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INTRODUCTION

Chesterfield is one of the fastest growing suburban counties in the nation, and we are fortunate to have a community that values and supports its schools. The school system enjoys a reputation for academic excellence and fiscal responsibility. With a current enrollment of over 58,000 students attending 64 schools, making Chesterfield County Public Schools one of the 100 largest school systems in the country.

GENERAL INFORMATION

The Chesterfield County School Board considers the substitute employee a vital part of our professional staff. Substitutes have the responsibility of providing continuity to the educational program during the absence of the regular employee.

Perhaps no single responsibility provides more challenge, more uncertainty, or more personal satisfaction than that of a substitute employee. To be able to meet each new situation at a moment's notice and to move toward established educational objectives are the marks of an especially skilled professional.

This handbook has been designed to assist you in understanding your duties and responsibilities as a substitute employee within the individual schools, as well as within the school system. It also provides pertinent information concerning requirements, policies, and procedures necessary to maintain the highest possible standards of service to our students.

IMPORTANT CONTACTS

You may wish to call a specific department depending on the type of information you are requesting. When calling please indicate that you are a substitute employee.



Personnel Department	748-1984
HR Fax #	768-1085
Payroll Department	748-1719



SubFinder

Automated Substitute Calling System... 1-866-271-3578
SubFinder Website...<https://chesterfield.subfinderonline.com>

Substitute/*SubFinder* Helpdesk..... 751-4977
717-6392

Chesterfield School Websitewww.chesterfield.k12.va.us

**To reach us by e-mail:
Subfind_mail@ccpsnet.net**

PERSONNEL INFORMATION

When it is necessary to employ a substitute, it is expected that the best-qualified available person shall be employed in each instance of absence of the regular employee. Principals **shall not** use a person for substitute work who has **not** been approved through the Personnel Department. **Those persons who work without proper application, review and orientation will not be paid until they have been processed.**

Substitute employees shall be employed and paid by the School Board and under no circumstances shall they be paid by the regular employee for whom they substitute.

Social Security and Withholding - Federal law provides that Social Security be deducted from the wages of all school board employees, whether full-time or part-time.

By law, individual income tax must be withheld from the employee's earnings, both for Federal and State, provided earnings and exemptions are such that withholding tax is justified. The amount of tax withheld is based on the total earnings in a given pay period and the number of exemptions claimed by the employee.

Benefits - Substitute employees have the opportunity to participate in a Tax Sheltered Annuity (TSA). This special opportunity, means you may put aside money today to build income for retirement and get a "tax break" when you do it. For more information, you may contact the Benefits Office at 751-4997. Substitutes may also enroll with the Chesterfield County Credit Union.

Wages - Substitute employees are paid on either a degreed or non-degreed basis. The substitute employee is responsible for providing evidence attainment or a degree in order to be paid at the degree pay rate. Salary adjustments will not be made without submission of such proof.

Any change in education is the substitute's responsibility to provide evidence of a Bachelors degree or above, otherwise the salary will not be adjusted. **Pay rate changes are effective on the date the proof is received and not the degree conferred date.**

Employees receive paychecks on the 15th and last working day of each month. If the 15th or last working day falls on a weekend or holiday, paychecks will be issued on the preceding workday. Paychecks for substitutes are mailed to the address on the tax forms one day prior to the actual payday. If the pay date falls on a Monday, checks will be mailed on Monday. Direct Deposit follows the same rule.

Substitutes should be credited ½ **(3.25)** or full-day **(6.5)** service. In the event of unforeseen circumstances beyond the substitutes control (i.e. lockdown, inclement weather), if the day worked goes over the stop time the substitute should be reported and compensated accordingly.

Expectation - Substitute employees shall be expected to perform the same duties as of the regular employee for whom they are substituting. Substitutes are not required to assume extracurricular assignments after school hours. However, substitutes **are required to perform other duties as deemed necessary by the administrator.**

Long-Term Substitute Assignments – A substitute, who works 20 consecutive days for one teacher **with no break in service**, becomes a long-term sub on the 21st day of work. Rate of pay per day increases based on degreed status of substitute starting on the 21st day. Long-term substitutes are not paid for days not worked. This includes snow days.

It is recognized that substitute teachers are frequently requested to teach on very short notice and in unfamiliar subjects and grades. Requests often result in considerable personal inconvenience and sacrifice to the substitute teacher. Interest and willingness to serve the school is **greatly appreciated.**

Support substitutes shall not accept teaching assignments until college transcripts documenting a minimum of 60 credit hours are received in the Human Resource Department. Violation of this requirement may result in termination as a substitute. Minimum requirement to substitute in any capacity in a Title I designated school is 60 college credit hours, or pass the Parapro Assessment (www.ETS.org).

