Engaging Students: Creating Wonder and Awe
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Welcome to Our School Division

• From the Superintendent
• 2016–2017 School Year
• 2016–2017 Instructional Days
How to Use the Division Handbook

The Loudoun County Public Schools’ Employee Handbook provides alphabetized sections, as well as policy/regulation reference numbers, and a comprehensive index to help the user find information quickly. Alphabetized sections which outline important rules, regulations, policies, and benefits are followed by administrative, classified, and teacher salaries for the year. Policy and/or regulation reference numbers are shown where applicable. These numbers correspond to the specific location in the School Board Policy Manual where an in-depth account of the relevant policy is provided. This handbook provides no expectation of continued employment, is not part of any employment contract, and is not a substitute for a careful reading of all policies and regulations. Contact the Department of Human Resources and Talent Development with questions.

From the Superintendent

Eric Williams, Ed.D.
Superintendent

Having been an employee of the Loudoun County Public Schools for over 2 years now, I can attest to the importance of this 27th edition of our Employee Handbook. It is a valuable resource that I have consulted frequently in order to remain current with new policies, regulations, and benefits information pertinent to our school division and its employees.

The Employee Handbook is designed as a reference guide. Please be sure to consult the School Board Policy Manual located in school facility offices or visit our website at www.lcps.org for the most detailed, up-to-date information pertaining to policies.

Please discuss any questions you have with your immediate supervisor. The Department of Human Resources and Talent Development in the Administration Building is also available to assist. Please contact one of the Human Resources and Talent Development Specialists, Supervisors, or Directors at 571-252-1100 if you have further questions.

If you are a new employee just joining LCPS, welcome. If you are a returning employee or a seasoned veteran who has served our community for a number of years, thank you for your commitment. I look forward to working with all LCPS employees in the coming year as we focus on our mission of empowering all students to make meaningful contributions to the world.
### 2016–2017 School Year

**JULY 2016**

<table>
<thead>
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**AUGUST 2016**

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**MARCH 2017**

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**MAY 2017**

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**JUNE 2017**

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**LEGEND**

- **H** Holiday
- **TI** New to Profession Teacher Institute
- **NH** New Hire Workday
- **SD** In-School Staff Development/School Improvement Day
- **P** Planning/Records/Conference Day
- **CS** County-Wide Staff Development Day
- **MP** Moveable Planning/Records/Conference Day
- **F** First Day for Students
- **L** Last Day for Students

*Eligible Professional Development Exchange Days

### 2016–2017 Instructional Days

**DATE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>August 10-11</td>
<td>New to Profession Teacher Institute</td>
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<tr>
<td>August 12/15-16</td>
<td>New Employee Orientation/Workdays — All Teachers</td>
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<td>August 17-18</td>
<td>New to LCPS</td>
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<tr>
<td>August 19</td>
<td>In School Staff Development — All Teachers</td>
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<tr>
<td>August 22-24</td>
<td>Planning/Records/Conference Day</td>
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<tr>
<td>August 25-26</td>
<td>County-Wide Staff Development — All Teachers</td>
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<tr>
<td>August 29</td>
<td>Planning/Records/Conference Days</td>
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<tr>
<td>September 5</td>
<td>FIRST DAY OF SCHOOL</td>
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<tr>
<td>October 10</td>
<td>Holiday (Labor Day)</td>
</tr>
<tr>
<td>November 4</td>
<td>End of the Grading Period</td>
</tr>
<tr>
<td>November 7-8</td>
<td>Student Holidays (Planning/Records/Conference Days)</td>
</tr>
<tr>
<td>November 23-25</td>
<td>Holiday (Thanksgiving)</td>
</tr>
<tr>
<td>December 22-23</td>
<td>Winter Break (Classes Resume January 3)</td>
</tr>
<tr>
<td>January 2</td>
<td>Holiday (Martin Luther King Jr. Day)</td>
</tr>
<tr>
<td>January 26</td>
<td>End of Grading Period</td>
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<tr>
<td>January 27</td>
<td>MOVEABLE STUDENT HOLIDAY*</td>
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<tr>
<td>February 20</td>
<td>Holiday (Presidents’ Day)</td>
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<tr>
<td>April 6</td>
<td>End of Grading Period</td>
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<tr>
<td>April 7</td>
<td>Student Holiday (Planning/Records/Conference Day)</td>
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<tr>
<td>April 10-14</td>
<td>Holiday (Spring Break)</td>
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<td>May 29</td>
<td>Holiday (Memorial Day)</td>
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<tr>
<td>June 9</td>
<td>LAST DAY OF SCHOOL/End of Grading Period</td>
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<tr>
<td>June 12-13</td>
<td>Planning/Records/Conference Day</td>
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**NOTE:** Parents with child care or other weekday scheduling concerns — Dates of the Moveable Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

**9 WEEK GRADING PERIOD ENDING DATE**

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<th>DATE</th>
<th>DAYS</th>
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<td>January 26, 2017</td>
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<td>April 6, 2017</td>
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<td>June 9, 2017</td>
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</tbody>
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Employee Handbook 2016–2017
Board Members/Times

- School Board Members
- Opening and Dismissal Times
School Board Members

ASHBURN
Eric D. Hornberger
Chairman
571-291-5685
Eric.Hornberger@lcps.org

BLUE RIDGE
Jill A. Turgeon
Member
571-420-3818
Jill.Turgeon@lcps.org

AT-LARGE
Beth Huck
At-Large Member
571-528-9540
Beth.Huck@lcps.org

ALGONKIAN
Debbie K. Rose
Member
571-439-9651
Debbie.Rose@lcps.org

BROAD RUN
Joy Maloney
Member
571-577-0439
Joy.Maloney@lcps.org

CATOCTIN
Eric DeKenipp
Member
571-528-9640
Eric.DeKenipp@lcps.org

DULLES
Jeff E. Morse
Member
571-420-2243
Jeff.Morse@lcps.org

LEESBURG
Tom Marshall
Member
571-528-9610
Tom.Marshall@lcps.org

STERLING
Brenda Sheridan
Vice Chairman
571-233-0307
Brenda.Sheridan@lcps.org

Opening and Dismissal Times

<table>
<thead>
<tr>
<th>ELEMENTARY SCHOOLS</th>
<th>CLASSES START</th>
<th>CLASSES DISMISSED</th>
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<tbody>
<tr>
<td>Aldie ES</td>
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<td>Algonkian ES</td>
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<tr>
<td>Arcola ES</td>
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<tr>
<td>Ashburn ES</td>
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<tr>
<td>Ball's Bluff ES</td>
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<td>Banneker ES</td>
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<tr>
<td>Belmont Station ES</td>
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<tr>
<td>Buffalo Trail ES</td>
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<tr>
<td>Cardinal Ridges ES</td>
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<td>Creighton's Corner ES</td>
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<td>Kenneth W. Culbert ES</td>
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<td>Discovery ES</td>
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<td>Dominion Trail ES</td>
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<td>Frederick Douglass ES</td>
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<td>Emerick ES</td>
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<td>Evergreen Mill ES</td>
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<td>Forest Grove ES</td>
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<td>Guilford ES</td>
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<tr>
<td>Hamilton ES</td>
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<tr>
<td>Hillsboro Charter Academy</td>
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<td>Hillside ES</td>
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<tr>
<td>Horizon ES</td>
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<tr>
<td>Hutchison Farm ES</td>
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## Opening and Dismissal Times (Continued)

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<td>Liberty ES</td>
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<td>Lincoln ES</td>
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<td>Little River ES</td>
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<td>Waterford ES</td>
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<td>Eagle Ridge MS</td>
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<td>J. Michael Lunsford MS</td>
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<td>River Bend MS</td>
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<td>Seneca Ridge MS</td>
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<td>J. Lupton Simpson MS</td>
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<td>Smart’s Mill MS</td>
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<td>Trailside MS</td>
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<td>Briar Woods HS</td>
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<td>Broad Run HS</td>
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<td>John Champe HS</td>
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<tr>
<td>Douglass School</td>
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<tr>
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<tr>
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<tr>
<td>Stone Bridge HS</td>
<td>9:00</td>
<td>3:48</td>
</tr>
<tr>
<td>Tuscarora HS</td>
<td>9:00</td>
<td>3:48</td>
</tr>
<tr>
<td>Woodgrove HS</td>
<td>8:55</td>
<td>3:43</td>
</tr>
</tbody>
</table>
Employee Information

- Regulations
- Policies
ABSENCE FROM WORK
When schools are in session, Division employees are responsible for the safety and supervision of students. During severe weather conditions or emergency situations, no employee is authorized to leave his/her assigned duties until these responsibilities have been fulfilled as determined by the principal or immediate supervisor.

Employee Responsible to Obtain School Opening and Closing Information
When severe weather or emergency conditions exist, the Division Superintendent decides to close or to continue operating the schools. This decision is based primarily on student safety and welfare. While schools are in session, the decision is communicated by telephone to the principal. When such conditions occur during hours other than school hours, the decision is communicated over local radio and television stations, as well as the Loudoun County Public Schools’ website—www.lcps.org. Weather-related closing and delay messages are also sent using the Connect-Ed Phone Messaging System.

ACCEPTABLE USE (P3060)
Loudoun County Public Schools (LCPS) Department of Technology Services (DTS) provides access to an extensive array of Local Area Network/Wide Area Network (LAN/WAN) and web-based services and applications to staff and students. These network and Internet resources support the delivery of the division’s program of studies, the Virginia Standards of Learning, and also assist with and enhance innovative instruction and educational excellence. Staff reviews network and Internet resources used in instruction.

A. Training and Access
Students and staff are provided with instruction on social and ethical issues of Internet use including copyright, plagiarism, and Internet safety and security. Additionally, students and staff are provided with instruction on the use of portable communication or privately owned electronic devices in the classroom.

These devices include, but are not limited to: laptops, netbooks, tablets, iPads, e-readers and handheld gaming devices.

1. Training includes:
   a. Internet safety review for students.
   b. Internet safety lessons integrated into instruction by classroom teachers and library/media specialists.
   c. Multimedia reminders of Internet safety and ethical behavior including safe use of portable communication or privately owned electronic devices used for instruction.

2. Under the terms and conditions stated in this Acceptable Use Policy (AUP), all authorized users have access to:
   a. Productivity and instructional applications via the Local Area Network (LAN).
   b. Virtual classroom instruction via distance learning services.
   c. Web-based electronic research and instructional services via the Wide Area Network (WAN).
   d. Internet access to news, LCPS and public library access to print and multimedia assets, and content-rich activities available from sites across the World Wide Web.
   e. Electronic communication locally, regionally and globally, including but not limited to electronic discussion groups, email, video conferences and white-board communications.
   f. Public domain multimedia files.

3. Requirements for Access:
   a. Every student using the LCPS network services, web-based resources and the Internet must have a parent/guardian signature on the “Student/Parent Technology Usage Form.” The form, contained in the Student Rights and Responsibilities (SRR&R) handbook, must be signed and returned to the school annually.
   b. Every student will receive internet safety instruction annually.
   c. Parents/guardians may revoke/reinstall access at any time after signing the opt-in form on the Student/Parent Technology Usage Form. This form is available at every LCPS school or on the website.
   d. Employee users will sign the Employee Handbook Acknowledgment Form.

B. Use of Network Services and the Internet is a Privilege, Not a Right
System users have no right of privacy or expectation of privacy for any activities conducted on any division computer system or the network, including but not limited to email or materials sent, received and/or stored on any division system. The LCPS website is not a public forum or a limited public forum for any purposes.

Division officials reserve the right to monitor and record all user activity. Any evidence of violation of this AUP, the Employee Handbook, School Board policy, or the Student Rights and Responsibility Handbook will be provided to division administrators and may result in disciplinary action including the loss of privileges to use LCPS technology resources, suspension, or expulsion. Any evidence of the use of LCPS technology resources in violation of local, state or federal law, may result in disciplinary action and/or criminal prosecution. Electronic communications received or sent by School Board members shall not be viewed or accessed by any LCPS employee, without expressed school board member permission, or as may be necessary to comply with the Virginia Freedom of Information Act (VFOIA) or with a lawfully issued subpoena or court order. School Board members shall be notified when their emails are accessed by LCPS staff, unless circumstances warrant otherwise (i.e., a law enforcement action or investigation which may be compromised by notifying the School Board member). This shall not prevent DTS staff from performing routine file, data, and system maintenance.

c. Parents/guardians may revoke/reinstall access at any time after signing the opt-in form on the Student/Parent Technology Usage Form. This form is available at every LCPS school or on the website.

c. Remain cognizant of the latest developments in Internet vulnerabilities, legal issues and capabilities related to instruction and impact on division students.

d. Provide professional development for all staff on the social and ethical issues of Internet use including copyright, fair use and plagiarism, and Internet safety and security.

e. Review this policy every two years.

f. Assess the need for community outreach related to Internet use and safety issues.

g. Provide frequent information related to Internet safety and security to parents and the community via available public media sources.

h. Block or filter internet access to pornography or obscenity.

i. Ensure that as appropriate, LCPS websites and applications protect student privacy by using encryption methodologies that meet and/or exceed accepted industry standards.

