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INTRODUCTION

Chesterfield is one of the fastest growing suburban counties in the nation, and we are fortunate to have a community that values and supports its schools. The school system enjoys a reputation for academic excellence and fiscal responsibility. More than 58,000 students attend 62 schools: 38 elementary schools (K-5), 12 middle schools (6-8), 11 high schools (9-12) that include 12 specialty centers and 2 technical centers.

GENERAL INFORMATION

The Chesterfield County School Board considers the substitute employee a vital part of our professional staff. Substitutes have the responsibility of providing continuity to the educational program during the absence of the regular employee.

Perhaps no single responsibility provides more challenge, more uncertainty, or more personal satisfaction than that of a substitute employee. To be able to meet each new situation at a moment's notice and to move toward established educational objectives are the marks of an especially skilled professional.

This handbook has been designed to assist you in understanding your duties and responsibilities as a substitute employee within the individual schools, as well as within the school system. It also provides pertinent information concerning requirements, policies, and procedures necessary to maintain the highest possible standards of service to our students.

IMPORTANT CONTACTS

You may wish to call a specific department depending on the type of information you are requesting. When calling please indicate that you are a substitute employee.

Human Resource Department	748-1984
HRFax#	768-1085
Payroll Department	748-1719

SubFinder

Automated Substitute Calling System... 1-866-271-3578 *SubFinder*

Website... <https://chesterfield.subfinderonline.com>

Phone-570-651-4588

SubFinder Helpdesk

768-7356

748-1708

Chesterfield County School Website.....<http://mychesterfieldschools.com>

To reach us by e-mail:

[Penny Barbour@ccpsnet.net](mailto:Penny_Barbour@ccpsnet.net) or [Mandy Robson@ccpsnet.net](mailto:Mandy_Robson@ccpsnet.net)

QUALIFICATIONS AND EMPLOYMENT PROCEDURES

To qualify for employment as a substitute teacher, applicants must have completed at least 60 semester hours at an accredited college or university. Applicants must also have the ability to work with students and accomplish the teaching task at short notice. Student teachers may **not** substitute teach while completing their student teaching assignment.

The following procedures have been established to enable qualified applicants to process their application for inclusion on the approved substitute teacher and/or substitute teacher assistant/special education aide lists. Cooperation in following these procedures will enable the Human Resources Office staff to efficiently process applications for substitute work.

Applicants Should:

*** Complete an Application for Substitute Teacher or Instructional Assistant/Special Education Aide on the online NEOGOV System. Applicant does not need to apply but for more than one job.

*** Submit requested paperwork required. Paperwork will be emailed when all qualifications have been met.

*** Provide two reference letters .

*** Provide evidence showing at least 60 semester hours of credit from an accredited university or college (evidence may be unofficial transcripts, teaching certificate or college diploma). Substitute Instructional Aides/Special Education applicants must have passed the Paraprofessional Assessment (www.ETS.org) with a minimum score of 455 or have a minimum of 48 college credits or Associates Degree.

Incomplete application will not be processed. After verification of receipt of all required documents, you will be contacted per the NEOGOV system with a list of dates assigned for the background check. The applicant will then schedule the appointment themselves.

After attending the scheduled appointed and the background report received you will be contacted by the *SubFinder* Office and scheduled for and Orientation Date. This will only happen if the background check has cleared. If you background check is not cleared you will be contacted when approval or denial has been received. All substitute teachers, clerical and instructional assistants are required to attend an orientation/training before approval to substitute is granted.

After attending orientation the substitute will be entered in the *SubFinder* System (depending on number attending the orientation this could take up to a week or more). The substitute will be contacted per email with the instructions to register per the *SubFinder* System and a Sub ID Card. The card should be taken to ALL schools for verification of employment.

Substitute employment is totally dependent upon the number of regular teachers or instructional assistants/special educational aides absent on any given day.

PERSONNEL INFORMATION

When it is necessary to employ a substitute, it is expected that the best-qualified available person shall be employed in each instance of absence of the regular employee. Principals **shall not** use a person for substitute work who has **not** been approved through the Human Resource Department.

Substitute employees shall be employed and paid by the School Board and under no circumstances shall they be paid by the regular employee for whom they substitute.

AFFORDABLE CARE ACT INFORMATION

ALL absences requiring a sub are to be reported in *SubFinder* so that the system is aware of the days a substitute works. If a job you have worked has not been entered, contact the school. Do not contact the *SubFinder* Office. Reports will be run periodically to monitor days worked. The days worked are posted on the subs Personal Information page (this does include future days scheduled). You will be notified by the *SubFinder* Office by email when you are close to your 134 days. Be aware if you reach the maximum days or 134, you will not be able to sub until the following year. **This is the law and cannot be overridden.** We do not go by hours worked but days worked. A sub can work 5 days a week until reaching 134 days.

SOCIAL SECURITY AND WHITHOLDING

Federal law provides that Social Security be deducted from the wages of all school board employees, whether full-time or part-time.

By law, individual income tax must be withheld from the employee's earnings, both for Federal and State, provided earnings and exemptions are such that withholding tax is justified. The amount of tax withheld is based on the total earnings in a given pay period and the number of exemptions claimed by the employee.

BENEFITS

Substitute employees have the opportunity to participate in a Tax Sheltered Annuity (TSA). This special opportunity, means you may put aside money today to build income for retirement and get a "tax break" when you do it. For more information, you may contact the Benefits Office at 751-4997. Substitutes may also enroll with the Chesterfield County Credit Union at 748-1417.

WAGES

Substitute employees are paid on either a degreed or non-degreed basis. The substitute employee is responsible for providing evidence attainment or a degree in order to be paid at the degree pay rate. Salary adjustments will not be made without submission of such proof.

Any change in education is the substitute's responsibility to provide evidence of a Bachelor's degree or above, otherwise the salary will not be adjusted. Pay rate changes are effective on the date the proof is received and not the degree conferred date.

Employees receive paychecks on the 15th and last working day of each month. If the 15th or last working day falls on a weekend or holiday, paychecks will be issued on the preceding workday. Paychecks for substitutes are mailed to the address on the tax forms one day prior to the actual payday. If the pay date falls on a Monday, checks will be mailed on Monday. Direct Deposit follows the same rule.

Substitutes should be credited $\frac{1}{2}$ (3.25) or full-day (6.5) service.

EXPECTATIONS

Substitute employees shall be expected to perform the same duties as of the regular employee for whom they are substituting. Substitutes are not required to assume extracurricular assignments after school hours. However, substitutes are required to perform other duties as deemed necessary by the administrator.

It is recognized that substitute teachers are frequently requested to teach on very short notice and in unfamiliar subjects and grades. Requests often result in considerable personal inconvenience and sacrifice to the substitute teacher. Interest and willingness to serve the school is **greatly appreciated**.

LONG TERM ASSIGNMENTS

Long term substitute jobs are filled within the schools not through the *SubFinder* Office.

Any sub working a Long Term assignment for 20 consecutive days for one teacher, with no break in service, will start at the regular sub rate based on degree status and will be retro paid at the higher rate after the 20 days worked. There will be at least a 45 day period before this pay is received in a regular check. On the 21st day the rate will increase based on degree status, TEACHING and TRA jobs ONLY. ALL INSTRUCTIONAL SUPPORT long term assignment are paid at the daily rate.

Long-term substitutes are not paid for days not worked. This includes snow days.

INSTRUCTIONAL AIDE OR SPECIAL EDUCATIONAL AIDES

Shall not accept teaching assignments until college transcripts documenting a minimum of 60 credit hours are received in the HR *SubFinder* Office, Violation of this requirement may result in termination as a substitute. Minimum requirement to substitute in any capacity in a Title I designated school is 48 college credit hours, or pass the Parapro Assessment (www.ETS.org) with a score of 455.

