

# Woodgrove High School

Purcellville, Virginia



Prepared for

Southern Association of Colleges and Schools Council on Accreditation and School Improvement  
Spring 2013

Standard 4  
Indicator 4.3



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

**Standard 4: Resources and Support Systems**

The school has resources and provides services that support its purpose and direction to ensure success for all students.

**Indicator 4.3**

The school maintains facilities, services, and equipment to provide a safe, clean, and healthy environment for all students and staff.



**Description:**

Emergency Procedures - Woodgrove High School has a procedure in place if an emergency were to happen during a school day. (Excerpts from school plan)

***EMERGENCY PROCEDURES***

**Woodgrove High School Emergency Team**

The Woodgrove High School Emergency Team is trained in intervention and post-intervention procedures.

Team members should be selected for their related training or special skills.

The team has the responsibility to:

1. Assist the principal in developing and implementing procedures for prevention, intervention, and post-intervention at all grade levels.
2. Assist the principal in providing training for teachers and staff, including conducting drills.
3. Assist the principal in emergency operations (see organizational chart on page 1-3).

Specific team member roles are described below and on the following pages.

In the event of an emergency that requires the evacuation of Woodgrove High School, the following will occur: **Gail King or her backup will call 911.** The fire alarm will be pulled by a designated authority. The school will use the "Fire drill" response to exit the building. At that time the Woodgrove staff and students will be directed to evacuate to the Stadium Complex and to report to their designated Homerooms.

All Homerooms will have specific seating assignments in the Home side bleachers:

**COMMAND POST LOCATION**

Incident Commander: Sam Shipp, Principal  
 Tim Panagos

Stadium: Public Address Booth

Command Center Team Members

Daryl Cummings	Keith Hicks	Kelley Hines
	Bob Kane (Back-up)	

**ASSEMBLY AREA (OUT OF BUILDING)**

Stadium: Home Bleachers

9 <sup>th</sup> grade First section Home side	10 <sup>th</sup> grade Second section Home side	11 <sup>th</sup> grade Third section Home side	12 <sup>th</sup> grade Fourth section Home side	Multi grades, Head Start and part time students Last section Home side
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**Description:**

Emergency Procedures - Woodgrove High School has a procedure in place if an emergency were to happen during a school day. (Excerpts from school plan)

**WOODGROVE HIGH SCHOOL  
AED RESPONSE TEAM  
2012-2013**

If an **EMERGENCY** arises where the **Automatic External Defibrillator (AED)** is needed the following plan of action will occur:

Stephanie Lovasz RN, School Nurse will be called to the emergency. Where she assesses and activates the Emergency Response Team. Stephanie Lovasz will radio Charlotte Lemley, main office secretary. She will announce the standardized code throughout the school (**3 times**) **over the PA system**:

**AED Response Team, please report to... (LOCATION). THIS IS EVERYONE'S CUE TO BEGIN THEIR RESPONSIBILITIES.  
FACULTY, PLEASE CLOSE ALL CLASSROOM/WORK AREA DOORS.**

<b>TEAM</b>	<b>RESPONSIBILITIES</b>
Stephanie Lovasz , RN School Nurse	Coordinator, AED/CPR/First Aid Certified, responsible for patient care directing the team during the emergency.
Leslie Simpson	EMT, AED/CPR/First Aid Certified, responsible for the AED machine Special ED, or and delivering patient care during the emergency.
Richard Fletcher	AED/CPR/First Aid Certified, responsible for the AED machine and HPE/Drivers Ed delivering patient care during the emergency.
Stephanie Butler	CPR/First Aid Certified, responsible for retrieving the AED machine Special Ed, TA study hall and delivering to the scene of the emergency.
Katie Blair	CPR/First Aid Certified, responsible for retrieving the AED machine TA and delivering to the scene of the emergency.
Katie Smith	AED/CPR/First Aid Certified, responsible for CPR/patient care during HPE, or AED emergency.
Ray Lamp	AED/CPR Certified, responsible for CPR/patient care during AED Science #514 emergency.
Norman Mumaw	AED/CPR/First Aid Certified, responsible for assisting in CPR/patient HPE, or care during AED emergency.
Bill Bono	CPR Certified, responsible for assisting in CPR/patient care Foreign Lang. L208 during AED emergency. Back up to bring AED machine
Charlotte Lemley	Responsible for calling 911 as directed by Stephanie Lovasz (follows Secretary Main Office procedure for calling 911 and appropriate notifications). In addition, notifies Tim Panagos, AP and Ward Sigler, SRO or 911
Michelle Clark	Backup for Charlotte Lemley. Copies the emergency card for EMS, Attendance Secretary notifies Kyle Keman, School Resource Officer or 911 call.