2. User Privileges
a. Students and staff may make use of all district technology, software and network services for approved instructional purposes such as research, communication and production only as provided by this policy. Projects and assignments may be posted electronically and could include personally identifiable information that may be classified as an educational record under FERPA (Family Education Rights and Privacy Act). Efforts will be made to restrict the amount of personally identifiable information
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when communicating electronically over the Internet. Assignments and activities conducted online may receive teacher comments, grades or evaluations; under no circumstances will comments, grades or evaluations be posted publicly.

b. Students and staff may access information from outside resources via the Internet that facilitates or supports learning and educational activities. During school hours or when using school equipment, student Internet use must occur in a supervised environment and students must use the wireless access provided by LCPS so that the LCPS internet filters properly block certain material as required by law.

c. Students and staff may download and transfer data files necessary for approved daily instruction over the network provided that such activity does not violate copyright or other laws, does not alter programs or other quality of LCPS technology, no fees are incurred, and/or no freeware, shareware, games or other executable files are placed on the school division network.

d. Students may use portable communication or privately owned electronic devices for instructional activities as directed by school staff and as set forth in this policy.

3. User Responsibilities

a. Any user under age 18 must have a parent/legal guardian sign this agreement prior to first use of any network service or Internet access. Users age 18 or older must sign this agreement prior to first use of any network service or Internet access.

b. Users must maintain the privacy and security of passwords and accounts and shall not share their passwords or network access with other users. Users shall not attempt to learn another user’s password, access another user’s account or impersonate another user on the network.

c. Users may not operate any division technology for commercial use, personal gain or product advertisement.

d. Users shall not be connected to the school division’s network through an Ethernet patch cable.

e. Users shall respect the property of others. Users shall not access, modify or delete any network files, documents, applications or data files belonging to others. Vandalism, defined as a malicious attempt to harm or destroy another user’s data or network service, will result in cancellation of privileges and disciplinary action.

f. Users should use caution in forwarding emails to persons outside of the school system to ensure student privacy and to protect personally identifiable information.

g. Users shall not attach unauthorized equipment to the network that serves the data and voice systems without express authorization in writing from DTS. (Televisions and VCRs may be attached to the cable TV distribution system without express authorization.) Data connection prohibitions include but are not limited to computer workstations, laptops/notebooks/tablet PCs, file servers, printers, networkable scanners, network switches or hubs, routers, smart/cell phone combination units and all other wired or wireless devices. This prohibition includes connecting to the network via a non-LCPS supported wireless access point.

h. Users shall utilize proper network and email etiquette. Harassment, discriminatory remarks, hate mail and threats, obscene or vulgar language, and conduct prohibited by the Student Rights and Responsibilities Handbook, the Employee Handbook, School Board policy, or by law are prohibited in email or other electronic communications. Users shall not use LCPS equipment or technology to send, receive, view or download illegal material. Students shall be prevented from having access to material deemed harmful to juveniles as defined by law.

i. Users shall properly use and care for all hardware and ancillary computer and network equipment available for use at any division site. Vandalism or destruction of any technology or related component will result in cancellation of privileges, disciplinary action and restitution to the school division.

j. Users shall be responsible for all material in his/her network account and agree to maintain the account free from pornographic, undesirable or inappropriate materials, files or emails. Users shall prevent such materials from entering the network via the Internet or other source. Personal software may not be installed on any division hardware. Users shall adhere to the Copyright Act of 1976. Transmission of any material in violation of federal or state law or regulation is prohibited and will be dealt with according to criminal statutes and the Student Conduct Code.

k. Any staff member or student who gains access to inappropriate or undesirable Internet materials, becomes aware of a network or hardware security problem, copyright or fair use infringement, or any Internet safety issue shall immediately notify DTS or Department of Instruction for assistance.

l. Users shall be cautious when opening suspicious email or other file attachments from unknown sources to prevent virus, malware, and other malicious attacks that could compromise the network.

C. Safeguards

The Loudoun County Public Schools will take precautions to restrict access to undesirable or inappropriate materials using firewalls, encryption schematics and filtering applications and other security measures as well as provide error-free, dependable access to electronic resources via the LAN. Division teachers and staff will monitor user activity in classrooms, labs and libraries and will pursue appropriate disciplinary actions based on the Student Rights and Responsibilities Handbook or criminal statutes as appropriate for any violations of this AUP. Appropriate and safe use of the Internet is the responsibility of students, parents and Loudoun County Public Schools staff.

D. Disclaimer

The Loudoun County Public Schools makes no warranties of any kind, expressed or implied, for the network services it provides. LCPS is not responsible for any damages users may incur, including loss of data due to delays, non-deliveries, mis-deliveries, equipment failures or service interruptions. LCPS is not responsible for the accuracy, nature or quality of information generated from the Internet. LCPS is not responsible for personal property used to access division hardware or networks or the Internet or for any financial obligations resulting from Internet access provided by the division.

E. External Links

1. Purpose.

It is useful to parents, students and staff for links to be included on the LCPS website to websites outside LCPS’s control. The LCPS website is not a public forum or a limited public forum for any purposes. Links to external websites from the LCPS website are established and maintained in accordance with these guidelines and must serve the educational mission of the school division. This policy provides reasonable guidelines which are viewpoint neutral on when and how links to external sources are permitted. Links to external websites may only be requested by teachers, principals, senior staff, superintendent’s cabinet, and School Board members. LCPS shall warn all users when leaving the
F. Forms and Violations

1. Student and parents will sign annually the attached Student/Parent Technology Usage Form which can be found in the Students’ Rights & Responsibilities Handbook. Violations by students may result in discipline up to and including suspension or expulsion as well as possible criminal prosecution.

2. Employees will sign annually the Employee Handbook Acknowledgment Form. Violations by employees could result in discipline up to and including termination and/or possible criminal prosecution.

ACCIDENTS AND INJURIES (P7-48)

All personnel should ensure that steps are taken to prevent accidents and injuries. If an adult or student accident does occur, state liability regulations require that the principal be notified immediately. The school will attempt to notify the student’s parents and/or the adult’s designee without delay.

Statutory Workers’ Compensation benefits cover injuries resulting from accidents arising out of or sustained in the course of employment. In all instances, employees and/or supervisors must immediately report injuries and safety issues to the Retirement & Disability Programs Division at 571-252-1690.

AMERICANS WITH DISABILITIES ACT (ADA) NON-DISCRIMINATION ON THE BASIS OF DISABILITY

LCPS is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in employment or the provision of services. It is the intent of LCPS to make our employment, programs, services, facilities, activities, and accommodations in the school system accessible to all persons.

If a disability prevents you from fully performing your duties or using our facilities or having access to our programs, services, or activities, you are encouraged to contact the Retirement and Disability Specialist responsible for compliance with the Americans with Disabilities Act (ADA).

More information is available from: Retirement & Disability Programs Business and Financial Services 21000 Education Court Ashburn, VA 20148 571-252-1690

ANNUAL LEAVE SCHEDULE (P7-68)

Administrative Personnel (P7-68)

New hire administrators will be advanced annual leave (depending on the date of hire). Thereafter, annual leave will be advanced in July of each year.

Administrative personnel shall earn annual leave as follows:
- 20 days for the first and second years of employment
- 21 days after two (2) years of service
- 22 days after four (4) years of service
- 23 days after six (6) years of service
- 24 days after eight (8) years of service

Annual leave will be prorated based on the number of contract/assignment days actually worked after July 1 of the current school year.

Full-Time Twelve (12) Month Classified Personnel (P7-68)

A new hire employee in a twelve-month position earns one day of annual leave a month (depending on date of hire) for the first six (6) consecutive months of employment for a maximum of six (6) days. At the completion of six (6) months, the remainder of the first year’s annual leave will be advanced. Thereafter, annual leave will be advanced in July of each year. One additional day is earned for each additional year of service up to the thirteenth (13th) year. A maximum of twenty-four (24) days of annual leave may be earned per year after the 13th year of service.

Annual leave for a person hired after the first working day of the month is prorated according to the number of days actually worked in the month.

CHILD ABUSE AND NEGLECT (P7530)

Duty to Report

Pursuant to the Code of Virginia 63.2-1509 et seq., any person employed in the Loudoun County Public Schools who, in his or her professional or official capacity, has reason to suspect that a child is an abused or neglected child pursuant to the Code of Virginia 63.2-100, shall report the matter immediately in accordance with this policy.

A. Reporting Requirements

1. Any teacher or other school employee who has reason to suspect abuse or neglect of a child shall immediately report it to:
   a. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, who shall make such report forthwith.
   b. The principal, or his/her designee, or supervisor of the department, that makes the report to the local or state agency, that makes the report to the local or state agency.

2. If any principal is suspected of abuse or neglect of a child by an employee who has reason to suspect abuse or neglect of a child shall immediately report it to:
   a. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, who shall make such report forthwith.
   b. The Virginia Department of Social Services toll-free child abuse and neglect hotline if the employee has reason to suspect abuse or neglect during his or her working hours. In addition, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, must also be notified of the report.
employee who has this suspicion shall report it to the division superintendent, or his/her Department for Human Resources and Talent Development designee, who shall report it to the local or state department of social services.

B. Principal, his/her Designee, or Supervisor of the Department Responsibilities

1. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall report the suspected abuse or neglect by a non-LCPS employee to the local or state department of social services. Upon making such report, he/she shall also inform the division superintendent’s Department of Instruction designee.

2. If any LCPS employee is suspected of abuse or neglect of a school child, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall report it to the division superintendent’s Department of Human Resources and Talent Development designee and to the local or state department of social services.

3. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, is responsible for ensuring that all personnel are fully informed of their responsibilities under the law and the procedures of this policy. Notice of the duty to report suspected child abuse or neglect shall be posted in each school pursuant to Code of Virginia 22.1-291.3. The notice of the duty to report posting shall state that:
   a. any teacher or other person employed in a public or private school 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; and
   b. 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. The notice shall also include the Virginia Department of Social Services’ toll-free child abuse and neglect hotline.

C. Records

The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall, upon request, make available to the child protective services worker any school records or reports which document the basis of the report. The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental consent unless the Child Protective Services worker has a court order to review the record or unless release without parental consent would not violate FERPA. In a health or safety emergency situation, the school could provide access to the record. The school principal will determine what constitutes an emergency in accordance with Board Policy 8-74(E).

D. Memorandum of Understanding

A written interagency agreement between the local department for social services and the Board shall be adopted as a protocol for investigating child abuse and neglect reports.

CLASSIFIED EMPLOYEE DISMISSAL AND DEMOTION GRIEVANCE PROCEDURES (7-6)

The procedure by which a classified employee dismissal or demotion is processed by Loudoun County Public Schools is in accordance with the Code of and adopted by the Loudoun County School Board. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment or expectation of continued employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board’s exclusive final authority over the management and operation of the school division. Please see Policy 7-6 for further information. If you have questions, please contact the Department of Human Resources and Talent Development.

CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT (P7540)

The Board will not hire or continue the employment of any employees that are determined to be unsuited for service by reason of criminal conviction or founded complaints of child abuse and neglect.

A. Applicants for Employment

1. All applicants for employment, whether full-time or part-time, permanent or temporary, shall be subject to a background investigation, which includes a check of employment history as well as a release of criminal and investigatory information possessed by any state, local or federal agency. Other areas of inquiry shall include criminal convictions, involvement in drug/alcohol abuse, and a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

2. All applicants for employment, whether full-time or part-time, permanent or temporary, shall certify:
   a. That the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and
   b. Whether the applicant has been convicted of a crime of moral turpitude and if so convicted, the applicant shall provide full particulars thereof.

3. All such applicants for employment shall certify that the applicant has not been the subject of a founded case of child abuse and neglect.

B. Criminal Convictions

All applicants who are offered or accept employment with the Loudoun County School Board shall submit to fingerprinting and shall provide personal descriptive information to be forwarded along with the applicant’s fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation.
for the purpose of obtaining criminal history record information regarding such applicant. Satisfactory report of this record check is a condition of employment.

C. Founded Complaints of Child Abuse and Neglect

1. All applicants who are offered or accept employment shall provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services. In addition, where the applicant has resided in another state within the last five years, the school board shall require as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. Satisfactory reports of these registry searches are a condition of employment.

2. If the information obtained pursuant to section D of this policy indicates that the applicant or employee is the subject of a founded case of child abuse or neglect, such applicant or employee shall be denied employment, or the employment shall be rescinded.

D. Any person making a materially false statement regarding his or her criminal history or child abuse record shall be subject to denial of employment, or dismissal if already employed; further a materially false statement as to a criminal offense may constitute a crime.

E. The Division Superintendent shall inform the School Board of any notification of arrest of an employee received pursuant to Virginia Code 19.2-63.1.

