

2025-2026



**BOONE COUNTY**  
**SCHOOLS**  
Employee Handbook

**Allen Sexton, Superintendent**  
**Steve Gaines, Assistant Superintendent**

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### **Human Resources Contact Information:**

**Denise Banks, Executive Secretary for Human Resources**  
[dybanks@k12.wv.us](mailto:dybanks@k12.wv.us)

**Doug Barrett, Director of Human Resources**  
[dbarrett@k12.wv.us](mailto:dbarrett@k12.wv.us)

**HR Phone: 304-369-8276 or 304-369-8241**

**Board of Education Information:**

Boone County Schools Board of Education members hold scheduled board meetings at the Boone Career and Technical Center.

January 20 <sup>th</sup>	4:30 p.m.
February 17 <sup>th</sup>	4:30 p.m.
March 17 <sup>th</sup>	4:30 p.m.
April 21 <sup>st</sup>	4:30 p.m.
May 19 <sup>th</sup>	4:30 p.m.
June 16 <sup>th</sup>	4:30 p.m.

**BOE Members:**

Mr. James A. Craig, President

Mr. Charles J. Gibson, Vice President

Mrs. Kimberly D. Duty, Member

Mr. Barry L. Brown, Member

Mrs. Darlene J. McClure, Member

Mr. Allen Sexton, Superintendent

Mr. Steve Gaines, Assistant Superintendent

Mrs. Penny Green, Executive Secretary to the Superintendent

## DEPARTMENT OF HUMAN RESOURCES

Dear BCS Staff Member:

I want to extend my sincere appreciation to each of you for the work you do every day for the students and families of Boone County. Our goal in the HR Department is to provide the support needed to enable all employees to operate at the highest level for the students of Boone County.

Whether you are joining us for the first time or have been part of this district for many years, you play a vital role in shaping a positive and academically strong environment for our students. Your efforts—seen and unseen—are the foundation of the progress we are making together.

This personnel handbook outlines the essential terms, expectations, and guidelines of your employment with Boone County Schools. It is intended to assist you throughout the school year and will remain in effect unless revised in a future edition. I encourage you to keep it accessible and reach out to our Human Resources team whenever you need support or clarification. Their purpose is to assist you so that you can continue serving our students with excellence.

Throughout this handbook, you will find references to board policies and regulations. If any conflicts arise, please remember that state or federal law and Boone County Board of Education policy will take precedence.

Thank you for your continued dedication, professionalism, and commitment to our students. I am confident that by working together as one united team, we will make this year a strong and successful one for all of Boone County students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Barrett', with a stylized, flowing script.

Doug Barrett  
Director of Human Resources

**Nondiscrimination, Title IX, ADA, and Section 504 Notice**

Boone County Schools does not discriminate on the basis of race, color, creed, ancestry, religion, national origin, linguistic or language differences, sex, sexual orientation, gender, gender identity, gender expression, disability, age, socioeconomic status, height, weight, marital status, political belief, or veteran status in any educational program, activity, or employment practice.

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment in any school program, activity, or employment opportunity, as required by federal nondiscrimination laws including Title IX, Section 504, and the Americans with Disabilities Act (ADA).

**Designated Compliance Officers****Title IX (Discrimination/Sexual Harassment)****Doug Barrett**

Title IX Coordinator & Director of Human Resources  
Boone County Schools  
69 Avenue B  
Madison, WV 25130  
Email: [dbarrett@k12.wv.us](mailto:dbarrett@k12.wv.us)  
Phone: **304-369-8276**

**Section 504 / ADA (Disability Services and Accommodations)****Bretta Kuhn Cook**

Director of Exceptional Children  
Boone County Schools  
69 Avenue B  
Madison, WV 25130  
Email: [bretta.kuhn@k12.wv.us](mailto:bretta.kuhn@k12.wv.us)  
Phone: **304-369-8245**

Written inquiries may be submitted to either coordinator at the address above.