**Description:**

Emergency Procedures - Woodgrove High School has a procedure in place if an emergency were to happen during a school day. (Excerpts from school plan)

**SHELTERING SITE**

Loudoun Valley High School  
Overflow (9<sup>th</sup> grade) to Harmony

**BUS TRANSPORT TO Loudoun Valley/Harmony**

Loudoun Valley: Tim Panagos, Geri Fiore, Teresa Holland, Stephanie Butler  
Harmony: Renee Dawson, Ms Bell, Angel Sager, Michelle Clark

Homeroom Teachers by grade will accompany and supervise the loading and unloading of students to be transported.

**MEDICAL STATION/MEDICAL TRANSPORT**

Stadium: Team Room 1

Stephanie Lovasz	Leslie Simpson	
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**STUDENT CONTROL & SECURITY (following the Fire drill)**

All Students will be escorted to the stadium by the Teachers and Helpers. Students will unite with their Homerooms at the stadium.

Homeroom teachers are to report to their designated section and hold the pink Homeroom signs above their heads. Students are to look for these signs and report immediately.

Homeroom teachers are to remain with their Homerooms to supervise and personally release students when asked.

Following a completed student and staff accounting, all Homeroom helpers are to report to their designated sites.

Student Accounting - team members assigned to this function are responsible for verifying the location and status of every student by distributing and collecting the "Student Accounting" form from each teacher in the sector and delivering these to the Principal or designee at the school command post.

These team members will investigate reports of any students missing, or otherwise not in compliance with student accounting reports.

**Student Accounting:**

I. **Location:** Passway between Bleachers and fence surrounding the infield

**Team Members for 2012 - 2013:**

Effe Hall 9th	Kelly Gresh 10th	Tim Greening 11th	W. Strickler 12th
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Following the completion of Student Accounting, the team members are to remain in their grade level areas to assist homeroom teachers as needed.



**Description:**

Emergency Procedures - Woodgrove High School has a procedure in place if an emergency were to happen during a school day. (Excerpts from school plan)

Tornado Plan Procedures: ***Woodgrove High School***

Several times in recent years, schools have been hit by tornadoes. In most instances, classes were not in session. In some other instances, where students were present, school officials familiar with twisters safeguarded the children by taking prompt action just before the tornadoes hit NOAA's National weather Service urges that all schools develop drills to cope with tornadoes - particular in the south and central states, where the threat is greatest.

1. Tornado Watch

A tornado watch will be issued by the National Weather Service when the possibility of tornadoes exists. The weather radio, located in the main office, will indicate when a weather bulletin is being issued.

During a tornado watch an announcement will be made over the PA system. Normal routines will be followed, except for personnel that are spotters. The teaching personnel and teacher assistants that will serve as weather spotters should notify the office of dark, rolling clouds, hail, driving rain, or a sudden increase in wind, in addition to the telltale funnel. A tornado watch requires that all school personnel be aware of the potential bad weather and that they stay alert. Students and faculty should be prepared to take cover immediately if required.

2. Tornado Warning

A tornado warning is issued when a tornado has been spotted or indicated on radar. There may not be time for a tornado watch to be issued before a twister strikes. Tornadoes form very suddenly.

During a tornado warning a continuous bell is usually sounded and announcements will be made. If electrical power fails, runners will notify teachers of the warning if at all possible.

A warning or a drill means that all school personnel and students should move to their assigned locations or their best available shelter. They should be instructed to assume protective postures, facing interior walls, when the command is given. The command is: "Everybody down! Crouch on elbows and knees. Hands over the back of the head!"





**Description:**

Emergency Procedures - Woodgrove High School has a procedure in place if an emergency were to happen during a school day. (Excerpts from school plan)

### **FIRE DRILL EVACUATION**

When the fire alarm sounds, ALL persons are to evacuate the building.

All open-flame devices (for example, torches, burners) in such places as laboratories and shops shall be turned off prior to evacuating the building.

Cafeteria workers shall turn off all cooking appliances and close kitchen doors before leaving the building.

The fire alarm signal must sound continuously while the building is being evacuated and until the recall signal is given for students to reenter the building. All fire exit drill alarms shall be sounded on the fire alarm system and not on the signal system used to dismiss classes. The sounding device used to dismiss or change classes should be different from the sounding device used to signal a fire alarm.

**Evacuation of students:** When the alarm sounds, students shall exit the room. Students shall not stop to obtain clothing or other personal belongings except elementary age children - coats only. Students shall walk to the designated exit and leave the building in an orderly fashion. Running is prohibited.

The primary responsibility of teachers and monitors shall be the safe evacuation of students. Doors to rooms shall be closed after exiting. It is not necessary to close windows.

