

Loudoun County Public Schools

# Substitute Guide

2015-2016



**YOU MAKE A WORLD OF DIFFERENCE!**

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



# Loudoun County Public Schools

## Department of Personnel Services

21000 Education Court

Ashburn, VA 20148

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

August 1, 2015

Dear Substitute:

In Loudoun County, we recognize the collaborative effort that it takes in the home, in the community and in the schools to prepare our young people for their lives and careers. Our focus in Loudoun County Public Schools is on the student.

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

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

Sincerely,

A handwritten signature in black ink that reads "Kimberly L. Hough". The signature is written in a cursive style with a large initial 'K'.

Kimberly L. Hough, Ed.D  
Assistant Superintendent for Personnel Services

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# Loudoun County Public Schools

## MISSION STATEMENT

The mission of the Loudoun County Public Schools is to work closely with students, families, and the community to provide a superior education, safe schools, and a climate for success. The educational program of the Loudoun County Public Schools will strive to meet or exceed federal, state, and local requirements for assessment of achievement and to promote intellectual growth, individual initiative, mutual respect, and personal responsibility for productive citizenship.



**Loudoun County Public Schools**  
**Administration Building**  
21000 Education Court  
Ashburn, VA 20148

# IMPORTANT CONTACTS

## DEPARTMENT OF PERSONNEL SERVICES

### **Sub-Central Office**

21000 Education Court  
3<sup>rd</sup> Floor  
Ashburn, VA 20148  
**571-252-1675**  
**571-252-1662 fax**  
subcentral@lcps.org

### **SmartFind Express™**

**703-729-6240**  
**877-885-2010 toll free**  
www.sub.lcps.org

### **Substitute Information Website**

www.sub4loudoun.com

### **Payroll Department**

21000 Education Court  
Ashburn, VA 20148  
**571-252-1260**

### **School District Website**

www.lcps.org

### **School District Phone Number**

571-252-1000



# INTRODUCTION

# THE SUBSTITUTE GUIDE

## INTRODUCTION

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

If you need additional information or assistance, please contact the Sub-Central Office at 571-252-1675 or [subcentral@lcps.org](mailto:subcentral@lcps.org). We will be happy to answer questions you have regarding our substitute program.

This handbook is divided into six sections:

1. **Introduction** contains the role of the substitute in the educational process.
2. **Responsibilities of a Substitute Section** contains a list of expectations, general guidelines, responsibilities, and suggestions for classroom management techniques.
3. **General Substitute Information** contains requirements for subbing, payroll information and frequently ask questions.
4. **Programs and Positions** contain information about the various classifications and subjects that need substitutes.
5. **Safety in Schools** contains information on the safety of students and personnel.
6. **General LCPS Information** contains information on School Board members, school opening and dismissal times, school directory, calendars, and school cancelation/delayed openings information.
7. **“Sub-Sational Ideas”** contains ideas for a Super-Sub Pack, suggested activities, and reference books.
8. **SmartFind Express** contains an overview of the system and quick reference information.

## OVERVIEW

The substitute's role in the educational process of Loudoun County Public Schools is very important.

***Providing continuity in the classroom instructional program is essential to a sound education.***

Occasional absences from classes are unavoidable. However, the continuity of the program can and should be maintained by substitutes who are well versed in the policies, procedures and expectations of the school and classroom. Through professional training and experience, substitutes provide students with instruction to minimize negative effects in student achievement that may result from absences of employees.

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

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

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

# DEFINING THE ROLE OF A SUBSTITUTE

As a substitute you fill in for permanent teachers, teacher assistants, secretaries, nurses, health clinic specialists, and other classifications, as the need arises. Your temporary assignment may range from as short as a couple of hours to a single day or a long-term assignment of an extended duration, based on the needs during the employee's absence. Your primary tasks as a substitute teacher include adhering to lesson plans designed by the absent teacher and providing supervision for students, following the guidelines of the teacher you are subbing for and following school procedures for all positions.

As you monitor students, you may give out assignments, correct student work, update attendance records and answer questions. Job assignment schedules at schools may change on short notice, so you need to be flexible to meet the needs of the school. You may teach a variety of subjects to different grade levels, and you are expected to be comfortable with maintaining discipline in a classroom atmosphere at all grade levels

Teacher Assistants will perform duties under the direction of a lead teacher. Secretaries, health clinic staff, and other positions are generally supervised by a school administrator.

The employment status of a substitute employee is considered part-time temporary and may be discontinued at any time, for any reason. Substitute positions are at-will and on-call. There is no guarantee of daily employment. There are many factors to consider, including the absence rate of permanent employees and the number of subs available for assignments.



# RESPONSIBILITIES OF A SUBSTITUTE

# STANDARDS OF PROFESSIONAL CONDUCT

Our school community encompasses a wide variety of races, ethnicities, cultures and religions. Loudoun County Public Schools employees strive to treat each student and staff member with respect. School personnel perform on two equal levels: as professionals dealing with clients and as adult role models shaping young lives.

## **Tobacco Use**

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

## **Alcohol, Drugs and Narcotics**

**On School Board Property** - It is the policy of the LCPS 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, on or in school buses or vehicles. This prohibition also covers all legal or prescription drugs which impair an employee's ability to perform his/her job safely or properly.

**Off School Board Property** – The use, 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 or its employees, shall be grounds for discipline, including possible suspension or termination.

## **Corporal Punishment**

No employee of LCPS shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

## **Confidentiality**

During your employment within an LCPS facility there may be times when you will have access to or become aware of information concerning students, their families, and even staff. As an LCPS employee you are expected to understand the confidential nature of the information and treat it accordingly. This also includes the school work, grades, and classroom behavior of a student.

## **Social Relationships**

Employees of LCPS are prohibited from dating or engaging in any intimate social relationship with a student.

## **Electronic Media/Social Networking**

Use of cell phones, personal laptops and other personal electronic media is prohibited during your substitute assignment. Under no circumstances can subs take photos of students or staff or allow themselves to be photographed. Nothing regarding your employment as a sub should appear on social network pages such as Facebook, Twitter, or YouTube. Do not share your personal information with students or receive e-mail addresses or phone numbers from them. Use of social networks to interact with students is prohibited. Keep in mind that your social network pages are public and accessible to parents, students, and other members of the community

## **School Computers**

Use of LCPS computers is only with the authorization of the school administrator for purposes directly related to LCPS mission, goals, and the substitute's assigned tasks. Please refer to the LCPS Employee Handbook ([sub4loudoun.com](http://sub4loudoun.com)) for additional information regarding the policy.

Continued

# STANDARDS OF PROFESSIONAL CONDUCT

## **Sexual Harassment**

The LCPS Sexual Harassment Policy states: *Loudoun County Public Schools maintain a working and learning environment for its employees and students which provides for fair and equitable treatment, including freedom from sexual discrimination and sexual harassment. No employee or student, male or female, shall discriminate on the basis of sex or harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of a sexual nature.* Please refer to the LCPS Employee Handbook for the full policy.

## **Substitute Deletions**

Substitutes not meeting the expectations of a school administrator may be removed from the school substitute roster. Depending on the nature and severity of the incident reported, the Director of Personnel Services may determine the need to permanently remove a substitute from the system and terminate their employment.

## **Attendance**

Punctual and regular attendance is an essential responsibility of each sub. Tardiness or absence causes problems for students and administrators and disrupts the education process. If you accept an assignment, you are expected to show up on time. Consistent patterns of excessive cancellations, “no shows”, or tardiness may result in removal from the sub roster.

# WHAT A SUBSTITUTE SHOULD EXPECT

1. A substitute may be contacted for work as early as 5:30 a.m. the day of an assignment or as late as 10:00 p.m. for future assignments. The automatic calling system can contact a substitute up to thirty (30) days in advance. We strongly recommend that substitutes keep calendars to reference jobs they accept. This will avoid forgetting that you have already accepted an assignment.
2. A substitute should expect to be provided, from the school where they are reporting for the substitute assignment, a student roster and, if applicable, a seating chart for each class.
3. A substitute should expect to be provided from the school complete lesson plans that are easy to read and designed to cover the time allotted for each subject.
4. A substitute should receive information on students with medical and/or special education needs.

## **School Guidelines**

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

The guidelines should include some of the following:

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

# YOUR RESPONSIBILITIES AS A CLASSROOM SUB

**Arrive early.** Arrive at school with sufficient time to organize your materials and familiarize yourself with school rules, bell times and procedures. *“Early is on time, on time is late, and late is out of a job.”*

**Dress for authority.** The wrong clothes can influence a student’s perception of you. Dress in a professional manner. Do not assume that jeans are acceptable attire or that a school has “casual Friday.” As a substitute, you need to establish yourself as a role model. Avoid dressing like the students. For women, be sure your clothing covers you while bending, kneeling, reaching, sitting, etc. Substitutes working with preschoolers and special education students are advised to wear comfortable clothing. P.E. teachers can wear appropriate athletic clothing and shoes.

