

Loudoun  
County  
Public  
Schools

# 2019-2020 Employee Handbook



Empowering all  
students to make  
meaningful contributions  
to the world.



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# Welcome to Our School Division

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## **HOW TO USE THE DIVISION HANDBOOK**

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

# From the Superintendent



**Eric Williams, Ed.D.**  
*Superintendent*

Having been an employee of the Loudoun County Public Schools for over 5 years now, I can attest to the importance of this 30th edition of our Employee Handbook. It is a valuable resource that I have consulted frequently in order to remain current with new policies, regulations, and benefits information pertinent to our school division and its employees.

The Employee Handbook is designed as a reference guide. Please be sure to consult the School Board Policy Manual on the LCPS website at [www.lcps.org](http://www.lcps.org) for the most detailed, up-to-date information pertaining to policies.

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

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

# 2019–2020 School Year

JULY							2019							AUGUST							2019							SEPTEMBER							2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
	1	2	3	H	5	6					1	2	3	1	H	3	4	5	6	7																					
7	8	9	10	11	12	13	4	5	6	TI	TI	NH	10	8	9	10	11	12	13	14																					
14	15	16	17	18	19	20	11	NH	NH	SD	SD	P	17	15	16	17	18	19	20	21																					
21	22	23	24	25	26	27	18	CS	P	P	F	23	24	22	23	24	25	26	27	28																					
28	29	30	31				25	26	27	28	29	H	31	29	30																										

OCTOBER							2019							NOVEMBER							2019							DECEMBER							2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
		1	2	3	4	5						1	2	1	2	3	4	5	6	7																					
6	7	8	9	10	11	12	3	P*	P*	6	7	8	9	8	9	10	11	12	13	14																					
13	H	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21																					
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27	CS	29	30	31			24	25	26	H	H	H	30	29	H	H																									

JANUARY							2020							FEBRUARY							2020							MARCH							2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
			H	H	H	4						1	1	2	CS	4	5	6	7																						
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14																					
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21																					
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26	27	28	29	30	31		23	24	25	26	27	28	29	30	31																										

APRIL							2020							MAY							2020							JUNE							2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S														
			1	2	3	4						1	2																												
5	H	H	H	H	H	11	3	4	5	6	7	8	9	7	8	9	L	P*	P*	13																					
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20																					
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27																					
26	27	28	29	30			24	H	26	27	28	29	30	28	29	30																									

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

# 2019–2020 Instructional Days

DATE	DESCRIPTION
August 7-8	New to Profession Teacher Institute
August 9/12-13	New Employee Orientation/Workdays - All Teachers New to Loudoun
August 14-15	In School Staff Development - All Teachers
August 16	Planning/Records/Conference Day
August 19	County-Wide Staff Development - All Teachers
August 20-21	Planning/Records/Conference Days
August 22	FIRST DAY OF SCHOOL
August 30/Sept. 2	Holiday (Labor Day)
October 14	Holiday (Columbus Day)
October 28	Student Holiday (County-Wide Staff Development)
November 1	End of the Grading Period
November 4-5	Student Holidays (Planning/Records/Conference Days)
November 27-29	Holiday (Thanksgiving)
December 23 - Jan 3	Winter Break (Classes Resume January 6)
January 17	End of Grading Period
January 20	Holiday (Martin Luther King Jr. Day)
January 21	<i>*Moveable Student Holiday (Planning/Records/Conference Day)</i>
February 17	Holiday (Presidents' Day)
March 3	Student Holiday (County-Wide Staff Development)
March 26	End of Grading Period
March 27	Student Holiday (Planning/Records/Conference Day)
April 6-10	Holiday (Spring Break)
May 25	Holiday (Memorial Day)
June 10	LAST DAY OF SCHOOL/End of Grading Period
June 11-12	Planning/Records/Conference Days

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

9 WEEK GRADING PERIOD ENDING DATE	
DATE	DAYS
November 1, 2019	49
January 17, 2020	40
March 26, 2020	45
June 9, 2020	46



# Board Members/ Times

- 
- School Board Members
  - Opening and Dismissal Times

# School Board Members



DULLES

**Jeff E. Morse**

*Chairman*  
571-420-2243  
Jeff.Morse@lcps.org



STERLING

**Brenda Sheridan**

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



ALGONKIAN

**Debbie K. Rose**

*Member*  
571-439-9651  
Debbie.Rose@lcps.org



ASHBURN

**Eric D. Hornberger**

*Member*  
571-291-5685  
Eric.Hornberger@lcps.org



BLUE RIDGE

**Jill A. Turgeon**

*Member*  
571-420-3818  
Jill.Turgeon@lcps.org



BROAD RUN

**Joy Maloney**

*Member*  
571-577-0439  
Joy.Maloney@lcps.org



CATOCTIN

**Chris Croll**

*Member*  
571-509-8400  
Chris.Croll@lcps.org



LEESBURG

**Tom Marshall**

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



AT-LARGE

**Beth Huck**

*At-Large Member*  
571-206-8216  
Beth.Huck@lcps.org

# Opening and Dismissal Times

<b>ELEMENTARY SCHOOLS</b>	<b>CLASSES START</b>	<b>CLASSES DISMISSED</b>
Aldie ES	7:50	2:35
Algonkian ES	7:50	2:35
Arcola ES	7:50	2:35
Ashburn ES	7:50	2:35
Ball's Bluff ES	8:15	3:00
Banneker ES	7:50	2:35
Belmont Station ES	7:50	2:35
Buffalo Trail ES	7:55	2:40
Cardinal Ridges ES	7:50	2:35
Rosa Lee Carter ES	7:50	2:35
Catoctin ES	7:50	2:35
Cedar Lane ES	7:50	2:35
Cool Spring ES	7:50	2:35
Countryside ES	7:50	2:35
Creighton's Corner ES	7:50	2:35
Kenneth W. Culbert ES	7:50	2:35
Discovery ES	7:50	2:35
Dominion Trail ES	7:50	2:35
Frederick Douglass ES	7:50	2:35
Emerick ES	7:50	2:35
Evergreen Mill ES	7:50	2:35
Forest Grove ES	7:50	2:35
Goshen Post ES	7:50	2:35
Guilford ES	7:50	2:35
Hamilton ES	7:50	2:35
Hillsboro Charter Academy	7:50	3:05
Hillside ES	7:50	2:35
Horizon ES	7:50	2:35
Hutchison Farm ES	7:50	2:35

# Opening and Dismissal Times (Continued)

<b>ELEMENTARY SCHOOLS</b>	<b>CLASSES START</b>	<b>CLASSES DISMISSED</b>
Leesburg ES	8:15	3:00
Legacy ES	7:50	2:35
Liberty ES	7:50	2:35
Lincoln ES	7:50	2:35
Little River ES	7:50	2:35
Lovettsville ES	7:50	2:35
Lowes Island ES	7:50	2:35
Lucketts ES	7:50	2:35
Madison's Trust ES	7:50	2:35
Meadowland ES	7:50	2:35
Middleburg Community Charter School	8:15	3:00
Mill Run ES	7:50	2:35
Moorefield Station ES	7:50	2:35
Mountain View ES	7:50	2:35
Newton-Lee ES	7:50	2:35
Pinebrook ES	7:50	2:35
Potowmack ES	7:50	2:35
Frances Hazel Reid ES	7:50	2:35
Rolling Ridge ES	7:50	2:35
Round Hill ES	7:50	2:35
Sanders Corner ES	7:50	2:35
Seldens Landing ES	7:50	2:35
Sterling ES	7:50	2:35
Sugarland ES	7:50	2:35
Sully ES	7:50	2:35
Sycolin Creek ES	7:50	2:35
John W. Tolbert Jr. ES	7:50	2:35
Waterford ES	7:50	2:35
Waxpool ES	8:15	3:00
Steuart W. Weller ES	7:50	2:35

# Opening and Dismissal Times (Continued)

<b>MIDDLE SCHOOLS</b>	<b>CLASSES START</b>	<b>CLASSES DISMISSED</b>
Belmont Ridge MS	8:30	3:18
Blue Ridge MS	8:50	3:38
Brambleton MS	8:35	3:23
Eagle Ridge MS	8:35	3:23
Farmwell Station MS	8:30	3:18
Harmony MS	8:50	3:38
Harper Park MS	8:30	3:18
J. Michael Lunsford MS	8:40	3:28
Mercer MS	8:40	3:28
River Bend MS	8:30	3:18
Seneca Ridge MS	8:30	3:18
J. Lupton Simpson MS	8:55	3:43
Smart's Mill MS	8:55	3:43
Sterling MS	8:30	3:18
Stone Hill MS	8:35	3:23
Trailside MS	8:35	3:23
Williard IS	8:50	3:30
<b>HIGH SCHOOLS</b>		
Academies of Loudoun	9:15	3:15
Briar Woods HS	9:15	4:03
Broad Run HS	9:15	4:03
John Champe HS	9:15	4:03
Dominion HS	9:15	4:03
Douglass School	9:25	3:15
Freedom HS	9:15	4:03
Heritage HS	9:15	4:03
Independence HS	9:15	4:03
Loudoun County HS	9:15	4:03
Loudoun Valley HS	9:10	3:58
Park View HS	9:15	4:03
Potomac Falls HS	9:15	4:03
Riverside HS	9:15	4:03
Rock Ridge HS	9:15	4:03
Stone Bridge HS	9:15	4:03
Tuscarora HS	9:15	4:03
Woodgrove HS	9:10	3:58



# Employee Information

- Regulations
- Policies

## ABSENCE FROM WORK

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

### Employee Responsible to Obtain School Opening and Closing Information

When severe weather or emergency conditions exist, the Division Superintendent decides to close or to continue operating the schools. This decision is based primarily on student safety and welfare. While schools are in session, the decision is communicated by telephone to the principal. When such conditions occur during hours other than school hours, the decision is communicated over local radio and television stations, as well as the Loudoun County Public Schools' website—[www.lcps.org](http://www.lcps.org). Weather-related closing and delay messages are also sent using the Blackboard Mass Notification System.

## EMPLOYEE TECHNOLOGY ACCEPTABLE/ RESPONSIBLE USE POLICY (P7566)

Please refer to REG 7566 for additional information regarding the Acceptable Use Policy. Each staff member will annually acknowledge the acceptance of this Policy and Regulation by signing the Employee Handbook Acknowledgment.

The Loudoun County School Board provides technologies, including access to internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term technology includes hardware, software, data, communication lines and devices, terminals, printers, servers, mainframe and personal computers, the internet and other internal or external networks.

### A. Purpose

All use of the Division's technology must be consistent with the educational or instructional mission or administrative

function of the Division or for legitimate school business. Loudoun County Public Schools may provide staff with access to online services and websites through contracts with educational companies and vendors. Staff may be provided with a username and password to access these websites and shall follow the password security protocol located in Regulation 3065.

### B. Monitoring

Loudoun County Public Schools routinely monitors an individual's usage of the Division's technology. The normal operation and maintenance of the school division's technical infrastructure and services requires that usage and activity are monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure. Any communication or material using School Division technology, including electronic mail and documents created, stored, or shared from a user's account, may be monitored, read, recorded, copied, seized, and/or provided to appropriate authorities by school officials without prior notice. Staff shall have no right or expectation of privacy. None of the Division's technologies shall constitute a traditional, limited or designated public forum. Staff shall not send, receive, view or download illegal materials.

### C. Content Filtering

The School Division operates technology protection measures that monitor, filter, or block Internet access for all devices connected to LCPS and LCPS-OPEN networks. The protections prevent access to the following:

1. Child pornography;
2. Obscenity; and,
3. Material that the School Division deems to be harmful and otherwise inappropriate.
4. Employing measures to circumvent the content filter is prohibited.

## D. Technical and Administrative Procedures

The Division Superintendent shall establish technical and administrative procedures containing the appropriate uses, ethics and protocols for use of technology. The procedures shall include:

1. Provisions establishing that the technology protection measures are enforced during any use of the Division's computers by staff;
2. Provisions establishing that the online activities of staff will be monitored;
3. Provisions designed to educate staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and Cyber Bullying awareness and response;
4. Provisions designed to prevent unauthorized online access, including "hacking" and other unlawful activities; and
5. Provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information.

## E. Personal Devices

Personal technology devices are permitted to use the LCPS OPEN wireless network only. Personal technology devices are prohibited from accessing the LCPS network (wired or wireless). All Personal Devices used within school or at school functions must be free from anything that would violate this policy including the use of a Virtual Private Network (VPN) to subvert the division's protection measures.