DRUG- AND ALCOHOL-FREE WORKPLACE (P7550)
The Loudoun County School Board is committed to maintaining a Drug- and Alcohol-Free Workplace.

A. On School Board Property or at School Activities

It is the policy of the Loudoun County School Board to prohibit employees from being under the influence of and to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises, at any school activity, on any school-sponsored field or foreign trip and on or in school buses and vehicles.

B. Off School Board Property

The sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off School Board property which affects an employee’s ability to perform his/her duties, or which generates publicity or circumstances which adversely affect the school division, its employees, or students shall be grounds for discipline up to and including termination.

C. Enforcement

1. The above prohibitions also cover the misuse/abuse of all legal, prescription drugs, “over the counter” drugs or any other substance which impair an employee’s ability to perform his/her job safely or properly.

2. Violations may result in discipline up to and including termination and/or the requirement to participate in a drug or alcohol abuse assistance and rehabilitation program. In addition, School Board Policy 7-15, Drug and Alcohol Testing for Employees Required to Hold a Commercial Driver’s License (CDL), provides more extensive requirements for employees required to have a CDL.

D. Notification to School Board

Employees who are criminally convicted of any drug or alcohol offense must notify in writing the Department of Human Resources and Talent Development immediately, but not later than, five calendar days after such conviction. Within 30 calendar days of learning of the conviction, appropriate disciplinary action up to and including termination may be taken and/or the employee may be required to satisfactorily participate in a drug or alcohol abuse and rehabilitation program approved under federal, state or local law or regulations.

E. Employee Awareness Program

An employee awareness program will provide employees information on the dangers of drug and alcohol use/abuse, the provisions of this policy, the availability of the Employee Assistance Program for help and the disciplinary repercussions for violations of this policy. Information will be provided in the annual employee handbook, new employee orientation and periodic reminders.

F. Monitoring and Reporting

All supervisors are required to observe, monitor, and take effective action to detect and address alcohol and drug use and abuse among employees. All employees who reasonably suspect alcohol or drug use or abuse by co-workers on school board property or at school activities shall report their observations to their own Supervisors. Supervisors shall immediately notify the Assistant Superintendent of Human Resources and Talent Development if a violation is suspected.

G. Distribution of Policy

All employees shall be provided access to the electronic copy of the employee handbook which will contain information about this policy.

DRUG AND ALCOHOL AWARENESS

The source of the following information is the National Council on Alcoholism and Drug Dependence, Inc. (NCADD).

Two specific kinds of alcohol use/abuse behavior significantly contribute to the level of work-performance problems: drinking right before or during working hours (including drinking at lunch and at company functions) and heavy drinking the night before that causes hangovers during work the next day.

Impact of alcohol use/abuse in the workplace can include — Premature death, fatal accidents, higher injury and accident rates, increased absenteeism and use of extra sick leave, and loss of production.

Additional problem areas can include — Tardiness/sleeping on the job, theft, poor decision making, loss of efficiency, lower morale of co-workers, increased likelihood of having trouble with co-workers/supervisors or tasks, higher turnover, training of new employees, and disciplinary procedures.

According to NCADD Affiliates that provide Employee Assistance Program (EAP) services, the following job performance and workplace behaviors may be signs that indicate possible workplace drug problems:

Job Performance — Inconsistent work quality, poor concentration and lack of focus, lowered productivity or erratic work patterns, increased absenteeism, unexplained disappearances from the jobsite, carelessness, mistakes, errors in judgment, needless risk taking, disregard for safety for self and others, on the job and off the job accidents, extended lunch periods, and early departures.

Workplace Behavior — Frequent financial problems, avoidance of friends and colleagues, blaming others for own problems and shortcomings, complaints about problems at home, deterioration in personal appearance or personal hygiene, complaints, excuses, and time off for vaguely defined illnesses or family problems.
Information regarding LCPS EAP Services, including contact information, is located under the FRINGE BENEFITS section of the employee handbook.

ELECTIVE DEFERRAL PLANS (P7-47)
All employees may participate in the LCPS 403(b) and 457 Elective Deferral plans.

EMPLOYMENT PERIODS
Contracts or assignment letters are issued for various periods of time as determined by the requirements of specific positions and assignments. Information relevant to contract or assignment terms is shown in the table on page 50.

All classified employees are employed “at will” and do not have an expectation of continued employment or employment for a definite period. The employment periods stated in this handbook are informational only and confer no right or entitlement to continued employment for a specific duration.

EQUAL OPPORTUNITY (P7-1)
The Loudoun County School Board is an Equal Opportunity Employer. It is the policy of the School Board to conform to the laws of the United States and the Commonwealth of Virginia and not discriminate against qualified applicants or employees on the basis of race, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability, or genetic information.

Loudoun County Public Schools is committed to making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School Division.

All students attending Loudoun County Public Schools may participate in education programs and activities, including but not limited to health and physical education, music, vocational, and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, religion, age, disability, or sex.

Specific complaints of alleged discrimination under Title IX (sex) should be referred to:

TITLE IX COORDINATOR
Dr. Kimberly L. Hough
Assistant Superintendent for Human Resources and Talent Development
21000 Education Court
Ashburn, VA 20148
571-252-1100

Specific complaints of alleged discrimination under Title IX, Section 504, should be referred to:

SECTION 504 COORDINATOR
John J. Lody
Director of Diagnostic & Prevention Services
21000 Education Court
Ashburn, VA 20148
571-252-1013

Information regarding sexual harassment is included under the Sexual Discrimination/Harassment section.

EVALUATION (P7-21)
Employees are formally evaluated as described in their appropriate evaluation manuals.

The evaluation process for teachers and all other licensed personnel on continuing contract is generally completed every three years and follows the procedures established by the State Board of Education to implement the Standards of Quality. (Refer to appropriate evaluation manual.)

(P7-53) Any employee who fails to receive a satisfactory evaluation shall not receive a “step increase” in pay the next year.

FRINGE BENEFITS
In order to facilitate customized communications, personal identifying information for employees and their dependents may be shared with approved service providers. Transmission of all information exchanges will be governed by Code of Virginia and applicable federal regulations.

Direct Deposit Plan (P7620)
All employees will have their paychecks electronically deposited in the bank of their choice or on a pay card.

Pay Schedule (P7620)
All staff: will receive semi-monthly installments based on a predetermined, published calendar, for services rendered.

Employee Assistance Program
Loudoun County Public Schools offers an employee assistance program to all employees.

Program Highlights:
• 24-hour telephone service for arranging appointments (1-800-327-7272)
• Services to family members as well as employees
• Workshops on relevant topics, such as the role of the single parent, job stress, family disorders, and financial management
• Newsletters and flyers

Appointments with a professional counselor may be made by calling the 24-hour telephone service. For further information on the Employee Assistance Program, please contact Retirement & Disability Programs Division at 571-252-1690.

Flexible Benefits Plan
A flexible benefits plan is available to full-time employees. This plan allows for pre-tax payroll deductions for:

• Flexible Spending Accounts
  o Dependent Care Expense Reimbursement Account
  o Healthcare Expense Reimbursement Account
• Health Insurance Premiums

Upon initial eligibility, you must file the appropriate election form(s) within 45 days. As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Exceptions would be made for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:
• Change in legal marital status
• Birth or adoption of dependent
• Death of dependent
• Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The information provided above is considered summary. Administration of the Flexible Benefits Plan will be governed by the details set forth in the Plan Document — available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Flexible Spending Accounts
Full-time employees may choose to enroll in a Healthcare Expense Reimbursement Account and/or Dependent Care Expense Reimbursement Account. Once enrolled in one or both of these Accounts, you can pay for eligible healthcare and dependent care expenses with pre-tax dollars.

The effective date of coverage for a new hire of a newly full-time employee will be the 1st of the month following the later of:
• The date of full-time hire/assignment; or
• The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Exceptions would be made for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits.
and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:
• Change in legal marital status
• Birth or adoption of dependent
• Death of dependent
• Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:
• The date the employee incurs a qualifying change in the family, dependents or employment status; or
• The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption.

The information provided above is considered summary. Administration of the Flexible Spending Accounts will be governed by the details set forth in the Flexible Benefits Plan Document — available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness and Benefits at 571-252-1810.

**Group Life Insurance**
This insurance is available only to VRS members and is mandatory. The premium will be paid by the School Board as a fringe benefit.

**Liability Insurance**
Loudoun County Public Schools provides extensive liability and other insurance coverage for all employees and authorized volunteers.

**General and Professional Liability — Insurance coverage is provided by LCPS as per the following:**

1. **Persons Covered:** Board members, employees, student teachers, and authorized volunteers.
2. **Persons Not Covered:** Volunteers acting in their capacities as medical professionals, students, organizations, and other entities (such as parent-teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply.

**Vehicle Liability Insurance — Coverage for vehicle risk exposures is provided by LCPS as per the following:**

1. **Persons Covered:** Board members, employees, and authorized volunteers all while using, with permission, vehicles owned, hired, or borrowed by the School Board. In addition, covered persons using privately owned vehicles on official School Board business are insured for liability on an excess basis, over and above the insurance protection on the privately owned vehicle used.
2. **Persons Not Covered:** Students, organizations, or other entities (such as parent-teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply.

**Important Note —** All inquiries from citizens, parents, and students concerning reimbursement for expenses because of school-related accidents should be referred to Business and Financial Services. No employee or volunteer may ever agree, on behalf of the School Board, to pay any expenses or attempt to evaluate liability for any incident. All claims against Loudoun County Public Schools are investigated by professional claims adjusters, and persons making claims are officially notified of the results of these investigations.

**Employee’s Possessions**
Loudoun County Public Schools has no responsibility for an employee’s personal belongings he/she brings to work. When an employee brings personal items to the work site, the employee is accepting responsibility for the items. If an employee’s personal materials are stolen or damaged at the work site, they will not be replaced by the school system. For detailed explanation, secure an Insurance Facts Brochure from the Department of Business and Financial Services.

**Health Insurance (P7-49)**
Health insurance coverage will be provided for eligible employees. You are considered eligible if you are:
• Grandfathered as a result of a FT status on June 30, 2013, or
• Hired full-time on or after July 1, 2013

Upon initial eligibility, you must file the appropriate election form and supporting documentation within 45 days.

The effective date of coverage for a new hire or a newly full-time employee will be the 1st of the month following the later of:
• The date of benefits-eligible hire/assignment;
• The date the employee submits a completed and signed Health Insurance Enrollment/Change Form with the appropriate documentation of spouse/dependent’s relationship.

The Board will make a monthly contribution toward payment of the premium. Premiums are deducted on a pre-tax basis.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events providing that the appropriate election form and supporting documentation is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:
• Change in legal marital status
• Birth or adoption of dependent
• Death of dependent
• Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:
• The date the employee incurs a qualifying change in the family, dependents or employment status; or
• The date the employee submits a completed and signed Health Insurance Enrollment/Change Form and the corresponding supporting documentation.

The effective date of coverage for a child added to the plan following birth or adoption will be the date of birth, adoption or placement for adoption.

By applying for membership in the health plan you agree, for yourself and your eligible dependents, to abide by the rules and regulations of the health plan and certify that all information provided through the enrollment process is true and correct — and acknowledge that your benefits could be affected if this is not the case. Additionally, LCPS reserves the right to deduct from your wages/compensation the appropriate premium to provide your health insurance coverage and, further, to deduct from your paycheck and/or bill you for any missed health insurance premiums. Your coverage may be cancelled if premiums are at any time deemed uncollectible by LCPS.

The information provided above is considered summary. Administration of the Health Insurance Program is governed by the details set forth in the Health Insurance Plan Document — available on the Employee Health, Wellness and Benefits website. If you have questions or would like to request a copy of this Document, please contact Employee Health, Wellness & Benefits at 571-252-1810.

**Short-Term Disability**
Loudoun County Public Schools offers a short-term disability plan for full-time employees. After a 20-day elimination period, this plan provides a maximum disability benefit of 60 percent of income for up to 10 weeks. The School Board pays for the full cost of this
insurance. Questions about Short-Term Disability should be directed to the Retirement and Disability Programs Division at 571-252-1690.

Employees enrolled in the VRS Hybrid plan are covered under the provisions of that plan for short-term disability. Please view the information at www.varetire.org/Hybrid Retirement Plan.

Donated Family Sick Leave Bank (P7-66)
A Donated Family Sick Leave Bank is available to all full-time employees to be used when long-term illness or a serious health condition occurs for a spouse, child, or parent of the employee and requires the absence of the employee. Participation is voluntary. A maximum of 30 working days each school year can be drawn by any one member. To be eligible to withdraw sick days from the bank, an employee must have elected to enroll, be out of work 30 work days and have exhausted all leave.

Tuition Refund Program (P7-45)
The tuition refund program is available annually pending budget approval. Please see the appropriate supervisor for more information.