**Report to the school’s main office.** Sign-in and pick up your sub badge. Take advantage of available resources, starting with the main administrative office at the school or facility. Check with administrators, counselors, and secretaries to get any general information you will need to know that day. All LCPS classroom doors are pre-locked and will be secured upon closure so keys are not needed. Collect class rolls, schedule, and lesson plans from the office. Ask about special assemblies or events scheduled for that day. If questions arise during the day, determine whom you should ask. Check the employee’s mailbox. Do you have additional duties today (bus duty, lunchroom supervision)? Is the school discipline plan included in your materials? Whom do you contact in case of an emergency and how do you reach them? How should you handle accidents? Do you have any students with special needs?

**Secure your personal belongings.** Be sure to secure all personal belongings while on school property. Ask the school office where personal belongings (purses, briefcases, cell phones, etc.) should be securely stored during the school day. LCPS is not responsible for lost, stolen, or damaged personal property.

**Introduce yourself.** Write your name, today’s date, and the day’s lesson on the board. Introduce yourself to the teacher next door or across the hall.

**Greet students warmly as they arrive.** Have an opening activity for students to complete as they enter the classroom. This will assure that the students sit down and become focused for the beginning of instruction.

**Locate seating chart.** Make sure to locate class seating chart(s) as soon as possible. Be on top of the roll call situation. If you are not sure how to pronounce a name, spell the child’s name and ask the student to pronounce it. Use the seating chart to call on students. Take roll and follow the school’s attendance reporting procedures.

**Implement lesson plans.** While you should typically find a well-planned lesson available for use, always have supplemental plans handy in case the teacher’s plan does not cover the time allotted for class. Your plans should be generic and deal with appropriate subject material. Follow all lesson plans to the best of your ability.

**Supervise the students at all times.** Students assigned to the regular classroom teacher must be supervised at all times. Never leave students alone.

**Report to the school administration.** Immediately report to the school administration any incidents involving student injuries, misconduct, suspected drug or alcohol use, suspicion of possession of weapons or other banned or illegal items, or suspicion of child abuse or neglect.

Continued

# YOUR RESPONSIBILITIES AS A CLASSROOM SUB

**Familiarize yourself with school emergency procedures.** The Safety in Schools section in this guide gives general guidelines but individual schools will provide you with information for their specific location.

**Maintain good classroom discipline.** Students are masters at detecting when people are insecure and they sometimes take advantage of the situation. Immediately contact the school administrator regarding major discipline issues.

**Do not leave school premises.** As a substitute, once you arrive at school you are not permitted to leave until your assignment is completed and you have signed out at the office.

**Be flexible.** The needs of the schools can change quickly before and during an assignment. It is important for subs to be flexible and willing to perform tasks in the school that they may not have originally signed up to do.

**Report any concerns you have to the school administrator.** You are encouraged to speak with the school administrator (principal and assistant principal) about any problems or concerns. Develop a working relationship with the administrators.

**Maintain a professional relationship with administrators, staff, parents, and students.** Be respectful of everyone you come in contact with in the course of your sub assignment.

**Make sure the classroom is clean at the end of the day.** Ask the students to take a few minutes to straighten up the classroom, return learning materials to their proper location, and put desks back in order the way that the regular teacher would leave them.

**Leave a note for the teacher.** Communicate, in writing, about the day's events. Make it as easy as possible for the teacher to return to work. Try to provide specific, positive feedback about how the class day went. Be sure to include work covered as specified in the plan book, any change in the lesson plans and the reason, misconduct of students, and communication received from parents and students who were helpful and well behaved.

# CLASSROOM MANAGEMENT TIPS

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

Take control early and let students know that rules will be enforced. Explain how you intend to manage the classroom through the instructional period/day lesson. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students' interested.

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

## TIPS TO REMEMBER

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

**Proximity is a good strategy.** Moving to students who are causing problems will sometimes get them to stop acting inappropriately.

**Relocate students who are disruptive.** This should only be done if other requests to stop the undesired action have failed. Asking students to change seat locations may be disruptive and challenging.

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

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

**Gifts or food treats are not to be given to students.** Leave a note for the teacher and she can decide on appropriate rewards.

**Project a good attitude and a feeling of self-confidence.** If you have a cheerful, confident, enthusiastic feeling about substituting, you can provide a rewarding experience for yourself and for the students involved.

**Be honest.** Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.

**Be positive.** Ensure that you start a class by being positive and convey that you will leave the students something of value. Positive interactions with students far outweigh negative interactions

**Build good relationships.** Building a good student/teacher relationship will increase your ability to manage the classroom.

**Move around the room as you teach.** Avoid sitting in the teacher's chair or standing behind a podium.

**Expect the unexpected.** Be ready for contingent action. Stay in control. Be flexible and demonstrate a sense of humor.

# YOUR RESPONSIBILITIES AS A NON-CLASSROOM SUB

**Arrive early.** Arrive at the location with sufficient time to organize your materials and familiarize yourself with rules and procedures. *“Early is on time, on time is late, and late is out of a job.”*

**Dress for authority.** The wrong clothes can influence a student’s or administrator’s perception of you. Dress in a professional manner. Do not assume that jeans are acceptable attire or that a location has “casual Friday.” As a substitute, you need to establish yourself as a role model. For women, be sure your clothing covers you while bending, kneeling, reaching, sitting, etc.

**Report to the location’s main office.** Sign-in and pick up your sub badge. Take advantage of available resources, starting with the main administrative office at the school or facility. Check with administrators and secretaries to get any general information you will need to know that day. What are your specific duties? Who will supervise you during the day? Do you have additional duties today (bus duty, lunchroom supervision)?

**Secure your personal belongings.** Be sure to secure all personal belongings while on school property. Ask the school office where personal belongings (purses, briefcases, cell phones, etc.) should be securely stored during the school day. LCPS is not responsible for lost, stolen, or damaged personal property.

**Familiarize yourself with location emergency procedures.** The Safety in Schools section in this guide gives general guidelines but individual schools and facilities will provide you with information for their specific location.

**Do not leave school premises if you are assigned to a school.** As a substitute, once you arrive at school you are not permitted to leave until your assignment is completed and you have signed out at the office. Non-school facilities do not have this rule.

**Be flexible.** The needs of the schools and other assignment locations can change quickly before and during an assignment. It is important for subs to be flexible and willing to perform tasks that they may not have originally signed up to do.

**Report any concerns you may have to the school or location administrator.** You are encouraged to speak with the administrator or assigned supervisor about any problems or concerns. Develop a working relationship with the administrators.

**Maintain a professional relationship with administrators, staff, parents, and students.** Be respectful of everyone you come in contact with in the course of your sub assignment.

# ARE YOU AN ORGANIZED SUBSTITUTE?

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

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

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

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

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

## Benefits of Being a Substitute

- Gain classroom experience without all the nightly work and preparation
- Experience different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of educational materials
- Get to know people – network in the school system
- Learn about possible vacancies
- Gain confidence in your ability to teach
- Practice classroom management techniques
- Flexible work schedule and assignment locations-your choice
- Satisfaction of being a part of a student's educational process







# GENERAL SUBSTITUTE INFORMATION



# IMPORTANT INFORMATION

**Benefits** - Substitutes are not eligible for sick or vacation leave benefits or compensation associated with regular employment such as unemployment benefits, regardless of the length of their employment as a sub.

**Minimum Assignment Requirement** - Substitutes must work a minimum of 3 assignments per school semester to remain in an active status for the following semester. The school semesters for 2015-2016 are: August 31, 2015-January 28, 2016 and January 29, 2016-June 14, 2016. Subs not meeting the minimum requirement in the first semester are inactivated at the end of the first semester and may not reapply until July 1, 2016. Subs not meeting the minimum requirement in the second semester are inactivated at the end of the second semester and may not reapply until February 1, 2017. College students are not exempt from this requirement. Subs hired after November 1, 2015 and April 1, 2016 are exempt from the requirement only during the semester in which they are hired.

**Refresher Course** - Active substitutes who have met the minimum assignment requirements will receive an e-mail notification of the required online refresher course by the end of July. Subs hired between April 1 and June 30 must still take the Refresher Course. Completion of an annual refresher course is required to be completed by October 1 in order to remain on the active substitute roster. You may not sub until you have completed the course.

