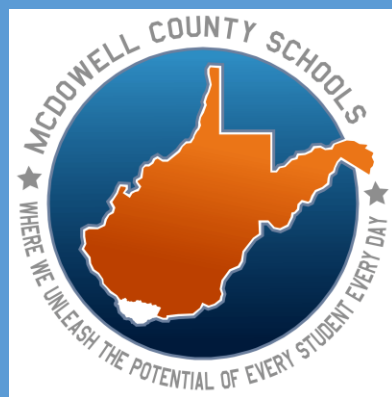


McDowell County Schools



Employee Handbook

McDowell County Schools

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Mike Callaway

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Administration

Carolyn Falin – Superintendent

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Jewel Hawks – Coordinator of Special Education

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William Chapman – Director of Facilities

Welcome to McDowell County Schools

We Are #COUNTYSTRONG!

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Overview

This employee handbook is being provided to assist you with information regarding your employment with McDowell County Schools.

Mission Statement

McDowell County Schools, where we unleash the potential of EVERY student EVERY day!

Core Beliefs


McDowell County Schools believes...

1. in establishing **high expectations** and creating an engaging and orderly atmosphere to foster learning for all;
2. principals must foster and develop **distributed leadership** among staff, students, and stakeholders;
3. staff must deliver a **standards-focused** curriculum supporting personalized learning;
4. staff makes **student-centered** decisions providing support services to address student physical, social/emotional and academic growth, and forms positive connections to families and the community;
5. staff members must participate in processes of self-reflection, collaboration and evaluation that lead to **professional growth and development**;
6. efficient and **effective management** procedures add value to student learning; and
7. in the commitment to the **continuous school improvement process**.

Strategic Plan

A full copy of McDowell County Schools' Strategic Plan is located on our homepage, <https://boe.mcdo.k12.wv.us> .

Our Schools

	<p>Bradshaw Elementary Michael Tye, Principal 740 Mountaineer Highway PO Box 40 Bradshaw, WV 24817 304-967-7700</p>	<p>Fall River Elementary Lori Howington, Principal Route 7 Drawer 70 Big Sandy, WV 24816 304-656-7665</p>
<p>laeger Elementary Sheena Ashby, Principal 182 Water Street PO Box 359 laeger, WV 24844 304-938-2227</p>	<p>Kimball Elementary Ginger Blankenship, Principal Route 52 PO Box 308 Kimball, WV 24853 304-585-7570</p>	<p>Welch Elementary Kristy East, Principal 1235 Stewart Street Welch, WV 24801 304-436-3599</p>
<p>Southside K-8 Gary Estep, Principal 13509 Rocket Boys Drive War, WV 24892 304-875-2283</p>	<p>Sandy River Middle Jessica Anglin, Principal 512 Mountaineer Highway PO Box 800 Bradshaw, WV 24817 304-938-2407</p>	<p>Mount View High Leon Gravely, Principal 6-8 Debra Hall, Principal 9-12 950 Mount View Road Welch, WV 24801 304-436-2939</p>
<p>River View High Frazier McGuire, Principal 512 Mountaineer Highway PO Box 800 Bradshaw, WV 24817 304-967-7480</p>	<p>Career & Technology Center Dennis Jarvis, Principal 1 Stadium Drive Welch, WV 24801 304-436-3488</p>	<p>Central Office 30 Central Avenue Welch, WV 24801 304-436-8441</p>

Equal Opportunity

The McDowell County Board of Education does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors in its employment and in the administration of any of its educational programs and activities.

Inquiries may be directed to Ingrida Barker, ibarker@k12.wv.us .

Policy Manual

A copy of the McDowell County Board of Education policies and procedures is available online at <https://boe.mcdo.k12.wv.us>.

Employee Records

Official employment records for all school employees are maintained at the Central Office in the Personnel Department. Employment records include documents relevant to each employee's employment and evaluation. An employee has the right to inspect his/her own records pursuant to McDowell County Policy 8-041. The Superintendent and administrative staff, when authorized by the Superintendent or his/her designee, shall have the right to inspect an employee's entire personnel record. Personnel records shall be released pursuant to a lawfully issued court order or subpoena or pursuant to a request for production of documents made under the Rules of Civil Procedure in pending litigation. Release of confidential information will be made in compliance with the Freedom of Information Act, West Virginia Code §29B-1-1.

