUR PAYCHECK OR VOUCHER

FICA – OASDI.....	FICA 6.20% of Salary
FICA – HI.....	FICA - Health Ins. (Medicare 1.45% of Salary)
FEDERAL.....	Federal Tax Withholding (Exemption Status Included)
STATE.....	State Tax Withholding (Name of State and Exemption Status Included)

Questions related to pay should be directed to the school or to the Payroll Department at (571) 252-1260.



SAFETY IN SCHOOLS

SAFETY IN LOUDOUN COUNTY PUBLIC SCHOOLS

Loudoun County Public Schools has implemented several programs and procedures in order to ensure the safety of our students and staff. Our practices are continuously reviewed and revised to increase their effectiveness.

Facility Safety

A committee of administrators, teachers, parents, and consultants was formed in 1997 to establish criteria for the safety of each school building.

Preparedness for Emergencies

A Division Emergency Response Plan has been formed with a central office team trained to assist in the event of a local school emergency. The Emergency Response Plan establishes the organizational base for emergency operations and defines the various roles to be carried out by local school and central office staff.

The Emergency Response Plan includes preparations for responding to:

- Acts of violence
- Fires or explosions
- Hazardous materials incidents
- Medical emergencies
- Severe weather – including tornadoes
- Structure or utility failures
- School bus emergencies

Most emergency responses begin with the evacuation of the building, triggered by the sounding of the fire alarm. For other incidents, one of the following announcements may be made through the public address system.

- **Code ORANGE Bomb Threat**
(Listen for instructions or alarm)
- **Code BLUE Secure Building Procedure**
(Students kept in classroom away from the door, doors locked, lights out, students seated against an inside wall and quiet.)

Ongoing Safety and Security Measures

Each secondary school serves as a base site for a School Resource Officer (uniformed police officer), who may also be dispatched to elementary or middle schools in the cluster. A Security Specialist is on staff at each of the high schools, in addition to the School Resource Officer.

Each classroom in the school system has an emergency call button or the availability of two-way communication. All schools have the use of two-way radios for administrators and other key personnel. In the middle and high schools there are hand-held metal detectors and alcohol detection devices. A toll-free Tip Line is available for reporting incidents (**1-877-4-SAFE-VA**). Conflict mediation and peer counseling programs are also available in Loudoun County Public Schools.

Staff and Substitute Teacher Responsibilities

Remember that being alert to activities around you leads to prevention. Always report any suspicious activity to a building administrator.

Be sure to secure all personal belongings while on school property. Ask the school office where personal belongings (purses or briefcases) should be stored during the school day.

SUBSTITUTE TEACHER RESPONSIBILITIES During Emergency Situations

Substitute teachers are responsible for implementing appropriate procedures to protect students. Be sure to know the emergency procedures for the school you are substituting in and how to contact the main office in the event of an emergency.

These responsibilities include:

1. Following procedures for evacuation.
2. Supervising evacuation of students to a designated safe area.
3. Verifying the location and status of every student and staff member assigned to his/her class during this instructional period.
4. Completing the "Student Accounting Form" to be obtained from a member of the Student Accounting Team.
5. Maintaining order during the emergency and alleviating the fears of students by employing strategies to create a calming atmosphere during their supervision.
6. Remaining with students throughout the duration of the emergency until every student has been released through the official "student release process."
7. With the principal, establishing a "teacher buddy" system to pair teachers and classes so that some teachers can carry out their duties on the Local School Emergency Team.

SUMMARY OF UNIVERSAL PRECAUTIONS Bloodborne Pathogens

Universal Precautions are the steps taken to reduce the spread of bloodborne diseases from one person to another. It is very important that these steps be fulfilled within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility.

1. It is a requirement to wear vinyl or latex gloves when touching body fluids.
2. Wash hands before and after all emergency procedures. If skin comes in contact with body fluids, wash the affected area immediately with soap and water.
3. If your skin comes in contact with body fluids, report the incident at once to a school administrator or immediate supervisor. Not all reported situations will automatically be considered "**exposure incidents.**" Each situation will be handled on an individual basis, including the determination by OSHA standards whether or not the Hepatitis B vaccine will be offered.
4. Never recap, bend, or break needles. Dispose of needles in red Sharps containers.

The Exposure Control Manual is located in the main office of the building in which you will be substituting. If you have questions about the prevention of the spread of bloodborne pathogens, speak with a school administrator.

Procedure for Substitute Nurse / Health Clinic Assistants

All clinic substitutes are required to complete the four-hour clinic substitute training, in addition to the regular substitute training, prior to substituting as a School Nurse or Health Clinic Assistant. For dates and times of the clinic substitute training, contact Student Health Services at 571-252-1017. In addition to the four-hour training, we would like each substitute to be in the clinic to work for 2-3 hours of on-the-job training.

Administrative:

1. Know the principal's and assistant principal's name.
2. Be certain you know how to dial out on the school telephone; also know the school phone and fax numbers.
3. Wear the substitute nametag.
4. Locate the Health Services Substitute blue accordion folder.
5. Remember that all health information is confidential. Be sensitive to the fact that others are listening, including your elementary students.
6. Familiarize yourself with the major health concerns of the school. These are listed in the front of the Medication Log/ Physician Orders Binder.
7. Find out when and where you are to eat lunch and who will cover while you are at lunch.

Medication:

1. Before you can administer medication, you must be a licensed RN, L.P.N., or have attended the Training and Orientation for Substitute Nurses/Health Clinic Assistants. Inform an administrator if you have not been trained in medication administration. Someone else will have to administer medication.
2. Obtain the keys to the medicine cabinets and remember that the cabinets must stay locked when you are administering medicine. The exception is the inhaler and epipen cabinet which is left unlocked during the day for easy access in an emergency. The keys must be kept on your person at all times. Keys need to be placed in a safe place at the end of the day.
3. Keep in mind the **6 Rights** when administering any medication:
 - a) **Right** person
 - b) **Right** medication
 - c) **Right** time
 - d) **Right** amount
 - e) **Right** route
 - f) **Right** documentation
4. Ascertain the school's policy about administering acetaminophen (Tylenol).
5. Parent/guardian permission must be checked on the emergency card in order for acetaminophen to be given at school. At the elementary level, check with the parent to see if the student has had acetaminophen at home before administering at school. Notify the parent or after-school caregiver if acetaminophen was given after lunch. This is to prevent the parent/caregiver from administering acetaminophen too soon. Acetaminophen must be given according to manufacturer's directions.

Procedure for Substitute Nurse / Health Clinic Assistants cont'd

6. Check the medication log to see which medications are to be given on a regular basis and locate the student if he/she does not report to the clinic. If a child routinely receives medicine, it is essential for his/her functioning in the school setting and must be administered on time each day.
7. Remember that you **MUST** have written physician orders to administer any prescription medicine: **NO exceptions**. If this problem occurs, call the Student Health Services office at 571-252-1017 or call one of the Resource Nurses for advice.
8. Remember that you must have **written** instructions from the parent/guardian to administer any over-the-counter medication. The medication can only be given according to the directions on the label. If a parent wants a larger dose to be given than is instructed on the label, a physician's order must be provided.
9. All medications should be in their original containers. No medication in baggies, etc., can be given. New medications and refills should be counted and recorded on the medication sheet. Controlled medication (Ritalin, Dexedrine, Adderal, etc.) must be counted every day with another person at the end of the day before you leave and the number written in the space where you initial that you have given it.
10. Find out if any field trips are planned for the day or the next day, as medication may need to be prepared. If you are unsure of what needs to be done to prepare for the field trip or what is to be sent with the teachers, call one of the Resource Nurses.

Clinic Procedures:

1. Identify the first-aid bag and CPR mask. Know the location of the AED (Automatic External Defibrillator). The names of staff trained in CPR/AED can be located on the Medical Training list posted in the clinic.
2. For injuries and illness refer to the First Aid Guide to School Emergencies flipchart.
3. Ask an administrator or secretary if issues other than health-related ones need to be identified (example: custody issues).
4. If you are not an RN, a staff member trained in the **Virginia-Mandated Diabetes Training** must take care of students with diabetes.
5. All emergencies are seen first.
6. Students may lie down for 20-30 minutes. After that time, they must either return to class or, with parent's permission, go home.
7. At the elementary level, if you send a student home, a parent/guardian or emergency contact must sign the student out in the office, at secondary level, check with a secretary or administrator as to the policy for that school and for students over 18.

