

Welcome to
Our School Division

Board Members/
Administrative
Personnel/Times

Employee Information

Salary Scales/Lanes

Teaching Activities
Stipends/Policy

Index/
Directory of Schools

2011-2012

Employee Handbook



Celebrating an Award Winning
CLIMATE FOR SUCCESS





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Welcome to Our School Division

- From the Superintendent
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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. Organizational and personnel information, found in the front of the document, are followed by alphabetized sections which outline important rules, regulations, policies, and benefits. Following are the 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.

From the Superintendent



Edgar B. Hatrick Ed.D.
Superintendent

I am happy to introduce the twenty-second edition of our Loudoun County Public Schools' Employee Handbook. The Handbook provides a quick reference for policies and regulations and an overview of the benefits available to us as full-time staff members.

Be sure to consult the School Board Policy Manual located in the library/media center of each school, in all school facility offices, or visit us at our website at www.lcps.org for the most detailed and up-to-date information on policies. If you have questions, please discuss them with your immediate supervisor. The Department of Personnel Services in the Administration Building (571-252-1100) is also available to provide assistance.

As members of the Loudoun County Public Schools' Education Team, you and I are involved in some of the most important work there is to be done. Whether we are teachers, bus drivers, office staff, maintenance personnel, cafeteria workers, or administrators, each of us plays a key role in helping to shape the future of our young people, our county, and our nation.

We can be proud of the quality of our instructional program, our facilities, and, most of all, the achievements of our youngsters. I count on your continued efforts to help make our school system even better. I hope that you will let me hear your suggestions about new ways in which we can work together to improve Loudoun County Public Schools.

2011–2012 School Year

JULY	2011	AUGUST	2011	SEPTEMBER	2011
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	S M T W T F S	S M T W T F S
	1 2	1 2 3 4 5 6		1 2 3	
3	H 5 6 7 8 9	7 8 9 TI TI NH 13		4 H 6 7 8 9 10	
10	11 12 13 14 15 16	14 NH NH SD SD P 20		11 12 13 14 15 16 17	
17	18 19 20 21 22 23	21 CS CS CS P P 27		18 19 20 21 22 23 24	
24	25 26 27 28 29 30	28 F 30 31		25 26 27 28 29 30	
31					
OCTOBER	2011	NOVEMBER	2011	DECEMBER	2011
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	S M T W T F S	S M T W T F S
	1	1 2 3 4 5		1 2 3	
2	3 4 5 6 7 8	6 P P 9 10 11 12		4 5 6 7 8 9 10	
9	H 11 12 13 14 15	13 14 15 16 17 18 19		11 12 13 14 15 16 17	
16	17 18 19 20 21 22	20 21 22 H H H 26		18 19 20 21 H H 24	
23	24 25 26 27 28 29	27 28 29 30		25 H H H H H 31	
30	31				
JANUARY	2012	FEBRUARY	2012	MARCH	2012
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	S M T W T F S	S M T W T F S
1	H 3 4 5 6 7		1 2 3 4		1 2 3
8	9 10 11 12 13 14	5 6 7 8 9 10 11		4 5 6 7 8 9 10	
15	H 17 18 19 20 21	12 13 14 15 16 17 18		11 12 13 14 15 16 17	
22	MP 24 25 26 27 28	19 H 21 22 23 24 25		18 19 20 21 22 23 24	
29	30 31	26 27 28 29		25 26 27 28 29 30 31	
APRIL	2012	MAY	2012	JUNE	2012
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	S M T W T F S	S M T W T F S
1	H H H H H 7		1 2 3 4 5		1 2
8	P 10 11 12 13 14	6 7 8 9 10 11 12		3 4 5 6 7 L 9	
15	16 17 18 19 20 21	13 14 15 16 17 18 19		10 P P 13 14 15 16	
22	23 24 25 26 27 28	20 21 22 23 24 25 26		17 18 19 20 21 22 23	
29	30	27 H 29 30 31		24 25 26 27 28 29 30	

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

2011–2012 Instructional Days

DATE	DESCRIPTION
August 10–11	Beginning Teacher Institute
August 12/15–16	New Employee Orientation/Workdays—All Teachers New to LCPS
August 17–18	In School Staff Development—All Teachers
August 19	Planning/Records/Conference Day
August 22–24	County-Wide Staff Development—All Teachers
August 25–26	Planning/Records/Conference Days
August 29	FIRST DAY OF SCHOOL FOR STUDENTS
September 5	Holiday (Labor Day)
October 10	Holiday (Columbus Day)
November 4	End of the Grading Period
November 7–8	Student Holidays (Planning/Records/Conference Day)
November 23–25	Holiday (Thanksgiving)
December 22– January 2	Winter Break (Classes Resume January 3)
January 16	Holiday (Martin Luther King, Jr. Day)
January 20	End of Grading Period
January 23	MOVEABLE STUDENT HOLIDAY* (Planning/Records/Conference Day)
February 20	Holiday (Presidents' Day)
March 30	End of Grading Period
April 2–6	Holiday (Spring Break)
April 9	Student Holiday (Planning/Records/Conference Day)
May 28	Holiday (Memorial Day)
June 8	Last Day of School for Students/End of Grading Period
June 11–12	Planning/Records/Conference Days

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

9 WEEK GRADING PERIOD ENDING DATE	
DATE	DAYS
November 4, 2011	48
January 20, 2012	41
March 30, 2012	48
June 8, 2012	43

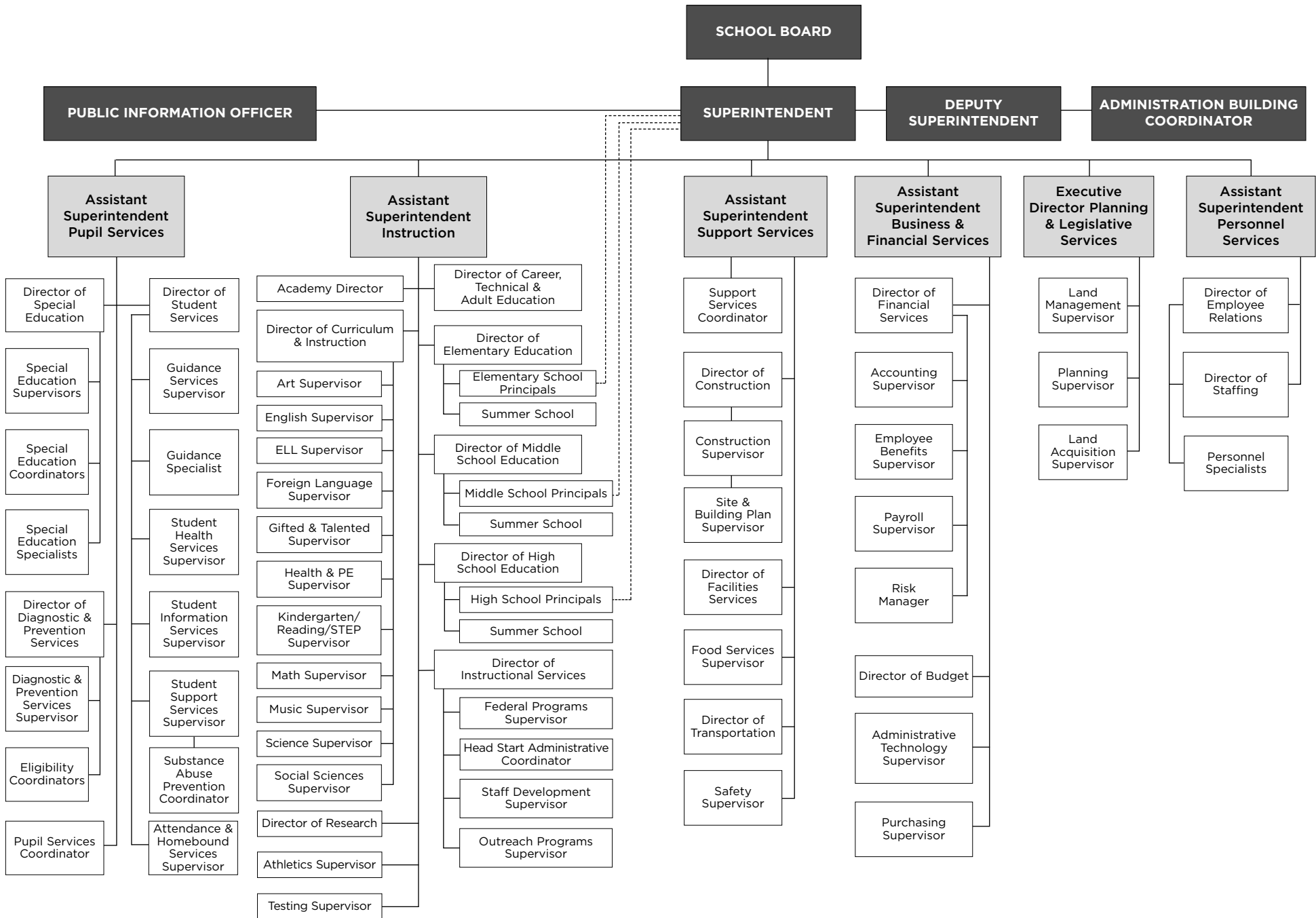


Board Members/ Administrative Personnel/Times



- Organizational Chart
- School Board Members
- Administrative Personnel
- Opening and Dismissal Times

Organizational Chart



Board Members/Administrative Personnel/Times

Board Members/Administrative Personnel/Times

School Board Members



POTOMAC

John B. Stevens

Chairman
571-223-9810
John.Stevens@LPCS.org



BLUE RIDGE

Priscilla B. Godfrey

Vice Chairman
540-687-5689
Priscilla.Godfrey@LPCS.org



AT-LARGE

Thomas E. Reed

At-Large Member
571-223-9928
Thomas.Reed@LPCS.org



BROAD RUN

Bob Ohneiser, MBA, JD

Member
703-729-6446
OhneiserLAW@verizon.net



CATOCTIN

Jennifer K. Bergel

Member
571-223-9724
Jennifer.Bergel@LPCS.org



DULLES

Robert F. DuPree Jr.

