

Lewis County Schools

# Employee Handbook

2024-2025



**One Team Working  
Together  
For the Benefit of All**



# LEWIS COUNTY SCHOOLS

239 Court Avenue  
Weston, West Virginia 26452  
Telephone (304) 269-8300  
Fax (304) 269-8305

---

## ***Superintendent***

Dr. Melinda J. Stewart

## ***Board of Education***

Adam Gissy, President  
David Bush, Vice President  
James Fealy  
Mike Holden  
John White

Dear Lewis County Schools Staff,

I hope this message finds you all well and rejuvenated after a well-deserved break. As we embark on a new academic year, I want to extend my warmest welcome back to each one of you. Your dedication, passion, and hard work truly make a difference in the lives of our students, and I am excited to join this journey with all of you.

Each year is filled with challenges, but it highlights our resilience and adaptability as a team. Together we will continue to demonstrate commitment to the success and well-being of our students. As we step into the upcoming year, there are many exciting opportunities awaiting us. Our shared commitment to excellence in education remains steadfast, and I am confident that, by working collaboratively, we will achieve even greater heights.

In the spirit of fostering an environment of open communication, collaboration, and growth, I encourage each of you to share your ideas, insights, and suggestions. Your perspectives are invaluable, and together, we can continue to shape a learning experience that prepares our students for the challenges and opportunities of the future.

I am truly honored to lead such an exceptional team of educators and support staff. Your dedication is the cornerstone of success, and I am excited to witness the positive impact we will undoubtedly make on the lives of our students.

Once again, welcome back! Let us continue to inspire, engage, and empower our students to become lifelong learners and responsible citizens.

Here's to a fantastic year filled with growth, achievements, and memorable moments!

With Appreciation,

Dr. Melinda J. Stewart

Superintendent, Lewis County Schools

Greetings from Dr. Lewis .....	5
OVERVIEW .....	6
STRATEGIC PRIORITIES .....	6
Mission Statement .....	6
Core Beliefs .....	6
Goals for 2024-2025 .....	6
Equal Opportunity .....	7
GENERAL INFORMATION.....	7
Lewis County Schools.....	7
Board of Education Members.....	7
Department of Finance .....	8
COMMUNICATIONS .....	10
County Website .....	10
School Calendar Requirements .....	10
Office 365 .....	10
Employee Relationships .....	10
HUMAN RESOURCES .....	10
Employment Term.....	11
Background Check .....	11
Seniority/Years' Experience.....	11
Contracts.....	11
Employment Records .....	11
Tuberculosis Test.....	11
Employee Identification .....	12
School Nutrition Program.....	12
Duty Free Lunch.....	12
Attendance and Punctuality .....	12
Reporting Absences.....	13
Overtime for Non-Exempt Employees .....	13
Leave of Absence without Pay .....	13
Dress .....	14
Employee Code of Conduct.....	14
Outside Employment .....	14
Harassment Prohibited.....	14
Safe Schools .....	14
Weapons .....	14
Fundraising .....	14
Conflict of Interest.....	15
Gifts to Staff .....	15

Political Activity.....	15
Reporting Abuse or Neglect of Children.....	15
Mandatory Reporting of Sexual Offenses on School Premises Involving Students.....	15
Substance Abuse and Tobacco Control Policy.....	15
Technology Use.....	16
Staff Development.....	16
Employee Performance Evaluations.....	16
Probationary Employment.....	16
Employee Grievance Procedure .....	16
Job Vacancies .....	16
Recruitment and Selection of Employees.....	17
Work Related Injuries.....	17
Transfer.....	17
Transfer Limitations .....	17
Reduction in Force (RIF).....	17
Absences from Work.....	18
Resignation.....	19
Retirement .....	19
Social Networking Guidance.....	19
Substitute Employees .....	19
Employee Travel.....	19
<b>HUMAN RESOURCES – PROFESSIONAL.....</b>	<b>19</b>
Professional Certification .....	20
WVDE Policy 5202.....	20
National Board Certification .....	20
Professional Leave.....	20
Lesson Plans .....	20
Homework .....	21
Planning Period.....	21
<b>HUMAN RESOURCES – SERVICE .....</b>	<b>21</b>
Service Employees .....	21
Service Classifications.....	21
<b>LEGAL .....</b>	<b>23</b>
Confidentiality: Family Educational Rights and Privacy Act (FERPA) .....	23
Social Networking Guidelines.....	24
Employee Code of Conduct.....	25
Reporting Abuse or Neglect of Children.....	27
Mandatory Reporting of Sexual Offenses on School Premises Involving Students.....	27

# **THIS PAGE IS TO REMAIN IN THE HANDBOOK**

**All employees are provided a copy to sign and return in the handbook folder.**

## **LEWIS COUNTY SCHOOLS Employee Handbook Statement of Acceptance 2024-2025 School Year**

I understand and agree that the contents of this Handbook are presented as a matter of information only. The information contained in this Handbook is merely a summary of the present policies, rules and benefits of the Lewis County Board of Education ("School Board"), and the Handbook is not intended to be or create an employment contract, either express or implied. To the extent that any written employment contract contradicts any term of this Handbook, the written employment contract controls.

While the School Board offers and intends to apply the policies, procedures, rules and benefits described herein, they are not an offer of employment, and are not intended to guarantee me employment or job security.

I understand that the School Board also reserves the right in its sole discretion to at any time modify, interpret, revoke, suspend, terminate or change any or all plans, policies or procedures, in whole or in part, with or without notice. In addition, I understand that no supervisor, representative or officer of the School Board has any authority to make any agreement contrary to the policies stated herein with any employee, without the express written authority of the School Board.

I have received my personal copy of the Lewis County School's Employee Handbook, and I have been given an opportunity to read it and ask questions regarding its contents.

Employee's Signature: \_\_\_\_\_

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

Please print this page only and submit to your supervisor.

## **OVERVIEW**

The purpose of the Lewis County Schools' employee handbook is to assist you, professional and service personnel, with issues related to your career within the school system. This employee handbook is designed to provide important information regarding employment, policies and procedures, salary and benefits, job responsibilities and other information.