Human Resources

McDowell County Schools employs approximately 650 persons. Positions such as a substitute secretary, aide, cook, custodian, and bus operator are classified as **Service** and require the passing of a competency test. Professional substitute positions, such as teacher and administrator, require a minimum of a bachelor's degree and professional certification through the West Virginia Department of Education, as defined in §18A-1-1. All employees are required to undergo and pass a background screening as a condition of employment

Employee Identification

McDowell County Schools issues a photo identification badge upon employment and requires them to be worn at all times while on Board property during work hours in accordance with MCS Policy 8-049. IDs

may be used as keys and are not to be shared or loaned. Access to the building(s) may be determined by the building administrator, superintendent, or director of facilities. Please report a lost or stolen ID card to the building administrator or the personnel office immediately. A replacement fee may be charged for the re-issuance of an ID card due to damage or loss.

Arrival and Departure Times

Arrival and departure times are determined by the immediate supervisor/building administrator and central office administration.

Communications

McDowell County Schools utilizes a variety of tools to communicate with employees. Most district information is shared and posted on our website, <http://boe.mcdo.k12.wv.us/Page/1>. Information is also conveyed through our school messenger system, in which a recorded message is delivered via telephone. Changes in school schedules due to inclement weather will be announced through school messenger.

District issued email addresses (k12) are issued to all employees and should be checked regularly as all levels of administration and co-workers use this means for communication.

MCS participates in social media through twitter, @schoolsmcdowell, and Facebook, <http://facebook.com/McDowell-County-Schools-WV...> You can also keep in touch with McDowell County Schools with our MCS App! The app is free and ready for download at the iTunes Store now. This app provides lunch menus, school calendars, directories, news and more!

Acceptable Dress

All MCS employees should dress in a manner that presents an image of dignity and encourages respect for authority as set forth in MCS Policy 8-031. Employees shall be clean, neat, and dressed in a manner that is consistent with the responsibilities of their position.

Employee Code of Conduct

All McDowell County employees must abide by the West Virginia Board of Education's Employee Code of Conduct Policy 5902 and MCS Policy 8-022, which establishes appropriate standards of conduct. All McDowell County employees shall exhibit professional behavior and maintain a safe and healthy environment.

Substitute Calling System

Substitute service employees will be contacted through our automated substitute calling system, eSchools. Upon hire, substitutes are given instructions on how to input their information and accept or refuse assignments. The systems calls subs on a rotating, county-wide basis, as designated in WV Code §18A-4-15. Professional substitutes may be contacted via eSchools, by school administration, or through the personnel office.

Substitute Personnel – Refusal to Work Policy

Persons on the substitute list shall meet all necessary qualifications and be available to work when called. Substitute service personnel will be contacted for assignments on a rotating, county-wide basis, in accordance with WV Code §18A-4-15. Professional substitutes will designate locations and content areas for which they are certified and wish to be considered for assignment.

The number of calls to each substitute, refusal to work, and reasons for refusal shall be noted. In the event a substitute professional is contacted for a school outside of their selection, a refusal shall not be counted against the individual as an unacceptable refusal. If an employee is called and there is no answer, the reason for not accepting employment shall be deemed “Not Available”. A hang-up will be deemed an unacceptable refusal to work. Substitutes are expected to work at least sixty percent of the positions offered, unless the refusal for work is excused for one of the reasons listed below:

- A written doctor’s statement for personal illness or illness of an immediate family member as defined in McDowell county Policy 8-034, Employee Use of Paid and Unpaid Leave Time
- An obligation to work at another school on that day
- Death in immediate family
- Substitute is a retiree and unable to work due to having reached the maximum allowable days worked as designated by the retirement board or the maximum amount of wages earned as allowed by Social Security

Substitutes who fail to work the required sixty percent of positions offered, may be recommended for termination and will not be considered for re-employment for a time period of one calendar year. (MCS Policy 8-019)

Long Term and Short Term Substitutes

All substitutes are given assignments on an “as needed” basis and many work sporadically as needs arise. These subs are considered “short-term” substitutes. However, there are occasions when a substitute is needed to fill a position for 30 days or more. These substitutes are considered “long-term” subs and as such may be assigned additional responsibilities and be evaluated in the same manner as our regular employees. Check with your principal or supervisor regarding expected duties.