CHANGE IN NAME OR ADDRESS

Substitute employees are responsible for notifying the Substitute Office in writing using the Employee Personal Information Change Form of any Name or Address or Telephone changes. **Name changes will require a copy of your new social security card.

CHANGE IN EDUCATIONAL STATUS

Substitute employees are responsible for notifying the Substitute Office in writing using the Substitute Status Update Form, of any changes in education level or certification. Changes in education level will require proof of documentation with date conferred. Updates will take effect when documentation is received in the Substitute office.

SEPARATION

If you are unavailable for a long period of time or want to be completely removed from the substitute list, notify the Substitute Office in writing using the Substitute Status Update Form.

REACTIVATION

If you decide to return within the year of separation, you will need to complete the Substitute Status Update Form and return to the *SubFinder* Office. If separation has been more than a year you will need to go to www.mvchesterfieldschools.com and Employment Opportunities and reapply.

DRESS CODE

Dress appropriately for the position you are substituting for. The more professional you appear, the more likely the students will treat you as such. Check with the school if you should accept a PE/Health job for appropriate dress. No jeans unless the school has a dress down day.

STANDARDS OF CONDUCT

Your continued employment as a substitute is contingent upon your ability to comply with the standards of conduct. Conduct that is detrimental to the school systems reputation, poses possible harm to students or employees, or that is not in the interest of the instructional program, will be cause for termination of substitute employment with Chesterfield County Public Schools.

SUBSTITUTE EXCLUSION

Administrators are responsible for the educational program at their school and have complete authority regarding substitute assignments. An administrator may request a substitute employee not be assigned to his/her school. The substitute employee will be notified of this action. This may result in the termination of substitute employment with Chesterfield County Public Schools, provided the Director of Human Resources has determined the reason sufficient. Reasons such as ineffective classroom management, inability to carry out lesson plans, repeatedly canceling jobs, no show, and frequently arriving late are examples of grounds for exclusion.

If you should receive an exclusion letter from HR please contact the school if you are unaware of what may have occurred. If there is no response, do not contact the SF Office but contact the name of the person on the letter you received.

Be aware that if a student is touched in an aggressive manner it will be reported to CPS (Child Protective Services) and the school should make you aware that they have/will report the incident. You will be restricted from subbing until the HR office is notified by the school that all has been ok'd and no investigation will take place. You will be reinstated and notified at that time.

ALCOHOL AND DRUG-FREE WORKPLACE

Chesterfield County Public Schools provides guidelines for establishment of an alcohol and drug-free workplace. This regulation forbids the manufacturing, distribution, dispensing, possession and the use of any controlled substance as defined in the Drug Control Act of 1988.

SCHOOL CLOSINGS

The *SubFinder* calling system does **not** notify substitutes of cancellations in the event of school closings for unexpected reasons such as inclement weather. Please be sure to check local TV and radio stations for announcements in the event of school closings.

EMPLOYMENT VERIFICATION

All requests for salary/income or employment verifications must be submitted in writing. The Substitute Office will not give out this information over the phone. Requests from county/state agencies, VEC or similar companies may be faxed to 768-1085 attention Substitute Office. A signed release from the substitute must be included. Please allow 72 hours to process and respond to these requests.

TEMPARARY WORK ASSIGNMENT (TWA)

If you wish to work a TWA be aware that if you are subbing you will need to email the *SubFinder* Office and let us know and you will be removed from SF. You can only work one job within the school system at a time. This is due to the Affordable Care Act. You cannot reactivate your sub status but once a semester by sending in the Substitute Update Form to reactivate. ONLY EXCEPTION WOULD BE COACHES.

SUB ID NUMBER/EMPLOYEE NUMBER

Sub ID numbers are used when schools wish to report an absence per the phone system when requesting or pre-arranging a sub. This number can be found on the SF website under Personal Information.

Employee number is necessary when signing in at a school. This number is what the school will enter to pay the sub. This number can be found on the SF website under Personal Information under the "Number" tab and also can be accessed per the SubFinder phone system under option '4' personal information.

CANCELING JOBS

If you need to cancel a job please be sure you notify the school per email/phone message only if it's the night before after 10:00 p.m. or the day of the sub job just so the school is aware if the absence does not fill. Verify by calling or checking the web that the job has been canceled. This is a REQUIREMENT!!

JOB WITH SPECIAL INSTRUCTIONS

It is **pertinent** that you read on the web or listen on the phone any Special Instructions. If you are not able to get to this information contact the school or SubFinder Office. Your job could be at another location and the times could be different.

PRE-ARRANGED JOBS

If you have been pre-arranged for a job and the job does not show contact the school. Be sure that they are aware the job is not in the system and that it needs to be entered.

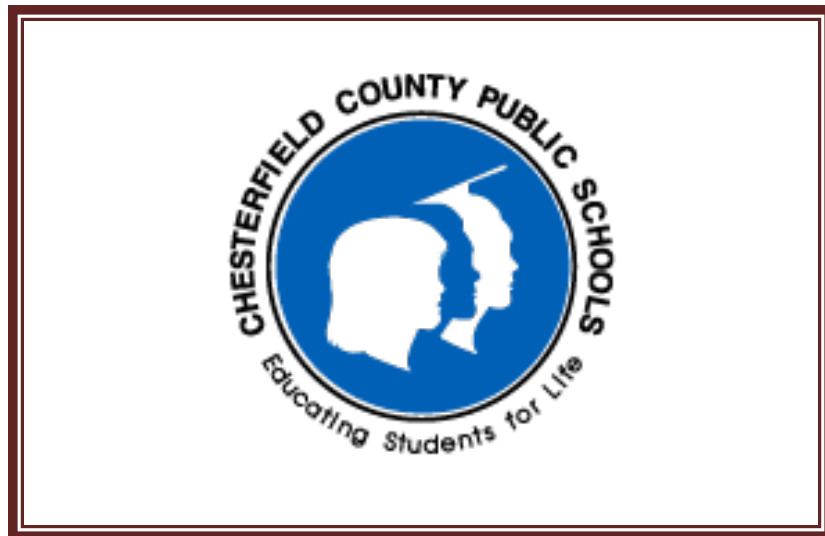
REQUESTED JOBS

Any job entered as requested needs to be accepted by you the sub. You should receive an email or calls noting that you have been requested and the job information.

Please review the dates of the job. If the job is 30+ day in the future the job will not be visible to you until 30 days. You can contact the school and have them pre-arrange the job for you or wait until it appears on your page. If you wish not to work this job you will need to let *SubFinder* know and reject the job so that it can be filled in a reasonable amount of time by another sub. All requested jobs show at the top of your Jobs Available screen.

TEACHERS AND PREFERENCE REQUEST LIST

Teachers now have to option to include a preference list on their sight. If a teacher request a sub, ALL subs on their preference list will be contacted by email that the job is available. Only the first sub on the list will be listed on the job. If you receive an email you are welcome to call the school and ask to accept the job.



SUBFINDER™ FAQs

Q: Do I need to use a certain Internet Browser when accessing SubFinder Online?

A: No, most Internet browsers will work when using *SubFinder* via the Internet. The most common browsers are Internet Explorer, Firefox and Safari.

Q: Do I have to call in and register with *SubFinder* before I can receive job offers?

A: Yes. You will not receive any job offers until you have registered!

Q: Do I have to register every time I call in?

A: No. You only have to register once.

Q: What happens if *SubFinder* calls me and gets my answering machine?

A: Your answering machine will record some portion of *SubFinder's* greeting and narration asking for your PIN - Personal Identification Number. *SubFinder* will realize that the phone was answered, but will not leave any information regarding the job. *SubFinder* may call back later and offer you the job again or, if your district allows you to review available jobs, you may want to call in and see if anything is available.