Voluntary Employee Benefits
Loudoun County Public Schools offer voluntary benefits in which employees may participate, such as, but not limited to:

- Apple Federal Credit Union
- Loudoun Credit Union
- Health Insurance Package
- Loudoun Education Association
- 403(b) Elective Deferral Plan
- United Way Contributions
- Flexible Benefits Plan
- CIGNA Critical Illness Policy
- CIGNA Accidental Illness Policy
- Principal Dues
- Virginia Prepaid Education Plan
- Virginia Education Savings Trust
- Long-Term Care Insurance
- 457 Elective Deferral Plan

Please contact Employee Health, Wellness & Benefits Div. at 571-252-1810.

- VRS Optional Life Insurance
- Long-Term Disability
- Please contact Retirement & Disability Programs at 571-252-1690.

Employees’ Responsibility to General Safety and Accident Prevention
Accident prevention is important. Safety is everyone’s responsibility. No one wants to be injured.

Loudoun County Public Schools can be a safer place to work if you do your part.

- Follow the rules
- Report all injuries IMMEDIATELY
- Avoid horseplay
- Don’t take shortcuts
- Wear personal protective equipment
- Wear clothing appropriate for the job
- Keep tools in good repair, use the proper tool for the job and use it safely
- Don’t tamper with machine guards. Keep revolving parts shielded when machinery is in operation
- Maintain good housekeeping
- Read and understand Material Data Safety Sheets when working with chemicals
- Do not undertake a task that appears to be unsafe. Do not use hazardous materials without knowing and understanding the hazards, the proper way to handle the material, and the emergency procedures
- Report all unsafe and hazardous conditions
- Maintain a safe attitude
- Take advantage of Employee Assistance Program professionals when necessary. Concentration on safety is difficult when you are struggling with personal problems
- Use proper lifting and carrying positions at all times when moving materials/equipment; bend your knees and lift with your legs

- Watch for slippery walking surfaces or obstacles that may cause a fall
- Don’t substitute extension cords for required wiring
- Use vehicle safety belts
- Do not block emergency equipment or exits

When weather conditions are icy/snowy:
- Wear shoes with good traction
- When exiting your vehicle, use its doors to help support your weight. If you lose your footing you may be able to catch yourself and keep from falling.
- Stay on designated paths; don’t take short cuts through piles of snow or use uncleared/untreated areas

Workers’ Compensation
All employees of the Loudoun County School Board are covered by Workers’ Compensation insurance as provided by Virginia State Law §65.2-100 et seq.

Any employee injury or illness sustained directly in the performance of employment duties must be immediately reported to the appropriate supervisor.

The First Report of Injury shall be completed by the supervisor or designee using PMA’s CINCH online system.

NOTE—If the injury or illness is an emergency, please either call 911 immediately or go to the nearest Emergency or Urgent Care facility. Loudoun County Public Schools requires that all employees injured during work activities choose a treating physician from the LCPS Authorized Panel of Physicians and Treatment Facilities list. This listing may be obtained from the site supervisor or found on the Retirement & Disability Programs Division website.

Furlough (P7-71)
The Loudoun County School Board adopted Policy 7-71 at its April 27, 2010 School Board Meeting. This policy provides guidelines for adoption and implementation of School Board-approved furlough days. A furlough requires employees to take unpaid leave when they would have otherwise worked and been paid. In the event that furlough days are approved by the School Board, implementation will be in accordance with this policy, the Federal Fair Labor Standards Act, and the Virginia Administrative Code.

GRIEVANCE PROCEDURE (P7-4)
The procedure by which a grievance is processed by Loudoun County Public Schools was prescribed by the Code of Virginia and the Virginia Board of Education and adopted by the Loudoun County School Board. It provides an orderly procedure for resolving disputes concerning local School Board policies, rules, and regulations as they affect the work of employees, and disciplinary actions which include dismissal.

Please see Policy 7-4 Appendix A for appropriate forms. If you have questions, please contact the Department of Human Resources and Talent Development.

Representation in meeting with the immediate supervisor is not allowed unless the supervisor agrees or unless the employee is in a formal grievance proceeding.

INTRODUCTORY PERIOD (7022-3A)
All new Classified Employees will serve an introductory (probation) period of six months. Such employees will be given regular status upon the successful completion of the introductory period.

LICENSED EMPLOYEE TRANSFERS & INVOLUNTARY REASSIGNMENTS (P7304)
The purpose of this policy is to establish a procedure by which Loudoun County Public Schools will permit voluntary transfers of licensed employees, and to establish a procedure for involuntarily reassigning school-based licensed personnel when the Superintendent determines that an excess number of school-based licensed personnel exist at
a particular school. Reassignment situations will arise, from time to time, when the School Board or the Superintendent have increased class sizes, eliminated or reduced programs, or due to enrollment reductions. The Superintendent will inform the School Board when an involuntary reassignment process will be implemented.

A. Voluntary Transfers
The Process for licensed employees to apply for voluntary transfers to other licensed positions within the school division is administered by the Department of Human Resources and Talent Development through the Licensed Transfer Process. The Licensed Transfer Process begins on a date established by the Department of Human Resources and Talent Development and ends on June 30 or the last business day of the month if June 30 falls on a weekend. Limited exceptions may be granted to permit voluntary transfers following the conclusion of the Licensed Transfer Process through the start date of the teacher contract for the upcoming school year. In those instances, both principals must agree to the transfer, the Department of Human Resources and Talent Development must approve the transfer, and the transfer should not create a vacancy in a high need area.

Eligible licensed employees who are on Annual or Continuing contracts may enter the Licensed Transfer Process to apply for voluntary transfers.

B. Reassignment Decisions By School Principals
Whenever a principal must make recommendations as to specific individuals to reassign from his/her school, the principal will first identify the pool of employees in the teaching assignment or endorsement areas designated for staff reallocation. The principal shall then ask for volunteer(s) for reassignment from the pool. If there are no volunteers, the principal will then use an employee’s length of service within the school division to identify the least senior employee(s) to be reassigned from the school. Length of service within the school division is defined as the employee’s effective date as a licensed employee beginning with the most recent term of continuing employment in a licensed position.

The least senior employee(s) may be eligible for an exception to reassignment, for reasons including but not limited to holding one or more of the following responsibilities: dean, co-curricular or extra-curricular responsibilities, lead teacher, or participation in other specialized responsibilities within the school. Exceptions may also be made for reassignments that would cause a hardship for the school division.

An exception to reassignment may also be granted for employees who have not yet been released from the Mid-Year support program. An employee who has two or more Developing/Needs Improvement individual ratings on his/her completed performance review for the same school year (regardless of their overall final performance rating), may also be excluded from consideration for reassignment. Employees who are not otherwise eligible for continued employment for the following school year are exempted from consideration for reassignment.

Teacher reassignment recommendations for special education teachers shall also ensure all federal and state mandates and school division needs are met, which may mean that certain teachers are excluded from reassignment regardless of seniority ranking. Reassignment decisions regarding special education teachers is made in collaboration with the Director of Special Education.

In the circumstances where an exception applies, the next least senior employee who does not qualify for an exception shall be reassigned. This process shall continue until staffing reallocation numbers have been met.

Being eligible for one or more exceptions does not automatically exclude an employee for selection for reassignment. All exceptions must be approved by the Department of Human Resources and Talent Development.

C. Placement of Involuntarily Reassigned Employees
Principals shall submit to the Department of Human Resources and Talent Development their recommendations for employees to be involuntarily reassigned from their schools. Upon receipt of the recommendations, the Department of Human Resources and Talent Development will ensure the correct employees have been identified using the length of service and exception criteria, and will approve or deny the recommendations. The Department of Human Resources and Talent Development will then identify placements for the affected employees that are comparable to their current FTE assignment and by using the following criteria, in no prescribed order: the employee’s endorsement areas, the employee’s most recent teaching assignment, the employee’s home address, and if the employee has made a request for a particular placement location or assignment that can be granted.

LACTATION SUPPORT (P7170)
Loudoun County Public Schools site administrators (such as a principal, director or building administrator), shall designate a non-restroom location in each school as an area in which any mother who is employed by the Loudoun County School Board may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

LEAVE REGULATIONS
Misuse of Leave (P7522, P7-58, P7-57)
Misuse of any type of leave may result in termination or other disciplinary action. Unauthorized leave of any nature may be grounds for dismissal.

Sick Leave (P7-57(B))
Personal Illness. Personal illness is defined as incapacity to perform duties because of a medical condition or confinement on the advice of a licensed physician. However, under the provisions of this section, dental or medical check-ups may be counted as illness. An employee on sick leave may be required after three consecutive days’ absence to have verification from a licensed physician (or dentist) that he/she is unable to perform his/her duties because of a medical condition or confinement, or that he/she has a medical or dental check-up.

Personnel Covered — Eligibility and Accumulation (P7-57(a))
1. A full-time, full-day employee under regular contract (probationary or continuing) shall accumulate sick leave during the time the employee has performed his/her assigned duties, including paid leave, under the terms of the contract. The maximum allowance per year is:

<table>
<thead>
<tr>
<th>Position</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 month position</td>
<td>14 days</td>
</tr>
<tr>
<td>11 month position</td>
<td>11 days</td>
</tr>
<tr>
<td>10 month position</td>
<td>10 days</td>
</tr>
</tbody>
</table>

When the length of a contract has been shortened (e.g. late start or early release), the number of sick leave days will be pro-rated.

2. A full-time, part-day (no less than one-half day) employee under regular contract (probationary or continuing) shall accumulate sick leave during the time the employee has performed his/her assigned duties, including paid leave, under the terms of the contract. The maximum allowance per year is 10 pro-rated days for a 180-206 part-day position.

When the length of a contract has been shortened (e.g. late start, early release), the number of sick leave days will be pro-rated.

Family Illness (P7-57(c))
Family Illness/Death. As used in this section, family of an employee shall be regarded to include birth or adoptive parents, foster parents, stepmother, stepfather, wife, husband, children...
(including stepchildren and foster children), brother and sister, grandparents, great-grandparents, grandparents-in-law, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, daughters-in-law, sons-in-law, grandchildren, aunts, uncles, nieces, nephews, and any other relative living in the household of the employee (“any other relative living in the household of the employee” is limited only in that the relative, however distant, must live in the household of the employee), and anyone over whom the employee has “power of attorney.”

Sick leave may be used for the death of a family member (as defined above).

**Family Medical Leave Act (FMLA) (P7-63)**

Up to twelve weeks of leave is available to Loudoun County Public School employees who have been employed in a full-time position for twelve (12) consecutive months, as designated in the Family Medical Leave Act of 1993.

All appropriate paid leave must be used within these twelve weeks before the employee may use leave without pay. An employee intending to use family medical leave must contact the Retirement & Disability Programs Division in the Department of Business and Financial Services.

**Your Rights under the Family and Medical Leave Act**

FMLA requires employers to provide up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months.

An eligible employee who is a spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. An eligible employee may also take FMLA leave for any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

**Reasons for Taking Leave**

Unpaid leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

**Advance Notice and Medical Certification**

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the need for leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

**Job Benefits and Protections**

- For the duration of FMLA leave, the employer will maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

**Pregnancy, Childbirth, and Adoption of Infant Child (P7-57(c))**

Sick leave for absence incident related to pregnancy and childbirth is allowed for that period of time, as certified by a physician, that the employee is physically unable to perform her assigned duties up to the number of sick leave days for which the employee is eligible. Sick leave may be used for adoption, for the mental health and bonding needs of an infant child one year old or less as certified by a physician. The use of sick leave for pregnancy, childbirth, or adoption of an infant child one year old or less is limited to the twelve week period allowed in the Family Medical Leave Act. It shall be the responsibility of the employee concerned to provide the required physician statement defining the exact period of disability or mental health and bonding needs and to consult with the Retirement & Disability Programs Division in the Department for Business and Financial Services to establish the total period of absence. A leave without pay may be granted to the employee, upon proper request to the Board, when absence beyond that of accountable sick leave is desired. If a leave without pay is approved by the Board as stated in this section, all provisions of the leave without pay policy shall be in effect.

**Transfer of Sick Leave (P7-57(d))**

Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. Loudoun County Public Schools will approve the transfer of accumulated sick leave to or from another Virginia division unless the separated employee has (a) accepted employment other than in Virginia Public Schools since leaving employment in Loudoun or any other public school system in the Commonwealth of Virginia; (b) been absent from employment in the public schools of Virginia for more than three (3) years.

**Leave Without Pay (P7-58)**

All employees with debilitating or life-threatening illness or injury, or other circumstances as determined by the Division Superintendent, can be afforded leave without pay opportunities. The School Board recognizes that in certain instances an employee may need to have extended leave. For that purpose, the School Board establishes this Policy enabling it to grant discretionary leave without pay for reasons other than those specified in statute, including but not limited to:

1. Family and Medical Leave Act (see Policy §7-63)
2. Religious Observance (see Policy §7-64)
3. Extended Leave (see Policy §7-60)
4. Emergency Leave (see Policy §7-57)
5. Adoption Leave (see Policy §7-57)
6. Childcare Leave
7. Educational Leave, Student Teaching, Professional Licensure or Certification
8. Restoration Of Health

The School Board reserves the right to specify the conditions under which leave without pay may be granted and to modify these conditions as it sees fit. Leave without pay is not a regular leave benefit; it is a discretionary leave provision designed to address unusual circumstances that cannot be addressed by other forms of leave. The abuse of leave without pay shall be subject to disciplinary action, up to and including termination.