## F. Personal Use

School division technology is not to be used for personal commercial purposes or for personal financial or other gain. Occasional personal use of school division technology for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other school division responsibilities, and is otherwise in compliance with this and other school

policies. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of school division equipment.

## G. Signature Form

Each staff member shall annually acknowledge the acceptance of this Policy and Regulation 7566. By doing so, staff agree to accept the terms of this policy and the failure of any staff to follow the terms of this policy or accompanying regulation may result disciplinary action as defined School Board policy, and/or law.

## H. Limited Liability

The Loudoun County School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer or network system.

I. Review Process. The School Board will review, amend if necessary, and 87 approve this policy every two years.

## ACCIDENTS AND INJURIES

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

Statutory Workers' Compensation benefits cover injuries resulting from accidents arising out of or sustained in the course of employment. Safety procedures should be followed at all worksites. Safety equipment is available at all worksites, including but not limited to, step ladders, step stools, reaching devices, etc. In all instances, employees and/or supervisors must immediately report injuries and safety issues to the Retirement & Disability Programs Division at 571-252-1690.

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

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

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

More information is available from:

*Retirement & Disability Programs  
Business and Financial Services*  
21000 Education Court  
Ashburn, VA 20148  
**571-252-1690**

## ANNUAL LEAVE SCHEDULE (P7710)

### **Administrative Personnel (P7710)**

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

Administrative personnel shall earn annual leave as follows:

- 20 days for the first and second years of service
- 21 days after two (2) years of service
- 22 days after four (4) years of service
- 23 days after six (6) years of service
- 24 days after eight (8) years of service

Annual leave will be prorated based on the number of contract/assignment days actually worked after July 2 of the current school year.

### **Full-Time Twelve (12) Month Classified Personnel (P7710)**

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

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

### **Payment of Annual Leave Upon Separation/Transfer**

Employees who terminate their employment will have their annual leave prorated based on total amount earned for the school year. Any remaining earned annual leave will be paid to the employee in the second check following termination. Payment for earned annual leave will be calculated based upon the employee's regular rate of pay at the time of separation.

Employees exceeding their total earned annual leave will be charged in their final pay and/or will be invoiced for any amounts not recouped in the final paycheck.

An employee transferring from a 12-month position to a 10- or 11-month position will be paid for unused annual.

## CHILD ABUSE AND NEGLECT (P7530)

Pursuant to the Code of Virginia 63.2-1509 et seq., any person employed in the Loudoun County Public Schools who, in his or her professional or official capacity, has reason to suspect

that a child or student is an abused or neglected child or student pursuant to the Code of Virginia 63.2-1509, shall report the matter as soon as possible but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect.

Pursuant to the Code of Virginia 63.2-1606, any person employed in the Loudoun County Public Schools who, in his or her professional or official capacity, has reason to suspect abuse, neglect or exploitation of a student 18 years old or over, shall immediately report the matter in accordance with this policy. Failure to report may result in disciplinary action, up to and including termination.

#### **A. Reporting Requirements**

1. Any teacher or other school employee who has reason to suspect abuse, neglect, or exploitation of a child or student shall immediately report it to:
  - a. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, who shall make such report forthwith. The principal, or his/her designee, or supervisor of the department, that makes the report to the local or state agencies (CPS, and/or APS as applicable) must notify the person making the initial report when the report of the suspected abuse or neglect is made to the local or state agencies (CPS, and/or as applicable; APS if the student is 18 years or older) and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report; and
  - b. The Virginia Department of Social Services toll-free child abuse and neglect hotline and/or Adult Protective Services toll-free hotline if the employee has the need to report

after business hours. The Virginia Department of Social Services child abuse and neglect hotline number is (800) 552-7096. The Virginia Adult Protective Services toll-free hotline number is (888) 832-3858. In addition, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, must also be notified of the report as soon as practicable during the following business hours.

2. If any principal is suspected of abuse or neglect of a child or student, the school employee who has this suspicion shall report it to the division superintendent, or his/her Department of Human Resources and Talent Development designee, who shall report it to the local or state agencies (CPS, and if applicable, APS).
3. Reports of reasonable suspicion that a student age 18 and older is the subject of abuse or neglect shall be reported immediately, in accordance with this policy, to Child Protective Services and also to Adult Protective Services regardless of the student's intellectual ability. In addition, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, must also be notified of the report.

#### **B. Example of Employee Behavior to Report**

Principals or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, shall report the following alleged or observed employee behaviors to an administrator in the Department of Human Resources and Talent Development in addition to appropriate reporting to law enforcement, if he or she has reason to believe a crime may have been committed, and to Child Protective Services, and Adult Protective Services in accordance with this policy. Reporting to the Department of Human Resources and Talent Development shall occur as soon as possible but within one workday

of becoming aware of the allegations. Allegations or observed behaviors to report include but are not limited to the following:

1. Allegations of employee sexual misconduct with a student
2. Allegations of an employee using physical force or making a threat of physical harm to a student
3. Behavior which includes but is not limited to the following:
  - a. Sexual or romantic invitations to students
  - b. Dating students or soliciting dates with students
  - c. Engaging in sexualized dialogue with students
  - d. Making suggestive comments to students or in the known presence of students
  - e. Physical exposure of a sexual, romantic, or erotic nature
  - f. Self-disclosure of a sexual or erotic nature to students or in the known presence of students
  - g. Sexual contact or inappropriate overtures to students whether they be physical, verbal, non-verbal, written or electronic

### **C. Principal, his/her Designee, or Supervisor of the Department Responsibilities**

1. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall report the suspected abuse or neglect by a non-LCPS employee to the local or state department of social services. Upon making such report, he/she shall also inform the division superintendent's Department of Instruction and Department of Pupil Services designees.
2. If any LCPS employee is suspected of abuse or neglect of a child or student, the principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, shall report it to

the division superintendent's Department of Human Resources and Talent Development designee and to the local or state department of social services.

3. The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department, is responsible for ensuring that all personnel are fully informed of their responsibilities under the law and the procedures of this policy.
4. Notice of the duty to report suspected child abuse or neglect shall be posted in each school pursuant to Code of Virginia 22.1-291.3. The notice of the duty to report posting shall state that:
  - a. any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and
  - b. all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

### **D. Records.**

The principal, or his/her designee (such as an assistant principal, counselor, social worker, etc.), or supervisor of the department shall, upon request, make available to the child and/or adult protective services worker any school records or reports which document the basis of the report. The Federal Education Rights and Privacy Act (FERPA) prohibits the sharing of student information without explicit parental or eli-

gible student consent unless the Child or Adult Protective Services worker has a court order to review the record or unless release without parental consent would not violate FERPA. In a health or safety emergency situation, the school could provide access to the record. The school principal will determine what constitutes an emergency in accordance with Board Policy 8-74(E).

### **E. Memorandum of Understanding with Child Protective Services.**

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

### **CLASSIFIED EMPLOYEE DISMISSAL AND DEMOTION GRIEVANCE PROCEDURES (P7024)**

The School Board adopts the following procedure for the dismissal or demotion of classified employees in accordance with §22.1-79(6) of the Code of Virginia. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment or expectation of continued employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board's exclusive final authority over the management and operation of the school division. Please see Policy 7024 for further information. If you have questions, please contact the Department of Human Resources and Talent Development.

### **CORPORAL PUNISHMENT (P8-30)**

No employee of Loudoun County Public Schools 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.

### **CREDIT UNION**

Loudoun Credit Union, founded in 1977, provides financial services for all employees of the School Board, County, County municipalities, and contracted groups with the County. The Credit Union offers savings and checking accounts, loans,

club accounts, and IRAs. Payroll deduction and direct deposit are available for all of the above. There is a minimum balance requirement in a savings account. Dividend and loan finance rates vary.

Call or visit Loudoun Credit Union at 801 Sycolin Road, SE, Suite 101, Leesburg, VA 20185. Office hours are Monday through Friday from 8:00 AM to 5:30 PM. Communications can be sent through the School Board courier system.

All bank holidays are observed. Please phone 703-777-4744 for more information.

Apple Federal Credit Union, created for teachers, by teachers, was established in 1956. As the premier credit union serving the educational community, Apple FCU has designed products and services exclusively for you.

All LCPS faculty, staff, students and their families are eligible for membership. Learn more at [www.applefcu.org](http://www.applefcu.org).

Membership eligibility rules apply. Federally Insured by NCUA. Equal Opportunity Lender.

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

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

### **A. Applicants for Employment**

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

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

### **B. Criminal Convictions**

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

### **C. Founded Complaints of Child Abuse and Neglect**

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

state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. Satisfactory reports of these registry searches are a condition of employment.

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

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

**E. The Division Superintendent shall inform the School Board of any notification of arrest of an employee received pursuant to Virginia Code 19.2-83.1.**

### **DRUG- AND ALCOHOL-FREE WORKPLACE (P7550)**

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

#### **A. On School Board Property or at School Activities.**

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

#### **B. 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.

### C. Enforcement

1. The above prohibitions also cover the misuse/abuse of all legal, prescription drugs, "over the counter" drugs or any other substance which impair an employee's ability to perform his/her job safely or properly.
2. Violations may result in discipline up to and including termination and/or the requirement to participate in a drug or alcohol abuse assistance and rehabilitation program. In addition, School Board Policy 7324, Drug and Alcohol Testing for Employees Required to Hold a Commercial Driver's License (CDL), provides more extensive requirements for employees required to have a CDL.

### D. Notification to School Board

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

### E. Employee Awareness Program.

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

### F. Monitoring and Reporting.

All supervisors are required to observe, monitor, and take effective action to detect and address alcohol and drug use and abuse among employees. All employees who reasonably suspect alcohol or drug use or abuse by other employees on school board property or at school activities shall report their observations to their own supervisor or to another onsite supervisor. If the reasonable suspicions are about the supervisor, employees should report their observations to another on-site supervisor. Supervisors shall immediately contact law enforcement, which could be the assigned School Resource Officer for the school or area, if a violation is suspected. Once law enforcement has been contacted, the supervisor shall immediately notify the Department of Human Resources and Talent Development. If a supervisor cannot be contacted and an employee believes there is an imminent safety risk to students, staff, the public and/or to the suspected employee, the employee should immediately contact law enforcement, which could be the assigned School Resource Officer for the school or area, to report his/her observations. Following the contact to law enforcement, the employee should continue to try to reach his/her supervisor or another member of the supervisory chain to report what has been observed and what he/she has reported to law enforcement.

### G. Distribution of Policy.

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

### DRUG AND ALCOHOL AWARENESS

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

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

the night before that causes hangovers during work the next day.

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

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

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

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

**Workplace Behavior** — Frequent financial problems, avoidance of friends and colleagues, blaming others for own problems and shortcomings, complaints about problems at home, deterioration in personal appearance or personal hygiene, complaints, excuses, and time off for vaguely defined illnesses or family problems.

Information regarding LCPS EAP Services, including contact information, is located under the FRINGE BENEFITS section of the employee handbook.

### **ELECTIVE DEFERRAL PLANS (P7624)**

All employees may participate in the LCPS 403(b) and 457 Elective Deferral plans.

### **EMPLOYMENT PERIODS**

Contracts or assignment letters are issued for various periods of time as determined by the requirements of specific positions and assignments.

Information relevant to contract or assignment terms is shown in the table on page 50.

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

### **EQUAL OPPORTUNITY (P7012)**

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

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

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

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

## TITLE IX COORDINATOR

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

Specific complaints of alleged discrimination against students under Section 504, should be referred to:

### SECTION 504 COORDINATOR

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

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

### EVALUATION (P7312)

Employees are formally evaluated as described in their appropriate evaluation manuals.

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

**(P7652) Any employee who fails to receive a satisfactory evaluation shall not receive a “step increase” in pay the next year.**

### FRINGE BENEFITS

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

### Direct Deposit Plan (P7620)

All employees will have their paychecks electronically deposited in the bank of their choice or on a pay card.

### Pay Schedule (P7620)

**All staff:** Will receive bi-weekly (26 pay periods) installments based on a predetermined, published calendar, for services rendered.

### Employee Assistance Program

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

### Program Highlights:

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

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

### Flexible Benefits Plan

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

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

Upon initial eligibility, you must file the appropriate election form(s) within **30 days**. As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent

- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

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

### Flexible Spending Accounts

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

The effective date of coverage for a new hire or a newly full-time employee will be the 1st of the month following the later of:

- The date of full-time hire/assignment; or
- The date the employee completes their Flexible Spending Account Enrollment and supporting documentation.