Member
571-233-4610
Robert.DuPree@LPCS.org



LEESBURG

Thomas C. Marshall

Member
703-777-3252
Tom.Marshall@LPCS.org



STERLING

Brenda L. Sheridan

Member
571-233-0307
Brenda.Sheridan@lpcs.org



SUGARLAND RUN

Dr. Joseph M. Guzman

Member
703-421-6528
Joseph.Guzman@LPCS.org

Administrative Personnel

Superintendent _____ **Dr. Edgar B. Hatrick III**

Deputy Superintendent _____ **Ned D. Waterhouse**

Administration Building Coordinator _____ Brenda L. Allen

Division Counsel _____ Stephen L. DeVita

Public Information Officer _____ Wayde B. Byard

Assistant Superintendent for Instruction _____ **Sharon D. Ackerman**

Adult Education Coordinator _____ Irene C. Riordan

Art Supervisor _____ Melissa A. Pagano-Kumpf

Athletics Supervisor _____ Les Cummings

Career & Technical Education Supervisor _____ Cara L. LeGrys

Director of Career, Technical & Adult Education _____ Shirley L. Bazdar

Director of Curriculum & Instruction _____ Eric L. Stewart

Director of Elementary Education _____ Dr. W. Michael Martin

Director of High School Education _____ David A. Spage

Director of Instructional Services _____ Preston L. Coppels

Director of Middle School Education _____ Barbara P. Nichols

Director of Research _____ Dr. Stephan F. Knobloch

Elementary Education Supervisor _____ Dr. Suzanne M. Jimenez

English Language Learners Specialist _____ Elizabeth A. Slagle

English Language Learners Supervisor _____ Teresa A. Vignaroli

English Specialist _____ David L. Arbogast

English Supervisor _____ Dr. Michelle Schmidt-Moore

Federal Programs Supervisor _____ Evonne C. DeNome

Foreign Language Supervisor _____ Suzette F. Wyhs

Foreign Language Specialist _____ Angelica L. Goetz

Gifted & Talented Supervisor _____ Julia B. Kelly

Headstart Administrative Coordinator _____ Carol M. Basham

Health, & PE Supervisor _____ Sheila J. Jones

Instructional Technology Coordinator _____ Brian W. Magurn

Instructional Technology Services Supervisor _____ Michael D. Larson

Kindergarten/Reading/STEP Supervisor _____ Dr. Dianne S. Kinkead

Math Specialist _____ Suyi Chuang

Math Supervisor _____ Deborah A. Bliss

Media Services Specialist _____ Lisa M. Shacklette

Media Services Specialist _____ Matthew F. Thompson

Music Specialist _____ Michael E. Pierson

Music Supervisor _____ Melvin S. Harmon, Jr.

Outreach Programs Supervisor _____ Wendall T. Fisher

Pathways to Reading & Writing Specialist _____ Dr. Lori T. Riley

School Improvement & Achievement Coordinator _____ Jeffrey A. Rounsley

Science Specialist _____ Jennifer H. Chang

Science Supervisor _____ Odette D. Scovel

Social Science Specialist _____ Patricia L. Coggins

Social Science Supervisor _____ William F. Brazier

Staff Development Specialist _____ Gloria U. Kave

Staff Development Supervisor _____ John P. O'Connor

Systems Integration Coordinator _____ Sandra R. Lenga

Technology Resource Supervisor _____ Lynn G. McNally

Testing Specialist _____ Brandie D. Millar

Testing Supervisor _____ John V. Panettieri

Administrative Personnel (continued)

Assistant Superintendent for Personnel Services _____ **Dr. Mary Ann Hardebeck**
 Director of Employee Relations _____ TBD
 Director of Staffing _____ Larry W. Hopson
 Personnel Specialist, Elementary Schools _____ Delores S. Creech
 Personnel Specialist, High Schools _____ Kristi L. Hurd
 Personnel Specialist, Middle Schools _____ Jay L. Longerbeam
 Personnel Specialist, Support/Pupil Services _____ Christopher G. Bennett

Assistant Superintendent for Pupil Services _____ **Dr. Mary V. Kealy**
 Attendance & Homebound Services Supervisor _____ Jillian F. Sigmon
 Behavior Support Title VIB Coordinator _____ Stefanie D. Lapolla
 Child Find Title VIB Coordinator _____ Ann D. Mulhall
 Director of Diagnostic & Prevention Services _____ John J. Lody
 Diagnostic & Prevention Services Supervisor _____ Dr. Heather R. Applegate
 Director of Special Education _____ Mary M. Kearney
 Director of Student Services _____ K. Anne Lewis
 Early Intervention Title VIB Specialist _____ Kate A. Stecher
 Eligibility Coordinator _____ Susan K. Collins
 Eligibility Coordinator _____ Barbara L. Fromal
 Eligibility Coordinator _____ Erin K. Kirkland
 Eligibility Coordinator _____ Marguerite S. Sweeny
 Eligibility Coordinator _____ Roseanne T. Welch
 Guidance Specialist _____ Elizabeth A. Doyle
 Guidance Services Supervisor _____ Marilyn A. Jackson
 Monitoring & Compliance Specialist _____ Elma L. Allen
 Pupil Services Coordinator _____ Leigh A. Bennett
 Special Education Coordinator _____ Christina A. Lebo
 Special Education Specialist _____ Deborah M. Dupree
 Special Education Specialist, Autism _____ Rosemarie C. McGuinness
 Special Education Specialist, Behavior Support Title VIB _____ Alison Lyons
 Special Education Specialist, Deaf & Hard of Hearing _____ Dr. Eileen F. McCartin
 Special Education Supervisor _____ Arlene Sattin Basques
 Special Education Supervisor _____ Richard R. Berry
 Special Education Supervisor _____ Heather A. Cleary
 Special Education Supervisor _____ Toni Deluca-Strauss
 Special Education Supervisor _____ Rebecca E. Argabrite Grove
 Special Education Supervisor _____ Dr. Melissa A. Hartman
 Special Education Supervisor _____ Colleen W. Johnson
 Special Education Supervisor _____ Dr. Elizabeth A. Martinez
 Special Education Supervisor _____ Mark E. Nichols
 Special Education Supervisor _____ Constance C. Smith
 Special Education Supervisor _____ Dr. Michele Wiley
 Student Health Services Supervisor _____ Nancy M. Markley
 Student Information Services Supervisor _____ Rachel E. Johnson
 Student Support Services Supervisor _____ Allyne L. Zappalla
 Substance Abuse Prevention Coordinator _____ Jennifer D. Sexton

Administrative Personnel (continued)

Executive Director of Planning & Legislative Services _____ **Dr. Sam C. Adamo**
 Land Acquisition Supervisor _____ Randolph J. Vlad
 Land Management Supervisor _____ Sara Howard-O'Brien
 Planning Supervisor _____ Susan N. Hembach
 Planning Supervisor _____ Beverly I. Tate

Assistant Superintendent for Business & Financial Services _____ **E. Leigh Burden**
 Accounting Supervisor _____ Ellen M. Loss
 Administrative Technology Coordinator _____ Aaron M. Smith
 Administrative Technology Coordinator _____ Michael Turner
 Administrative Technology Supervisor _____ Ursula D. Dixit
 Director of Budget _____ Janet E. Gorski
 Director of Financial Services _____ Thomas C. Yetter
 Employee Benefits Coordinator _____ Michele D. Kovach
 Employee Benefits Supervisor _____ Carol A. Edwards
 Financial Services Coordinator _____ Andrea L. Philyaw
 Payroll Supervisor _____ Rhonda G. Phillip
 Purchasing Supervisor _____ Sandra F. Moody
 Purchasing Coordinator _____ Dawn F. Taylor
 Risk Manager _____ Kelly N. Briner

Assistant Superintendent for Support Services _____ **Jeffrey K. Platenberg**
 Construction Supervisor _____ Robert A. McGraw
 Custodial Operations Supervisor _____ Wallace W. Gage
 Director of Construction _____ Kevin L. Lewis
 Director of Facilities Services _____ William G. Kolster
 Director of Transportation _____ Alvin E. Hampton, IV
 Energy Education Specialist _____ Michael J. Barancewicz
 Energy Education Specialist _____ John R. Lord
 Facilities Services Supervisor _____ James C. Compher, Jr.
 Facility Contract Manager _____ Martin Nowakowski
 Fleet Manager _____ Donald L. Unmussig, Jr.
 Food Services Supervisor _____ Jinny S. Demastes
 Safety Supervisor _____ Robert N. Burke
 Site/Building Plan Supervisor _____ Gregory A. Miller
 Support Services Coordinator _____ LaRue D. Broadhurst
 Transportation Supervisor _____ Francine F. Furby

Opening and Dismissal Times

ELEMENTARY SCHOOLS	CLASSES START	CLASSES DISMISSED	AM-K IN	AM-K OUT	PM-K IN	PM-K OUT
Aldie	7:50	2:35	7:50	10:50	11:35	2:35
Algonkian	7:50	2:35	7:50	10:50	11:35	2:35
Arcola	7:50	2:35	7:50	10:50	11:35	2:35
Ashburn	7:50	2:35	7:50	10:50	11:35	2:35
Ball's Bluff	8:15	3:00	8:15	11:15	12:00	3:00
Banneker	8:00	2:45	8:00	11:00	11:45	2:45
Belmont Station	7:50	2:35	7:50	10:50	11:35	2:35
Buffalo Trail	7:50	2:35	7:50	10:50	11:35	2:35
Rosa Lee Carter	7:50	2:35	7:50	10:50	11:35	2:35
Catoctin <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
Cedar Lane <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
Cool Spring	7:50	2:35	7:50	10:50	11:35	2:35
Countryside <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
Creighton's Corner	7:50	2:35	7:50	10:50	11:35	2:35
Kenneth W. Culbert	7:50	2:35	7:50	10:50	11:35	2:35
Dominion Trail	7:50	2:35	7:50	10:50	11:35	2:35
Emerick	7:50	2:35	7:50	10:50	11:35	2:35
Evergreen Mill	7:50	2:35	7:50	10:50	11:35	2:35
Forest Grove	7:50	2:35	7:50	10:50	11:35	2:35
Guilford	7:50	2:35	7:50	10:50	11:35	2:35
Hamilton	7:50	2:35	7:50	10:50	11:35	2:35
Hillsboro	7:50	2:35	7:50	10:50		
Hillside	7:50	2:35	7:50	10:50	11:35	2:35
Horizon	7:50	2:35	7:50	10:50	11:35	2:35
Hutchison Farm	7:50	2:35	7:50	10:50	11:35	2:35
Leesburg	8:15	3:00	8:15	11:15	12:00	3:00
Legacy	7:50	2:35	7:50	10:50	11:35	2:35
Liberty	7:50	2:35	7:50	10:50	11:35	2:35

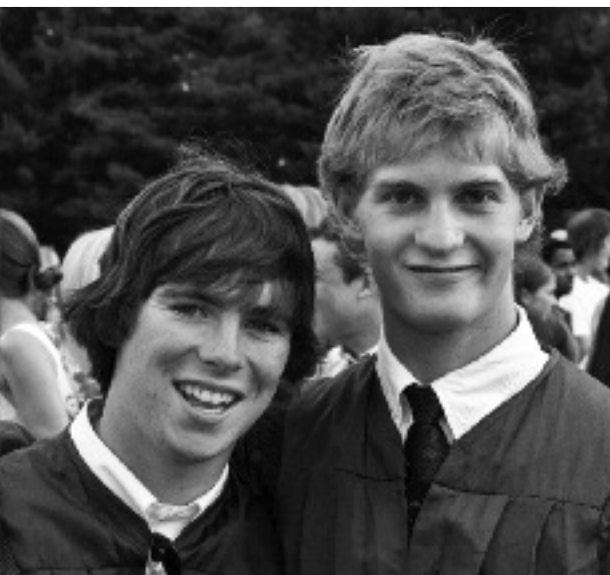
Opening and Dismissal Times (Continued)