Procedure for Substitute Nurse / Health Clinic Assistants cont'd

8. If you call 911, be sure that the principal and the parent are notified. In addition, notify:
 - The Student Health Services Supervisor (571-252-1017)
 - The Risk Management Supervisor (571-252-1280)
 - If it is an elementary school, the Resource Nurse for that school.
9. For all bumps on the head/head injuries:
 - Student should be observed for at least 20 minutes in the clinic.
 - The parent should be notified.
 - A Head Injury Form (F9) sent home.
 - Accident Form filled out.
 - All students need to return to the clinic after two hours for rechecking. All elementary students should take the "Head Injury Alert" (florescent red card) back to the classroom teacher.
10. Keep health notes on each child who comes to the clinic. This includes signing the Medication Log for any medication administered and recording acetaminophen in the blue clinic log at the elementary level.
11. If you have questions or concerns, call the Resource Nurse assigned to your school or the Student Health Services Office (571-252-1017).



EXPECTATIONS & RESPONSIBILITIES

WHAT A SUBSTITUTE SHOULD EXPECT

1. A substitute should expect to be contacted for work at the earliest possible time. The automatic calling system will contact a substitute up to thirty (30) days in advance. We strongly recommend that substitutes keep calendars to reference jobs they may have been assigned earlier. This avoids date conflicts or “double booking.”
2. A substitute should expect to be provided from the school where they are reporting for the substitute assignment a student roster and, if applicable, a seating chart for each class.
3. A substitute should expect to be provided from the school complete lesson plans that are easy to read and designed to cover the time allotted for each subject.

GUIDELINES

Each school has been encouraged to inform substitutes of guidelines that will make the substitute’s day comfortable and rewarding. Ask your school’s administrative office for a copy of their guidelines.

The guidelines should include some of the following:

- Work hours
- Intercom system
- Classroom management procedures
- Parking information
- Daily schedules (activity bell, lunch, etc.)
- Layout of building for fire exits
- Introduction to an employee within the building that a substitute could contact if a problem arises
- Explanation of forms, if needed, such as pupil attendance, tardy, discipline referral
- Explanation of the form a substitute would sign upon arrival and prior to departing the building
- Operation of audio/visual equipment

Some additional considerations:

- Know safety and evacuation procedures
- Handle accidents
- Know what to do on inclement weather days
- Escort students to school bus
- Take messages for the teacher

RESPONSIBILITIES OF A SUBSTITUTE

IF YOU ACCEPT A SUBSTITUTE TEACHING ASSIGNMENT

1. Arrive early so that you are at your assigned location at the start of the school day.
2. Take roll and follow the school's attendance procedures.
3. Maintain order in the classroom.
4. Learn and make use of routine procedures, which have been established by the classroom teacher, helpers and workers.
5. Leave plans and materials in order.
6. Follow the teacher's plans in sequence.
7. Fulfill all responsibilities of the regular classroom teacher.
8. Supervise the students assigned to the regular classroom teacher at all times (i.e., home room, special classes, halls, dismissal, cafeteria, etc.).
9. Immediately report to the school administration all incidents involving student injuries or misconduct.
10. A substitute may handle various classroom situations in a manner comfortable to him/her within the framework of the teacher's guidelines and school policy. However, **at no time should a substitute use any form of corporal punishment or physical force** in dealing with student discipline.
11. A substitute is encouraged to take any concerns to the school Principal/Administrator.
12. Leave a note for the classroom teacher in the lesson plan book at the conclusion of the instructional day. This note should include:
 - a. work covered as specified in plan book
 - b. any change in the lesson plan and the reason
 - c. any misconduct of students
 - d. any communication received from parents
 - e. students who were helpful and well behaved
13. Work the same number of hours worked by the employee who is on leave or the scheduled number of hours for the vacant position.
14. Substitutes are **not permitted to leave** the school premises once they arrive.
15. For each day of substituting, sign in as directed by the individual school office. At that time, you will be issued a Substitute Badge to wear. The badge must be returned/signed in at the end of the day.

ADVICE FOR SUBSTITUTES

1. *Arrive Early.* Arrive at school with sufficient time to organize your materials and familiarize yourself with school rules, bell times and procedures.
2. *Report to the School's Main Office.* Take advantage of available resources, starting with the main administrative office at the school or facility. Check with administrators, counselors, and secretaries to get any general information you will need to know that day. Collect the classroom keys, class rolls, schedule, and lesson plans. Ask about special assemblies or events scheduled for that day. If questions arise during the day, determine whom should you ask. Should you check the employee's mailbox? Do you have additional duties today (bus duty, lunchroom supervision)? Is the school discipline plan included in your materials? Whom do you contact in case of an emergency? How should you handle accidents?
3. *In the classroom.* Greet students warmly as they arrive. Before the bell rings, ask students to sit down.
4. *Locate seating chart.* Make sure to locate class seating chart(s) as soon as possible. Be on top of the roll call situation. If you are not sure how to pronounce a name, spell the child's name and ask the student to pronounce it. Use the seating chart to call on students.
5. *A well-planned lesson.* While you should typically find a well-planned lesson available for use, always have supplemental plans handy in case the teacher's plan does not cover the time allotted for class. Your plans should be generic and deal with appropriate subject material.
6. *Expect the unexpected.* Be ready for contingent action. Stay in control. Be flexible and demonstrate a sense of humor.
7. *Building relationships.* Building a positive relationship with students will increase your ability to manage the classroom.
8. *It is essential that good classroom discipline be achieved and maintained.* Pupils are masters at detecting when people are insecure and they sometimes take advantage of the situation.
9. *A good attitude and a feeling of self-confidence are essential.* If you have a cheerful, confident feeling about substituting, you can provide a rewarding experience for yourself and for the students involved.
10. *Punishment.* NO form of corporal punishment is acceptable. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.
11. *Be honest.* Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.
12. *Be positive.* Ensure that you start a class by being positive and convey that you will leave the students something of value.
13. *Avoid sitting in the teacher's chair.* Try to avoid sitting in the teacher's chair or standing behind a podium. Move around the room as you teach.
14. *Introduce yourself.* Write your name, today's date, and the day's lesson on the board. It is often helpful to number the assignments. Introduce yourself to the teacher next door or across the hall.

15. *Dress for Authority.* The wrong clothes can hurt you. Leave casual clothes at home, unless otherwise instructed. As a substitute, you need to establish yourself. Avoid dressing like the students. Substitutes working with pre-schoolers and special education students are advised/instructed to wear comfortable clothing.
16. *End of Day.* Take the time to clean the room and put the desks back in order at the end of the day. The best substitutes take the time to communicate in writing. Make it as easy as possible for the teacher to return to work. Try to provide specific, positive feedback about how the class went.
17. *Confidentiality.* During your employment within a school or administrative building, you will have access to and learn about confidential information. You are not to communicate or divulge confidential information. Confidentiality includes the work or behavior problems of a student.
18. *One Minute of Silence.* During the one-minute period of silence the substitute is responsible to have all pupils remain seated, silent, and making no distracting display. An announcement will be made at the beginning and at the end of the minute of silence. You, as well as the students, shall remain silent. If a student walks out of the room, you will make a note of the name of the student and report the action of the student to the teacher and to a school administrator.
19. *Pledge of Allegiance.* Virginia law requires the daily recitation of the Pledge of Allegiance. Students should stand during the pledge; however, no child shall be compelled to recite the Pledge if his/her parent or guardian objects to participating. Students who object shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others. If you have a student who objects, you must allow the student to remain silent during the Pledge. Do not try to encourage the student to participate or in any way comment upon the student's non-participation.

CLASSROOM MANAGEMENT TIPS

The following tips, if practiced routinely, may help eliminate classroom problems before they begin.

Take control early and let students know that rules will be enforced.

Explain how you intend to manage the classroom through the instructional period/day lesson. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students' interest.

Students are familiar with discipline plans left by their teacher; please try to follow them.

TIPS TO REMEMBER –

Ignore behaviors at first. Students may just be asking a neighbor a simple question. If problems persist, then start with a **positive reminder**. Making eye contact can sometimes be a reminder to students that you have an idea they are causing a problem. Making eye contact can stop problems very quickly.

Proximity is a strategy that is effective for good classroom management. Moving around the room will help keep all students involved in the lesson. Often moving to students who are causing problems will get them to stop acting inappropriately.

Relocating students may be done but should only be done if other requests to stop the undesired action fail. Asking students to change seat locations may be disruptive and challenging.

Private conferences or talking one-on-one to students is a good option for disruptive students. Never degrade or intimidate students when disciplining. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.

Common sense should be used anytime you are working with students. Make all consequences fit the infraction.

Exercise self control by always being in control. As the adult in the classroom the substitute is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions or judgments.

Gifts are not to be given to students by substitute teachers.

Always consult the school administrator for major discipline issues.



