

Loudoun County Public Schools

# Substitute Guide

2022-2023



**YOU MAKE A WORLD OF DIFFERENCE!**

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# Loudoun County Public Schools

## STRATEGIC PLAN 2022-2027

OUR VISION: Every student will reach their full potential and achieve their dreams.

OUR MISSION: Empowering all students to make meaningful contributions to the world.

STRATEGIC GOALS:

1. Empowered Students: Prepare students to be knowledgeable critical thinkers, communicators, collaborators, creators, and contributors.
2. Exemplary Staff: Cultivate a high-performing team of professionals committed to realizing our mission and goals.
3. Enriched Division: Maintain an inclusive, safe, caring, and rigorous learning environment as the foundation for student growth.
4. Engaged Community: Enhance educational excellence through building meaningful relationships with families and the community.



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

# INTRODUCTION



# DEFINING THE ROLE OF A SUBSTITUTE

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 and supervision to minimize the negative effects in student achievement that may result from employee absences.

As a substitute you will fill in for permanent teachers, teacher assistants, secretaries, nurses, health clinic specialists, and/or 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. 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.

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. 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 provided to be carried out by the substitute teacher assigned to his/her class. As you monitor students, you may give out assignments, correct student work, update attendance records and answer questions.

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. 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.

Each substitute has an important role to play in the educational process. 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. This guide is intended to establish communication and expectation levels between the absent employee and the substitute.

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.

# IMPORTANT INFORMATION

**Benefits** - Substitutes are not eligible for sick or vacation leave benefits, health insurance or compensation associated with regular employment such as retirement 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, or 6 assignments per year, in order to remain in active status.

**Substitute Performance** - School administrators may evaluate a substitute's performance for quality standards. Substitutes not meeting the expectations of a school administrator may be removed from the school's substitute roster. In addition, substitutes with multiple school-level deletions or a single deletion of a serious nature may be permanently removed from the LCPS substitute pool.



# PAYMENT OF SUBSTITUTES

The following guidelines regulate substitute pay:

1. **Substitute teachers and teacher assistants** are paid a daily rate of \$112.75 based on working a full teaching day of 7 hours. Payment for time worked less than the full school day will be pro-rated at an hourly rate of \$16.10.
2. **Substitute nurses (RNs)** are paid a rate of \$31.05 or \$232.88 for a 7.5-hour day, and **substitute school counselors** are paid \$20.53 per hour or \$154.00 for a 7-hour day.
3. **Substitute health clinic specialists** are paid an hourly rate of \$18.63 or \$130.41 for a 7-hour day.
4. **Site-based and long-term substitutes** are paid an hourly rate of \$22.00 or \$154.00 for a full 7-hour day. Long-term positions are a minimum of 11 consecutive days and require a Bachelors degree.
5. Pay periods occur on a bi-weekly schedule. The 2022-2023 payroll calendar can be found on the "Calendars and Schedules" tab of [www.sub4loudoun.com](http://www.sub4loudoun.com). For other questions related to paychecks, please contact the Payroll Department directly at 571-252-1260.
6. Your first and second paychecks may be manual checks. 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.
7. Hours worked are recorded in [SmartFind Express](#) by the school, and 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 and times 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 [www.sub4loudoun.com](http://www.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.

# LCPS SUBSTITUTE LOYALTY PROGRAM

## Loyalty Pay

In recognition of our substitutes' loyalty and service to LCPS, we are pleased to announce the LCPS Substitute Loyalty Program for daily subs will continue in the 2022-2023 school year. Substitutes who work more than 25 days in any teaching position in the 2022-2023 school year will qualify for an enhanced rate.

The enhanced rate will be applied on the 26th day and will be in effect for all remaining days worked during the school year.

**Regular Rate for Daily Instructional Substitutes: \$112.75 per day or \$16.10 per hour**

**Loyalty Rate for Daily Instructional Substitutes: \$133.70 per day or \$19.10 per hour**

(This does not include site-based or long-term substitutes who are paid a regular rate of \$154.00 per day or \$22.00 per hour.)

**Thank you to all our substitutes who regularly pick up jobs throughout the school year. We greatly appreciate your support for our schools and teachers!**

## Rates for High-Volume Days

HRTD has identified dates, based on historical data, where there is a higher demand for substitutes (see list below). Any substitute who works on a High-Volume Day during the 2022-2023 school year will earn an increased rate.

**Daily Instructional Substitute: \$169.12 per day or \$24.16 per hour** (regular rate is \$16.10 per hour or \$112.75 per day)

**Site-Based or Long-term Substitute: \$231.00 per day or \$33.00 per hour** (regular rate is \$22.00 per hour or \$154.00 per day)

**School Counselor Substitute: \$231.00 per day or \$30.80 per hour** (regular rate is \$20.53 per hour or \$154.00 per day)

We appreciate our substitutes, and this increased pay rate on some of our busiest days is one way to show our appreciation.

**For planning purposes, here is a list of high-volume days for the 2022-2023 school year:**

September 23 and 27

October 4, 6, 7, 21, and 28

November 7, 18, 21, and 22

December 16

January 13 and 20

February 17

March 10, 24, and 31

April 10, 20, and 28

May 5, 12, 19, and 26

June 2

# HELPFUL CONTACTS

## **Sub Central Office**

21000 Education Court, 3rd Floor  
Ashburn, VA 20148  
**571-252-1675**  
[bonnie.robertson@lcps.org](mailto:bonnie.robertson@lcps.org)

## **SmartFind Express™**

**571-620-6462**  
<https://loudouncountyva.eschoolsolutions.com>

## **Substitute Information Website**

[www.sub4loudoun.com](http://www.sub4loudoun.com)

## **Payroll Department**

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

## **School District Website**

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

## **School District Phone Number**

**571-252-1000**

# RESPONSIBILITIES OF A SUBSTITUTE



# EMPLOYMENT OF TEMPORARY EMPLOYEES

Loudoun County Public Schools has established guidelines for the employment of temporary employees. A temporary employee is defined as a substitute teacher who is not working as a volunteer, or substitute, temporary, or part-time employees.

## **A. Temporarily Employed Teacher Substitutes**

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

1. All substitute teachers shall be at least 18 years of age and hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education.
2. Complete an application and an overview of substitute expectations for school policies and procedures conducted by Loudoun County Public Schools. The building principal, or their designee, is responsible for obtaining substitutes. The building principal, or their designee, is responsible for ensuring established school rules and emergency procedures are provided to the substitute.
3. Any request for a substitute must give as much advance notice as possible and ensure lesson plans are available for the substitute.
4. The School Board reserves the right to approve all substitutes.
5. Reports of absences and employment of substitutes shall be made by the principal to the Payroll Office.

## **B. Temporary Long-Term Teacher Substitutes**

1. Temporary long-term teacher substitutes may be employed when (1) the term of substitution is of indeterminate length, for a minimum of eleven consecutive days, or (2) when the circumstances are such that the substitute may temporarily replace the regular teacher, or (3) under other conditions that the Division Superintendent may deem necessary. Temporary long-term teacher substitutes may be paid a daily salary as established by the School Board without any regular fringe benefits.
2. Any temporary substitute for a long-term teacher assignment shall be paid the long-term substitute teacher daily rate effective on the eleventh day of the assignment in a single position. The long-term substitute teacher daily rate will be retroactively applied to the first ten (10) consecutive teaching days of the assignment. The long-term teacher daily rate is established by the School Board and is without any regular fringe benefits. Temporary substitutes will not be issued contracts and temporary services is not counted as part of a probationary term leading to a continuing contract.

**C. Student Teachers.** The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent shall have the responsibility for the assignment and placement of student teachers in the school system. Student teachers may be used as substitute teachers during the active period of their scheduled student teaching experience with prior approval from Human Resources and Talent Development.

**D. Employment of Temporary Employees.** A substitute, temporary, or part-time employee is an employee hired to fill a temporary need for a limited duration of time. The appropriate budget holder, Superintendent's Cabinet or designee, is authorized to employ substitute, temporary, and part-time employees as needed for the operation of business. Budget holders will follow procedures defined in the accompanying regulation to employ substitute, temporary, and part-time employees. The budget holder is responsible for ensuring the availability of funds to employ such substitute, temporary, and part-time employees. Substitute, temporary, and part-time employees do not hold contracts and are employed on an as-needed basis. Services of a substitute, temporary, or part-time employee may be discontinued with or without cause at any time.

**E. Expectations.** Temporary employees are to conduct themselves in a professional manner and abide by all Loudoun County Public Schools policies.

# 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 staff perform on two equal levels: as professionals dealing with clients and as adult role models shaping young lives. For additional information about the expectation of professional conduct, see Policy 7650 on the Board Docs page, <https://go.boarddocs.com/vsba/loudoun/Board.nsf/Public#tab-policies>.