**Substitute Performance** - School administrators may assess a substitute's performance for quality standards.

# PAYMENT OF SUBSTITUTES

The following guidelines regulate substitute pay:

1. **Substitute teachers/substitute librarians are paid a daily rate of \$110.00** based on working a full teaching day of 7 hours. Payment for time worked less than the full school day will be pro-rated.
2. **Substitute secretaries and substitute assistants are paid an hourly rate of \$15.57.** (Assistants include Grade 1-5 Teacher Assistants, In-School Restriction Teacher Assistants, Library Assistants, Study Hall Monitor Teacher Assistant, Kindergarten Teacher Assistants, Special Education Teacher Assistants, Technology Assistants, Health Clinic Specialists, Behavioral Assistants, English Language Learner Teacher Assistants, Head Start Teacher Assistants, and STEP Teacher Assistants.)
3. **Substitute nurses are paid a daily rate of \$110.00** based on working a full day of 7 hours. Payment for time worked less than the full day will be pro-rated.
4. Assignments worked the 1<sup>st</sup>-15<sup>th</sup> of each month are paid on the last day of the month. Assignments worked the 16<sup>th</sup> through the last day of the month are paid on the 15<sup>th</sup> of the following month. A pay schedule is included in this section of the guide.
5. In some cases your first paycheck may be a manual check. Thereafter, paychecks are electronically deposited into a checking or savings account of your choice. Applicants who do not have a valid checking or savings account will be issued a *rapid! PayCard® Visa®* on which pay will be deposited.
6. For each electronically deposited paycheck, a non-negotiable voucher is available on the E-Pay system. Instructions for accessing the E-Pay system and viewing and printing paystubs can be found at [www.sub4loudoun.com](http://www.sub4loudoun.com).
7. It is the responsibility of the substitute to confirm all time worked for each assignment. After reviewing your assignments in SmartFind Express you find that there is a discrepancy, contact the school where you worked (with the job number) to verify that the correct dates were submitted to payroll. If so, then contact the Payroll Department at 571-252-1260. Payroll pays substitutes from the assignment report submitted by the school. Jobs must have a job number for payment purposes.
8. Notify the Sub-Central office of any name, address, phone number, or e-mail address changes by completing a Substitute Information Form. The form is available at [sub4loudoun.com](http://sub4loudoun.com). It is your responsibility to make sure all information on your records is accurate. For name changes, you must present your new original Social Security Card to Sub-Central before your personnel and payroll records will be changed.

# SEMI-MONTHLY SUB PAY SCHEDULE

**2015-2016**

## **DATES INCLUSIVE**

## **CHECKS ISSUED**

July 1, 2015 - July 15, 2015.....	July 31, 2015
July 16, 2015 - July 31, 2015.....	August 15, 2015
August 1, 2015 - August 15, 2015.....	August 29, 2015
August 16, 2015 - August 31, 2015.....	September 15, 2015
September 1, 2015 - September 15, 2015.....	September 30, 2015
September 16, 2015 - September 30, 2015.....	October 15, 2015
October 1, 2015 - October 15, 2015.....	October 31, 2015
October 16, 2015 - October 31, 2015.....	November 14, 2015
November 1, 2015 - November 15, 2015.....	November 26, 2015
November 16, 2015 - November 30, 2015.....	December 15, 2015
December 1, 2015 - December 15, 2015.....	December 31, 2015
December 16, 2015 - December 31, 2015.....	January 15, 2016
January 1, 2016 - January 15, 2016.....	January 30, 2016
January 16, 2016 - January 31, 2016.....	February 13, 2016
February 1, 2016 - February 15, 2016.....	February 27, 2016
February 16, 2016 - February 28, 2016.....	March 13, 2016
March 1, 2016 - March 15, 2016.....	March 31, 2016
March 16, 2016 - March 31, 2016.....	April 15, 2016
April 1, 2016 - April 15, 2016.....	April 30, 2016
April 16, 2016 - April 30, 2016.....	May 15, 2016
May 1, 2016 - May 15, 2016.....	May 29, 2016
May 16, 2016 - May 31, 2016.....	June 15, 2016
June 1, 2016 - June 15, 2016.....	June 30, 2016
June 16, 2016 - June 30, 2016.....	July 15, 2016

## **DEDUCTION EXPLANATION ON YOUR PAYCHECK OR VOUCHER**

FICA – OASDI .....	FICA 7.65% of Salary*
FICA – HI.....	FICA - Health Ins. (Medicare 1.45% of Salary)*
FEDERAL .....	Federal Tax Withholding (Exemption Status Included)
STATE .....	State Tax Withholding (Name of State and Exemption Status Included)

\*Subject to change

**Payroll questions should be directed to the Payroll Department at 571-252-1260.**

# FREQUENTLY ASKED QUESTIONS

**Q: Do I always have to have the job number when I report to a school?**

A: Yes. If you do not have the job number and another substitute reports with a job number, the sub with the job number will secure the assignment and be paid for the day.

**Q: If I get to a school and I'm told that the job has been cancelled, what should I do?**

A: If the school does not have another open assignment to place you in, have the school call Sub-Central before you leave the premises and we will try to locate another assignment for you. If you do not accept an assignment that you are offered, you will not be paid.

**Q: How can I get my pay stub?**

A: You can view your pay stubs on the E-Pay system. A link can be found at [sub4loudoun.com](http://sub4loudoun.com).

**Q: My paycheck does not reflect all the hours that I worked. What should I do?**

A: After reviewing your assignments in SmartFind Express, contact the school where you worked (with the job number) to verify that the correct dates were submitted to payroll. If so, then contact payroll at 571-252-1260. Payroll pays substitutes from the assignment report submitted by the school.

**Q: How do I stop SmartFind Express from calling me if I am doing a long-term assignment?**

A: Sub-Central will enter the long-term assignment into SmartFind Express when approved. This will keep you from receiving calls for that time period. However, you may still receive calls for future assignments for dates after your long-term assignment is scheduled to end.

**Q: Do substitutes get ID badges?**

A: Substitutes do not get picture badges. Each school will provide you with a badge that is unique to their school when you arrive for your assignment. You must return the badge at the end of each day.

**Q: How do I change my home address, phone number and/or e-mail address?**

A: You will need to complete a Substitute Information Form and fax it to Sub-Central at 571-252-1662. This form can be downloaded from [sub4loudoun.com](http://sub4loudoun.com) under Current Substitutes.

**Q: How do I change my name in the system?**

A: You will need to complete a Substitute Information Form and present it with your new Social Security Card to the Sub-Central office. Our office is located on the third floor of the Loudoun County Public Schools Administration Building in Ashburn. The form is available at [sub4loudoun.com](http://sub4loudoun.com).

**Q: If school is cancelled because of inclement weather such as a snow day, will I still be paid?**

A: If school is cancelled, subs are not paid for the day and the job is cancelled from the system by the Sub-Central staff. If school is delayed or there is early dismissal due to inclement weather, substitutes will observe the same delay/early dismissal schedule as staff. Subs will be paid for the time they were originally scheduled to work, as reported by the school.

**Q: I am subbing at a school for one day and the teacher has a planning period. What should I do during this time?**

A: If you are prepared for all of the classes, ask the office staff or another teacher for an assignment to do during the planning time.

Continued  
FAQ's

**Q: Are substitutes eligible for benefits?**

A: No benefits are offered to substitutes at this time.

**Q: If I see a job in SmartFind Express and it is in callout, how can I pick up the job?**

A: Call Sub-Central to be assigned to the job.

**Q: Can I search for assignments while I'm working at a school?**

A: Substitutes should not be searching for assignments during an assigned job. If you are prepared for all the classes, speak to the office or another teacher for work to do during your planning time. Your main focus should always be the students.

**Q: How do I get the current school locator book that includes the new schools?**

A: The most current locator book will be posted on [sub4loudoun.com](http://sub4loudoun.com) before school starts.

# WHERE CAN I FIND?

SmartFind Express™ Link  
SmartFind Express™ Substitute User's Guide  
Substitute Guide  
Substitute Newsletter  
E-Pay Directions  
LCPS School Locator Book  
School Schedules  
LCPS Employee Handbook  
Substitute Profile Sheet  
Substitute Information Form

*All of the above can be found at:*

**sub4loudoun.com**

## WEBSITES FOR SUBSTITUTES

[www.stedi.org](http://www.stedi.org)

[www.pbis.org](http://www.pbis.org) (Positive Behavioral Intervention System)

[www.puzzlemaker.school.discovery.com/](http://www.puzzlemaker.school.discovery.com/) (generate customized puzzles online)

[www.edhelper.com](http://www.edhelper.com) (reading comprehension, vocabulary, geography and other lessons)

[www.lessonplanspage.com](http://www.lessonplanspage.com) (more than 2,500 free lesson plans available by subject or specific topics)

[www.mathworld.wolfram.com](http://www.mathworld.wolfram.com) (detailed materials on algebra, calculus, probability and more)

[www.educationworld.com/preservice/classroom/substitute.shtml](http://www.educationworld.com/preservice/classroom/substitute.shtml) (tips and resources for substitute teachers)

[www.supersubstituteteachers.com](http://www.supersubstituteteachers.com)

[www.substituteteachingatoz.com/resources.html](http://www.substituteteachingatoz.com/resources.html)

[www.interventioncentral.com](http://www.interventioncentral.com)



# PROGRAMS AND POSITIONS

# INSTRUCTIONAL PROGRAMS

## Elementary School, Grades K-5

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

## Middle School, Grades 6-8

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

## High School, Grades 9-12

More than half of a high school student's subjects are determined by state requirements for graduation. For details regarding the Academic Program of Studies for 2014-2014 and graduation requirements, you can go to [www.lcps.org](http://www.lcps.org) and select the "Students" tab in the upper-right corner.