Orientation/Training - Completed application packets are to be mailed to **the Substitute Office/Human Resources.** Instructions relating to required documents are included in the application packet. Incomplete application packets **will not** be processed and the application **will not** be returned to you. After verification of receipt of all required documents, you will be contacted **in writing by the Substitute Office, HR** of a scheduled fingerprint date. At time of fingerprinting you will be given a letter with Orientation Date. All substitute teachers, clerical and instructional assistants are required to attend an orientation/training before approval to substitute is granted.

Substitute Applicants should call the department(s) listed below if interested in substituting in these areas:

Food Services	743-3717
Pupil Transportation	748-1656
Custodial Services	748-1332

Changes to your Personnel Record - Substitute employees are responsible for notifying the **Substitute Office in writing using the Substitute Update Form**, of any changes in personal information (change of address, name change, new telephone number, education level, termination of employment, etc.). **Changes in education level will require proof of documentation with date conferred.** Updates will take effect when documentation is received in the Substitute office.

Changes to School or Subject Preferences – Notify the Substitute Office in writing using the Substitute Update Form, if there are changes to your school and/or subject preferences.

Termination – If you are unavailable for a long period of time or want to be completely removed from the substitute list, notify the Substitute Office in writing using the Substitute Update Form. Substitutes who have not worked for a year (no pay history) will be automatically removed from the list. If you decide to return later, you will need to contact the Substitute Office or refer to Substitute Opportunities on the Chesterfield County School Website for further instructions.

How to Dress - Dress appropriately for the position you are substituting for. The more professional you appear, the more likely the students will treat you as such.

Standards of Conduct - Your continued employment as a substitute is contingent upon your ability to comply with the standards of conduct. Conduct that is detrimental to the school systems reputation, poses possible harm to students or employees, or that is not in the interest of the instructional program, will be cause for termination of substitute employment with Chesterfield County Public Schools.

Substitute Exclusion - Administrators are responsible for the educational program at their school and have complete authority regarding substitute assignments. An administrator may request a substitute employee not be assigned to his/her school. The substitute employee will be notified of this action. This may result in the termination of substitute employment with Chesterfield County Public Schools, provided the Director of Personnel has determined the reason sufficient. Reasons such as ineffective classroom management, inability to carry out lesson plans, repeatedly canceling jobs, no show, and frequently arriving late are examples of grounds for exclusion.

Alcohol and Drug-Free Workplace - Chesterfield County Public Schools provides guidelines for establishment of an alcohol and drug-free workplace. This regulation forbids the manufacturing, distribution, dispensing, possession and the use of any controlled substance as defined in the Drug Control Act of 1988.

School Closings – The *SubFinder* calling system does **not** notify substitutes of cancellations in the event of school closings for unexpected reasons such as inclement weather. Please be sure to check local TV and radio stations for announcements in the event of school closings.

Employment Verification – All requests for salary/income or employment verifications must be submitted in writing. The Substitute Office will not give out this information over the phone. Requests from county/state agencies, VEC or similar companies may be faxed to 768-1085 attention Substitute Office. A signed release from the substitute must be included. Please allow 48 hours to process and respond to these requests.

SUBFINDER™ FAQs

Q: Do I need to use a certain Internet Browser when accessing SubFinder Online?

A: No, most Internet browsers will work when using SubFinder via the Internet. The most common browsers are Internet Explorer, Firefox and Safari.

Q: Do I have to call in and register with SubFinder before I can receive job offers?

A: Yes. You will not receive any job offers until you have registered!

Q: Do I have to register every time I call in?

A: No. You only have to register once.

Q: What happens if SubFinder calls me and gets my answering machine?

A: Your answering machine will record some portion of SubFinder's greeting and narration asking for your PIN – Personal Identification Number. SubFinder will realize that the phone was answered, but will not leave any information regarding the job. SubFinder may call back later and offer you the job again or, if your district allows you to review available jobs, you may want to call in and see if anything is available.

Q: What if someone in my family answers the phone and its SubFinder calling?

A: You have two choices: 1) If you are not home, you can teach family members how to accept jobs for you. If you choose to do this, please make sure they realize how important it is to tell you about the job after they accept it! 2) If you are home, have the person who answered the phone put the receiver down and calls you. SubFinder will ask for your PIN several times, waiting approximately 30 seconds between each request, so you will have time to get to the phone before the call is terminated.

Q: Can an employee pre-arrange or request me for, his/her absence?

A: Yes, if the district has chosen to use these options. The employee must have your SubFinder assigned ID number in order to do this. They should be able to obtain this number from their school SubFinder office.

Q: What if the days I am available to work change from week to week?

A: You can change this information yourself, using SubFinder online. Once you are logged in choose the personal information option and click the availability tab. You can also change this info yourself, using your touch-tone phone. From the main menu, choose to review personal information and then choose to review the days of the week you can work. Follow the instructions given by the narrator and/or your reference card to change your available days.