## **Tobacco- and Smoke-Free Environment**

smoking and the use of tobacco products or electronic or other smoking devices are prohibited in all Loudoun County Public School buildings, vehicles and facilities, including the property on which those buildings and facilities are located.

## **Drug- and Alcohol-Free Workplace**

The Loudoun County School Board is committed to maintaining a Drug- and Alcohol-Free Workplace.

### On School Board Property or at School Activities

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

### 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, its employees, or students may be grounds for discipline up to and including 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**

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 ([www.sub4loudoun.com](http://www.sub4loudoun.com)) for additional information regarding the policy.

### **Sexual Harassment**

The LCPS Sexual Harassment Policy states: *The Loudoun County Public Schools shall maintain a working and learning environment for its employees which provides for fair and equitable treatment, including freedom from sex discrimination and sexual harassment. No employee, 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 Human Resources and Talent Development Specialist may determine the need to permanently remove a substitute from the system and terminate their employment.

The following list includes some examples of why a substitute may be deleted.

- Not following lesson plans
- Cell phone/unauthorized computer use
- Unprofessional or discourteous attitude
- Late arrivals/frequent cancellations
- Not showing up for assignments
- Cancelling assignments at the last minute
- Negative physical touching/Interaction with students
- Taking **any** pictures of students
- Not properly supervising students
- Lack of professionalism
- Use of inappropriate language
- Making derogatory/unprofessional comments to a student or class
- Dismissing students prior to the dismissal time
- Not informing the principal of a serious incident such as a student's medical situation or a fight between students

# 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 ninety (90) days in advance of an assignment.
2. A substitute should expect to be provided a student roster and, if applicable, a seating chart for each class.
3. A substitute should expect to be provided complete lesson plans that are easy to read and designed to cover the time allotted for each subject.
4. A substitute should expect to receive information on students with medical and/or special education needs.
5. If needed and requested, a substitute should expect to receive assistance with computer/technology access from school staff.

## 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
- Office procedures
- Parking information
- Daily schedules (activity bell, lunch, recess, etc.)
- Layout of building for emergency exits or emergency procedures
- 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
- Assistance with needed technology access (to include Phoenix and LCPS GO)
- Explanation of the form a substitute would sign upon arrival and prior to departing the building

# YOUR RESPONSIBILITIES AND EXPECTATIONS TO FOLLOW AS A CLASSROOM SUB

**Arrive early and prepared.** 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.”* If you accept an assignment after the start time has passed, please contact the school directly to ensure they are aware of your anticipated arrival time. Make sure you know the job number from SmartFind, the name of the teacher for whom you are subbing, your PID, and your LEAD Log-In username and password.

**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. 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, including a “subslip” with log-in information for Phoenix if needed, to record classroom attendance. 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. It is often helpful to number the assignments. Introduce yourself to the teacher next door or across the hall.

**In the Class:** 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. If no lesson plans are available, contact the front office or administrator for guidance.

**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 or staff 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. Develop a working relationship with the school administrators.

**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.

**Maintain a professional relationship with administrators, staff, parents, and students.** Be respectful of everyone you encounter 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.

**Routine Procedures.** Learn and make use of all procedures that have been established by the classroom teacher and school administrators. Fulfill all responsibilities of the regular staff member.

**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.** Do not 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 and prepared.** 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.”* Make sure you know the job number from SmartFind, the name of the staff member for whom you are subbing, your PID, and your LEAD Log-In username and password.

**Dress for authority.** The wrong clothes can influence a student 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 meet in the course of your sub assignment.

# HOW TO BE AN ORGANIZED SUB

Substitutes are expected to keep track of their assignments, and you must be well organized to do so. We strongly recommend that substitutes keep personal calendars to keep a record of jobs they accept. We also advise substitutes to utilize SmartFind's calendar feature that tracks all accepted/completed/cancelled assignments. This calendar feature in SmartFind reflects the information that Payroll uses to pay substitutes for their time worked. A Work Schedule Record sheet is located on pages 22-23 of this Sub Guide that you may use to manually track your assignments and compare with the calendar feature in SmartFind.

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. Ensure that you are assigned a Job Number for each assignment and that it appears in your calendar within SmartFind. Frequently review the calendar feature in SmartFind Express to ensure that your assignment was captured correctly for payroll purposes.

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.







# PROGRAMS AND POSITIONS



# INSTRUCTIONAL PROGRAMS

Loudoun County Public Schools is a growing and diverse county PK-12 school system which provides a comprehensive academic program to more than 82,000 students. Substitutes are important to the success of the total school program and are expected to perform in place of the regularly scheduled employee as directed by the school administrator. It is important that substitutes carry out all duties assigned to facilitate the instructional process and to provide for a safe, educationally productive environment in the classroom, the school or the workplace.

## **Elementary School, Grades K-5**

Beginning with kindergarten, the elementary program serves students in kindergarten through grade 5. The academic program for elementary school emphasizes strong basic skills in reading, language arts, mathematics, social studies, and science and includes art, music, library, and health and physical education. In addition, technology education is embedded throughout the curriculum.

## **Middle School, Grades 6-8**

Middle school serves students in grades 6 to 8 and 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. Beginning in 7th grade, students will engage in academic and career planning activities to ensure they are college and/or career ready upon graduation.

## **High School, Grades 9-12**

During high school, which includes grades 9 through 12, students engage in self-exploration, career exploration, and skill development that will assist in accomplishing their personalized goals. While more than half of a high school student's subjects are determined by state requirements for graduation, students also have the opportunity to explore a Career Cluster. A Career Cluster is a grouping of occupations and broad industries based on commonalities. Within each career cluster there are multiple career pathways that represent a common set of skills and knowledge - both academic and technical - necessary to pursue a full range of career opportunities within that pathway, ranging from entry level to management, including technical and professional career specialties.

For additional information about the instructional programs within LCPS, please visit the Division of Teaching and Learning website at <https://www.lcps.org/Page/212109>.

# SPECIAL EDUCATION

**Special Education** provides a free, appropriate education to eligible Loudoun children with disabilities between the ages of two and twenty-one, inclusive. In all cases, children must be found eligible for special education and related services under IDEA before an Individualized Education Program (IEP) is developed. Children who are suspected of having a disability should be referred to their local school division for evaluation and to initiate the process for determining eligibility. Special Education categories recognized by the Virginia Department of Education (VDOE) are defined below. Italicized text is from the VDOE website, [http://www.doe.virginia.gov/special\\_ed/disabilities/index.shtml](http://www.doe.virginia.gov/special_ed/disabilities/index.shtml). Special Education categories include: autism, cross-categorical, deaf/hard of hearing, ECSE (Early Childhood Special Education), emotional disability, intellectual disability, multiple disabilities, other health impaired, and vision impaired.

**Autism** is a pervasive developmental disorder of children which commonly manifests in early childhood and is characterized by impaired social or communication skills, repetitive behaviors, or a restricted range of interests. Students with autism generally receive support services self-contained classroom; however, some high-functioning students may participate in other classes. *A child may be found eligible for special education and related services as a child with autism if there is an adverse effect on the child's educational performance due to documented characteristics of autism spectrum disorder. Children with a medical diagnosis of autism spectrum disorders must be found eligible for special education and related services under IDEA before an Individualized Education Program (IEP) is developed.*

**Cross-Categorical (Cross-Cat)** special education provides teacher-directed support services to students with mild disabilities, one or more specific learning disabilities. These services may occur in a resource room, a general education classroom, or during school-day activities (hallway, lunch, lockers). *"Specific learning disability" means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include learning problems that are primarily the result of visual, hearing, or motor disabilities; of intellectual disabilities; of emotional disabilities; or of environmental, cultural, or economic disadvantage.*

**Deaf/Hard of Hearing** programs serve students with hearing impairments or deafness. *The Regulations Governing Special Education Programs for Children with Disabilities in Virginia defines the term as follows: "Hearing Impairment" means an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance. "Deafness" means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects the child's educational performance.*

**Early Childhood Special Education (ECSE)** serves preschool ages 2-5 students with various disabilities. *Local school divisions determine the criteria for being found eligible for services under the developmental delay category. "Developmental delay" means a disability affecting a child who is (i) experiencing developmental delays, as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development, or (ii) who has an established physical or mental condition that has a high probability of resulting in developmental delay. The delay(s) is not primarily a result of cultural factors,*

*environmental or economic disadvantage, or limited English proficiency; and The presence of one or more documented characteristics of the delay has an adverse effect on educational performance and makes it necessary for the student to have specially designed instruction to access and make progress in the general educational activities for this age group.*

**Emotional Disability (ED)** programs serve students with emotional or other behavioral disabilities. *It is common for the terms emotional disturbance or disability and behavioral disorder to be used interchangeably. In considering students as having an emotional disability the multidisciplinary team must answer if the behaviors have existed over a long period of time, not just on occasion or for a short period of time; and to a serious degree, that interferes with their learning. Identification of students with emotional disability may, like other disabilities span a range from mild to moderate or severe.*