**External Civil Rights Contact (Optional Alternative Resolution)****Office for Civil Rights (OCR)**

U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: **404-974-9406**  
Fax: **404-974-9406**

## **Drug -Free Workplace**

**Boone County Schools is a drug-free workplace.** All employees must sign a Drug- Free Workplace Verification Statement verifying that they have received a copy of the Boone County Board of Education's Drug- Free Workplace Policy, Boone County File GBBAB, and that they agree to abide by the provisions of said policy. Upon initial hiring all employees receive the drug free workplace policy.

## **School Laws of West Virginia**

Each school principal is provided with a copy of the current School Laws of West Virginia.

WV State Code: <https://code.wvlegislature.gov/?chap=18&art=5>

## **Policy Manual**

A copy of the Boone County Board of Education Manual of Policies and Procedures is available online:

[Boone County School Policies](#)

## Central Office Contacts

The Administrative Offices of Boone County Schools is open from 8:00 AM to 4:00 PM

### Boone County School 25-26 County Directory

241	Banks	Denise	Human Resources Executive Secretary
258	Belcher	Crystal	Title 1 Secretary
200	Bunting	Hannah	Front Desk Secretary
267	Chambers	Dolly	Special Education Secretary
231	Cook	Easton	Benefits Coordinator/Accountant
235	Green	Penny	Exec. Secretary for the Superintendent
250	Hale	Shae	Director of Federal Programs
232	Hanson	Thomas	Director of Technology
245	Cook	Bretta	Special Education Director
272	Nelson	Pam	Smart Find
238	Pauley	Sam	Treasurer
252	Stollings	Matt	Director of Attendance
278	Stollings	Krystal	Psychological Services Director
253	Gaines	Steve	Assistant Superintendent
276	Barrett	Doug	Director of Human Resources
251	Wellman	Deanna	Payroll Coordinator
301	Linville	Brian	Director of Transportation
70150	Collins	Cindy	Director of Nursing
275	Hill	Jay	Director of Maintenance
248	Hill	Vanessa	Director of Child Nutrition

**Human Resources**

Boone County Schools employ approximately 500 full-time employees and 150 substitute employees. Each individual began his/her employment in the Human Resource Department. A background check is performed on every single Boone County Schools' employee. Copies of employment contracts are maintained by the Department of Human Resources. An identification badge is issued and should be worn at all times during working hours at all of the campuses and departmental facilities.

**Employment Term**

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

**Seniority/Years of Experience**

Seniority is the number of years an individual has worked in a specific classification for the Boone County Board of Education.

Years of experience are the number of actual years worked. Professional 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 Boone County Schools or for another WV school system. Employees are responsible for getting prior years' experience verified from previous employer(s) before they will be paid for the years of experience.

Professional employees who have previously worked for the Boone County Board of Education as a regular 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. Professional employees who leave Boone County Schools and returns will need to work 1 full year before receiving back their earned seniority.

## **Background Check**

By law, all new school employees are required to have a criminal background check through the state criminal identification bureau. The fingerprinting for this background check is completed through the Department of Human Resources through selected WV State Police vendor. The employee may be responsible for all costs associated with this requirement. Payment in full is due at the time of fingerprinting. Boone County Human Resource department schedules all background checks upon employment. Any staff member working with Pre-K will have to have a background check every 5 years.

## **Contracts**

All employees shall sign and have on file in the Department of Human Resources an appropriate contract. 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 may not reflect salary. The official salary scale is available on the Boone County Schools Human Resources webpage.

## **[Salary Scales](#)**

## **Employment Records**

Official employment records for all school employees are maintained at the Central Office in the Department of Human Resources. 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 Boone County Policy. The members of the Board of Education in their official capacities, the 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**

The West Virginia School Law requires that no person suffering from tuberculosis in a communicable stage shall be employed in a public school in the state. School personnel found or suspected to have active tuberculosis as authorized by W.Va. Code §16- 3D-3 shall have their employment suspended until the local health officer, in consultation with the commissioner, approves a return to work.