Q: Can I 'shop' for jobs?

A: If job shopping is available you are able to log onto SubFinder online or call in to view available jobs.

Q: When I call in to review available jobs, will I be given a list of jobs from which to choose?

A: On the web, you will be able to see multiple jobs at one time. You can then decide if you want to accept, reject or don't accept a job. In some districts you may have to enter a rejection reason. On the phone you will hear one job at a time and will be able to accept the job, listen to the job again, or listen to the next job. If you accept the job; you may still review jobs for other dates, if there are any available at that time.

Q: What is the difference between marking me 'Unavailable' and marking myself with a 'Do Not Disturb'?

A: Marking yourself as 'Unavailable' means that you can not work for that time period. It does not mean that you don't want SubFinder to call you with offers for future jobs. For example: If you say that you are unavailable on Monday, SubFinder will not offer you a job for Monday but it may call you Monday evening to offer you future jobs. When you create a "Do Not Disturb", you are telling SubFinder that you do not want to receive any calls during that time period. You are not telling SubFinder that you can't work. For example: If you ask not to be disturbed on Monday, SubFinder will not call you on Monday. But, it could call you Sunday night and offer you a job for Monday. If you are not available to work and you do not want to receive any calls; you must add both items to the specified time period.

Q: If I enter an Unavailable Date Range (for example: a vacation) and return early, can I begin to pick up jobs early?

A: Yes. On SubFinder online click on the DND/Unavailable button, you will be able to review your current DND/Unavailable and then edit them if necessary. On the phone choose to review personal information, choose the date range menu, choose to review a date range, and then remove the date range. You will then be eligible to receive job offers from SubFinder, as well as review available jobs (if allowed by the district).

Q: If I reject a job for a particular day, will SubFinder quit calling me for that day?

A: No. SubFinder may still call you for other jobs if you meet the criteria.

Q: If I reject or cancel jobs, will I be automatically removed from the substitute list?

A: No. You will not be automatically removed for rejecting or canceling jobs.

Q: Do I need to remember my job number?

A: Yes. The job number is your confirmation that SubFinder has registered your acceptance of the job. You will also need this number if you need to cancel the job.

Q: Will I have the same job number for all my jobs?

A: No. Every new job you accept will have a different job number.

Q: Can I cancel a previously accepted job in the event of an emergency?

A: Yes. On SubFinder online, click the current jobs button. You may then view and cancel the job. In the phone system from the main menu, choose to cancel a job. After entering the job number, SubFinder will play the job information for you and then give you the option of canceling the job. If you try to cancel a job after the **Substitute Cancel Deadline**, you will be instructed to call the administrator and will be given the appropriate number to call.

Q: Will I ever be offered jobs in position areas that I did not request?

A: Maybe. You may be called for jobs outside your stated position area(s) if: (1) a special request for you has been made, or (2) SubFinder has been configured to call substitutes outside the position area after all matching substitutes have been called.

Q: What is my substitute cancellation deadline?

A: If you must cancel a job that you have already accepted, please do as early as possible. SubFinder will accept cancellations up to an hour before the scheduled start time. If time has passed you will be prompted to call the school directly. If you need to cancel the morning of the job, cancel the job through SubFinder, then as a courtesy please call the school directly to let them know. **Do NOT be a “No Show”** -- these are reported and can result in exclusion.

Q: What are the positions that are called by *SubFinder*?

A: The positions that are called by *SubFinder* are Teacher, Technology Resource Assistant, all Instructional Assistants (Special Ed), Clinic Assistant, Tutor Monitor and Security Monitor. Support positions such as Clinic Assistant, and Instructional Assistant (Special Ed) may occasionally be called by the system as “Supplementary Assignments”, but are also called manually by the schools.

Q: Will *SubFinder* only call me for the schools that I have selected?

A: Although you have selected certain sites to work at, the schools can run a substitute list that makes you accessible for all schools. *SubFinder* will only call for the sites you have listed; however individual schools do run reports of all substitutes and may still try to call you manually when anticipating a bad day.

Q: What is the difference between Per Employee’s Schedule and Same Times Everyday?

A: When accepting a multiple day job, you will hear one of these descriptions: Per Employee’s Schedule or Same Times Everyday. Per Employee’s Schedule means that each day of the absence will follow the standard work times for that employee. Same Times Every Day means that the absence will be for the same times each day of the absence.

Examples: The employee’s standard workday runs from 7:45 a.m. until 2:25 p.m. A three-day absence is reported that starts at 11:15 a.m. on Monday and runs until 2:35 p.m. on Wednesday. When *SubFinder* says Per Employee Schedule you would work from 11:15 a.m. to 2:35 p.m. on Monday and 7:45 a.m. until 2:35 a.m. on Tuesday and Wednesday. If *SubFinder* says Same Times Everyday you would work from 11:15 am to 2:25 p.m. on Monday, Tuesday and Wednesday.