Please read the contents of this handbook carefully. This is one of the many channels of communication we maintain to create an enjoyable and productive work environment. Should you need further explanation of the items covered, contact your supervisor or the central office.

The contents of this employee handbook are for informational purposes only and do not supersede county, state and federal policy and code. Procedures outlined in this manual are subject to change and will be updated as timely as possible.

This handbook is not intended to be or to create a contract of employment.

## **STRATEGIC PRIORITIES**

The strategic priority section discusses the core principles and beliefs of Lewis County Schools. Our desire is for the mission and core beliefs of Lewis County Schools to be reflected in the daily practices, routines and the overall culture of our system. These vital concepts must be embraced by all employees to foster learning environments that will most effectively impact students as we prepare them to become productive members of our community and the global marketplace.

### **Mission Statement**

"The mission of Lewis County Schools is to provide academic preparation, social responsibility, employability, and a desire of lifelong learning."

### **Core Beliefs**

Lewis County Schools Firmly Believes:

- Every student is capable of learning and experiencing success.
- All students deserve exceptional staff members who care passionately about their responsibilities and our students.
- We have an obligation to challenge all students to meet higher standards than his/her current level. That all students deserve a quality education in preparation for their future.
- All students deserve to learn in a respectful, caring atmosphere within a safe, student-centered learning environment.
- It is the mutual responsibility of students, staff, parents, and community members to be committed to and accountable for student learning.

### **Goals for 2024-2025**

1. The students of Lewis County Schools will demonstrate significant and continual growth in the acquisition of skills to be college and career ready.
2. All students will develop the personal skills and dispositions of wellness, responsibility, cultural awareness, self-direction, ethical character and good citizenship in an environment that is caring and safe.
3. Foster effective communication and relationships with and among our community.
4. Provide financial resources and services to support the goals and purpose of Lewis County Schools.
5. Provide modern, efficient facilities conducive to 21<sup>st</sup> Century learning standards and outcomes.

## **Equal Opportunity**

“As required by federal laws and regulation, the Lewis County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Lewis County Board of Education, 239 Court Avenue, Weston, West Virginia 26452, phone 304-269-8300; or to the Section 504 Coordinator, Lewis County Board of Education, 239 Court Avenue, Weston, West Virginia 26452, phone 304-269-8300; to the State Elimination of Sex Discrimination Project Coordinator, phone no. 304-558-7867; or to the U.S. Department of Education’s Director of the Office for Civil Rights, phone no. (215) 596-6795.”

## **GENERAL INFORMATION**

### **Lewis County Schools**

Address:

239 Court Avenue

Weston, WV 26452

Phone: 304-269-8300

Website: [www.lewisboe.com](http://www.lewisboe.com)

### **Board of Education Members**

Adam Gissy	President of the Board
David Bush	Vice President of the Board
James Fealy	Member
Mike Holden	Member
John White	Member

## Central Office Directory

### Superintendent's Office

Dr. Melinda J. Stewart	Superintendent	Ext. 126
Kim Bozic	Executive Secretary	Ext. 126

### Department of Attendance/Student Services

Aaron Radcliff	Director	Ext.
Lisa Helmick	Executive Secretary	Ext. 0

### Department of Child Nutrition/High School Supervisor/CTE

Cynthia Nesslerode	Director	Ext. 116
Janie Hawkins	Executive Secretary	Ext. 146

### Department of Federal Programs/Elementary Schools Supervisor

Rhonda Judy	Director	Ext. 203
Sandy Thompson	Executive Secretary	Ext. 135

### Department of Finance

Mariah Richards	Treasurer	Ext. 113
Audrey Burkett	Professional Accountant/Benefit Coordinator	Ext. 170
Christina Herrod	Accountant Payable	Ext. 128
Sandi Smith	Accountant/Buyer	Ext. 127
Brianna Phillips	Budget Manager	Ext. 170

### Department of Personnel/Middle School Supervisor/Facilities

Melissa Mace	Personnel Director	Ext. 112
Beverly Butcher	Executive Secretary	Ext. 133

### Department of Special Education/Pre-Kindergarten

	Director	Ext. 120
Dee Francis	Executive Secretary	Ext. 118
Erlynn Luna	Psychologist	Ext. 127
Melissa McQuain	Psychologist	Ext. 155
Amanda Craig	Student Services	
Alicia Tinney	Coordinator of SPED	Ext. 155
Carla Cosner	Preschool teacher	Ext. 205
Melissa McConnell	Preschool teacher	Ext. 143

### Department of Technology/Assessment/WVEIS

	Director	Ext. 206
Lisa Helmick	Executive Secretary	Ext. 144
Brian Tannous	Technology Support Specialist	Ext. 0
Regina Stewart	Technology Support Specialist	Ext.
Julie McCarty	TIS	Ext.
Sarah Darnell	TIS	

### Department of Transportation

Ryan Dumont	Supervisor	8313
Tonya Bohan	Executive Secretary	8313





## COMMUNICATIONS

Communication is an essential component in any organization. Lewis County Schools makes every effort to provide current, up-to-date information to our students, employees, and the Lewis County community. Effective communication helps us to better understand issues and processes which in turn builds trust and creates an environment that fosters creativity and opens channels to effective problem solving. Several tools are utilized to achieve this goal which is a priority of the Board of Education.

### County Website

Lewis County Schools operates a website at [www.lewisboe.com](http://www.lewisboe.com). Employees will find useful resources that provide important information, documents and forms to aid them in answering questions, resolving issues, and completing important tasks. Menus include some of the following: Board Information, Departments, Employee Resources, Live Grades, eSchool Solutions and other quick links that provide employee support. Please review often to keep up-to-date with the latest information.

### School Calendar Requirements

Lewis County Schools recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the County in providing no less than 180 separate days of instruction. Each spring, administrators, teachers, members of the community and board members work in unison to put together a school calendar that meets the requirements of the West Virginia Legislature and the West Virginia Board of Education (WVBE). Each calendar is submitted to the WVBE for approval. See Lewis County Policy.

### Office 365

Lewis County Schools utilizes Office 365 through the West Virginia Department of Education. Employees can send/receive messages and documents through email and other means provided by Office 365. Additional Microsoft Office products are available through this program for all employees.