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events, providing that notification is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

- The date the employee incurs a qualifying change in the family, dependents or employment status; or
- The date the employee submits a completed and signed Flexible Spending Account Enrollment/Change Form.

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

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

### Group Life Insurance

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

### Liability Insurance

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

### General and Professional Liability —

Insurance coverage is provided by LCPS as per the following:

*Persons Covered:* Board members, employees, student teachers, and authorized volunteers.

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

Various exclusions may apply.

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

*Persons Covered:* Board members, employees, student teachers, and authorized volunteers all while using, with permission, vehicles owned, hired, or borrowed by the School Board. In addition, covered persons using privately owned vehicles on official School Board business are insured for liability on an excess basis, over and above the insurance protection on the privately owned vehicle used.

*Persons Not Covered:* Students, organizations, or other entities (such as parent-teacher associations or booster clubs) that do not operate under the direction and control of the School Board.

Various exclusions may apply.

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

### **Employee's Possessions**

Loudoun County Public Schools has no responsibility for an employee's personal belongings he/she brings to work. When an employee brings personal items to the work site, the employee is accepting responsibility for the items. If an employee's personal materials are stolen or damaged at the work site, they will not be replaced by the school system.

For detailed explanation, secure an Insurance Facts Brochure from the Department of Business and Financial Services.

### **Health Insurance (P7626)**

Health insurance coverage will be provided for eligible employees. You are considered eligible if you are:

- Grandfathered as a result of a FT status on June 30, 2013, or
- Hired full-time on or after July 1, 2013

Upon initial eligibility, you must file the appropriate election form and supporting documentation within 30 days.

The effective date of coverage for a new hire or a newly full-time employee will be the 1st of the month following the later of:

- The date of benefits-eligible hire/assignment; or
- The date the employee submits their completed Health Insurance Enrollment with the appropriate documentation of spouse/dependent's relationship.

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

As a general rule, IRS Code does not allow changes to pre-tax elections after the start of a coverage period. Changes are permitted for qualifying events providing that the appropriate election and supporting documentation is provided to Employee Health, Wellness and Benefits within 30 days of the event. General examples of qualifying events include, but are not limited to:

- Change in legal marital status
- Birth or adoption of dependent
- Death of dependent
- Change in employment status of employee, spouse or dependent which results in eligibility or ineligibility for coverage

The effective date of change for an employee making an election as a result of a qualifying event will be the 1st of the month following the later of:

- The date the employee incurs a qualifying change in the family, dependents or employment status; or
- The date the employee submits their completed Health Insurance Enrollment and the corresponding supporting documentation.

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

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

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

### **Short-Term Disability**

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

Employees enrolled in the VRS Hybrid plan are covered under the provisions of that plan for short-term disability. Please view the information at [www.varetire.org/HybridRetirementPlan](http://www.varetire.org/HybridRetirementPlan).

### **Donated Family Sick Leave Bank (P7718)**

The Loudoun County School Board has established a “Donated Family Sick Leave Bank” for full-time employees to be used when long term illness or injury to a spouse, child or parent of the employee requires the absence of the employee. Participation will be voluntary.

1. Employees may enroll within the first thirty (30) days of initial full-time employment or thirty (30) days after re-employment by completing an application and donating two (2) days of sick leave.
2. Members of the Donated Family Sick Leave Bank will be given prior written notification and with their written consent will be assessed two (2) additional days at such time as the bank is depleted to 200 days. Such assessment will be voluntary but will be required for continued participation in the Donated Family Sick Leave Bank.
3. Membership will be continuous unless the employee informs the Retirement and Disability Division in writing of the intent to withdraw or declines to contribute additional days when required.
4. Upon termination of employment with the Loudoun County Public Schools or withdrawal of membership from the bank, a participating employee will not be permitted to withdraw days contributed to the Donated Family Sick Leave Bank.
5. An employee who does not enroll when first eligible may do so between any subsequent open enrollment period by making application to the Retirement and Disability Division.
6. A member of the Donated Family Sick Leave Bank shall not be permitted to withdraw days from the donated family sick leave bank until all of the member's accumulated leave is depleted.

7. The first thirty (30) working days of the employee's absence caused by the long term illness or injury of an employee's spouse, employee's child or employee's parent must be covered by the employee's own accumulated leave or leave without pay.
8. A maximum of thirty (30) working days each school year can be drawn from the Donated Family Sick Leave Bank by any one member.
9. At the time of application, members applying for Donated Family Sick Leave Bank benefits will be required to present a physician's certificate stating the nature of the illness or injury and an estimate of the employee's required time off work.
10. Members utilizing leave days from the Donated Family Sick Leave Bank will not be required to replace these days except as a regular contributing member of the Donated Family Sick Leave Bank program.
11. Only sick leave may be contributed to the Donated Family Sick Leave Bank.

### **Voluntary Leave Donation Program (P7780)**

The Voluntary Leave Donation Program is a strictly voluntary program which allows an eligible employee (donor) to donate earned personal or annual leave to another eligible designated employee (recipient).

A recipient is one who is suffering from a serious health condition, whether illness or injury, and who has exhausted her/his own paid leave (annual leave, personal leave, sick leave, workers' compensation, loss time pay and compensatory time off (if applicable)). The Leave Donation Program supports the continuation of the recipient's normal salary for a longer period of time than would otherwise be possible, thus easing the financial impact of the illness or injury. This program enables employees to remain on leave with pay, for a longer period of time, during the elimination period prior to short-term disability.

The use of Donated Leave runs concurrently with an eligible employee's Family Medical Leave or School Board Policy leave entitlement. Information regarding the Donated Leave Program may be obtained from the Retirement & Disability Programs office.

### **Tuition Refund Program (P7630)**

Full-time employees of Loudoun County Public Schools may be eligible for tuition reimbursement not to exceed the amount approved in the operating budget each fiscal year. The fiscal year is defined as July 1 through June 30. A maximum amount of tuition reimbursement per employee per fiscal year may be established and priority may be given to employees participating in a cohort established to meet critical areas of need.

### **Voluntary Employee Benefits**

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

- Apple Federal Credit Union
- Loudoun Credit Union
- Health Insurance Package
- Loudoun Education Association
- United Way Contributions
- Flexible Spending Accounts
- CIGNA Critical Illness Policy
- CIGNA Accidental Illness Policy
- Principal Dues
- Virginia Prepaid Education Plan
- Virginia Education Savings Trust

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

- VRS Optional Life Insurance
- 403(b) Elective Deferral Plan
- 457 Elective Deferral Plan
- Long-Term Disability

Please contact Retirement & Disability Programs at 571-252-1690.

### **Employees' Responsibility to General Safety and Accident Prevention**

Accident prevention is important. Safety is everyone's responsibility. No one wants to be injured.

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

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

When weather conditions are icy/snowy:

- Wear shoes with good traction

- When exiting your vehicle, use its doors to help support your weight. If you lose your footing you may be able to catch yourself and keep from falling.
- Stay on designated paths; don't take short cuts through piles of snow or use uncleared/untreated areas

### **Workers' Compensation (P7640)**

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

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

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

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

### **GRIEVANCE PROCEDURE (P7018)**

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

Please see Policy 7018 Appendix A for appropriate forms. If you have questions, please contact the Department of Human Resources and Talent Development.

Representation in meeting with the immediate supervisor is not allowed

unless the supervisor agrees or unless the employee is in a formal grievance proceeding.

### **INTRODUCTORY PERIOD (7022-3A)**

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

### **LICENSED EMPLOYEE TRANSFERS & INVOLUNTARY REASSIGNMENTS (P7304)**

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

#### **A. Voluntary Transfers**

The Process for licensed employees to apply for voluntary transfers to other licensed positions within the school division is administered by the Department of Human Resources and Talent Development through the Licensed Transfer Process. The Licensed Transfer Process begins on a date established by the Department of Human Resources and Talent Development and ends on June 30 or the last business day of the month if June 30 falls on a weekend. Limited exceptions may be granted to permit voluntary transfers following the conclusion of the Licensed Transfer Process through the start date of the teacher contract for the upcoming school year. In those instances, both principals must agree to the transfer, the Department of Human Resources and Talent Development must approve the transfer, and the

transfer should not create a vacancy in a high need area.

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

#### **B. Reassignment Decisions By School Principals**

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

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

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

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

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

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

### **C. Placement of Involuntarily Reassigned Employees**

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

### **LACTATION SUPPORT (P7170)**

Loudoun County Public Schools site administrators, (such as a principal, director or building administrator), shall designate a non-restroom location in

each school as an area in which any mother who is employed by the Loudoun County School Board may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

## **LEAVE POLICIES**

### **Personnel Covered (P7712 - B, C, and D)**

#### **B. Eligibility and Accumulation.**

A full-time employee under regular contract (probationary or continuing) or an assignment letter shall accumulate sick leave during time the employee performs his/her assigned duties, including paid leave, under terms of the contract. The maximum allowance per year is:

#### **Personnel Covered — Eligibility and Accumulation (P7-57[a])**

1. 12 month position: 14 days
2. 11 month position: 11 days
3. 180-206 day position: 10 days

#### **C. Prorated Days**

When the length of a contract has been shortened (e.g. for a late start or early release), the number of sick leave days will be prorated. Employees who have resigned and overused their earned sick leave will be charged in their final paycheck and/or will be invoiced for any amounts not recouped.

#### **D. Generally**

1. Sick leave for the contract or assignment year is credited (i.e. anticipated) at the beginning of the contract year.
  - a. An employee who leaves before the contract year has been completed must repay any unearned anticipated sick leave that was used.
2. An employee who is unable because of illness to begin work when current contract begins may be allowed to use all accumulated sick leave.
3. Unused sick leave may accumulate without a maximum limit. Employees will be given an accounting of accumulated sick leave each pay period.
4. A full-time employee transferring from another Virginia public school division or Loudoun County Government or a

former Loudoun County Public School (LCPS) employee returning directly to LCPS may be credited with sick leave accumulated, provided:

- a. That the employee has not received payment for such unused accumulated sick leave;
  - b. That in the case of an employee transferring from Loudoun County or another Virginia public school division, the entity provides documentation of available leave, maximum transfer allowed is 90 days.
5. Employees and their supervisors are responsible for correctly recording leave usage.

### MISUSE OF LEAVE (P7522, P7722, P7712)

Misuse of any type of leave may result in termination or other disciplinary action. Unauthorized leave of any nature may be ground for dismissal.

#### Absences Covered (P7712-E)

1. Personal Illness. Personal illness is defined as incapacity to perform duties because of medical condition or confinement. An employee on sick leave may be required after 3 consecutive days absence to have verification from a licensed physician (or dentist) that he/she is unable to perform his/her duties because of a medical condition or confinement, or that he/she has a medical or dental check-up.
2. A physician's excuse may also be requested by the immediate supervisor for patterns of sick leave taken by the employee or suspected abuse of the sick leave policy.
3. Responsible use of sick leave is important to the effective and efficient operation of Loudoun County Public Schools. When employees are absent, the ability of the division to provide high quality instruction to its students is often compromised. The division recognizes that illness is unavoidable and that there may be times when employees are unable to attend work; however, the division

expects employees to use their leave benefit with discretion.

4. Family Illness/Death. As used in this section, family of an employee shall be regarded to include: parents, foster parents, legal guardian, step-mother, stepfather, wife, husband, children (including stepchildren and foster children), brother and sister, grandparents, great-grandparents, grandparents-in-law, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, daughters-in-law, sons-in-law, grandchildren, aunts, uncles, nieces, nephews, any other relative not listed above living in the household of the employee, and anyone over whom the employee has "power of attorney."

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

An employee will be allowed five (5) days for attendance at funerals not covered in the family relationships listed above by utilizing their sick leave, annual leave or personal leave. If leave is not available, the employee will be assessed Leave without Pay in accordance with P7722.

#### Transfer of Leave. (P7712 - F)

Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. The system will provide documentation of accumulated sick leave balances to another Virginia division within three years of separation from LCPS.

A full-time employee transferring from another Virginia public school division or Loudoun County Government or a former Loudoun County Public School (LCPS) employee returning directly to LCPS may be credited with sick leave accumulated, provided that the employee has not received payment for such unused accumulated sick leave; and that in the case of an employee transferring from Loudoun County or another Virginia public school division, the entity provides documentation of available leave, maximum transfer allowed is 90 days.

**Misuse of Sick Leave. (P7712 – G)**

Employees who make excessive use of sick leave and/or who demonstrate a suspicious pattern of using sick leave may be subject to disciplinary action. The misuse of sick leave may result in termination of employment.