GENERAL INFORMATION

Members of the Board



[John Stevens](#)
Chairman
Potomac District
571-223-9810



[Priscilla B. Godfrey](#)
Vice Chairman
Blue Ridge District
540-687-5689



[Thomas E. Reed](#)
At-Large Member
571-223-9928



[Bob Ohneiser MBA; JD](#)
Broad Run District
703-729-6446



[Jennifer Bergel](#)
Catoctin District
571-252-1147



[Robert F. DuPree](#)
Dulles District
571-233-4610



[Tom Marshall](#)
Leesburg District
703-777-3252



[J. Warren Geurin](#)
Sterling District
703-437-9428



[Dr. Joseph M. Guzman](#)
Sugarland Run District
703-421-6528

Please be aware that correspondence sent to School Board members is subject to Virginia's Freedom of Information Act.

To contact all the School Board members or the Superintendent, send an email to schools@lcps.org or write to:
21000 Education Court, Ashburn, Virginia 20148.

INSTRUCTIONAL PROGRAMS

Elementary School, Grades K-5

Beginning with half-day kindergarten, the elementary program emphasizes strong basic skills in reading, language arts, mathematics, social studies, and science and includes art, music, and health and physical education.

Middle School, Grades 6-8

Middle school offers opportunities for expanding knowledge while providing a transition from the self-contained elementary classroom to the departmentalized high school. Each middle school is divided into sub-schools called "houses." Each "house" is headed by a dean and has full-time guidance counseling services. Curriculum focuses on academic areas and introduces a unified arts program of art, music, life management skills and technology education. Foreign language instruction is available in grades 7 and 8.

High School, Grades 9-12

More than half of a high school student's subjects are determined by state requirements for graduation. Students must complete 22 course units for a standard diploma and 24 units for an advanced studies diploma.

Special Education

Special Education provides a free, appropriate education to eligible Loudoun children with disabilities between the ages of two and twenty-one, inclusive. Programs offered serve students with developmental delays, mental retardation (MR), emotional disturbance (ED), specific learning disabilities (LD), visual, hearing, speech, orthopedic, and other health impairments, autism, multiple disabilities, and severe disabilities.

Head Start

Head Start is a comprehensive pre-school program serving economically disadvantaged four year olds and their families at specified elementary schools.

Gifted Education

Programs are available for gifted students at all grade levels in all schools. Differentiated instruction is provided to gifted students in grades K-5; the **SEARCH** classroom resource program is part of the K-3 gifted curriculum; a county-wide, center-based (**FUTURA**) program serves certain gifted students in grades 4 and 5; all middle and high schools conduct special enrichment programs (**SPECTRUM and SLP**).

Vocational Education

Vocational Education offers a variety of programs to help equip students with career and life skills. Students in grades 6-8 participate in exploratory programs. Students in grades 9-12 explore and develop career opportunities. Monroe Technology Center is a program accessed by all high schools. There are a variety of occupational and technical programs offered. Monroe Technology Center is a school located in Leesburg, Virginia, serving as an extension of all county high schools.

English as a Second Language (ESL)

The ESL program helps non-English speakers acquire language skills so they can be successful in their studies. Elementary ESL classes are pull-out programs where the teacher works with students for a specific time each day. Middle and high school ESL students attend classes taught by ESL teachers two to four periods a day, depending on their language proficiency. These classes include English, social studies, math concepts, science concepts and reading.

IMPORTANT INFORMATION

1. Substitutes, regardless of the length of assignment, are not entitled to benefits.
2. The principal **may** assess a substitute's performance for quality standards.
3. **Substitutes not meeting expectations of a school administrator may be removed from the school substitute roster. Upon receipt of a first deletion request for a particular substitute, the Assistant Superintendent for Personnel Services may remove the substitute from the central list based upon the nature and severity of the incident reported in the request. Once two schools request that a substitute be removed from their respective rosters, the substitute will be permanently removed from substitute roster for all Loudoun County Public Schools.**
4. If there are questions concerning a paycheck (i.e., incorrect paycheck amounts, missing days, hours, etc.), it is the responsibility of the substitute to confirm all time worked. The substitute may contact the Payroll Department at **571-252-1260** with questions regarding paycheck amounts.
5. At the end of each school year, all active substitutes will receive notification of the required online refresher. Completion of an annual refresher course is required in order to remain on the substitute roster. If you require accommodations to complete the refresher course, please contact Sub-Central at 571-252-1675.

OPENING AND DISMISSAL TIMES

ELEMENTARY	TEACHERS ARRIVE	CLASSES START	CLASSES DISMISSED	TEACHERS DEPART
Aldie	7:30	7:50	2:35	2:50
Algonkian	7:30	7:50	2:35	2:50
Arcola	7:30	7:50	2:35	2:50
Ashburn	7:30	7:50	2:35	2:50
Ball's Buff	7:55	8:15	3:00	3:15
Banneker	7:40	8:00	2:45	3:00
Belmont Station	7:30	7:50	2:35	2:50
Buffalo Trail	7:30	7:50	2:35	2:50
Rosa Lee Carter	7:30	7:50	2:35	2:50
Catoctin	7:30	7:50	2:35	2:50
Cedar Lane	7:30	7:50	2:35	2:50
Cool Spring	7:30	7:50	2:35	2:50
Countryside	7:30	7:50	2:35	2:50
Creighton's Corner	7:30	7:50	2:35	2:50
Kenneth W. Culbert	7:30	7:50	2:35	2:50
Dominion Trail	7:30	7:50	2:35	2:50
Emerick	7:30	7:50	2:35	2:50
Evergreen Mill	7:30	7:50	2:35	2:50
Forest Grove	7:30	7:50	2:35	2:50
Guilford	7:30	7:50	2:35	2:50
Hamilton	7:30	7:50	2:35	2:50
Hillsboro	7:30	7:50	2:35	2:50
Hillside	7:30	7:50	2:35	2:50
Horizon	7:30	7:50	2:35	2:50
Hutchison Farm	7:30	7:50	2:35	2:50
Leesburg	7:55	8:15	3:00	3:15
Legacy	7:30	7:50	2:35	2:50
Liberty	7:30	7:50	2:35	2:50
Lincoln	7:30	7:50	2:35	2:50
Little River	7:30	7:50	2:35	2:50
Lovettsville	7:30	7:50	2:35	2:50
Lowes Island	7:30	7:50	2:35	2:50
Lucketts	7:30	7:50	2:35	2:50
Meadowland	7:30	7:50	2:35	2:50
Middleburg	7:30	7:50	2:35	2:50
Mill Run	7:30	7:50	2:35	2:50
Mountain View	7:30	7:50	2:35	2:50
Newton-Lee	7:30	7:50	2:35	2:50
Pinebrook	7:30	7:50	2:35	2:50
Potowmack	7:30	7:50	2:35	2:50
Frances Hazel Reid	7:30	7:50	2:35	2:50
Rolling Ridge	7:30	7:50	2:35	2:50
Round Hill	7:30	7:50	2:35	2:50
Sanders Corner	7:30	7:50	2:35	2:50
Seldens Landing	7:30	7:50	2:35	2:50

Substitute Guide 2010-2011

ELEMENTARY	TEACHERS ARRIVE	CLASSES START	CLASSES DISMISSED	TEACHERS DEPART
Sterling	7:30	7:50	2:35	2:50
Sugarland	7:30	7:50	2:35	2:50
Sully	7:30	7:50	2:35	2:50
Sycolin Creek	7:30	7:50	2:35	2:50
John W. Tolbert, Jr.	7:30	7:50	2:35	2:50
Waterford	7:30	7:50	2:35	2:50
Steuart W. Weller	7:30	7:50	2:35	2:50

MIDDLE SCHOOLS	TEACHERS ARRIVE	CLASSES START	CLASSES DISMISSED	TEACHERS DEPART
Belmont Ridge	8:20	8:40	3:28	3:38
Blue Ridge	8:35	8:55	3:43	3:53
Eagle Ridge	8:15	8:35	3:23	3:33
Farmwell Station	8:10	8:30	3:18	3:28
Harmony	8:15	8:35	3:23	3:33
Harper Park	8:10	8:30	3:18	3:28
J.L. Simpson	8:20	8:40	3:28	3:38
Mercer	8:20	8:40	3:28	3:38
River Bend	8:10	8:30	3:18	3:28
Seneca Ridge	8:10	8:30	3:18	3:28
Smart's Mill	8:10	8:40	3:28	3:38
Sterling Middle	8:10	8:40	3:28	3:38
Stone Hill	8:15	8:35	3:23	3:33

HIGH SCHOOLS

Briar Woods	8:45	9:00	3:48	3:50
Broad Run	8:45	9:00	3:48	3:50
Dominion	8:45	9:00	3:48	3:50
Freedom High	8:45	9:00	3:48	3:50
Heritage	8:45	9:00	3:48	3:50
Loudoun County	8:45	9:00	3:48	3:50
Loudoun Valley	8:40	8:55	3:43	3:45
Park View	8:45	9:00	3:48	3:50
Potomac Falls	8:45	9:00	3:48	3:50
Stone Bridge	8:45	9:00	3:48	3:50
Tuscarora	8:45	9:00	3:48	3:50
Woodgrove	8:45	9:00	3:48	3:50
Douglass School	9:10	9:25	3:15	3:20
Monroe Technology Center	9:10	9:25	3:15	3:20