ELEMENTARY SCHOOLS	CLASSES START	CLASSES DISMISSED	AM-K IN	AM-K OUT	PM-K IN	PM-K OUT
Lincoln	7:50	2:35	7:50	10:50		
Little River	7:50	2:35	7:50	10:50	11:35	2:35
Lovettsville	7:50	2:35	7:50	10:50	11:35	2:35
Lowes Island	7:50	2:35	7:50	10:50	11:35	2:35
Lucketts	7:50	2:35	7:50	10:50	11:35	2:35
Meadowland	7:50	2:35	7:50	10:50	11:35	2:35
Middleburg	7:50	2:35	7:50	10:50		
Mill Run	7:50	2:35	7:50	10:50	11:35	2:35
Mountain View	7:50	2:35	7:50	10:50	11:35	2:35
Newton-Lee <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
Pinebrook	7:50	2:35	7:50	10:50	11:35	2:35
Potowmack	7:50	2:35	7:50	10:50	11:35	2:35
Frances Hazel Reid	7:50	2:35	7:50	10:50	11:35	2:35
Rolling Ridge	7:50	2:35	7:50	10:50	11:35	2:35
Round Hill <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
Sanders Corner	7:50	2:35	7:50	10:50	11:35	2:35
Seldens Landing	7:50	2:35	7:50	10:50	11:35	2:35
Sterling	7:50	2:35	7:50	10:50	11:35	2:35
Sugarland <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
Sully <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
Sycolin Creek <i>All-day Kindergarten</i>	7:50 7:50	2:35 2:35	7:50	10:50	11:35	2:35
John W. Tolbert Jr.	7:50	2:35	7:50	10:50	11:35	2:35
Waterford	7:50	2:35	7:50	10:50	11:35	2:35
Steuart W. Weller	7:50	2:35	7:50	10:50	11:35	2:35

Opening and Dismissal Times (Continued)

MIDDLE SCHOOLS	CLASSES START	CLASSES DISMISSED
Belmont Ridge	8:40	3:28
Blue Ridge	8:35	3:23
Eagle Ridge	8:35	3:23
Farmwell Station	8:30	3:18
Harmony	8:35	3:23
Harper Park	8:30	3:18
J. Michael Lunsford	8:40	3:28
Mercer	8:40	3:28
River Bend	8:30	3:18
Seneca Ridge	8:30	3:18
J. L. Simpson	8:40	3:28
Smart's Mill	8:40	3:28
Sterling	8:30	3:18
Stone Hill	8:35	3:23
HIGH SCHOOLS		
Briar Woods	9:00	3:48
Broad Run	9:00	3:48
Dominion	9:00	3:48
Freedom	9:00	3:48
Heritage	9:00	3:48
Loudoun County	9:00	3:48
Loudoun Valley	8:55	3:43
Park View	9:00	3:48
Potomac Falls	9:00	3:48
Stone Bridge	9:00	3:48
Tuscarora	9:00	3:48
Woodgrove	8:55	3:43
Instructional Centers		
Douglass School	9:25	3:15
Loudoun Academy of Science	9:30	3:00
Monroe Technology Center	9:25	3:10





Employee Information

- Regulations
- Policies

ABSENCE FROM WORK

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

Employee Responsible to Obtain School Opening and Closing Information

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

ACCEPTABLE USE (P7-32)

Computer hardware, software, and networks are accessible to Loudoun County Public Schools employees to support the mission and goals of the Loudoun County School Board. Employee use of electronic communications equipment and services is a revocable privilege. As a condition of employment, each LCPS employee must sign a copy of the Acceptable Use agreement and may retain or request a copy of it.

ACCIDENTS AND INJURIES (P7-48)

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

Statutory Workers' Compensation benefits cover injuries resulting from accidents arising out of or sustained in the course of employment. In all instances, employees and/or supervisors must immediately report injuries and safety issues to the Employee Benefits Division at 571-252-1240.

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

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

If a disability prevents you from fully using our facilities or having access to our programs, services, or activities, you are encouraged to contact the Benefits Specialist responsible for compliance with the non-discrimination requirements contained in Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA), including section 35.107. Information

concerning the provisions of the ADA, and the rights provided thereunder, are available from the Employees Benefits Supervisor:

Carol A. Edwards
*Employee Benefits Supervisor
Business and Financial Services*
21000 Education Court
Ashburn, VA 20148
571-252-1240

ANNUAL LEAVE SCHEDULE (P7-68)

Administrative Personnel (P7-68)

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

Administrative personnel shall earn annual leave as follows:

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

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

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

A new hire employee in a twelve-month position earns one day of annual leave a month (depending on date of hire) for the first six (6) consecutive months of employment for a maximum of six (6) days. At the completion of six (6) months, the remainder of the first year's annual leave will be advanced. Thereafter, annual leave will be advanced in July of each year. One additional day is

earned for each additional year of service up to the thirteenth (13th) year. A maximum of twenty-four (24) days of annual leave may be earned per year after the 13th year of service.

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

CHILD ABUSE AND NEGLECT (P10-55)

Duty to Report

Pursuant to state law, any person employed by LCPS shall report suspected cases of child abuse or neglect in accordance with the procedures set forth.

Definition of Abused or Neglected Child

An abused or neglected child shall mean any child less than eighteen years of age whose parent or other person responsible for the child's care:

1. creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions;
2. neglects or refuses to provide care necessary for a child's health, provided, however, that no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
3. abandons such child; or,
4. commits or allows to be committed any sexual act upon a child in violation of the law.

Reporting Procedures

Any teacher or other school employee who has reason to suspect abuse or neglect of a child shall report it to the principal of that school.

CONTRACT PERIODS (P7-53)

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

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. Check with the office for current rates. The office is located in Leesburg (803 Sycolin Road, Suite 105). Communications can be sent through the School Board courier system. Office hours are:

**MONDAY – FRIDAY
8:00 a.m. – 5:30 p.m.**

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

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

- 0% Transaction Loan — borrow up to \$3,500 for 36 months
- Direct Deposit Exclusives:
 - Get Paid a Day Early with Apple Direct Deposit**
 - .25% Loan Discount (select loans only) when you repay via payroll deduction
 - Earn interest on your entire balance with Advantage Checking
- Summer Pay Savings Account—save now and spend your summer carefree, all while earning a premium rate

Plus with the largest credit union branch network in Northern Virginia—19 branches and growing—and a full suite of 24/7 conveniences like FREE Mobile Banking, iPhone and Android Apps and more, it's easy to enjoy, Apples Better Grade of Banking. All LCPS faculty, staff, students and their families are eligible for membership. Learn more at AppleFCU.org

** Not endorsed by LCPS, Payroll will be deposited 1-4 days early based on payroll schedule. Membership eligibility rules apply. Federally Insured by NCUA. Equal Opportunity Lender.

CRIMINAL HISTORY AND CHILD ABUSE RECORD REQUEST (P7-11)

All persons offered positions with the Loudoun County Public 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 and to Child Protective Services in Virginia and any other states in which the applicant has lived in the previous five years for the purpose of obtaining child abuse record checks on such applicant. Satisfactory reports of these criminal record checks is a condition for employment.

Persons with criminal conviction/child abuse records who do not report this information on their employment application are subject to denial of employment, or dismissal if already employed, for falsifying their employment application.

DISCIPLINE (P8-26)

The principal, in cooperation with the faculty, is responsible for establishing and maintaining an atmosphere conducive to learning. In administering discipline, the principal is expected to conform to existing state laws and School Board policies.

DRUGS, NARCOTICS, AND ALCOHOL (P7-37)

Federal regulations mandate that employees be made aware of the above cited policy.

ELECTIVE DEFERRAL PLANS (P7-47)

All employees may participate in approved tax sheltered annuity and mutual fund plans referred to as 403(b) Elective Deferral and 457 Elective Deferral.

EQUAL OPPORTUNITY (P7-1)

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the

Civil Rights Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, and school rules, laws, regulations, and policies, Loudoun County Public Schools shall not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in the education program or activities.

The intent of Loudoun County Public Schools is to comply with both the letter and spirit of the law in 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 gender.

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

TITLE IX COORDINATOR

TBD

Director of Employee Relations
21000 Education Court
Ashburn, VA 20148
571-252-1100

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

SECTION 504 COORDINATOR

K. Anne Lewis
Director of Student Services
21000 Education Court
Ashburn, VA 20148
571-252-1012

EVALUATION (P7-21)

Employees are evaluated as described in their appropriate evaluation manuals.

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

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

FRINGE BENEFITS (P7-44)

Direct Deposit Plan

All employees will have their paychecks electronically deposited in the bank of their choice or on a pay card. Employees will access the pay vouchers on the electronic pay system (E-Pay).

Pay Schedule

New Hires: Will receive semi-monthly installments based on a predetermined, published calendar, for services rendered.

Returning Employees:

Have been grandfathered as follows:

- 10 contract month employees:
 - 12 monthly, or
 - 24 semi-monthly

11 contract month employees:

- 12 monthly, or
- 24 semi-monthly

12 contract month employees:

- 12 monthly, or
- 24 semi-monthly

Returning employees, who are receiving monthly pay, may change to 24 semi-monthly installments by completing a payroll instruction form prior to the start of their new contract year.

Payment is made 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, contact the **Employee Benefits Division of the Department for Business and Financial Services.**

Flexible Benefits Plan

A flexible benefits program is available to benefit-eligible employees. By setting aside money from monthly paychecks for deposit into flexible benefits accounts, employees are reimbursed (from these accounts) with their own tax

free dollars during the year for health care and dependent care expenses. By using these accounts, employees pay less federal and state taxes, as well as less Social Security, and increase their take home pay.

The flexible benefits program offers:

- A dependent care plan
- A medical reimbursement plan
- A health insurance premium, pre-tax plan

Contact the Employee Benefits Division of the Department for Business and Financial Services for further information.

Group Life Insurance (P7-46)

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.

Limits of Coverage: Coverage is limited to \$10 million per occurrence for bodily

injury, property damage, personal injury, advertising injury, and professional wrongful acts. Defense costs are provided outside the limit of liability.

Major Exclusions: Liability under any contract not relating to the conduct of School Board business and liability of an unauthorized person assumed by that person under a contract on behalf of the School Board. Willful violation of a penal statute or ordinance committed by or with the knowledge or consent of the covered person. Libel or slander or the publication or utterance of defamatory or disparaging material made by or at the direction of a covered person with knowledge of the falsity thereof. Claims involving allegations of fraud, dishonesty, or criminal acts or omissions; certain defense coverages may be extended until grounds are proven. Claims involving damage to or theft of employee or volunteer owned personal property.

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.

Limits of Coverage: Coverage is limited to \$10 million per occurrence for all covered bodily injury and property damage claims arising out of any one occurrence. Defense costs are provided outside the limit of liability.

Scope of Coverage: Liability coverage is provided in excess of any other collectible insurance for all non-owned vehicles used on School Board business.

Major Exclusions: Any obligations for which the covered persons may be held liable under any workers' compensation or disability benefits law or under any similar law. Claims involving physical damages to any privately owned vehicle are specifically excluded.

Important Note — All inquiries from citizens, parents, and students concerning reimbursement for expenses because of school-related accidents should be referred to 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. As needed, School Board attorneys are retained to provide legal services.