Q: Why am I not getting many calls from the *SubFinder* system or you get the message “No Jobs Available”?

A: There are several factors that determine your volume of calls: degreed status, school preferences, date availability, low absences reported to *SubFinder*, and the number of substitutes actively working (the economy) will cut down on the number of jobs for which you will be eligible.

Please be aware also that substituting is based on the needs of the school system. It is an on-call position with no guarantee of continued and regular employment.

Q: Do you use *SubFinder* during the summer?

A: *SubFinder* does not call substitutes during the summer session. If you are interested in substituting during the summer, call the summer school office at 594-1791.

Q: Can you explain further what happens when *SubFinder* calls me?

A: When *SubFinder* calls you, it is either to offer you a job or to notify you about job cancellation. You could receive more than one call during a calling period. If it is about job offers, it gives you details about the assignment such as the school's name, teacher's name, position and the job beginning and ending dates & times.

Q: What are the call-out periods?

A: *SubFinder* calls during two scheduled time frames. Those are from 5:45 a.m. until 1 hour after the job starts (for the same day jobs), until noon (for half-day jobs), and 6:00 p.m. until 10:00 p.m. (for future jobs).

Q: What if I receive a call close to or after the start time?

A: If you are available, first accept the job, and then call the school immediately to let them know. It is possible the school has made other arrangements. If they have secured another substitute, ask them to please cancel the job in *SubFinder* so you can be unblocked for other available jobs.

Q: What if I keep getting "Job Being Reviewed By Another User" message on the web?

A: The *SubFinder* system when calling out, especially on the morning call outs, you will encounter this message. *SubFinder* can only handle one person reviewing or accepting the job at a time. When someone else has access to that job you cannot. If you wish to accept, call the school immediately and let them know you would like to accept the job.

Q: What do these job abbreviations mean?

A: IA – Instructional Assistant
IA SE - Instructional Assistant Special Education
IA ED – Instruct. Assist. Emotionally Disturbed
IA GE VPI – Instruct. Assist. General Preschool
IA GE Title 1 – Instruct. Assist. General Head Start in Title 1 schools
IA LD – Instruct. Assist. Learning Disability
IA MIMD – Instruct. Assist. Mildly Mentally Disabled
IA MOMD – Instruct. Assist. Moderately Mentally Disabled
IA OHI – Instruct. Assist. Other Hearing Impaired
IA SD – Instruct. Assist. Severely Disabled

Q: If I have an electronic device that blocks annoying telemarketing calls, will it affect my ability to secure a job through the system?

A: Yes. When *SubFinder* system calls a home with it installed, *SubFinder* will perceive it as a disconnected telephone number and terminate the call. You will never receive a job offer during call-out as long as you continue to use this kind of device.



WHAT IS EXPECTED OF THE SUBSTITUTE TEACHER

Division Expectation:

A substitute teacher should be able to assume all of the duties and responsibilities of the regular teacher in a given day. Long-term substitutes may also be required to participate in staff meetings, teacher committees, and parent conferences.

Please be aware that substituting is based on the needs of the school system. It is an on-call position with no guarantee of continued or regular employment.

School Expectation:

Upon arrival at school you should:

1. Contact the office secretary or administration regarding substitute procedures and the regular teacher's lesson plans.
2. Carry out the lesson plans, classroom routines, and directions left by the classroom teacher.
3. Mark all pupil assignments and classroom work given by the regular teacher or substitute, according to school and teacher evaluation policies and instructions.
4. Record pupil absences according to school procedures.
5. Assume the regular teacher's responsibility for supervision of pupils in the building, on the grounds, or on curricular field trips. A substitute who proceeds with a planned field trip assumes responsibility for the supervision of pupils until the pupils have returned and are dismissed.

6. Assume the regular teacher's routine responsibilities for activities such as collecting fees, distributing supplies, locking doors and any other assigned duties.
7. Become completely familiar with all the school routines, particularly emergency, safety, and fire procedures. **NOTIFY the school office in the event you need to leave the building** and if applicable to the school, please be sure to sign out before leaving for the day. **Do NOT leave students unsupervised.**
8. Leave a clear, **written** summary for the regular teacher of the work covered and other relevant comments when the substitute assignment is completed. Focus on positive and constructive comments.

WHAT TO DO IF LESSON PLANS ARE NOT AVAILABLE

There will be times when the teacher will leave no lesson plans, even sketchy ones. Sometimes the proposed material may be too difficult to cover adequately without preparation.

1. Try to maintain a continuity of lessons by referring back to the last completed day in the daily plan book, if available, and then do a reasonable follow-up to the previous lesson.
2. Check with the office to see if the regular teacher has left instructions. Obtain the permission of the principal before telephoning the teacher, **if necessary.**
3. Accumulate and use your own prepared materials (a "**survival kit**"), including materials such as math worksheets or problems, creative writing exercises, or educational games.
4. Younger pupils often are upset by a departure from regular routines, so let them know that some things will be done differently that day. Ask for their cooperation.