Notes:

2009-2010 DIRECTORY OF SCHOOLS

ELEMENTARY SCHOOLS

School	Principal	Address	Phone #
Aldie	Ms. K. Roche	23269 Meetinghouse Lane, Aldie, VA 20105	703-957-4380
Algonkian	Ms. J. Steeprow	20196 Carter Court, Sterling, VA 20165	571-434-3240
Arcola	Dr. C. Bowers	41740 Tall Cedars Parkway, Aldie, VA 20105	703-975-4390
Ashburn	Ms. M. Walthour	44062 Fincastle Drive, Ashburn, VA 20147	571-252-2350
Ball's Buff	Dr. M. Carper	821 Battlefield Parkway, NE, Leesburg, VA 20176	571-252-2880
Banneker	Ms. D. Lee	35231 Snake Hill Road, Middleburg, VA 20117	540-751-2480
Belmont Station	Ms. P. McGinly	20235 Nightwatch Street, Ashburn, VA 20147	571-252-2240
Buffalo Trail	Ms. A. Rogaliner	42190 Seven Hills Drive, Aldie, VA 20105	703-722-2780
Rosa Lee Carter	Ms. M. Freeman	43330 Loudoun Reserve Drive, Ashburn, VA 20148	703-957-4490
Catoctin	Ms. J. Rueckert	311 Catoctin Circle, SW Leesburg, VA 20175	571-252-2940
Cedar Lane,	Mr. J. Dallas	43700 Tolamac Drive, Ashburn, VA 20147	571-252-2120
Cool Spring	Ms. J. Broaddus	501 Tavistock Drive, Leesburg, VA 20175	571-252-2890
Countryside	Ms. A. Glaser	20624 Countryside Boulevard, Sterling, VA 20165	571-434-3250
Creighton's Corner	Ms. K. Berkey	23171 Minerva Drive, Ashburn, VA 20148	703-957-4480
Kenneth W. Culbert	Ms. J. Brownell	38180 West Colonial Highway, Hamilton, VA 20158	540-751-2540
Dominion Trail	Ms. S. Mabee	44045 Bruceton Mills Circle, Ashburn, VA 20147	571-252-2340
Emerick	Ms. D. Cookus	440 S. Nursery Avenue, Purcellville, VA 20132	540-751-2440
Evergreen Mill	Ms. L. McDonald	491 Evergreen Mill Road, SE Leesburg, VA 20175	571-252-2900
Forest Grove	Ms. N. Torregrossa	46245 Forest Ridge Drive, Sterling, VA 20164	571-434-4560
Guilford	Mr. D. Stewart	600 West Poplar Road, Sterling, VA 20164	571-434-4550
Hamilton	Mr. R. Marple	54 S. Kerr Street, Hamilton, VA 20158	540-751-2570
Hillsboro	Mr. D. Michener	37110 Charles Town Pike, Purcellville, VA 20132	540-751-2560
Hillside	Ms. M. Green	43000 Ellzey Drive, Ashburn, VA 20148	571-252-2170
Horizon	Mr. W. Raye	46665 Broadmore Drive, Sterling, VA 20165	571-434-3260
Hutchison Farm	Ms. H. Latham	42819 Center Street, South Riding, VA 20152	703-957-4350
Leesburg	Mr. C. Magruder	323 Plaza Street, NE Leesburg, VA 20176	571-252-2860
Legacy	Mr. R. Duckworth	22995 Minerva Drive, Ashburn, VA 20148	703-957-4425
Liberty	Ms. Gwynne-Atwater	25491 Riding Center Drive, South Riding, VA 20152	703-957-4370
Lincoln	Mr. D. Michener	18048 Lincoln Road, Purcellville, VA 20132	540-751-2430
Little River	Ms. J. Hardcastle	43464 Hyland Hills Street, South Riding, VA 20152	703-957-4360
Lovettsville	Ms. K. Forcino	49 S. Loudoun Street, Lovettsville, VA 20180	540-751-2470
Lowes Island	Mr. B. Shafferman	20755 Whitewater Drive, Sterling, VA 20165	571-434-4450
Lucketts	Mr. M. Pellegrino	14550 James Monroe Highway, Leesburg, VA 20176	571-252-2070
Meadowland	Ms. L. Seck	729 S. Sugarland Run Drive, Sterling, VA 20164	571-434-4440
Middleburg	Ms. K. Roche	101 N. Madison Street, Middleburg, VA 20118	540-751-2490
Mill Run	Mr. P. Vickers	42940 Ridgeway Drive, Ashburn, VA 20148	571-252-2160
Mountain View	Mr. D. Martin	36803 Alder School Road, Purcellville, VA 20132	540-751-2550
Newton-Lee	Ms. C. Winters	43335 Gloucester Parkway, Ashburn, Virginia 20147	571-252-1535
Pinebrook	Ms. D. Haddock	25480 Mindful Court, Aldie, Virginia 20105	703-957-4325
Potowmack	Ms. J. Abel	46465 Esterbrook Circle, Sterling, VA 20165	571-434-3270
Frances Hazel Reid	Ms. B. Jochems	800 North King Street, Leesburg, VA 20176	571-252-2050
Rolling Ridge	Mr. A. Davis	500 E. Frederick Drive, Sterling, VA 20164	571-434-4540
Round Hill	Ms. N. McManus	17115 Evening Star Drive, Round Hill, VA 20141	540-751-2450
Sanders Corner	Ms. K. Hwang	43100 Ashburn Farm Parkway, Ashburn, VA 20147	571-252-2250
Seldens Landing	Ms. T. Stephens	43345 Coton Commons Drive, Leesburg, VA 20176	571-252-2260
Sterling	Ms. T. Finn	200 West Church Road, Sterling, VA 20164	571-434-4580
Sugarland	Ms. A. Robinson	65 Sugarland Run Drive, Sterling, VA 20164	571-434-4460

Substitute Guide 2010-2011

ELEMENTARY SCHOOLS (Cont.)			
School	Principal	Address	Phone #
Sully	Mr. T. Martino	300 Circle Drive, Sterling, VA 20164	571-434-4570
Sycolin Creek	Ms. S. Keegan-Coppels	21100 Evergreen Mills Road, Leesburg, VA 20175	571-252-2910
John W. Tolbert, Jr.	Ms. E. Layman	691 Potomac Station Drive, NE Leesburg, VA 20176	571-252-2870
Waterford	TBA	15513 Loyalty Road, Waterford, VA 20197	540-751-2460
Steuart W. Weller	Ms. J. Platenberg	20700 Marblehead Drive, Ashburn, VA 20147	571-252-2360

MIDDLE SCHOOLS			
School	Principal	Address	Phone #
Belmont Ridge	Mr. T. Flynn	19045 Upper Belmont Place, Leesburg, 20176	571-252-2220
Blue Ridge	Ms. R. Griffith	551 East A Street, Purcellville, VA 20132	540-751-2520
Eagle Ridge	Ms. B. Beichler	42901 Waxpool Road, Ashburn, VA 20148	571-252-2140
Farmwell Station	Ms. S. Loya	44281 Gloucester Parkway, Ashburn, VA 20147	571-252-2320
Harmony	Ms. S. Gladden	38174 West Colonial Highway, Hamilton, VA 20158	540-751-2500
Harper Park	Mr. W. Shipp	701 Potomac Station Dr, NE, Leesburg, VA 20176	571-252-2820
Mercer	Mr. J. Duellman	42149 Greenstone Drive, Aldie, VA 20105	703-957-4340
River Bend	Mr. B. Lacy	46240 Algonkian Parkway, Sterling, VA 20165	571-434-3220
Seneca Ridge	Mr. M. McDermott	98 Seneca Ridge Drive, Sterling, VA 20164	571-434-4420
J.L. Simpson	Mr. C. Runfola	490 Evergreen Mills Road, Leesburg, VA 20175	571-252-2840
Smart's Mill	Mr. E. Stewart	850 North King Street, Leesburg, VA 20176	571-252-2030
Sterling Middle	Ms. N. Gonzalez-Sales	201 W. Holly Avenue, Sterling, VA 20164	571-434-4520
Stone Hill	Mr. R. Moore	23415 Evergreen Ridge Drive, Asburn, Va. 20148	703-957-4420