## Special Education

Special Education provides a free, appropriate education to eligible Loudoun children with disabilities between the ages of two and twenty-one, inclusive. Special Education categories include:

*Autism* - self-contained classroom serving students with Autism or other moderate disabilities

*Cross-Categorical* – teacher-directed support services to students with mild disabilities; may occur in a resource room, classroom, or during school-day activities (hallway, lunch, lockers)

*Early Childhood* - serves preschool ages 2-5 students with various disabilities

*SpEd ED* (Emotional Disability) - serves students with emotional or other behavioral disabilities

*Deaf/Hard of Hearing* - serves students with hearing impairments or deafness

*Vision Impaired* – serves students with visual impairments

*SpEd ID* (Intellectual Disability) – serves students with mild to moderate cognitive disabilities

*SpEd MD* (Multiple Disabilities) - self-contained classroom serving students with moderate to severe disabilities; may involve students who are non-ambulatory and non-verbal with or without a physical disability

Other Health Impaired – Students with chronic or acute health problems such as asthma, attention deficit disorder, diabetes, epilepsy, etc. These students may receive services in a self-contained, resource room or general education classroom.

## Eligibility Sub

An Eligibility Sub covers various classrooms and/or students while the teacher is required to serve on a student's eligibility committee. The sub may serve in more than 1 classroom or subject during the assignment.

## Head Start

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

## Gifted Education

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

Continued

## **INSTRUCTIONAL PROGRAMS**

### **Vocational Education**

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

### **English Language Learner (ELL)**

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

### **STEP (Starting Towards Excellence in Preschool)**

STEP is a state (Virginia Preschool Initiative Grant-VPI) and locally funded program that serves 4 year old children who reside in families with income levels within the guidelines for free and reduced lunch prices. In addition, students with minimal special needs or English Language Learners (ELL), who reside with families over the income parameters, may be enrolled in STEP. The curriculum focuses on early literacy and early math instruction, as well as developmentally appropriate social and behavioral expectations.

For additional information on LCPS academic programs from kindergarten through 12<sup>th</sup> grade, please visit the Loudoun County Public Schools main website at [www.lcps.org](http://www.lcps.org).

# SUPPORT STAFF and ASSISTANTS

Classified position substitute opportunities are available in the following areas:

## **Behavioral Assistant**

Provides assistance to students with behavioral challenges under the direction of a licensed teacher

## **Library Assistant**

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

## **Secretary**

Responsible for performing a variety of clerical functions to provide for the smooth and efficient operation of the office; the employee performs all office secretarial functions in addition to communicating with the public, staff, students, and parents

## **Study Hall Monitor**

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

## **Teacher Assistant (Preschool, Kindergarten, Grades 1-5, STEP)**

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

## **Teacher Assistant (In-School Restriction)**

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

## **Teacher Assistant (Special Education)**

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

## **Teacher Assistant - ELL (English Language Learner)**

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

## **Technology Assistant**

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

# HEALTH CLINIC STAFF

## **School Nurse\***

Provides for the health needs of students during school hours and provides direct nursing service for routine and emergency situations; prepares and maintains medical records; sub must be an R.N.

## **Health Clinic Specialist\***

Supports the work of health service programs provided at schools; responsible for providing school-based health services under the direction of a registered nurse or other health professional; the work includes maintaining health records and related clinic duties

\*Additional training is required for all health clinic positions and will be provided through the Student Health Services office. The office can be reached at 571-252-1017.

# LONG-TERM SUBSTITUTE ASSIGNMENTS

1. Long-Term Assignments are assignments that are 11 or more consecutive days in a teaching or administrative position for the same employee. This does not include holidays, overlap days or workdays.
2. Subs must hold at minimum a bachelor's degree to be eligible for long-term assignments. The school's goal is to fill the position with a currently licensed teacher certified in the subject area.
3. The 2015-2016 pay rates for long-term positions are indicated below. No benefits are included.:

Teacher - \$154.00 per day for 7 hour day  
Guidance Counselor - \$154.00 per day for 7.5 hour day  
Nurse - \$184.50 per day for 7.5 hour day

Payment for time worked less than a full day will be pro-rated.

4. Long-term substitute assignments may include extra duties such as: planning, assessing, parent conferences, bus duty, lunch duty, detention supervision, or additional classroom supervision or other duties as requested by a school administrator. Long-term substitutes are required to fulfill these duties and any other duties, as assigned.
5. When a substitute has secured a long-term assignment, this information is entered into the automated substitute system by Sub-Central so the substitute will not receive other assignment calls that conflict with the long-term assignment.
6. Long-Term Substitutes are not paid if they do not work. This includes holidays, days when schools are closed due to emergency situations and inclement weather, and days when the sub is out due to illness or other personal reasons.
7. Up to two overlap days with a permanent employee are available to the substitute at the discretion of the school administrator.
8. Long-term substitutes in a vacant position cannot work more than 90 consecutive instructional days in the same position. Any substitute teacher working as a long-term substitute must follow the Virginia 90-Day Rule established by the Code of Virginia. It states that no substitute teacher may work in one classroom for more than 90 consecutive school days. This excludes teacher workdays and holidays. Therefore, the assignment will terminate at the end of the 90<sup>th</sup> day.
9. Long-term assignments can be terminated at any time for any reason based on the needs of the school.



# SAFETY IN SCHOOLS

# SAFETY IN LOUDOUN COUNTY PUBLIC SCHOOLS

Loudoun County Public Schools has implemented several programs and procedures in order to ensure the safety of our students and staff. Our practices are continuously reviewed and revised to increase their effectiveness. Remember that being alert to activities around you leads to prevention. Always report any suspicious activity to a building administrator.

## Facility Safety

The following safety procedures are in place in all Loudoun County Public Schools:

- All exterior doors will remain locked while school is in session.
- All interior classroom doors will have the lock mechanism engaged. The door may be left open and in the event a “lockdown” is called, it can be shut quickly without the necessity of finding a key. Classroom keys are no longer necessary for a lockdown.
- Subs are to share any information that may represent a security concern to the school administrator immediately.

## Preparedness for Emergencies

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

The Emergency Response Plan includes preparations for responding to:

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

## Ongoing Safety and Security Measures

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

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

Continued

# SAFETY IN LOUDOUN COUNTY PUBLIC SCHOOLS

## Substitute Teacher Responsibilities During Emergency Situations

Substitute teachers are responsible for implementing appropriate procedures to protect students. Be sure to know the emergency procedures for the school you are substituting in and how to contact the main office in the event of an emergency. Locate fire drill and tornado drill maps in the classroom and be familiar with evacuation procedures.

These responsibilities include:

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

Continued

# SAFETY IN LOUDOUN COUNTY PUBLIC SCHOOLS

## Summary of Universal Precautions - Bloodborne Pathogens

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

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

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

# PROCEDURE FOR SUBSTITUTE NURSES and HEALTH CLINIC SPECIALISTS

*Clinic substitutes are required to complete the clinic training prior to substituting as a School Nurse or Health Clinic Specialist. For dates and times of the clinic training, contact Student Health Services at 571-252-1017. Clinic Substitutes will also need to be in the clinic to work for 2-3 hours of "observation," which is conducted by a member of the Student Health Services staff.*

## **Administrative:**

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

## **Medication:**

1. Before you can administer medication, you must be a licensed RN, LPN, or have attended the Training and Orientation for Substitute Nurses/Health Clinic Specialists. Inform an administrator if you have not been trained in medication administration. Someone else will have to administer medication.
2. Obtain the keys to the medicine cabinets and remember that the cabinets must stay locked when you are administering medicine. The exception is the inhaler and EpiPen cabinet which is left unlocked during the day for easy access in an emergency. Keys must be kept on your person at all times and stored in a school-designated secured place at the end of the day.
3. Keep in mind the **6 Rights** when administering any medication:
  - a) **Right** person
  - b) **Right** medication
  - c) **Right** time
  - d) **Right** amount
  - e) **Right** route
  - f) **Right** documentation
4. Ascertain the school's policy about administering acetaminophen (Tylenol). This varies by grade level: elementary, middle or high school.

Continued

# PROCEDURE FOR SUBSTITUTE NURSES AND HEALTH CLINIC SPECIALISTS

5. Parent/guardian permission must be checked on the emergency card in order for acetaminophen to be given at school. At the elementary level, check with the parent to see if the student has had acetaminophen at home before administering at school. Notify the parent or after-school caregiver if acetaminophen was given after lunch. This is to prevent the parent/caregiver from administering acetaminophen too soon. Acetaminophen must be given according to manufacturer's directions.
6. Check the medication log to see which medications are to be given on a regular basis and locate the student if he/she does not report to the clinic. If a child routinely receives medicine, it is essential for his/her functioning in the school setting and must be administered on time each day.
7. Remember that you **MUST** have written physician orders to administer any prescription medicine: **NO exceptions**. If this problem occurs, call the Student Health Services office at 571-252-1017 or call one of the Resource Nurses for advice.
8. Remember that you must have **written** instructions from the parent/guardian to administer any over-the-counter medication. The medication can only be given according to the directions on the label. If a parent wants a larger dose to be given than is instructed on the label, a physician's order must be provided.
9. All medications should be in their original containers. No medication in baggies, etc., can be given. New medications and refills should be counted and recorded on the medication sheet. Controlled medication (Ritalin, Dexedrine, Adderall, etc.) must be counted at the beginning and end of the clinic substitute coverage with another person. Both people counting the medication must record their initials and signature on the Controlled Medication Count form.
10. Find out if any field trips are planned for the day or the next day, as medication may need to be prepared. If you are unsure of what needs to be done to prepare for the field trip or what is to be sent with the teachers, call one of the Resource Nurses.