LESSON PLANS WHEN A TEACHER IS OUT FOR EXTENDED TIME

Teachers who know they are going on extended sick leave should plan lessons for at least one week and include **long-range goals to be accomplished for the duration of the leave.** The substitute may request assistance from the department chairperson, grade level chairperson, county resource staff and site administrators in developing lesson plans, formulating grades, participating in I.E.P. meetings and holding conferences. Teachers who have emergency extended sick leave are expected to have plans for at least the next day. Substitutes for these teachers can expect the same assistance as mentioned above.



1. **Arrive Early**

- If possible, arrive 15 to 30 minutes early, unless otherwise notified.
- Check in at the main office.
- Pick up keys if necessary.

2. **Obtain needed administrative information**

- Read all notices on the bulletin board in school office.
- Check messages and any other items from the teacher's mailbox.
- Check the school's schedule regarding hall, restroom, lunchroom, and/or playground duty. Assume the responsibilities of the regular teacher, not only in the classroom, but also in the entire school.
- Check the school hours and schedule.
- Check policies on early dismissals, bus riders, and dress codes for students as well as professional staff, handling student illnesses, reporting accidents, handling student medication, collecting money from students, and housekeeping.
- Ask if you should check at the end of the day to see if you will be needed the next day.

3. **Familiarize yourself with the classroom**

- Locate the plans left by the teacher and follow them to the best of your ability.
- Locate fire drill procedures.
- Locate the substitute folder. If this information cannot be located, notify the administration for assistance. **Know that any information on students you have access too is confidential.**

4. **Locate needed teaching materials**

- Have all materials ready when students arrive.
- Make sure media center materials have been located and set.

5. **Start the class decisively**

- Place your name on the board before students enter and introduce yourself to each class.
- Be warm, friendly, and courteous. Don't try to be a pal. Children feel more secure when they know the teacher is the responsible leader.
- Use a positive approach. "Please don't do this" tends to foster cooperation.
- Handle late arrivals smoothly. A student, who arrives late, needs to report to the office to get a tardy slip. At the middle or high level, if a student arrives late to class, ask to see a note. If none is provided, leave the student's name for the regular teacher.
- Use eye contact.

6. **Give directions concisely**

- Get the class's attention before giving directions. Insist they be seated.
- Be enthusiastic; motivation is the key to class control.
- Let your voice be pleasant and controlled, not angry and harsh.
- Be helpful and show concern for the students.
- Follow the plans left by the teacher.
- Use eye contact.

7. **Use a classroom discipline plan**

- Read the rules that should be posted on the wall. If there are no posted rules, have your own. Keep the rules to a minimum. Be concise. Make rules you can enforce. State the rules in positive terms; for example, instead of saying, "Don't be late," say, "Be on time."
Listed are four examples of good class rules.
 - Be on time
 - Be prepared
 - Be courteous
 - Be productive
- State the discipline plan in a positive manner and spend some time teaching these rules.
- Refer to the rules when needed.
- **Note: The use of corporal punishment is prohibited.**

8. **Give specific directions about desired behavior**

- Be fair and friendly. Children recognize the reasonableness of a situation as well as its unreasonableness.
- Spell out consequences. Have small punishments at your fingertips so that in the heat of anger you don't make threats you can't realistically apply - you can always "escalate."

9. **Give specific feedback about actual behavior**

- Use praise unstintingly when deserved. This does not mean flowery compliments - a nod, a look, a smile can indicate approval.
- Compliment the "job" rather than the "person" (e.g.: "That's good spelling work" rather than, "You're a good boy"). From this he learns he can be successful.
- If an incident calls for a strong reprimand, speak to the youngster privately. If the child feels "put down" before his peers, he may become more negative to keep their respect.
- Handle problems yourself as much as possible. Do not threaten to send a child to the principal. In fact, be very careful about threatening anything.
- Punishment should be as immediate as possible to relate cause and effect clearly in the child's mind and avoid any undue tensions.
- Be consistent. Expecting one type of behavior from one student and another type of behavior from another leads to confusion and discouragement.
- Avoid group punishment, sarcasm, and humiliation.
- If a student's behavior is seriously disrupting the instructional program to the detriment of other students, the student should be sent to the office with a discipline referral or, if available, with a paraprofessional. **Do not** leave a class unattended for any reason.