Each class shall proceed to the predetermined assembly area outside the building. Each assembly area shall be a sufficient distance from the building to prevent injury from fire, explosion or falling debris and to avoid interference with the fire and rescue department. This distance should be a minimum of 50 feet, and 100 feet when possible. Conditions may require moving further away from the building when directed to do so.

Students outside the building at the time of the fire drill or fire shall remain in an orderly line. Teachers in charge shall be responsible for the supervision of these students. Roll shall be taken and the principal shall be notified immediately of any student not accounted for.

While the evacuation is in process, designated staff members shall search the building to determine if every student has been evacuated.

During a scheduled fire drill, the principal shall determine when the evacuation drill has been successfully completed. The principal shall then authorize the recall. A designated hand signal or portable radio shall be used as a signal for reentry.

**Evacuation of the Disabled:** If you are designated to Section "C" you will direct any disabled student to exit through the main entrance of school and stage in Area "A". Please have the student report directly to the school nurse for accounting purposes.



**Description:**

Emergency Procedures - Woodgrove High School has a procedure in place if an emergency were to happen during a school day. (Excerpts from school plan)

Emergency Plan #2 Code Blue

**SECURE BUILDING PROCEDURES FOR EMERGENCY  
CODE BLUE – ACT OF VIOLENCE**

**CODE BLUE**

**PURPOSE:**

If a violent event or threat of violence occurs which endangers the security and safety of the staff or students of the school, the following procedures will be initiated immediately.

**PROCEDURES:**

1. A code blue announcement, “Attention-attention we have a code blue” will be made over the public address system by the principal or his designee.
2. Every student who is out of a class will go to the nearest occupied classroom. Teachers/staff should check the hallways prior to locking their doors. Any students in the hallway should be directed to go in to the nearest occupied room.
3. Teachers will lock and close their doors. All the lights in the room should be shut off and the students should be instructed to get away from all windows and doors. Closing the shades on the windows and covering the glass on the door window is highly recommended. All students should be instructed to remain quiet.
4. Teachers should create a list of all students who are in the room and a list of all those students that are missing.
5. A Code Blue and a Code Orange (Bomb Threat) dictate that there will be a mandatory staff meeting at the close of the school day.
6. All faculty and staff are to remain in an alert status until such time as the “All Clear” is given over the P.A. system by the principal or his designee.
7. During a Code Blue no faculty, staff member or student should respond to any fire alarm or other bell, which sounds. Remain in the locked room until the All Clear is given.

**CODE ORANGE**

This is the code used in the event that a bomb threat has been received. Please listen for administrative instructions as to how to proceed. In general:

All threats should be taken seriously.

Do not disturb the physical state of any electrical equipment. Do not turn on or off lights or radios. Do not use two way or cellular telephones.

If you receive a bomb threat by phone, there is an orange card with instructions as to how to proceed and document the call. Contact an administrator immediately upon receipt of the phone call.

Any threat whether verbal or written needs to be reported immediately to an administrator.





**Description:**

In case of an emergency we practice fire drills each month, weather permitting, to ensure the safety and security of all staff and students.

***FIRE DRILL PROCEDURE***

Virginia law requires that a fire drill be held in every school each week during the first month of the school term and each month thereafter.

**IMPRESS UPON THE STUDENTS THE IMPORTANCE OF EMERGENCY PREPAREDNESS.**

Signal for the fire drill will be the continuous sounding of the official fire signal. Post the fire exit route visibly in the classroom.

- A. No talking from the students while leaving or reentering the classroom.
- B. Students exit quickly in single file followed by the teacher.
- C. The teacher should close the classroom door.
- D. Do not stop to close the windows.
- E. Upon arriving at the designated areas have students face away from the building and remain in single file and silent.
- F. Teachers are required to take attendance as soon as the group assembles at the designated spot outside the building. Teacher's grade books should always be with the teacher during the drill.
- G. Signal to reenter the building will be given by an administrator. When possible three blasts of the bell will be given as an audible signal to return to the building. Order must be maintained while the group is outside and returning to the classroom.
- H. Should a fire drill occur while you are in the library or cafeteria, follow the exit for those rooms.

**Fire Drill EVACUATION**

When the fire alarm sounds, ALL persons are to evacuate the building.

All open-flame devices (for example, torches, burners) in such places as laboratories and shops shall be turned off prior to evacuating the building.

Cafeteria workers shall turn off all cooking appliances and close kitchen doors before leaving the building.

The fire alarm signal must sound continuously while the building is being evacuated and until the recall signal is given for students to reenter the building. All fire exit drill alarms shall be sounded on the fire alarm system and not on the signal system used to dismiss classes. The sounding device used to dismiss or change classes should be different from the sounding device used to signal a fire alarm.