### School Messenger

Lewis County Schools utilizes School Messenger, a telephone and messaging system, to increase communication between administrators, teachers, parents, students, and the community. This system provides immediate notifications related to events at schools, school closings, early dismissals, delays, and other issues important to our constituents.

### Employee Relationships

All Lewis County School employees are encouraged to participate in Board of Education meetings to maintain awareness as to what is happening in the district and participate in the decision-making process. Board of Education meetings are scheduled for the second and fourth Monday of each month. Special meetings are called as needed. Please contact the Office of the Superintendent if you desire to be placed on the agenda.

## HUMAN RESOURCES

Lewis County Schools employs approximately 565 professional, service and substitute employees. Each individual begins his/her employment in the Personnel Office. Criminal background check verifications are performed on every employee to ensure the safety and well-being of our students, staff and parent volunteers. Copies of employment contracts are maintained at the central office. An identification badge is provided and should be worn at all times during working hours at all locations.

**Employment Term**

The employment term for all employees is a minimum of 200 days. The Board may contract with all or part of its personnel for a longer term. The Board may also establish longer employment terms for specific positions within the county system.

Please refer to Lewis County Schools Policy, School Calendar, for complete details on rules and regulations regarding the employment term and lost instructional time.

A part time employee shall be defined as an employee who works less than 3.5 hours per day or less than five (5) days per week.

**Background Check**

West Virginia Code requires all Lewis County School employees to have a criminal background check through the state criminal identification bureau. The employee may be responsible for all costs associated with the requirement. Payment in full is due at the time of fingerprinting.

**Seniority/Years' Experience**

Seniority is the number of years an individual has worked in a specific classification for the Lewis County Board of Education. Years of experience are the number of actual years worked. One Hundred Thirty-Three Days (133) worked during the fiscal year affords employees one (1) year of experience credit. Years of experience must be earned from an accredited school district or related field. Service years of experience are only awarded for experience completed in Lewis County Schools. You must get prior years of experience verified from your previous employer(s) before you will be paid for those years of experience.

Professional employees who have previously worked for the Lewis County Board of Education as a regularly employed employee need to request that their seniority date be prorated. If a service employee resigns and is hired back at a later date, he/she starts over with no seniority but will receive years of experience.

**Contracts**

All 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 Lewis County Schools but does not guarantee a particular assignment. An employee may be transferred consistent with state law.

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.

**Employment Records**

Official employment records for all school employees are maintained at the Central Office in the Personnel office. Employment records include documents relevant to each employee's employment and evaluation. An employee has the right to inspect his/her own records. The members of the Board of Education in their official capacities, superintendent, and the administrative staff, when authorized by the superintendent or his designee, shall have the right to inspect an employee's entire personnel record.

**Tuberculosis Test**

Lewis County School employees are no longer required to obtain Tuberculin Skin Test as a requirement for employment. However, per policy "School personnel found or suspected to have active tuberculosis shall have their employment suspended until the local health officer, in consultation with the Commissioner of the Bureau of Public Health, approves a return to work.

### **Employee Identification**

The Lewis County Board of Education recognizes its obligation to provide a safe and secure working environment for its employees and students. According to Lewis County Policy, each employee is issued a photo identification card to be worn at all times while on Board of Education property during work hours. The photo identification badges must be worn above the waist and not be covered by clothing and/or jewelry. IDs may be used as keys and are not to be shared or loaned. Access to the building(s) is determined by the building administrator. IDs can be obtained in the Personnel office. Please report a lost or stolen ID/key card to your building administrator immediately. A replacement fee (subject to change) may be charged for any damaged or lost identification/key card re-issued to the employee.

### **School Nutrition Program**

Employees have the opportunity to participate in the school nutrition program. Meal prices are subject to change. All employees shall have their accounts paid in full on or before the last day of each month. Unpaid bills will be turned in to the magistrate for collection.

### **For State and local Agencies and their sub-recipients use the FNS Nondiscrimination Statement.**

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior credible activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### **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. A teacher may exchange this time for compensation or benefit mutually agreed upon between the teacher and the building principal. Such agreement shall be in writing.

### **Attendance and Punctuality**

All employees are expected to be present during their scheduled working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect

of duty and will result in disciplinary actions, up to and including termination, unless otherwise required by State or Federal law. See LCS Policy

### **Reporting Absences**

All employees are required to report their absences using the Smart Find Express Absence Reporting System when absent for any reason, even if a substitute is not required (Refer to LCS Policy) is necessary for appropriate record keeping and accurate pay check preparation.

Each Monday, Tuesday, Wednesday, Thursday, and Sunday, the System will call substitutes for absences reported for future jobs.

- **Service Personnel:**

Cafeteria Managers will contact employees in their classification by seniority at their schools for Step-Up purposes. Individuals Stepping-Up will put their absences in the SmartFind System and Cafeteria Managers will report their absences by contacting their supervisor. Other service employees are to report their absences through the system. Service employees who reported an absence through the system that will last longer than originally indicated are to contact their supervisor to have their absence extended. **DO NOT REPORT A SECOND ABSENCE THROUGH THE SYSTEM.**

- **Professional Personnel:**

Professional personnel are to report absences as soon as the absence is known by using the SmartFind System.

*Professionals are not to make arrangements with substitute employees without going through the principal and/or the central office.*

- **EMPLOYEES ARE NOT TO CALL THE SECRETARY'S HOME PHONE OR CELL PHONE TO REPORT ABSENCES.**

Traveling teachers for whom substitutes are required will use the comments feature in the System to inform the sub of their schedule for the absence period.

### **Overtime for Non-Exempt Employees**

Non-exempt employees who have not been granted prior approval by appropriate authority to work overtime may not arrive at their workstations or begin working earlier than their scheduled starting time and must leave their workstations and stop working at their scheduled ending time. Taking work home without prior approval shall not be permitted. Failure to comply with these requirements may result in disciplinary actions, up to and including dismissal.

### **Leave of Absence without Pay**

As set forth in Lewis County Policy, absences without pay may be necessary in emergency or unusual situations. Therefore, the Board will permit without pay, days subject to the following restrictions: short term personal illness, death in immediate family, or other emergency. The employee is required to notify the Superintendent/designee at least 24 hours in advance or as soon as practicable if the absences is to be without pay. Any instance of absences without pay shall be brought to the attention of the Board and should be approved only as a leave of absence as authorized under the various leave policies listed in Lewis County Policy.