Seniority/Years of Experience

Substitute service seniority is the date the employee reported for his/her first sub assignment. A sub must work 133 days in one school term in order to be credited with one year of experience for pay purposes. If a service employee resigns and is hired back at a later date, he/she starts over with no seniority, but will receive credit years of experience, if earned.

Professional seniority is the number of years an individual has worked in a specific classification for the McDowell County Board of Education. Years of experience for professional employees are the number of actual years worked and must be earned from an accredited school district.

Maintaining Certifications

Most professional employees and some service employees are required to hold and maintain a specific certification as a condition of employment. **The responsibility of meeting all requirements necessary to hold the certification is the responsibility of the employee.** Failure to hold valid credentials will result in termination. Certification applications and renewal forms are available online at <https://wvde.state.wv.us/certification/forms/> or in the Personnel Department. Transcripts and/or certificates of completion should be sent to the personnel office.

Mandatory Reporting of Abuse

According to WV Code §49-2-803, when any school teacher or other school personnel who observes or has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately notify the building administrator and in no more than 24 hours, cause a report to be made to the WV Department of Human Resources.

Any school employee who personally observes sexual contact, sexual intercourse, or sexual intrusion of a child on school premises, school buses, or other transportation used for a school purpose must immediately, but not later than 24 hours, report the circumstances or cause a report to be made to the State Police or other law enforcement agency having jurisdiction to investigate. A teacher or other school employee is under the same reporting duty upon receiving a disclosure of such activity from a witness whom a reasonably prudent person would deem credible.

A person, official, or institution with knowledge of the sexual abuse of a child, who knowingly fails to report or prevents another person from taking action to report is guilty of a misdemeanor punishable by not more than six months in jail and/or a fine not more than \$10,000 (WV Code §49-2-812(b)).

McKinney-Vento Homeless Assistance Act

In accordance with the McKinney-Vento Homeless Assistance Act and MCS Policy 11-014, the Board shall provide a free and appropriate education to each homeless child or youth living within the District. The Board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate barriers to their receiving an education that may exist.

Children and youth may be considered homeless if they meet any of the following criteria:

- sharing the housing of others due to loss of housing, economic hardship, or similar reason;
- living in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations;
- living in emergency or transitional shelters;
- awaiting foster care placement;
- living in a public or private place not designed for humans to live;
- living in cars, parks, abandoned buildings, substandard housing, bus or train stations, etc.; or
- migratory children living in above circumstances.

The Superintendent or designee will appoint and train a school employee to serve as the homeless liaison. The homeless liaison will assist families and children to enroll in school and receive the educational services for which they are eligible.

Harassment Prohibited

It is the policy of McDowell County Board of Education to maintain an educational and work environment that is free from all forms of unlawful harassment, discrimination, and violence. The Board prohibits any form of harassment, including disability harassment, or discrimination prohibited by Section 504 of the Rehabilitation Act of 1973, racial harassment or discrimination, sexual harassment or discrimination, or religious/ethnic harassment or discrimination or violence towards students and staff.

Any person who believes he or she has been the victim of racial, sexual, religious, or ethnic harassment by a student or an employee of the school district is strongly encouraged to report the alleged acts immediately to an appropriate district official as designated by this policy using the report forms in Appendix A or online at <http://boe.mcdo.k12.wv.us>. All employees are required to report any knowledge or any reasonable suspicion they have that an employee or a student has violated this policy. The building principal or the assistant principal is the person responsible for receiving oral or written reports of racial, sexual, religious, or ethnic harassment at the building level. On the district level, racial, sexual, religious, or ethnic harassment complaints are received by the Board-designated Title IX Coordinator.

Drug Free Workplace

The McDowell County Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance. All employees must sign a Drug-Free

Workplace Verification Statement verifying that they have received a copy of the McDowell County Board of Education's Drug Free Workplace Policy 8-050.