**Family Medical Leave Act (FMLA) (P7716)**

The Loudoun County School Board will provide leave for family and medical purposes. The Superintendent shall develop regulations in compliance with the Family and Medical Leave Act of 1993 as amended for all eligible employees to take unpaid, job protected leave for specified family and medical reasons.

**Leave Without Pay (P7722)**

The School Board recognizes that in certain instances an employee may need to have extended leave. For that purpose, the School Board establishes this Policy enabling it to grant discretionary leave without pay for reasons other than those specified in statute, including but not limited to:

1. Family and Medical Leave Act (see Policy 7716)
2. Religious Observance (see Policy 7730)
3. Personal Leave (see Policy 7714)
4. Sick Leave (see Policy 7712)
5. Professional Learning (see Policy 7562)
6. Restoration of Health (see Regulation 7-58[D])

The School Board reserves the right to specify the conditions under which leave without pay may be granted and to modify these conditions as it sees fit.

Leave without pay is not a regular leave benefit; it is a discretionary leave provision designed to address unusual circumstances that cannot be addressed by other forms of leave. The abuse of leave without pay shall be subject to disciplinary action, up to and including termination.

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

The Division Superintendent has developed regulations to implement this Policy and provide the terms and circumstances for the utilization of leave without pay.

Regulations that support the implementation of Policy 7722 include information outlining the guidelines for each type of Leave Without Pay requested with regard to 1) Eligibility, 2) Period of Leave, 3) Application Process, 4) Benefits, and 5) Return to Work procedures.

**Military Leave (P7726)**

It is Loudoun County Public Schools' objective to grant military leave to employees for active duty in the armed services of the United States or for employees who are former members of the armed services, or current members of the reserve forces of any of the United States' armed services, or of the Commonwealth's militia (National Guard, naval militia, and Virginia State Defense Force), or the National Defense Executive Reserve in accordance with federal and state law and is based upon the state military leave policy.

**Personal Leave – Personnel Covered (P7714)**

All employee leaves and absences are subject to school division policy and regulations. The Superintendent shall establish any regulations necessary for the application of the division's policies regarding leaves and absences.

**A. General Provisions**

1. A full-time employee not covered by annual leave, as set forth in Policy 7710, is eligible for personal leave each year.
2. The maximum allowance of personal leave per year is three days.

3. Personal leave for the contract year is credited (i.e., anticipated) at the beginning of the contract year.

## B. Limitations

1. A personal leave request may be limited during the following periods or circumstances:
  - a. The first five instructional days and the last five instructional days of the school year.
  - b. On any teacher in-service or orientation workday that involves the employee: (i) in a central office sponsored in-service or (ii) on a day that the employee is scheduled to hold parent conferences.
  - c. When in the judgment of the immediate supervisor a qualified substitute cannot be secured.

## C. Transfer of Personal Leave

1. Personal leave not used during a school year will be automatically transferred to the eligible employee's accumulated sick leave.
2. Persons transferring from a 10-month or 11-month position to a 12-month position who have unused personal leave will have their unused personal leave rolled into their sick leave balance.

## Public Service Leave (P7724)

The School Board is providing provisions for Public Service Leave for full-time employees who have completed three (3) continuous years of satisfactory service in Loudoun County.

## Religious Observance (P7730)

To the extent that modifications in work schedules do not interfere with the efficient accomplishment of the school division's mission, an employee whose personal religious beliefs require the absence from work for certain times of the workday or workweek may use up to 5 days of accumulated paid leave or leave without pay. Such leave will be deducted from the employee's accumulated leave or documented as leave without pay. Request for leave under

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

## Jury Duty or Subpoenaed Witness (P7720)

An employee shall not have any adverse personnel action taken against them upon being called for Jury Duty due to absence from employment for such service. Except for criminal defendants, employees subpoenaed shall similarly not have any adverse personnel action taken against them for absence from employment due to the subpoena.

- A. Full-time equivalent employees (FTEs) will not be charged leave and will earn their regular salary.
- B. Part-time hourly employees do not earn leave and do not earn a salary when absent from work, regardless of the reason.

## LICENSURE (P7301) Requirements

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

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

## NATIONAL BOARD CERTIFICATION

At its May 23, 2002 meeting, the Loudoun County School Board approved a National Board Certification incentive

for teachers. Any teacher employed by Loudoun County Public Schools earning National Board Certification will be awarded ninety (90) relicensure points in addition to the (90) points awarded by the State of Virginia, all or part of which shall be eligible for credit in “one” relicensure cycle. Additionally, Loudoun County Public Schools will reimburse the teacher any out-of-pocket expenses of the certification process application fee when National Board Certification is achieved. Each teacher achieving National Board Certification will receive a stipend each year he or she is employed in the classroom with Loudoun County Public Schools.

### PERSONNEL FILES (P7306)

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

### PROFESSIONAL ETHICS

The conduct and conversation of persons employed by Loudoun County Public Schools should not reflect adversely upon the Division. Consult the policy manual for specific information on such issues as use of tobacco (P6-40), drug use (7554, 7550), dress code (7564), harassment (7014), and professional conduct (7560).

### PROVISION OF PROFESSIONAL REFERENCES OR ASSISTANCE (P7308)

Professional references are often requested by employees or former employees for employment, promotion, college or university program admission, or acceptance into other professional programs.

Professional references provided by a Loudoun County Public Schools’ (LCPS) employee is a reflection of his or her professional reputation and that of Loudoun County Public Schools.

LCPS has many high-performing team members who may choose at various times to grow their careers within LCPS or via other opportunities. As an organization, LCPS seeks to hire, cultivate, promote and support high-performing team members. This may involve the provision of professional references.

Any LCPS employee violating this policy may be disciplined up to and including termination.

### A. General Reference Requests

1. For the purposes of this policy, a professional reference request is one that seeks information concerning an employee’s performance or eligibility for rehire.
2. Principals and/or direct supervisors are encouraged to take the time to provide references for high-performing employees. For the purposes of this policy, direct supervisors are those who evaluate the employee.
3. Principals and/or direct supervisors may choose to provide a reference for an employee if Section B does not apply to the employee.
4. It is acceptable for a principal or direct supervisor to communicate to an employee that he or she is not comfortable serving as a reference, provided the withholding of a reference is not being done for an unlawful discriminatory reason.
5. Any LCPS employee offering a reference for a current or former LCPS employee should ensure that he or she does not make any statements about the employee that he or she knows to be false.
6. Care should be taken to ensure references contain no discriminatory information related to race, ancestry, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability, genetic information or any leave protected by federal law.

**B. Reference/Assistance Requests:  
Sexual Misconduct or Founded Cases  
of Child Abuse or Neglect or Ongoing  
Investigations of the Same**

1. Neither LCPS nor any employee, contractor, or agent of LCPS shall assist an LCPS employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if such individual knows or has probable cause to believe that the employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of law or is the subject of an on-going investigation of sexual misconduct in violation of law.
2. Neither LCPS nor any employee of LCPS shall assist an LCPS employee in obtaining a new job, apart from the routine transmission of administrative and personnel files, if such individual knows or has probable cause to believe that the employee engaged in a founded case of child abuse or neglect.
3. A vendor contract clause containing the prohibition in B.1 shall be required in every LCPS contract and in all sub-contracts, if any.
4. Any contractor or contractor employee found violating B.1 of this policy may be prohibited from being awarded or working on future LCPS contracts and a contractor employee may be removed immediately from working on any current LCPS contract.
5. Any employee, contractor, or agent who receives a reference or assistance request covered by Section B. 1 shall immediately notify the appropriate Department of Human Resources and Talent Development (HRTD) director of the request. The HRTD Director shall not assist the individual in obtaining new employment apart from the routine transmission of administrative and personnel files.

**REDUCTION IN FORCE  
(P7910, P7920)**

A reduction in force policy has been adopted by the School Board. The complete text of policies P7910 and P7920 can be found in the School Board Policy Manual.

**REPORTING PUPIL PROGRESS**

Communication between teacher and parent is regarded as an essential element of the instructional process. Teachers are encouraged to use a variety of methods to communicate: notes, telephone calls, and conferences.

A formal Progress Report is given to the parents of all elementary, middle, and high school students at nine-week intervals.

**RETIREMENT (P7628)**

**Retiree Health Insurance**

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

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

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

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

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

### Supplement for Retiring Personnel

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

1. Eligibility for retirement under the Virginia Retirement System.
2. Retirement after ten (10) years of full-time service in Loudoun County Public Schools.
3. Retirement benefit application must have been filed in accordance with the provision of the Virginia Retirement System.
4. With service retirement, the supplement during the retirement year will be calculated based on length of full-time service.

### Retiree's Terminal Pay for Sick Leave

Any employee who retires from Loudoun County Public Schools will be eligible to receive 25% of his/her daily wage for each day of unused accumulated sick leave, the total amount not to exceed an index of 25% of the previous year's average teacher salary for Loudoun County Public Schools as reported in the State of Virginia's Annual School Report under the following conditions:

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

### SALARY DEDUCTION (P7622)

#### Required Deductions

- Federal Withholding Tax
- Social Security (comprised of FICA and MEDICARE components)
- State Withholding Taxes

- Virginia Retirement Member Share

All Full-Time Employees are covered under the Virginia Retirement System. During the 2012 session of the General Assembly, legislation was passed to change the funding make-up of the plan. Effective July 1, 2012, School Division VRS members must begin to pay the member contributions. Continuing staff for 2015-2017 will pay 4% and all new full-time hires or rehires will pay the full 5% share. The school division has until July 1, 2017 to fully implement the full 5% share. The school system also pays an employer share at a rate which is regulated by actuarial information provided to the General Assembly. *(For full details about the Virginia Retirement System Plans, you can visit the Retirement and Disability Programs home page at [www.lcps.org](http://www.lcps.org) or log on to <http://www.varetire.org/Default.asp> and click on the Members link to view the Plan 1, Plan 2, and Hybrid descriptions)*

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

See "Voluntary Employee Benefits" for a list of optional deductions.

### SEXUAL DISCRIMINATION/ HARASSMENT (P7014)

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

Employees should contact any of the following Compliance Officers to file a complaint:

1. Dr. Kimberly L. Hough, *Assistant Superintendent for Human Resources and Talent Development*  
21000 Education Court  
Ashburn, VA 20148  
**571-252-1100**
2. Nereida Gonzales-Sales, *Director for High Schools*  
21000 Education Court  
Ashburn, VA 20148  
**571-252-1000**
3. E. Don Treanor, *Director for Facilities Services*  
21000 Education Court  
Ashburn, VA 20148  
**571-252-1000**
4. Alternate Compliance Officer  
Neil Slevin, *Director for Teaching and Learning*  
21000 Education Court  
Ashburn, VA 20148  
**571-252-1000**

### **Retaliation**

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

### **SMOKE-FREE ENVIRONMENT (P6-40)**

Smoking and the use of tobacco products represent a serious health and safety problem for users and non-users.

#### **A. Tobacco-Free School Zone**

1. In an effort to establish a smoke-free and smokeless tobacco-free environment on Loudoun County Public Schools' property, buses and at school sponsored events at all times, smoking and the use of tobacco products or electronic cigarettes are prohibited in all Loudoun County Public School buildings, vehicles and facilities, including the property on which those buildings and facilities are located.
2. This policy covers, but is not limited to, the smoking of any tobacco product, the use of oral tobacco products, electronic cigarettes, and it applies to both employees and non-employee visitors of Loudoun County Public Schools.

### **STAFF DEVELOPMENT/ IN-SERVICE EDUCATION**

Local in-service education during the school year and during the summer months is provided for the purpose of curriculum development and staff training.

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

### **SUBSTITUTE TEACHERS (P7330)**

Loudoun County Public Schools has established guidelines for the employment of substitute teachers and substitute, temporary, and part-time classified employees.

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

A 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. Minimum requirements are that substitute teachers shall be at least 18 years of age, hold a high school diploma or have passed a high school equivalency examination approved by the Board of Education.
2. Attend and complete an orientation to school policies and procedures conducted by Loudoun County Public Schools. The building principal, or his/her designee, is responsible for obtaining substitute teachers. The building principal, or his/her designee, is responsible for ensuring established school rules and emergency procedures are provided to the substitute.