10. **Circulate frequently around the classroom**

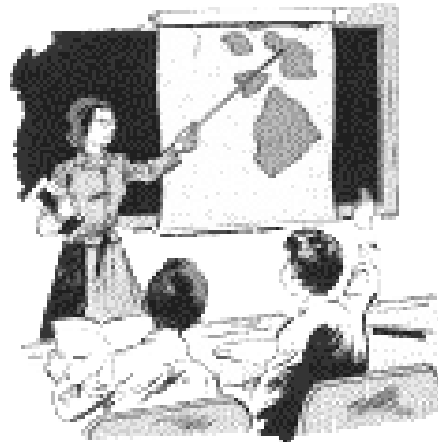
- Give individual help as much as possible while circulating around the room.
- Use eye contact.
- Separate children who seem to have a bad effect on one another.

11. **Require student attention and participation**

- See that students are seated and quiet when discussing assignments and rules.
- Rotate distribution of class jobs to help distribute materials and develop in the student a sense of responsibility and belonging.
- Involve as many students as possible in the lesson.
- Call students by their names frequently.
- If the entire class seems "to squirm," have smaller children stop and play a simple action game; or have a stretching, jumping, or bending exercise for a few minutes.
- Vary activities to give a wholesome change of pace. Interest is sustained when we alternate tasks that require high concentration with those that permit greater freedom of movement.
- Always follow the teacher's lesson plans when possible, but realize the work pace and level of special needs students may be different.

12. **Provide closure at the end of the class**

- Students should prepare to leave a few minutes before the end of the class.
- Summarize, for students, what was covered.
- Remind students of test or homework assignments.
- Remind students you will leave a written report for the teacher giving:
 - work covered
 - reports on student behavior
 - Any other information covering students, bulletins, etc.
- Compliment behavior of class when appropriate.



SUGGESTIONS FOR CLASSROOM MANAGEMENT

Here are some suggestions to help you and the students enjoy your substitute experience:

1. Discipline is based on mutual understanding and open communication.
2. Problems do not usually develop if the content of instruction is worthwhile and is presented in an interesting manner.
3. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, self-knowledge, resilience, initiative and resourcefulness are some necessary prerequisites.
4. Teach what the teacher asked you to cover and keep the students busy with that subject matter for the entire period scheduled. If you do not understand from the notes left by the teacher how the lesson should proceed, feel free to ask another teacher of the same grade or course for some further information.
5. As a substitute, you can help set the stage for successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting.
6. If there is time before the class arrives, review the day's schedule and become familiar with related activities. When students arrive, introduce yourself and write your name on the board. Try to call students by their names. This tends to prevent problems. To help you remember students' names, use a seating chart or name tags.
7. If discipline problems arise which you are unable to manage, the principal should be contacted immediately for assistance.
8. In any situation, no matter how well managed, emergencies will arise. Accidents, illnesses, the administering of medications, and other emergencies must be referred to the principal.
8. Good communication between you and the regular teacher is essential to students' continuity of learning. You should provide the regular teacher with a written summary of each day's accomplishments.





Recommended Core Values



The four core values recommended for focus by Chesterfield County Schools are:

1) Respect, 2) Responsibility, 3) Accountability, and 4) Honesty. These core values represent our collective reflection of what we think the Chesterfield community considers important in the foundational development of our students. We believe that young people who incorporate these values in their lives will be better prepared to achieve academically and to become productive, caring citizens who will make a positive contribution to their individual communities and to the larger society.

We understand that these values are interdependent and in some way support or contribute to the development of other extremely important values such as: integrity, self-discipline, diligence, trust, commitment, courage, compassion, tolerance for others' beliefs, and loyalty. We encourage the inclusion of these values whenever and wherever appropriate.

Definitions of Core Values

Respect

Be kind, caring, tolerant, appreciative and accepting of individual differences; be courteous and polite; judge all people on their merits; respect the rights of individuals to make decisions about their own lives; show self respect; treat others as you would want to be treated; have regard for the property of others as well as for the environment.

Responsibility

The quality of being dependable, reliable, trustworthy, and accountable for one's actions; understand that you alone make choices for your actions; keep trying; don't quit or give up easily; be diligent and give your best in all your endeavors.

Accountability

Accept responsibility for the consequences of your choices; think before you act and consider how others will be affected by your actions; don't make excuses, blame others for your mistakes or take credit for others' achievements; set a good example for others at all times; exercise self discipline.

Honesty

Tell the truth, be sincere; refrain from lying, cheating or stealing; resist social pressures to do things you think are wrong; don't betray a trust or withhold important information in relationships of trust.