As per MCS Policy 8-050, no employee shall unlawfully manufacture, distribute, possess or use, illegal drugs or medically non-prescribed controlled substances and/or alcohol; the reporting to work under the influence of illegal drugs, non-medically prescribed controlled substance, intoxicant, look-alike drugs or alcohol; or possession of non-medically prescribed paraphernalia is prohibited.

Any employee who engages in conduct prohibited by this policy shall be subject to one or more of following actions depending upon the circumstances of the violation:

1. notification of law enforcement agency;
2. notification of the West Virginia Department of Education;
3. suspension with or without pay pending completion of any investigation;
4. suspension without pay for up to ninety (90) days;
5. termination of employment; and/or
6. under appropriate circumstances, required enrollment in and successful completion of a substance abuse/counseling program at the employees' own expense as a condition of continued employment with the Board of Education.

Technology Use

McDowell County Board of Education believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Board further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited (MCS 8-061).

Specifically prohibited is the use of cellular telephones by teachers during class time. Talking on cell phone during instructional time is prohibited unless handling a school related issue. The Board of Education does understand that teachers will need to handle personal business while at school; in case of an emergency you will be notified by the office. At no time should cell phone head gear be worn during the school day. Any misuse of technology will result in disciplinary action.

Job Vacancies

Job vacancies are posted in obvious places at all job sites or online at <http://boe.mcdo.k12.wv.us> . Interested and qualified applicants/employees must make application for open positions by creating the appropriate account and applying online.

Duty-Free Lunch

Each teacher who is employed for more than half of the class periods of the regular school day and each service employee who is employed more than three and one-half hours per day shall be provided a daily

lunch period of not less than 30 consecutive minutes. No responsibilities or duties shall be assigned during this duty-free period.

Planning Period

Each teacher shall be provided at least one planning period per day. The planning period shall be the length of the usual class period in the school to which the teacher is assigned and shall not be less than 40 minutes. The teacher may exchange his/her planning period for compensation or benefit mutually agreed upon, and in writing, between the teacher and the building principal. The purpose of the planning period is to prepare and plan for teaching students.

Lesson Plans

All MCS teachers are required to provide lesson plans and make them available to substitutes in their absence. Sub teachers are expected to adhere to the given plans as closely as possible. In the event lesson plans are not available, assigned work should be educational and age appropriate.

Lesson plans may be required for long-term substitute teaching positions and should reflect the content identified in the West Virginia College and Career Ready Standards. Employees should check with their building administrator for lesson plan requirements. Additional information on effective lesson planning can be found online at <http://wvde.state.wv.us/teach21/quality-lesson-design.html>.

Homework

The McDowell County Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

Long-term substitute teachers should use the following guidelines in regard to assigning homework:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems. It is not teaching.
3. Homework should always serve a valid learning purpose; it should never be used as a punitive measure or as part of a student behavioral management system.
4. Meaningful homework, well assigned, supports the day-to-day learning objectives and instruction by building additional repetitions. Parents should not be required to explain the concepts or processes involved or the procedures to complete the assigned tasks.
5. Homework should only be given on something already taught except for a reading assignment to be completed in preparation for the next day of class. When assigning reading, correspondent

questions to the reading should not be assigned for homework. These are to be assigned the following day.

6. In all cases, if a teacher deems it necessary to assign homework, it must be used or gone over in class the next class period after it was assigned.
7. Homework does not have to be completed at home, but may be completed in homeroom, study halls, after-school, etc.

Please see MCS Policy 6-012 for suggested homework allocations by grade level.

Assuring the Quality of Education and Programs of Study

McDowell County Schools is dedicated to ensuring our students are college and career ready. Therefore, MCS Policy 1-006, requires the Superintendent to recommend to the Board such programs of study as are deemed to be in the best interests of the students.

Each program of study is intended to provide a basic framework of instruction and learning. Within this framework, each teacher shall use the program of study in a manner best designed to meet the needs of the students for whom he/she is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

Family Educational Rights and Privacy Act of 1974 or FERPA

As an employee of McDowell County Schools, you may have access to data tools that allow you to view individual student records and private data. WV Policy 4350 states that you are legally and ethically obliged to safeguard the confidentiality of this information.

Student data should only be used as necessary for legitimate educational purposes and should not be shared except under specific circumstances. Make sure to keep passwords confidential and log-out and/or close any programs where information can be seen or accessed. Improper release of this information may potentially result in criminal and civil liability. If you have a question as to what information is protected and what is public record, please consult your principal or direct supervisor.