Employee's Possessions

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

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

Health Insurance (P7-49)

Health insurance coverage for full-time employees shall be provided as a fringe benefit for those who elect to be covered. The Board will make a monthly contribution toward payment of the individual's premium. All full-time employees are included under the provisions of this section. Full-time is defined as being the sole employee under a regular contract or assignment letter in a position that is budgeted for at least 180 days, for no less than 3.5 hours daily or the equivalent.

Short Term Disability

Loudoun County Public Schools offers a short term disability plan for full time employees. After a 13-day elimination period, this plan provides a maximum disability benefit of 60 percent of income for up to 13 weeks. The School Board Pays for full cost of this insurance. Questions about Short Term Disability should be directed to the Benefits office (571-252-1240).

Donated Family Sick Leave Bank (P7-66)

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

Tuition Refund Program (P7-45)

The tuition refund program is available annually pending budget approval. Please see the appropriate supervisor for more information.

Voluntary Employee Benefits

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

- Apple Federal Credit Union
- Loudoun Credit Union
- Health Insurance
- Loudoun Education Association
- 403(b) Elective Deferral Plan
- United Way Contributions
- Treasury Deposit
- VRS Optional Life
- Flexible Benefits Program
- Long Term Disability
- AFLAC Intensive Care Policy
- AFLAC Cancer Policy
- Principal Dues
- Virginia Prepaid Education Plan
- Virginia Education Savings Trust
- VRS LTC
- 454 Elective Deferral Plan

Please contact Employee Benefits Division at 571-252-1240.

Employees' Responsibility to General Safety and Accident Prevention

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

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

- Follow the rules
- Report all injuries IMMEDIATELY
- Avoid horseplay
- Don't take shortcuts
- Wear personal protective equipment

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

When weather conditions are icy/snowy:

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

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

Any employee injury or illness sustained directly in the performance of employment duties must be immediately reported to the appropriate supervisor. The **Employer's Accident Report** (VWC Form #3) shall be completed by the supervisor or designees and submitted to the Employee Benefits Division of the Department for Business and Financial Services.

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 Employee Benefits Division website.

FURLOUGH (P7-71)

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

GRIEVANCE PROCEDURE (P7-4)

The procedure by which a grievance is processed by Loudoun County Public Schools was prescribed by the 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 or probation.

Employees who belong to the Loudoun Education Association may request assistance and support in employment-related matters. Employees should remember that they are not entitled to LEA representation in meeting with their immediate supervisor unless the supervisor agrees or unless the employee is in a formal grievance proceeding.

INTRODUCTORY PERIOD (P7-8 C)

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

INVOLUNTARY REASSIGNMENT (P7-28)

A. Purpose

The purpose of this policy is to establish a procedure by which Loudoun County Public Schools will reassign 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.

B. Reassignment Decisions By School Principals

Whenever a principal must make recommendations as to specific individuals to reassign, the principal shall ask for volunteer(s) for reassignment in their area of active assignment. The Principal will consider as a minimum the following factors: the employee's length of service to LCPS, the employee's number of previous involuntary transfers, the employee's home address and licensure areas, and if the employee has made a request for a voluntary transfer that can be granted. In consideration of educational needs, principals may exclude from reassignment a minimum of 5 licensed staff members or up to 10% of current staff, whichever is greater.

Teacher assignment for special education teachers requires that the individuals be licensed in the field as well as be highly qualified in the assignment or content area. Therefore, principals in consultation with the Director of Special Education should consider these factors when making recommendations to reassign staff to special education positions.

C. Reassignment

Principals shall submit to the Assistant Superintendent for Personnel their recommendations for employees to be involuntarily transferred to achieve the staffing allocation for the upcoming school year and the rationale for each selection. The Assistant Superintendent for Personnel

will review the recommendations based on several factors to ensure fairness and grant the final approval for all involuntary transfers. The factors to be considered shall include: the strength of the rationale submitted by the Principal, the employee's length of service to LCPS, the employee's number of previous involuntary transfers, the employee's home address and licensure areas, and if the employee has made a request for a voluntary transfer that can be granted.

LEAVE REGULATIONS

Sick Leave (P7-57[b])

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

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

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

12 month position:	14 days
11 month position:	11 days
10 month position:	10 days

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

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

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

Family Illness (P7-57[c])

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

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

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

Up to twelve weeks of leave is available to Loudoun County Public School employees who have been employed in a full-time position for twelve (12) consecutive months, as designated in the Family Medical Leave Act of 1993. All appropriate paid leave must be used within these twelve weeks before the employee may use leave without pay. An employee intending to use family medical leave must contact the Employee Benefits Division in the Department of Business and Financial Services.

Your Rights under the Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Effective January 28, 2008, an eligible employee who is a spouse, son, daughter, parent, or next of kin may take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. An eligible employee may also take FMLA leave for any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been

notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

Reasons for Taking Leave

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

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

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

Advance Notice and Medical Certification

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

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

Job Benefits and Protections

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with

equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee’s leave.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA.
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor

U.S. Department of Labor
“Employment Standards Administration”
Wage and Hour Division
Washington, DC 20210
WH Publication 1420
Revised August 2001

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

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

Transfer of Sick Leave (P7-57[d])

Upon separation from employment, except for retirement, employees are not entitled to payment for unused accumulated sick leave. Loudoun County Public Schools will approve the transfer of accumulated sick leave to or from another Virginia division unless the separated employee has (a) accepted employment other than in Virginia pub-

lic schools since leaving employment in Loudoun; (b) been absent from employment in the public schools of Virginia for more than three (3) years.

Leave Without Pay (P7-58)

All employees with debilitating or life-threatening illness or injury, or other circumstances as determined by the Division Superintendent, shall be afforded leave without pay opportunities.

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

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

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

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

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 §7-58 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 (P7-70)

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.

Employees of the Loudoun County Public Schools must specifically request the use of military leave.

Leave for military purposes will be granted by the Assistant Superintendent for Business and Financial Services, (571-252-1400).

Personal Leave — Personnel Covered (P7-60)

A full-time employee not covered by annual leave is eligible for personal leave each year. The maximum allowance of personal leave per year is three (3) days.

Personal leave not used during a school year will be automatically transferred to

sick leave. Persons transferring from a 10-month or 11-month position to a 12-month position who have unused personal leave will have their unused personal leave transferred into their sick leave balance.

Public Service Leave (P7-69)

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

Religious Observance (P7-64)

An employee may be absent three (3) days in any school year for observance of recognized religious holidays. Such leave may not be for less than one-half day and shall be requested in advance of such leave, and have approval of the immediate supervisor. Such leave will be deducted from the employee's accumulated leave or leave without pay.

Jury Duty or Subpoenaed Witness (P7-67)

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

Sabbatical Leave (P7-65)

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

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

Eligibility — All professional staff, on the recommendation of the Division Superintendent and approved by the School Board, are eligible to take sabbatical leave. The first such leave may be granted after the completion of the staff member's sixth year within Loudoun County Public Schools. Additional sabbatical leave may be granted after each successive period of six (6) years of professional service in Loudoun County Public Schools. Paid leave is not available during the 2011–2012 school term.

Misuse of Leave (P7-62, P7-58, P7-57)
Misuse of any type of leave may result in termination or other disciplinary action. Unauthorized leave of any nature may be grounds for dismissal.

LICENSURE (P7-10)

Requirements

A candidate for appointment to a new position or a replacement position must qualify for the appropriate Provisional, Technical Professional, Collegiate Professional, Vocational Evaluator, Pupil Personnel Services, or Postgraduate Professional License. The appointment must be in field. Any exception to this general rule must be for cause and only in circumstances where a fully qualified and suitable applicant is not available, as determined by the Division Superintendent.

License Renewal

The basic requirement for licensure states that each holder of a renewable license in Virginia shall accrue a total of 180 points during the five-year validity period of the license. Requirements are specifically described for license holders who do not have a Master's Degree and for holders of the

Technical Professional License who do not have a Bachelor's Degree.

Questions regarding the Virginia Point System for relicensure should be directed to the Department of Personnel Services.

NATIONAL BOARD CERTIFICATION

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

Certification is achieved. Each teacher achieving National Board Certification will receive a stipend each year he or she is employed in the classroom with Loudoun County Public Schools.

PAYROLL DEDUCTION (P7-46)

Required Deductions

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

Optional Deductions

- Apple Federal Credit Union and Loudoun Credit Union
- Health Insurance
- Loudoun Education Association
- 403(b) Elective Deferral Plan
- United Way Contributions
- Treasury Deposit
- VRS Optional Life
- Flexible Benefits Accounts
- Long Term Disability
- AFLAC Intensive Care Policy
- AFLAC Cancer Policy
- Principal Dues
- Virginia Prepaid Education Plan
- Virginia Education Savings Trust
- VRS LTC
- 454 Elective Deferral

PERMANENT RECORDS (P8-73)

The Loudoun County School Board endorses the rights of parents and students to be made aware of the records kept by the school system on students, to have the right to inspect and review those records, to have those records explained to them, to be able to challenge the content of those records, and to have those records protected against disclosure to unauthorized persons.

PERSONNEL FILES (P7-17)

All information in an employee's file, with the exception of pre-employment records, is available for the employee to inspect. Employees who wish to review their files should contact Department of Personnel Services 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 (7-36, 7-37), use of correct English (7-25), dress code (7-24), harassment (7-34), and professional conduct (7-35).

REDUCTION IN FORCE

(P7-73, 7-74)

A reduction in force policy, based primarily on seniority, teaching areas, and the specific needs of the Division, has been adopted by the School Board. The complete text of policies 7-73 and 7-74 can be found in the School Board Policy Manual.

REPORTING PUPIL PROGRESS

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

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

RETIREMENT (P7-50)

Retirees' Health Insurance

Health insurance coverage will be provided as a fringe benefit for retiring employees who elect to continue under the group health insurance plan. 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. Contributions made by the School Board will be made based on the employee's years of service with the LCPS. Employees hired after 7/1/09 are required to have at least ten (10) years of LCPS service to be eligible for continuation of retiree health coverage. Employees and dependents that wish to cover into retirement must be on the insurance for three consecutive years prior to retirement.

(Employees hired before 7/1/09 are required to have at least five (5) years of LCPS service.)

Please call the Employee Benefits Division of the Department of Business and Financial Services for further information.

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 \$5,000 nor be less than \$1,000 — 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) consecutive years of full time service in Loudoun County Public Schools; the ten (10) years must immediately precede the retirement year (last year of service, i.e. July 1–June 30)
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. With a disability retirement, the supplement during the retirement year may be for the full amount if the disability precluded working until the end of the full year.

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) consecutive years of full time service in Loudoun County Public Schools; the ten (10) years must immediately precede the retirement year (last year of service, i.e. July 1–June 30).
3. Retirement benefit application must have been filed with the Virginia Retirement System.