Q: What if someone in my family answers the phone and its *SubFinder* calling?

A: You have two choices: 1) If you are not home, you can teach family members how to accept jobs for you. If you choose to do this, please make sure they realize how important it is to tell you about the job after they accept it! 2) If you are home, have the person who answered the phone put the receiver down and calls you. *SubFinder* will ask for your PIN several times, waiting approximately 30 seconds between each request, so you will have time to get to the phone before the call is terminated.

Q: Can an employee pre-arrange or request me for, his/her absence?

A: Yes, if the district has chosen to use these options. The employee must have your *SubFinder* assigned ID number in order to do this. They should be able to obtain this number from their school *SubFinder* office.



Q: What if the days I am available to work change from week to week?

A: You can change this information yourself, using *SubFinder* online. Once you are logged in choose the personal information option and click the availability tab. You can also change this info yourself, using your touch-tone phone. From the main menu, choose to review personal information and then choose to review the days of the week you can work. Follow the instructions given by the narrator and/or your reference card to change your available days.

Q: Can I 'shop' for jobs?

A: If job shopping is available you are able to log onto *SubFinder* online or call in to view available jobs.

Q: When I call in to review available jobs, will I be given a list of jobs from which to choose?

A: On the web, you will be able to see multiple jobs at one time. You can then decide if you want to accept, reject or don't accept a job. In some districts you may have to enter a rejection reason. On the phone you will hear one job at a time and will be able to accept the job, listen to the job again, or listen to the next job. If you accept the job; you may still review jobs for other dates, if there are any available at that time.

Q: What is the difference between marking me 'Unavailable' and marking me with a 'Do Not Disturb'?

A: Marking yourself as 'Unavailable' means that you cannot work for that time period. It does not mean that you don't want *SubFinder* to call you with offers for future jobs. For example: If you say that you are unavailable on Monday, *SubFinder* will not offer you a job for Monday but it may call you Monday evening to offer you future jobs. When you create a "Do Not Disturb", you are telling *SubFinder* that you do not want to receive any calls during that time period. You are not telling *SubFinder* that you can't work. For example: If you ask not to be disturbed on Monday, *SubFinder* will not call you on Monday. But, it could call you Sunday night and offer you a job for Monday. If you are not available to work and you do not want to receive any calls; you must add both items to the specified time period.

Q: If I enter an Unavailable Date Range (for example: a vacation) and return early, can I begin to pick up jobs early?

A: Yes. On *SubFinder* online click on the DND/Unavailable button, you will be able to review your current DND/Unavailable and then edit them if necessary. On the phone choose to review personal information, choose the date range menu, choose to review a date range, and then remove the date range. You will then be eligible to receive job offers from *SubFinder*, as well as review available jobs (if allowed by the district).

- Q: If I reject a job for a particular day, will *SubFinder* quit calling me for that day?**
- A: No. *SubFinder* may still call you for other jobs if you meet the criteria.
- Q: If I reject or cancel jobs, will I be automatically removed from the substitute list?**
- A: No. You will not be automatically removed for rejecting or canceling jobs.
- Q: Do I need to remember my job number?**
- A: Yes. The job number is your confirmation that *SubFinder* has registered your acceptance of the job. You will also need this number if you need to cancel the job.
- Q: Will I have the same job number for all my jobs?**
- A: No. Every new job you accept will have a different job number.
- Q: Can I cancel a previously accepted job in the event of an emergency?**
- A: Yes. On *SubFinder* online, click the current jobs button. You may then view and cancel the job. In the phone system from the main menu, choose to cancel a job. After entering the job number, *SubFinder* will play the job information for you and then give you the option of canceling the job. If you try to cancel a job after the **Substitute Cancel Deadline**, you will be instructed to call the administrator and will be given the appropriate number to call.
- Q: Will I ever be offered jobs in position areas that I did not request?**
- A: Maybe. You may be called for jobs outside your stated position area(s) if: (1) a special request for you has been made, or (2) *SubFinder* has been configured to call substitutes outside the position area after all matching substitutes have been called.
- Q: What is my substitute cancellation deadline?**
- A: If you must cancel a job that you have already accepted, please do as early as possible. *SubFinder* will accept cancellations up to an hour before the scheduled start time. If time has passed you will be prompted to call the school directly. If you need to cancel the morning of the job, cancel the job through *SubFinder*, then as a courtesy please call the school directly to let them know. Do NOT be a "No Show" - these are reported and can result in exclusion.
- Q: What are the positions that are called by *SubFinder*?**
- A: The positions that are called by *SubFinder* are Teacher, Technology Resource Assistant, all Instructional Assistants (Special Ed), Clinic Assistant, Tutor Monitor and Security Monitor. Support positions such as Clinic Assistant, and Instructional Assistant (Special Ed) may occasionally be called by the system as "Supplementary Assignments", but are also called manually by the schools.

Q: Will *SubFinder* only call me for the schools that I have selected?

A: Although you have selected certain sites to work at, the schools can run a substitute list that makes you accessible for all schools. *SubFinder* will only call for the sites you have listed; however individual schools do run reports of all substitutes and may still try to call you manually when anticipating a bad day.

Q: What is the difference between Per Employee's Schedule and Same Times Every day?

A: When accepting a multiple day job, you will hear one of these descriptions: Per Employee's Schedule or Same Times Every day. Per Employee's Schedule means that each day of the absence will follow the standard work times for that employee. Same Times Every Day means that the absence will be for the same times each day of the absence.

Examples: The employee's standard workday runs from 7:45 a.m. until 2:25 p.m. A three-day absence is reported that starts at 11:15 a.m. on Monday and runs until 2:35 p.m. on Wednesday. When *SubFinder* says Per Employee Schedule you would work from 11:15 a.m. to 2:35 p.m. on Monday and 7:45 a.m. until 2:35 a.m. on Tuesday and Wednesday. If *SubFinder* says Same Times Every day you would work from 11:15 am to 2:25 p.m. on Monday, Tuesday and Wednesday.

Q: Why am I not getting many calls from the *SubFinder* system or you get the message "No Jobs Available"?

A: There are several factors that determine your volume of calls: degreed status, school preferences, date availability, low absences reported to *SubFinder*, and the number of substitutes actively working (the economy) will cut down on the number of jobs for which you will be eligible.

Please be aware also that substituting is based on the needs of the school system. It is an on-call position with no guarantee of continued and regular employment.

Q: Do you use *SubFinder* during the summer?

A: *SubFinder* does not call substitutes during the summer session. If you are interested in substituting during the summer, call the summer school office at 594-1791.

Q: Can you explain further what happens when *SubFinder* calls me?

A: When *SubFinder* calls you, it is either to offer you a job or to notify you about job cancellation. You could receive more than one call during a calling period. If it is about job offers, it gives you details about the assignment such as the school's name, teacher's name, position and the job beginning and ending dates & times.

Q: What are the call-out periods?

A: *SubFinder* calls during two scheduled time frames. Those are from 5:45 a.m. until 1 hour after the job starts (for the same day jobs), until noon (for half-day jobs), and 6:00 p.m. until 10:00 p.m. (for future jobs).

Q: What if I receive a call close to or after the start time?

A: If you are available, first accept the job, and then call the school immediately to let them know. It is possible the school has made other arrangements. If they have secured another substitute, ask them to please cancel the job in *SubFinder* so you can be unblocked for other available jobs.

Q: What if I keep getting "Job Locked" message on the web?

A: The *SubFinder* system when calling out, especially on the morning call outs, you will encounter this message. *SubFinder* can only handle one person reviewing or accepting the job at a time. When someone else has access to that job you cannot. If you wish to accept, call the school immediately and let them know you would like to accept the job.