Lewis County Board of Education employees shall not be absent from their assigned duties except as authorized by the Superintendent or designated representative. No employee may be absent beyond their accumulated leave except for reasons addressed in Lewis County Policy. Any such staff member who is willfully absent from duty without leave is subject to disciplinary action, up to and including termination of their contract of employment.

Board approval for absences without pay will be limited to unavoidable circumstances. No recommendation for such leave will be made for pleasure trips which conflict with instruction of students.

### **Dress**

All county employees should dress in an appropriate manner that allows them to complete their work, meet health requirements and not disrupt the work site. Some service employees will be required to dress appropriately and uniformly for their position. To avoid slips and falls, employees should wear appropriate footwear at all times.

### **Employee Code of Conduct**

All Lewis County Board of Education employees must abide by the West Virginia Board of Education's Employee Code of Conduct Policy 5902 and Lewis County Policy, which establishes appropriate standards of conduct for all West Virginia school personnel.

### **Outside Employment**

Pursuant to Lewis County Policy, no employee shall engage in outside employment that may affect his/her ability to fulfill all responsibilities to the Lewis County Board of Education. Doing so may constitute willful neglect of duty. Further, employees shall not permit commercial exploitation of their position.

### **Harassment Prohibited**

The Lewis County Board of Education prohibits any form of racial, sexual, religious, ethnic, or disability harassment, or violence or any bullying or intimidation by any student, school employee or member of the public during any school-related activity or during any education-sponsored event, whether or not in a building or property owned, used or operated by the Board. Harassment, bullying, and intimidation are defined in Lewis County Policy.

It is the responsibility of all employees to promote and maintain an environment free of harassment, bullying or intimidation.

Any person who believes that he/she has been the victim of harassment, intimidation or bullying by a student, employee or member of the public, should report the alleged acts to the school principal or other appropriate school official. Amorous relationships between employees of the Lewis County Board of Education and its students are strictly prohibited. School employees found to have violated this prohibition will be subject to the penalties and disciplinary actions.

### **Safe Schools**

It is the responsibility of every staff member to report all violations of the Student Code of Conduct, WVBE Policy 4373/LCS Policy, to the principal. All staff have a personal responsibility for reducing the risk of violence and must take steps to maintain order, demonstrate mutual respect for one another and ensure that students receive the help they need.

### **Weapons**

Unless otherwise authorized by law, pursuant to West Virginia Code §§ 61-7-2; 61-7-11; 61-7-1a, no person shall possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into any school or school buildings, school premises or school buses, or on any grounds or premises in or upon which any school activities are taking place.

### **Fundraising**

All fundraising activities shall be approved by the principal of each school. Procedures and record keeping shall be in compliance with WVBE Policy 8100 (Handbook for School Finance in West Virginia).

### **Conflict of Interest**

A school employee is prohibited from engaging in activities that are considered a conflict of interest as stated in WV Code §61-10-15 and §§6B-1-1 to 6B-1-6.

### **Gifts to Staff**

WV Code §§6B-1-1 to 6B-1-6 prohibits any board of education employee from soliciting or accepting, directly or indirectly, any gift or gratuity from any person known to be interested in any matter before such board employee. This does not apply to gifts or gratuities involving no substantial risk of affecting official impartiality.

### **Political Activity**

Employees and elected officials are expected to take every reasonable step to differentiate between their activities as individuals and their official positions as employees or elected officials. No person shall, in any room or school building, solicit in any manner any contribution for any party or political purpose from any officer or employee of the Board. No officer or employee of the Board who has charge or control of any school building, office or room shall allow any person to enter the same to solicit or receive any political assessments from or to any Board officer or employee.

### **Reporting Abuse or Neglect of Children**

According to WV Code §49-6A-2(a), when any school teacher or other school personnel 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 person in charge of the school. The employee shall report the circumstances to the West Virginia Department of Human Services. The person in charge of the school or designee (e.g. counselor) may also supplement the report. You can call the Abuse and Neglect Hotline (1-800-352-6513) 7 days a week, 24 hours a day. School employees found to have failed to report in a timely manner will be subject to legal penalties and/or disciplinary actions.

### **Mandatory Reporting of Sexual Offenses on School Premises Involving Students**

In addition to the mandatory reporter provisions of WV Code §49-6A-2(a), WV Code § 49-2-803(c)(e) requires mandatory reporting of sexual offenses on public or private school premises involving or between students. A **teacher or other 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. However, teachers and other personnel may satisfy their duty by instead making the matter known immediately, but within 24 hours, to the principal, assistant principal or similar person in charge, in which case the principal, assistant principal or similar person must immediately, but within 24 hours, report the conduct to law enforcement.

A person, official or institution required to report a case involving a child known or suspected to be sexually assaulted or abused, or a student known or suspected to have been a victim of any nonconsensual sexual contact, intercourse or intrusion, who knowing fails to do so or knowingly prevents another person acting reasonably from doing so, 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). **See LCS Policy for additional information.**

### **Substance Abuse and Tobacco Control Policy**

See WVBE Policy 4373 and Lewis County Policies.

Lewis County Schools shall assure full compliance with all regulations that define a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or uses of a controlled substance and/or alcohol are prohibited on school property or in conjunction with school related activities. Additionally, no employee shall report for work on any West Virginia Department of Education or Lewis County Schools project, whether on-

site or in the field, while under the influence of alcohol and/or an illegal drug. Compliance is mandatory. Violations are subject to severe sanctions including but not limited to termination of employment.

### **Technology Use**

See Lewis County Policy: Employee Technology and Computer Acceptable Use Policy-Employee Access to Network Information Resources

Lewis County Schools' computers and technology are used to support learning and enhance educational instruction. All personnel must sign the Educational Purpose and Acceptable Use of Electronic Resources Technologies and the Internet Form indicating that they agree to abide by the provisions of the policy. Any misuse of technology will result in disciplinary action up to and including termination.