SEXUAL DISCRIMINATION/ HARASSMENT (P7-2)

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

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

1. Sharon D. Ackerman
*Assistant Superintendent
for Instruction*
21000 Education Court
Ashburn, VA 20148
571-252-1300
2. Dr. Mary Ann Hardebeck
*Assistant Superintendent
for Personnel Services*
21000 Education Court
Ashburn, VA 20148
571-252-1100
3. E. Leigh Burden
*Assistant Superintendent for
Business and Financial Services*
21000 Education Court
Ashburn, VA 20148
571-252-1400

Retaliation

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

STAFF DEVELOPMENT/ IN-SERVICE EDUCATION

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

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

SUBSTITUTE TEACHERS (P7-22)

Regular Substitutes

Any teacher requiring a substitute must give as much advanced notice as possible. A substitute must be on an approved list. The individual school's policy must establish the rules and procedures for securing a substitute.

Substitutes (Long-Term)

A long-term substitute, licensable in a specific field, may be assigned when the absence is long and indeterminate or when the circumstances are such as deemed necessary by the Division Superintendent.

TOBACCO USE (P6-40)

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

TUBERCULOSIS EXAM (P7-13)

A new employee must have at the time of employment, or have had within one year prior to employment, documentation (by a licensed physician or Virginia Health Department nurse) of either a tuberculin risk assessment, tuberculin negative skin test, or, if tuberculin positive (10mm or more in duration), a normal chest x-ray. An employee will need no further re-evaluation unless there is a known high incidence of tuberculosis

infection or disease in the school(s), known exposure to pulmonary tuberculosis, or development of persistent respiratory symptoms.

Upon the written advice of a licensed physician, “other examination/testing” may be substituted for the skin test or chest x-ray.

UNIFORM HIRING OF TEACHERS (8 VAC 20-440-10)

Purpose of a Uniform Hiring Process (8 VAC 20-440-130)

The goal for regulations for uniform hiring of teachers is to establish a calendar for hiring that is compatible with the dates budgets are completed by local governing bodies. The calendar dates, which are embodied in the three-phase employment process, establish minimum time frames to accommodate the local hiring process, offer local flexibility in including contract terms to cover unique needs and practices of the locality, and offer professional mobility for teachers.

Definitions

1. “Current employer” is defined as the local School Board with whom the teacher is currently under contract.
2. “Prospective employer” is defined as the division in which application for employment is made.
3. “Next school year” is defined as the school year immediately following the current contract year.
4. “Breach of contract” is defined for the purpose of Phase Three of these regulations as a teacher failing to honor a contract for the next school year without formal release from that contract from the local Board. It does not include dismissal for cause.

Phase One of the Three-Phase Employment Process (8 VAC 20-440-140)

1. Phase One covers employment sought for the next school year and covers the period from the beginning of the current school year to the close of business on April 14 of the current school year. The end of the phase on April 14 corresponds to the provisions of Section 22.1-304 of the Code of Virginia following written notice of non-continuation of contract by April 15. If April 14 falls on a Saturday, Sunday, or legal holiday, the end of Phase One will be the last administrative working day prior to the Saturday, Sunday, or legal holiday.
2. During Phase One, a teacher may apply and be interviewed for employment for the next school year in other school divisions without notice to or permission from the division where he or she is currently employed.
3. During Phase One, a teacher accepting employment in another division for the next school year must resign by giving written notice to the current employer. The notice should specify that the resignation is applicable for the next school year only.

Phase Two of the Three-Phase Employment Process (8 VAC 20-440-150)

1. Phase Two begins on April 15 and ends on May 31 or the date the teacher contract is final, whichever is later. The contract is final when the date of signature and, at a minimum, the salary terms are finally known.
2. During Phase Two, teachers, whether probationary or on continuing contract, may seek employment and file applications for the next school year with other school divisions. Teachers may seek employment during this phase without notification to the current employer.

3. During Phase Two, the prospective employer may offer a contract without proof of release from contract from the current employer. The teacher must obtain a written release from the contract with the current employer prior to signing a contract with the prospective employer. Releases should be liberally granted during this phase.

Phase Three of the Three-Phase Employment Process (8 VAC 20-440-160)

1. Phase Three begins on June 1 or the date the salary is finally set by the local school board, whichever occurs later. In Phase Three, the contract is a firm and binding obligation on the teacher and the school division.
2. During Phase Three, teachers may seek employment and file applications for the next school year with other school divisions; however, a prospective employer should not offer a contract to any teacher during Phase Three until the teacher has secured a written release from the contract with the current employer, and a teacher should not accept a contract until a written release has been secured.
3. A current employer, at its discretion, may release a teacher from the contract. The employer should release teachers for good cause.
4. Good cause is determined by the local school board. It should reflect a consideration of all the factors affecting both the employee and the school board. Factors in determining good cause may include the employee’s reason for leaving, contractual terms and agreements, and the overall effect of the resignation on the employee and the school division.
5. In the event that a local board declines to grant a request for release from a contract on the grounds of insufficient or unjustifiable cause, and the teacher

breaches or expresses an intent to breach the contract, the current employer may, within 30 days of the breach, file a petition with the Board of Education setting forth all the facts in the case and requesting that the teacher’s license be suspended for the next school year or apply other remedies appropriate under law or contract.

The Loudoun County School Board, at its sole discretion, reserves the right to accept a resignation with or without prejudice (as to the employee’s right to seek reemployment with the Board).

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 (VAC 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 are required to report to the school office and obtain visitor passes while on school property. Schools are responsible for maintaining an environment conducive to learning and protecting students. School officials ask that parents and other citizens support their effort.

VOLUNTEER PROGRAM

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

WORKING HOURS AND OVERTIME (P7-52)

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

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

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

Non-exempt employees, who are designated as essential or emergency personnel, will be eligible to be paid an overtime rate of one and one half times their regular rate of pay when they are required to report to work on a scheduled work day or a day the school division is closed as designated by the Superintendent.

The Loudoun County Public Schools retains the option of granting compensatory time in lieu of overtime payments for non-exempt employees.

On a day when the school division is closed as designated by the Superintendent, the employee shall be paid their regular rate of pay which would constitute double pay for that day worked.

Salary Scales/Lanes

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

Salary Lanes

SALARY LANE DEFINITIONS

Technical Professional License (Level 1)

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

Bachelor's Degree (Level 2)

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

Bachelor's Degree Plus 15 Graduate Hours (Level 3)

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

Bachelor's Degree Plus 30 Graduate Hours (Level 7)

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

Master's Degree (Level 4)

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

Master's Degree Plus 30 Graduate Hours (Level 5)

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 (DO NOT include courses that were used to obtain your Bachelor's or Master's Degree)

Doctorate (Level 6)

Doctorate and a current, valid Virginia teaching license

SPECIAL NOTES REGARDING SALARY LANES

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

NOTE 2:
To apply for a salary lane change, the Salary Supplement Application Form must be completed and forwarded to the Department of Personnel Services along with official transcripts to confirm course(s) completed and/or degree(s) awarded

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

FY12 Appropriated Teachers' Salary Scale

Step	Technical Professional License	Bachelor's Degree	Bachelor's Degree Plus 15	Bachelor's Degree Plus 30	Master's Degree	Master's Degree Plus 30	Doctorate
1	43,715	43,715	45,060	46,407	49,096	50,442	54,477
2	43,815	43,815	45,160	46,507	49,196	50,542	54,577
3	43,918	43,918	45,263	46,610	49,299	50,645	54,680
4	44,357	44,357	45,702	47,048	49,738	51,084	55,118
5	44,927	44,927	46,272	47,618	50,308	51,653	55,689
6	45,496	45,496	46,841	48,186	50,877	52,223	56,258
7	46,065	46,065	47,410	48,756	51,445	52,792	56,827
8	46,634	46,634	47,978	49,325	52,015	53,361	57,396
9	48,312	48,312	49,657	51,004	53,693	55,039	59,075
10	50,052	50,052	51,397	52,743	55,433	56,779	60,814
11	51,853	51,853	53,198	54,545	57,235	58,581	62,616
12	53,721	53,721	55,066	56,412	59,101	60,448	64,483
13	55,655	55,655	57,000	58,346	61,036	62,382	66,417
14	57,659	57,659	59,004	60,350	63,040	64,386	68,421
15	59,735	59,735	61,080	62,426	65,116	66,462	70,497
16	61,647	61,647	62,992	64,338	67,028	68,373	72,409
17	63,620	63,620	64,965	66,311	69,001	70,347	74,382
18	65,656	65,656	67,002	68,348	71,037	72,383	76,419
19	67,758	67,758	69,102	70,448	73,138	74,484	78,519
20	69,925	69,925	71,270	72,616	75,305	76,652	80,687
21	72,162	72,162	73,507	74,853	77,544	78,889	82,924
22	74,472	74,472	75,816	77,162	79,853	81,199	85,234
23	76,854	76,854	78,200	79,546	82,236	83,581	87,617
24	79,314	79,314	80,659	82,006	84,695	86,041	90,077
25	81,852	81,852	83,197	84,543	87,234	88,579	92,615
26	84,472	84,472	85,817	87,163	89,853	91,199	95,234
27	86,162	86,162	87,532	88,905	91,650	93,023	97,138
28	87,885	86,162	87,532	90,683	93,484	94,884	99,081

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

FY12 Appropriated

Administrators' Salary Scale

Step	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
1	69,554	74,437	79,662	85,252	91,233	97,635	104,483
2	69,654	74,537	79,762	85,352	91,333	97,735	104,583
3	69,757	74,640	79,865	85,455	91,436	97,838	104,686
4	70,454	75,387	80,663	86,310	92,351	98,816	105,733
5	72,568	77,649	83,083	88,898	94,891	101,533	108,640
6	74,745	79,977	85,575	91,565	97,501	104,326	111,627
7	76,987	82,376	88,143	94,312	100,182	107,195	114,697
8	79,297	84,848	90,787	97,141	102,937	110,143	117,851
9	81,676	87,393	93,511	100,056	105,768	113,171	121,091
10	84,126	90,015	96,315	103,058	108,675	116,284	124,422
11	86,650	92,715	99,205	106,150	111,664	119,481	127,843
12	89,250	95,496	102,182	109,335	114,735	122,767	131,359
13	91,926	98,362	105,247	112,615	117,890	126,143	134,971
14	94,685	101,313	108,404	115,992	121,131	129,612	138,683
15	97,527	104,353	111,656	119,473	124,462	133,176	142,497
16	100,452	107,484	115,006	123,057	127,886	136,839	146,416
17	102,460	109,633	117,307	125,519	130,443	139,575	149,344
18	104,510	111,826	119,653	128,029	133,052	142,367	152,331

FY12 Appropriated

Administrators' Salary Levels

Level 1

Administration Building Coordinator
 Administrative Technology Coordinator
 Behavior Support Title VIB Coordinator
 Child Find Title VIB Coordinator
 Early Intervention Title VIB Specialist
 Elementary School Assistant Principal
 Eligibility Coordinator
 Employee Benefits Coordinator
 Energy Education Specialist
 English Specialist
 English Language Learners Specialist
 Facility Contract Manager