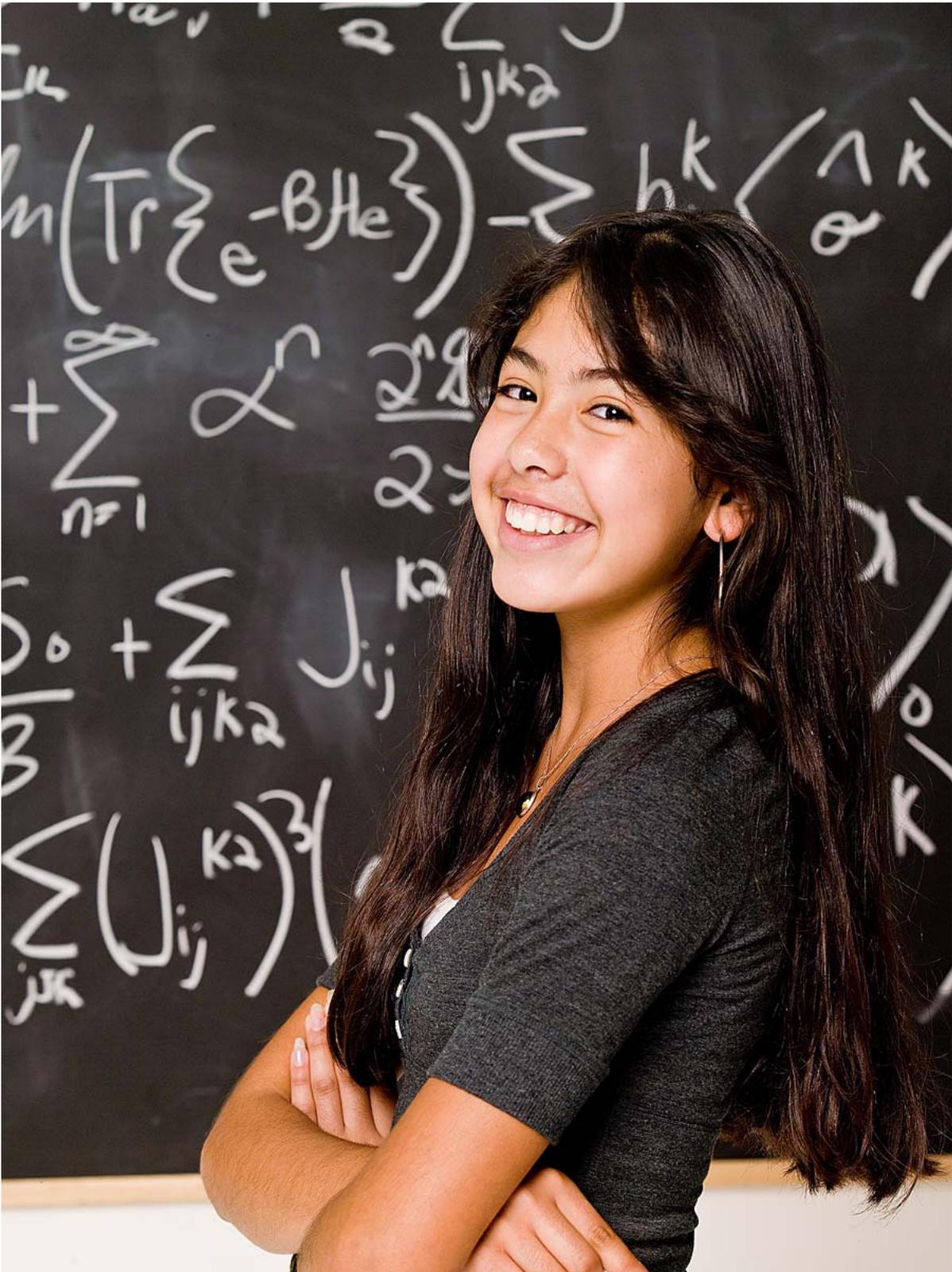
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# CLINIC PROCEDURES

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

If you call 911, be sure that the principal and the parent are notified. In addition, notify:

- the Risk Management Supervisor (571-252-1280)
  - the School Dispatch Office (703-779-8833)
  - the Student Health Services Supervisor (571-252-1017)
  - if it is an elementary school, the Resource Nurse for that school.
8. For all bumps on the head/head injuries:
    - Student should be observed for at least 20 minutes in the clinic.
    - The parent/guardian must be notified.
    - A Head Injury Form must be sent home.
    - An Injury/Incident Form must be completed.
    - All students need to return to the clinic after two hours for rechecking. All elementary students should take the "Head Injury Alert" (bright red card) back to the classroom teacher as a reminder.
  9. Keep health notes on each student who comes to the clinic on the form "LCPS Health Office Visit Record". This form includes places to document medication administered, diabetes care provided, procedures performed, and other documentation that is required about each visit. You must sign your name on each student's visit record.
  10. If you have questions or concerns, call the Resource Nurse assigned to the school or the Student Health Services Office (571-252-1017).

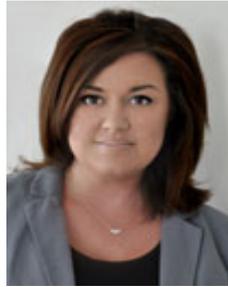


# SCHOOL DISTRICT INFORMATION

# Members of the Loudoun County School Board



[Eric Hornberger](#)  
Chairman  
Ashburn District  
571-291-5685



[Jill Turgeon](#)  
Vice Chairman  
Blue Ridge District  
571-420-3818



[Debbie Rose](#)  
Algonkian District  
571-291-5983



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



[Kevin Kuesters](#)  
Broad Run District  
571-420-1818



[Jennifer K. Bergel](#)  
Catoctin District  
571-223-9724



[Jeff Morse](#)  
Dulles District  
571-420-2243



[Bill Fox](#)  
Leesburg District  
571-420-0721



[Brenda Sheridan](#)  
Sterling District  
571-233-0307

Biographies can be viewed at [www.lcps.org](http://www.lcps.org).  
Please be aware that correspondence sent to School Board members  
is subject to Virginia's Freedom of Information Act.  
To contact School Board members by e-mail, please use [lcsb@lcps.org](mailto:lcsb@lcps.org). To contact LCPS staff  
with general information requests use, [schools@lcps.org](mailto:schools@lcps.org).

# OPENING AND DISMISSAL TIMES

ELEMENTARY	TEACHERS ARRIVE	CLASSES START	CLASSES DISMISSED	TEACHERS DEPART
Aldie	7:30	7:50	2:35	2:50
Algonkian	7:30	7:50	2:35	2:50
Arcola	7:30	7:50	2:35	2:50
Ashburn	7:30	7:50	2:35	2:50
Ball's Buff	7:55	8:15	3:00	3:15
Banneker	7:40	8:00	2:45	3:00
Belmont Station	7:30	7:50	2:35	2:50
Buffalo Trail	7:30	7:50	2:35	2:50
Cardinal Ridge	7:30	7:50	2:35	2:50
Rosa Lee Carter	7:30	7:50	2:35	2:50
Catoctin	7:30	7:50	2:35	2:50
Cedar Lane	7:30	7:50	2:35	2:50
Cool Spring	7:30	7:50	2:35	2:50
Countryside	7:30	7:50	2:35	2:50
Creighton's Corner	7:30	7:50	2:35	2:50
Kenneth W. Culbert	7:30	7:50	2:35	2:50
Discovery	7:30	7:50	2:35	2:50
Dominion Trail	7:30	7:50	2:35	2:50
Emerick	7:30	7:50	2:35	2:50
Evergreen Mill	7:30	7:50	2:35	2:50
Forest Grove	7:30	7:50	2:35	2:50
Frederick Douglass	7:30	7:50	2:35	2:50
Guilford	7:30	7:50	2:35	2:50
Hamilton	7:30	7:50	2:35	2:50
Hillsboro	7:30	7:50	2:35	2:50
Hillside	7:30	7:50	2:35	2:50
Horizon	7:30	7:50	2:35	2:50
Hutchison Farm	7:30	7:50	2:35	2:50
Leesburg	7:55	8:15	3:00	3:15
Legacy	7:30	7:50	2:35	2:50
Liberty	7:30	7:50	2:35	2:50
Lincoln	7:30	7:50	2:35	2:50
Little River	7:30	7:50	2:35	2:50
Lovettsville	7:30	7:50	2:35	2:50
Lowes Island	7:30	7:50	2:35	2:50
Lucketts	7:30	7:50	2:35	2:50
Meadowland	7:30	7:50	2:35	2:50
Middleburg Charter	7:30	7:40	2:25	2:50
Mill Run	7:30	7:50	2:35	2:50
Moorefield Station	7:30	7:50	2:35	2:50
Mountain View	7:30	7:50	2:35	2:50
Newton-Lee	7:30	7:50	2:35	2:50
Pinebrook	7:30	7:50	2:35	2:50
Potowmack	7:30	7:50	2:35	2:50
Frances Hazel Reid	7:30	7:50	2:35	2:50
Rolling Ridge	7:30	7:50	2:35	2:50
Round Hill	7:30	7:50	2:35	2:50
Sanders Corner	7:30	7:50	2:35	2:50