**Evacuation of students:** When the alarm sounds, students shall exit the room. Students shall not stop to obtain clothing or other personal belongings except elementary age children - coats only. Students shall walk to the designated exit and leave the building in an orderly fashion. Running is prohibited.



**Description:**

The student and staff accounting form helps all staff account for each student during a fire drill.

*Woodgrove High School*

*Student and Staff Accounting*

Teacher Name \_\_\_\_\_

Other Staff or Adults \_\_\_\_\_

Block \_\_\_\_\_ Course \_\_\_\_\_ Room Number \_\_\_\_\_

Number of Students Enrolled \_\_\_\_\_

Number of Students Accounted for \_\_\_\_\_

Missing from Class	Location if known	Extra Students
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Description:**

Prior to a field trip each student must have necessary information documented and a field trip form signed by their parent. These forms are taken on the field trip and referenced as needed.



**SCHOOL DAY AND EXTENDED DAY FIELD TRIP PERMISSION FORM**

**Instructions:** This form and an attached field trip description (1) must be provided for each student (K-12) participating in an LCPS field trip or series of (W-G) activities, and (2) must be with the vehicle transporting the student named. (3) The Trip Organizer will complete Section I and provide a copy to each student participant. (4) Section II to be completed and signed by the student's parent/guardian and returned to the Trip Organizer.

FIELD TRIP INFORMATION—See attached Description and Itinerary		
School Name: _____	Today's Date: _____	Permission Due Date: _____
Class/Grade/Club Participating: _____	Name of Trip Organizer: _____	Title or Position: _____
Destination(s): _____	Date, Time and Place of Departure: _____	Date, Time and Place of Return: _____
Purpose of Trip: _____		
<b>Field Method</b> (check all that apply to trip) <ul style="list-style-type: none"> <li><input type="checkbox"/> Amusement/Theme Park Activities</li> <li><input type="checkbox"/> Swimming/Boating/Water Activities</li> <li><input type="checkbox"/> Athletic/Sporting Events Participation</li> <li><input type="checkbox"/> Outdoor Activities/Ropes Course</li> <li><input type="checkbox"/> Other (describe): _____</li> </ul>	<b>Transportation</b> (check all that apply to trip) <ul style="list-style-type: none"> <li><input type="checkbox"/> Walking</li> <li><input type="checkbox"/> School Bus</li> <li><input type="checkbox"/> Commercial/Charter Bus/Mini Bus or Rail</li> <li><input type="checkbox"/> School Vehicle</li> <li><input type="checkbox"/> Private Vehicle</li> <li><input type="checkbox"/> Leased Vehicle</li> <li><input type="checkbox"/> <i>NOTE—Parents or Passengers will decrease vehicle transportation fee and be notified by Info.</i></li> </ul>	<b>Driver of Private or Leased Vehicle</b> (check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Parent</li> <li><input type="checkbox"/> Teacher or Staff/Member</li> <li><input type="checkbox"/> Chaplain/Other Adult</li> </ul>
<b>Vehicle Type</b> (check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Car</li> <li><input type="checkbox"/> Van (10 passengers or less)</li> <li><input type="checkbox"/> Other</li> </ul>		
PARTICIPANT AND EMERGENCY INFORMATION		
Student's Full Name: _____		
Full Name of Parent(s)/Guardian(s): _____		
Home Address of Student (include number, street, city, state & zip code – NOT P.O. Boxes): _____		
Home Phone (w/ Area Code): _____	Cell or Work Phone (w/ Area Code): _____	
Emergency Contact #1—Name and Relationship: _____	Phone Number (w/ Area Code): _____	
Emergency Contact #2—Name and Relationship: _____	Phone Number (w/ Area Code): _____	
Describe any medical condition(s) or special needs of the above named student: _____		
Name of Child's Primary Care Physician: _____	Phone Number (w/ Area Code): _____	
Name of Health Insurance Company: _____	Phone Number (w/ Area Code): _____	Health Insurance Policy/Member #: _____
For Secondary School/Extended Day Field Trips Only: Do you give permission for your child to receive a physician or generic substitute while on the field trip? (Yes/No/If appropriate, date will be given.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>FIELD TRIP (MEDICATION) NOTE:</b> On field trips that occur during the length of the school day, any prescription medication already provided to the school will be carried and administered by Loudoun County Public Schools staff. On Extended Day Field Trips, additional physician orders and parental permission may be required for medication that is to be given. Please contact the school nurse or health clinic assistant.		
PARENTAL PERMISSION AND AGREEMENT		
1. I understand that participation in this field trip is voluntary, that it is not required, and that I release my child to some risk. I have read and understand the attached travel itinerary or W-G schedule and the description of the activities involved, and give my permission to my child to travel and fully participate in all aspects of the trip.		
2. I understand that LCPS will not be responsible for personal property that may become lost or damaged during the trip and that LCPS does not provide medical or accident insurance for student/lead or injury which may occur while on the trip.		
3. In case of emergency, I authorize and give permission for my child to receive first aid, 911 emergency medical care and transport, or to have the designated emergency contact pick up and transport my child to a physician or hospital. I understand that I will be responsible for any related medical bills, fees, or costs incurred.		
4. I understand that non-refundable tickets purchased by parents/students will NOT be reimbursed if the trip is canceled due to inclement weather, hazardous conditions, or if conditions make it inadvisable to have students on a trip. LCPS will provide as much advance notice as possible of any cancellations.		
5. I understand that during a middle or high school field trip that there may be periods of time when my child will not be supervised by an adult, but the child will be required to adhere to child watch times with a chaperone, and that all regular school rules and regulations apply during the field trip.		
Parent Signature _____	Date _____	