### **Staff Development**

All employees are required by law to attend 18 clock hours of staff development training each year. The Staff Development Councils are responsible for proposing programs for professional and service employees pursuant to Lewis County Board of Education Policy. Failure to obtain the required 18 hours of staff development may result in disciplinary action against the employee, which may include suspension or termination from employment.

### **Employee Performance Evaluations**

The purpose of employee evaluations is to: 1. Promote professional growth and development that advances student learning in Lewis County Schools; 2. Define and promote high standards for professional personnel and their performance; 3. Provide data that indicates the effectiveness of professional personnel as one basis for sound personnel decisions; 4. Establish county and school evaluation data that serve as a basis for professional development that specifically targets the area(s) identified for professional growth.

### **Probationary Employment**

All regular employees serve a probationary period during their first three years of employment. After three years of acceptable employment, an employee who enters into a new employment contract with the Board shall be granted a continuing contract.

A teacher holding continuing contract status with one county shall be granted continuing contract with any other county upon completion of one year of acceptable employment if such employment is during the next succeeding school year or immediately following an approved leave of absence extending no more than one year. For example, if an employee has been employed by Lewis County Schools and is on a continuing contract in 2013-2014 then Lewis County Schools hired the employee for the 2014-2015 school year, the employee would be on a probationary contract for one year. If the Lewis County Board of Education and the employee agree to continue an employment relationship, a continuing contract will be issued starting with the 2015-2016 school year.

### **Employee Grievance Procedure**

Education employees may avail themselves of a grievance procedure established by WV Code §6C-2-1, et seq. Forms for filing grievances are available from the employee's immediate supervisor, from the Department of Human Resources or online at [www.pegb.wv.gov](http://www.pegb.wv.gov).

### **Job Vacancies**

Job vacancies are posted in obvious places at all job sites and online at [www.lewisboe.com](http://www.lewisboe.com) and [www.wvde.state.wv.us/jobs](http://www.wvde.state.wv.us/jobs). Interested and qualified professional and service applicants/employees must make application for open positions prior to the deadline listed on each posted position.



## **Recruitment and Selection of Employees**

Lewis County Schools strictly abides by WVBE Policy 5000, Procedures for Designated Hiring and Transfer of School Personnel.

An orderly employment application procedure is followed by Lewis County Schools. The procedure outlined in WVBE Policy 5000 allows the school district to consider eligible candidates for a position based upon qualifications. Utilization of these processes and procedures will provide hiring committees and principals with the ability to have a significant voice in determining the makeup of their school communities and will provide counties with quality staff to meet ever evolving needs and enrollment.

## **Work Related Injuries**

Any employee injured in the course of employment should report all details of the injury/accident to a supervisor/principal **immediately** and complete form WC-1. The original form must be given to the medical provider when seeking medical attention. Accident forms and procedures are located in the office of each school or department. Supervisors/principals must complete WC-2 forms and submit along with a copy of the initial WC-1 form within twenty-four (24) hours. If you have any questions, please contact the Finance Department at the Central Office.

## **Transfer**

Whenever the Lewis County Board of Education is required to reduce the number of professional employees in its employment from an individual school, the employee with the least amount of seniority within the needed certification area shall be transferred.

Whenever the Lewis County Board of Education is required to reduce the number of service employees in its employment from an individual school, the employee with the least amount of seniority in that classification/class title shall be transferred. If an employee is placed on the transfer list, he/she will have employment for the following school year; however, the employee may be required to accept a position at another location in which he/she is qualified. If the employee's original position is restored before August 1 of the current year, the transferred employee has the right to return to that position.

## **Transfer Limitations**

A professional employee may not transfer from one professional position to another until the following school year if the transfer occurs after the twentieth day prior to the beginning of the instructional term. State law allows limited exceptions to this provision as stated in WV Code §18A-4-7a.

The Board shall make decisions affecting promotions and the filling of any service personnel positions of employment or jobs occurring throughout the school year that are to be performed by service personnel as provided in WV Code §18A-4-8b, on the basis of seniority, qualifications, and evaluation of past service. Service personnel can transfer at any time during the year except for aides. Aides are only permitted to transfer one time during a semester; however, they can transfer as many times as they would like during the summer months. Autism mentors/aides and special education aides may not transfer from one position to another until the following school year if the transfer occurs after the fifth day prior to the beginning of the instructional term.

## **Reduction in Force (RIF)**

In accordance with WV Code §18A-2-2, if it becomes necessary to eliminate staff positions, a fair and orderly process will be followed. Reduction in Force (RIF) is a process whereby the total number of positions in the school system is reduced because of:

- Substantial change in size and nature of the student population.
- Budgetary reasons.
- Changes in the curriculum.

- Other circumstances as determined by the Board of Education.

If reduction in work force is necessary, the employee(s) with the least amount of seniority in the affected area(s) shall be notified, by registered mail, and properly released from employment pursuant to W. Va. Code §18A-22. Employees will be placed on a preferred recall list from the date of release based upon their seniority. All employees have the right of appeal to the Board of Education.

### **Absences from Work**

Lewis County Schools' employees may wish or be required to be absent from work on a short-term or long term basis, with or without pay. An employee shall not be absent, except as authorized by Lewis County Board of Education Policy. Any employee who is willfully absent from duty without leave is subject to disciplinary action, up to and including termination of employment.

Employees are provided leave subject to certain requirement, as outline in Lewis County Policy.

- **Personal Leave** provides for sick leave and personal days. A physician's excuse is required for sick leave in excess of three consecutive work days.
- **Parental Leave Act** provides extended leave for pregnancy, childbirth, infant, or adoptive bonding.
- **Family and Medical Leave Act** provides up to 12 weeks of unpaid, job-protected leave during any 12-month period (July 1-June 30) to eligible employees for:
  - The birth of child, adoption, or foster care.
  - Serious health condition.
  - Qualifying exigencies arising of our employee's spouse, son, daughter, or parent on active duty.

To be eligible for FMLA benefits an employee must:

- Have worked for the BOE for a total of 12 months.
- Have worked at least 1,250 hours in the previous 12 months (July 1-June 30).