During leave without pay COBRA is offered for health insurance. Life insurance may be elected to continue by paying the total cost of the premium. At the end of the leave period, employees may be eligible to purchase Virginia
Employee Information

will be deducted from the employee's leave or leave without pay. Such leave to three (3) days of accumulated paid leave or workday or workweek may use up abstention from work for certain times personal religious beliefs require the division's mission, an employee whose efficient accomplishment of the school schedules do not interfere with the

To the extent that modifications in work Religious Observance (P7-64)

time employees who have completed personal leave transferred into their sick personal leave will have their unused 12-month position who have unused personal leave per year is three (3) days.

Personal leave not used during a school year will be automatically transferred to sick leave. Persons transferring from a 10-month or 11-month position to a 12-month position who have unused personal leave will have their unused personal leave transferred into their sick leave balance.

Public Service Leave (P7-69)

Public service leave without pay for full-time employees who have completed three (3) continuous years of satisfactory service in LCPS may be granted.

Religious Observance (P7-64)

To the extent that modifications in work schedules do not interfere with the efficient accomplishment of the school division's mission, an employee whose personal religious beliefs require the abstention from work for certain times of the workday or workweek may use up to three (3) days of accumulated paid leave or leave without pay. Such leave will be deducted from the employee’s accumulated leave or documented as leave without pay.

Request for leave under this policy shall have the approval of the employee’s immediate supervisor. Requests shall be submitted in advance of the need for such leave with sufficient notice to obtain a substitute or other back-up coverage, as required. Employees should provide documentation in support of their request for leave.

Jury Duty or Subpoenaed Witness (P7-67)

An employee shall not suffer loss of pay upon being called for jury duty or as a subpoenaed witness in a court proceeding to which the employee is not a party.

Sabbatical Leave (P7-65)

Purpose of Sabbatical Leave — The purpose of a sabbatical leave is to provide incentives for professional staff members to be granted time to engage in formal study designed to increase the employee’s competence or for such purpose as may be recommended by the Division Superintendent and approved by the School Board.

Length of Sabbatical Leave — Sabbatical leave shall be granted for a period not to exceed one calendar year and not less than one semester.

Eligibility — All professional staff, on the recommendation of the Division Superintendent and approved by the School Board, are eligible to take sabbatical leave. The first such leave may be granted after the completion of the staff member’s sixth year within Loudoun County Public Schools. Additional sabbatical leave may be granted after each successive period of six (6) years of professional service in Loudoun County Public Schools. Paid leave is not available during the 2015-2016 school term.

Licensure (P7-600)

Requirements No teacher or other school personnel required to hold a license issued by the State Board of Education may be regularly employed by the School Board or paid from public funds unless such individual holds a license or provisional license issued by the State Board of Education.

The State Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license. A person not meeting the requirements for a license or provisional license may be employed and paid from public funds by a school board temporarily as a substitute teacher to meet an emergency.

National Board Certification

At its May 23, 2002 meeting, the Loudoun County School Board approved a National Board Certification incentive for teachers. Any teacher employed by Loudoun County Public Schools earning National Board Certification will be awarded ninety (90) relicensure points in addition to the (90) points awarded by the State of Virginia, all or part of which shall be eligible for credit in “one” relicensure cycle. Further, teachers employed by Loudoun County Public Schools earning National Board Certification who have achieved a continuing contract will be allowed the exemption from the Loudoun County Public Schools’ evaluation cycle procedure for a three-year period, beginning with the school year immediately following the National Board Certification. (For example: National Board Certification awarded in 2001-2002 — evaluation procedure suspended for school years of 2002-2003, 2003-2004, 2004-2005, resuming with the 2005-2006 school year). However, a teacher holding National Board Certification may be observed and evaluated as deemed necessary by the Principal (in accordance with the current evaluation practice as addressed in the Licensed Employee Evaluation Procedures). Additionally, Loudoun County Public Schools will reimburse the teacher any out-of-pocket expenses of the certification process application fee when National Board Certification is achieved. Each teacher achieving National Board Certification will receive a stipend each year he or she is employed in the classroom with Loudoun County Public Schools.

PERSONNEL FILES (P7-17)

All information in an employee’s file, with the exception of pre-employment records, is available for the employee to inspect. Employees who wish to review their files should contact the Department of Human Resources and Talent Development in advance to request such an inspection.

PROFESSIONAL ETHICS

The conduct and conversation of persons employed by Loudoun County Public Schools should not reflect adversely upon the Division. Consult the policy manual for specific information on such issues as use of tobacco (P6-40); drug use (7554, 7550), dress code (7564), harassment (7-34), and professional conduct (7560).

REDUCTION IN FORCE (P7-73, 7-74)

A reduction in force policy has been adopted by the School Board. The complete text of policies 7-73 and 7-74 can be found in the School Board Policy Manual.

REPORTING PUPIL PROGRESS

Communication between teacher and parent is regarded as an essential element of the instructional process. Teachers are encouraged to use a variety of methods to communicate: notes, telephone calls, and conferences. A formal Progress Report is given to the parents of all elementary, middle, and high school students at nine-week intervals.

RETIREE HEALTH INSURANCE

Retiree health insurance is available only for employees hired prior to July 1, 2013.

Employees who wish to continue health insurance coverage into retirement must:

- Retire from LCPS service and immediately begin receiving a retirement benefit from VRS.
• Have been covered as an active employee for three (3) consecutive years immediately preceding retirement. This requirement applies to any dependent to be covered in retirement as well.
• Have 15 cumulative years of full-time LPCS service.

The School Board will from time-to-time, if and to the extent funds are budgeted and appropriated for such purposes, make monthly contributions towards the cost of such health insurance coverage on behalf of the participating retirees.

If you have questions about retiree health insurance, please contact Employee Health, Wellness and Benefits at 571-252-1810.

Supplement for Retiring Personnel
A supplement of equal to 0.5 percent of final salary multiplied by the number of years of service to Loudoun County Public Schools — the amount not to exceed $2,500 nor be less than $500 — will be paid to a retiring employee during his/her final year of employment in Loudoun County Public Schools, under the following conditions:

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) years of full-time service in Loudoun County Public Schools.
3. Retirement benefit application must have been filed with the Virginia Retirement System.

**SALARY DEDUCTION (P7622)**

**Required Deductions**
• Federal Withholding Tax
• Social Security (comprised of FICA and MEDICARE components)
• State Withholding Taxes
• Virginia Retirement Member Share

All Full-Time Employees are covered under the Virginia Retirement System. During the 2012 session of the General Assembly, legislation was passed to change the funding make-up of the plan. Effective July 1, 2012, School Division VRS members must begin to pay the member contributions. Continuing staff for 2015-2016 will pay 4% and all new full-time hires or rehires will pay the full 5% share. The school division has until July 1, 2016 to fully implement the full 5% share. The school system also pays an employer share at a rate which is regulated by actuarial information provided to the General Assembly. (For full details about the Virginia Retirement System Plans, you can visit the Retirement and Disability Programs home page at www.lcps.org or log on to http://www.varetire.org/Default.aspx and click on the Members link to view the Plan 1, Plan 2, and Hybrid descriptions.)

Employees are eligible to purchase prior service, military service, maternity leave of absence, public or federal service, non covered part-time service, workers compensation leave, educational leave and refunded service. All purchase of service applications must be filed within one year of employment of leave taken. Applications must be sent to the Retirement and Disability Programs Division.

See “Voluntary Employee Benefits” for a list of optional deductions.

**SEXUAL DISCRIMINATION/ HARASSMENT (P7-2)**
The School Board has established a policy, and the Division Superintendent shall follow implemented procedures, for resolving complaints arising from alleged sexual harassment or discrimination of alleged violations of Title IX of the Educational Amendments of 1972 (P.L. 92–318) as amended.

Employees should contact any of the following Compliance Officers to file a complaint:
1. Cynthia Ambrose, Assistant Superintendent for Instruction 21000 Education Court Ashburn, VA 20148 571-252-1300
2. Dr. Kimberly L. Hough, Assistant Superintendent for Human Resources and Talent Development 21000 Education Court Ashburn, VA 20148 571-252-1100
3. E. Leigh Burden, Assistant Superintendent for Business and Financial Services 21000 Education Court Ashburn, VA 20148 571-252-1400

**Retaliation**
Retaliation against an employee for filing a complaint of unlawful harassment/discrimination is prohibited.

**STAFF DEVELOPMENT/ IN-SERVICE EDUCATION**
Local in-service education during the school year and during the summer months is provided for the purpose of curriculum development and staff training.

Loudoun County Public Schools sponsors classes during the fall and spring. These classes are conducted by institutions such as University of Virginia, George Mason University, and Northern Virginia Community College. Contact the Supervisor of Staff Development for further information.

**SUBSTITUTE TEACHERS (P7330)**
Loudoun County Public Schools has established guidelines for the employment of substitute teachers and substitute, temporary, and part-time classified employees.

**A. Temporarily Employed Teacher Substitutes**
A temporary employed teacher, as used in this section, means (1) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher’s absence, or (2) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

1. Minimum requirements are that substitute teachers shall be at least 18 years of age, hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education.
2. Attend and complete an orientation to school policies and procedures conducted by Loudoun County Public Schools. The building principal, or his/her designee, is responsible for obtaining substitute teachers. The building principal, or his/her designee, is responsible for ensuring established school rules and emergency procedures are provided to the substitute.
3. Any teacher requiring a substitute must give as much advance notice as possible and ensure lesson plans are available for the substitute.
4. The School Board reserves the right to approve all substitutes.
5. Any temporary substitute for a long-term teacher assignment shall be paid the long-term substitute teacher's salary.
daily rate effective on the eleventh day of the assignment in a single position. The long-term substitute teacher daily rate will be retroactively applied to the first ten (10) consecutive teaching days of the assignment. The long-term teacher daily rate is established by the School Board and is without any regular fringe benefits. Temporary substitutes will not be issued contracts and temporary service is not counted as part of a probationary term leading to a continuing contract.

6. Reports of absences and employment of substitutes shall be made by the principal to the Payroll Office on the proper forms by the close of the day on the 15th and last working day of each month.

B. Temporary Long-Term Teacher Substitutes

May be employed when (1) the term of substitution is of indeterminate length, for a minimum of eleven consecutive days, or (2) when the circumstances exist such that the substitute may temporarily replace the regular teacher, or (3) under other conditions that the Division Superintendent may deem necessary.

Temporary long-term teacher substitutes may be paid a daily salary as established by the School Board without any regular fringe benefits.

TOBACCO USE (P6-40)

The use of tobacco products or electronic cigarettes on school property, including all schools and school athletic facilities, parking lots and grounds, support facilities, and vehicles including school buses, is prohibited.

TUBERCULOSIS TEST (P7320)

As a condition of employment, every new employee shall submit a certificate, signed by a licensed healthcare professional, stating that such employee appears free of communicable tuberculosis. Such certificate shall be based upon recorded results of skin tests, x-rays, screenings, or other examinations deemed necessary by a licensed healthcare professional that have been performed within the three-month period immediately preceding submission of the certificate.

After consulting with the local health department director, the School Board may require the submission of such certificates at such intervals it deems appropriate, as a condition of continued employment.

UNIFORM HIRING OF TEACHERS

Please consult the Virginia Department of Education website for updated information or contact the Department of Human Resources and Talent Development.

UNITED WAY

Loudoun County Public Schools joins local industries and other organizations in supporting the community and other agencies which are financed by the United Way. Employees are offered the opportunity to contribute funds collected by school representatives. Authorized contributions may be deducted from salary checks.

VIOLATIONS RELATED TO SECURE MANDATORY TESTS

The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who knowingly and willfully commits any of the following acts related to secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Coaching or assisting examinees during testing or altering test materials or examinees’ responses in any way;
5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;
7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions;
9. Excluding students from testing who are required to be assessed; and
10. Participating in, directing, aiding in, or encouraging any of the acts prohibited by this section.

VISITORS

Visitors are welcome to our schools, but all visitors including employee family members are required to report to the school office and obtain visitor passes while on school property. Schools are responsible for maintaining an environment conducive to learning and protecting students. School officials ask that parents and other citizens support their effort.

VOLUNTEER PROGRAM

Each school has a Volunteer Coordinator who promotes and schedules the program in that school. Questions about the Volunteer Program may be directed to the Outreach Office in the Department of Instruction.

WORKING HOURS AND OVERTIME

The working hours of non-exempt Loudoun County Public School employees are established consistent with the provisions of the Fair Labor Standards Act, as required by the workload of the school division, and the efficient management of its human resources.