Q: What do these job abbreviations mean?

A: IA - Instructional Assistant
T- Teacher for any job
IA SE - Instructional Assistant Special Education
IA ED - Instruct. Assist. Emotionally Disturbed
IA GE VPI - Instruct. Assist. Virginia Preschool Initiative
IA GE Title 1 - Instruct. Assist. General Head Start in Title 1
IA SLD - Instruct. Assist. Specific Learning Disability
IA MUD - Instruct. Assist. Mild Intellectual Disabled
IA MOID - Instruct. Assist. Moderately Intellectual Disabled
IA OHI - Instruct. Assist. Other Health Impaired
IA IDS - Instruct. Assist. Intellectual Disabled, Severely
TRA - Technology Resource Assistant (Elementary only)
ESL - English as a Second Language
VPI -Virginia Preschool Initiative
ECSE - Early Childhood Special Education
AU ME - Auto Mechanic
T-CTR BASED GF - Teacher Center Based Gifted
T-FAM CONS SCI - Teacher Family Consumer Science
T-SLD/CSE - Teacher Specific Learning Disability/Coor Special Education

Q: If I have an electronic device that blocks annoying telemarketing calls, will it affect my ability to secure a job through the system?

A: Yes. When *SubFinder* system calls a home with it installed, *SubFinder* will perceive it as a disconnected telephone number and terminate the call. You will never receive a job offer during call-out as long as you continue to use this kind of device.



WHAT IS EXPECTED OF THE SUBSTITUTE TEACHER

Division Expectation:

A substitute teacher should be able to assume all of the duties and responsibilities of the regular teacher in a given day. Long-term substitutes may also be required to participate in staff meetings, teacher committees, and parent conferences.

Please be aware that substituting is based on the needs of the school system. It is an on-call position with no guarantee of continued or regular employment.

School Expectation:

Upon arrival at school you should:

1. Contact the office secretary or administration regarding substitute procedures and the regular teacher's lesson plans.
2. Carry out the lesson plans, classroom routines, and directions left by the classroom teacher.
3. Mark all pupil assignments and classroom work given by the regular teacher or substitute, according to school and teacher evaluation policies and instructions.
4. Record pupil absences according to school procedures.
5. Assume the regular teacher's responsibility for supervision of pupils in the building, on the grounds, or on curricular field trips. A substitute who proceeds with a planned field trip assumes responsibility for the supervision of pupils until the pupils have returned and are dismissed.
6. Assume the regular teacher's routine responsibilities for activities such as collecting fees, distributing supplies, locking doors and any other assigned duties.

7. Become completely familiar with all the school routines, particularly emergency, safety, and fire procedures. **NOTIFY the school office in the event you need to leave the building** and if applicable to the school, please be sure to sign out before leaving for the day. **Do NOT leave students unsupervised.**
8. Leave a clear, **written** summary for the regular teacher of the work covered and other relevant comments when the substitute assignment is completed. Focus on positive and constructive comments.

LESSON PLANS WHEN A TEACHER IS OUT FOR EXTENDED TIME

Teachers who know they are going on extended sick leave should plan lessons for the amount of time schedule out and include **long-range goals to be accomplished for the duration of the leave.** The substitute may request assistance from the department chairperson, grade level chairperson, county resource staff and site administrators in developing lesson plans, formulating grades, participating in I.E.P. meetings and holding conferences.



1. **Arrive Early**

- If possible, arrive 15 to 30 minutes early, unless otherwise notified.
- Check in at the main office.
- Pick up keys if necessary.

2. **Obtain needed administrative information**

- Read all notices on the bulletin board in school office.
- Check messages and any other items from the teacher's mailbox.
- Check the school's schedule regarding hall, restroom, lunchroom, and/or playground duty.
- Assume the responsibilities of the regular teacher, not only in the classroom, but also in the entire school.
- Check the school hours and schedule.
- Check policies on early dismissals, bus riders, and dress codes for students as well as professional staff, handling student illnesses, reporting accidents, handling student medication, collecting money from students, and housekeeping.
- Ask if you should check at the end of the day to see if you will be needed the next day.

3. **Familiarize yourself with the classroom**

- Locate the plans left by the teacher and follow them to the best of your ability.
- Locate fire drill procedures.
- Locate the substitute folder. If this information cannot be located, notify the administration for assistance. Know that any information on students you have access too is confidential.

4. **Locate needed teaching materials**

- Have all materials ready when students arrive. Make sure media center materials have been located and set.

5. **Start the class decisively**

- Place your name on the board before students enter and introduce yourself to each class.
- Be warm, friendly, and courteous. Don't try to be a pal. Children feel more secure when they know the teacher is the responsible leader.
- Use a positive approach. "Please don't do this" tends to foster cooperation.
- Handle late arrivals smoothly. A student, who arrives late, needs to report to the office to get a tardy slip. At the middle or high level, if a student arrives late to class, ask to see a note. If none is provided, leave the student's name for the regular teacher.
- Use eye contact.

6. **Give directions concisely**

- Get the class's attention before giving directions. Insist they be seated.
- Be enthusiastic; motivation is the key to class control.
- Let your voice be pleasant and controlled, not angry and harsh.
- Be helpful and show concern for the students.
- Follow the plans left by the teacher.
- Use eye contact.

7. **Use a classroom discipline plan**

- Read the rules that should be posted on the wall. If there are no posted rules, have your own. Keep the rules to a minimum. Be concise. Make rules you can enforce. State the rules in positive terms; for example, instead of saying, "Don't be late," say, "Be on time."
Listed are four examples of good class rules.
- Be on time
- Be prepared
- Be courteous
- Be productive
- State the discipline plan in a positive manner and spend some time teaching these rules.
- Refer to the rules when needed.
- Note: The use of corporal punishment is prohibited.

8. **Give specific directions about desired behavior**

- Be fair and friendly. Children recognize the reasonableness of a situation as well as its unreasonableness.
- Spell out consequences. Have small punishments at your fingertips so that in the heat of anger you don't make threats you can't realistically apply - you can always "escalate."

9. **Give specific feedback about actual behavior**

- Use praise unstintingly when deserved. This does not mean flowery compliments - a nod, a look, a smile can indicate approval.
- Compliment the "job" rather than the "person" (e.g.: "That's good spelling work" rather than, "You're a good boy"). From this he learns he can be successful.
- If an incident calls for a strong reprimand, speak to the youngster privately. If the child feels "put down" before his peers, he may become more negative to keep their respect.
- Handle problems yourself as much as possible. Do not threaten to send a child to the principal. In fact, be very careful about threatening anything.
- Punishment should be as immediate as possible to relate cause and effect clearly in the child's mind and avoid any undue tensions.
- Be consistent. Expecting one type of behavior from one student and another type of behavior from another leads to confusion and discouragement.
- Avoid group punishment, sarcasm, and humiliation.
- If a student's behavior is seriously disrupting the instructional program to the detriment of other students, the student should be sent to the office with a discipline referral or, if available, with a paraprofessional. **Do not** leave a class unattended for any reason.

10. **Circulate frequently around the classroom**

- Give individual help as much as possible while circulating around the room.
- Use eye contact.
- Separate children who seem to have a bad effect on one another.

11. **Require student attention and participation**

- See that students are seated and quiet when discussing assignments and rules.
- Rotate distribution of class jobs to help distribute materials and develop in the student a sense of responsibility and belonging.
- Involve as many students as possible in the lesson.
- Call students by their names frequently.
- If the entire class seems "to squirm," have smaller children stop and play a simple action game; or have a stretching, jumping, or bending exercise for a few minutes.
- Vary activities to give a wholesome change of pace. Interest is sustained when we alternate tasks that require high concentration with those that permit greater freedom of movement.
- Always follow the teacher's lesson plans when possible, but realize the work pace and level of special needs students may be different.