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

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

<b>HIGH SCHOOLS</b>	<b>TEACHERS ARRIVE</b>	<b>CLASSES START</b>	<b>CLASSES DISMISSED</b>	<b>TEACHERS DEPART</b>
Briar Woods	8:45	9:00	3:48	3:50
Broad Run	8:45	9:00	3:48	3:50
Dominion	8:45	9:00	3:48	3:50
Freedom High	8:45	9:00	3:48	3:50
Heritage	8:45	9:00	3:48	3:50
John Champe	8:45	9:00	3:48	3:50
Loudoun County	8:45	9:00	3:48	3:50
Loudoun Valley	8:40	8:55	3:43	3:45
Park View	8:45	9:00	3:48	3:50
Potomac Falls	8:45	9:00	3:48	3:50
Riverside	8:45	9:00	3:48	3:50
Rock Ridge	8:45	9:00	3:48	3:50
Stone Bridge	8:45	9:00	3:48	3:50
Tuscarora	8:45	9:00	3:48	3:50
Woodgrove	8:45	8:55	3:43	3:50
Douglass School	9:10	9:25	3:15	3:20
Monroe Technology Center	9:10	9:25	3:10	3:20

# 2015-2016 DIRECTORY OF SCHOOLS

ELEMENTARY SCHOOLS			
School	Principal	Address	Phone #
Aldie	Mr. R. Carter	23269 Meetinghouse Lane, Aldie, VA 20105	703-957-4380
Algonkian	Mr. B. Blubaugh	20196 Carter Court, Sterling, VA 20165	571-434-3240
Arcola	Dr. C. Bowers	41740 Tall Cedars Parkway, Aldie, VA 20105	703-957-4390
Ashburn	Ms. M. Walthour	44062 Fincastle Drive, Ashburn, VA 20147	571-252-2350
Ball's Buff	Dr. M. Carper	821 Battlefield Parkway, NE, Leesburg, VA 20176	571-252-2880
Banneker	Mr. R. Carter	35231 Snake Hill Road, Middleburg, VA 20147	540-751-2480
Belmont Station	Ms. L. Mercer	20235 Nightwatch Street, Ashburn, VA 20147	571-252-2240
Buffalo Trail	Ms. A. Rogaliner	42190 Seven Hills Drive, Aldie, VA 20105	703-722-2780
Cardinal Ridge	Dr. R. Anderson	26155 Bullrun Post Office Rd., Centreville, VA 20120	571-367-4020
Rosa Lee Carter	Ms. A. Hines	43330 Loudoun Reserve Drive, Ashburn, VA 20148	703-957-4490
Catoctin	Ms. J. Rueckert	311 Catoctin Circle, SW Leesburg, VA 20175	571-252-2940
Cedar Lane	Mr. R. Marple	43700 Tolamac Drive, Ashburn, VA 20147	571-252-2120
Cool Spring	Mr. C. Cadwell	501 Tavistock Drive, Leesburg, VA 20175	571-252-2890
Countryside	Mr. R. Rudnick	20624 Countryside Boulevard, Sterling, VA 20165	571-434-3250
Creighton's Corner	Mr. C. Knott	23171 Minerva Drive, Ashburn, VA 20148	703-957-4480
Kenneth W. Culbert	Ms. J. Brownell	38180 West Colonial Highway, Hamilton, VA 20158	540-751-2540
Discovery	Mr. C. Painter	44020 Grace Bridge Drive, Ashburn, VA 20147	571-252-2370
Dominion Trail	Mr. Jeff Joseph	44045 Bruceton Mills Circle, Ashburn, VA 20147	571-252-2340
Emerick	Ms. D. Haddock	440 S. Nursery Avenue, Purcellville, VA 20142	540-751-2440
Evergreen Mill	Mr. M. Pellegrino	491 Evergreen Mill Road, SE Leesburg, VA 20175	571-252-2900
Frederick Douglass	Ms. P. Huffman	510 Principal Drummond Way, Leesburg, VA 20175	571-252-1920
Forest Grove	Ms. S. Simon	46245 Forest Ridge Drive, Sterling, VA 20164	571-434-4560
Guilford	Mr. D. Stewart	600 West Poplar Road, Sterling, VA 20164	571-434-4550
Hamilton	Ms. T. Finn	54 S. Kerr Street, Hamilton, VA 20158	540-751-2570
Hillsboro	Mr. D. Michener	37110 Charles Town Pike, Purcellville, VA 20142	540-751-2560
Hillside	Mr. G. Brazina	43000 Ellzey Drive, Ashburn, VA 20148	571-252-2170
Horizon	Ms. J. Ewing	46665 Broadmore Drive, Sterling, VA 20165	571-434-3260
Hutchison Farm	Ms. H. Smith	42819 Center Street, South Riding, VA 20152	703-957-4350
Leesburg	Ms. A. Robinson	323 Plaza Street, NE Leesburg, VA 20176	571-252-2860
Legacy	Mr. M. Dickersheid	22995 Minerva Drive, Ashburn, VA 20148	703-957-4425
Liberty	Mr. P. Pack	25491 Riding Center Drive, South Riding, VA 20152	703-957-4370
Lincoln	Mr. D. Michener	18048 Lincoln Road, Purcellville, VA 20142	540-751-2430
Little River	Ms. J. Gross	43464 Hyland Hills Street, South Riding, VA 20152	703-957-4360
Lovettsville	Ms. K. Forcino	49 S. Loudoun Street, Lovettsville, VA 20180	540-751-2470
Lowes Island	Mr. B. Shafferman	20755 Whitewater Drive, Sterling, VA 20165	571-434-4450
Lucketts	Ms. C. Clement	14550 James Monroe Highway, Leesburg, VA 20176	571-252-2070
Meadowland	Ms. L. Seck	729 S. Sugarland Run Drive, Sterling, VA 20164	571-434-4440
Middleburg Charter	Mr. D. Larson	101 N. Madison Street, Middleburg, VA 20117	540-687-5048
Mill Run	Mr. J. Cornely	42940 Ridgeway Drive, Ashburn, VA 20148	571-252-2160
Moorefield Station	Ms. K. Roche	22325 Mooreview Parkway, Ashburn, VA 20148	571-252-2380
Mountain View	Ms. J. Broaddus	36803 Alder School Road, Purcellville, VA 20142	540-751-2550
Newton-Lee	Mr. S. Lyons	43335 Gloucester Parkway, Ashburn, Virginia 20147	571-252-1535
Pinebrook	Mr. P. Thiessen	25480 Mindful Court, Aldie, Virginia 20105	703-957-4325
Potowmack	Ms. J. Rule	46465 Esterbrook Circle, Sterling, VA 20165	571-434-3270
Frances Hazel Reid	Ms. B. Jochems	800 North King Street, Leesburg, VA 20176	571-252-2050
Rolling Ridge	Ms. L. Spurlock	500 E. Frederick Drive, Sterling, VA 20164	571-434-4540
Round Hill	Mr. A. Davis	17115 Evening Star Drive, Round Hill, VA 20141	540-751-2450
Sanders Corner	Mr. M. Jacques	43100 Ashburn Farm Parkway, Ashburn, VA 20147	571-252-2250

<b>ELEMENTARY SCHOOLS (Cont.)</b>			
School	Principal	Address	Phone #
Seldens Landing	Ms. T. Stephens	43345 Coton Commons Drive, Leesburg, VA 20176	571-252-2260
Sterling	Ms. J. Scott	200 West Church Road, Sterling, VA 20164	571-434-4580
Sugarland	Ms. G. Brady	65 Sugarland Run Drive, Sterling, VA 20164	571-434-4460
Sully	Ms. C. O'Neill	300 Circle Drive, Sterling, VA 20164	571-434-4570
Sycolin Creek	Mr. D. Racino	21100 Evergreen Mills Road, Leesburg, VA 20175	571-252-2910
John W. Tolbert, Jr.	Ms. E. Layman	691 Potomac Station Drive, NE Leesburg, VA 20176	571-252-2870
Waterford	Mr. A. Heironimus	15513 Loyalty Road, Waterford, VA 20197	540-751-2460
Steuart W. Weller	Ms. J. Platenberg	20700 Marblehead Drive, Ashburn, VA 20147	571-252-2360