**Employee Identification**

The Boone County Board of Education recognizes its obligation to provide a safe and secure working environment for its employees and students. According to Boone County Procedures, each employee is issued a photo identification card to be worn at all times while on Board of Education property during work hours. 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. Please report a lost or stolen ID/key card to your direct supervisor immediately.

**Meal Prices**

Employees have the opportunity to participate in the school lunch program. Meal prices are subject to change. Meals can be purchased by seeing your school secretary. It is good practice to let the school secretary know in the morning that you will be eating lunch. This allows the secretary to add you to the lunch count providing the cooks with accurate numbers of meals needed.

**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 to monitor the cafeteria in a benefit mutually agreed upon between the teacher and the building principal.

**Arrival/Departure Times**

Arrival and departure times will be determined by the immediate supervisor/building administrator in accordance with personnel policies and state code. Employees may leave the campus for their 30-minute duty free lunch; however, planning periods are to be spent on campus. The duration of the planning period for professional teaching staff should not be less than 40 minutes. All employees must sign-in and sign-out each day. Sign-in/sign-out sheets are kept in the main office and used for payroll verification.

## **Reporting Absences**

Employees must timely report their absences to the Smart Find Express Call-In System.

The hours of the Smart Find Express help desk are 6:30 AM until 1:30 PM, Monday through Friday.

Pam Nelson, Smart Find Administrator 304-369-8272

Email: [psnelson@k12.wv.us](mailto:psnelson@k12.wv.us)

## **Dock Days (Absences Without Pay)**

As set forth in Boone 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: 1- 10 days cumulative in a fiscal year as authorized by the Superintendent or his/her designee for short term personal illness, death in immediate family, or another emergency. The employee is required to notify the supervisor or Superintendent/designee at least 24 hours in advance or as soon as practicable if the absences are to be without pay. Any instance of absences without pay in excess of these days 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 Boone County Policy.

## **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. Employees of Boone County Schools are expected to present themselves in a professional manner that reflects positively on our district and supports a productive learning environment. Staff should dress appropriately for their specific roles, ensuring clothing is neat, clean, and conducive to performing assigned duties safely and effectively. Attire should not be distracting, offensive, or disruptive to the educational setting. Administrators may provide additional guidance based on job requirements or school activities. Ultimately, professional appearance helps foster respect, confidence, and a consistent standard across our schools.

### **Employee Code of Conduct**

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

[Policy 5902 Employee Code of Conduct](#)

### **Outside Employment**

Pursuant to Boone County Board of Education Policy, no employee shall engage in outside employment that may affect his/her ability to fulfill all professional responsibilities. Further, employees shall not permit commercial exploitation of their professional position.

### **Harassment Prohibited**

The Boone 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 events.

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. Inappropriate relationships between employees of the Boone 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.

### **Conflict of Interest**

A school employee is prohibited from engaging in activities that are considered a conflict of interest.

### **Gifts to Staff**

State law 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 W.Va. 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 DHHR, WV State Police/local law enforcement, and the person in charge of the school within 24 hours. The employee must report the circumstances to the West Virginia Department of Human Services at 1-800-352-6513, 7 days a week, 24 hours a day. All employees are a mandated reporter and failing to report is a crime.

[WV Code: mandated reporters](#)

**Substance Abuse and Tobacco Control Policy**

In accordance with the WVBE Policy 4373, Expected Behavior in Safe and Supportive Schools, no person shall at any time possess, distribute or use any alcohol product or illegal substance, possess drug paraphernalia, distribute or use any tobacco product in or upon any property owned, leased or operated by the West Virginia Department of Education (WVDE), West Virginia Board of Education, a county board of education or an Educational Service Cooperative; to any person present at any education-sponsored event; to any person present on a school bus or other vehicle used for a school related event or other school/county function; to any person present at any school -sponsored activity or event, whether the activity or event is held on school grounds, in a building or other property used or operated by a county board of education or the West Virginia Department of Education, West Virginia Board of Education or in any other facility or upon any other property being used by any of these agencies.