3. Any teacher requiring a substitute must give as much advance notice as possible and ensure lesson plans are available for the substitute.
4. The School Board reserves the right to approve all substitutes.
5. Any temporary substitute for a long-term teacher assignment shall be paid the long-term substitute teacher daily rate effective on the eleventh day of the assignment in a single position. The long-term substitute teacher daily rate will be retroactively applied to the first ten (10) consecutive teaching days of the assignment. The long-term teacher daily rate is established by the School Board and is without any regular fringe benefits. Temporary substitutes will not be issued contracts and temporary service is not counted as part of a probationary term leading to a continuing contract.
6. Reports of absences and employment of substitutes shall be made by the principal to the Payroll Office on the proper forms by the close of the day on the 15th and last working day of each month.

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

May be employed when (1) the term of substitution is of indeterminate length, for a minimum of eleven consecutive days, or (2) when the circumstances 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.

#### **TUBERCULOSIS TEST (P7320)**

As a condition of employment, every new employee shall submit a certificate, signed by a licensed healthcare professional, stating that such employee appears free of communicable tuberculosis. Such certificate shall be based

upon recorded results of skin tests, x-rays, screenings, or other examinations deemed necessary by a licensed healthcare professional that have been performed within the three-month period immediately preceding submission of the certificate.

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

### **UNITED WAY**

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

### **VIOLATIONS RELATED TO SECURE MANDATORY TESTS (§ 22.1-292.1)**

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

1. Giving unauthorized access to secure test questions;
2. Copying or reproducing all or any portion of any secure test booklet;
3. Divulging the contents of any portion of a secure test;
4. Coaching or assisting examinees during testing or altering test materials or examinees' responses in any way;
5. Making available any answer keys;
6. Failing to follow test security procedures established by the Department of Education;

7. Providing a false certification on any test security form required by the Department of Education;
8. Retaining a copy of secure test questions;
9. Excluding students from testing who are required to be assessed; and
10. Participating in, directing, aiding assisting in, or encouraging any of the acts prohibited by this section.

## VISITORS

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

## VISITOR MANAGEMENT PROTOCOL

We are reminding all visitors, staff and students that admittance to our schools during the school day requires verification of authorization and a planned purpose for visiting. Expectations for visitors include the following:

- Have government issued photo ID ready and present when requested;
- Engage in two-way communication via the visitor management intercom system (AiPhone) located at the main entrance to all schools;
- State your name and your reason for visiting;
- Requests to meet with particular staff must be preceded with an appointment;
- When the door is unlocked remotely by school staff, enter the facility as directed to the main office;
- Do not hold the door open or allow anyone else to enter – all visitors must check in individually; and
- Sign in at the greeter's table or at the main office.

## VOLUNTEER PROGRAM

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



# Salary Scales/Lanes

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

# Salary Lanes

## SALARY LANE DEFINITIONS

### **Bachelor and Technical**

#### **Professional License**

Technical Professional License (non-degree) or a Bachelor's Degree and a current, valid Virginia teaching license

#### **Bachelor's Degree Plus**

##### **15 Graduate Hours**

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

#### **Bachelor's Degree Plus**

##### **30 Graduate Hours**

Bachelor's Degree, plus 30 graduate-level hours and a current, valid Virginia teaching license

#### **Master's Degree**

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

#### **Master's Degree Plus**

##### **30 Graduate Hours**

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

#### **Doctoral Degree**

Doctoral Degree and a current, valid Virginia teaching license

## SPECIAL NOTES REGARDING SALARY LANES

### **NOTE 1:**

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

### **NOTE 2:**

To apply for a salary lane change, the **Salary Supplement Application Form** must be completed and forwarded to the Department of Human Resources and Talent Development along with official transcripts to confirm course(s) completion and/or degree(s) awarded.

### **NOTE 3:**

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

# Teachers' Salary Scale

Step	Technical & Bachelors (Level 1&2)	Bachelor's Plus 15	Bachelor's Plus 30	Master's	Master's Plus 30	Doctoral
	Level 1 & 2	Level 3	Level 7	Level 4	Level 5	Level 6
	Annual	Annual	Annual	Annual	Annual	Annual
1	53,730	55,172	56,614	59,500	60,942	65,269
2	55,230	56,672	58,114	61,000	62,442	66,769
3	56,730	58,172	59,614	62,500	63,942	68,269
4	58,230	59,672	61,114	64,000	65,442	69,769
5	59,730	61,172	62,614	65,500	66,942	71,269
6	61,730	63,172	64,614	67,500	68,942	73,269
7	63,730	65,172	66,614	69,500	70,942	75,269
8	65,730	67,172	68,614	71,500	72,942	77,269
9	67,730	69,172	70,614	73,500	74,942	79,269
10	69,730	71,172	72,614	75,500	76,942	81,269
11	70,730	72,172	73,614	76,500	77,942	82,269
12	71,730	73,172	74,614	77,500	78,942	83,269
13	72,730	74,172	75,614	78,500	79,942	84,269
14	73,730	75,172	76,614	79,500	80,942	85,269
15	74,730	76,172	77,614	80,500	81,942	86,269
16	75,730	77,172	78,614	81,500	82,942	87,269
17	76,730	78,172	79,614	82,500	83,942	88,269
18	77,730	79,172	80,614	83,500	84,942	89,269
19	78,730	80,172	81,614	84,500	85,942	90,269
20	79,730	81,172	82,614	85,500	86,942	91,269
21	80,730	82,172	83,614	86,500	87,942	92,269
22	81,730	83,172	84,614	87,500	88,942	93,269
23	82,730	84,172	85,614	88,500	89,942	94,269
24	83,730	85,172	86,614	89,500	90,942	95,269
25	84,730	86,172	87,614	90,500	91,942	96,269
26	85,730	87,172	88,614	91,500	92,942	97,269
27	87,730	89,172	90,614	93,500	94,942	99,269
28	90,330	91,772	93,214	96,100	97,542	101,869
29	93,130	94,572	96,014	98,900	100,342	104,669
30	95,230	96,672	98,190	101,192	102,692	107,190

Salary Scales/Lanes

NOTE: Degrees and hours beyond Degrees must be earned from a college or university whose accreditation is recognized by the Commonwealth or Virginia.

# FY20 Adopted Professional & Administrator's Salary Scale

Step	Professional Level 1	Professional Level 2	Professional Level 3	Admin Level 1	Admin Level 2	Admin Level 3	Admin Level 4	Admin Level 5	Admin Level 6	Admin Level 7
1	60,404	66,154	71,904	77,653	83,035	88,793	94,953	101,544	108,599	116,146
2	61,318	67,155	72,993	77,759	83,116	88,881	95,048	101,645	108,708	116,263
3	61,995	67,896	73,799	79,081	84,220	89,696	96,870	103,651	110,647	117,840
4	63,363	69,396	75,428	80,357	85,580	91,142	98,433	105,323	112,433	119,742
5	64,178	70,288	76,397	81,639	86,945	92,597	100,004	107,004	114,227	121,652
6	64,891	71,068	77,245	83,222	88,631	94,392	101,945	109,080	116,443	124,012
7	66,186	72,487	78,787	84,859	90,374	96,249	103,948	111,225	118,733	126,452
8	67,709	74,154	80,599	86,521	92,144	98,133	105,984	113,403	121,058	128,927
9	69,311	75,909	82,506	88,638	94,399	100,534	108,577	116,178	124,019	132,081
10	71,089	77,856	84,624	90,804	96,707	102,993	111,232	119,019	127,052	135,310
11	72,706	79,628	86,549	93,025	99,072	105,511	113,952	121,929	130,158	138,619
12	74,357	81,435	88,514	95,297	101,491	108,088	116,735	124,907	133,338	142,004
13	76,122	83,368	90,615	98,107	104,484	111,276	120,177	128,590	137,270	146,193
14	78,024	85,452	92,880	100,506	107,039	113,997	123,117	131,735	140,626	149,767
15	79,837	87,436	95,036	102,959	109,652	116,779	126,120	134,951	144,058	153,422
16	81,706	89,484	97,262	106,000	112,890	120,228	129,846	138,935	148,313	157,953
17	84,003	92,000	99,997	108,592	115,650	123,167	133,021	142,333	151,939	161,816
18	86,339	94,557	102,777	111,800	119,067	126,806	136,950	146,536	156,428	166,595
19	88,802	97,256	105,199	114,569	122,016	129,946	140,342	150,167	160,303	170,723
20	91,286	99,975	107,696	117,455	125,090	133,221	143,878	153,950	164,343	175,023
21	93,727	102,649	110,274							
22	97,346	104,292	111,884							
23	103,165	108,461	113,213							
24	109,428	111,758	114,845							

# Professional & Administrator's Salary Levels

## Professional Level 1

Communications Coordinator  
 Custodial Services Supervisor  
 Endpoint Engineer  
 Financial Analyst  
 GIS Analyst  
 Information Security Engineer  
 Information Security Specialist  
 Maintenance Supervisor  
 Network Engineer  
 Resource Nurse (RN)  
 Safety & Security Coordinator  
 School Nutrition Specialist  
 Senior Budget Analyst  
 Senior Contract Specialist  
 Senior Procurement Specialist  
 Senior Project Manager  
 Systems Engineer  
 Telecommunications Analyst  
 Traffic and Pedestrian Specialist  
 Web Developer

## Professional Level 2

Analytics Specialist  
 Data Architect  
 Data Engineer  
 Internal Auditor  
 IT Project Manager  
 Lead Communications Engineer  
 Lead Endpoint Engineer  
 Lead Web Developer  
 Senior Network Engineer  
 Senior Systems Engineer

## Professional Level 3

Records Manager

## Administrator Level 1

Assistant Principal, Elementary  
 Coordinator, Accounting  
 Coordinator, Administration Building  
 Coordinator, Digital Experience  
 Coordinator, Distribution Center  
 Coordinator, EDGE  
 Coordinator, Family & Community Engagement  
 Coordinator, Facilities Financial  
 Coordinator, Facility Use  
 Coordinator, Financial Services  
 Coordinator, Gifted and Talented  
 Coordinator, Payroll  
 Coordinator, Public Information  
 Coordinator, School Nutrition Services  
 Coordinator, Transportation  
 Coordinator, Transportation Operations  
 Coordinator, Welcome Center  
 Data Modeler  
 EBS System Administrator  
 Recruiter  
 Specialist, Acquisition & Digital Resource  
 Specialist, Art  
 Specialist, Assessment Services  
 Specialist, Assistive Technology  
 Specialist, Auditing and Analytics  
 Specialist, Autism Secondary  
 Specialist, Capital Project  
 Specialist, Digital Integration  
 Specialist, Educational Technology Facilitator  
 Specialist, EL Instructional  
 Specialist, Energy Education  
 Specialist, Enterprise Support  
 Specialist, Equity & Cultural Competence  
 Specialist, HRMS  
 Specialist, IEP  
 Specialist, Math  
 Specialist, McKinney-Vento Liaison

Specialist, Music  
 Specialist, Performing Arts  
 Specialist, School Impr & Act  
 Specialist, Science  
 Specialist, Social Science & Global Studies  
 Specialist, Social-Emotional Learning  
 Specialist, Special Education  
 Specialist, Speech Language  
 Specialist, STEM Project Management  
 Specialist, Student Health Services  
 Specialist, SubCentral  
 Specialist, Textbook/Digital Resource & Student Publications  
 Specialist, Transition Services  
 Specialist, World Languages & Cultures

## Administrator Level 2

Assistant Principal (Douglass)  
 Assistant Principal, Middle  
 Coordinator, Admissions  
 Coordinator, Adult Education  
 Coordinator, Architectural  
 Coordinator, Budget  
 Coordinator, Civil Engineering\*  
 Coordinator, CSA  
 Coordinator, Electrical Engineering\*  
 Coordinator, Eligibility  
 Coordinator, Environmental Safety and OH  
 Coordinator, Homebound Services  
 Coordinator, HRTD  
 Coordinator, Mechanical Engineering\*  
 Coordinator, Network  
 Coordinator, PBIS  
 Coordinator, Prevention Services  
 Coordinator, Procedural Support  
 Coordinator, Project  
 Coordinator, Response to Intervention  
 Coordinator, Special Education  
 Coordinator, Student Services  
 Lead Data Architect  
 Lead Data Engineer  
 Project Coordinator  
 Safety & Security Manager  
 Specialist, Medicaid  
 Specialist, School Counseling  
 Virtual Loudoun Instructional Designer