<b>MIDDLE SCHOOLS</b>			
School	Principal	Address	Phone #
Belmont Ridge	Mr. R. Hitchman	19045 Upper Belmont Place, Leesburg, 20176	571-252-2220
Blue Ridge	Mr. B. Bell	551 East A Street, Purcellville, VA 20142	540-751-2520
Eagle Ridge	Mr. Scott Phillips	42901 Waxpool Road, Ashburn, VA 20148	571-252-2140
Farmwell Station	Ms. S. Loya	44281 Gloucester Parkway, Ashburn, VA 20147	571-252-2320
Harmony	Mr. E. Stewart	38174 West Colonial Highway, Hamilton, VA 20158	540-751-2500
Harper Park	Ms. E. Robinson	701 Potomac Station Dr, NE, Leesburg, VA 20176	571-252-2820
Mercer	Mr. B. Phillips	42149 Greenstone Drive, Aldie, VA 20105	703-957-4340
River Bend	Mr. D. Shaffer	46240 Algonkian Parkway, Sterling, VA 20165	571-434-3220
Seneca Ridge	Mr. M. McDermott	98 Seneca Ridge Drive, Sterling, VA 20164	571-434-4420
J.Michael Lunsford	Ms. C. Simms	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660
J.L. Simpson	Mr. C. Runfola	490 Evergreen Mills Road, Leesburg, VA 20175	571-252-2840
Smart's Mill	Mr. W. Waldman	850 North King Street, Leesburg, VA 20176	571-252-2030
Sterling Middle	Mr. A. Martinez	201 W. Holly Avenue, Sterling, VA 20164	571-434-4520
Stone Hill	Ms. J. Day	23415 Evergreen Ridge Drive, Ashburn, Va. 20148	703-957-4420
Trailside	Ms. B. Beichler	20325 Claiborne Parkway, Ashburn, VA 20147	571-252-2280

<b>HIGH SCHOOLS</b>			
Briar Woods	Mr. E. Starzenski	22525 Belmont Ridge Road, Ashburn, VA 20148	571-957-4400
Broad Run	Mr. D. Anderson	21670 Ashburn Road, Ashburn, VA 20147	571-252-2300
Dominion	Dr. J. Brewer	21326 Augusta Drive, Sterling, VA 20164	571-434-4400
Freedom	Mr. D. Fulton	25450 Riding Center Drive, South Riding, VA 20152	703-957-4300
Heritage	Mr. J. Adam	520 Evergreen Mill Road, S.E., Leesburg, VA 20175	571-252-2800
John Champe	Mr. J. Gabriel	41535 Sacred Mount St., Aldie, VA 20105	703-722-2680
Loudoun County	Dr. M. Luttrell	415 Dry Mill Road, Leesburg, VA 20175	571-252-2000
Loudoun Valley	Ms. S. Ross	340 N. Maple Avenue, Purcellville, VA 20142	540-751-2400
Park View	Mr. K. Dolson	400 West Laurel Avenue, Sterling, VA 20164	571-434-4500
Potomac Falls	Ms. B. Beichler	46400 Algonkian Parkway, Potomac Falls, VA 20165	571-434-3200
Riverside	Mr. D. Anderson	19019 Upper Belmont Place, Leesburg, VA 20176	703-554-8900
Rock Ridge	Mr. J. Duellman	43460 Loudoun Reserve Drive, Ashburn, VA 20148	571-367-4100
Stone Bridge	Mr. M. Wilburn	43100 Hay Road, Ashburn, VA 20147	571-252-2200
Tuscarora	Ms. P. Paul-Jacobs	801 North King Street, Leesburg, VA 20176	571-252-1900
Woodgrove	Mr. W. Shipp	36811 Alder School Rd, Purcellville, VA 20142	540-751-2600

<b>INSTRUCTIONAL CENTERS</b>			
Douglass School	Dr. J. Robinson	407 E. Market Street, Leesburg, VA 20175	571-252-2060
C.S. Monroe Technology Center	Mr. W. Grier	715 Children's Center Road, SW, Leesburg, VA 20175	571-252-2080

# SCHOOL CLUSTER LOCATIONS 2015-2016

## **Briar Woods High School Cluster**

- Briar Woods High
- Hillside Elementary
- Mill Run Elementary

## **Broad Run High School Cluster**

- Ashburn Elementary
- Broad Run High
- Discovery Elementary
- Dominion Trail Elementary
- Farmwell Station
- Steuart W. Weller Elementary

## **Dominion High School Cluster**

- Dominion High
- Lowes Island Elementary
- Meadowland Elementary
- Seneca Ridge Middle
- Sugarland Elementary

## **Freedom High School Cluster**

- Cardinal Ridge Elementary
- Freedom High
- Hutchison Farm Elementary
- Liberty Elementary
- Little River Elementary
- J. Michael Lunsford Middle

## **Heritage High School Cluster**

- Cool Spring Elementary
- Harper Park Middle
- Heritage High
- John W. Tolbert, Jr. Elementary

## **John Champe High School Cluster**

- Aldie Elementary
- Arcola Elementary
- Buffalo Trail Elementary
- John Champe High
- Mercer Middle
- Pinebrook Elementary

## **Loudoun County High School Cluster**

- Catoctin Elementary
- Evergreen Mill Elementary
- Frederick Douglass Elementary
- J. L. Simpson Middle
- Loudoun County High
- Sycolin Creek Elementary

## **Loudoun Valley High School Cluster**

- Banneker Elementary
- Blue Ridge Middle
- Emerick Elementary
- Hamilton Elementary
- Lincoln Elementary
- Loudoun Valley High

## **Park View High School Cluster**

- Forest Grove Elementary
- Guilford Elementary
- Park View High
- Rolling Ridge Elementary
- Sterling Elementary
- Sterling Middle
- Sully Elementary

## **Potomac Falls High School Cluster**

- Algonkian Elementary
- Countryside Elementary
- Horizon Elementary
- Potomac Falls High
- Potowmack Elementary
- River Bend Middle

## **Riverside High School Cluster**

- Belmont Ridge Middle
- Selden's Landing Elementary

## **Rock Ridge High School Cluster**

- Rosa Lee Carter Elementary
- Creighton's Corner Elementary
- Legacy Elementary
- Moorefield Station Elementary
- Stone Hill Middle

## **Stone Bridge High School Cluster**

- Belmont Station Elementary
- Cedar Lane Elementary
- Newton-Lee Elementary
- Sanders Corner Elementary
- Stone Bridge High
- Trailside Middle

## **Tuscarora High School Cluster**

- Ball's Bluff Elementary
- Frances Hazel Reid Elementary
- Leesburg Elementary
- Lucketts Elementary
- Smart's Mill Middle
- Tuscarora High

## **Woodgrove High School Cluster**

- Harmony Middle
- Hillsboro Elementary
- Kenneth W. Culbert Elementary
- Lovettsville Elementary
- Mountain View Elementary
- Round Hill Elementary
- Waterford Elementary
- Woodgrove High

## **County-Wide Facilities**

- Douglass School
- Monroe Technology
- Middleburg Charter

# 2015-2016 SCHOOL CALENDAR

August 31	First Day of School for Students
September 7	Holiday (Labor Day)
October 12	Holiday (Columbus Day)
November 2-3	Student Holidays (Planning/Records/Conference Days)
November 25-27	Holiday (Thanksgiving)
December 21-January 1	Winter Break (Classes resume January 4)
January 18, 2016	Holiday (Martin Luther King, Jr. Day)
January 28	End of First Semester
January 29	Student Holiday* (Planning/Records/Conference Days)
February 15	Holiday (Presidents' Day)
March 21-25	Holiday (Spring Break)
April 15	Student Holiday (Planning/Records/Conference Days)
May 30	Holiday (Memorial Day)
June 14	Last Day of School for Students/ End of Second Semester

\*Moveable Student Holiday

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

# SCHOOL CANCELLATION or DELAYED OPENING

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

*WTOP – 103.5 FM/103.9 FM*

*WINC - 92.5 FM*

*WTOP - 1500 AM*

*WMAL - 630 AM*

*WRC TV 4*

*WTTG TV 5*

*WJLA TV 7*

*WUSA TV 9*

*News Channel 8*

*LCPS-TV/Channel 18-Comcast, Channel 43 Verizon FIOS, Channel 42 Open Band*

Check the LCPS website at [www.lcps.org](http://www.lcps.org) for calendar or schedule changes. Substitutes should not call school officials or radio stations to find out if schools are being closed. Telephone lines must be kept open to enable schools and radio stations to receive notifications of school closing.

You may also wish to receive Loudoun County emergency, weather, and school closing text and e-mail notifications. Log onto <https://alert.loudoun.gov> to register your phone numbers and e-mail addresses.

In the event of a delayed opening, please stay tuned to the radio/television station for at least one hour in case some change in the weather causes schools to be closed for the day.

If it becomes necessary to open schools late or close schools early due to inclement weather conditions, subs will observe the same arrival/dismissal schedule as students or until dismissed by the administrator of your building. If schools open late, subs are paid for the original time of the assignment for jobs picked up prior to the official LCPS announcement of a school delayed opening. Subs are not paid for assignments on days of school closings.

When schools are cancelled before the start of school, substitutes are not expected to report to their assignment and will not be paid for the assignment time.

Assignments will be cancelled or times updated in SmartFind Express as soon as possible by Sub-Central or the school.



# SUB-SATIONAL IDEAS

# SUB-SATIONAL IDEAS

## CHECK LIST

### Preparing for your assignment:

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

### Prior to entering the class:

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

### In the classroom:

- Enter the classroom with confidence. The first impression can take you a long way.
- Check for the exit map located by the door and for the emergency call button.
- Locate sub plans. If you cannot find them, check with another teacher or the office staff.
- Write your name on the board and introduce yourself.
- Review lesson plans and follow as closely as possible.
- If audio or visual equipment is needed, make sure it is in the classroom and working properly.
- If money is to be collected, record the amount, the name of the pupil, and the purpose for the collection on a sheet to be turned in to the office at the end of the school day.
- Check to see if all the books, handouts, and paper are close at hand or in the classroom.
- Check the seating chart.