Financial Services Coordinator
 Foreign Language Specialist
 Guidance Specialist
 Instructional Technology Coordinator
 Math Specialist
 Media Services Specialist
 Monitoring & Compliance Specialist
 Music Specialist
 Pathways to Reading & Writing Specialist
 Personnel Specialist - Elementary
 Personnel Specialist - High
 Personnel Specialist - Middle
 Personnel Specialist - Support/Pupil Services

FY12 Appropriated

Administrators' Salary Levels (continued)

Purchasing Coordinator
 School Improvement & Achievement Coordinator
 Science Specialist
 Social Science Specialist
 Special Education Coordinator
 Special Education Specialist
 Staff Development Specialist
 Substance Abuse Prevention Coordinator
 Support Services Coordinator
 Systems Integration Coordinator
 Technology Resource Specialist
 Testing Specialist

Level 2
 Adult Education Coordinator
 Assistant Principal (DCS)
 Assistant Principal (MTC)
 Athletic Director
 Employee Benefits Supervisor
 Head Start Administrative Coordinator
 High School Academy Guidance Director
 High School Guidance Director
 Mechanical Engineering Design Coordinator*
 Middle School Assistant Principal
 Pupil Services Coordinator
 Risk Manager
 Site/Building Plan Supervisor*

Level 3
 Academy Director
 Accounting Supervisor
 Art Supervisor
 Athletics Supervisor
 Attendance & Homebound Services Supervisor
 Career & Technical Education Supervisor
 Construction Supervisor
 Custodial Operations Supervisor
 Diagnostic & Prevention Services Supervisor
 Elementary School Principal (Small)
 English Language Learners Supervisor
 English Supervisor
 Facilities Services Supervisor
 Federal Programs Supervisor
 Fleet Manager
 Foreign Language Supervisor
 Gifted & Talented Supervisor
 Guidance Services Supervisor
 Health & Physical Education Supervisor
 High School Assistant Principal
 Math Supervisor
 Music Supervisor
 Outreach Programs Supervisor
 Payroll Supervisor
 Planning Supervisor
 Purchasing Supervisor
 Safety Supervisor
 Science Supervisor
 Social Science Supervisor

Special Education Supervisor
 Staff Development Supervisor
 Student Health Services Supervisor
 Student Information Services Supervisor
 Student Support Services Supervisor
 Technology Resource Supervisor
 Testing Supervisor
 Transportation Supervisor

Level 4
 Administrative Technology Supervisor
 Architect*
 Civil Engineer*
 Elementary Education Supervisor
 Elementary School Principal (Large)
 Food Services Supervisor
 Instructional Technology Services Supervisor
 Kindergarten/Reading/STEP Supervisor
 Land Acquisition Supervisor
 Land Management Supervisor
 Mechanical Engineer*
 Public Information Officer

Level 5
 Director of Budget
 Director of Career, Technical & Adult Education
 Director of Construction
 Director of Curriculum & Instruction
 Director of Diagnostic & Prevention Services
 Director of Elementary Education
 Director of Employee Relations
 Director of Facilities Services
 Director of Financial Services
 Director of Instructional Services
 Director of Middle School Education
 Director of Staffing
 Director of Research
 Director of Special Education
 Director of Student Services
 Director of Transportation
 Middle School Principal
 Principal (DCS)
 Principal (MTC)

Level 6
 Director of High School Education
 High School Principal

Level 7
 Assistant Superintendent for Business & Financial Services
 Assistant Superintendent for Instruction
 Assistant Superintendent for Personnel Services
 Assistant Superintendent for Pupil Services
 Assistant Superintendent for Support Services
 Deputy Superintendent
 Division Counsel
 Executive Director of Planning & Legislative Services

*Funded by 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 5**
Custodian
- Level 6**
Athletic Custodian
Cafeteria Worker
- Level 7**
Head Custodian I
- Level 8**
Bus Attendant
Head Custodian II
Maintenance Shop Helper
- Level 9**
Behavioral Assistant
Copy Center Assistant
Courier
Family & Community Partnership Assistant
Grounds Maintenance Worker
Head Custodian III
Health Clinic Assistant
Library Assistant
Media Services Clerk
School Nurse Assistant
Secretary I
Teacher Assistant
Teacher Assistant (ELL)
Teacher Assistant—Health & Medical Science
Technology Assistant
Warehouse Assistant
- Level 10**
Attendance Secretary
General Maintenance Worker I
Head Custodian IV
Operations Assistant
Production Printing Assistant
Receptionist
Records Archivist
School Guidance Secretary
Teacher Assistant (Hearing Impaired)
Teacher Assistant (In-School Restriction)
Vehicle Transportation Specialist
Warehouse Technician
- Level 11**
Administrative Guidance Secretary
Automotive Services Technician
Bi-Lingual Family & Community Partnership Assistant
Bus Driver
Career Center Assistant
Equipment Specialist—Food Services
Painter II
Parts Inventory Clerk
Personnel Secretary

- Preventive Maintenance Technician
Project Assistant (Head Start)
Refuse Equipment Operator
Secretary II
Test Materials Assistant
Trip Scheduling Assistant
- Level 12**
Account Clerk
Accounts Receivable Clerk
Administrative Office Assistant
Bus Driver Instructor
Dispatcher
Elementary School Cafeteria Manager
Energy Specialist
HVAC Technician I
Instructional Materials Technician
Lead Head Custodian
Maintenance Control Clerk
Payroll Specialist I
Refrigeration Mechanic I
School Plant Engineer
Warehouse Inventory Control Specialist
Waste Water Technician/Storekeeper
- Level 13**
Applications Specialist
Audio Visual Technician
Cabling Technician
Carpenter
Communications Technician
Computer Technician—AIT
Computer Technician—Instruction
Copy Center Operator
Driver Instructor—Transportation
Electrician
Fleet Outsourcing Specialist
General Maintenance Worker II
HVAC Technician II
Internet Content & Video Production Assistant
Lead Bus Driver
McKinney-Vento Liaison
Mechanic II
Payroll Specialist II
Personnel Assistant
Plumber
Pre-Employment Investigator
Program Assistant
Purchase Card System Technician
Refrigeration Mechanic II
Safety & Security Technician
Secondary School Cafeteria Manager
Secretary III
Technical Support Coordinator—AIT
Technical Support Coordinator—Instruction
Trip Specialist

Classified Level of Pay and Job Titles (continued)

- Level 14**
Benefits Assistant
Budget Technician
Computer Technician II
Construction Project Manager
Electrical Crew Chief
Electronic Payment System Coordinator
Field Manager—Food Services
Fleet Maintenance Controller
HVAC Crew Chief
Information Systems Specialist
Maintenance Crew Chief
Mechanic III
Parts Supervisor
Payroll Specialist III
Personnel Analyst
Plumbing Crew Chief
Production Printing Specialist
Secretary IV
Team Leader—Garage
Team Leader—Transportation
Transportation Specialist
- Level 15**
Advanced Interpreter for Deaf & Hard of Hearing—VQAS III
Area Transportation Supervisor
Assessment Data Specialist
Bid Specialist
Clerk to the Board
Construction Project Specialist
Executive Secretary
Fleet Maintenance Supervisor—Production Control
Garage Foreman
Network Specialist—AIT
Network Specialist—Instruction
Operations Specialist—Food Services
Purchasing Expediter
Purchasing Systems Specialist
Registrar
Research Assistant
Testing Materials Manager
Transportation Business Specialist
Transportation Operations Specialist
Voice Communications Specialist
- Level 16**
Accountant
Accounting Specialist
Administrative Assistant
Administrative Computer Specialist
Advanced Interpreter for Deaf & Hard of Hearing—VQAS IV
- Audio Visual Coordinator
Benefits Specialist
Budget Analyst
Communications Engineer
Custodial Services Supervisor
Data Analyst
Engineering Technician
Environmental Specialist
Financial Analyst
Fleet Maintenance Supervisor
Head Start Health-Nutrition Coordinator
Internet Content Manager
Licensure Specialist
Maintenance Supervisor
Mechanical Engineering Technician*
Mechanical Trade Supervisor
Network Engineer
Permit and Code Construction Coordinator
Planning Assistant
Program Analyst
Public Information Assistant
Safety & Security Coordinator
Safety & Security Specialist
School Nurse (RN)
Senior Project Manager
Systems Engineer—AIT
Systems Engineer—Instruction
Technical Trainer
Technology Specialist—AIT
Technology Specialist—Instruction
Telecommunications Analyst
Traffic & Pedestrian Specialist
Transportation Operations Supervisor
Web Developer
- Level 17**
Advanced Interpreter for Deaf & Hard of Hearing—Registry
Computer Programming Specialist
Information Security Specialist
Planning Analyst
Records Manager
Resource Nurse (RN)
Senior Accountant
Senior Budget Analyst
Senior Network Engineer—AIT
Senior Network Engineer—Instruction
Senior Systems Engineer
Senior Web Developer
Telecommunications Manager
Warehouse Supply Coordinator

*Funded by Capital Improvements Program Budget
Note: The above Job Titles and Level of Pay could change during the school year

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	11.03	11.81	12.64	13.55	14.45	15.47	16.55	17.73	18.98	20.28	21.70	23.21	24.84
2	11.06	11.84	12.67	13.58	14.48	15.51	16.59	17.77	19.02	20.33	21.75	23.26	24.90
3	11.08	11.87	12.70	13.61	14.51	15.54	16.62	17.81	19.06	20.37	21.79	23.31	24.95
4	11.20	11.99	12.82	13.74	14.66	15.70	16.79	17.98	19.24	20.58	22.01	23.55	25.19
5	11.54	12.35	13.20	14.15	15.09	16.18	17.29	18.52	19.82	21.19	22.68	24.25	25.95
6	11.88	12.72	13.59	14.56	15.56	16.67	17.81	19.08	20.41	21.84	23.34	24.99	26.72
7	12.25	13.09	13.99	15.01	16.02	17.16	18.35	19.66	21.02	22.50	24.05	25.74	27.51
8	12.62	13.49	14.42	15.45	16.50	17.69	18.90	20.24	21.66	23.16	24.77	26.50	28.35
9	12.99	13.89	14.85	15.92	16.98	18.21	19.48	20.86	22.30	23.87	25.50	27.31	29.20
10	13.38	14.31	15.31	16.40	17.50	18.76	20.05	21.48	22.96	24.59	26.27	28.12	30.08
11	13.79	14.74	15.75	16.89	18.03	19.32	20.67	22.10	23.66	25.32	27.05	28.96	30.97
12	14.20	15.18	16.23	17.41	18.58	19.89	21.29	22.79	24.36	26.09	27.87	29.83	31.90
13	14.62	15.65	16.72	17.91	19.12	20.50	21.93	23.47	25.09	26.87	28.70	30.72	32.87
14	15.06	16.10	17.22	18.46	19.70	21.09	22.58	24.17	25.85	27.67	29.57	31.65	33.85
15	15.51	16.59	17.74	19.00	20.29	21.74	23.24	24.92	26.60	28.51	30.45	32.60	34.87
16	15.98	17.09	18.27	19.59	20.90	22.39	23.95	25.66	27.42	29.36	31.36	33.58	35.92
17	16.46	17.60	18.81	20.17	21.53	23.07	24.67	26.43	28.24	30.24	32.30	34.59	37.00
18	16.94	18.12	19.37	20.79	22.17	23.77	25.40	27.22	29.08	31.15	33.27	35.62	38.10
19	17.46	18.67	19.95	21.40	22.85	24.46	26.17	28.05	29.96	32.07	34.27	36.69	39.24
20	17.98	19.22	20.55	22.04	23.53	25.20	26.96	28.89	30.86	33.04	35.29	37.78	40.42
21	18.52	19.81	21.16	22.71	24.23	25.96	27.76	29.75	31.79	34.03	36.35	38.91	41.61
22	19.08	20.40	21.81	23.39	24.97	26.74	28.58	30.65	32.75	35.05	37.43	40.09	42.87
23	19.66	21.01	22.45	24.09	25.72	27.52	29.46	31.57	33.73	36.12	38.55	41.28	44.17
24	20.24	21.65	23.13	24.81	26.48	28.36	30.33	32.52	34.74	37.19	39.72	42.52	45.50
25	20.86	22.28	23.83	25.54	27.27	29.21	31.25	33.49	35.79	38.30	40.91	43.79	46.85
26	21.28	22.72	24.31	26.06	27.82	29.80	31.88	34.15	36.51	39.06	41.73	44.66	47.79

NOTE: Employees move one step on scale for each year of satisfactory performance provided sufficient funds are appropriated

Auxiliary Salary Scales

These salary scales are shown together for presentation purposes only.