12. **Provide closure at the end of the class**

- Students should prepare to leave a few minutes before the end of the class.
- Summarize, for students, what was covered.
- Remind students of test or homework assignments.
- Remind students you will leave a written report for the teacher giving: work covered
- reports on student behavior
- Any other information covering students, bulletins, etc.
- Compliment behavior of class when appropriate.

SUGGESTIONS FOR CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute experience:

1. Discipline is based on mutual understanding and open communication.
2. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative and resourcefulness are some necessary prerequisites.
4. Teach what the teacher asked you to cover and keep the students busy with that subject matter for the entire period scheduled. If you do not understand from the notes left by the teacher how the lesson should proceed, feel free to ask another teacher of the same grade or course for some further information.
5. As a substitute, you can help set the stage for successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting.
6. If there is time before the class arrives, review the day's schedule and become familiar with related activities. When students arrive, introduce yourself and write your name on the board. Try to call students by their names. This tends to prevent problems. To help you remember students' names, use a seating chart or name tags.
7. If discipline problems arise which you are unable to manage, the principal should be contacted immediately for assistance.
8. In any situation, no matter how well managed, emergencies will arise. Accidents, illnesses, the administering of medications, and other emergencies must be referred to the principal.
9. Good communication between you and the regular teacher is essential to students' continuity of learning. You should provide the regular teacher with a written summary of each day's accomplishments.



Recommended Core Values

The four core values recommended for focus by Chesterfield County Schools are: 1) Respect, 2) Responsibility, 3) Accountability, and 4) Honesty. These core values represent our collective reflection of what we think the Chesterfield community considers important in the foundational development of our students. We believe that young people who incorporate these values in their lives will be better prepared to achieve academically and to become productive, caring citizens who will make a positive contribution to their individual communities and to the larger society.

We understand that these values are interdependent and in some way support or contribute to the development of other extremely important values such as: integrity, self-discipline, diligence, trust, commitment, courage, compassion, tolerance for others' beliefs, and loyalty. We encourage the inclusion of these values whenever and wherever appropriate.

Definitions of Core Values

Respect

Be kind, caring, tolerant, appreciative and accepting of individual differences; be courteous and polite; judge all people on their merits; respect the rights of individuals to make decisions about their own lives; show self-respect; treat others as you would want to be treated; have regard for the property of others as well as for the environment.

Responsibility

The quality of being dependable, reliable, trustworthy, and accountable for one's actions; understand that you alone make choices for your actions; keep trying; don't quit or give up easily; be diligent and give your best in all your endeavors.

Accountability

Accept responsibility for the consequences of your choices; think before you act and consider how others will be affected by your actions; don't make excuses, blame others for your mistakes or take credit for others' achievements; set a good example for others at all times; exercise self-discipline.

Honesty

Tell the truth, be sincere; refrain from lying, cheating or stealing; resist social pressures to do things you think are wrong; don't betray a trust or withhold important information in relationships of trust.

We value Respect, Responsibility, Honesty and Accountability

PROFESSIONAL ETHICS

All employees have the responsibility to maintain standards of exemplary professional conduct and provide services that create a positive school environment. Employee duties, responsibilities and personal judgment shall be consistent with School Board policies and regulations. By accepting employment with Chesterfield County Public Schools, all employees shall fulfill their individual responsibilities with respect, responsibility, honesty and accountability and shall keep the well-being of the students as their primary goal while maintaining the highest standards of professional ethics.

The Virginia General Assembly has enacted the State and Local Government Conflict of Interests Act so that the standards of conduct for state and local government employees may be uniform throughout the Commonwealth. The School Board recognizes the Act as the single body of controlling law for which it has been enacted and endorses its intent, purpose, and requirements.

Adopted: December 8, 2009

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3100 *et seq.*

Cross Ref.: 1050 Conflict of Interests 5010
Philosophy 5350 Teachers' Duties and
Responsibilities

[VSBA: BBFA]

USE OF SOCIAL NETWORKING SITES BY CCPS EMPLOYEES

A. Generally

CCPS recognizes the value of student, teacher, parent, and community interaction on social networking sites that are designed for specific educational purposes and directly tied to CCPS curriculum and instruction. Collaboration, resource and information sharing, online tutoring, etc. can all be facilitated by the judicious use of educational internet/Web 2.0 networking tools and web pages, including, but not limited to, Facebook, Edmodo, Twitter, blogs, wikis, and other Web 2.0 networking tools.

A certified or licensed employee may communicate through electronic media with current CCPS students for educational purposes. All online communication via the CCPS network or in which an individual holds him/herself out as a CCPS employee must be consistent with CCPS policies and regulations.

B. Establishment of Social Networking Sites for Educational Purposes

An employee may establish one or more social networking sites to be used for educational purposes and communication. Any such site shall have a clear statement of purpose and outcomes for the use of the networking tool, and a code of conduct for all site participants. The employee establishing the site shall: apply appropriate security settings, allow only approved participants access, be responsible for the site's content, diligently monitor the site for inappropriate content, and post only information related to the site's purpose that is appropriate for viewing by students, parents and the community at large. Employees are expected to read and understand all terms of service and privacy policies associated with the social networking sites they intend to use.

C. Employee Use of Personal Social Networking Sites

Employees shall make student internet safety, including the protection of students' personal information, a priority. CCPS therefore does not recommend that any employee establish an online social networking relationship with a currently enrolled CCPS student on his or her personal social networking site(s). For the protection and safety of both employees and students, employees should consider limiting internet contact and communication with such students to available school division-approved, work related social networking resources made available through the CCPS network.

In all use of personal social networking sites, employees should:

- Maintain appropriate professional boundaries and your authority as a classroom teacher, administrator, or supervisor;
- Practice online reputation management by considering the personal, professional and social impact of what you post;
- Establish appropriate privacy settings to limit access to personal information contained on your social networking site;

- Establish social networking relationships with caution and consider "un-friending" those who post inappropriate content that may be viewed on your social networking site;
- Refrain from inappropriate electronic communications with students;
- Recognize that students may not exercise good judgment and may use social media inappropriately;
- Avoid the appearance of impropriety;
- Refrain from posting negative information about students, fellow employees or the school division.
- Refrain from uploading inappropriate content; exercise caution when posting links to other Internet or social networking sites and consider ad-free sites for hosting videos to eliminate inadvertent access to inappropriate advertisements and content.

D. Consequences of Inappropriate Use of Social Networking

Pursuant to Policy 5020, all employees are expected to know and are responsible for observing federal and state laws as well as the School Board's policies and regulations pertinent to their work activities. Accordingly, Employee use of social networking found to be in violation of one or more CCPS policies, regulations or procedures and/or in violation of any applicable state or federal law may result in disciplinary action, up to and including termination.

Adopted: June 26, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§
22.1-70.2, 18.2-372, 18.2-374.1:1, 18.2-390.

Children's Internet Protection Act (Federal Communications Commission Regulations).

Guidelines for the Prevention of Sexual Conduct and Abuse in Virginia Public Schools, Virginia Department of Education, March 24, 2011.

Cross Ref.: 1012 School Board's Mission, Vision, and Standards of Quality
5020 Observance of Policies and Regulations
7230/7230-R Acceptable Use, The CCPS-NET

Chapter 5000, Human Resources - Appendix A, Section 19, Discipline

SEXUAL HARASSMENT

The division is committed to maintaining a learning/working environment free from sexual harassment. It is prohibited for any employee, male or female, to harass another employee or a student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student;
2. such conduct creates an intimidating, hostile or offensive working or learning environment; or
3. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee who believes that he or she has been subjected to sexual harassment should file a complaint of the alleged act immediately to the Director of Human Resources. The Director of Human Resources shall request that the complaint be in writing. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents will be undertaken to determine the nature and extent of any alleged sexual harassment. At any point in time that there is a reasonable suspicion that child abuse has occurred, such shall be immediately reported in accordance with applicable law and policy. At any point in time that there is reasonable belief that a crime may have been committed, such shall be reported to the appropriate law enforcement officers.