**Description:**

If a teacher is absent the substitute folder is used by the substitute teacher. The purpose of the substitute folder is to allow the sub to have a productive instructional day, providing a seamless transition from teacher to substitute.



**SUBSTITUTE FOLDER CHECKLIST**

- ✓ Each teacher is provided an **A-Day folder** and a **B-Day folder**. These folders are to be kept on the teachers desks and must include all of the following information at all times. In the event of a **planned absence**, please make certain that your appropriate day Sub Folder is left on your desk with the enclosed information. In the event of **an unplanned absence**, please leave instructions for the Substitute to find the appropriate day folder.



**A-Day and B-Day Folder Checklist**

<u>Documentation</u>	<u>Verification *</u>
<b>1. A-Day and B-Day Template</b>	Hard Copy provided in each folder/ included in each folder and additional copies available on the I-Drive under Sub Information
<b>2. Bell Schedule</b>	Hard Copy provided in each folder/ included in each folder and additional copies available on the I-Drive under Sub Information
<b>3. Class Roster/Seating Chart</b> (seating chart if applicable)- Students	Teacher Initials _____



**Description:**

Custodial staff is has clearly defined duties to maintain the safety and cleanliness of the school facility.

Shift Worked (Circle): Morning Afternoon Evening

**ATHLETIC TASK LIST—WOODGROVE**

**Winter Rotation:**

**Daily Morning/ Evening Shifts-**

- Clean both Team Room 1 & 2 for BOYS and GIRLS
- Wet mop floors, clean toilets, wipe walls in the stalls in the bathrooms (Team 1&2 boys and girls and Officials Room)
- Bleachers cleaned and ready for game time
- Collect trash from the TEAM Rooms, AD's office, press box, coach's office and official's office
- Secure locker rooms ALWAYS at the beginning of shift or at the end of the shift

**Morning Shift**

- Push Dry Mop Both Gyms 1<sup>st</sup>
- Check Gyms for Class Readiness 1<sup>st</sup>

**Evening Shift**

- Push Dry Mop Both Gyms LAST
- Check Gyms for Class Readiness LAST

**Weekly**

- Wet mop floors in the TEAM ROOMS
- Wet mop floors in the Weight Room
- Wipe down the weight equipment 2 times a week

AREA	TASK TO BE DONE	CONSIDERATIONS	PROBLEMS

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_



**Description:**

Custodial staff is has clearly defined duties to maintain the safety and cleanliness of the school facility.

Shift Worked (Circle): Morning Afternoon/Evening

**ATHLETIC TASK LIST—WOODGROVE**

**FALL/SPRING Rotation:**

Morning Shift—Push Dry Mop Both Gyms  
 Morning Shift—Check Gyms for Class Ready  
 Appearance  
 Morning Shift—Walk and Check Boys/Girls  
 PE Locker Rooms

Check/Clean Team Rooms  
 Mow Dog Pound  
 Mow Main Practice Field  
 Mow Softball Field  
 Mow Baseball Outfield  
 Mow Baseball Infield  
 Mow Game Field  
 Mow Baseball Common Area  
 Mow Softball Common Area  
 Mow Stadium Common Area  
 Mow 80% Field  
 Weed Eat Dog Pound Fence  
 Weed Eat Softball Fence  
 Weed Eat Softball Bullpens  
 Weed Eat Stadium Fences  
 Weed Eat Baseball Fences  
 Weed Eat Baseball Bullpens  
 Weed Eat Dirt/Mulch/Gravel Piles  
 Trash Cans—Stadium  
 Trash Cans—Baseball  
 Trash Cans—Softball  
 Trash Cans—Tennis  
 Trash cans—Outside Locker Rooms  
 Trash Pick-Up Home Stadium Bleachers  
 Trash Pick-Up Under Home Bleachers  
 Trash Pick-Up Visitor Stadium Bleachers  
 Trash Pick-Up Under Visitor Bleachers  
 Trash Pick-Up Softball Bleachers  
 Trash Pick-Up Baseball Bleachers  
 Trash Pick-Up Stadium Grounds  
 Trash Pick-Up Baseball Grounds  
 Trash Pick-Up Softball Grounds  
 Trash Pick-Up Practice Fields  
 Trash Pick-Up School Athletic Common Areas  
 Trash Pick-Up Main Gym Bleachers  
 Trash Pick-Up Aux Gym Bleachers  
 Bathrooms--Stadium  
 Aerate Dog Pound  
 Aerate Practice Field  
 Seed Dog Pound  
 Seed Practice Field  
 Fertilize Dog Pound  
 Fertilize Practice Field