We value Respect, Responsibility, Honesty and Accountability

Chesterfield County Public Schools
Elementary Schools

School	Principal	Schedule
Bellwood Elementary	Robin Morgan	9:20 - 3:40
9536 Dawnshire Road	Richmond, VA 23237	743-3600
Bensley Elementary	Bessie Cooper	8:30 - 2:50
6600 Strathmore Road	Richmond, VA 23237	743-3610
Beulah Elementary	Mary Jean Hunt	9:20 - 3:40
4216 Beulah Road	Richmond, VA 23237	743-3620
Bon Air Elementary	Bruce Tetlow	8:30 - 2:50
8701 Polk Street	Bon Air, VA 23235	560-2700
Chalkley Elementary	Christopher Hart	8:30 - 2:50
3301 Turner Road	Chesterfield, VA 23832	674-1300
Clover Hill Elementary	Amy Boshier	8:30 - 2:50
5700 Woodlake Village Pkwy.	Midlothian, VA 23112	739-6220
Crenshaw Elementary	David McCrum	9:20 - 3:40
11901 Bailey Bridge Road	Midlothian, VA 23112	739-6250
Crestwood Elementary	Lisa Rockwell	9:20 - 3:40
7600 Whittington Drive	Richmond, VA 23225	560-2710
Curtis Elementary	Teressa Clary	8:30 - 2:50
3600 W. Hundred Road	Chester, VA 23831	768-6175
Davis Elementary	Barbara Lowery	9:20 - 3:40
415 S. Providence Road	Richmond, VA 23236	674-1310
Ecoff Elementary	Joann Crowell-Redd	9:20 - 3:40
5200 Ecoff Avenue	Chester, VA 23831	768-6185
Enon Elementary	Mike Crusco	9:20 - 3:40
2001 E. Hundred Road	Chester, VA 23831	530-5720

Chesterfield County Public Schools
Elementary Schools

School	Principal	Schedule
Ettrick Elementary	Michael Courtney.....	9:20 - 3:40
20910 Chesterfield Avenue	Ettrick, VA 23803.....	520-6005
Evergreen Elementary	Joyce Lanier.....	9:20 - 3:40
1701 Evergreen E. Pkwy.	Midlothian, VA 23113.....	378-2400
Falling Creek Elementary	Linda Rector.....	9:20 - 3:40
4800 Hopkins Road	Richmond, VA 23234	743-3630
Gates Elementary	Kasey Shane	9:20 - 3:40
10001 Courthouse Rd. Ext.	Chesterfield, VA 23832	768-6195
Gordon Elementary	David Joyner.....	9:20 - 3:40
11701 Gordon Road	Richmond, VA 23236	378-2410
Grange Hall Elementary	Kathy Sefrin	9:20 - 3:40
19301 Hull Street Road	Moseley, VA 23120.....	739-6265
Greenfield Elementary	Tina Martin.....	9:20 - 3:40
10751 Savoy Road	Richmond, VA 23235	560-2720
Harrowgate Elementary	Linda Wood.....	9:20 - 3:40
15501 Harrowgate Road	Chester, VA 23831.....	520-6015
Hening Elementary	Matthew Maher.....	9:20 - 3:40
5230 Chicora Drive	Richmond, VA 23234	743-3655
Hopkins Elementary	Donna Venable	8:50 - 3:40
6000 Hopkins Road	Richmond, VA 23234	743-3665
Jacobs Road Elementary	James Raines	8:30 - 2:50
8800 Jacobs Road	Chesterfield, VA 23832	674-1320
Marguerite Christian Elem.	Carolyn Tisdale.....	9:20 - 3:40
14801 Wood's Edge Road	Colonial Heights, VA 23834	530-5733

Chesterfield County Public Schools
Elementary Schools

School	Principal	Schedule
Matoaca Elementary	Gloria Cooper	9:20 - 3:40
6627 River Road	Matoaca, VA 23803.....	590-3100
Providence Elementary	Steve DeGaetani	9:20 - 3:40
11001 W. Providence Road	Richmond, VA 23236	674-1345
Reams Road Elementary	Mary Dunn.....	9:20 - 3:40
10141 Reams Road	Richmond, VA 23236	674-1370
Robious Elementary	Anne O'Toole.....	9:20 - 3:40
2801 Robious Crossing Drive	Midlothian, VA 23113.....	378-2500
Salem Church Elementary	Carol Lewellyn.....	8:30 - 2:50
9600 Salem Church Road	Richmond, VA 23237	768-6215
Scott Elementary	Joan Temple.....	8:30 - 2:50
813 Beginners Trail Loop.....	Chester, VA 23836	739-6295
Smith Elementary	Lee Horgan	8:30 - 2:50
13200 Bailey Bridge Road	Midlothian, VA 23112.....	739-6295
Spring Run Elementary	Sandra Blankenship	8:30 - 2:50
13901 Spring Run Road	Midlothian, VA 23112.....	639-6352
Swift Creek Elementary	Donald Bechtel	9:20 - 3:40
13800 Genito Road	Midlothian, VA 23112.....	739-6305
Watkins Elementary	Marlene Scott.....	9:20 - 3:40
501 Coalfield Road	Midlothian, VA 23113.....	378-2530
Bettie Weaver Elementary	Holly Richard.....	9:20 - 3:40
3600 James River Road	Midlothian, VA 23113.....	378-2540
C.C. Wells Elementary	Virginia Crawford-Patterson.....	8:30 - 2:50
13101 S. Chester Road	Chester, VA 23831.....	768-6265