HIGH SCHOOLS			
Briar Woods	Mr. E. Starzenski	22525 Belmont Ridge Road, Ashburn, VA 20148	571-957-4400
Broad Run	Mr. D. Anderson	21670 Ashburn Road, Ashburn, VA 20147	571-252-2300
Dominion	Dr. J. Brewer	21326 Augusta Drive, Sterling, VA 20164	571-434-4400
Freedom	Ms. C. Forester	25450 Riding Center Drive, South Riding, VA 20152	703-957-4300
Heritage	Ms. M. Huckaby	520 Evergreen Mill Road, S.E., Leesburg, VA 20175	571-252-2800
Loudoun County	Mr. W. Oblas	415 Dry Mill Road, Leesburg, VA 20175	571-252-2000
Loudoun Valley	Ms. S. Ross	340 N. Maple Avenue, Purcellville, VA 20132	540-751-2400
Park View	Dr. V. Minshew	400 West Laurel Avenue, Sterling, VA 20164	571-434-4500
Potomac Falls	Ms. J. Koslowski	46400 Algonkian Parkway, Potomac Falls, VA 20165	571-434-3200
Stone Bridge	Mr. J. Person	43100 Hay Road, Ashburn, VA 20147	571-252-2200
Tuscarora	Ms. P. Paul-Jacobs	801 North King Street, Leesburg, VA 20176	571-252-1900
Woodgrove	Mr. R. Gauriloff	36811 Alder School Rd, Purcellville, VA 20132	540-751-2600

INSTRUCTIONAL CENTERS			
Douglass School	Dr. J. Robinson	407 E. Market Street, Leesburg, VA 20175	571-252-2060
C.S. Monroe Technology Center	Mr. W. Grier	715 Childrens Center Road, SW, Leesburg, VA 20175	571-252-2080
		NOTES:	

2010-2011 SCHOOL CALENDAR

September 6	Holiday (Labor Day)
September 7	FIRST DAY OF SCHOOL FOR STUDENTS
October 11	Holiday (Columbus Day)
October 29	End of Grading Period
November 1-2	Student Holiday (Planning/Records/Conference Days)
November 22-23	Employee Furlough Days
November 24-26	Holiday (Thanksgiving)
December 23-24/27-31	Winter Break (Classes Resume Jan. 3)
January 1	Holiday (New Year's Day)
January 17	Holiday (Martin Luther King Jr. Day)
January 21	End of Grading Period
January 24	MOVEABLE STUDENT HOLIDAY* (Planning/Records/Conference Day)
February 21	Holiday (Presidents' Day)
April 1	End of Grading Period
April 4	Student Holiday (Planning/Records/Conference Day)
April 18-22	Student Holiday (Spring Break)
May 30	Holiday (Memorial Day)
June 16	Last Day of School for Students/ End of Grading Period

***NOTE: Parents with child-care or other weekday scheduling concerns**
- The date of the Moveable Planning/Records/Conference Day between the first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

SCHOOL CANCELLATION/DELAYED OPENING

When conditions require school closing or early dismissal of students, announcements will be given to the following radio and TV stations:

WTOP – 103.5 FM/103.9 FM
WINC - 92.5 FM
WTOP - 1500 AM
WMAL - 630 AM
WRC TV 4
WTTG TV 5
WJLA TV 7
WUSA TV 9
News Channel 8
FIOS Channel 43

Check the LCPS website at LCPS.ORG for calendar or schedule changes.

In the event of a delayed opening, please stay tuned to the radio/television station for at least one hour in case some change in the weather causes schools to be closed for the day. If school opening is delayed one-hour due to inclement weather, the substitute should report to work no more than thirty minutes later than originally scheduled. When a two-hour delay is called because of inclement weather, the substitute should report no more than one hour later than originally scheduled.

If it becomes necessary to close school early due to inclement weather conditions, you should continue with your normal work schedule until dismissed by the administrator of your building. **No substitute is authorized to leave his or her assigned duties until his or her assigned responsibilities have been fulfilled.**

Substitutes **should not call** school officials or radio stations to find out if schools are being closed. Telephone lines must be kept open to enable schools and radio stations to receive notifications of school closing.

Substitutes are paid for a full day of work if there is delayed opening or early dismissal because of inclement weather.

When schools are closed, substitutes are not expected to report to their assignment, unless otherwise notified by the administrator.

When schools are closed, jobs will be canceled as soon as possible by Sub-Central. Substitutes are not paid if they do not work.



SUB-SATIONAL IDEAS

SUB-SATIONAL IDEAS

CHECK LIST

At home:

- Dress neatly and appropriately for the assignment.
- If possible, arrive at least 20 minutes prior to the beginning of school.
- Be sure to take along your sense of humor and your Super Sub Pack.

Prior to entering the class:

- Report to the main office to let them know you have arrived.
- Pick up a Substitute Identification Badge.
- Ask about student passes, playground rules, bus duty, and lunch procedures.
- Ask if there will be any special duties associated with the regular employee's assignment.
- Find out how to refer a student to the office.
- Look for fire alarm and know drill directions.
- Check on location of gloves for exposure incidents and/or additional protective devices.
- See if any child has medical problems.
- Obtain keys if necessary for your classroom or other locations.
- Find out how to report absences and tardiness.
- Find the location of restrooms, employees' lounge, and health clinic.
- Find the location of equipment.
- Ask the names of the teachers on both sides of your classroom and, if possible, introduce yourself to them.

In the classroom:

- Enter the classroom with confidence. The first impression can take you a long way.
- Check for the exit map located by the door and for the emergency call button.
- Write your name on the board and introduce yourself.
- If audio or visual equipment is needed, make sure it is in the classroom and working properly.
- If lesson plans are provided, follow them as closely as possible.
- If money is to be collected, record the amount, the name of the pupil, and the purpose for the collection on a sheet to be turned in to the office at the end of the school day.
- Check to see if all the books, handouts, and paper are close at hand or in the classroom.
- Check the seating chart.

End of day:

- Remind students of homework. Have students clean their desks and the area around their desks.
- Leave desk, books, and room in good order.
- Return any keys, Identification Badge, or teacher materials.
- Turn in any money collected. Fill out paperwork for payment and turn in with other materials.
- Check for next day assignments, if applicable.

SUB-SATIONAL IDEAS – SUPER-SUB PACK

There will be situations when the teacher, for some reason, cannot leave lesson plans, when the plans that are left are impossible to decipher in the time provided, or too short for the time available. These situations leave you with the dilemma of having to fill that time with manageable and worthwhile activities on your own. Every good substitute should have some tried and true activities. The following items listed below can help you create your own "**SUPER-SUB PACK.**"

- ***The Substitute Teacher Handbook***
- A package of colored markers or pencils
- Several ball-point pens (red, blue, black)
- Pencils
- A roll of tape
- A pair of scissors
- A needle and small spools of dark and light thread, plus a safety pin or two
- A coffee cup and perhaps a tea bag or hot chocolate packet or two
- A few favorite picture books
- A number cube for games
- Several post-it notes
- Name tags
- 5 x 8 cards
- Non-food item rewards
- Stickers

SUGGESTED ACTIVITIES FOR USE BY SUBSTITUTE TEACHERS

A substitute teacher may use learning activities when regular classroom plans change.

Planning for these activities should allow for various levels of difficulty according to the needs of the students. As a substitute, you can use your creativity and imagination to meet the student's program requirements.

Writing Activities:

Choose a word, name of the school, a month, names in the news, a day, a season and see how many words they can make from that word.

Choose an item (a seashell, a pencil, a football, a flower, etc.) and ask the students to write:

- Paragraph describing the item
- Directions for the use of the item
- Directions where the item is hidden in the room
- Fantasy stories from the item's point of view

THIRTEEN (13) WAYS TO SINK A SUB

Thirteen Ways to Sink a Sub

by Jamie Gilson

An Archway Paperback Published by Pocket Books

Students will:

1. Make up the rules to tardiness
2. Invent responsibilities that provide a way to escape the class
3. Change names and say the seating chart is ancient
4. Pretend not to speak English
5. Pretend to drop a contact lens in front of the class
6. Make fun of the sub's name by deliberately mispronouncing it
7. Throw a spitball at sub when his or her back is turned
8. Lead the class the longest way to music, art, library, etc.
9. Line up at the pencil sharpener
10. At a predetermined time, drop their books on the floor
11. Put paper clips in the forced air furnace
12. All ask to go to the bathroom
13. Stop up the sink and/or leave the water running in the sink

RESOURCES FOR SUBSTITUTES

Resources can be located at the Instructional Media Center located at 21000 Education Court, Ashburn, Virginia. The phone number is 571-252-1060. Circulation for book materials is 4 weeks and periodicals (magazines) is for 2 weeks. In order to check out materials, substitutes must be on the current substitute roster.