**Intellectual Disability (ID)** programs serve students with mild to moderate cognitive disabilities. *A child may be found eligible for special education and related services as a child with an intellectual disability if there is an adverse effect on the child's educational performance due to documented characteristics which are described as a significantly sub-average general intellectual functioning and exist concurrently with deficits in adaptive behavior and manifested during the developmental period.*

**Multiple Disabilities (MD)** refer to self-contained classrooms serving students with moderate to severe disabilities and may involve students who are non-ambulatory and non-verbal with or without a physical disability. *A child may be found eligible for special education and related services as a child with multiple disabilities if there is an adverse effect on the child's educational performance due to documented characteristics of multiple disabilities which are described as simultaneous impairments (Such as intellectual disability with blindness, intellectual disability with orthopedic impairment), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments (this term does not include deaf-blindness).*

**Other Health Impaired** includes students with chronic or acute health problems which negatively affect a student's educational performance. These students may receive services in a self-contained, resource room or general education classroom. *According to the Individuals with Disabilities Act, "other health impairment" means having limited strength, vitality or alertness. This includes a heightened alertness to environmental stimuli that results in limited alertness with respect to the educational environment and which adversely affects a child's educational performance. Chronic or acute health problems that fall under "other health impairment" include: asthma, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, Tourette syndrome, attention deficit/hyperactivity disorder, diabetes, epilepsy, and heart conditions.*

**Vision Impaired** refers to those programs which serve students who have visual impairments, including partial sight and blindness. *The Regulations Governing Special Education Programs for Children with Disabilities in Virginia defines the term as follows: "Visual impairment including blindness" means an impairment in vision that, even with correction, adversely affects a child's educational performance.*

# OTHER SPECIAL PROGRAMS

**Academies of Loudoun**, which opened in August 2018, houses three specialized programs: the Academy of Engineering and Technology, the Academy of Science, and the Monroe Advanced Technical Academy. The **Academy of Engineering & Technology (AET)** is an advanced academic program that strives to provide academic STEM (Science, Technology, Engineering and Mathematics) pathways for students to engage in the study of engineering, information technology, and entrepreneurship. **The Academy of Science (AOS)** is an advanced academic program that strives to provide students the opportunity to deeply engage in mathematics, science, and research and to promote creativity and innovation through problem solving and collaboration. **The Monroe Advanced Technical Academy (MATA)** is a Virginia Governor's Career & Technical STEM Academy. The MATA program strives to provide significant and relevant learning in Career & Technical Education (CTE) which allows students to explore and innovate while preparing for 21st century college and careers.

**Career and Technical 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 Advanced Technical Academy (MATA), one of three programs at Academies of Loudoun, serves as an extension of all county high schools. MATA offers 27 career-preparation pathways, including auto collision repair and service technology, building construction, cosmetology, culinary arts, cybersecurity, firefighting, radiology, television production, veterinary science, and welding.

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 one classroom or subject during the assignment.

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

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.

**Head Start** is a federally-funded pre-school program serving economically disadvantaged four year olds and their families at specified elementary schools. The purpose of the LCPS Head Start program to promote social competence and enhance school readiness of low-income children by focusing on their cognitive, social and emotional development. Classes are held 4 days a week, Tuesday through Friday for four (4) hours in the morning. Classes have 17-18 students with a teacher and a teacher's assistant, except one 3-year-old class in the Sterling area which has 15-16 students).

**STEP (Starting Towards Excellence in Preschool)** is a state 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 (EL), 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.

# SUPPORT STAFF and ASSISTANTS

Classified position substitute opportunities are available in the following areas: behavioral assistant, in-school restriction, library assistant, secretary, special education teacher assistant, study hall monitor, teacher assistant (PK to grade 5), and technology assistant.

**Behavioral assistants** provide support to students with behavioral challenges under the direction of a licensed teacher.

**In-school restriction staff** are teacher assistants who are responsible for independently coordinating the daily activity of each student assigned to the program. These staff members supervise student behavior and learning and apply specific behavior management techniques. They also perform a variety of tasks such as helping 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 aiding students individually with academic or adjustment problems.

**Library assistants** perform clerical work to assist the librarians and facilitate library use. They also provide assistance in processing library materials, circulating resources, and locating materials for students and staff.

**Secretaries** are responsible for performing a variety of clerical functions to provide for the smooth and efficient operation of school offices. They perform all office secretarial functions in addition to communicating with the public, staff, students, and parents.

**Special education teacher assistants** are responsible for providing instructional support, training, and personal assistance to students who receive special education service. 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.

**Study hall monitors** are responsible for supervising and overseeing students independently in a study hall, keeping order, and maintaining a quiet atmosphere for students to study.

**Teacher assistants** in pre-school, kindergarten, or grades 1-5 classrooms are 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.

**Technology assistants/digital experience specialists** work alongside the school's instruction facilitator for technology and provide technical assistance to students and school staff in the use of computer software and hardware resources of the school.

# HEALTH OFFICE STAFF

**School nurses** provide for the health needs of students during school hours and provide direct nursing service for routine and emergency situations. They also prepare and maintain medical records. Substitute school nurses must be RNs (registered nurses).

**Health clinic specialists** support the work of health service programs provided at schools. They are 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 office 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. The school's goal is to fill the position with a currently licensed teacher certified in the subject area. However, when a licensed substitute cannot be found, a justification form can be submitted to Sub-Central by the administrator of the school to consider those subs without a current license. The minimum qualification for substitutes to hold a long-term sub role is a bachelor's degree with subject expertise.
3. The 2022-2023 pay rates for long-term positions are indicated below. No benefits are offered for substitutes:

Teacher - \$154.00 per day for a 7-hour day  
School Counselor - \$154.00 per day for a 7.5-hour day  
Registered Nurse - \$232.88 per day for a 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 (SmartFind) 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. Per the code set by the VA Board of Education (Section 22.1-302 (A)), long-term substitutes in a vacant or absent position cannot work more than 90 instructional days in the same position within a given school year, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year. This excludes teacher workdays and holidays. Therefore, the assignment will terminate at the end of the 90<sup>th</sup> day. School Administrators are encouraged to properly plan and coordinate with Sub Central and the long-term substitute to ensure instruction is not disrupted but to ensure adherence.
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” 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.

## Requirements for Visiting a School

1. Be sure to bring a government issued photo ID with you.
2. LCPS currently requires a Covid face mask to be worn at all times inside LCPS buildings
3. Proceed to the main entrance
4. Activate the video intercom
5. Remove face mask to confirm identification
6. State your business and present a valid Government issued picture ID
7. Office staff will confirm the reason for your visit
8. Once confirmed, access will be granted
9. Put on face mask and proceed to the main office for check in
10. Check in as required and obtain a visitor’s badge
11. Visitor’s badge must be worn at all times during your visit
12. At the conclusion of your visit, check out with the office staff and return your visitor’s badge

## 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.



### **Safe2Talk**

Safe2Talk is a free downloadable app that can be used by students, parents, teachers and residents to report safety concerns in our schools. The app allows users to choose the school where the issue is occurring and the type of incident. The user is provided options through drop-down menus for incidents such as alcohol and drug use, dating violence, weapons, sexual misconduct, graffiti, hate crimes, physical abuse, suicidal behaviors or any other actions that threaten a student's safety or the safety of others.

Providing information through the app will assist Loudoun County Public School security personnel, School Resource Officers, and investigators in determining the validity of the information, help minimize the spread of false information and allow for an appropriate follow up. "The safety and security of all students and staff is Loudoun County Public Schools' highest priority," said Dr. Eric Williams, superintendent. "We encourage students to 'say something if they see something,' and this app is intended to make that easier." The app is available through the Apple App Store and Google Play.



### **Emergency Response Terms and Procedures**

#### **LOCKDOWN**

Lockdown is used to describe enhanced security measures taken to protect against potentially violent intruders that may be inside the school or on the school campus. The response secures students and staff, usually in classrooms, to prevent access or harm to the occupants of the school. This may also involve quickly moving students and staff from unsecured locations to secure locations or outside and away from the threat. School staff will notify law enforcement through 911 and contact the LCPS Safety and Security SOC when practical. Only a law enforcement officer can release a school from a lockdown.



## SECURE THE BUILDING

Secure the Building is used to prevent unauthorized entry if the potential threat is outside and in the vicinity of the school. An armed robbery, police foot pursuit, stray animal, and irate parent/visitor are just some examples. Outside activities are cancelled and anyone outside at activation is instructed to move inside; all exterior doors and windows are secured while staff and students are free to move about inside the school. All visitors and deliveries are turned away during this scenario and dismissals would also be delayed if warranted. If appropriate, 911 should be utilized to notify law enforcement and the LCPS SOC should be contacted as soon as possible.