[School Safety Policies and Laws](#)

### **Technology Use**

Boone 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 Waiver 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 to attend at least 18 clock hours of staff development training each year. The Staff Development Councils are responsible for proposing programs and approving credit for professional and service employees pursuant to Boone County Board of Education Procedures.

### **Employee Observations**

Teachers who are in their first, second or third year of teaching will be observed a minimum of four times. In their fourth or fifth year of teaching will be observed a minimum of two times. The first observation shall occur before November 1.

Supervisors may observe teachers at any time and may include non-instructional activities. All observations of employees shall be conducted openly and pursuant to [West Virginia Board of Education Policy 5310](#).

### **Employee Evaluation**

All employees have the right to know how well they are performing their jobs through open and honest evaluations of their performance. All employees are entitled to the opportunity to improve their performance prior to termination. Teachers are evaluated in order to advance the teaching profession and enhance student learning. The West Virginia Educator Evaluation System sets high standards for all, ensures quality instruction and guidance, promotes self-reflection and growth, showcases teacher accomplishments, and incorporates school-wide performance.

All professional employees shall be evaluated according to the provisions of West Virginia Board of Education Policy 5310. An employee may be placed on a focused support plan or corrective action plan in order to assist the employee with the development of his/her skills. An improvement team is available to any employee whose job performance is rated unsatisfactory.

Additional information regarding the WV Educator Evaluation System for teachers, counselors, and school leaders can be found at [wveis.k12.wv.us/eval](http://wveis.k12.wv.us/eval). West Virginia Department of Education has provided evaluation guidebooks under the resources link on the site.

All service employees who hold continuing contract status will receive at least one evaluation by their immediate supervisor annually to be completed on or before the last day of May of the current school year. Service personnel who hold probationary contract status will receive at least two observations and one evaluation by their immediate supervisor annually. An employee who received the designation of "Performance Unacceptable" must be placed on a written improvement plan to cover a time period of no less than thirty working days.

### **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 probationary 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 was employed by Logan County Schools and was on a continuing contract in 2024-2025 then Boone County Schools hired the employee for the 2026-2027 school year, the employee would be on a probationary contract for one year. If Boone County Board of Education and the employee agree to continue an employment relationship, a continuing contract will be issued starting with 2027-2028 school year.

### **Employee Grievance Procedure**

Education employees may avail themselves of a grievance procedure established by W.Va. Code §6C -2-1, et seq. Forms for filing grievances are available from the employee's immediate supervisor or Boone County Central Office.

## **Job Vacancies**

Job vacancies are under the “Employment” link online at [www.boonecountyboe.org](http://www.boonecountyboe.org) Interested and qualified professional and service applicants/employees must make application for open positions by creating the appropriate account and applying online through Frontline.

## **[Employment Opportunities](#)**

Questions about applications and job postings, please contact the Department of Human Resources at 304-369-8276.

## **Recruitment and Selection of Employees**

An orderly employment application procedure is followed by Boone County Schools. BCS follows procedures that allows the school district to consider eligible candidates for a position based upon qualifications. Utilization of these processes and procedures will provide teachers and principals with the ability to have a significant voice in determining the makeup of their school communities and will provide counties with flexibility in staffing schools to meet changing 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. Accident forms and procedures are located in the office of each school or department. Principals should return all accident forms immediately to the Human Resources Department.

## **Transfer**

Whenever the Boone County Board of Education is required to reduce the number of professional employees in its employment from an individual school, the transfer shall be based on the need of students or the school, within the needed certification area. Whenever the Boone County Board of Education is required to reduce the number of service employees in its employment from an individual school, the transfer shall be based on the needs of students or the school. If two employees within the same classification have like duties, the employee with the least amount of seniority in that classification title category should 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 be allowed to transfer from one professional position to another until the following school year if the transfer occurs after the twentieth day prior to the start of school. State law allows limited exceptions to this provision as stated in W.Va. Code §18A -2-7b. 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 W. Va. Code §18A -4-8b, on the basis of seniority, qualifications, and evaluation of past service. All service personnel 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.