## Administrator Level 3

Assistant Principal, High  
 Athletic Director  
 Coordinator, Construction  
 Director, School Counseling  
 Fleet Manager  
 Principal, Elementary — Small  
 Risk Manager  
 Supervisor, Accounting  
 Supervisor, Assessment Services  
 Supervisor, Athletics  
 Supervisor, Career & Technical Education  
 Supervisor, Classification & Compensation  
 Supervisor, Community Connections  
 Supervisor, Custodial Operations  
 Supervisor, Educational Technology  
 Supervisor, Elementary Reading and Writing  
 Supervisor, English & Secondary Reading  
 Supervisor, English Language Learners  
 Supervisor, Evaluation  
 Supervisor, Facilities Services  
 Supervisor, Financial Services  
 Supervisor, Fine Arts  
 Supervisor, Gifted and Talented  
 Supervisor, Head Start Administrative  
 Supervisor, Health, PE and Driver Ed  
 Supervisor, Health, Wellness and Benefits  
 Supervisor, HRMS

# Professional & Administrator's Salary Levels

(continued)

Supervisor, Library Media Services  
 Supervisor, Management & Coordination  
 Supervisor, Math  
 Supervisor, Multi-Tiered System of Support  
 Supervisor, Outreach Services  
 Supervisor, Planning  
 Supervisor, Procurement  
 Supervisor, Professional Learning  
 Supervisor, Recruitment  
 Supervisor, Research  
 Supervisor, Retirement & Disability Programs  
 Supervisor, School Administration  
 Supervisor, School Counseling Services  
 Supervisor, School Improvement  
 Supervisor, Science  
 Supervisor, Social Science & Global Studies  
 Supervisor, STEP Program  
 Supervisor, Student Assistance Services  
 Supervisor, Student Health Services  
 Supervisor, Student Support Services  
 Supervisor, Transportation  
 Supervisor, Virtual Loudoun Education  
 Supervisor, World Languages & Cultures

## Administrator Level 4

Architect\*  
 Assistant Director, Transportation  
 Civil Engineer\*  
 Construction Project Executive  
 Principal, Elementary — Large  
 Public Information Officer  
 Supervisor, Autism Services  
 Supervisor, Communications Engineering  
 Supervisor, Construction  
 Supervisor, Data Center Operations  
 Supervisor, Data Science & Digital Solutions  
 Supervisor, Diagnostic and Prevention Services  
 Supervisor, Digital Experience  
 Supervisor, Early Childhood Identification Services  
 Supervisor, Early Childhood Special Education  
 Supervisor, Endpoint Management  
 Supervisor, Enterprise Support & Analytics  
 Supervisor, Facilities Operations  
 Supervisor, Geographic Information Services  
 Supervisor, HRTD  
 Supervisor, Information Security  
 Supervisor, Instructional Facilitators  
 Supervisor, Land Management  
 Supervisor, Leadership Development  
 Supervisor, Mentoring & Coaching  
 Supervisor, Oracle EBS  
 Supervisor, Payroll  
 Supervisor, Safety & Security  
 Supervisor, Special Education  
 Supervisor, Special Education Procedural Support  
 Supervisor, Specialized Instructional Facilitator  
 Supervisor, Technology Acquisition  
 Supervisor, Technology Support Center

## Administrator Level 5

Assistant Director, Special Education  
 Director, AET  
 Director, AOS  
 Director, Employee Benefits & Retirement  
 Director, Management & Coordination  
 Director, MATA  
 Director, Procurement  
 Principal, Douglass  
 Principal, Middle  
 Supervisor, Elementary Education

## Administrator Level 6

Director, Budget  
 Director, Communication & Community Engagement  
 Director, Construction  
 Director, Diagnostic & Prevention Services  
 Director, Digital Experience  
 Director, Enterprise Solutions  
 Director, Equity  
 Director, Facilities Services  
 Director, Financial Services  
 Director, HRTD  
 Director, Infrastructure & Engineering  
 Director, Planning Services  
 Director, Safety & Security  
 Director, School Nutrition Services  
 Director, Student Services  
 Director, Transportation  
 Principal, Academies of Loudoun  
 Principal, High

## Administrator Level 7

Director, Elementary Education  
 Director, High School Education  
 Director, Instructional Programs  
 Director, Middle School Education  
 Director, School Administration  
 Director, Special Education  
 Director, Teaching and Learning

## Cabinet Level Positions

Assistant Superintendent, Business & Financial Services  
 Assistant Superintendent, Digital Innovation  
 Assistant Superintendent, Human Resources & Talent Development  
 Assistant Superintendent, Instruction  
 Assistant Superintendent, Pupil Services  
 Assistant Superintendent, Support Services  
 Chief of Staff  
 Division Counsel  
 Superintendent

\*\*Funded by the Capital Improvements Program Budget

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

# Classified Level of Pay and Job Titles

## Level 6

Athletic Custodian  
 Custodian  
 School Nutrition Worker

## Level 8

Bus Attendant

## Level 9

Behavioral Assistant

## Courier

Family & Community Partnership Assistant  
 Head Custodian I  
 Library Assistant  
 School Nurse Assistant  
 Secretary I  
 Teacher Assistant, Head Start  
 Teacher Assistant, Kindergarten  
 Teacher Assistant, Special Education

# Classified Level of Pay and Job Titles *(continued)*

Teacher Assistant, STEP  
Teacher Assistant, Study Hall

## Level 10

Distribution Center Assistant  
General Maintenance Worker I  
Head Custodian II  
Mail Room Clerk  
Receptionist  
Secretary, Attendance  
Secretary, School Counseling  
Specialized Transport Driver  
Teacher Assistant - Hearing Impaired  
Teacher Assistant - In-School Restriction  
Vehicle Transportation Specialist

## Level 11

Automotive Services Technician  
Bilingual Family & Community Partnership Assistant  
Bus Seat Repair Technician  
Career Center Assistant  
Distribution Center Technician  
Health Clinic Specialist  
HRTD Assistant  
Mechanic I  
Painter II  
Parent Liaison  
Parts Inventory Clerk  
Parts Inventory Specialist  
Preventive Maintenance Technician  
Project Assistant, Head Start  
Refuse Equipment Operator  
Secretary II  
Secretary, Administrative School Counseling  
Service Writer  
Tire Technician  
Trip Scheduling Assistant  
Warehouse Technician

## Level 12

Account Clerk  
Administrative Office Assistant  
Building Automation Specialist  
Bus Driver  
Bus Driver Instructor  
Dispatcher  
Distribution Center Inventory Control Specialist  
Head Custodian III  
HVAC Technician I  
Instructional Materials Technician  
Maintenance Control Clerk  
Payroll Specialist I  
Records Archivist  
Refrigeration Mechanic I  
School Nutrition Manager, Elementary  
School Plant Engineer  
Security Patrol  
Videographer  
Waterworks and Wastewater Technicians

## Level 13

Carpenter  
Communications Technician  
Copy Center Operator  
Digital Experience Specialist  
Driver Instructor, Transportation  
Electrician  
Fleet Specialist  
General Maintenance Worker II  
Head Custodian IV  
HRTD Financial Coordinator  
HVAC Technician II  
Internet Content and Video Production Assistant  
Lead Bus Driver  
McKinney-Vento Liaison  
Mechanic II  
Operations Assistant  
Payroll Specialist II

Plumber  
Program Assistant  
Recruitment Assistant  
Refrigeration Mechanic II  
Safety and Security Technician  
School Nutrition Manager, Secondary  
Secretary III  
Senior Account Clerk  
Service Desk Technician  
Technical Support Coordinator  
Telecommunications Technician  
Welcome Center Liaison

## Level 14

Accounting Technician  
Benefits Assistant  
Construction Project Manager  
Crew Chief  
Electronic Payment System Coordinator  
Fleet Maintenance Controller  
HVAC Controls Tech I  
Information Systems Specialist  
Lead Head Custodian  
Mechanic III  
Parts Supervisor  
Payroll Specialist III  
Procurement Specialist  
Routing Specialist  
Team Leader, Central Vehicle Maintenance  
Team Leader, Garage  
Team Leader, Safety and Security  
Team Leader, Transportation

## Level 15

Assessment Data Specialist  
Assessment Materials Manager  
Asset Manager  
Clerk to the Board  
Digital Experience Lead  
Endpoint Specialist  
Fleet Trainer  
Garage Foreman  
Operations Specialist  
Pre-Employment Specialist  
Procurement Specialist II  
Project Manager, Construction  
Project Manager, Facilities  
Transportation Operations Specialist  
Voice Communications Specialist

## Level 16

Accountant  
Accounting Specialist  
Administrative Assistant  
Administrative Computer Specialist  
Area Transportation Supervisor  
Benefits Specialist  
Budget Analyst  
Engineering Technician  
Environmental Specialist  
HRMS Analyst  
Licensure Specialist  
Planning Assistant  
Procurement Specialist III  
Program Analyst  
Project Specialist, Construction  
Retirement & Disability Specialist  
School Security Officer  
Service Desk Analyst

## Level 17

Communications Engineer  
Data Analyst  
ERP Reporting Specialist  
Evaluation Systems Analyst  
Fleet Maintenance Supervisor

# Classified Salary Scale – Hourly Rates

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

Step	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13	Level 14	Level 15	Level 16	Level 17
1	12.71	13.57	14.48	15.46	16.50	17.61	18.79	20.06	21.41	22.86	24.40	26.06	27.82
2	12.89	13.76	14.69	15.69	16.75	17.88	19.08	20.37	21.76	23.23	24.80	26.47	28.26
3	13.03	13.91	14.86	15.87	16.94	18.08	19.29	20.60	21.99	23.47	25.07	26.76	28.56
4	13.33	14.23	15.18	16.21	17.31	18.47	19.73	21.06	22.47	24.00	25.61	27.34	29.19
5	13.50	14.41	15.39	16.43	17.54	18.72	19.98	21.32	22.76	24.30	25.94	27.68	29.55
6	13.64	14.57	15.55	16.60	17.72	18.92	20.20	21.57	23.02	24.57	26.24	28.00	29.89
7	13.91	14.86	15.87	16.94	18.08	19.29	20.60	21.99	23.47	25.07	26.76	28.56	30.50
8	14.25	15.21	16.23	17.33	18.49	19.75	21.08	22.49	24.02	25.63	27.36	29.21	31.17
9	14.58	15.56	16.61	17.73	18.93	20.21	21.58	23.03	24.58	26.25	28.01	29.91	31.93
10	14.94	15.95	17.03	18.18	19.42	20.74	22.13	23.62	25.22	26.92	28.74	30.68	32.76
11	15.29	16.32	17.42	18.61	19.86	21.20	22.64	24.16	25.79	27.53	29.38	31.37	33.49
12	15.66	16.71	17.83	19.03	20.31	21.68	23.14	24.70	26.36	28.15	30.04	32.06	34.22
13	16.01	17.09	18.24	19.48	20.80	22.20	23.69	25.29	27.00	28.81	30.77	32.84	35.05
14	16.41	17.53	18.71	19.97	21.31	22.75	24.29	25.93	27.67	29.54	31.53	33.66	35.94
15	16.80	17.93	19.14	20.42	21.82	23.28	24.85	26.52	28.32	30.23	32.26	34.45	36.78
16	17.18	18.34	19.58	20.91	22.31	23.82	25.43	27.15	28.98	30.94	33.02	35.25	37.64
17	17.67	18.87	20.13	21.48	22.95	24.48	26.15	27.91	29.79	31.80	33.95	36.25	38.70
18	18.16	19.38	20.70	22.10	23.58	25.18	26.87	28.68	30.62	32.69	34.89	37.24	39.76
19	18.68	19.94	21.28	22.72	24.26	25.90	27.64	29.51	31.50	33.63	35.89	38.32	40.91
20	19.19	20.50	21.89	23.35	24.94	26.61	28.42	30.34	32.39	34.57	36.89	39.38	42.04
21	19.73	21.05	22.46	23.99	25.59	27.33	29.18	31.14	33.24	35.49	37.88	40.43	43.16
22	20.28	21.65	23.11	24.67	26.33	28.12	30.01	32.03	34.19	36.50	38.97	41.60	44.40
23	20.85	22.25	23.76	25.36	27.08	28.91	30.85	32.94	35.17	37.54	40.07	42.77	45.67
24	21.44	22.91	24.44	26.10	27.86	29.74	31.75	33.89	36.19	38.63	41.23	44.02	46.99
25	22.07	23.56	25.16	26.85	28.66	30.60	32.67	34.87	37.21	39.74	42.41	45.28	48.41
26	22.71	24.24	25.89	27.63	29.50	31.49	33.62	35.87	38.30	40.89	43.65	46.62	49.86
27	23.28	24.85	26.52	28.32	30.23	32.26	34.45	36.91	39.40	42.06	44.90	48.02	51.35
28	23.87	25.47	27.19	29.02	30.98	33.20	35.49	38.00	40.66	43.46	46.43	49.70	53.20