- **Military Leave** provides members of the National Guard or armed forces reserves leave without loss of pay, status, or efficiency rating while on active duty orders.
- **Leave of Absence** for up to one fiscal year (July 1 - June 30), without pay, may be granted to regular employees for the following reasons: personal illness, continuing education, legislative service, professional organization leadership, jury duty, court appearances, or other unforeseen emergencies (e.g. house fire, crime victim, etc.). During a leave of absence, West Virginia Public Insurance Agency (PEIA) program rules and regulations will apply when determining eligibility and coverage during employee absence from work.
  - An employee must provide at least 10 working days' notice prior to the beginning of the leave of absence or provide notification as soon as practicable.
  - The board shall consider an employee to be entitled to a leave of absence for personal illness in accordance with the definitions, criteria, and procedures set forth in the FMLA. An employee on a leave without pay shall notify the superintendent of his or her intent to return to work for the next ensuing fiscal year **on or before April 1** of the year that he or she is on a leave of absence without pay.
  - Employees returning from an approved leave of absence that extended for a period of one calendar year or less shall be reemployed by the Board with the right to be restored to the same assignment of position or duties held prior to an approved leave of absence. For employees returning from approved leave extending beyond one year, re-employment to the same position is not guaranteed. Such employees shall retain all seniority, rights, and privileges that had accrued at the time of the leave and shall have all rights and privileges generally accorded employees at the time of reemployment.
  - Leave under this policy will not be granted for more than one fiscal year at a time and may not be intermittent.

Please reference Lewis County Policy regarding the types of leave available to employees or contact the Human Resources Department for assistance in making application for a leave of absence and/or questions about required documentation.

### **Resignation**

An employee who is resigning from employment should notify, in writing, his/her immediate supervisor, the Personnel Office, and the Office of Finance regarding payroll and insurance. An employee's resignation may not be accepted during the contract term. You will want to schedule an appointment with the Personnel Director & Superintendent, if you should wish be released during your contracted period of employment.

### **Retirement**

Any employee who is retiring should notify, in writing, his/her immediate supervisor and the Personnel Department. WV Code §18A-2-2(g) describes an incentive program for employees who provide early notification of their retirement. Notification of retirement must be in writing and must be received in the Personnel Director's office by **March 1** in the school year in which the individual intends to retire at the conclusion of the school year. In order to qualify for the bonus, the employee must remain in his/her current position until the end of the current contract year. Eligible individuals are to be paid the \$500 bonus. The early notification bonus is subject to legislative approval each year. If you have questions about your retirement plan, please contact the West Virginia Consolidated Public Employees Retirement Board (304-558-3570).

### **Social Networking Guidance**

Social networking is rapidly growing and used by all ages in society. Lewis County Schools has a professional image to uphold and how we conduct ourselves online impacts this image. There have been instances of school employees demonstrating misconduct while engaging in inappropriate activities online. Please see Appendix A for suggested social networking guidelines for school employees.

### **Substitute Employees**

Definition: A temporary employee that performs a service and duties during the absence of a regular employee (professional and service).

### **Employee Travel**

Employees are required to complete a Professional Leave Form and receive approval from their immediate supervisor and from the central office prior to attending any activity/event. The signature of the funding source director and the superintendent is required for approval. Professional Leave Forms should be submitted to the central office at least two weeks (10 working days) in advance of the activity/event.

Employees are required to submit "detailed" receipts for reimbursement along with a copy of the professional leave form and out of county travel form.

Travel that occurs within the county must be approved in advance by your supervisor/principal and documented on the In-County Travel Form.

## **HUMAN RESOURCES – PROFESSIONAL**

There are two divisions of responsibility within the school system, service and professional personnel. Professional employees as defined in W.Va. Code §18A-1-1 as persons who meet the certification requirements of the state, licensing requirements of the state, or both, and includes the professional educator and other professional employees.

## **Professional Certification**

All professional educators are responsible for maintaining appropriate certification. As a courtesy, the Personnel office will notify employees the year before and during which their certificates expire. It is advisable to complete the required renewal credit at least one year prior to the year in which the certificate expires. Certification generally expires on June 30th of the designated year.

## **WVDE Policy 5202**

### **7.1.a. Educator. – The educator shall:**

**7.1.a.1. Familiarize Her/Himself with Licensure Requirements. – Every educator is responsible for familiarizing her/himself with the West Virginia licensure and salary classification requirements and for making application for any licensure/salary classification to which s/he is entitled.**

## **National Board Certification**

The Lewis County Board of Education is committed to recognizing teachers who acquire certification through the National Board for Professional Teaching Standards (NBPTS). A NBPTS certified teacher will receive an annual bonus of \$3,500 and reimbursement of the licensure fee and limited expenses through the WVDE, WV Code §18A-4-1. In addition, the Lewis County Board of Education will provide an annual salary bonus of \$2,000 per year for the life of the certificate, up to ten years, providing he/she submits the appropriate documentation that the teacher has achieved NBPTS Certification. Payments will be made in equal monthly installments. The bonus will be prorated based upon the day of issuance. These payments shall be in addition to any amounts prescribed in the applicable state minimum salary schedule and in West Virginia Board of Education Policy 5202.

Classroom teachers who renew their NBPTS Certification shall continue to receive the salary bonus of \$2,000 providing he/she submits the appropriate documentation that the teacher has renewed their NBPTS Certification.

## **Professional Leave**

Employees may be granted professional leave to attend educational events, seminars, trainings, workshops, meetings related to their professional assignments. Employees must get prior approval from their building administrator and the appropriate central office administrator (funding source). Professional leave forms must be completed in their entirety and submitted a minimum of two weeks before the requested leave. Approval of all professional leave is subject to budgetary restrictions and other factors.

## **Lesson Plans**

Pursuant to Lewis County Policy, each teacher is required to have written daily lesson plans for each class that he/she teaches that address the West Virginia College and Career Readiness Standards and Objectives. The lesson plan will be an outline of what is to occur in the class and the order in which it will occur and is based on long range plans/curriculum maps. Lesson plans will be in a form easily decipherable by the principal, supervisor, or substitute teacher. Administration will review lesson plans as needed to assure that quality instruction is taking place. Lesson plans will be reviewed at least once every quarter and shall contain the following elements:

- Lesson plans focus on delivery of instructional objectives based on the West Virginia College and Career Readiness Standards and Objectives.
- The instructional objectives of lesson plans are clear and discernible.
- Lesson plans adequately cover the instructional time allotted for the class or subject.
- Lesson plans are evident for classroom instruction (which could be weekly lessons or extended project-based learning).
- An introduction to a prior discussion topic for review of material that was in the previous class period.