## SHELTER-IN-PLACE

Shelter-in-Place procedures are used to temporarily shelter people from a hazardous outdoor atmosphere, such as weather or a chemical, biological, or radiological incident. During this scenario all exterior doors should be locked and measures should be taken to shut down the intake of outside air if warranted. No one is allowed to enter the school until public safety officials declare the area clear. If appropriate, 911 should be utilized to notify law enforcement/fire rescue and the LCPS SOC should be contacted as soon as possible.



## EVACUATE

Evacuate is used to describe situations where the building has become uninhabitable and must be evacuated. A fire, chemical spill, or credible bomb threat are just three examples. During this scenario all personnel will relocate to a pre-determined location outside of the school. Once at that location a decision will be made on a potential evacuation to a secondary location further from the source of the problem.



## 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.

## 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 bodily fluids.
2. Wash hands before and after all emergency procedures. If skin comes in contact with bodily fluids, wash the affected area immediately with soap and water.
3. If your skin comes in contact with bodily 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.

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.

# 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



Jeff Morse  
Chair  
Dulles District



Ian Serotkin  
Vice-Chair  
Blue Ridge District



Atoosa Reaser  
Algonkian District



Harris Mahedavi  
Ashburn District



Andrew Hoyler  
Broad Run District



John Beatty  
Catoclin District



Tom Marshall  
Leesburg District



Brenda Sheridan  
Sterling District



Denise Corbo  
At-Large Member

# 2022-2023 DIRECTORY OF SCHOOLS

<b>ELEMENTARY SCHOOLS</b>			
School	Principal	Address	Phone #
Aldie	Ms. T. Stephens	23269 Meetinghouse Lane, Aldie, VA 20105	703-957-4380
Algonkian	Mr. B. Blubaugh	20196 Carter Court, Sterling, VA 20165	571-434-3240
Arcola	Mr. A. Stevens	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	Ms. J. Ewing	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. E. Timothy	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. M. Adejamo	26155 Bullrun Post Office Rd., Centreville, VA 20120	571-367-4020
Rosa Lee Carter	Ms. D. Mackey	43330 Loudoun Reserve Drive, Ashburn, VA 20148	703-957-4490
Catoctin	Ms. J. Platenberg	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. B. Quigley	23171 Minerva Drive, Ashburn, VA 20148	703-957-4480
Kenneth W. Culbert	Ms. M. Edwards	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. J. 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. D. Lani	491 Evergreen Mill Road, SE Leesburg, VA 20175	571-252-2900
Frederick Douglass	Ms. M. Logan	510 Principal Drummond Way, Leesburg, VA 20175	571-252-1920
Forest Grove	Ms. R. Lopez	46245 Forest Ridge Drive, Sterling, VA 20164	571-434-4560
Goshen Post	Ms. B. Klippel	24945 Lobo Drive, Aldie, VA 20105	571-367-4030
Guilford	Mr. R. Tillman	600 West Poplar Road, Sterling, VA 20164	571-434-4550
Hamilton	Ms. K. Meisenzahl	54 S. Kerr Street, Hamilton, VA 20158	540-751-2570
Hillsboro Charter	Mr. P. Vickers	37110 Charles Town Pike, Purcellville, VA 20142	540-751-2560
Hillside	Mr. C. Mills	43000 Ellzey Drive, Ashburn, VA 20148	571-252-2170
Horizon	Mr. Kraus	46665 Broadmore Drive, Sterling, VA 20165	571-434-3260
Hovatter	Ms. L. Mercer	41135 Collaboration Drive, Aldie, VA 20105	571-367-4120
Hutchison Farm	Ms. H. Smith	42819 Center Street, South Riding, VA 20152	703-957-4350
Leesburg	Mr. S. Lacey	323 Plaza Street, NE Leesburg, VA 20176	571-252-2860
Legacy	Ms. K. O'Hara	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	Mr. K. Murphy	43464 Hyland Hills Street, South Riding, VA 20152	703-957-4360
Lovettsville	Ms. L. Textoris	49 S. Loudoun Street, Lovettsville, VA 20180	540-751-2470
Lowes Island	Ms. K. Puschak	20755 Whitewater Drive, Sterling, VA 20165	571-434-4450
Lucketts	Ms. C. Clement	14550 James Monroe Highway, Leesburg, VA 20176	571-252-2070
Madison's Trust	Mr. D. Stewart	42380 Creighton Road, Ashburn, VA 20148	703-957-4470
Meadowland	Ms. A. Purdy	729 S. Sugarland Run Drive, Sterling, VA 20164	571-434-4440
Middleburg Charter	Mr. S. Robinson	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. P. Williams	22325 Mooreview Parkway, Ashburn, VA 20148	571-252-2380
Mountain View	Ms. J. Broaddus	36803 Allder 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. M. Hayden	46465 Esterbrook Circle, Sterling, VA 20165	571-434-3270
Frances Hazel Reid	Ms. B. Jochems	800 N8orth King Street, Leesburg, VA 20176	571-252-2050

Rolling Ridge	Ms. A. Sacco	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
Seldens Landing	Mr. G. Brazina	43345 Coton Commons Drive, Leesburg, VA 20176	571-252-2260
Sterling	Ms. J. Short	200 West Church Road, Sterling, VA 20164	571-434-4580
Sugarland	Dr. G. Mihalik	65 Sugarland Run Drive, Sterling, VA 20164	571-434-4460
Sully	Mr. J. Tuck	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. S. Mullen	691 Potomac Station Dr., NE Leesburg, VA 20176	571-252-2870
Waterford	Mr. A. Heironimus	15513 Loyalty Road, Waterford, VA 20197	540-751-2460
Waxpool	Mr. M. Pelligrino	42560 Black Angus Drive, Ashburn, VA 20148	571-367-4220
Steuart W. Weller	Ms. J. Burton	20700 Marblehead Drive, Ashburn, VA 20147	571-252-2360
<b>MIDDLE SCHOOLS</b>			
Belmont Ridge	Ms. K. Johnson	19045 Upper Belmont Place, Leesburg, 20176	571-252-2220
Blue Ridge	Mr. B. Bell	551 East A Street, Purcellville, VA 20142	540-751-2520
Brambleton	Mr. C. O'Brien	23070 Learning Circle, Ashburn, VA 20148	703-957-4450
Eagle Ridge	Mr. S. 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. S. Brown	701 Potomac Station Dr, NE, Leesburg, VA 20176	571-252-2820
J. Michael Lunsford	Ms. C. Simms	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660
Mercer	Ms. N. Diehl	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. N. Cottone	98 Seneca Ridge Drive, Sterling, VA 20164	571-434-4420
J.L. Simpson	Mr. L. Compton	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	Ms. C. O'Neil	201 W. Holly Avenue, Sterling, VA 20164	571-434-4520
Stone Hill	Ms. T. Rohini	23415 Evergreen Ridge Drive, Ashburn, Va. 20148	703-957-4420
Trailside	Ms. B. Beichler	20325 Claiborne Parkway, Ashburn, VA 20147	571-252-2280
Willard	Mr. J. Rounsley	40915 Braddock Road, Ashburn, VA 20105	571-367-4040
<b>HIGH SCHOOLS</b>			
Academies of Loudoun	Dr. Tinell Priddy	42075 Loudoun Academy Drive, Leesburg, VA 20185	571-252-1980
Briar Woods	Ms. S. Colbert-Alzate	22525 Belmont Ridge Road, Ashburn, VA 20148	571-957-4400
Broad Run	Mr. D. Spage	21670 Ashburn Road, Ashburn, VA 20147	571-252-2300
John Champe	Mr. K. Tyson	41535 Sacred Mount St., Aldie, VA 20105	703-722-2680
Dominion	Dr. J. Brewer	21326 Augusta Drive, Sterling, VA 20164	571-434-4400
Freedom	Ms. N Chaudry	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
Independence	Mr. J. Gabriel	23115 Learning Circle, Ashburn, VA 20148	571-367-4200
Lightridge	Dr. R. Hitchman	41025 Collaboration Drive, Aldie, VA 20105	571-367-4100
Loudoun County	Dr. M. Luttrell	415 Dry Mill Road, Leesburg, VA 20175	571-252-2000
Loudoun Valley	Dr. S. Ross	340 N. Maple Avenue, Purcellville, VA 20142	540-751-2400
The North Star School	Ms. S. Ahrens-Mininberg	715 Children's Center Road, Leesburg, VA 20175	571-252-2920
Park View	Dr. J. Jefferson	400 West Laurel Avenue, Sterling, VA 20164	571-434-4500
Potomac Falls	Dr. B. Wolfe	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. T. Flynn	43100 Hay Road, Ashburn, VA 20147	571-252-2200
Tuscarora	Ms. P. Croft	801 North King Street, Leesburg, VA 20176	571-252-1900
William Obediah Robey	Ms. J. Sims	400 West Laurel Avenue, Sterling, VA 20174	571-434-4590
Woodgrove	Dr. S. Shipp	36811 Alder School Rd, Purcellville, VA 20142	540-751-2600