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

In accordance with Boone County Board policy 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 with the least amount of seniority in the county shall be notified and properly released from employment pursuant to W. Va. Code §18A -2-2. 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**

Boone County Schools' employees may wish or be absent from work on a short-term or long-term basis, with or without pay. An employee shall not be on an extended leave, except as authorized by Boone 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.

Personal Leave provides for sick leave, personal days and leave without pay (dock days). A physician's excuse is required for sick leave for five or more consecutive work days.

Parental Leave Act provides extended leave for pregnancy, childbirth, infant, or adoptive bonding.

Family and Medical Leave Act provides at least up to 12 weeks of unpaid, job-protected leave during any 12-month period to eligible employees for a birth of child, adoption, or foster care; serious health condition; or qualifying exigencies arising from 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; and

have worked at least 1,250 hours in the previous 12 months

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.

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.

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.

## **Resignation**

An employee who is resigning from employment should notify, in writing, his/her immediate supervisor, Department of Human Resources, 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 Department of Human Resources if you should wish to be released during your contracted period of employment. According to W. Va. Code §18- 2-2 a professional or service employee's contract must be terminated by Board vote on or before May 1, to take effect at the close of the school year. Any employee's resignation submitted after May 1 must be granted a release of contract, which may be declined on the grounds of insufficient or unjustifiable cause, such as the timing of the impending school year and/or the effect on student learning/achievement. The employee's breach of contract shall be subject to disciplinary action, which may include a petition by the superintendent for the WVDE or WVBE to hold all papers and credentials of the teacher on file for a period of one year for the violation and shall report such disqualification status in the National Association of State Directors of Teacher Education and Certification (NASDTEC) database system.

## **Retirement**

An employee who is retiring should notify, in writing, his/her immediate supervisor, Department of Human Resources, and the Office of Finance. W.Va. 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 Department of Human Resources, on or before March 1st 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. Once an intent to retire has been submitted and approved, Boone County Schools reserves the right not to rescind the action after March 1. 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 WV Retirement Board.

## **Social Networking Guidance**

Boone County Schools (BCS) employees are responsible for the content they publish on social media and should be mindful that their online behavior also reflects BCS. Further, BCS has a professional image to uphold, and how employees conduct themselves online impacts this image. Expressions of hostility, discrimination, or prejudice toward individuals, culture, or religion have no place in our schools or community. We are committed to fostering an educational environment built on respect, inclusion, and safety for every student and staff member.

## **Arrest or Conviction**

Any Boone County Schools' employee who is arrested for a misdemeanor or felony must notify the Department of Human Resources and direct supervisor of such arrest no later than 48 hours after the arrest. If a Boone County Schools' employee is convicted of a misdemeanor or felony while employed at Boone County Schools, he or she must inform the Human Resources Department of such convictions (including pleas of guilty and no contest) within 48 hours after the conviction. A Boone County Schools' employee's failure to report an arrest or a conviction (for misdemeanor or felony) within the specified time period may result in grounds for disciplinary action. West Virginia Code §18A-2-8 requires Boone County Schools to take various disciplinary actions related to arrests and convictions that may include, but not limited to suspension and/or termination of employment contract.

## **Professional Employees**

As defined in W.Va. Code §18A -1-1, professional personnel means 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 Department of Human Resources shall notify employees that their WVDE certificates expire. WVDE certifications generally expire on June 30th of the designed year. Certification renewals can begin January of each year. BCS recommends employees renewing as soon as possible. Employees who do not renew prior to the beginning of school may risk a break in employment from BCS.

### **National Board Certification Bonus**

The Boone 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 through the WVDE. In addition, the Boone County Board of Education will provide an annual bonus to National Board teachers. 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.

### **Mentor Program**

West Virginia Code mandates a beginning teacher and principal internship to provide a continuum of growth from the pre- services to the professional teaching level. The basis of the mentoring program has been designed and implemented to be a comprehensive system of support for improving professional practice in Boone County Schools.