Winterpock ElementaryDianne Smith.....	8:15 - 2:50
9000 Elementary Loop Way.....Chesterfield, VA 23832.....	763-5051

Woolridge ElementaryJune Edwards	9:20 - 3:40
5401 Timber Bluff Pkwy. Midlothian, VA 23112.....	739-6330

Chesterfield County Public Schools
Middle Schools

School	Principal	Schedule
Bailey Bridge MiddleDon Skeen.....	8:30 - 2:50	
12501 Bailey Bridge Road Midlothian, VA 23112.....	739-6200	
Carver MiddleDon Ashburn.....	7:40 - 2:00	
3800 Cougar Trail Chester, VA 23831.....	524-3620	
Chester MiddleBrent Thomas	8:30 - 2:50	
3900 W. Hundred Road Chester, VA 23831.....	768-6145	
Elizabeth Davis MiddleSarah Fraher.....	8:30 - 2:50	
601 Bus Court Loop.....Chester, VA 23836.....	541-4660	
Falling Creek MiddleStephanie Cruthcfield.....	8:30 - 2:50	
4724 Hopkins Road Richmond, VA 23234	743-3640	
Manchester MiddleJeff McGee.....	8:30 - 2:50	
7401 Hull Street Road Richmond, VA 23235	674-1385	
Matoaca MiddleCarla Mathews	8:30 - 2:50	
20300 Halloway Avenue Matoaca, VA 23803	590-3130	
Matoaca Middle EastCarla Mathews	8:30 - 2:50	
6001 Hickory Road Matoaca, VA 23803	590-3110	
Midlothian MiddlePatrick Stanfield	8:30 - 2:50	
13501 Midlothian Turnpike Midlothian, VA 23113.....	378-2460	
Perrymont SchoolAlice Rose.....	7:25 - 1:45	
8610 Perrymont Road Richmond, VA 23237.....	743-3701	
Providence MiddleTameshia Grimes.....	7:40 - 2:00	
900 Starlight Lane Richmond, VA 23235	674-1355	

Robious Middle	Javaid Siddiqi	8:30 - 2:50
2701 Robious Crossing Drive	Midlothian, VA 23113.....	378-2510
Salem Church Middle	Ken Butta	7:40 - 2:00
9700 Salem Church Road	Richmond, VA 23237	768-6225
Swift Creek Middle	Mary Robinson	7:40 - 2:00
3700 Old Hundred Road	Midlothian, VA 23112.....	739-6315
Tomahawk Creek Middle	Jeff Ellick.....	8:30 - 2:50
1600 Learning Place Loop.....	Midlothian, VA 23114.....	378-7120

Chesterfield County Public Schools
High Schools

School	Principal	Schedule
Bird High	Beth Teigen.....	7:25 - 1:45
10301 Courthouse Road	Chesterfield, VA 23832	768-6110
Chesterfield Community High	Anita Storino	7:25 - 1:45
12400 Branders Bridge Road	Chester, VA 23831	768-6156
Chesterfield Detention Home	Brad Peebles.....	
9600 Krause Road.....	Chesterfield, VA 23832.....	706-2160
Chesterfield Technical Center	Michael Rose	7:25 - 1:45
10101 Courthouse Road Ext.	Chesterfield, VA 23832	768-6160
Clover Hill High	Deborah Marks.....	7:25 - 1:45
13900 Hull Street Road	Midlothian, VA 23112.....	739-6230
Cosby High	Brenda Mayo	7:25 - 1:45
14300 Fox Club Parkway	Midlothian, VA 23112.....	639-8340
James River High	John Titus	7:25 - 1:45
3700 James River Road	Midlothian, VA 23113.....	378-2420
Manchester High	Peter Koste	7:25 - 1:45
12601 Bailey Bridge Road	Midlothian, VA 23112.....	739-6275
Matoaca High	Stephen Cunningham	7:25 - 1:45

17700 Longhouse Lane	Matoaca, VA 23803	590-3108
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Meadowbrook High	Thomas Ferrell	7:25 - 1:45
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4901 Cogbill Road	Richmond, VA 23234	743-3675
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Midlothian High	Christine Wilson.....	7:25 - 1:45
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401 Charter Colony Drive	Midlothian, VA 23113.....	378-2440
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Monacan High	David Sovine.....	7:25 - 1:45
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11501 Smoktree Drive	Richmond, VA 23236.....	378-2480
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Thomas Dale High	Robert Stansberry	7:25 - 1:45
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3626 W. Hundred Road	Chester, VA 23831.....	768-6245
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Special Programs

Head Start	Pam Blackburn, Director	9:20 - 3:40
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4003 Cogbill Road	Richmond, VA 23234	743-3699
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