# SCHOOL CLUSTER LOCATIONS

## Briar Woods High School Cluster

- Briar Woods High
- Eagle Ridge Middle
- Hillside Elementary
- Mill Run Elementary
- Waxpool Elementary

## Broad Run High School Cluster

- Broad Run High
- Farmwell Station Middle
- Ashburn Elementary
- *Discovery Elementary*
- Dominion Trail Elementary

## Dominion High School Cluster

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

## Freedom High School Cluster

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

## Heritage High School Cluster

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

## Independence High School Cluster

- Independence High
- Brambleton Middle
- *Creighton's Corner Elementary*
- *Legacy Elementary*
- Madison's Trust Elementary

## John Champe High School Cluster

- John Champe High
- Mercer Middle
- Arcola Elementary
- *Goshen Post Elementary*

## Lightridge High School Cluster

- Lightridge High
- Willard Middle
- Aldie Elementary
- Hovatter Elementary
- *Buffalo Trail Elementary*
- *Pinebrook Elementary*

## Loudoun County High School Cluster

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

## Loudoun Valley High School Cluster

- Loudoun Valley High
- Blue Ridge Middle
- Banneker Elementary
- Emerick Elementary
- Hamilton Elementary
- *Kenneth W. Culbert Elementary*
- Lincoln Elementary

## Park View High School Cluster

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

## Potomac Falls High School Cluster

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

## Riverside High School Cluster

- Riverside High
- Belmont Ridge Middle
- *Newton-Lee Elementary*
- Selden's Landing Elementary
- Steuart W. Weller Elementary

## Rock Ridge High School Cluster

- Rock Ridge High
- Stone Hill Middle
- Moorefield Station Elementary
- Rosa Lee Carter Elementary

## Stone Bridge High School Cluster

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

## Tuscarora High School Cluster

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

## Woodgrove High School Cluster

- Woodgrove High
- Harmony Middle
- Lovettsville Elementary
- *Mountain View Elementary*
- Round Hill Elementary
- Waterford Elementary

## County-Wide Facilities

- Academies of Loudoun
- Hillsboro Charter
- Middleburg Community Charter
- The North Star School
- William Obediah Robey

*Based on 2021-2022 school attendance zones, italic font indicates a school which advances or "feeds" to more than one school at the next level (e.g., some grade five students from an elementary school advance to one middle school while other grade five students from the same elementary school advance to another middle school, in a different high school cluster).*



# **2022-2023 SCHOOL CALENDAR**

<b>July 4</b>	<b>Holiday (Independence Day)</b>
<b>August 10-16</b>	<b>New Teacher Workdays</b>
<b>August 17-18</b>	<b>In-School Staff Development</b>
<b>August 19</b>	<b>Unencumbered Planning</b>
<b>August 22</b>	<b>County-Wide Staff Development</b>
<b>August 23-24</b>	<b>Unencumbered Planning</b>
<b>August 25</b>	<b>FIRST DAY OF SCHOOL</b>
<b>September 2, 5</b>	<b>Holiday (Labor Day)</b>
<b>September 26</b>	<b>Student Holiday (County-Wide Staff Development)</b>
<b>October 5</b>	<b>Holiday (Yom Kippur)</b>
<b>October 10</b>	<b>Holiday (Indigenous Peoples' Day)</b>
<b>October 24</b>	<b>Holiday (Diwali)</b>
<b>October 28</b>	<b>End of the Grading Period</b>
<b>October 31</b>	<b>Student Holiday (Unencumbered Planning)</b>
<b>November 1</b>	<b>Student Holiday (Unencumbered Planning)</b>
<b>November 8</b>	<b>Holiday (Election Day)</b>
<b>November 23-25</b>	<b>Holiday (Thanksgiving)</b>
<b>December 19-January 2</b>	<b>Winter Break (Classes Resume January 3, 2023)</b>
<b>January 16</b>	<b>Holiday (Martin Luther King Jr. Day)</b>
<b>January 20</b>	<b>End of Grading Period</b>
<b>January 23</b>	<b>Holiday (Lunar New Year)</b>
<b>January 24</b>	<b>Student Holiday (Moveable Planning)</b>
<b>February 20</b>	<b>Holiday (Presidents' Day)</b>
<b>March 13</b>	<b>Student Holiday (County-Wide Staff Development)</b>
<b>March 24</b>	<b>End of Grading Period</b>
<b>March 27</b>	<b>Student Holiday (Unencumbered Planning)</b>
<b>April 3-7</b>	<b>Holiday (Spring Break)</b>
<b>April 21</b>	<b>Holiday (Eid al Fitr)</b>
<b>May 29</b>	<b>Holiday (Memorial Day)</b>
<b>June 8</b>	<b>LAST DAY OF SCHOOL/End of Grading Period</b>
<b>June 9, 12</b>	<b>Unencumbered Planning</b>
<b>June 19</b>	<b>Holiday (Juneteenth)</b>

## 2022-2023 School Year Tiered Bell Schedule

School	Start	Finish
Academies of Loudoun	9:30am	3:30pm
Aldie ES	7:30am	2:15pm
Algonkian ES	8:00am	2:45pm
Arcola ES	7:30am	2:15pm
Ashburn ES	8:00am	2:45pm
Ball's Bluff ES	8:00am	2:45pm
Banneker ES	7:30am	2:15pm
Belmont Ridge MS	8:50am	3:38pm
Belmont Station ES	7:30am	2:15pm
Blue Ridge MS	8:50am	3:38pm
Brambleton MS	8:30am	3:18pm
Briar Woods HS	9:30am	4:18pm
Broad Run HS	9:30am	4:18pm
Buffalo Trail ES	7:30am	2:15pm
Cardinal Ridge ES	7:30am	2:15pm
Rosa Lee Carter ES	8:00am	2:45pm
Catoctin ES	7:30am	2:15pm
Cedar Lane ES	7:30am	2:15pm
John Champe HS	9:30am	4:18pm
Cool Spring ES	8:00am	2:45pm
Countryside ES	7:30am	2:15pm
Creighton's Corner ES	8:00am	2:45pm
Kenneth W. Culbert ES	7:30am	2:15pm
Discovery ES	7:30am	2:15pm
Dominion HS	9:30am	4:18pm
Dominion Trail ES	8:00am	2:45pm
Frederick Douglass ES	7:30am	2:15pm
Eagle Ridge MS	8:50am	3:38pm
Emerick ES	8:00am	2:45pm
Evergreen Mill ES	8:00am	2:45pm
Farmwell Station MS	8:30am	3:18pm
Forest Grove ES	7:30am	2:15pm
Freedom HS	9:30am	4:18pm
Goshen Post ES	8:00am	2:45pm
Guilford ES	8:00am	2:45pm
Hamilton ES	8:00am	2:45pm
Harmony MS	8:50am	3:38pm
Harper Park MS	8:30am	3:18pm
Heritage HS	9:30am	4:18pm
Hillsboro Charter Academy	7:40am	2:55pm
Hillside ES	8:00am	2:45pm
Horizon ES	8:00am	2:45pm
Hovatter ES	7:30am	2:15pm
Hutchinson Farm ES	8:00am	2:45pm
Independence HS	9:30am	4:18pm

## 2022-2023 School Year Tiered Bell Schedule

Leesburg ES	8:00am	2:45pm
Legacy ES	7:30am	2:15pm
Liberty ES	8:00am	2:45pm
Lightridge HS	9:30am	4:18pm
Lincoln ES	8:00am	2:45pm
Little River ES	7:30am	2:15pm
Loudoun County HS	9:30am	4:18pm
Loudoun Valley HS	9:30am	4:18pm
Lovettsville ES	7:30am	2:15pm
Lowes Island ES	7:30am	2:15pm
Lucketts ES	8:00am	2:45pm
J. Michael Lunsford MS	8:30am	3:18pm
Madison's Trust ES	8:00am	2:45pm
Meadowland ES	7:30am	2:15pm
Mercer MS	8:50am	3:38pm
Middleburg Community Charter	8:15am	3:00pm
Mill Run ES	8:00am	2:45pm
Moorefield Station ES	7:30am	2:15pm
Mountain View ES	7:30am	2:15pm
Newton-Lee ES	8:00am	2:45pm
North Star School	9:50am	4:00pm
Park View HS	9:30am	4:18pm
Pinebrook ES	8:00am	2:45pm
Potomac Falls HS	9:30am	4:18pm
Potowmack ES	8:00am	2:45pm
Frances Hazel Reid ES	7:30am	2:15pm
River Bend MS	8:50am	3:38pm
Riverside HS	9:30am	4:18pm
William Obediah Robey HS	8:00am	1:30pm
William Obediah Robey HS	3:00pm	8:00pm
Rock Ridge HS	9:30am	4:18pm
Rolling Ridge ES	7:30am	2:15pm
Round Hill ES	7:30am	2:15pm
Sanders Corner ES	8:00am	2:45pm
Selden's Landing ES	8:00am	2:45pm
Seneca Ridge MS	8:30am	3:18pm
J. Lupton Simpson MS	8:30am	3:18pm
Smart's Mill MS	8:50am	3:38pm
Sterling ES	8:00am	2:45pm
Sterling MS	8:50am	3:38pm
Stone Bridge HS	9:30am	4:18pm
Stone Hill MS	8:50am	3:38pm
Sugarland ES	7:30am	2:15pm
Sully ES	8:00am	2:45pm
Sycolin Creek ES	7:30am	2:15pm
Elaine Thompson ES	7:30am	2:15pm