### End of day:

- Remind students of homework. Have students clean their desks and the area around their desks.
- Leave desk, books, and room in good order.
- Be sure to leave a note for the teacher giving details for the day. You can find a form to use on [sub4loudoun.com](http://sub4loudoun.com).
- Return identification badge, teacher materials, and any other pertinent items to the school secretary.
- Turn in any money collected. Fill out paperwork for payment and turn in with other materials.

Continued

# SUB-SATIONAL IDEAS – SUPER SUB PACK

There will be situations when the teacher will leave lesson plans that are difficult to decipher or too short for the time available. These situations leave you with the task of having to fill that time with manageable and worthwhile activities on your own. Every good substitute should have some tried and true activities. The following items listed below can help you create your own "**SUPER SUB PACK.**"

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

## SUGGESTED ACTIVITIES FOR USE BY SUBSTITUTE TEACHERS

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

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

Writing Activities:

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

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

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

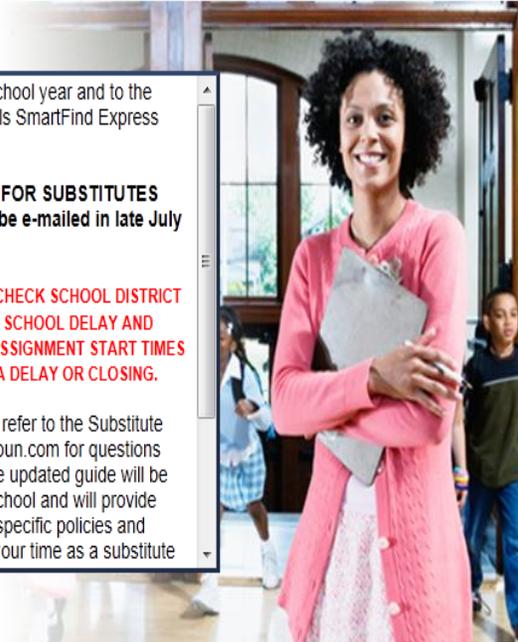
# SMARTFIND EXPRESS

Welcome to the 2014-2015 school year and to the Loudoun County Public Schools SmartFind Express system!

**IMPORTANT INFORMATION FOR SUBSTITUTES**  
The Sub Refresher Course will be e-mailed in late July 2015.

**IMPORTANT: PLEASE BE SURE TO CHECK SCHOOL DISTRICT WEBSITE AT [www.lcps.org](http://www.lcps.org) FOR SCHOOL DELAY AND CLOSING INFORMATION. POSTED ASSIGNMENT START TIMES WILL NOT APPLY IN CASES OF A DELAY OR CLOSING.**

SUBSTITUTE GUIDE - Please refer to the Substitute Guide found at [www.sub4loudoun.com](http://www.sub4loudoun.com) for questions regarding Substitute issues. The updated guide will be available prior to the start of school and will provide important information about specific policies and procedures to guide you during your time as a substitute



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 User ID  
 Password

**Submit**

[Trouble signing in?](#)

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# SMARTFIND EXPRESS

## OVERVIEW

LCPS utilizes the SmartFind Express (SFE) program from eSchool Solutions. SFE is an automated sub management system that can be accessed by substitutes online or by phone.

- Substitutes can change their availability/unavailability and locations and classifications at any time.

### **Please Note: New Procedure for Accessing the Substitute Profile Sheet**

To create and/or update your profile, please go to SmartFind Home page or [www.sub4loudoun.com](http://www.sub4loudoun.com) for specific directions.

- Substitutes have the option of searching for assignments in several ways: 1) accessing SFE by computer, 2) accessing SFE by phone, 3) contacting Sub-Central to see if an assignment is available or requesting placement in an assignment they have seen in available jobs.
- Substitutes can only search for same day assignments until 12:00 noon each day. After 12:00 noon you can search for future assignments.
- When contacted through the callout system, substitutes can decline up to 3 assignments in a single day, after which no further attempts will be made by the system to offer assignments.
- You will receive a job number for each assignment that you accept.
- If you find that you need to cancel an assignment the morning of the job, cancel the assignment in SFE (up to 1 hour before the start of the assignment), and then call the school to advise them of the cancellation. You will not be able to pick up another assignment for that day.
- Please refer to your SmartFind calendar for daily assignments and time changes or cancellations. It is your responsibility to check your calendar just before leaving for your assignment to confirm the details of your assignment. Schools can make adjustments to the assignment at any time. E-mail notifications are not sent for changes or cancellations. You must have a job number for your assignment. No job number, no job.

Quick reference instructions are included in this section of the guide and are also available at [www.sub4loudoun.com](http://www.sub4loudoun.com).

**LOUDOUN COUNTY PUBLIC SCHOOLS**  
**Substitute Quick Reference**

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System Phone Number 703-729-6240  
Toll Free Number 877-885-2010  
Help Desk Phone Number 571-252-1675  
Write your Access ID here \_\_\_\_\_  
Write your PIN here \_\_\_\_\_

**TELEPHONE ACCESS INSTRUCTIONS**

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**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:**

	Today's Jobs	Future Jobs
Weekdays	Starts at 5:30 am	5:00 pm - 10:00 pm
Saturday	None	None
Sunday	None	6:00 pm- 10:00 pm
Holidays	None	6:00 pm - 10:00 pm

**DECLINE/CANCEL REASONS:**

1. Illness
2. Personal
3. Jury/Court Duty
4. Not Comfortable With Assignment
5. Working Elsewhere
6. Unavailable
7. Lack of Child Care
8. Lack of Transportation

NEW USERS ONLY - Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions

**REGISTRATION**

1. Enter your **Access ID** followed by the star (\*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (\*) key
3. Record your name followed by the star (\*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (\*) key.
- 6.

**TELEPHONE ACCESS INSTRUCTIONS**

1. Enter your **Access ID** followed by the star (\*) key
  2. Enter your **PIN** followed by the star (\*) key
-

Continued

## THE SYSTEM CALLS

### HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer  
If you **pressed 1** to Hear the job offer  
**PRESS 1** to Hear the job description  
**PRESS 2** to Decline the job (without hearing the description)  
Enter the decline reason from page 1 followed by the star (\*) key
  2. If you **pressed 1** to Hear the job description  
**PRESS 1** to Accept this job  
**Record the Job Number. You are successfully assigned to the job.**  
**PRESS 2** to Repeat the job description  
**PRESS 3** to Decline the job  
Enter the decline reason from page 1 followed by the star (\*) key  
**PRESS 1** to Accept
- 

### HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
  2. **PRESS 1** to Repeat the job information
- 

## CALLING THE SYSTEM

### MENU OPTIONS

- 1 - Review or Cancel Assignments
  - 2 – Hear Available Jobs
  - 3 - Change your Callback Number
  - 4 - Review or Modify Unavailability Dates
  - 5 - Review or Modify Daily Availability
  - 6 - Change PIN or Re-record Name
  - 7 - Exit and hang-up
- 

### REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order  
**PRESS 1** to Hear assigned job information again  
**PRESS 2** to Cancel this assigned job
  2. If you **pressed 2** to Cancel assignment  
**PRESS 1** to Confirm cancellation (Enter cancellation reason followed by the \* key)
- 

### HEAR AVAILABLE JOBS

1. Hear assignment information  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Accept assignment  
**PRESS 3** to Decline assignment
  2. If you **pressed 3** to Decline assignment  
Enter decline reason from page 1 followed by the star (\*) key
- 

### CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number  
**PRESS 1** to Modify callback telephone number
  2. Enter new telephone number followed by the star (\*) key.
- 

### TO CHANGE PIN or RE-RECORD NAME

1. **PRESS 1** to Change your PIN  
**PRESS 2** to Change the recording of your name

## WEB BROWSER ACCESS INSTRUCTIONS

### SIGN IN

Open your browser and access the SmartFindExpress Sign In page. Enter your Access ID and PIN.

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### PIN REMINDER

The “Forgot your PIN?” link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user’s Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option.*

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### PROFILE

Email - Enter or change email address

Callback # - Update the phone # you want the system to use to call to offer you jobs

Change Password - Enter your current PIN followed by a new PIN twice and click Save

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### SCHEDULE

#### General

- Modify an Availability Schedule
  - Choose day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button
  - Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above

#### Classifications and Locations

- Review classifications and locations you have chosen for assignments

#### Unavail Dates Tab

- Create Unavailability Schedule
    - Select the *New* button
    - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
    - Select the *All Day* check box or enter the time range in HH:MM am or pm format
    - Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
    - Select *Save* button
- 

### AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - Select the *Return to List button* to return to the job listing

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## REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment. Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - Select the *Return to List* button to review other jobs assigned to you
  - Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
  - An assignment may contain file attachments. To view or download a file attachment, click on the file name.

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## SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFindExpress. Selecting the browser's back button or going to another site on the Internet does not disconnect the session from SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFindExpress, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

**Important Note:** Do NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.

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