Any employee with knowledge of the occurrence of sexual harassment shall notify the Director of Human Resources. False charges of sexual harassment shall be treated as a serious offense and any employee making false charges shall be subject to disciplinary action appropriate to the offense ranging from a warning to discharge.

If the complaint is against the Director of Human Resources, the complaint shall be filed with the Assistant Superintendent for Human Resources and Administrative Services. If the complaint is against the Assistant Superintendent for Human Resources and Administrative Services, the complaint shall be filed with the Superintendent. If the complaint is against the Superintendent, the complaint shall be filed with the Chairman of the School Board.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating conclusions and recommendations shall be filed with the Superintendent at the conclusion of all investigations of sexual harassment regardless of the outcome of that investigation.

Any administrator, teacher, or other employee who is found, after an investigation, to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense ranging from a warning to discharge.

Adopted: December 8, 2009

Legal Ref.: 20 U.S.C. §§ 1681-1688. 29 U.S.C. § 794. 42 U.S.C.
§§ 2000d-2000d-7,2000e-2000e-17.

34C.F.R. Part 106

Cross Ref.: 1011 Nondiscrimination
5040 Equal Employment Opportunity and Affirmative Action Plan

Appendix A, Section 2, EEO/Affirmative Action Plan
Appendix A, Section 19, Discipline

[VSBA: GBA]

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION PLAN

Chesterfield County Public Schools is firmly committed to prohibiting discrimination on the basis of race, color, gender, age, religion, national origin or disability status throughout the employment process, from selection through termination. Accordingly, the division will continue to recruit, hire, train, and promote into all job levels the best-qualified persons without regard to race, color, religion, gender, age, national origin, or disability status. Similarly, all other personnel matters such as compensation, benefits, placement, transfers, layoffs, terminations, and special programs will continue to be administered in accordance with School Board policy.

In furtherance of this policy, the School Board directs the Superintendent and appropriate staff to take affirmative action to:

- See that all personnel decisions shall be based on merit and on the ability to perform the essential functions of the job with or without reasonable accommodation.
- Ensure that at no time shall race, religion, national origin, political affiliation or other non-merit or non-job related factors be used to discriminate against position applicants. Gender or age may be disqualifying factors only where it can be demonstrated that they are *bona fide* occupational qualifications.
- Appropriately publicize this policy and the affirmative action procedures.
- Identify and expand upon recruitment sources to ensure the fullest pool of minority and women applicants for all job categories.
- Establish a complaint procedure.
- Take additional actions that will further the implementation of this policy.

Procedures to be followed to further effectuate this policy are identified as affirmative action procedures and are contained in Appendix A.

Adopted: December 8, 2009

Legal Ref.: 20 U.S.C. § 1681 *et seq.* 29U.S.C.§701. 42 U.S.C. §§
6101 *ef seq.*, 200e-2 *et seq.*, 12101 *et seq.*

Cross Ref.: 1011 Nondiscrimination
5050 Title IX Education Amendments of 1972
5060 Sexual Harassment
5070 Employee Selection

CHESTERFIELD COUNTY PUBLIC SCHOOLS

Appendix A, Section 2, EEO/Affirmative Action

Plan [VSBA: GB]

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of Chesterfield County Public School who, in his or her professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to:

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Any person required to file a report pursuant to the Code of Virginia § 63.2-1509 et seq. and this policy who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1000.

Notice of Reporting Requirement

The School Board shall post in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee;
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose; and,
- any person required to file a report pursuant to the Code of Virginia § 63.2-1509 et seq. and this policy who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1000.

The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect against School Personnel

The School Board and the local department of social services shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services.

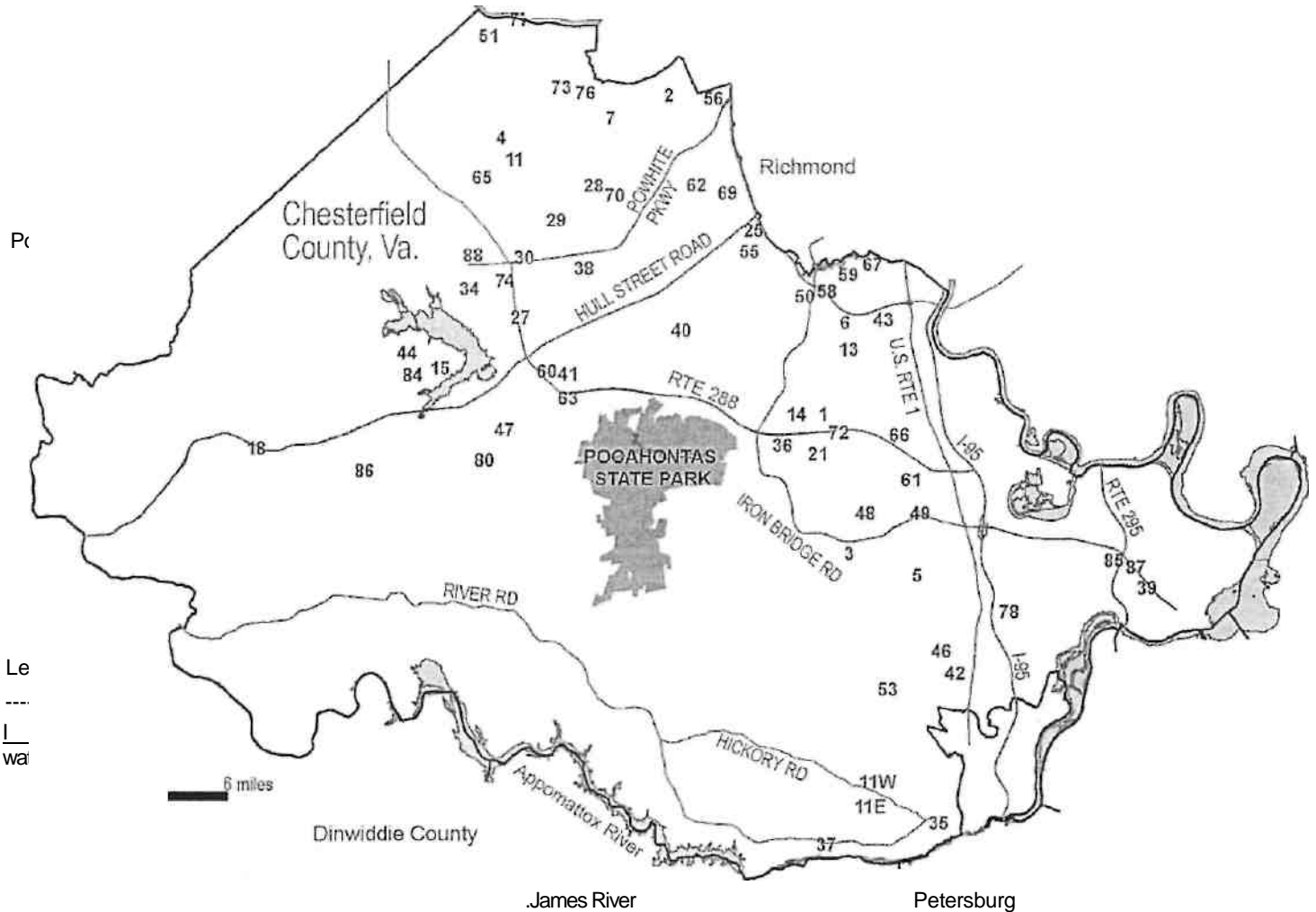
Adopted: June 26, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7.A, 22.1-291.3, 63.2-1509, 63.2-1511.D.