## 2022-2023 School Year Tiered Bell Schedule

John W. Tolbert ES	8:00am	2:45pm
Trailside MS	8:50am	3:38pm
Tuscarora HS	9:30am	4:18pm
Waterford ES	7:30am	2:15pm
Waxpool ES	7:30am	2:15pm
Steuart W. Weller ES	7:30am	2:15pm
Willard MS	8:30am	3:18pm
Woodgrove HS	9:30am	4:18pm

# 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 - 105.5 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 schools are scheduled to open late or close early due to inclement weather, subs will observe the same dismissal schedule as students or until dismissed by the school administrator. If schools are canceled before the start of school, substitutes are not expected to report to their assignment. *Subs are paid for the original time of the assignment on early dismissals or school delays if the job is picked up prior to the announcement but 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 SUBSTITUTE 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.
- Bring the following with you: your PID, the name (and PID if possible) of the teacher/staff member for whom you are subbing, the job number from SmartFind Express, and your LEAD Log-In information.

## 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. (drills/testing/etc.)
- Find out how to refer a student to the office.
- Look for fire alarm, evacuation, and other drill procedures.
- 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. On [www.sub4loudoun.com](http://www.sub4loudoun.com), you can find forms to use ([Elementary Substitute Reporting Form](#) and [Secondary Substitute Reporting Form](#)).
- Return to the front office to sign out and turn in the Substitute Identification Badge and any other pertinent items to the school secretary.
- If applicable, turn in any money collected. Fill out paperwork for payment and turn in with other materials.

# 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 and carry some basic teaching supplies. The following items listed below can help you create your own "SUPER SUB PACK."

- *The Substitute Teacher Handbook* – <https://mylearning.stedi.org/product/substitute-teacher-handbook-8th-edition-bundle/>
- 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.

Read this article from **We Are Teachers** for some great ideas!

"50 Tips, Tricks and Ideas for Substitute Teachers"

<https://www.weareteachers.com/50-tips-tricks-and-ideas-for-substitute-teachers/>



# 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 the 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, 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: For all pay stub questions, please contact the Payroll Department directly at 571-252-1260

**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 or cancellations/modification of 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 email it to Sub-Central at [subcentral@lcps.org](mailto:subcentral@lcps.org) or fax it to 571-252-1662. This form is available at [www.sub4loudoun.com](http://www.sub4loudoun.com).

**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 [www.sub4loudoun.com](http://www.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. When there is a school delay or early dismissal, subs are paid for the original time of the assignment if the job is picked up prior to the announcement of the delay or early dismissal. If the job is picked up after the delay or early dismissal is announced, subs are paid only for the time worked.

**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.

**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 [www.sub4loudoun.com](http://www.sub4loudoun.com). Directions to each school are also found on school websites.

## WHERE CAN I FIND?

- Medical Emergencies in the Classroom Handout
- Elementary Substitute Reporting Form
- Frequently Asked Questions for Current Substitutes
- LCPS Employee Handbook
- Lead Login and Phoenix Instructions
- Link to List of Foreign Equivalency Companies
- Payment Information
- Promethean Board Classroom Guide (New Boards)
- Promethean Board Classroom Guide (Older Boards)
- School Calendars and Schedules
- School Closings and Delays Information
- School Locator Book
- Secondary Substitute Reporting Form
- SmartFind Express Link and Profile Instructions
- SmartFind Express Quick Reference Guide
- Substitute Guide
- Substitute Information Form
- Websites for Substitutes

**[www.sub4loudoun.com](http://www.sub4loudoun.com)**

# OTHER USEFUL WEBSITES FOR SUBSTITUTES:

**Arts and Culture Google Site** - <https://artsandculture.google.com/> (interactive experiences with places, museums, and artwork)

**Bozeman Science** - <http://www.bozemanscience.com/> (standards-aligned high school science videos)

**Concept Mapping Tools** - <https://www.educatorstechnology.com/2018/01/9-great-concept-mapping-tools-for.html> (how to use concept maps, interactive tools and templates)

**Critical Thinking Questions** - <https://www.weareteachers.com/critical-thinking-questions/> (questions to encourage critical thinking for discussions and writing prompts)

**DadsWorksheets** - <https://www.dadsworksheets.com/> (free math worksheets, tools, and games)

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

**Edmentum** - [https://info.edmentum.com/Worksheet-Bundles\\_Download.html](https://info.edmentum.com/Worksheet-Bundles_Download.html) (grade-specific worksheet bundles which include math, language arts, science, reading, and literacy activities)

**Edmentum Downloadable 2021-2022 School Year Calendar** - <https://info.edmentum.com/rs/780-NRC-339/images/B2S-Calendar-Printable.pdf>

**Education World** - [www.educationworld.com/preservice/classroom/substitute.shtml](http://www.educationworld.com/preservice/classroom/substitute.shtml) (links for substitute resources)

**Free Teacher Worksheets** - <https://www.freeeducationalresources.com/> (worksheets, workbooks, and other resources)

**Global Digital Library** - <https://www.digitallibrary.io/> (digital picture books)

**GoOpenVA** - <https://goopenva.org/> (a platform for teachers to share openly-licensed digital learning resources with other educators)

**Graphic Organizers** - <https://www.eduplace.com/graphicorganizer/> (printable graphic organizers for classroom use)

**HISTORY Classroom** - <https://www.history.com/classroom> (education guides, learning tools, and links to educational content)

**Intervention Center** - [www.interventioncentral.com](http://www.interventioncentral.com) (information on academic and behavior interventions)

**Kahoot** - <https://kahoot.com/> (a game-based learning platform, online quizzes)

**Khan Academy** - <https://www.khanacademy.org/> (an online library of lessons which covers math K-12 through early college, grammar, science, history, AP®, SAT®, and more)

**National Geographic Education** -

<https://www.nationalgeographic.org/education/classroom-resources/> (lesson plans, maps, and reference resources)

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

**PBL** - [www.pblworks.org/](http://www.pblworks.org/) (information about Project Based Learning)

**Puzzle generator** - [www.discoveryeducation.com/free-puzzlemaker/](http://www.discoveryeducation.com/free-puzzlemaker/) (generate customized word puzzles)

**READS** - <https://literacy.concordia.ca/reads/index.html#en> (digital picture books)

**Substitute Teaching A to Z** - [www.substituteteachingatoz.com/resources.html](http://www.substituteteachingatoz.com/resources.html) (resources to be a better substitute teacher)

**TeAch-nology** - <http://www.teach-nology.com/> (lesson plans, worksheets, teaching tips, and other teacher resources)

**Web English Teacher** - <https://www.varsitytutors.com/englishteacher> (free English, literature, and ESL resources)

**Wordmaker** - <https://wordmaker.info/> (enter a larger word to generate a list of smaller words; can be used as a warm up or transition activity)





 Unified Talent  
**SmartFind Express**

User ID

Password

[Forgot Password?](#)

# SMARTFIND EXPRESS

# 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. (IMPORTANT: For locations, select only individual schools. Do not select any locations titled “Any Location”, DSF, North St., DNU or XDNU **or** any location which includes the words “Group” or “Cluster”. For classifications, select grade levels, subjects, and school-based positions only.)
- 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 as soon as possible (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. To assist with managing your calendar/assignments in the 2018-2019 school year, e-mail notifications will be 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).

**DISTRICT NAME**  
**Substitute Quick Reference Card**

---

System Phone Number 571-620-6462

Help Desk Phone Number 571-252-1675

Write your Password here \_\_\_\_\_

Write your Access ID here \_\_\_\_\_

Write your PIN here \_\_\_\_\_

Web Browser URL

<https://loudouncountyyva.eschoolsolutions.com/logOnInitAction.do>

**TELEPHONE ACCESS INSTRUCTIONS**

---

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

	<b>Today's Jobs</b>	<b>Future Jobs</b>
Weekdays	Starts at 5:00 am	4:00 - 9:00 pm
Saturday	None	None
Sunday	None	4:00 - 9:00 pm
Holidays	None	4:00 - 9:00 pm

**DECLINE/CANCEL REASONS:**

1. Illness
2. No Transportation
3. Working in another District

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for interactions using the phone.