The scales represent separate position responsibilities.

Step	Educational Diagnostician, Psychologist, Social Worker (12 Months Level 2)	Educational Diagnostician, Psychologist, Social Worker (208 Days Level 1)	Social Worker, Substance Abuse Prevention Specialist (198 DAYS Level 3)	Athletic Trainer (208 DAYS Level 4)
1	53,198	48,514	46,172	42,517
2	53,298	48,614	46,272	42,617
3	53,401	48,717	46,375	42,720
4	53,935	49,204	46,838	43,148
5	56,180	51,252	48,788	44,943
6	58,524	53,390	50,821	46,817
7	61,008	55,656	52,980	48,804
8	63,450	57,884	55,102	50,759
9	65,988	60,199	57,304	52,790
10	68,626	62,606	59,598	54,902
11	71,373	65,112	61,980	57,096
12	73,869	67,389	64,147	59,094
13	76,455	69,749	66,395	61,164
14	79,129	72,188	68,719	63,304
15	81,900	74,716	71,125	65,519
16	84,357	76,957	73,260	67,486
17	86,890	79,268	75,456	69,511
18	89,494	81,643	77,718	71,595
19	91,732	83,685	79,661	73,386
20	94,025	85,776	81,655	75,221
21	96,140	87,707	83,493	76,913
22	98,063	89,462	85,163	78,452
23	100,024	91,250	86,867	80,021

NOTE: Employees move one step on scale for each year of satisfactory performance provided sufficient funds are appropriated.

Contract Days by Position

POSITION	CONTRACT DAYS	INCLUSIVE DATES
Administrative		
12 Month	12 Month	July 1-June 29
Auxiliary		
Social Worker & Substance Abuse Prevention Specialist	198	August 11-June 12
Educational Diagnostician, Psychologist, & Social Worker	208	August 3-June 18
Educational Diagnostician, Psychologist, & Social Worker	12 Month	July 1-June 29
Athletic Trainer	208	July 29-May 31
Licensed		
Returning Teachers	194	August 17-June 12
Occupational & Physical Therapists	194	August 17-June 12
New Teachers	194	August 17-June 12
Program Autism & Program Ed. Teachers	197	August 12-June 12
Librarians	200	August 15-June 18
Technology Resource Teachers	200	August 10-June 13
Counselors—Middle School	204	August 10-June 19
Deans	204	August 10-June 19
Marketing Education w/o Co-op/Tech Ed	204	August 10-June 19
Child Find Speech Therapists & Child Find Teachers	207	August 9-June 21
Assistant Athletic Directors	208	July 29-May 31
Counselors—High School	209	August 3-June 19
Marketing Education w/ Co-op	209	August 3-June 19
Band—High School	214	July 20-June 12
Career & Technical Education	214	July 27-June 19
Assistive Technology Trainers & Detention Center Teachers	221	July 18-June 19
Classified		
Cafeteria Workers	182	August 25-June 8
Bus Attendants & Bus Drivers	185	August 29-June 8
Advanced Interpreters for Deaf & Hard of Hearing, Library Assistants, School Nurse Assistants, Study Hall Monitors, Teacher Assistants & Technology Assistants	187	August 24-June 11
Career Center Assistants	190	August 25-June 15
Health Clinic Assistants & School Nurses	190	August 22-June 12
Safety and Security Specialist	194	August 17-June 12
School Guidance & School Secretaries	208	August 2-June 18
Attendance & School Secretaries	221	July 18-June 19
Resource Nurses	12 Month	July 1-June 29
Full-Time/12-Month Employees	12 Month	July 1-June 29





Teaching Activities Stipends/Policy

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

FY12 Appropriated

Daily or Hourly Substitute Salary Rates

TYPE	POSITION	AMOUNT
Instructional	Regular	\$108.15 per day
Classified	Health Clinic Assistant	\$14.45 per hour
Classified	Nurse	\$108.15 per day
Classified	School Nurse Assistant	\$14.45 per hour
Classified	Secretary	\$14.45 per hour
Classified	Teacher Assistant	\$14.45 per hour

FY12 Appropriated

Long Term Substitutes

TYPE	AMOUNT
Holding a Bachelor's Degree	\$221.90 per day
Holding a Master's Degree	\$249.21 per day
Holding a Doctorate	\$276.53 per day

FY12 Appropriated

Other Teaching Activities at Daily or Hourly Rates

ACTIVITY	COURSES	TEACHER QUALIFICATION	AMOUNT
Adult Education	Determined by Registration	Certificate, License, or State Approval as appropriate	\$30.16 per hour
Curriculum Development	Not Applicable	License	\$25.02 per hour
Driver Education	Driver Education	License	\$195.00 per student
Homebound	As Needed	License	\$30.16 per hour
Summer School	Determined by Registration	License	\$150.94 per day Elementary School 184.48 per day High School \$167.71 per day Middle School

FY12 Appropriated

Co-Curricular Stipends

ATHLETICS

Baseball

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982
JV Assistant Coach	\$ 2,132

Basketball

Girls' Head Coach	\$ 4,978
Boys' Head Coach	\$ 4,978
Girls' Assistant Varsity Coach	\$ 3,730
Boys' Assistant Varsity Coach	\$ 3,730
Girls' JV Head Coach	\$ 3,730
Boys' JV Head Coach	\$ 3,730
Girls' Freshman Head Coach	\$ 2,982
Boys' Freshman Head Coach	\$ 2,982

Cheerleading

Fall Head Coach	\$ 3,138
Fall JV Head Coach	\$ 2,132
Fall Freshman Head Coach	\$ 2,132
Winter Head Coach	\$ 2,982
Winter JV Head Coach	\$ 2,132
Winter Freshman Head Coach	\$ 2,132

Cross Country

Head Coach	\$ 3,138
Assistant Coach	\$ 2,132

Football

Head Coach	\$ 5,235
Assistant Varsity Coach	\$ 3,927
JV Head Coach	\$ 3,927
JV Assistant Coach	\$ 3,730
Freshman Head Coach	\$ 3,927
Freshman Assistant Coach	\$ 3,730

Golf

Head Coach	\$ 2,287
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Gymnastics

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982

Lacrosse

Girls' Head Coach	\$ 3,927
Boys' Head Coach	\$ 3,927
Girls' Varsity Assistant Coach	\$ 2,982
Boys' Varsity Assistant Coach	\$ 2,982
Girls' JV Head Coach	\$ 2,982
Boys' JV Head Coach	\$ 2,982
Girls' JV Assistant Coach	\$ 2,132
Boys' JV Assistant Coach	\$ 2,132

Soccer

Girls' Head Coach	\$ 3,927
Boys' Head Coach	\$ 3,927
Girls' Varsity Assistant Coach	\$ 2,982
Boys' Varsity Assistant Coach	\$ 2,982
Girls' JV Head Coach	\$ 2,982
Boys' JV Head Coach	\$ 2,982
Girls' JV Assistant Coach	\$ 2,132
Boys' JV Assistant Coach	\$ 2,132

Softball

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982
JV Assistant Coach	\$ 2,132

Swimming

Head Coach	\$ 3,138
Assistant Coach	\$ 2,132

Tennis

Girls' Head Coach	\$ 2,287
Boys' Head Coach	\$ 2,287

Track

Girls' Head Coach	\$ 3,927
Boys' Head Coach	\$ 3,927
Girls' Assistant Coach	\$ 2,132
Boys' Assistant Coach	\$ 2,132
Assistant Coach	\$ 2,132

Volleyball

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982
Freshman Head Coach	\$ 2,132

FY12 Appropriated
Co-Curricular Stipends (Continued)

Wrestling

Head Coach	\$ 3,927
Assistant Coach	\$ 2,982
JV Head Coach	\$ 2,982

OTHER

Middle School:

Drama	\$ 750
Guitar	\$ 932
Orchestra	\$ 932
Student Council Association	\$ 750
Yearbook	\$ 750

High School:

Academic Competition Sponsor	\$ 2,287
CAMPUS Advisor	\$ 2,932
Debate	\$ 2,982
Drama	\$ 5,235
Drill Team	\$ 2,287
Forensics	\$ 2,287
Future Educators' Association	\$ 2,287
Guitar	\$ 1,865
Junior Class	\$ 2,932
Magazine	\$ 2,287
Newspaper	\$ 2,616
Orchestra	\$ 1,865
Peer Coaching	\$ 2,616
Senior Class	\$ 2,982
Student Council Association	\$ 2,982
Yearbook	\$ 2,616

Salary Stipends

Activity Coordinator	\$3,600
Athletic Trainer	\$ 5,235
Band Director (HS)	\$ 5,235
Band Director (MS)	\$ 1,865
Choral Director (HS)	\$ 3,730
Choral Director (MS)	\$ 932
Department Chair	\$1,800-\$3,600
Career & Technical/English/ ESL/Foreign Language/Fine Arts/ Language Arts/Math/Physical Education/Science/Social Science/ Special Education/Vocational (based on Department Size)	
Elementary Contact Teacher	\$ 200
Lead Guidance Counselor (MS)	\$ 1,200
Middle School Subject Area Lead Teacher (SALT)	\$ 1,150
Middle School Dean	\$ 1,200
High School Dean	\$ 1,200
National Board Certification	\$5,000
TV Production	\$3,966

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2011–2012 Directory of Schools