[VSBA - JFHA/GBA, GBLA]

School Locations

Chesterfield County Public Schools • 2013-2014



Elementary schools

Bellwood — 66
 Bensley — 43
 Beulah — 13
 Bon Air — 2
 Chalkley — 55
 Marguerite Christian — 78
 Clover Hill — 15
 Thelma Crenshaw — 41
 Crestwood — 56
 Curtis — 49
 Davis — 62
 Ecoff — 48
 Enon — 39
 Ettrick — 35
 Evergreen — 30
 Falling Creek — 59
 Gates — 36

Gordon — 29
 Grange Hall — 18
 Greenfield — 7
 Harrowgate — 46
 Hening — 50
 Hopkins — 6
 Jacobs Road — 40
 Matoaca — 37
 Providence — 38
 Reams — 70
 Robious — 73
 Salem Church — 21
 Elizabeth Scott — 85
 Alberta Smith — 47
 Spring Run — 80
 Swift Creek — 34
 Watkins — 65
 Bettie Weaver — 51

Wells — 5
 Winterpock — 86
 Woolridge — 44

Middle schools

Bailey Bridge — 63
 Carver — 42
 Elizabeth Davis — 87
 Falling Creek — 67
 Manchester — 25
 Matoaca west campus — 11W
 Matoaca east campus — 11E
 Midlothian — 11
 Providence — 69
 Robious — 76
 Salem Church — 72
 Swift Creek — 27
 Tomahawk Creek — 88

High schools

Bird — 1
 Chesterfield Community — 3
 Chesterfield Technical Center — 14
 Clover Hill — 74
 Cosby — 84
 Thomas Dale — 61
 James River — 77
 Manchester — 60
 Matoaca — 53
 Meadowbrook — 58
 Midlothian — 4
 Monacan — 28

CHESTERFIELD COUNTY PUBLIC SCHOOLS SUBSTITUTE PAY SCHEDULE JANUARY 1,2014 - JANUARY 1, 2015		
Actual Substitutes Pay Paid Date		
	01/15/2014	12/09/2013 through 12/29/2013***
	01/31/2014	12/30/2013 through 01/12/2014
	02/14/2014	01/13/2014 through 01/26/2014
	02/28/2014	01/27/2014 through 02/09/2014
	03/14/2014	02/10/2014 through 02/23/2014
	03/31/2014	02/24/2014 through 03/09/2014
	04/11/2014	03/10/2014 through 03/23/2014
	04/30/2014	03/24/2014 through 04/13/2014***
	05/15/2014	04/14/2014 through 04/27/2014
	05/30/2014	04/28/2014 through 05/11/2014
	06/13/2014	05/12/2014 through 05/25/2014
	06/30/2014	05/26/2014 through 06/15/2014***
	07/15/2014	06/16/2014 through 06/29/2014
	07/31/2014	06/30/2014 through 07/13/2014
	08/14/2014	07/14/2014 through 07/27/2014
	08/29/2014	07/28/2014 through 08/10/2014
	09/15/2014	08/11/2014 through 08/24/2014
	09/30/2014	08/25/2014 through 09/14/2014***
	10/15/2014	09/15/2014 through 09/28/2014
	10/31/2014	09/29/2014 through 10/12/2014
	11/14/2014	10/13/2014 through 10/26/2014
	11/25/2014	10/27/2014 through 11/09/2014
	12/15/2014	11/10/2014 through 11/23/2014
	12/19/2014	11/24/2014 through 12/07/2014
	01/15/2015	12/08/2014 through 12/28/2014***
*** Denotes 3 weeks		

**SUBSTITUTE RATE
SCHEDULE 2013-2014**

TITLE	HOURS PER DAY	HOURLY RATE	HALF- DAY RATE	DAILY RATE
Classroom Teachers, Elementary School Librarian			6.5	\$78
Licensed or with Degree			\$39	
After 20 consecutive days in same position; retro to start of assignment	8		\$99	\$197
Classroom Teachers, Elementary School Librarian	6.5		\$25	\$49
Non-Degreed - must have minimum of 60 hours of college credit to qualify				
After 20 consecutive days in same position; retro to start of assignment	8		\$30	\$61
Bus Driver	n/a	\$12.55		
Bus Driver - Special Education	n/a	\$13.18		
Clinic	6.5		\$28	\$56
Custodian	n/a	\$7.25		
Family Life Educators	8		\$99	\$197
Food Services Associate	n/a	\$8.00		
Instructional Assistant - ESL and Pre-K	6		\$22	\$44
Instructional Assistant - Special Education	6.5		\$26	\$51
Registered Nurse - Special Education	6.5		\$79	\$159
School Security Officer	6.5		\$24	\$48
Tutor Monitor	6.5		\$24	\$48
Technology Resource Assistant	6.5		\$24	\$48
After 20 consecutive days in same position; retro to start of assignment	7		\$44	\$88

All other jobs require prior approval from the appropriate Assistant Superintendent or designee and are filled through the use of temporary work assignments. Rates for these positions are determined in the Office of Compensation and Benefits.

Chesterfield County Public Schools
Elementary Schools

School	Principal	Schedule
Bellwood Elementary	Jennifer Rudd	9:15 - 3:45
9536 Dawnshire Road	Richmond, VA 23237.....	743-3600
Bensley Elementary	Bessie Cooper	8:25 - 2:55
6600 Strathmore Road	Richmond, VA 23237.....	743-3610
Beulah Elementary	Mary Jean Hun	9:15 - 3:45
4216 Beulah Road	Richmond, VA 23237.....	743-3620
Bon Air Elementary	Bruce Tetlow	8:25 - 2:55
8701 Polk Street.....	Bon Air, VA 23235	560-2700
Chalkley Elementary	Myla Burgess	8:25 - 2:55
3301 Turner Road	Chesterfield, VA 23832	674-1300
Clover Hill Elementary	Catherine Hines	8:25 - 2:55
5700 Woodlake Village Pkwy	Midlothian, VA 23112	739-6220
Crenshaw Elementary	Amy Williams	9:15 - 3:45
11901 Bailey Bridge Road	Midlothian, VA 23112.....	739-6250
Crestwood Elementary	Lisa Rockwell	9:15 - 3:45
7600 Whittington Drive	Richmond, VA 23225.....	560-2710
Curtis Elementary	Susan Pereira	8:25 - 2:55
3600 W. Hundred Road	Chester, VA 23831.....	768-6175
Davis Elementary	Dr. Rachel Foglesong	9:15 - 3:45
415 S. Providence Road	Richmond, VA 23236.....	674-1310
Ecoff Elementary	Dr, Joshua Cole	9:15 - 3:45
5200 Ecoff Avenue	Chester, VA 23831	768-6185
Enon Elementary	Mike Crusco	9:15 - 3:45
2001 E. Hundred Road	Chester, VA 23831	530-5720