Substitute Teaching Institute

<http://www.stedi.org>

Substitute Teacher's Reference Manual

By: Carol A. Jones

ISBN: 088-280-13-5X

Published by: E T C Publications
700 E. Vereda del Sur
Palm Springs, CA 92262

A Survival Kit for the Substitute & New Teacher

By: Jennifer Gaither

ISBN: 096-641-54-OX

Published by: Jenrod, Inc.
6107 Hopeton Avenue
Baltimore, MD 21215

Teacher (Substitute) Survival Activities Kit, Vol. 1:

Emergency Activities Material on Class Control Guide

By: Thomas J. Rundquist

ISBN: 091-2019-90-62

Published by: Nova Media, Inc.
1724 N. State Street
Big Rapids, MI 49307-9073

Substitute Teaching: Planning for Success

By: Elizabeth S. Manera

ISBN: 091-209-90-62

Published by: Kappa Delta Pi
3707 Woodview Trace
Indianapolis, IN 46268-1158

Effective Substitute Teachers: Myth, Mayhem or Magic?

By Terrie St. Michel

ISBN: 080-396-24-87

Published by: Corwin Press, Inc.
2455 Teller Road
Thousand Oaks, CA 91320-2218

RESOURCES FOR SUBSTITUTE TEACHERS CONTINUED

Substitute Teacher's Step-By-Step Survival Handbook: Elementary Level

By: Lisa Robinson

ISBN: 187-827-63-44

Published by: Educational Systems Associates, Inc.
P.O. Box 96
Kearny, NE 68848-0096

Mastering the Art of Substitute Teaching

By: S. Harold Collins

ISBN: 093-199-30-24

Published by: Garlic Press, Inc.
605 Powers Street
Eugene, OR 97402

Recruiting & Training Successful Substitute Teachers: Participant's Notebook

By: James B. Rowley

ISBN: 080-396-77-56

Published by: Corwin Press, Inc.
2455 Teller Rd.
Thousand Oaks, CA 91320-2218
[Http://www.corwinpress.com](http://www.corwinpress.com)

Substitute Ingredients

By: S. Harold Collins

ISBN: GP-001

Published by: Garlic Press
605 Powers Street
Eugene, OR 97402

Substitute Teacher: A Handbook for Hassle Free Subbing

By: Barbra Pronin

ISBN: 031-277-48-42

Published by: Saint Martin's Press
175 Fifth Avenue
New York, NY 10010

ARE YOU AN ORGANIZED SUBSTITUTE?

You must be well organized to keep track of your assignments.

Keep a personal calendar with you both at home and when you are on an assignment. You may be asked to book a future date by the administrator of the school in which you are working. In order to give an accurate answer to a request, you must know your commitments.

Confirm all dates with the administrator. Employees may request specific substitutes, but the administrator, not the employee, secures a substitute.

When you report to each assignment, make sure you complete any paperwork the school requires. You may have forms to complete both before and after the school day. As you complete the paperwork, make sure your name is spelled correctly and that your PID number is correct.

Your personal calendar is also critical for keeping track of the days you worked and of the days you have been paid. Your paycheck may not arrive until several days or weeks after your assignment. You need to take the initiative in making certain that you are paid correctly. Your calendar on Smart Find Express™ will help you track your jobs.

Advantages and Disadvantages of Being a Substitute

Advantages

- Gain experience without all the nightly work and preparation
- Compare and contrast different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of materials
- Get to know people – network
- See job postings and hear about possible vacancies
- Gain confidence in your abilities to teach
- Practice classroom management techniques
- Choose which days to work – flexible schedule

Disadvantages

- No benefits such as medical coverage, retirement plans, or sick days
- Must adapt quickly to different school philosophies
- Lack of continuity – may be teaching music one day, physical education the next



APPENDICES

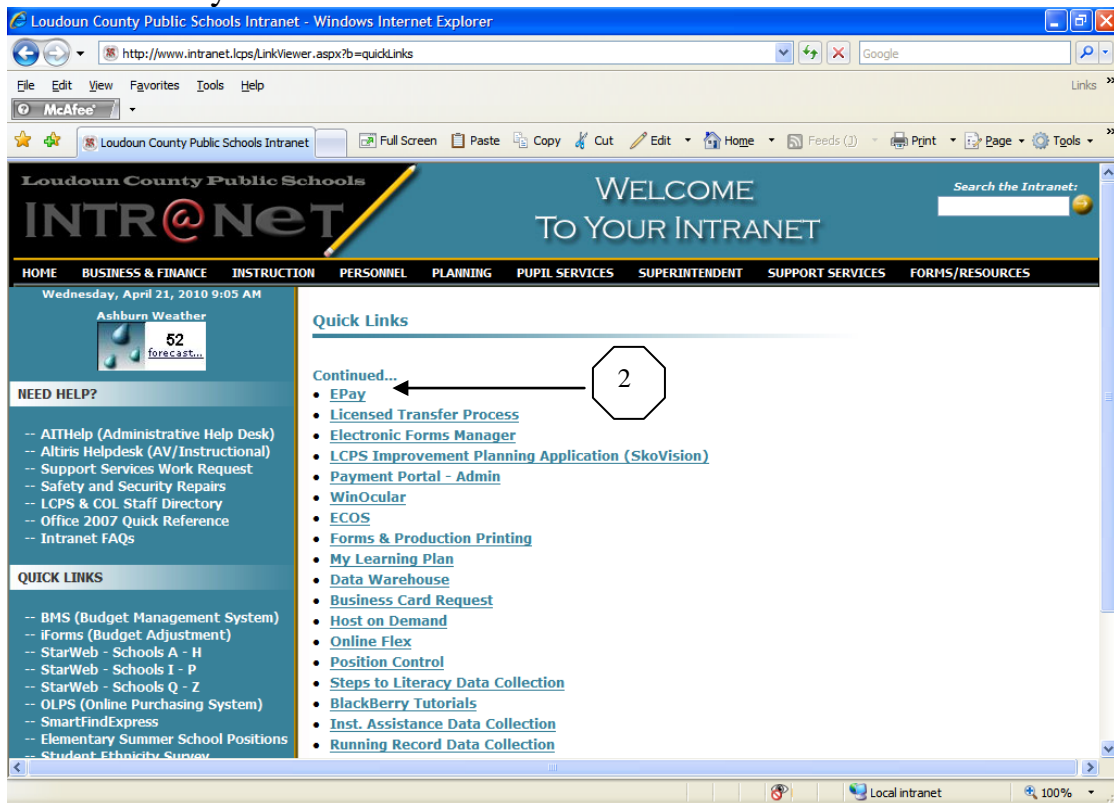
REGISTER TO VIEW YOUR PAYSTUB (ON LCPS COMPUTERS ONLY)

Web Address: www.intranet.lcps

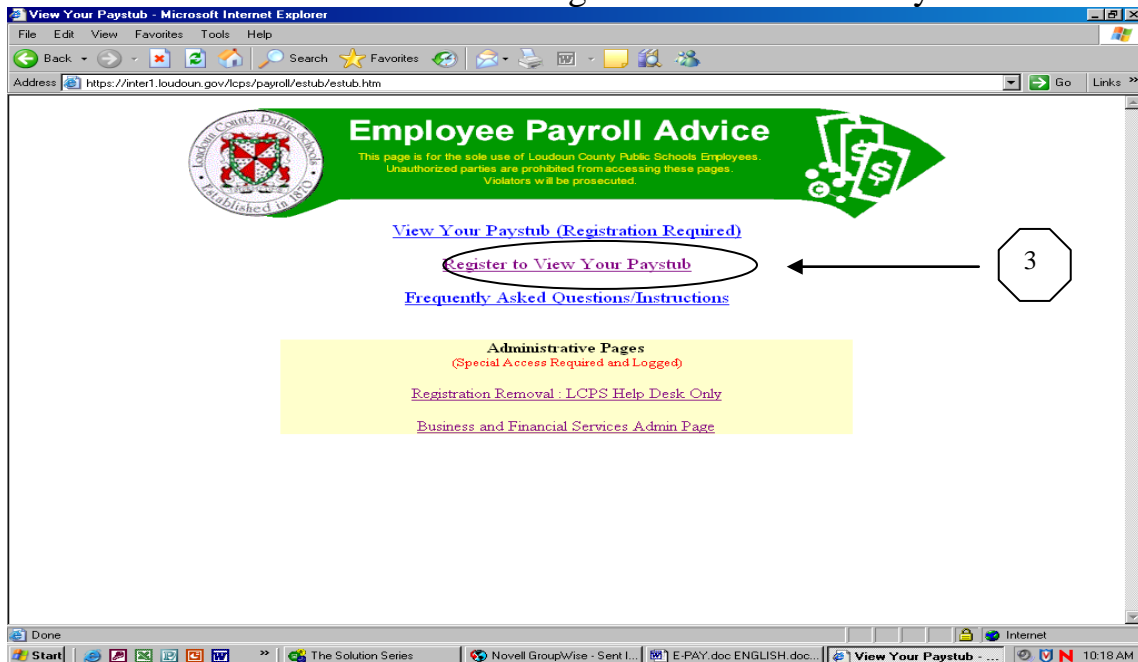
1. Select “More”