Lines—Paint Dog Pound  
 Lines—Paint Practice Field  
 Lines—Paint Stadium  
 Lines—Paint Baseball  
 Lines—Paint Baseball  
 Lines—Paint Softball  
 Krome Softball Infield  
 Krome Baseball Warning Track  
 Krome Softball Warning Track  
 Rake Baseball Cutouts  
 Game Ready—Football by 2:30  
 Game Ready—Softball by 2:30  
 Game Ready—Baseball by 2:30  
 Game Ready—Volleyball by 5:05  
 Game Ready—Basketball by 5:00  
 Game Ready—Wrestling by 5:15  
 Game Ready—Lacrosse by 2:30  
 Game Ready—Track by 2:30  
 Weight Room—Sweep  
 Weight Room—Mop  
 Reel Mower Service  
 Weed Flower Bed  
 Weed Sidewalks  
 Locker Rooms Cleaned  
 Showers Cleaned  
 Sweep Main Gym Floor  
 Sweep Aux Gym Floor  
 Zamboni Main Gym Floor  
 Zamboni Aux Gym Floor  
 Gym Floor Gum  
 Wrestling Mat Sterilize  
 Pressbox Cleaned  
 Ticket Booth Cleaned  
 Irrigation Heads Marked  
 Equipment Shed Cleaned  
 Discus Net Up/Down  
 Long Jump Pits Raked/Weeded  
 Stadium Flags—Up/Down  
 Stadium Banners—Up/Down  
 Softball Windscreen  
 Baseball Windscreen  
 Change Mower Blades

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_





**Description:**

Custodial staff is available to teacher request for maintenance.

## *Custodial Request*

Teacher Name: \_\_\_\_\_

Room Number(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Return to Mr. Panagos – Main Office**