### **Tuition Assistance**

Tuition assistance/reimbursement may be available through West Virginia Department of Education. To learn about the full requirements for tuition reimbursement visit:

[WVDE Tuition Reimbursement Page](#)

### **Professional Leave**

Employees may be granted professional leave to attend educational events, seminars, trainings, workshops, meetings, etc. Employees must get prior approval from their building administrator and complete the appropriate online form and Smart Find Express which also identifies the funding sources. Approval of all professional leave is subject to budgetary restrictions and other factors.

[Personal Leave Claim Form](#)

### **Lesson Plans**

Daily lesson plans must be written and shall reflect the content identified in the West Virginia Next Generation Standards. Lesson plans will be written in advance and reviewed and commented on by the principal or assistant principal.

**Lesson Plan Components:**

1. **Subject/Time**
2. **Objective**
3. **Materials**
4. **Procedure**
5. **Evaluation**

**Homework**

Homework is guided practice to reinforce a concept already introduced during the instructional day. Teachers should limit the amount of homework provided nightly.

**Recommended Nightly Amounts:**

- **Pre-K–1st Grade:** Minimal homework. Activities should focus on reading with an adult and practicing foundational skills.
- **2nd–3rd Grade:** Up to **20–30 minutes per night**, including reading time.
- **4th–5th Grade:** Up to **40–50 minutes per night**, including reading time.
- **Middle School:** Approximately **60 cumulative minutes per night** across all subjects depending on course level and rigor.
- **High School:** Approximately **60–90 cumulative minutes per night**, depending on course level and rigor.

**Planning Period**

Each teacher shall be provided with at least one planning period per day. This planning period may be the length of the usual class period in the school to which the teacher is assigned and shall not be less than 40 cumulative minutes. The teacher may exchange his/her planning period for compensation or benefit mutually agreed upon between the teacher and the building principal. Such an 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 Boone County Schools work in numerous 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 mean 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.

## **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. BCS utilizes NOCTI Assessments for new applicants.

## **Human Resources – Compensation**

This section covers when you will receive your check, the types of deductions available, and the salary designated for each professional classification. Also covered is compensation based on training and experience.

### **Salary**

In accordance with the current salary schedule adopted by the Board, your salary will be determined by your training and experience. Additional compensation is available to both professional and service employees who complete advanced training/course work. It is the employee's responsibility to have previous experience in other counties and/or states, as well as any advanced educational training, verified for salary purposes. Supplemental pay is provided for extra duty assignments pursuant to Board policy and state law.

### **Advanced Salary**

A professional educator who completes college credit beyond the bachelor's degree may qualify for the BA+15, MA, MA+15, MA+30, MA+45 or doctorate salary classification. The employee must apply for the advanced salary classification within three months of eligibility in order for the classification to be effective as of the date of eligibility.

A service employee who completes college credits will need to contact the Department of Human Resources to obtain the appropriate form. You will also need to submit transcripts to show hours successfully completed in accordance with W.V. Code §18A-4-8a.

[WVDE Advance Salary Form for Professional Employees](#)

### **Pay Periods**

Employees will be paid on a bi-monthly basis. Normal paydays will be the tenth and twenty-fifth of each month. An employee having a work schedule of 200 days may choose the option of having the employee's regular annual salary paid in either 20 or 24 equal installments on a semimonthly basis. Employees working 240 and 261 days will be paid in 24 equal installments on a semimonthly basis. The pay option must be selected annually before the employee's contract begins at a time announced by the Office of Finance and filed on the proper documentation form. The option selected cannot be changed until the next fiscal year.

### **Payroll Deductions**

Automatic payroll deductions may be provided for wage garnishment, United Way contributions, Boone County Public Schools Federal Credit Union, and insurance programs.

### **Health Insurance**

The WV Public Employees Insurance Agency is a self-insured health fund, which provides a comprehensive health care plan. Also included is a \$10,000 term life insurance policy with the option to increase the coverage. Premiums are based on salary level and smoking status. Please contact Easton Cook, Benefits Coordinator, at 304-369-8231 for more information.