Contracts

All substitute employees shall execute and have on file in the personnel office an appropriate contract prior to beginning their duties. Contracts may be terminated by mutual consent of the employee and the Board or pursuant to the provisions of West Virginia Code §18A-2-8a. Contracts do not reflect salary. A contract provides employment in McDowell County Schools, but does not guarantee a particular assignment or an amount of days for a substitute placement. The Board may suspend or dismiss an employee at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a plea of nolo contendere to a felony charge. For a professional employee, failure to obtain appropriate certification or revocation of a certificate annuls a contract.

Resignation

An employee who is resigning from employment should notify, in writing, his/her immediate supervisor, the Personnel Department, and the Department of Finance regarding payroll and insurance.

Employee Grievance Procedure

The McDowell County Board of Education recognizes the need to resolve differences which may arise in the workplace. The West Virginia State Legislature in Article 2, Chapter 6C of the State Code of West Virginia has created the appropriate vehicle for such resolution of differences. Therefore, the McDowell County Board of Education's Policy 8-042 adheres to West Virginia Code, Article 2, Chapter 6C in its entirety as the County's grievance procedure for all employees. Included with this adoption are all procedures, timelines, protocol, and forms as outlined in this section of the State Code. Forms for filing grievances are available from the employee's immediate supervisor, from the Personnel Department, or online at www.pegb.gov.

On the Job Injuries

Employees injured at work must report the injury to their immediate supervisor within 24 hours of the injury. The supervisor will complete an In-House Incident Report and submit it to the Safety Director. Compensation claims cannot be processed until this form is received. If an employee collects monetary payments from the Worker's Compensation Fund, he/she should contact the Finance Office immediately to discuss the possibility of an overpayment.

The employee must have a Return to Work Slip if he/she goes to the doctor the day of the injury and returns the following day, or is off work for any amount of time due to the injury. For more information, please see MCS Policy 8-010.

Expected Behavior in Safe and Supportive Schools

The McDowell County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, safe, orderly, and stimulating educational environment. It is with this purpose in mind that MCS Policy 11-028 establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools and requires that schools respond immediately and consistently to any behavior that disrupts the learning environment.

Inappropriate behaviors include, but are not limited to, incidents of harassment, intimidation, bullying, substance abuse, and/or violence. The policy classifies inappropriate behaviors into four levels and provides appropriate and meaningful interventions and consequences. Please read Policy 11-028 in its entirety at <https://boe.mcdo.k12.wv.us/Page/19> .

Employees Charging Meals

Substitutes eating school lunch should pay their bill at the time of purchase. Long-term substitutes may be offered the courtesy of charging meals, at the discretion of the building principal and food service department. Employees will receive a bill reflecting the amount due and date payment is due. Failure to pay for meals by the due date may cause the termination of charging privileges, as pursuant to MCS 4-000.

Holidays

As per WV Code §2-2-1, McDowell County Schools observes the following legal holidays:

New Year's Day – January 1

Martin Luther King's Birthday – 3rd Monday in January

Memorial Day – Last Monday in May

West Virginia Day – June 20

Independence Day – July 4

Labor Day – 1st Monday in September

Veteran's Day – November 11

Thanksgiving Day – 4th Thursday in November

Christmas Day – December 25

If a holiday described above falls on a Sunday, then the following Monday is the legal holiday. If a holiday falls on a Saturday, then the preceding Friday is the legal holiday.

Any day on which a general, primary, or special election is hold is a holiday throughout the state.

Any day proclaimed or ordered by the Governor or the President of the United States as a day of special observance or Thanksgiving, or a day for the general cessation of business, is a holiday.

Salary Schedule

The McDowell County Employee Salary Schedule is located on our website, <https://boe.mcdo.k12.wv.us/>, under the employment tab or is available upon request.

Pay Periods

McDowell County Employees are paid on the 15th and 30th of the month. Employees utilizing direct deposit will not receive a pay stub, but can access their information on the MCS website.

Receipt of Handbook

I, _____ verify that I have received the McDowell County Schools
Employee Handbook on _____.

Signature _____