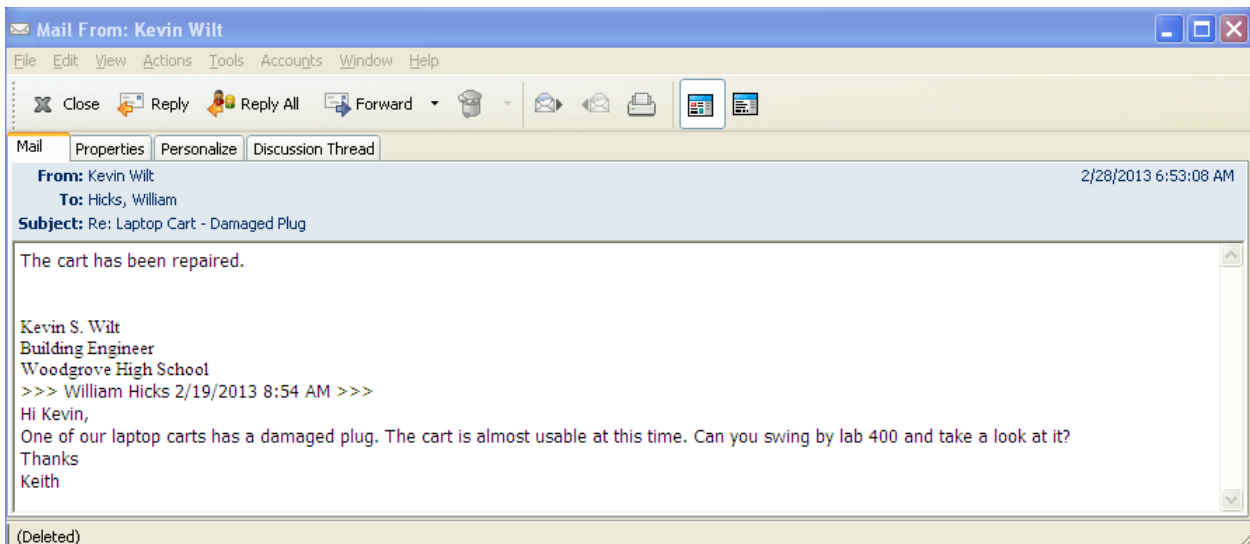
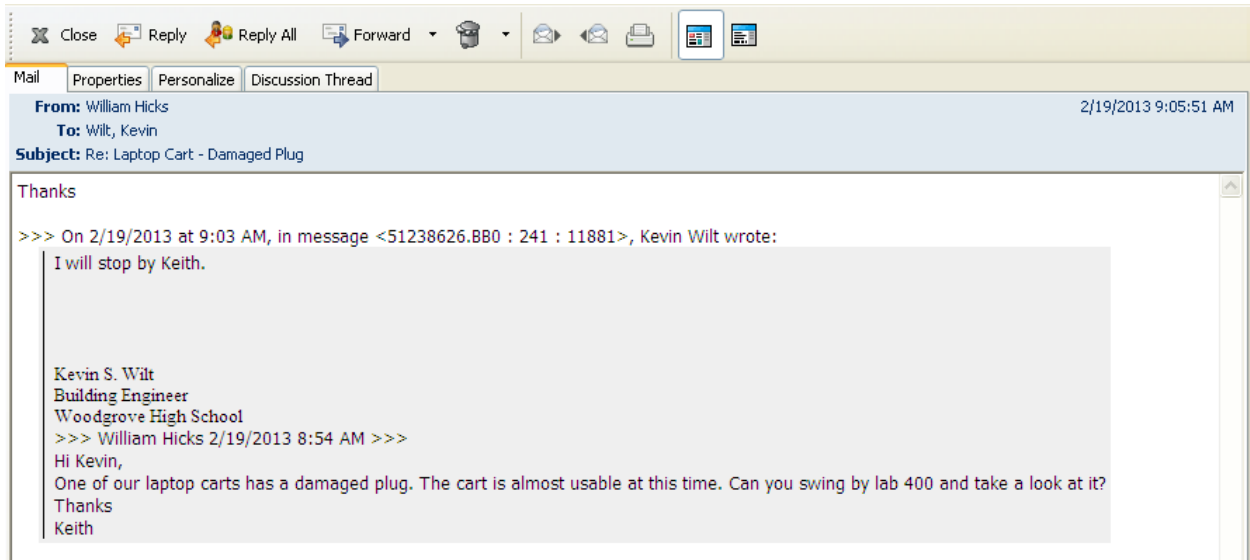
Briefly describe your custodial concerns below:


Thank you



**Description:**

Example of email exchange with plant engineer to have equipment repaired.



**Description:**

Safety inspections of facilities are completed on a regular basis as indicated by Loudoun County Public Schools.



**Loudoun County Public Schools**

Department of Instruction  
Supervisor of Athletics

21000 Education Court  
Ashburn, VA 20148  
Telephone: 571-252-1451  
FAX: 571-252-1241

August 2, 2011

**TO:** All High School Principals  
All Athletic Directors

**FROM:** Les Cummings, Supervisor of Athletics

**RE:** Indoor/Outdoor Bleachers

Please visually inspect all bleachers at your facility (indoor and outdoor). If you foresee any possible defects in the bleachers, please submit a work order to Mr. Kolster. Keep this form on file in your school and send a copy to Les Cummings at the Admin Building no later than August 12, 2011.

Check for any possible concerns, including but not limited to:

Missing seats - Missing end caps - Loose or missing railings - Loose or missing bolts in seats - Portable bleachers not firmly supported by the ground

LOCATION OF CONCERN	SPECIFIC ISSUE OR CONCERN

INSPECTED BY: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_

PRINCIPAL / AD SIGNATURE \_\_\_\_\_

SCHOOL \_\_\_\_\_



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

**Description:**

Safety inspections of facilities are completed on a regular basis as indicated by Loudoun County Public Schools.



**Loudoun County Public Schools**

Department of Instruction  
Supervisor of Athletics  
21000 Education Court  
Ashburn, VA 20148  
Telephone: 571-252-1451  
FAX: 571-252-1241

August 2, 2011

**TO:** All Athletic Directors  
All Assistant Athletic Directors

**FROM:** Les Cummings, Supervisor of Athletics

**RE:** Scoreboards/Stadium Lights

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Action?:  Yes      Date Required: August 8, 2011       Info Only

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Please inspect all scoreboards (indoor and outdoor) and stadium lighting at your facility. If anything is in need of repair, submit a work order to Mr. Compher. Keep this form on file in your school and send a copy to Les Cummings at the Admin Building no later than August 8, 2011.

I inspected the scoreboards on \_\_\_\_\_.  
(Date)

I inspected the lighting on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
(School)

Concerns:

\_\_\_\_\_ Check here if work order has been submitted to Mr. Compher.



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

**Description:**

Student attendance is taken 4 times daily in Clarity. Morning and afternoon attendance sheets are email to all staff.