The normal work week for full-time employees is Monday through Sunday and will consist of forty hours exclusive of meal time. The schedule of hours for employees will be determined by the department or school to which the employee is assigned. Department heads or school principals may, at their discretion, allow non-exempt employees to make up lost time during a given work week. However, under no circumstances will make up be allowed if the lost time is the result of conditions the employee could control.

For the purposes of overtime compensation, only hours worked in excess of forty hours during a normal work week will be counted. For work performed in excess of forty hours in a normal work week, non-exempt employees will be paid at a rate equal to one and one half times their regular rate of pay.

Non-exempt employees, who are designated as essential or emergency personnel, will be eligible to be paid their regular rate which would constitute double pay for the day worked when they are required to report to work on a scheduled work day or a day the school division is closed as designated by the Superintendent.

The Loudoun County Public Schools retains the option of granting compensatory time, on a one and one half time basis, in lieu of overtime payments for non-exempt employees provided an agreement is arrived at with the employee prior to the performance of the work, addressing the terms of the compensatory time program.
Salary Scales/Lanes

- Salary Lanes
- Teachers’ Salary Scale
- Administrators’ Salary Scale
- Administrators’ Salary Levels
- Classified Position Titles & Levels
- Classified Pay Scale
- Auxiliary Salary Scales
- Contract Days By Position
Salary Scales/Lanes

SALARY LANE DEFINITIONS

Technical Professional License
Technical Professional License (non-degree) and a current, valid Virginia teaching license

Bachelor's Degree
Bachelor's Degree and a current, valid Virginia teaching license

Bachelor's Degree
Bachelor's Degree, plus 15 graduate-level hours and a current, valid Virginia teaching license

Bachelor's Degree
Bachelor's Degree, plus 15 graduate-level hours and a current, valid Virginia teaching license

Bachelor's Degree
Bachelor's Degree, plus 15 graduate-level hours completed before or after the Master's Degree was awarded and a current, valid Virginia teaching license (DOES NOT include courses that were used to obtain your Bachelor's or Master's Degree)

Master's Degree
Master's Degree, and a current, valid Virginia teaching license

Master's Degree
Master's Degree, and a current, valid Virginia teaching license

Master's Degree
Master's Degree, plus 30 graduate-level hours completed before or after the Master's Degree was awarded and a current, valid Virginia teaching license (DOES NOT include courses that were used to obtain your Bachelor's or Master's Degree)

Doctorate
Doctorate and a current, valid Virginia teaching license

SPECIAL NOTES REGARDING SALARY LANES

NOTE 1:
A degree or course work towards a degree must be completed for academic credit at a regionally accredited university.

NOTE 2:
To apply for a salary lane change, the Salary Supplement Application Form must be completed and forwarded to the Department of Personnel Services along with official paper transcripts to confirm course(s) completed and/or degree(s) awarded. Electronic transcripts not accepted.

NOTE 3:
Initiative for application and responsibility for proper confirmation of accredited coursework rests with the license holder.

Teachers' Salary Scale

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NOTE: Degrees and hours beyond Degrees must be earned from a college or university whose accreditation is recognized by the Commonwealth of Virginia.
### Administrators' Salary Scale

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### Administrators’ Salary Levels

#### Level 1
- Assistant Principal, Elementary School
- Coordinator, Accounting
- Coordinator, Administration Building
- Coordinator, Business & Financial Services
- Coordinator, Child Find
- Coordinator, Construction*
- Coordinator, Distribution Center Supply
- Coordinator, Eligibility
- Coordinator, FAST
- Coordinator, Financial Services
- Coordinator, Gifted and Talented
- Coordinator, Information Security
- Coordinator, Instructional Support
- Coordinator, Payroll
- Coordinator, Procurement
- Coordinator, Public Information
- Coordinator, School Nutrition Services
- Coordinator, Student Services Desk
- Coordinator, Technology
- Coordinator, Telecommunications
- Coordinator, Transportation
- Coordinator, Welcome Center
- Network Coordinator

#### Level 2
- Recruiter
- Senior SQL Database Administrator
- Senior SQL Database Programmer
- Specialist, Assessment
- Specialist, Auditing and Analytics
- Specialist, Autism Secondary
- Specialist, Digital Integration
- Specialist, Early Childhood Special Education
- Specialist, Energy Education
- Specialist, English
- Specialist, Gradebook
- Specialist, Human Resources and Talent Development
- Specialist, HRMS
- Specialist, IEP
- Specialist, Medicaid
- Specialist, Mentoring & Coaching
- Specialist, Music
- Specialist, OIA Improvement & Accountability
- Specialist, Science
- Specialist, Social Science & Global Studies
- Specialist, STEM Project Manager
- Specialist, Student Health Services
- Specialist, Technology Resource

#### Level 4
- Administrator*:
  - Coordinator, Welcome Center
  - Coordinator, Transportation
  - Coordinator, Telecommunications
  - Coordinator, Technology
  - Coordinator, Gifted and Talented
  - Coordinator, Financial Services
  - Coordinator, FAST Program
  - Supervisor, Student Health Services
  - Supervisor, Support Services
  - Supervisor, Systems Integration
  - Supervisor, Tech Systems & Infrastructure
  - Supervisor, Technology
  - Supervisor, Transportation

#### Level 5
- Administrator*:
  - Director, Budget
  - Director, Construction
  - Director, Diagnostic & Prevention Services
  - Director, Elementary Education
  - Director, Employee Benefits, Payroll & Retirement
  - Director, Facilities Services
  - Director, Financial Services
  - Director, Human Resources and Talent Development
  - Director, Procurement
  - Director, Student Services
  - Director, Technology
  - Principal (DCS)
  - Principal (MTC)
  - Principal, Middle School

#### Level 6
- Director, Middle School Education
- Director, Transportation
- Principal, Academies of Loudoun
- Principal, High School

#### Level 7
- Director, High School Education
- Director, Instructional Programs
- Director, School Administration
- Director, Student Services
- Director, Teaching & Learning
- Executive Director of Planning & Legislative Services

**Note:** The above job titles and level of pay could change during the school year.

*Funded by Capital Improvements Program Budget

**Employee Handbook 2016-2017**

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**Loudoun County Public Schools**

45
Level 5
- Custodian

Level 6
- Athletic Custodian
- Cafeteria Worker

Level 7
- Head Custodian I

Level 8
- Bus Attendant
- Head Custodian II

Level 9
- Behavioral Assistant
- Copy Center Assistant
- Courier
- Distribution Center Assistant
- Family & Community Partnership Assistant
- Head Custodian III
- Library Assistant
- Media Services Clerk
- School Nurse Assistant
- Secretary I
- Teacher Assistant
- Teacher Assistant (ELL)
- Teacher Assistant-Health & Medical Science
- Technology Assistant

Level 10
- Attendance Secretary
- Distribution Center Technician
- General Maintenance Worker I
- Head Custodian IV
- Receptionist
- School Counseling Secretary
- Teacher Assistant (Hearing Impaired)
- Teacher Assistance Security
- Vehicle Transportation Specialist

Level 11
- Administrative School Counseling Secretary
- Automotive Services Technician
- Bilingual Family & Community Partnership Assistant
- Bus Driver
- Career Center Assistant
- Custodial Services Warehouse Technician
- Health Clinic Specialist
- Human Resources and Talent Development Assistant
- Painter II
- Parts Inventory Clerk
- Preventive Maintenance Technician
- Project Assistant (Head Start)
- Refuse Equipment Operator
- Secretary II
- Test Materials Assistant
- Trip Scheduling Assistant
- Warehouse Technician

Level 12
- Account Clerk
- Accounts Receivable Clerk
- Administrative Office Assistant
- Building Automation Specialist
- Bus Driver Instructor
- Dispatcher
- Distribution Center Inventory Control Specialist
- Elementary School Cafeteria Manager
- HVAC Technician I
- Instructional Materials Technician
- Lead Head Custodian
- Maintenance Control Clerk
- Payroll Specialist I
- Records Archivist
- Refrigeration Mechanic I
- School Plant Engineer
- Videographer
- Waterworks & Wastewater Technician

Level 13
- Audio Visual Technician
- Cabler Technician
- Carpenter
- Communications Technician
- Computer Technician
- Copy Center Operator
- Driver Instructor - Transportation
- Electrician
- Fleet Specialist
- General Maintenance Worker II
- Human Resources and Talent Development Coordinator
- HVAC Technician II
- Internet Content & Video Production Assistant
- Lead Bus Driver
- McKinney-Vento Liaison
- Mechanic II
- Operations Assistant
- Operations Supervisor
- Payroll Specialist II
- Plumber
- Program Assistant
- Purchase Card Technician
- Recruitment Assistant
- Refrigeration Mechanic II
- Safety & Security Technician
- Secondary School Cafeteria Manager
- Secretary III
- Service Desk Technician
- Technical Support Coordinator
- Trip Specialist

Level 14
- Accounting Technician
- Benefits Assistant
- Computer Technician II
- Construction Project Manager
- Electrical Crew Chief
- Electronic Payment Coordinator

Level 15
- Area Transportation Supervisor
- Assessment Data Specialist
- Assessment Materials Manager
- Asset Manager
- Clerk to the Board
- Construction Project Specialist
- Fleet Maintenance Supervisor - Production Control
- Fleet Trainer
- Garage Foreman
- Menu Writer/Nutritional Analyst
- Network Specialist
- Operations Specialist - Construction Services
- Operations Specialist - School Nutrition Services
- Operations Specialist - Support Services
- Operations Specialist - Transportation
- Pre-Employment Specialist
- Procurement Specialist II
- Registrar
- Software Specialist
- Systems Specialist
- Transportation Operations Specialist
- Voice Communications Specialist

Level 16
- Accountant
- Accounting Specialist
- Administrative Assistant
- Administrative Computer Specialist
- Asset Specialist
- Audio Visual Coordinator
- Benefits Specialist
- Budget Analyst
- Communications Coordinator - Safety
- Communications Engineer
- Custodial Services Supervisor
- Data Analyst
- Database Programmer

Level 17
- Advanced Interpreter for Deaf & Hard of Hearing
- Computer Programming Specialist
- Information Security Specialist
- Oracle Support Analyst
- Planning Analyst
- Records Manager
- Research Assistant
- Resource Nurse (RN)
- Senior Accountant
- Senior Benefits Specialist
- Senior Budget Analyst
- Senior Data Analyst
- Senior Licensure Specialist
- Senior Network Engineer
- Senior Procurement Specialist
- Senior Registrar
- Senior Software Engineer
- Senior Systems Engineer
- Senior Web Developer

Facilities Services Project Manager
Fleet Maintenance Controller
HVAC Controls Tech I
HVAC Crew Chief
Information Systems Specialist
Maintenance Crew Chief
Mechanic III
Parts Supervisor
Payroll Specialist III
Plumbing Crew Chief
Procurement Specialist
Production Printing Specialist
Retirement & Disability Specialist I
School Nutrition Specialist
Secretary IV
Team Leader - Garage
Team Leader - Safety & Security
Team Leader - Transportation
Transportation Specialist

*Funded by Capital Improvements Program Budget
Note: The above job titles and level of pay could change during the school year.

Employee Handbook 2016-2017
### Classified Salary Scale – Hourly Rates

**Calculation of Annual Salary:** Hourly Rate × Hours Per Day × Assignment Days

NOTE: Levels 1-4 were eliminated since they are no longer used for employee placement.

#### Psychologist Student Assistance
- Social Worker Specialist, Psychologist, Educational Social Worker, Athletic Trainer
- Diagnostician (12 Months)
- Educational Diagnostician (208 Days)

<table>
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<tr>
<th>Level</th>
<th>Step</th>
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### Auxiliary Salary Scales

These salary scales are shown together for presentation purposes only. The scales represent separate position responsibilities.