Calculation of Annual Salary: Hourly Rate x Hours per Day x Assignment Days

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

# FY20 Auxiliary Salary Scale

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

	Auxiliary Level 1	Auxiliary Level 2	Auxiliary Level 3	Auxiliary Level 4	Auxiliary Level 5	Auxiliary Level 6
Step	Annual	Annual	Annual	Annual	Annual	Annual
1	54,541	59,785	42,947	47,724	59,260	65,186
2	55,274	60,513	43,597	48,568	61,965	68,161
3	55,922	61,212	44,078	49,150	64,670	71,136
4	57,300	62,666	45,051	50,430	67,375	74,112
5	58,507	63,976	45,630	51,507	70,079	77,087
6	59,725	65,297	46,137	52,591	72,784	80,062
7	61,133	66,838	47,058	53,831	75,489	83,037
8	63,027	68,917	48,140	55,489	78,194	86,013
9	64,833	70,897	49,279	57,070	80,899	88,988
10	66,731	72,979	50,544	58,730	83,603	91,963
11	68,682	75,121	51,694	60,442	86,307	94,938
12	70,687	77,321	52,867	62,200	89,012	97,914
13	72,746	79,577	54,122	64,003	91,717	100,889
14	74,863	81,900	55,475	65,854	94,422	103,864
15	77,046	84,295	56,763	67,769	97,126	106,840
16	79,296	86,760	58,093	69,743	99,831	109,815
17	81,610	89,297	59,726	71,771	102,536	112,790
18	83,993	91,910	61,386	73,857	105,241	115,765
19	86,464	94,618	63,138	76,025	107,946	118,741
20	89,010	97,409	64,904	78,258	110,650	121,716
21	91,627	100,280	66,639	80,554	n/a	n/a
22	93,877	102,744	67,707	82,528	n/a	n/a
23	96,181	105,272	70,413	84,550	n/a	n/a
24	98,554	107,869	72,552	86,629	n/a	n/a
25	100,563	110,231	n/a	88,330	n/a	n/a

Salary Scales/Lanes

- Level 1: Educational Diagnostician (208 days | 8 hrs/day)
- Level 2: Educational Diagnostician (12 months | 8 hrs/day)
- Level 3: Advanced Interpreters (184 days | 7 hrs/day)
- Level 4: Athletic Trainer (208 days | 7 hrs/day)
- Level 5: Psychologist & Social Worker (208 days | 8 hrs/day)
- Level 6: Psychologist & Social Worker (12 months | 8 hrs/day)

# Contract Days by Position

POSITION	CONTRACT DAYS	INCLUSIVE DATES
<b>Administrative</b> Full-Time / 12-Month Employees (Administrative/Professional)	12-MONTH	July 1 - June 30
<b>Auxiliary</b>		
Advanced Interpreter for Deaf & Hard of Hearing	184	August 19 - June 11
Athletic Trainers	208	July 31 - June 10
Educational Diagnosticians, Psychologists & Social Workers	208	August 1 - June 19
Student Assistance Specialists	208	August 1 - June 19
Educational Diagnosticians, Psychologists & Social Workers	12-MONTH	July 1 - June 30
<b>Classified</b>		
School Nutrition Managers & School Nutrition Workers	182	August 20 - June 10
Bus Drivers, Bus Driver Instructors, Specialized Transport Drivers & Bus Attendants	183	August 22 - June 10
Teacher Assistants & Behavioral Assistants	184	August 19 - June 11
Library Assistants	187	August 19 - June 11
Career Center Assistants	190	August 19 - June 16
Health Clinic Specialists, School Nurse Assistants & School Nurses	192	August 13 - June 12
School Security Officer	194	August 12 - June 12
School Counseling Secretaries & School Secretaries	198	August 06 - June 15
Head Start Health And Nutrition Coordinator	208	August 01 - June 19
School Attendance Secretaries & School Secretaries	221	July 15 - June 19
Digital Experience Specialists	221	July 25 - June 30
Full-Time / 12-Month Employees	12-MONTH	July 1 - June 30
<b>Licensed</b>		
Teachers	197	August 14 - June 12
Occupational Therapists, Physical Therapists & Speech Therapists	197	August 14 - June 12
Instructional Facilitators, Elementary	197	August 14 - June 12
Attendance Officers	197	August 14 - June 12
Program Autism & Program ED Teachers	200	August 9 - June 12
Instructional Facilitators, Technology & EL Instructional Coaches	203	August 7 - June 15
Librarians & Acquisition Librarians	203	August 12 - June 18
Instructional Coaches & Counselors - MS	207	August 7 - June 19
Instructional Facilitators, SPED & Instructional Facilitators, Middle	207	August 7 - June 19
Deans & Technology Education	207	August 7 - June 19
Assistant Athletic Directors	208	July 31 - June 10
Head Start Technology Coordinator & Test Coordinators	208	August 6 - June 19
ELL Screening Assessor & Welcome Center School Counselor	208	August 1 - June 19
Child Find Speech Therapists & Child Find Teachers	210	August 6 - June 23
Counselors - HS	212	July 31 - June 19
ACL - Career & Technical Education Teachers	217	July 24 - June 19
Marketing With Co-Op	217	July 24 - June 19
Instructional Facilitators	217	July 24 - June 19
Band - HS Only	217	July 17 - June 12
Adult Jail & Detention Center Teachers	224	July 15 - June 19
Career And Technical Education Pathways Facilitator & Virtual School Counselor	12-MONTH	July 1 - June 30
Aerospace Educator, Virtual EL Teacher & Substitute Hiring Teacher	12-MONTH	July 1 - June 30





# Teaching Activities Stipends/Policy

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- Other Teaching Activities
- Co-Curricular Stipends
- Index
- Directory of Schools

## FY20 Adopted Daily or Hourly Substitute Salary Rates

TYPE	POSITION	AMOUNT
Instructional	Regular	\$112.75 per day
Instructional	Long Term Substitute	\$154.00 per day

## FY20 Adopted Other Teaching Activities at Daily/Hourly/Per Student Rates

ACTIVITY	TEACHER COURSES	QUALIFICATION	AMOUNT
Driver Education	Driver Education	Certificate	\$225.00 per student
Virtual Loudoun (Online Courses)	Determined by Enrollment	Certificate	\$100.00 per enrolled student that does not successfully complete the course  \$200.00 per enrolled student that successfully completes the course (minimum payment of \$1,000.00)

## FY20 Adopted Middle School Stipends

Teachers who exceed the student load defined by the Standards of Accreditation, but have not been assigned an additional instructional period shall be compensated as follows:

% OF FULL STIPEND	MIDDLE SCHOOL TEACHERS (EXCEPT MUSIC AND PE)	MIDDLE SCHOOL MUSIC AND PE TEACHERS	STIPEND
25%	up to 7 students	up to 10 students	\$3,111
50%	up to 15 students	up to 20 students	\$6,221
75%	up to 23 students	up to 30 students	\$9,331
100%	up to 30 students	up to 40 students	\$12,441

# FY20 Adopted Hourly Banded Rates

HOURLY BAND	RATE	DESCRIPTION	EXAMPLES OF POSITIONS INCLUDED
Band 1	\$13.25	School Nutrition Worker, seasonal/summer work, distribution center, miscellaneous labor	Substitute School Nutrition Worker, Distribution Center Worker
Band 2	\$14.75	Substitute Bus Attendants	Substitute/Summer Bus Attendant
Band 3	\$15.57	Routine work, data entry, entry-level, secretarial	Secretary, Teacher Assistant
Band 4	\$15.75		Summer Teacher Cadet work
Band 5	\$17.00	Cafeteria Monitor, Summer School Secretary	Cafeteria Monitor, Summer School Secretary, Summer Transport Driver
Band 6	\$18.00	Administrative Assistant, semi-skilled work, mid-level, trade trainee	Parent Liaison, Substitute Health Clinic Specialist
Band 7	\$20.00	Substitute Bus Driver, Safety & Security Patrol	Substitute/Summer Bus Driver, Safety & Security Patrol, Summer Health Clinic Specialist
Band 8	\$23.25	Skilled work, executive office administrative, analytical	Pre-Employment Specialist, Financial Specialist, Private Duty Nurse
Band 9	\$25.75	Behavior Assistant work with special education students, including Summer School	Special Education Behavior Assistant
Band 10	\$27.50	Curriculum development, planning, tutoring, teacher training, SOL remediation, IEP meetings, PEP, covering a class for another teacher	Curriculum Development, PALS Tutor, Interpreter, Teacher Class Coverage
Band 11	\$30.00	Lead positions, senior level classified positions	Safety & Security (Trainer/Floater/Officer), Substitute Registered Nurse
Band 12	\$30.16	Adult Education	Adult Education
Band 13	\$35.00	Professional level work/tasks, training and coaching professionals	Safety & Security Consultant, Professional/Mentor/Coach, Advanced Interpreter (ASL & DHH)
Band 14	\$35.50		
Band 15	\$36.90	Summer School Teacher, Librarian, Counselor, Dean, SPED Dean, IFT, OT, PT, SLP; New student summer orientation, developing master schedule and new student course schedules	Summer School/ESY Teacher, Librarian, School Counselor, Dean, SPED Dean, IFT, OT, PT, SLP, Summer in the Arts Homebound Teacher, Summer IEP Meetings
Band 16	\$40.00		Summer/ESY Elementary School Principal, Summer in the Arts Assistant Coordinator, Summer OT, PT, SLP
Band 17	\$45.00	Project management, oversee/direct work, senior administrative and duties	Summer/ESY High School Principal, Administrative/Special Special Projects, Summer in the Arts Coordinator

# FY20 Adopted Hourly Banded Rates *(continued)*

HOURLY BAND	RATE	DESCRIPTION	EXAMPLES OF POSITIONS INCLUDED
Band 15	\$36.90	Summer School Teacher, Librarian, Counselor, Dean, SPED Dean, IFT, OT, PT, SLP; Summer In the Arts; New student summer orientation, developing master schedule and new student course schedules	Summer School Teacher, Librarian, Counselor, Dean, SPED Dean, IFT, OT, PT, SLP; Summer in the Arts; Middle School Counselor (summer work)
Band 16	\$40.00	Elementary School Summer School Principal	Elementary School Summer Principal
Band 17	\$45.00	Project management, oversee/direct work, senior administrative and director duties	High School Summer School Principal, Administrative/Special Projects

## Co-Curricular Stipends

### Elementary School

Elementary Contact Teacher	\$867
Elementary School Dean	\$1,273

### Middle School

Band Director (MS)	\$1,980
Choral Director (MS)	\$1,226
Drama	\$1,836
Guitar	\$1,185
Middle School Dean	\$1,273
Middle School Subject Area Lead Teacher (SALT)	\$1,715
Orchestra	\$1,503
Student Council Association	\$1,406
Yearbook	\$1,815

### High School

Academic Competition Sponsor	\$2,427
Activity Coordinator	\$4,472
Athletic Trainer	\$6,133
Band Director (HS)	\$5,556
CAMPUS Advisor	\$3,112
Choral Director (HS)	\$3,958
Debate	\$3,164
Drama	\$5,556
Drill Team	\$2,427
Forensics	\$2,427
Future Educators' Association	\$2,427
Guitar	\$1,980
Junior Class	\$3,112
Magazine	\$2,427
Newspaper	\$2,777

Orchestra	\$1,980
Peer Coaching	\$2,777
Senior Class	\$3,164
Student Council Association	\$3,164
TV Production	\$4,209
Winter Guard/Indoor Drumline	\$2,427
Yearbook	\$2,777

### Instruction

Department Chair	\$1,910 - \$3,820
Math/English/Science/Social Sciences/EL/Career and Technology Education/Special Education/World Languages/Physical Education/Fine Arts (based on Department size)	

### Pupil Services

Lead Educational Diagnostician	\$3,745
Lead Psychologist	\$3,745
Lead Social Worker	\$3,745
Lead School Counselor (Middle)	\$1,273
Special Education Dean	\$1,273
Restorative Practices Lead*	\$800
Restorative Practices Co-Lead*	\$400

### Human Resources and Talent Development

Mentor	\$1,200
Lead Mentor	\$1,430

### National Board Certification

Continuing Certification	\$2,500
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# Co-Curricular Stipends *(continued)*