Elementary Schools			
School	Principal	Address	Phone Number
Aldie	Ms. K. Roche	23269 Meetinghouse Lane, Aldie, VA 20105	703-957-4380
Algonkian	Ms. J. Steeprow	20196 Carter Court, Sterling, VA 20165	571-434-3240
Arcola	Dr. C. Bowers	41740 Tall Cedars Parkway, Aldie VA 20105	703-957-4390
Ashburn	Ms. M. Walthour	44062 Fincastle Drive, Ashburn, VA 20147	571-252-2350
Ball's Bluff	Dr. M Carper	821 Battlefield Parkway NE, Leesburg, VA 20176	571-252-2880
Banneker	Ms. D. Lee	35231 Snake Hill Road, Middleburg, VA 20117	540-751-2480
Belmont Station	Ms. P. McGinly	20235 Nightwatch Street, Ashburn, VA 20147	571-252-2240
Buffalo Trail	Ms. A. Rogaliner	42190 Seven Hills Drive, Aldie, VA 20105	703-722-2780
Rosa Lee Carter	Ms. M. Freeman	43330 Loudoun Reserve Drive, Ashburn, VA 20148	703-957-4490
Catoctin	Ms. J. Rueckert	311 Catoctin Circle, SW, Leesburg, VA 20175	571-252-2940
Cedar Lane	Mr. J. Dallas	43700 Tolamac Drive, Ashburn, VA 20147	571-252-2120
Cool Spring	Ms. J. Broaddus	501 Tavistock Drive, SE, Leesburg, VA 20175	571-252-2890
Countryside	Mr. R. Rudnick	20624 Countryside Boulevard, Sterling, VA 20165	571-434-3250
Creighton's Corner	Ms. K. Berkey	23171 Minerva Dr., Ashburn, VA 20148	703-957-4480
Kenneth W. Culbert	Ms. J. Brownell	38180 West Colonial Highway, Hamilton, VA 20158	540-751-2540
Dominion Trail	Ms. S. Mabee	44045 Bruceton Mills Circle, Ashburn, VA 20147	571-252-2340
Emerick	Ms. D. Cookus	440 S. Nursery Avenue, Purcellville, VA 20132	540-751-2440
Evergreen Mill	Mr. M. Pellegrino	491 Evergreen Mill Road, SE, Leesburg, VA 20175	571-252-2900
Forest Grove	Ms. N. Torregrossa	46245 Forest Ridge Drive, Sterling, VA 20164	571-434-4560
Guilford	Mr. D. Stewart	600 West Poplar Road, Sterling, VA 20164	571-434-4550
Hamilton	Mr. R. Marple	54 S. Kerr Street, Hamilton, VA 20158	540-751-2570
Hillsboro	Mr. D. Michener	37110 Charles Town Pike, Purcellville, VA 20132	540-751-2560
Hillside	Ms. M. Green	43000 Ellzey Drive, Ashburn, VA 20148	571-252-2170
Horizon	Ms. J. Ewing	46665 Broadmore Drive, Sterling, VA 20165	571-434-3260
Hutchison Farm	Ms. H. Smith	42819 Center Street, South Riding, VA 20152	703-957-4350
Leesburg	Mr. C. Magruder	323 Plaza Street, NE, Leesburg, VA 20176	571-252-2860
Legacy	Mr. R. Duckworth	22995 Minerva Dr., Ashburn, VA 20148	703-957-4425
Liberty	Dr. A. Atwater	25491 Riding Center Dr., South Riding, VA 20152	703-957-4370
Lincoln	Mr. D. Michener	18048 Lincoln Road, Purcellville, VA 20132	540-751-2430
Little River	Ms. J. Hardcastle	43464 Hyland Hills Street, South Riding, VA 20152	703-957-4360

2011–2012 Directory of Schools

Elementary Schools			
School	Principal	Address	Phone Number
Lovettsville	Ms. K. Forcino	49 S. Loudoun Street, Lovettsville, VA 20180	540-751-2470
Lowes Island	Mr. B. Shafferman	20755 Whitewater Drive, Sterling, VA 20165	571-434-4450
Lucketts	Ms. B. Blue	14550 James Monroe Highway, Leesburg, VA 20176	571-252-2070
Meadowland	Ms. L. Seck	729 Sugarland Run Drive, Sterling, VA 20164	571-434-4440
Middleburg	Ms. K. Roche	101 N. Madison Street, Middleburg, VA 20117	540-751-2490
Mill Run	Mr. P. Vickers	42940 Ridgeway Drive, Ashburn, VA 20148	571-252-2160
Mountain View	Mr. D. Martin	36803 Alder School Road, Purcellville, VA 20132	540-751-2550
Newton-Lee	Ms. C. Winters	43335 Gloucester Parkway, Ashburn, VA 20147	571-252-1535
Pinebrook	Ms. D. Haddock	25480 Mindful Court, Aldie, VA 20105	703-957-4325
Potowmack	Ms. J. Rule	46465 Esterbrook Circle, Sterling, VA 20165	571-434-3270
Frances Hazel Reid	Ms. B. Jochems	800 N. King Street, Leesburg, VA 20176	571-252-2050
Rolling Ridge	Mr. A. Davis	500 E. Frederick Drive, Sterling, VA 20164	571-434-4540
Round Hill	Ms. N. McManus	17115 Evening Star Drive, Round Hill, VA 20141	540-751-2450
Sanders Corner	Ms. K. Hwang	43100 Ashburn Farm Parkway, Ashburn, VA 20147	571-252-2250
Seldens Landing	Ms. T. Stephens	43345 Coton Commons Drive, Leesburg, VA 20176	571-252-2260
Sterling	Ms. T. Finn	200 W. Church Road, Sterling, VA 20164	571-434-4580
Sugarland	Ms. A. Robinson	65 Sugarland Run Drive, Sterling, VA 20164	571-434-4460
Sully	Mr. T. Martino	300 Circle Drive, Sterling, VA 20164	571-434-4570
Sycolin Creek	Ms. S. Keegan-Coppels	21100 Evergreen Mills Road, Leesburg, VA 20175	571-252-2910
John W. Tolbert Jr.	Ms. E. Layman	691 Potomac Station Drive, NE, Leesburg, VA 20176	571-252-2870
Waterford	Dr. R. Anderson	15513 Loyalty Road, Waterford, VA 20197	540-751-2460
Steuart W. Weller	Ms. J. Platenberg	20700 Marblehead Dr., Ashburn, VA 20147	571-252-2360

2011–2012 Directory of Schools

Middle Schools			
School	Principal	Address	Phone Number
Belmont Ridge	Mr. T. Flynn	19045 Upper Belmont Place, Leesburg, VA 20176	571-252-2220
Blue Ridge	Mr. B. Bell	551 East A Street, Purcellville, VA 20132	540-751-2520
Eagle Ridge	Ms. B. Beichler	42901 Waxpool Road, Ashburn, VA 20148	571-252-2140
Farmwell Station	Ms. S. Loya	44281 Gloucester Parkway, Ashburn, VA 20147	571-252-2320
Harmony	Ms. S. Gladden	38174 West Colonial Highway, Hamilton, VA 20158	540-751-2500
Harper Park	Mr. W. Shipp	701 Potomac Station Drive, NE, Leesburg, VA 20176	571-252-2820
JM Lunsford	Mr. N. Slevin	26020 Ticonderoga Road, Chantilly, VA 20152	703-722-2660
Mercer	Mr. J. Duellman	42149 Greenstone Drive, Aldie VA 20105	703-957-4340
River Bend	Mr. B. Lacy	46240 Algonkian Parkway, Sterling, VA 20165	571-434-3220
Seneca Ridge	Mr. M. McDermott	98 Seneca Ridge Drive, Sterling, VA 20164	571-434-4420
J. L. Simpson	Mr. C. Runfola	490 Evergreen Mill Road, SE, Leesburg, VA 20175	571-252-2840
Smart's Mill	Mr. W. Waldman	850 N. King Street, Leesburg, VA 20176	571-252-2030
Sterling	Ms. N. Gonzalez-Sales	201 W. Holly Avenue, Sterling, VA 20164	571-434-4520
Stone Hill	Mr. R. Moore	23415 Evergreen Ridge Drive, Ashburn, VA 20148	703-957-4420



2011–2012 Directory of Schools

High Schools			
School	Principal	Address	Phone Number
Briar Woods	Mr. E. Starzenski	22525 Belmont Ridge Road, Ashburn, VA 20148	703-957-4400
Broad Run	Mr. D. Anderson	21670 Ashburn Road, Ashburn, VA 20147	571-252-2300
John Champe	Mr. J. Gabriel	41535 Sacred Mountain Street, Aldie, VA 20105	TBD
Dominion	Dr. J. Brewer	21326 Augusta Drive, Sterling, VA 20164	571-434-4400
Freedom	Ms. C. Forester	25450 Riding Center Dr., South Riding, VA 20152	703-957-4300
Heritage	Ms. M. Huckaby	520 Evergreen Mill Road S.E., Leesburg, VA 20175	571-252-2800
Loudoun County	Mr. W. Oblas	415 Dry Mill Road, SW, Leesburg, VA 20175	571-252-2000
Loudoun Valley	Ms. S. Ross	340 N. Maple Avenue, Purcellville, VA 20132	540-751-2400
Park View	Dr. V. Minshew	400 W. Laurel Avenue, Sterling, VA 20164	571-434-4500
Potomac Falls	Ms. J. Koslowski	46400 Algonkian Parkway, Potomac Falls, VA 20165	571-434-3200
Stone Bridge	Mr. J. Person Jr.	43100 Hay Road, Ashburn, VA 20147	571-252-2200
Tuscarora	Ms. P. Paul-Jacobs	801 North King Street, Leesburg, VA 20176	571-252-1900
Woodgrove	Mr. F. Gauriloff	36811 Allder School Road, Purcellville, VA 20132	540-751-2600



Instructional Centers			
School	Principal	Address	Phone Number
Douglass School	Dr. J. Robinson	407 E. Market Street, Leesburg, VA 20176	571-252-2060
Loudoun Academy of Science	Mr. G. Wolfe	21326 Augusta Drive, Sterling, VA 20164	571-434-4470
Monroe Technology Center	Mr. W. Grier	715 Childrens Center Road SW, Leesburg, VA 20175	571-252-2080



I hereby acknowledge receipt of this Employee Handbook, which is designed as a quick reference guide to the personnel policies, benefits, services, and practices of Loudoun County Public Schools. I understand and agree that it is my responsibility to read and familiarize myself with the information in this Employee Handbook. I also understand that I have the opportunity to ask questions about any mentioned policy or practice in this Employee Handbook.

I understand that none of the standards or information in this Employee Handbook confer any rights or privileges on any employee, nor does it serve as an employment contract between the School Board and employee. I further understand that in no way should this Employee Handbook be considered as the only or final source of information to employees. This Employee Handbook is a summary only. Copies of School Board policies are located in the library/media center of each school, in all school facility offices and on LCPS website www.lcps.org. The School Board and administration are committed to constantly reviewing all benefits and policies and will from time to time change the information presented in this Employee Handbook.

Read carefully before signing.

Employee Signature

Date

Important: Please fill out, detach and return this form to
The Department of Personnel Services by **Monday, October 31, 2011.**

*Please return to the Department of Personnel Services,
21000 Education Court, Ashburn, VA 20148*



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Loudoun County Public Schools
Department of Personnel Services
21000 Education Court
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www.lcps.org