## **Homework**

Pursuant to Lewis County Policy, “Homework” shall refer to those assignments to be prepared and or completed outside of the school instructional day by the student or independently while in attendance at school. Only assignments to which the teacher assigns value may be given as homework; the teacher shall determine what value is placed on each assignment. The purpose of homework shall be to:

- Reinforce learning and assure mastery of the West Virginia College and Career Readiness Standards and Objectives by providing necessary practice and application.
- Enrich school experiences through related home activities.
- Encourage carry-over of worthwhile school activities into leisure interests of the child.
- Stimulate initiative, self-direction, independence, and responsibility.
- Make up work missed due to absences from school.

## **Planning Period**

Each teacher shall be provided at least one planning period per day. This 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. Planning periods may be scheduled anytime during the work day. The teacher may exchange his/her planning period for compensation or benefit mutually agreed upon between the teacher and the building principal. Such agreement should be in writing. **The purpose of the planning period is to prepare and plan for teaching students.**

## **HUMAN RESOURCES – SERVICE**

Service personnel of Lewis County Schools work in a number of areas. This section covers the classifications for this division as well as the competency tests for service employees.

### **Service Employees**

As defined in W.Va. Code §18A-1-1, service employees are those who serve the school or schools as a whole, in a nonprofessional capacity including such areas as secretarial, custodial, maintenance, transportation, school lunch and aides.

### **Service Classifications**

West Virginia Code §18A-4-8 defines service employees’ class titles. A class title means the name of a position or job held by the service personnel. See page 23 for a listing of class titles.

### **Competency**

Competency tests will be given to service employees to determine the qualification of new applicants seeking initial employment in a particular classification title as either a regular or substitute employee.

## Service Personnel Classification Titles

### Service Personnel Classification Titles

CLASS TITLE	PAY GRADE	CLASS TITLE	PAY GRADE
Accountant I	D	Foreman	G*
Accountant II	E	General Maintenance	C
Accountant III	F*	Glazier	D
Accounts Payable Supervisor	G	Graphic Artist	D
Aide I	A	Groundsman	B
Aide II	B	Handyman	B
Aide III	C	Heating and Air Conditioning Mechanic I	E
Aide IV	D	Heating and Air Conditioning Mechanic II	G*
Audiovisual Technician	C	Heavy Equipment Operator	E
Auditor	G	Inventory Supervisor	D*
Autism Mentor	F	Key Punch Operator	B
Braille Specialist	E	Licensed Practical Nurse	F
Bus Operator	D	Locksmith	G
Buyer	F	Lubrication Man	C
Cabinetmaker	G	Machinist	F
Cafeteria Manager	D	Mail Clerk	D
Carpenter I	E	Maintenance Clerk	C
Carpenter II	F	Mason	G
Chief Mechanic	G	Mechanic	F
Clerk I	B	Mechanic Assistant	E
Clerk II	C	Office Equipment Repairman I	F
Computer Operator	E	Office Equipment Repairman II	G
Cook I	A	Painter	E
Cook II	B	Paraprofessional	F
Cook III	C	Payroll Supervisor	G
Crew Leader	F	Plumber I	E
Custodian I	A	Plumber II	G*
Custodian II	B	Printing Operator	B
Custodian III	C	Printing Supervisor	D
Custodian IV	D	Programmer	H
Director or Coordinator of Services	H*	Roofing/Sheet Metal Mechanic	F
Draftsman	D	Sanitation Plant Operator	G
ECC Assistant Teacher - Temp. Auth.	E	School Bus Supervisor	E
ECC Assistant Teacher - Perm. Auth.	E	Secretary I	D
ECC Assistant Teacher - Paraprof. Certificate	F	Secretary II	E
Edu. Sign Lang. Interpreter I	F	Secretary III	F
Edu. Sign Lang. Interpreter II	G	Sign Support Specialist	E
Electrician I	F	Supervisor of Maintenance	H
Electrician II	G*	Supervisor of Transportation	H
Electronic Technician I	F	Switchboard Operator-Receptionist	D
Electronic Technician II	G	Truck Driver	D
Executive Secretary I	G*	Warehouse Clerk	C
Executive Secretary II	G*	Watchman	B
Executive Secretary III	G*	Welder	F
Food Services Supervisor	G	WVEIS Data Entry and Administrative Clerk	B

\* Supplement

# LEGAL

## **Confidentiality: Family Educational Rights and Privacy Act (FERPA)**

See Lewis County Policy

Lewis County Schools (hereinafter, LCS) is committed to protecting the privacy of student data while also ensuring the availability of high-quality information about Lewis County's public schools to guide and inform local and statewide decision-making. The availability of high-quality information for decision making is a crucial need, given the LCS's responsibility to ensure that a thorough and efficient system of schools is being provided and to improve student, school and school system performance and progress. LCS is committed to ensuring the security of education records and the privacy of student and family information throughout the school system. To fulfill its commitments and meet the information needs of stakeholders, LCS establishes standards and procedures to guide schools, agencies, and institutions as staff collect and manage information about students. The purpose of these procedures is to establish standards governing the collection, maintenance, disclosure, and final disposition of education data and records and to set forth the conditions governing privacy protections and access rights for parents and students.

**It is vital that all Lewis County School employees maintain confidentiality regarding students.** Failure to comply with FERPA Regulations may lead to disciplinary action including termination.



## Social Networking Guidelines Office of the Superintendent

Social networks are rapidly growing and used by all ages in society. Popular social networks are web-based, commercial and not necessarily designed for educational use. These include sites like Facebook, Twitter, Instagram, Flickr, Tumblr, and Snapchat. For individuals, social networking sites provide opportunities to stay in touch with friends and family.