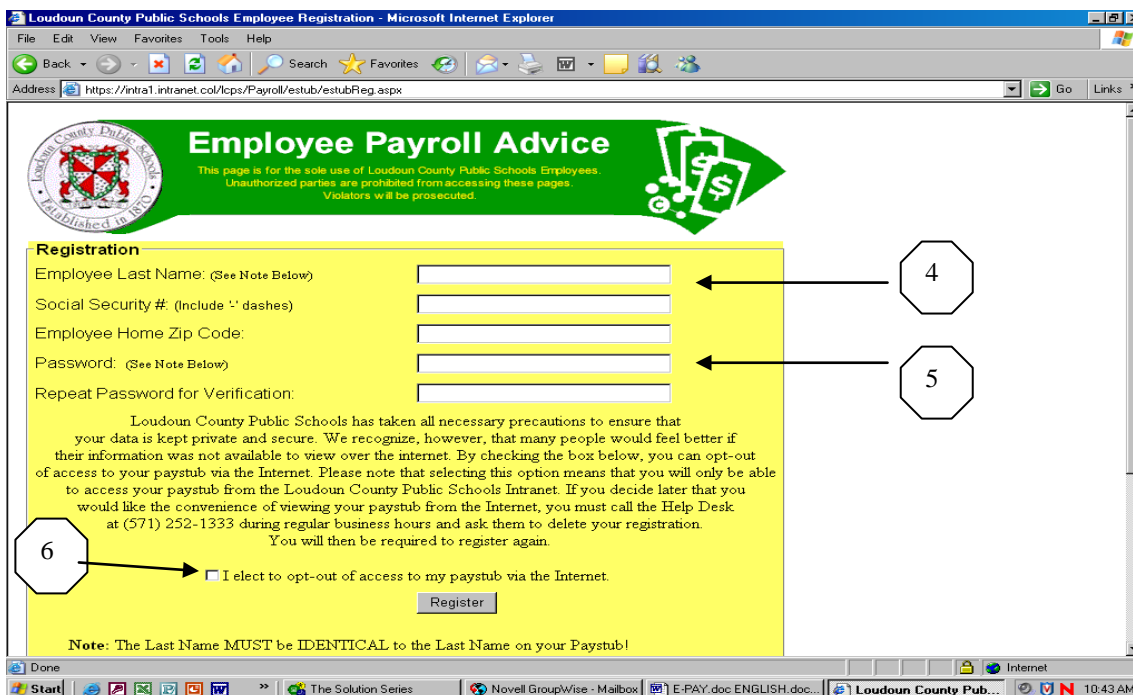
2. Click on “E-Pay”



3. Click on: “Register to View Your Paystub”



Complete the information requested on the registration page. (See BELOW)



4. The information in the first (3) fields **MUST** match the information in the payroll system. Refer to your most recent pay stub for this information. (LAST NAME ALL CAPS and include dashes for SSN#)

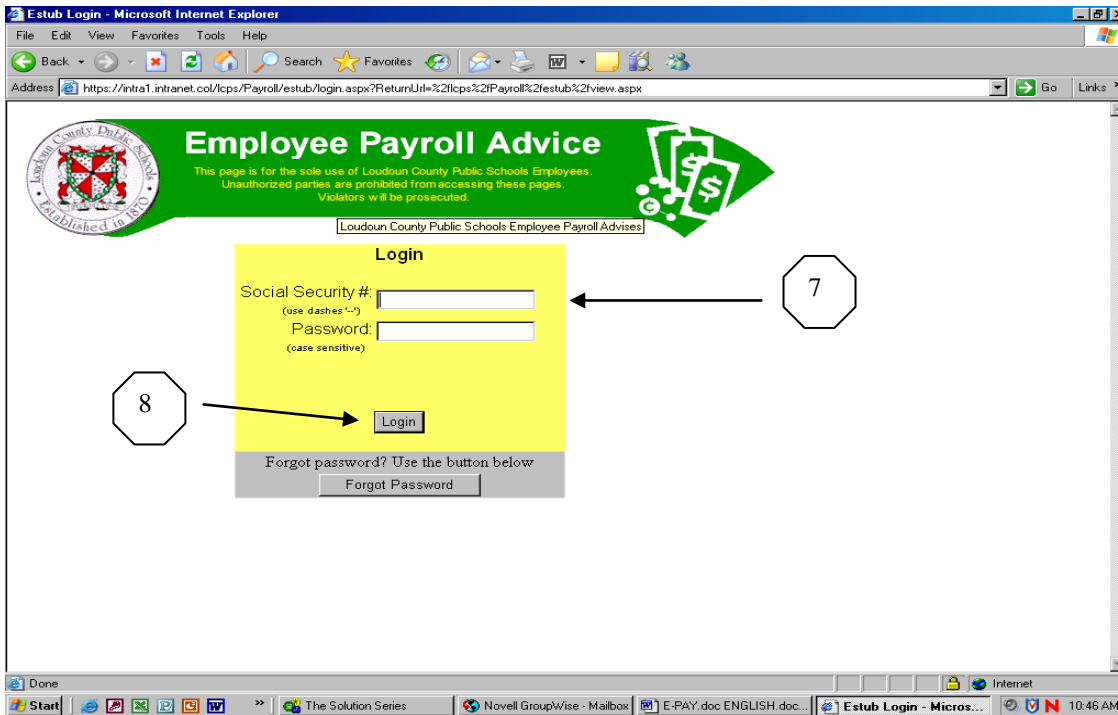
5. E-Pay passwords **MUST be 8 characters long, are case sensitive and should contain at least one number & one special character.** Examples: abc@2007
 Topdog#1
 Emerick*1995

6. Employees may access the information from their school location or home. If the employee prefers to only access the information from the school location and not access from home, there is an opt-out election in the registration process. Just click inside the checkbox, **I elect to opt-out of access to my paystub via Internet**. Once you have completed all information, please click the **“Register”** button to complete the process. Once you have successfully registered, you will be directed to the login screen.

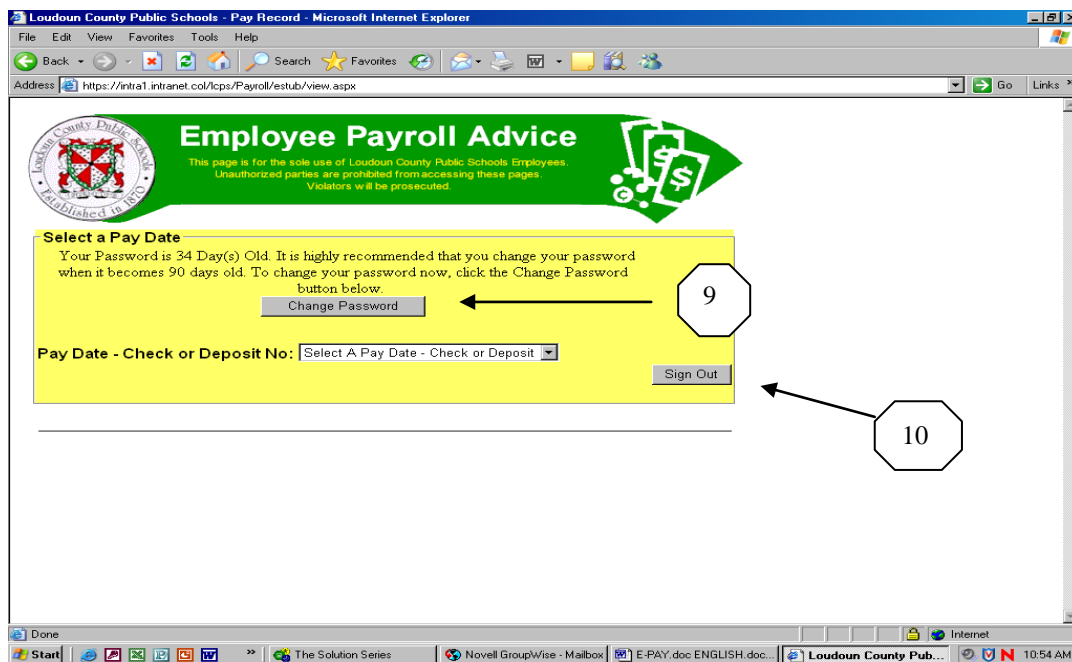
7. Complete the **Login** screen with your social security number (include dashes) and password (case sensitive).