<table>
<thead>
<tr>
<th>Step</th>
<th>Level 2</th>
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<td>25</td>
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<td>97,805</td>
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NOTE: Employees move one step on scale for each year of satisfactory performance provided sufficient funds are appropriated.
Contract Days by Position

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<th>CONTRACT DAYS</th>
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<td>Full Time/12 Month Employees</td>
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<td>July 1-June 30</td>
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<tr>
<td>Auxiliary</td>
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<tr>
<td>Athletic Trainers</td>
<td>208</td>
<td>July 28-June 7</td>
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<tr>
<td>Educational Diagnosticians, Psychologists &amp; Social Workers</td>
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<td>August 8-June 22</td>
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<td>&amp; Social Workers</td>
<td>12 Month</td>
<td>July 1-June 30</td>
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<tr>
<td>Classified</td>
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<tr>
<td>Cafeteria Managers &amp; Cafeteria Workers</td>
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<td>August 25-June 9</td>
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<tr>
<td>Bus Drivers, Bus Driver Instructors, Bus Attendants</td>
<td>183</td>
<td>August 29-June 9</td>
</tr>
<tr>
<td>Advanced Interpreter For Deaf &amp; Hard Of Hearing</td>
<td>184</td>
<td>August 24-June 12</td>
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<tr>
<td>Study Hall Monitors &amp; Teacher Assistants</td>
<td>184</td>
<td>August 24-June 12</td>
</tr>
<tr>
<td>Library Assistants &amp; Technology Assistants</td>
<td>187</td>
<td>August 24-June 12</td>
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<tr>
<td>Career Center Assistants</td>
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<td>August 24-June 15</td>
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<tr>
<td>Health Clinic Specialists, School Nurse Assistants, School Nurses, &amp; Field Managers</td>
<td>192</td>
<td>August 18-June 13</td>
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<tr>
<td>Safety &amp; Security Specialists</td>
<td>194</td>
<td>August 17-June 13</td>
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<tr>
<td>School Guidance Secretaries &amp; School Secretaries</td>
<td>198</td>
<td>August 11-June 14</td>
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<tr>
<td>School Attendance Secretaries, School Secretaries &amp; Technical Trainers</td>
<td>221</td>
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<td>School Resource Nurses</td>
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<td>Full Time/12 Month Employees</td>
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<td>Returning Teachers</td>
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<tr>
<td>Occupational &amp; Physical Therapians</td>
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<td>August 17-June 13</td>
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<td>New Teachers</td>
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<td>Program Autism &amp; Program ED Teachers &amp; Staff Development Trainers &amp; Technology Resource Teachers</td>
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<td>Librarians &amp; Acquisition Librarians</td>
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<td>Band, HS Only</td>
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<td>CSM Career &amp; Technical Education Teachers</td>
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Teaching Activities
Stipends/Policy

• Other Teaching Activities
• Co-Curricular Stipends
• Index
• Directory of Schools
## Daily or Hourly Substitute Salary Rates

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<th>TYPE</th>
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<td>Instructional</td>
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## Non-Teaching Activities at Daily or Hourly Rates

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<tr>
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<tr>
<td>Bus Driver</td>
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<td>Bus Attendents</td>
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<tr>
<td>Distribution Center Worker</td>
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<td>Cafeteria Monitor</td>
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<td>PALS</td>
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<td>Parent Liaison</td>
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<td>Safety and Security Consultant</td>
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<td>Safety and Security Trainer/Floater</td>
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## Other Teaching Activities at Daily or Hourly Rates

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<td>Determined by Registration</td>
<td>Certificate</td>
<td>$150.94 per day</td>
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<td>Homebound Education</td>
<td>As Needed</td>
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<td>Adult Education</td>
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<td>Curriculum Development</td>
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<td>$200 per enrolled</td>
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<td></td>
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<td>the course (Minimum</td>
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<td></td>
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</tbody>
</table>

## Co-Curricular Stipends

### ATHLETICS

#### Baseball
- Head Coach: $3,966
- Assistant Coach: $3,012
- JV Head Coach: $3,012
- JV Assistant Coach: $2,153

#### Basketball
- Girls’ Head Coach: $5,028
- Boys’ Head Coach: $5,028
- Girls’ Assistant Varsity Coach: $3,767
- Boys’ Assistant Varsity Coach: $3,767
- Girls’ JV Head Coach: $3,767
- Boys’ JV Head Coach: $3,767
- Girls’ Freshman Head Coach: $3,012
- Boys’ Freshman Head Coach: $3,012

#### Cheerleading
- Fall Head Coach: $3,169
- Fall Varsity Assistant Coach: $2,153
- Fall JV Head Coach: $2,153
- Fall Freshman Head Coach: $2,153
- Winter Head Coach: $3,012

#### Cross Country
- Head Coach: $3,169
- Assistant Coach (2): $2,153

#### Field Hockey
- Head Coach: $3,966
- Assistant Coach (2): $3,012

#### Football
- Head Coach: $5,287
- Assistant Varsity Coach (2): $3,966
- JV Head Coach: $5,966
- JV Assistant Coach: $3,677
- Freshman Head Coach: $3,966
- Freshman Assistant Coach (2): $3,767

#### Golf
- Head Coach: $2,310

#### Gymnastics
- Head Coach: $3,966
- Assistant Coach: $3,012
Co-Curricular Stipends (Continued)

**Indoor Track**
- Head Coach: $2,750
- Assistant Head Coach: $1,491

**Lacrosse**
- Girls' Head Coach: $3,966
- Boys' Head Coach: $3,966
- Girls' Varsity Assistant Coach: $3,012
- Boys' Varsity Assistant Coach: $3,012
- Girls' JV Head Coach: $3,012
- Boys' JV Head Coach: $3,012
- Girls' JV Assistant Coach: $2,153
- Boys' JV Assistant Coach: $2,153

**Soccer**
- Girls' Head Coach: $3,966
- Boys' Head Coach: $3,966
- Girls' Varsity Assistant Coach: $3,012
- Boys' Varsity Assistant Coach: $3,012
- Girls' JV Head Coach: $3,012
- Boys' JV Head Coach: $3,012
- Girls' JV Assistant Coach: $2,153
- Boys' JV Assistant Coach: $2,153

**Softball**
- Head Coach: $3,966
- Assistant Coach: $3,012
- JV Head Coach: $3,012
- JV Assistant Coach: $2,153

**Swimming**
- Head Coach: $3,169
- Assistant Coach: $2,153

**Tennis**
- Girls' Head Coach: $2,310
- Boys' Head Coach: $2,310

**Track**
- Girls' Head Coach: $3,966
- Boys' Head Coach: $3,966
- Girls' Assistant Coach: $2,153
- Boys' Assistant Coach: $2,153
- Assistant Coach: $2,153

**Volleyball**
- Head Coach: $3,966
- Assistant Coach: $3,012
- JV Head Coach: $3,012
- Freshman Head Coach: $2,153

**Wrestling**
- Head Coach: $3,966
- Assistant Coach: $3,012
- JV Head Coach: $3,012

**Middle School**
- Drama: $758
- Guitar: $942
- Orchestra: $942
- Student Council Association: $758
- Yearbook: $758

**High School**
- Academic Competition Sponsor: $2,310
- CAMPUS Advisor: $2,962
- Debate: $3,012
- Drama: $5,288
- Drill Team: $2,310
- Future Educators' Association: $2,310
- Orchestra: $1,884
- Junior Class: $2,962
- Magazine: $2,310
- Newspaper: $2,643
- Online Teacher: $3,535
- Orchestra: $1,884
- Peer Coaching: $2,643
- Senior Class: $3,012
- Student Council Association: $3,012
- Winter Guard/Indoor Drumline: $2,310

**Salary Stipends**
- Activity Coordinator: $3,636
- Athletic Trainer: $5,288
- Band Director (HS): $5,288
- Band Director (MS): $1,884
- Choral Director (HS): $3,768
- Choral Director (MS): $942
- Department Chair: $1,818-3,636
- Math/English/Science/Social Sciences/Ell/Vocational/Spec Ed/World Lang./Physical Education/Fine Arts (based on Department size)
- Elementary Contact Teacher: $202
- Lead Guidance Counselor (MS): $1,212
- Middle School Subject Area
  - Lead Teacher (SALT): $1,162
  - Middle School Dean: $1,212
  - High School Dean: $1,212
  - National Board Certification: $2,545
  - TV Production: $4,006

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2016–2017 Directory of Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldie</td>
<td>Ms. T. Stephens</td>
<td>23269 Meetinghouse Lane, Aldie, VA 20105</td>
<td>703-957-4380</td>
</tr>
<tr>
<td>Algonkian</td>
<td>Mr. B. Blubaugh</td>
<td>20196 Carter Court, Sterling, VA 20165</td>
<td>571-434-3240</td>
</tr>
<tr>
<td>Arcola</td>
<td>Dr. C. Bowers</td>
<td>41740 Tall Cedars Parkway, Aldie, VA 20105</td>
<td>703-957-4390</td>
</tr>
<tr>
<td>Ashburn</td>
<td>Ms. M. Walthour</td>
<td>44062 Fincastle Drive, Ashburn, VA 20147</td>
<td>571-252-2350</td>
</tr>
<tr>
<td>Ball's Bluff</td>
<td>Dr. M. Carper</td>
<td>821 Battlefield Parkway, NE, Leesburg, VA 20176</td>
<td>571-252-2880</td>
</tr>
<tr>
<td>Banneker</td>
<td>Mr. R. Carter</td>
<td>35231 Snake Hill Road, Middleburg, VA 20117</td>
<td>540-751-2480</td>
</tr>
<tr>
<td>Belmont</td>
<td>Ms. L. Mercer</td>
<td>20235 Nightwatch Street, Ashburn, VA 20147</td>
<td>571-252-2240</td>
</tr>
<tr>
<td>Buffalo Trail</td>
<td>Ms. A. Rogaliner</td>
<td>42190 Seven Hills Drive, Aldie, VA 20105</td>
<td>703-722-2780</td>
</tr>
<tr>
<td>Cardinal Ridge</td>
<td>Dr. R. Anderson</td>
<td>26155 Bullrun Postoffice Road, Centreville, VA 20120</td>
<td>571-367-4020</td>
</tr>
<tr>
<td>Rosa Lee Carter</td>
<td>Ms. R. Hines</td>
<td>43330 Loudoun Reserve Drive, Ashburn, VA 20148</td>
<td>703-957-4490</td>
</tr>
<tr>
<td>Catocin</td>
<td>Ms. J. Platenberg</td>
<td>311 Catocin Circle, SW, Leesburg, VA 20175</td>
<td>571-252-2910</td>
</tr>
<tr>
<td>Cedar Lane</td>
<td>Mr. R. Marple</td>
<td>43700 Tolamar Drive, Ashburn, VA 20147</td>
<td>571-252-2120</td>
</tr>
<tr>
<td>Cool Spring</td>
<td>Mr. C. Cadwell</td>
<td>501 Tavistock Drive, SE, Leesburg, VA 20175</td>
<td>571-252-2890</td>
</tr>
<tr>
<td>Countryside</td>
<td>Mr. R. Rudnick</td>
<td>20624 Countryside Boulevard, Sterling, VA 20165</td>
<td>571-434-3250</td>
</tr>
<tr>
<td>Creighton’s Corner</td>
<td>Ms. T. Knott</td>
<td>23171 Minerva Drive, Ashburn, VA 20148</td>
<td>703-957-4480</td>
</tr>
<tr>
<td>Kenneth W. Culbert</td>
<td>Ms. J. Brownell</td>
<td>38180 West Colonial Highway, Hamilton, VA 20158</td>
<td>540-751-2540</td>
</tr>
<tr>
<td>Discovery</td>
<td>Mr. C. Painter</td>
<td>44020 Grace Bridge Drive, Ashburn, VA 20147</td>
<td>571-252-2370</td>
</tr>
<tr>
<td>Dominion Trail</td>
<td>Mr. J. Joseph</td>
<td>44045 Bruceton Mills Circle, Ashburn, VA 20147</td>
<td>571-252-2340</td>
</tr>
<tr>
<td>Frederick Douglass</td>
<td>Ms. M. Logan</td>
<td>510 Principal Drummond Way, Leesburg, VA 20175</td>
<td>571-252-1920</td>
</tr>
<tr>
<td>Emerick</td>
<td>Ms. D. Haddock</td>
<td>440 South Nursery Avenue, Purcellville, VA 20132</td>
<td>540-751-2440</td>
</tr>
<tr>
<td>Evergreen Mill</td>
<td>Mr. M. Pelligrino</td>
<td>491 Evergreen Mill Road, SE, Leesburg, VA 20175</td>
<td>571-252-2900</td>
</tr>
<tr>
<td>Forest Grove</td>
<td>Ms. S. Simon</td>
<td>46245 Forest Ridge Drive, Sterling, VA 20164</td>
<td>571-434-4560</td>
</tr>
<tr>
<td>Guilford</td>
<td>Ms. L. Sprosws</td>
<td>600 West Poplar Road, Sterling, VA 20164</td>
<td>571-434-4550</td>
</tr>
<tr>
<td>Hamilton</td>
<td>Ms. K. Meisenzah</td>
<td>54 South Kerr Street, Hamilton, VA 20158</td>
<td>540-751-2570</td>
</tr>
<tr>
<td>Hillsboro Charter Academy</td>
<td>Ms. T. Ybarra-Peters</td>
<td>37110 Charles Town Pike, Purcellville, VA 20132</td>
<td>540-751-2560</td>
</tr>
<tr>
<td>Hillside</td>
<td>Mr. C. Mills</td>
<td>43000 Ellzy Drive, Ashburn, VA 20148</td>
<td>571-252-2170</td>
</tr>
<tr>
<td>Horizon</td>
<td>Ms. J. Ewing</td>
<td>46665 Broadmore Drive, Sterling, VA 20165</td>
<td>571-434-3260</td>
</tr>
<tr>
<td>Hutchison Farm</td>
<td>Ms. H. Smith</td>
<td>42819 Center Street, South Riding, VA 20152</td>
<td>703-957-4350</td>
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</tbody>
</table>
## 2016–2017 Directory of Schools