Educational networking sites are also growing in use. These sites are used by educators for both professional development and as a teaching tool, and are usually restricted to selected users and not available to the general public. These include networking tools such as Moodle, educational wikis, district adoptions of online applications such as Edmodo, Echo, and Google Apps for Education. Lewis County Schools has a professional image to uphold and how we conduct ourselves online impacts this image. As reported by the media, there have been instances of school employees demonstrating misconduct while engaging in inappropriate dialogue about their schools and/or students or posting pictures and videos of themselves engaged in inappropriate activity online. Some people feel that being online shields them from having their personal lives examined; however, online identities are very public and can cause serious repercussions if behavior is careless.

One of the hallmarks of online networks, both social and educational, is the ability to "friend" others—creating a group of others that share interests and personal news. The district strongly discourages employees from accepting invitations to friend students within personal social networking sites. The student-employee dynamic is altered when students gain access into a network of friends and acquaintances, and are able to view personal photos and communications. It is important to maintain a professional relationship with students to avoid relationships that could cause bias in the classroom or other school settings.

The district does recognize the value of student/teacher interaction on educational networking sites. Collaboration, resource sharing and student/teacher and student/student dialog can all be facilitated by the judicious use of educational networking tools. Such interactivity is a critical component of any online class and can greatly enhance face-to-face classes. This is a new means of communication and some guidelines are in order for educational networking as well. For the protection of your reputation, the district recommends the following practices:

### Guidelines for the use of social networking sites by school employees:

- Do not accept students as friends on social networking sites. Decline any student-initiated friend requests. □ Do not initiate friendships with students.
- Remember people classified as "friends" have the ability to see and share your information with others.
- Post only what you want the world to see. Imagine students, their parents, your administrator, visiting your site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may be available even after it is removed from the site.
- Do not discuss students or co-workers.
- Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to "only friends". "Friends of friends" and "Networks and Friends" open your content to a large group of unknown people. Your privacy and that of your family may be at risk.

### Guidelines for the use of educational networking sites by school employees:

- Let your administrator, fellow employees, and parents know about your educational network.
- When available, use school-supported networking tools.
- Do not say or do anything that you would not say or do in the school setting. (Remember that all online communications are stored and can be monitored).
- Have a clear statement of purpose and outcomes for the use of the networking tool.
- Establish a code of conduct for all network participants.
- Do not post images that include students without parental release forms on file.
- Pay close attention to the site's security settings and allow only approved participants access to the site.

### Guidelines for all networking sites by employees:

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as an employee at risk.
- Due to security risks, be cautious when installing external applications that work with the social networking site. Examples of these sites are calendar programs and games.
- Run updated malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via e-mail or on your wall, providing a link for you a click, leading to a fake login page.
- If a staff member learns of information, on the social networking site, which falls under the mandatory reporting guidelines, they must report it as required by law.



## **Employee Code of Conduct**

### **1. Scope.**

- 1.1. Code of conduct for all Lewis County School employees.

### **2. Application.**

- 2.1. This policy applies to all Lewis County School employees.

### **3. Purpose.**

- 3.1. The Lewis County Board of Education recognizes that the quality of education provided students in the public schools is most directly influenced by the capabilities and conduct of school system employees. Consequently, the conduct of employees must demonstrate a commitment to excellence, equity, and effectiveness in meeting the individual needs of students. High quality service must be the expected outcome for all employees in the public schools. The purpose of the Employee Code of Conduct is to define appropriate standards of conduct for employees in the public schools of Lewis County. This policy sets forth appropriate conduct for employees in the public schools.
- 3.2. These regulations also require that Lewis County public school employees respond immediately and consistently to incidents of bullying, harassment, intimidation, substance abuse, and/or violence or any other code of conduct violation that impacts negatively on students in a manner that effectively addresses incidents, deters future incidents, and affirms respect for individuals.

### **4. Employee Code of Conduct.**

- 4.1. "Employee" shall include all school personnel employed by a county board of education whether employed on a regular full-time basis or otherwise, and shall include other personnel such as employees of the West Virginia Schools for the Deaf and the Blind, and all employees of West Virginia Department of Education Institutional Programs.
- 4.2. All Lewis County School employees shall:
  - 4.2.1 Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
  - 4.2.2 Contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
  - 4.2.3 Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
  - 4.2.4 Create a culture of caring through understanding and support.
  - 4.2.5 Immediately intervene in any code of conduct violation that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
  - 4.2.6 Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
  - 4.2.7 Comply with all Federal and West Virginia laws, policies, regulations and procedures.

## **5. Implementation.**

- 5.1. The Lewis County Board of Education shall provide for the distribution of the Employee Code of Conduct to all Lewis County School employees.
- 5.2. The Lewis County Board of Education shall provide professional development for county and school administrators on the Employee Code of Conduct.
- 5.3. The Lewis County Board of Education shall provide professional development for all employees on the Employee Code of Conduct.

## **6. Severability.**

- 6.1. If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this rule.

## **7. Authority.**

West Virginia Constitution, Article XII, §2 and W.Va. Code §§18-2-5, 18-2E-5, and 18A-1-1(a); WVBE Policy 5902

## **Mandatory Reporting**

### **(All School Employees)**

#### **Reporting Abuse or Neglect of Children**

According to WV Code §49-2-803, when any school teacher or other school personnel 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 person in charge of the school. The employee shall report the circumstances to the West Virginia Department of Human Services. The person in charge of the school or designee (e.g. counselor) may also supplement the report. You can call the Abuse and Neglect Hotline (1-800-352-6513) 7 days a week, 24 hours a day. School employees found to have failed to report in a timely manner will be subject to legal penalties and/or disciplinary actions. Penalties, see §49-2-812(a)

#### **Mandatory Reporting of Sexual Offenses on School Premises Involving Students**

In addition to the mandatory reporter provisions of WV Code §49-2-803(c) requires mandatory reporting of sexual offenses on public or private school premises involving or between students. A **teacher or other 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. However, teachers and other personnel may satisfy their duty by instead making the matter known immediately, but within 24 hours, to the principal, assistant principal or similar person in charge, in which case the principal, assistant principal or similar person must immediately, but within 24 hours, report the conduct to law enforcement.

A person, official or institution required to report a case involving a child known or suspected to be sexually assaulted or abused, or a student known or suspected to have been a victim of any nonconsensual sexual contact, intercourse or intrusion, who knowing fails to do so or knowingly prevents another person acting reasonably from doing so, 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).