## ATHLETICS

### Baseball

Head Coach	\$4,933
Assistant Coach	\$3,164
JV Head Coach	\$3,958
JV Assistant Coach	\$2,262

### Basketball

Girls' Head Coach	\$5,282
Boys' Head Coach	\$5,282
Girls' Varsity Assistant Coach	\$3,958
Boys' Varsity Assistant Coach	\$3,958
Girls' JV Head Coach	\$3,958
Boys' JV Head Coach	\$3,958
Girls' Freshman Head Coach	\$3,736
Boys' Freshman Head Coach	\$3,736

### Cheerleading

Fall Head Coach	\$5,315
Fall Varsity Cheer Assistant	\$2,974
Fall JV Head Coach	\$4,030
Fall Freshman Head Coach	\$3,736
Winter Head Coach	\$4,030
Winter JV Head Coach	\$3,736
Winter Freshman Head Coach	\$3,509

### Cross Country

Head Coach	\$4,632
Assistant Coach (2)	\$3,509

### Field Hockey

Head Coach	\$5,315
Varsity Assistant Coach	\$3,204

### Football

Head Coach	\$7,343
Varsity Assistant Coach (2)	\$4,753
JV Head Coach	\$5,678
JV Assistant Coach	\$3,958
Freshman Head Coach	\$5,678
Freshman Assistant Coach (2)	\$3,958

### Golf

Head Coach	\$2,714
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### Gymnastics

Head Coach	\$4,565
Assistant Coach	\$3,164

### Indoor Track

Head Coach	\$4,933
Assistant Coach (2)	\$1,566

### Lacrosse

Girls' Head Coach	\$4,933
Boys' Head Coach	\$4,933
Girls' Varsity Assistant Coach	\$3,164
Boys' Varsity Assistant Coach	\$3,164
Girls' JV Head Coach	\$3,958
Boys' JV Head Coach	\$3,958
Girls' JV Assistant Coach	\$2,262
Boys' JV Assistant Coach	\$2,262

### Soccer

Girls' Head Coach	\$4,933
Boys' Head Coach	\$4,933
Girls' Varsity Assistant Coach	\$3,164
Boys' Varsity Assistant Coach	\$3,164
Girls' JV Head Coach	\$3,958
Boys' JV Head Coach	\$3,958
Girls' JV Assistant Coach	\$2,262
Boys' JV Assistant Coach	\$2,262

### Softball

Head Coach	\$4,933
Assistant Coach	\$3,164
JV Head Coach	\$3,958
JV Assistant Coach	\$2,262

### Swimming

Head Coach	\$4,632
Assistant Coach	\$2,262

### Tennis

Girls' Head Coach	\$3,509
Boys' Head Coach	\$3,509

### Track

Girls' Head Coach	\$4,933
Boys' Head Coach	\$4,933
Girls' Assistant Coach	\$3,248
Boys' Assistant Coach	\$3,248
Assistant Coach	\$3,248

### Volleyball

Head Coach	\$5,315
Assistant Coach	\$3,204
JV Head Coach	\$4,565
Freshman Head Coach	\$3,509

### Wrestling

Head Coach	\$4,933
Assistant Coach	\$3,164
JV Head Coach	\$3,648

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# 2019–2020 Directory of Schools

Elementary Schools			
School	Principal	Address	Phone Number
Aldie	Ms. T. Stephens	23269 Meetinghouse Lane, Aldie, VA 20105	703-957-4380
Algonkian	Mr. B. Blubaugh	20196 Carter Court, Sterling, VA 20175	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 Bluff	Dr. M. Carper	821 Battlefield Parkway, NE, Leesburg, VA 20186	571-252-2880
Banneker	Mr. R. Carter	35231 Snake Hill Road, Middleburg, VA 20117	540-751-2480
Belmont Station	Ms. L. Mercer	20235 Nightwatch Street, Ashburn, VA 20147	571-252-2240
Buffalo Trail	Ms. A. Rogaliner	42190 Seven Hills Drive, Aldie, VA 20105	703-722-2780
Cardinal Ridge	Dr. M. Adejamo	26155 Bullrun Postoffice Road, Centreville, VA 20120	571-367-4020
Rosa Lee Carter	Ms. D. Insari	43330 Loudoun Reserve Drive, Ashburn, VA 20148	703-957-4490
Catoctin	Ms. J. Platenberg	311 Catoctin Circle, SW, Leesburg, VA 20185	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, SE, Leesburg, VA 20185	571-252-2890
Countryside	Mr. R. Rudnick	20624 Countryside Boulevard, Sterling, VA 20175	571-434-3250
Creighton's Corner	Mr. C. Knott	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
Frederick Douglass	Ms. M. Logan	510 Principal Drummond Way, Leesburg, VA 20185	571-252-1920
Emerick	Ms. D. Haddock	440 South Nursery Avenue, Purcellville, VA 20132	540-751-2440
Evergreen Mill	Mr. D. Lani	491 Evergreen Mill Road, SE, Leesburg, VA 20185	571-252-2900
Forest Grove	Ms. S. Simon	46245 Forest Ridge Drive, Sterling, VA 20174	571-434-4560
Goshen Post	Ms. A. Hines	24945 Lobo Drive, Aldie, VA 20105	571-367-4030
Guilford	Ms. L. Sprowls	600 West Poplar Road, Sterling, VA 20174	571-434-4550
Hamilton	Ms. K. Meisenzahl	54 South Kerr Street, Hamilton, VA 20158	540-751-2570
Hillsboro Charter Academy	Mr. M. Wertheimer	37110 Charles Town Pike, Purcellville, VA 20132	540-751-2560
Hillside	Mr. C. Mills	43000 Ellzey Drive, Ashburn, VA 20148	571-252-2170
Horizon	Ms. J. Ewing	46665 Broadmore Drive, Sterling, VA 20175	571-434-3260
Hutchison Farm	Ms. H. Smith	42819 Center Street, South Riding, VA 20152	703-957-4350

# 2019–2020 Directory of Schools

Elementary Schools			
School	Principal	Address	Phone Number
Leesburg	Mr. S. Lacey	323 Plaza Street, NE, Leesburg, VA 20186	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 20132	540-751-2430
Little River	Mr. K. Murphy	43464 Hyland Hills Street, South Riding, VA 20152	703-957-4360
Lovettsville	Ms. L. Textoris	49 South Loudoun Street, Lovettsville, VA 20180	540-751-2470
Lowes Island	Mr. T. Sparbanie	20755 Whitewater Drive, Sterling, VA 20175	571-434-4450
Lucketts	Ms. C. Clement	14550 James Monroe Highway, Leesburg, VA 20186	571-252-2070
Madison's Trust	Mr. D. Stewart	42380 Creighton Road, Ashburn, VA 20148	703-957-4470
Meadowland	TBA	729 Sugarland Run Drive, Sterling, VA 20174	571-434-4440
Middleburg Community Charter School	TBA	101 North Madison Street, Middleburg, VA 20117	540-505-0456
Mill Run	Mr. J. Cornely	42940 Ridgeway Drive, Ashburn, VA 20148	571-252-2160
Moorefield Station	Ms. K. Roche	22325 Mooreview Parkway, Ashburn, VA 20148	571-252-2380
Mountain View	Ms. J. Broadaddus	36803 Alder School Road, Purcellville, VA 20132	540-751-2550
Newton-Lee	Mr. S. Lyons	43335 Gloucester Parkway, Ashburn, VA 20147	571-252-1535
Pinebrook	Mr. P. Thiessen, Jr.	25480 Mindful Court, Aldie, VA 20105	703-957-4325
Potowmack	Ms. J. Rule	46465 Esterbrook Circle, Sterling, VA 20175	571-434-3270
Frances Hazel Reid	Ms. B. Jochems	800 North King Street, Leesburg, VA 20186	571-252-2050
Rolling Ridge	Ms. A. Sacco	500 East Frederick Drive, Sterling, VA 20174	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 20186	571-252-2260
Sterling	Ms. J. Short	200 West Church Road, Sterling, VA 20174	571-434-4580
Sugarland	Dr. G. Brady	65 Sugarland Run Drive, Sterling, VA 20174	571-434-4460
Sully	Ms. C. O'Neill	300 Circle Drive, Sterling, VA 20174	571-434-4570
Sycolin Creek	Mr. D. Racino	21100 Evergreen Mills Road, Leesburg, VA 20185	571-252-2910
John W. Tolbert, Jr.	Ms. S. Mullen	691 Potomac Station Drive, NE, Leesburg, VA 20186	571-252-2870
Waterford	Mr. A. Heironimus	15513 Loyalty Road, Waterford, VA 20197	540-751-2460
Steuart W. Weller	Ms. J. Burton	20700 Marblehead Drive, Ashburn, VA 20147	571-252-2360
Waxpool	Mr. M. Pelligrino	42560 Black Angus Drive, Ashburn, VA 20148	Opens 2019

# 2019–2020 Directory of Schools

Middle Schools			
School	Principal	Phone Address	Number
Belmont Ridge	Ms. K. Johnson	19045 Upper Belmont Place, Leesburg, VA 20186	571-252-2220
Blue Ridge	Mr. B. Bell	551 East A Street, Purcellville, VA 20132	540-751-2520
Brambleton	Ms. R. Dawson	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	Mr. C. O'Rourke	701 Potomac Station Drive, NE, Leesburg, VA 20186	571-252-2820
J. Michael Lunsford	Ms. C. Simms	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660
Mercer	Mr. R. Phillips	42149 Greenstone Drive, Aldie, VA 20105	703-957-4340
River Bend	Mr. D. Shaffer	46240 Algonkian Parkway, Sterling, VA 20175	571-434-3220
Seneca Ridge	Mr. N. Cottone	98 Seneca Ridge Drive, Sterling, VA 20174	571-434-4420
J. L. Simpson	Mr. L. Compton	490 Evergreen Mill Road, SE, Leesburg, VA 20185	571-252-2840
Smart's Mill	Mr. W. Waldman	850 North King Street, Leesburg, VA 20186	571-252-2030
Sterling	Mr. H. Mizell	201 West Holly Avenue, Sterling, VA 20174	571-434-4520
Stone Hill	Ms. K. Clark	23415 Evergreen Ridge Drive, Ashburn, VA 20148	703-957-4420
Trailside	Ms. B. Beichler	20325 Claiborne Parkway, Ashburn, VA 20147	571-252-2280
Williard	Mr. J. Rounsley	40915 Braddock Road, Ashburn, VA 20105	571-367-4040



# 2019–2020 Directory of Schools

High Schools			
School	Principal	Phone Address	Number
Briar Woods	Ms. S. Alzate-Colbert	22525 Belmont Ridge Road, Ashburn, VA 20148	703-957-4400
Broad Run	Mr. D. Spage	21670 Ashburn Road, Ashburn, VA 20147	571-252-2300
John Champe	Mr. K. Tyson	41535 Sacred Mountain Street, Aldie, VA 20105	703-722-2680
Dominion	Dr. J. Brewer	21326 Augusta Drive, Sterling, VA 20174	571-434-4400
Freedom	Mr. D. Fulton	25450 Riding Center Drive, South Riding, VA 20152	703-957-4300
Heritage	Mr. J. Adam	520 Evergreen Mill Road, SE, Leesburg, VA 20185	571-252-2800
Independance	Mr. J. Gabriel	23115 Learning Circle, Ashburn, VA 20148	Opens 2019
Lightridge	Dr. R. Hitchman	41025 Collaboration Drive, Ashburn, VA 20105	Opens 2020
Loudoun County	Dr. M. Luttrell	415 Dry Mill Road, SW, Leesburg, VA 20185	571-252-2000
Loudoun Valley	Ms. S. Ross	340 North Maple Avenue, Purcellville, VA 20132	540-751-2400
Park View	Mr. K. Dolson	400 West Laurel Avenue, Sterling, VA 20174	571-434-4500
Potomac Falls	Dr. B. Wolfe	46400 Algonkian Parkway, Sterling, VA 20175	571-434-3200
Riverside	Mr. D. Anderson	19019 Upper Belmont Place, Leesburg, VA 20186	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 20186	571-252-1900
Woodgrove	Mr. S. Shipp	36811 Allder School Road, Purcellville, VA 20132	540-751-2600

Instructional Centers			
School	Principal	Address	Phone Number
Academies of Loudoun	Dr. T. Priddy	42075 Loudoun Academy Drive, Leesburg, VA 20185	571-252-1980
Douglass School	TBA	407 East Market Street, Leesburg, VA 20186	571-252-2060

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OUTSTANDING TEAM  
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