**Star Student**

Daily Absence List

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Student Name	Student ID	Gr	Hmrm	Schl	C D	Description	Ytd Abs	Ytd Tdy
		09	09A	WHS	T	TARDY - EXCUSED	5.0	4
				02		OTHER ABSENT UNEXCUSED		
				M3		MEDICAL APPT TARDY EXCUSED		
				M1		MEDICAL APPT ABSENT EXCUSED		
		09	09A	WHS	T	TARDY - EXCUSED	1.0	11
				02		OTHER ABSENT UNEXCUSED		
				D3		DENTAL APPT TARDY EXCUSED		
		12	12A	WHS	T	TARDY - EXCUSED	1.0	4
				02		OTHER ABSENT UNEXCUSED		
				D3		DENTAL APPT TARDY EXCUSED		
		12	12A	WHS	U	ABSENT - UNEXCUSED	30.0	14
				02		OTHER ABSENT UNEXCUSED		
		10	10A	WHS	D	EARLY DISMISSAL EX	16.0	3
				05		OTHER DISMISS EXCUSED		
		12	12A	WHS	D	EARLY DISMISSAL EX	2.0	1
				M5		MEDICAL APPT DISMISS EXCUSED		
		09	09A	WHS	T	TARDY - EXCUSED	1.0	3
				02		OTHER ABSENT UNEXCUSED		
				M3		MEDICAL APPT TARDY EXCUSED		
		12	12A	WHS	D	EARLY DISMISSAL EX	4.0	3
				D5		DENTAL APPT DISMISS EXCUSED		
		12	12A	WHS	U	ABSENT - UNEXCUSED	16.0	3
				02		OTHER ABSENT UNEXCUSED		
		09	09SA9	WHS	S	TARDY - UNEXCUSED	17.0	6
				04		OTHER TARDY UNEXCUSED		
		11	11A	WHS	D	EARLY DISMISSAL EX	1.0	1
				M5		MEDICAL APPT DISMISS EXCUSED		
		12	12A	WHS	D	EARLY DISMISSAL EX	9.0	5
				M5		MEDICAL APPT DISMISS EXCUSED		
		12	12A	WHS	S	TARDY - UNEXCUSED	5.0	21
				04		OTHER TARDY UNEXCUSED		
		12	12A	WHS	C	CLINIC DISMISSAL E	4.0	31
				04		OTHER TARDY UNEXCUSED		
				I5		ILLNESS DISMISS EXCUSED		
		11	11A	WHS	V	ABSENT DUE TO VACA	21.0	17
				02		OTHER ABSENT UNEXCUSED		
				V1		VACATION ABSENT EXCUSED		
		09	09A	WHS	C	CLINIC DISMISSAL E	11.0	5
				I5		ILLNESS DISMISS EXCUSED		
		11	11B	WHS	D	EARLY DISMISSAL EX	4.0	11
				05		OTHER DISMISS EXCUSED		
		12	12B	WHS	S	TARDY - UNEXCUSED	10.0	14
				02		OTHER ABSENT UNEXCUSED		
				04		OTHER TARDY UNEXCUSED		
		10	10A	WHS	D	EARLY DISMISSAL EX	14.0	9
				05		OTHER DISMISS EXCUSED		
		09	09B	WHS	R	RETURNED AFTER DIS	9.0	4
				D5		DENTAL APPT DISMISS EXCUSED		
				RT		RETURNED AFTER DISMISSAL		
		10	10A	WHS	T	TARDY - EXCUSED	13.0	16
				02		OTHER ABSENT UNEXCUSED		
				I3		ILLNESS TARDY EXCUSED		



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<span>✓01-AP WORL...</span> <span>✓02-US &amp; VA HI..</span> <span>✓03-US &amp; VA HI..</span> <span>05-AP WORLD HI...</span> <span>08-AP WORLD HI...</span>					
<span>Mon 12/10/2012</span> <span>All Present</span>					
Name	Code				Comment
1	A	S	T	P	
2	A	S	T	P	
3	A	S	T	P	
4	A	S	T	P	
5	A	S	T	P	
6	A	S	T	P	
7	A	S	T	P	
8	A	S	T	P	
9	A	S	T	P	
10	A	S	T	P	
11	A	S	T	P	
12	A	S	T	P	
13	A	S	T	P	
14	A	S	T	P	
15	A	S	T	P	
16	A	S	T	P	
17	A	S	T	P	
18	A	S	T	P	
19	A	S	T	P	
20	A	S	T	P	
21	A	S	T	P	
22	A	S	T	P	
23	A	S	T	P	
24	A	S	T	P	
25	A	S	T	P	
26	A	S	T	P	
27	A	S	T	P	
28	A	S	T	P	
29	A	S	T	P	
30	A	S	T	P	