### Elementary Schools

<table>
<thead>
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<th>School</th>
<th>Principal</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Leesburg</td>
<td>Ms. A. Robinson</td>
<td>323 Plaza Street, NE, Leesburg, VA 20176</td>
<td>571-252-2860</td>
</tr>
<tr>
<td>Legacy</td>
<td>Mr. M. Dickersheid</td>
<td>22995 Minerva Drive, Ashburn, VA 20148</td>
<td>703-957-4425</td>
</tr>
<tr>
<td>Liberty</td>
<td>Mr. P. Pack</td>
<td>25491 Riding Center Drive, South Riding, VA 20152</td>
<td>703-957-4370</td>
</tr>
<tr>
<td>Lincoln</td>
<td>Mr. D. Michener</td>
<td>18048 Lincoln Road, Purcellville, VA 20132</td>
<td>540-751-2430</td>
</tr>
<tr>
<td>Little River</td>
<td>Ms. J. Gross</td>
<td>43464 Hyland Hills Street, South Riding, VA 20152</td>
<td>703-957-4360</td>
</tr>
<tr>
<td>Lovettsville</td>
<td>Mr. D. Racke</td>
<td>49 South Loudoun Street, Lovettsville, VA 20180</td>
<td>540-751-2470</td>
</tr>
<tr>
<td>Lowes Island</td>
<td>Mr. B. Shafferman</td>
<td>20755 Whitewater Drive, Sterling, VA 20165</td>
<td>571-434-4450</td>
</tr>
<tr>
<td>Lucketts</td>
<td>Ms. C. Clement</td>
<td>14550 James Monroe Highway, Leesburg, VA 20176</td>
<td>571-252-2070</td>
</tr>
<tr>
<td>Madison’s</td>
<td>Mr. D. Stewart</td>
<td>42380 Creighton Road, Ashburn, VA 20148</td>
<td>703-957-4470</td>
</tr>
<tr>
<td>Meadowlawn</td>
<td>Mr. H. Mizell</td>
<td>729 Sugarland Run Drive, Sterling, VA 20164</td>
<td>571-434-4440</td>
</tr>
<tr>
<td>Middleburg Community Charter School</td>
<td>Mr. D. Larson</td>
<td>101 North Madison Street, Middleburg, VA 20117</td>
<td>540-505-0456</td>
</tr>
<tr>
<td>Mill Run</td>
<td>Mr. J. Cornely</td>
<td>42940 Ridgeway Drive, Ashburn, VA 20148</td>
<td>571-252-2160</td>
</tr>
<tr>
<td>Moorefield Station</td>
<td>Ms. K. Roche</td>
<td>22325 Mooreview Parkway, Ashburn, VA 20148</td>
<td>571-252-2380</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Ms. J. Broaddus</td>
<td>36803 Alder School Road, Purcellville, VA 20132</td>
<td>540-751-2550</td>
</tr>
<tr>
<td>Newton-Lee</td>
<td>Mr. S. Lyons</td>
<td>43335 Gloucester Parkway, Ashburn, VA 20147</td>
<td>571-252-1535</td>
</tr>
<tr>
<td>Pinebrook</td>
<td>Mr. P. Thiessen, Jr.</td>
<td>25480 Mindful Court, Aldie, VA 20105</td>
<td>703-957-4325</td>
</tr>
<tr>
<td>Potowmack</td>
<td>Ms. J. Rule</td>
<td>46465 Esterbrook Circle, Sterling, VA 20165</td>
<td>571-434-3270</td>
</tr>
<tr>
<td>Frances Hazel Reid</td>
<td>Ms. B. Jochens</td>
<td>800 North King Street, Leesburg, VA 20176</td>
<td>571-252-2050</td>
</tr>
<tr>
<td>Rolling Ridge</td>
<td>Ms. L. Spurlock</td>
<td>500 East Frederick Drive, Sterling, VA 20164</td>
<td>571-434-4540</td>
</tr>
<tr>
<td>Round Hill</td>
<td>Mr. A. Davis</td>
<td>17115 Evening Star Drive, Round Hill, VA 20141</td>
<td>540-751-2450</td>
</tr>
<tr>
<td>Sanders</td>
<td>Mr. M. Jacques</td>
<td>43100 Ashburn Farm Parkway, Ashburn, VA 20147</td>
<td>571-252-2250</td>
</tr>
<tr>
<td>Seidens Landing</td>
<td>Mr. G. Brazina</td>
<td>43345 Coton Commons Drive, Leesburg, VA 20176</td>
<td>571-252-2260</td>
</tr>
<tr>
<td>Sterling</td>
<td>Ms. J. Meres</td>
<td>200 West Church Road, Sterling, VA 20164</td>
<td>571-434-4580</td>
</tr>
<tr>
<td>Sugarland</td>
<td>Ms. G. Brady</td>
<td>65 Sugarland Run Drive, Sterling, VA 20164</td>
<td>571-434-4460</td>
</tr>
<tr>
<td>Sulby</td>
<td>Ms. C. O’Neill</td>
<td>300 Circle Drive, Sterling, VA 20164</td>
<td>571-434-4570</td>
</tr>
<tr>
<td>Sycocin Creek</td>
<td>Mr. D. Racino</td>
<td>21100 Evergreen Mills Road, Leesburg, VA 20175</td>
<td>571-252-2910</td>
</tr>
<tr>
<td>John W. Tolbert, Jr.</td>
<td>Ms. S. Ward</td>
<td>691 Potomac Station Drive, NE, Leesburg, VA 20176</td>
<td>571-252-2870</td>
</tr>
<tr>
<td>Waterford</td>
<td>Mr. A. Heironimus</td>
<td>15115 Loyalty Road, Waterford, VA 20197</td>
<td>540-751-2460</td>
</tr>
<tr>
<td>Steuart W. Weller</td>
<td>Ms. J. Burton</td>
<td>20700 Marblehead Drive, Ashburn, VA 20147</td>
<td>571-252-2360</td>
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</tbody>
</table>

### Middle Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone Address</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Ridge</td>
<td>Dr. R. Hitchman</td>
<td>91045 Upper Belmont Place, Leesburg, VA 20176</td>
<td>571-252-2220</td>
</tr>
<tr>
<td>Blue Ridge</td>
<td>Mr. B. Bell</td>
<td>551 East A Street, Purcellville, VA 20132</td>
<td>540-751-2520</td>
</tr>
<tr>
<td>Brambleton</td>
<td>Ms. R. Dawson</td>
<td>23070 Learning Circle, Ashburn, VA 20148</td>
<td>Opens 2017</td>
</tr>
<tr>
<td>Eagle Ridge</td>
<td>Mr. S. Phillips</td>
<td>42901 Waxpool Road, Ashburn, VA 20148</td>
<td>571-252-2140</td>
</tr>
<tr>
<td>Farmwell Station</td>
<td>Ms. S. Loya</td>
<td>44281 Gloucester Parkway, Ashburn, VA 20147</td>
<td>571-252-2320</td>
</tr>
<tr>
<td>Harmony</td>
<td>Mr. E. Stewart</td>
<td>38174 West Colonial Highway, Hamilton, VA 20158</td>
<td>540-751-2500</td>
</tr>
<tr>
<td>Harper Park</td>
<td>Ms. E. Robinson</td>
<td>701 Potomac Station Drive, NE, Leesburg, VA 20176</td>
<td>571-252-2820</td>
</tr>
<tr>
<td>J. Michael Lunsford</td>
<td>Ms. C. Simms</td>
<td>26020 Ticonderoga Road, Chantilly, VA 20152</td>
<td>703-722-2660</td>
</tr>
<tr>
<td>Mercer</td>
<td>Mr. R. Phillips</td>
<td>42149 Greenstone Drive, Aldie, VA 20105</td>
<td>703-957-4340</td>
</tr>
<tr>
<td>River Bend</td>
<td>Mr. D. Shafler</td>
<td>46240 Algonkian Parkway, Sterling, VA 20165</td>
<td>571-434-3220</td>
</tr>
<tr>
<td>Seneca Ridge</td>
<td>Ms. K. Garvey</td>
<td>98 Seneca Ridge Drive, Sterling, VA 20164</td>
<td>571-434-4420</td>
</tr>
<tr>
<td>J. L. Simpson</td>
<td>Mr. C. Runfofa</td>
<td>490 Evergreen Mill Road, SE, Leesburg, VA 20175</td>
<td>571-252-2840</td>
</tr>
<tr>
<td>Smart’s Mill</td>
<td>Mr. W. Waldman</td>
<td>850 North King Street, Leesburg, VA 20176</td>
<td>571-252-2030</td>
</tr>
<tr>
<td>Sterling</td>
<td>Mr. A. Martinez</td>
<td>201 West Holly Avenue, Sterling, VA 20164</td>
<td>571-434-4520</td>
</tr>
<tr>
<td>Stone Hill</td>
<td>Ms. K. Clark</td>
<td>23415 Evergreen Ridge Drive, Ashburn, VA 20148</td>
<td>703-957-4420</td>
</tr>
<tr>
<td>Trailside</td>
<td>Ms. B. Beichtler</td>
<td>20325 Claiborne Parkway, Ashburn, VA 20147</td>
<td>571-252-2280</td>
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</table>
## High Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone Address</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briar Woods</td>
<td>Mr. C. O’Rourke</td>
<td>22525 Belmont Ridge Road, Ashburn, VA 20148</td>
<td>703-957-4400</td>
</tr>
<tr>
<td>Broad Run</td>
<td>Mr. D. Spage</td>
<td>21670 Ashburn Road, Ashburn, VA 20147</td>
<td>571-252-2300</td>
</tr>
<tr>
<td>John Champe</td>
<td>Mr. J. Gabriel</td>
<td>41535 Sacred Mountain, Aldie, VA 20105</td>
<td>703-722-2680</td>
</tr>
<tr>
<td>Dominion</td>
<td>Dr. J. Brewer</td>
<td>21326 Augusta Drive, Sterling, VA 20164</td>
<td>571-434-4400</td>
</tr>
<tr>
<td>Freedom</td>
<td>Mr. D. Fulton</td>
<td>25450 Riding Center Drive, South Riding, VA 20152</td>
<td>703-957-4300</td>
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<tr>
<td>Heritage</td>
<td>Mr. J. Adam</td>
<td>520 Evergreen Mill Road, SE, Leesburg, VA 20175</td>
<td>571-252-2800</td>
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<tr>
<td>Loudoun County</td>
<td>Ms. S. Ross</td>
<td>340 North Maple Avenue, Purcellville, VA 20132</td>
<td>540-751-2400</td>
</tr>
<tr>
<td>Park View</td>
<td>Mr. K. Dolson</td>
<td>400 West Laurel Avenue, Sterling, VA 20164</td>
<td>571-434-4500</td>
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<tr>
<td>Potomac Falls</td>
<td>Dr. E. Noto</td>
<td>46400 Algonkian Parkway, Sterling, VA 20165</td>
<td>571-434-3200</td>
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<tr>
<td>Riverside</td>
<td>Mr. D. Anderson</td>
<td>19019 Upper Belmont Place, Leesburg, VA 20176</td>
<td>703-554-8900</td>
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<tr>
<td>Rock Ridge</td>
<td>Mr. J. Duellman</td>
<td>43460 Loudoun Reserve Drive, Ashburn, VA 20148</td>
<td>571-367-4100</td>
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<tr>
<td>Stone Bridge</td>
<td>Mr. M. Wilburn</td>
<td>43100 Hay Road, Ashburn, VA 20147</td>
<td>571-252-2200</td>
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<tr>
<td>Tuscarora</td>
<td>Ms. P. Croft</td>
<td>801 North King Street, Leesburg, VA 20176</td>
<td>571-252-1900</td>
</tr>
<tr>
<td>Woodgrove</td>
<td>Mr. S. Shipp</td>
<td>36811 Alder School Road, Purcellville, VA 20132</td>
<td>540-751-2600</td>
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</tbody>
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## Instructional Centers

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academies of Loudoun</td>
<td>Dr. T. Priddy</td>
<td>42075 Loudoun Academy Drive, Leesburg, VA 20175</td>
<td>Opens 2018</td>
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<tr>
<td>Academy of Engineering and Technology</td>
<td>TBA</td>
<td>801 N. King Street, Leesburg, VA 20176</td>
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<tr>
<td>Douglass School</td>
<td>Ms. M. Turner</td>
<td>407 East Market Street, Leesburg, VA 20176</td>
<td>571-252-2060</td>
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<tr>
<td>Loudoun Academy of Science</td>
<td>Mr. G. Wolfe</td>
<td>21326 Augusta Drive, Sterling, VA 20164</td>
<td>571-434-4470</td>
</tr>
<tr>
<td>Monroe Technology Center</td>
<td>Mr. T. Flynn</td>
<td>715 Childrens Center Road, SW, Leesburg, VA 20175</td>
<td>571-252-2080</td>
</tr>
</tbody>
</table>
Welcome to our school division.

Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148
www.lcps.org