**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.

**TELEPHONE ACCESS INSTRUCTIONS**

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

---

#### THE SYSTEM CALLS

##### HEAR THE JOB OFFER

1. PRESS 1 to Hear the job offer  
PRESS 2 to Set temporary Do Not Call
2. 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
3. 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
4. If you pressed 2 to Set temporary Do Not Call, hear a time offered  
PRESS 1 to Accept the time offered  
PRESS 2 to Enter an earlier time in HH:MM format.

---

##### 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 Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change PIN or Re-record Name
- 9 - 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 <https://loudouncountyva.eschoolsolutions.com/> and access the SmartFindExpress Sign In page. Enter your Access ID and PIN. You will be prompted to create a new password. Follow the New Password Requirements to create a password. After login using Access ID / Password you will be prompted to validate your email address and callback number.

---

### FORGOT PASSWORD

The “Forgot Password?” link supports users who want to log into the system but have forgotten their Password. When this link is selected, the system displays the Password Reminder Request page. The user’s Access ID must be entered on this page. Instructions will be sent to the email address on your profile.

*Note: You must be registered with the system to use this option.*

---

### PROFILE

**Personal Information** – Review profile status, address information, enter or change email address, change your password or PIN, View/Update callback number; specify a Do Not Call time or Block phone calls from SmartFind Express and Activate SMS Text Notifications if district allows.

**My Acknowledge Notifications** – Review Notification Acknowledgements

**Notification Preferences** – Select your Notification Preferences.

---

### 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

#### Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.

#### Classifications and Locations

- Review classifications and locations, you have chosen for assignments

#### Unavail Dates Tab

- Create Unavailability Schedule

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.*

# OTHER ACCOUNTS





Welcome to LCPS. Newly created LCPS User Accounts can use LCPSGO to reset their password from any Internet connected workstation or laptop.

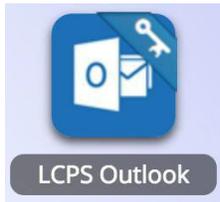
LCPSGO (<http://go.lcps.org>) is LCPS's single sign-on and password management system. The system enables staff and students to access many LCPS applications through one website while also allowing users to change their LCPS Enterprise Active Directory (LEAD) passwords from anywhere, anytime.



Access to Staff Resources including Oracle



Access to Office 365 resources including Word, Excel, OneDrive, PowerPoint, OneNote, Teams, SharePoint



Online E-Mail access



LDSD provides access to our Service Desk ticketing system.



Access to Google resources including Google Classroom, Google Drive, and YouTube



Access to Library Resources including BrainPop, Britannica, EBSCO, Follet Destiny, Tumble and VideoBlocks



Access to the Student Information System (SIS)



LCPS's Online Learning Environment

Please note that when a tile has a key in the top right-hand corner, that resource is either LEAD integrated or allows password sync.

Your LEAD account name should be in your welcome email from HRTD.

Your initial password is: **Welcome-PID**

(You will need to replace **PID** above with your Employee ID. You will be prompted to change the password upon first login.)



To change your LEAD password on any device, please follow the instructions below:

- 1) Navigate to LCPSGO (<http://go.lcps.org>) and login with your new LCPS LEAD credentials. You will be required to change your password during your first login attempt. You need to complete the following information:
  - a. Old Password (this is your Initial Password described above)
  - b. New Password
  - c. Confirm New Password
- 2) Once all three fields are completed, select the **Submit** button
- 3) You will receive the following message:



Please keep in mind of the following LEAD password rules:

1. Your password cannot contain more than 3 consecutive letters of your name or username.
2. Your password must be between eight (8) and fifteen (15) characters long and contain three of the following four types of characters:
  - o Uppercase (A - Z)
  - o Lowercase (a - z)
  - o Numbers (0 - 9)
  - o Symbols (!, @, #, %, etc.)

**NEVER SHARE YOUR PASSWORD WITH ANYONE, INCLUDING DDI.**

**Or on a LCPS Computer:**

1. Log into an LCPS computer at an LCPS site.
2. Press **Ctrl + Alt + Delete** and select the **Change a password** option
3. You will have to enter your current LEAD password once and your new LEAD password twice
4. Select the arrow to confirm the change
5. Please see the password rules above if your selected password comes back as not meeting the requirements.

**Setting Up Password Recovery Options:**

- 1) Navigate to LCPS GO (<http://go.lcps.org>) from your Google Chrome Browser
  - a. Access your Profile via the drop-down arrow located in the top right corner of the screen
  - b. Select My Profile**
  - c. Select **Password Recovery Setup** from the menu on the left
  - d. You can select up to 3 notification methods that can be used when a password reset is needed.
    - i. **Mobile Phone, Email, Challenge Questions:** If all three options are configured, you will have the option to choose which of the methods you would like to use to perform your password reset.

**General password reminder:** If you have stored your LEAD credentials on other devices, you will be required to update the passwords on those devices. This includes but is not limited to iPhones, iPads, Androids, and other Bring Your Own Technology (BYOT) devices.

# Loudoun County Public Schools

## Oracle Passwords and Login Procedures

Do not attempt to log in more than 2 times; 3 failed attempts will lock you out. To avoid being locked out, use the **Login Assistance** link to create a new password after the second failed attempt. See page 3 for instructions to use the **Login Assistance**.



Internet Explorer must be used to create a new password.



Safari – Not an LCPS supported browser



On the LCPS desktop use the Oracle EBS icon to access Oracle.



Firefox – Not an LCPS supported browser

### DO NOT USE:



Microsoft Edge



Google Chrome



LCPS GO

### How to Log In To Oracle



From the LCPS Homepage go to **Find It Fast** and then **Employee Self Service Portal**



This will take you to the Oracle Self Service Portal



STEP  
3

### Enter your User Name and Password:



**Current users** use your LEAD user name (the same one you use to receive LCPS email; **do not** include @lcps.org on the end) and Oracle password

**New Employees** use your LEAD user name and the password Welcome\$ plus the last 4 digits of your SSN **Example: Welcome\$1234**

You will be prompted to change your password. Strong passwords must be used. Passwords must contain at least 8 characters including alpha, numeric, and special characters. Passwords must be changed every 90 days.

Call the Business and Finance Help Desk, 571-252-1880, option 3 and then option 2, to unlock your account if you continue to have issues.

### How to Update Your Oracle Password

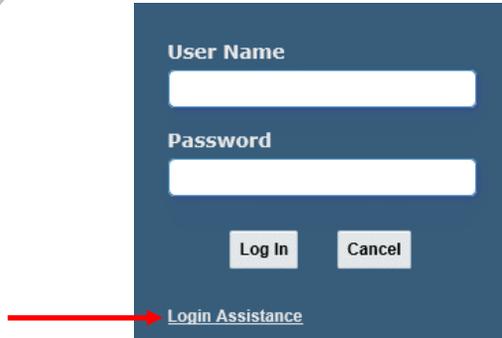
#### How to Update Your Oracle Password

1. Log in to Oracle.
2. Click the **Settings** icon located at the top right of the window.
3. Click the **Preferences** link.
4. In the **Change Password** area, enter your old password in the **Old Password** field.
5. In the **New Password** field, enter your new password.  
*Strong passwords must be used. Passwords must contain at least 8 characters including alphanumeric, and special characters. Passwords must be changed every 90 days.*
6. In the **Repeat Password** field, re-enter your new password.
7. Click the **Apply** button located at the top right of the window. Internet Explorer (blue e with a yellow orbit), Firefox or Safari to reset your password as Google Chrome, Microsoft Edge (plain blue e)

## How to Use Login Assistance

STEP  
1

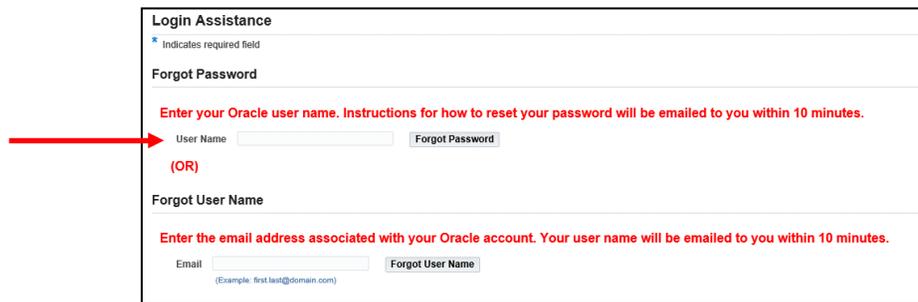
Click the Login Assistance link.