8. Click on the **Login** button.

If you have forgotten your password, then click on **Forgot Password**. This will automatically take you back to the registration screen. **Reminder:** Registration or password changes can only be completed from a school system network computer.



After completion of the registration and login, to view pay stub you will see this screen:

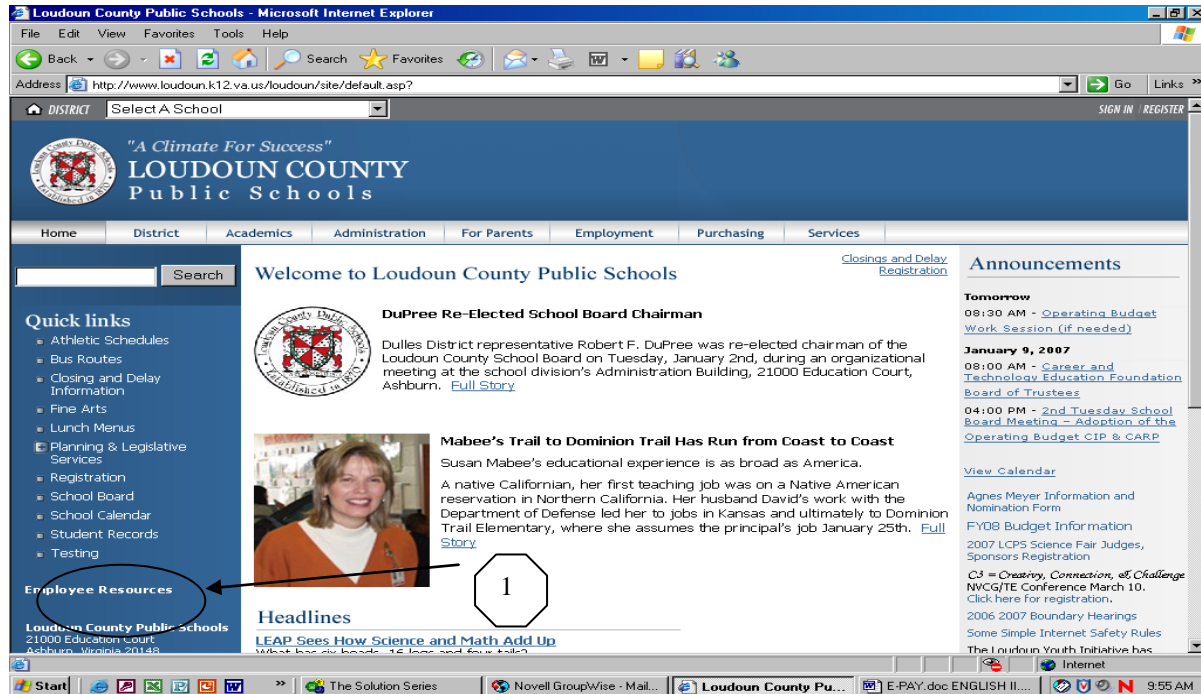


9. **Select a Pay Date - Check or Deposit** at the drop down arrow and select the pay date you want to view. (Scroll to the bottom of the screen to view your full pay stub document)

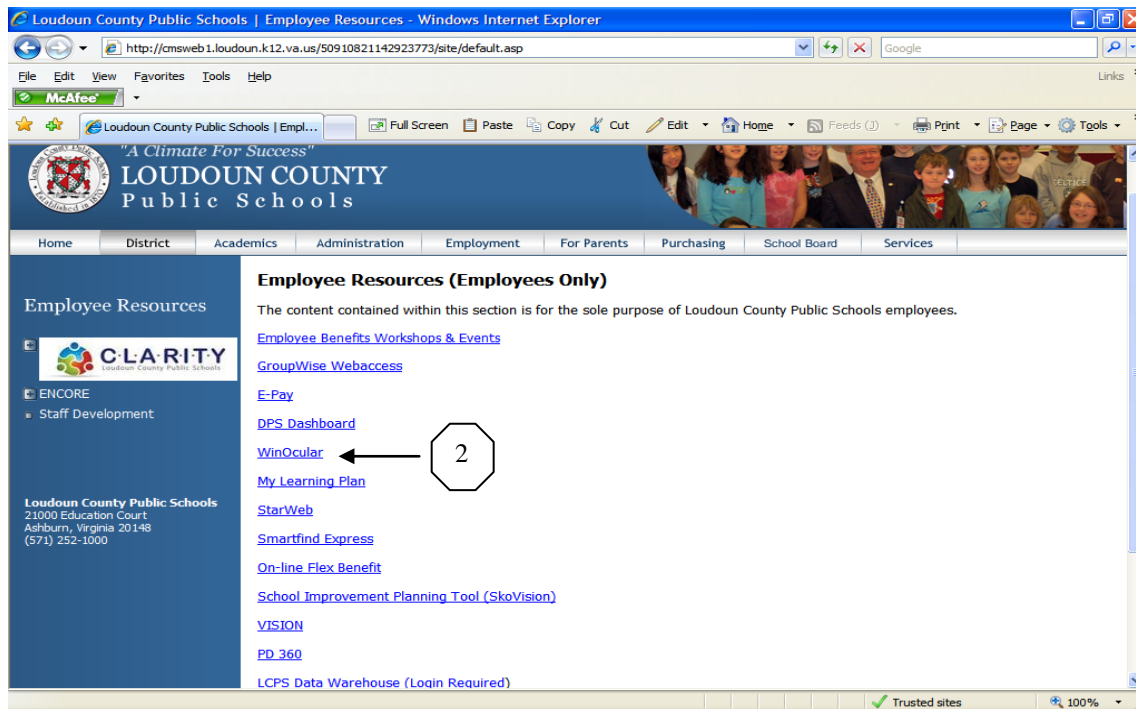
10. After viewing your pay stub, be sure that you click the **“SIGN OUT”** button.

TO VIEW PAY STUBS FROM HOME VISIT THE LCPS WEBSITE: www.lcps.org

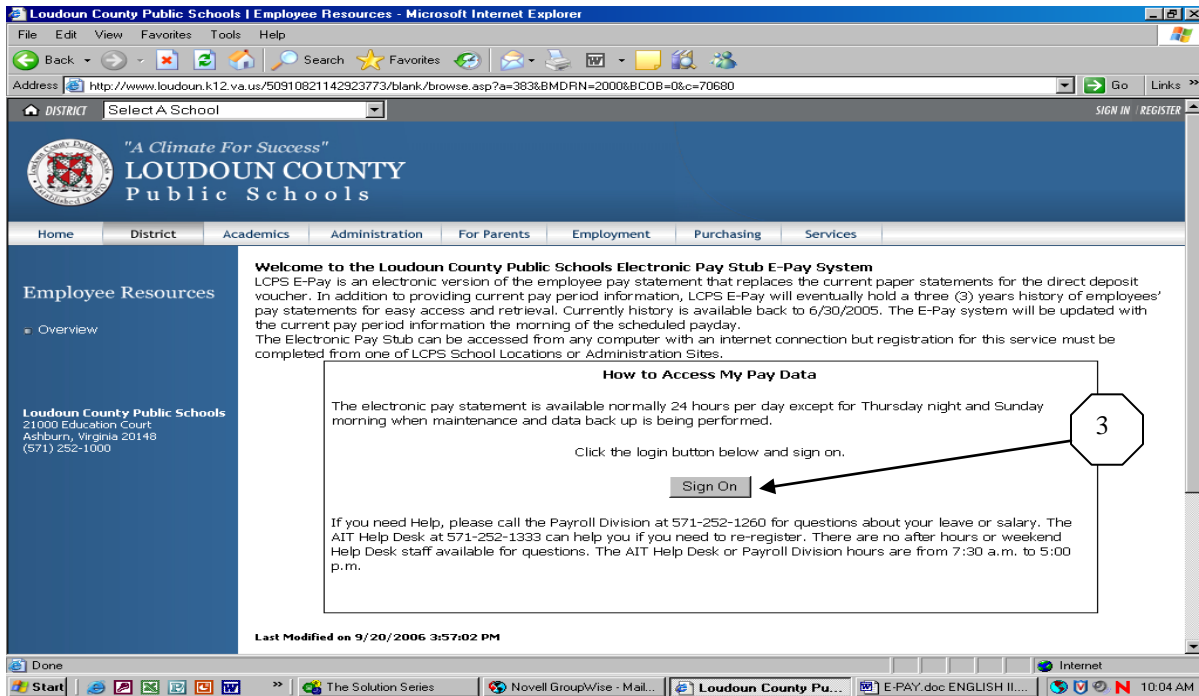
1. Under **Quick Links** Select “Employee Resources”



2. Select “E-Pay”



3. Click “Sign On”



You will then login with your Social Security Number (include dashes) and password (case sensitive). Remember to log out when you are done.