Chesterfield County Public Schools
Elementary Schools

School	Principal	Schedule
Ettrick Elementary	Teresa Clary	9:15 - 3:45
20910 Chesterfield Avenue.....	Ettrick, VA 23803	520-6005
Evergreen Elementary	Matthew Maher	9:15 - 3:45
1701 Evergreen E. Pkwy.....	Midlothian, VA 23113.....	378-2400
Falling Creek Elementary	Pam Johnson	9:15 - 3:45
4800 Hopkins Road	Richmond, VA 23234	743-3630
Gates Elementary	Giuliana Brink	9:15 - 3:45
10001 Courthouse Rd. Ext.....	Chesterfield, VA 23832	768-6195
Gordon Elementary	Risenart Garrus	9:15 - 3:45
11701 Gordon Road	Richmond, VA 23236.....	378-2410
Grange Hall Elementary	Dr. Randi Smit	9:15 - 3:45
19301 Hull Street Road	Moseley, VA 23120	739-6265
Greenfield Elementary	Mary Dunn	9:15 - 3:45
10751 Savoy Road	Richmond, VA 23235.....	560-2720
Harrowgate Elementary	Patrice Wilson	9:15 - 3:45
15501 Harrowgate Road	Chester, VA 23831	520-6015
Hening Elementary	Deia Champ	9:15 - 3:45
5230 Chicora Drive	Richmond, VA 23234.....	743-3655
Hopkins Elementary	Dr. Lisa Hill	9:15 - 3:45
6000 Hopkins Road	Richmond, VA 23234.....	743-3665
Jacobs Road Elementary	Eileen Traveline	8:25 - 2:55
8800 Jacobs Road	Chesterfield, VA 23832	674-1320
Marguerite Christian Elem	Jennifer Lenz	9:15 - 3:45
14801 Wood's Edge Road	Colonial Heights, VA 23834	530-5733

Chesterfield County Public Schools
Elementary Schools

School	Principal	Schedule
Matoaca Elementary	Mary Thrift	9:15 - 3:45
6627 River Road	Matoaca, VA 23803	590-3100
Providence Elementary	Dr. Sharon Rucker	9:15 - 3:45
11001 W. Providence Road	Richmond, VA 23236	674-1345
Reams Road Elementary	Jodi Seitz	9:15 - 3:45
10141 Reams Road	Richmond, VA 23236.....	674-1370
Robious Elementary	Stacey Austin	9:15 - 3:45
2801 Robious Crossing Drive	Midlothian, VA 23113	378-2500
Salem Church Elementary	Cathy Cameron	8:25 - 2:55
9600 Salem Church Road	Richmond, VA 23237.....	768-6215
Scott Elementary	Joan Temple	8:25 - 2:55
813 Beginners Trail Loop.....	Chester, VA 23836	739-6295
Smith Elementary	Elizabeth Stefank	8:30 - 2:50
13200 Bailey Bridge Road	Midlothian, VA 23112	739-6295
Spring Run Elementary	Chris Hart.....	8:25 - 2:55
13901 Spring Run Road	Midlothian, VA 23112.....	639-6352
Swift Creek Elementary	Peggy Innes	9:15 - 3:45
13800 Genito Road	Midlothian, VA 23112.....	739-6305
Watkins Elementary	Dr. Marlene Scott.....	9:15 - 3:45
501 Coalfield Road	Midlothian, VA 23113	378-2530
Bettie Weaver Elementary	Dr. Holly Richard	9:15 - 3:45
3600 James River Road	Midlothian, VA 23113.....	378-2540
C.C. Wells Elementary	Dr. Ginny Crawford-Patterson	8:25 - 2:55
13101 S. Chester Road	Chester, VA 23831	768-6265

Winterpock ElementaryGloria Cooper.....8:25 - 2:55
9000 Elementary Loop WayChesterfield, VA 23832 763-5051

Woolridge Elementary June Edwards 9:15 - 3:45
5401 Timber Bluff Pkwy Midlothian, VA 23112 739-6330

Chesterfield County Public Schools
Middle Schools

School	Principal	Schedule
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Bailey Bridge Middle Kume Goranson 8:25 - 2:55
12501 Bailey Bridge Road Midlothian, VA 23112 739-6200

Carver Middle Don Ashburn 7:35 - 2:05
3800 Cougar Trail Chester, VA 23831 524-3620

Elizabeth Davis MiddleDr. Tameshia Grimes..... 8:25 - 2:55
601 Bus Court Loop.....Chester, VA 23836..... 541-4660

Falling Creek Middle Melanie Knowles 8:25 - 2:55
4724 Hopkins Road Richmond, VA 23234..... 743-3640

Manchester Middle Sarah Fraher 8:25 - 2:55
7401 Hull Street Road Richmond, VA 23235 674-1385

Matoaca Middle Wayne Carter 8:25 - 2:55
20300 Halloway Avenue Matoaca, VA 23803 590-3130

Matoaca Middle East Wayne Carter 8:25 - 2:55
6001 Hickory Road Matoaca, VA 23803 590-3110

Midlothian Middle Dr. Patrick Stanfield..... 8:25 - 2:55
13501 Midlothian Turnpike Midlothian, VA 23113 378-2460

Providence Middle Dr. Derek Wasnock 7:35 - 2:05
900 Starlight Lane Richmond, VA 23235..... 674-1355

Robious Middle Dr. Patrick Held 8:25 - 2:55
2701 Robious Crossing Drive Midlothian, VA 23113 378-2510

Salem Church Middle Dr. Gregory Ecroyd 7:25 - 2:05
9700 Salem Church Road Richmond, VA 23237 768-6225

Swift Creek Middle	Dr. J. Calvin Frye	8:25 - 2:55
3700 Old Hundred Road	Midlothian, VA 23112.....	739-6315

Tomahawk Creek Middle	David Ellena	8:25 - 2:55
1600 Learning Place Loop.....	Midlothian, VA 23114.....	378-7120

Chesterfield County Public Schools
High Schools

School	Principal	Schedule
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Bird High	Dr. Laura Hebert	7:20 - 1:50
10301 Courthouse Road	Chesterfield, VA 23832.....	768-6110

Chesterfield Community High	Dr. Ken Butta	7:20 - 1:50
12400 Branders Bridge Road	Chester, VA 23831	768-6156

Chesterfield Detention Home	Marianne Feeney.....	8:05 - 2:35
9600 Krause Road.....	Chesterfield, VA 23832.....	706-2160

Chesterfield Technical Center	Dr. Colleen Bryant	7:20 - 1:50
10101 Courthouse Road Ext.....	Chesterfield, VA 23832.....	768-6160

Chesterfield Technical Center	David Eshelman	7:20 - 1:50
13900 Hull Street Road	Midlothian, VA 23112.....	768-6160

Clover Hill High	Dr. Deborah Marks	7:20 - 1:50
13301 Kelly Green Lane	Midlothian, VA 23112.....	739-6230

Cosby High	Dr. Brenda Mayo	7:20 - 1:50
14300 Fox Club Parkway	Midlothian, VA 23112	639-8340

James River High	Jeff Ellick	7:20 - 1:50
3700 James River Road	Midlothian, VA 23113	378-2420

Manchester High	Peter Koste	7:20 - 1:50
12601 Bailey Bridge Road	Midlothian, VA 23112.....	739-6275

Matoaca High	Stephen Cunningham	7:20 - 1:50
17700 Longhouse Lane	Matoaca, VA 23803	590-3108

Meadowbrook High	Andrew Mey	7:20 - 1:50
4901 Cogbill Road	Richmond, VA 23234.....	743-3675

Midlothian High	Shawn Abel	7:20 - 1:50
401 Charter Colony Drive	Midlothian, VA 23113	378-2440

Monacan High	William Broyles	7:20 - 1:50
11501 Smoktree Drive	Richmond, VA 23236.....	378-2480

Thomas Dale High	Pamela Lumsden	7:20 - 1:50
3626 W. Hundred Road	Chester, VA 23831	768-6245

Thomas Dale High	Pamela Lumsden	7:20 - 1:50
3626 W. Hundred Road	Chester, VA 23831	768-6245

Special Programs

Head Start	David Williams, Director	9:15 - 3:45
4003 Cogbill Road	Richmond, VA 23234.....	743-3699