The screenshot shows a dark blue login form with two input fields: "User Name" and "Password". Below the fields are "Log In" and "Cancel" buttons. At the bottom of the form, there is a link labeled "Login Assistance" with a red arrow pointing to it from the left.

STEP  
2

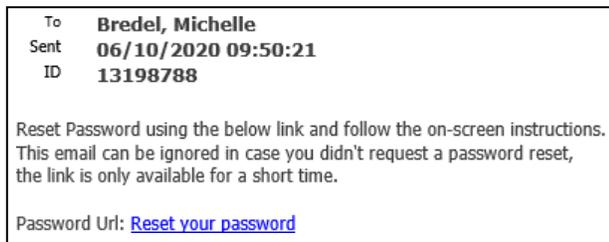
The following page will display. Enter your user name and click **Forgot Password**. Your user name is the same user name you use to log into your LCPS computer.



The screenshot shows the "Login Assistance" page. It has a title "Login Assistance" and a note "\* Indicates required field". There are two sections: "Forgot Password" and "Forgot User Name". The "Forgot Password" section has a red instruction: "Enter your Oracle user name. Instructions for how to reset your password will be emailed to you within 10 minutes." Below this are input fields for "User Name" and "Forgot Password", with a red arrow pointing to the "Forgot Password" button. The "Forgot User Name" section has a red instruction: "Enter the email address associated with your Oracle account. Your user name will be emailed to you within 10 minutes." Below this are input fields for "Email" and "Forgot User Name".

STEP  
3

An email will be sent to your @lcps.org email account with a link to reset your password from Workflow Mailer <WF\_EBS\_PRD@loudoun.gov>. This email can take 30-60 minutes to make it to your inbox.



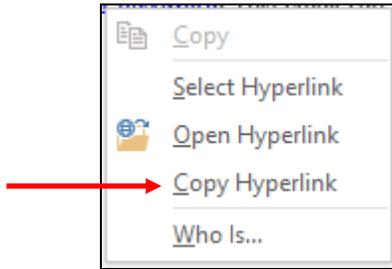
The screenshot shows an email header and body. The header includes: To: Bredel, Michelle; Sent: 06/10/2020 09:50:21; ID: 13198788. The body text reads: "Reset Password using the below link and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time." Below this is the text "Password Url: [Reset your password](#)".

STEP  
4

Click on the link **Reset your password**. **Attention:** If your default browser is Google Chrome or Microsoft Edge, do not click this link. Go to Step 5 for further instructions. Otherwise, go to Step 8.

**STEP**  
**5**

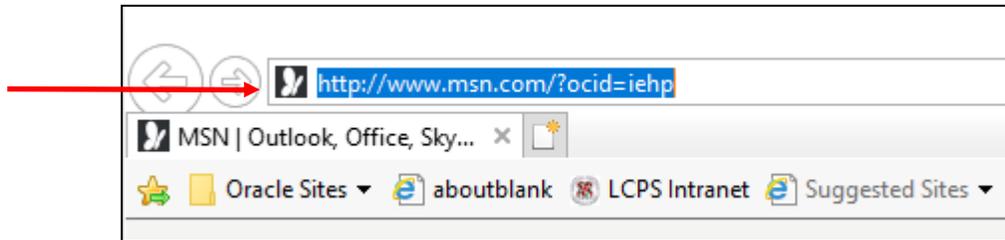
Right click on the **Reset your password** link. The following options will display. Choose **Copy Hyperlink**.



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**STEP**  
**6**

Open Internet Explorer (blue e with a yellow orbit), Firefox or Safari and click into the address line so that the entire address is highlighted. The following example is Internet Explorer.

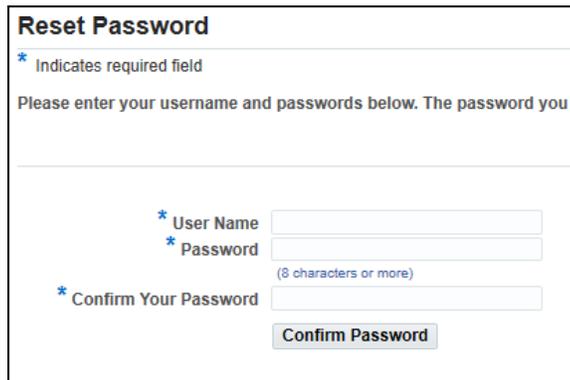


**STEP**  
**7**

Press **CTRL-V** or right click and select Paste. The highlighted address should change value; then press **Enter**.

**STEP**  
**8**

Enter your user name, create a new password and type it again in the confirm your password field; then click the **Confirm Password** button. All passwords must be at least 8 characters long, have at least 1 letter, 1 number and 1 special character like ! or # or \$. The system will not allow for the past 24 passwords to be reused.

A screenshot of a 'Reset Password' form. The form has a title 'Reset Password' and a note '\* Indicates required field'. Below the title is the instruction 'Please enter your username and passwords below. The password you e'. The form contains three input fields: 'User Name', 'Password', and 'Confirm Your Password'. The 'Password' field has a note '(8 characters or more)'. A 'Confirm Password' button is located below the 'Confirm Your Password' field.

# Sub Central Phoenix Attendance & Classroom Instructions

Attendance can be taken in Phoenix by substitute teachers. The process includes obtaining a Sub Slip for the teacher, logging into Phoenix, taking attendance in Phoenix, and viewing teacher instructions for subs.

## OBTAINING A SUB SLIP

Substitute teacher log in slips are generated by school staff. These slips contain the teacher's schedule, including sectionID and class name, as well as a password to use to log into Phoenix.

## SUBSTITUTE TEACHER PHOENIX LOGIN

Substitute teachers can log into Phoenix using **LCPSGo**.

1. Log into the computer with your LCPS user name and password (**new for 2018-19 SY**).
2. Launch **LCPSGo** and log in.



3. Click on *Phoenix SUB Access*.



4. The following log in screen appears:

A screenshot of the Phoenix login screen. It features the Phoenix logo at the top, followed by the text "Please select the school, teacher and password below to access the application." Below this are three dropdown menus: "School Name" (with "Select a school..." as the current selection), "Teacher Name" (with a dropdown arrow), and "Password" (with an empty text box). At the bottom, there is a "Login" button and a "Return to Main Login" link.

## SUBSTITUTE TEACHER PHOENIX LOGIN (CONT)

5. Select the *School Name* for the school at which you are substituting.

A screenshot of the Phoenix login screen. The "School Name" dropdown menu is open, showing a list of schools including Hillside ES, ELL Holding School, Emrick ES, Evergreen Mill ES, Farmwell Station MS, Forest Grove ES, Frances Hazel Reid ES, Frederick Douglass ES, Freedom HS, and Gifford ES.

6. Select the *Teacher Name* for the teacher for whom you are substituting.

A screenshot of the Phoenix login screen. The "Teacher Name" dropdown menu is open, showing a list of teachers including Blechman, Elana.

7. Type the password provided to you by the frontoffice staff. Then click on the *Login* button.

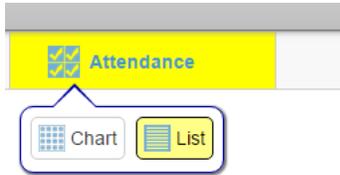
A screenshot of the Phoenix login screen. The "Password" text box is highlighted with a red box.

8. When you login, you will be able to view the students in the class, attendance, and any instructions that have been left for you.

# Sub Central Phoenix Attendance & Classroom Instructions

## TAKING ATTENDANCE

A substitute teacher may take attendance in Phoenix two different ways. Attendance will be highlighted in yellow until it is complete. Hover over *Attendance*. You will see *Chart* and *List*. Choose either one.

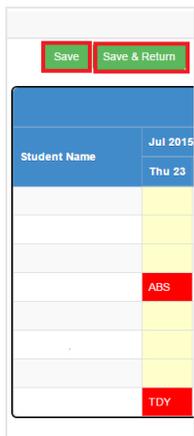


- Chart:** Click on the student's picture once to mark the student tardy. You will see **TDY** appear on the student's picture. Click the student's picture twice to mark the student absent. You will see **ABS** appear on the student's picture. Click on the green *Save* button at the top of the screen to save your attendance.

**Note:** Secondary substitutes have three options, UNX – Unexcused Tardy, TDY – Excused Tardy, and ABS – Absent.



- List:** Click in the box next to the student's name marked with today's date to mark a student as absent or tardy. Click once for tardy and twice for absent.



- Click *Save* or *Save & Return*. *Save & Return* will take you back to your seating chart.

## SUBSTITUTE INSTRUCTIONS

The classroom teacher may leave instructions for the substitute in the Grade Book. If the teacher has left instructions, there will be a box on the right side of the screen labeled *Substitute Instructions*.