### **Holidays**

Employees shall be granted paid legal school holidays (different than state holidays), when the holiday falls within the employee's regular, yearly work schedule. When a holiday falls on Saturday, the holiday is observed on the preceding Friday. When a holiday falls on a Sunday, the holiday is observed on the following Monday.

**Liability Insurance**

Boone County Board of Education provides liability insurance per occurrence for its employees while acting in the scope of employment or official responsibility and not motivated by malicious or criminal intent.

**OSE Days**

Full-time employees of Boone County Schools are granted a maximum of six outside school environment (OSE) days per employment year. The OSE days are scheduled as a part of the approved 200- day instructional calendar for all employees.

**Sick Leave Bank**

The Board has established a Sick Leave Bank for all regular employees in order to relieve an employee from undue financial burdens due to an extended absence from work due to personal illness, injury or incapacitation or a catastrophic, life -threatening and/or disabling nature. All regular employees are eligible for membership on a voluntary basis. Interested employees must enroll by September 15. See your school principal or contact the central office for enrollment information.

**Personal Leave Donation Program**

The Boone County Board of Education established a Personal Leave Donation Program for professional and service employees pursuant to W. Va. Code §18A -4-10f. The intent of the Personal Leave Donation Program is to allow donor employees to transfer unlimited number of accrued personal leave to the personal leave account of another employee experiencing a catastrophic event.

**Communications**

Our school district values the opportunity to share information with our employees. A variety of tools are used to deliver these messages as described below. Please take a moment and familiarize yourself with them. Most district information is shared and posted on our website, [boonecountyboe.org](http://boonecountyboe.org). Of equal importance is the school website where you work. A link to your school website can be found on the BCS website.

## **Board Meetings**

The Board of Education meets on the following dates at the BCTC center.

January 20 <sup>th</sup>	4:30 p.m.
February 17 <sup>th</sup>	4:30 p.m.
March 17 <sup>th</sup>	4:30 p.m.
April 21 <sup>st</sup>	4:30 p.m.
May 19 <sup>th</sup>	4:30 p.m.
June 16 <sup>th</sup>	4:30 p.m.

Special meetings are called as needed. Meeting dates and location can change due to statutory regulations. Meeting dates, location, agenda, and minutes can be found on the BCS website at [boonecountyboe.org](http://boonecountyboe.org).

## **Emergency Closings/Snow Days**

Information on school closings is available through local media, online at [boonecountyboe.org](http://boonecountyboe.org), and our Facebook Page. Closings will also be available at [wvde.state.wv.us/closings/](http://wvde.state.wv.us/closings/)

## **K-12 Address**

District issued email addresses are used to share information about community and school events as well as other notifications. School level administration uses this means to communicate school information. It should be checked regularly for updates.

## **Social Media**

Boone County Schools has a very active Facebook Page. We would like to invite all employees to follow that page to stay up to date on the great things happening in BCS. If you have photos you would like to share you may direct those to Dr. Messer at BCTC.

### **Personal Use of Social Networking Accounts**

Boone County Schools (BCS) employees are responsible for the content they publish on social media and should be mindful that their online behavior also reflects BCS. Further, BCS has a professional image to uphold, and how employees conduct themselves online impacts this image.

Employees who publicly engage in inappropriate dialogue online or post pictures and videos of themselves engaged in inappropriate activity online misalign with the standard of behavior expected from them. Online identities are very public and can cause serious repercussions if behavior is careless.

As a member of the Boone County Schools community, you are expected to act professionally on social media. If you wish to post any content of your classes, practices, or in-school interactions on social media, please get prior approval from your school administrator.

In a crisis, you as a Boone County Schools faculty or staff member are strongly discouraged from using social media to make a statement. To avoid any miscommunication during a crisis, it is best to have one source of information. An official public/media release will be created by the communications team. Depending on the situation, a social media post may also be shared by the communications team. Employees are welcome to share official releases/posts to broaden the reach of the message.

The district strongly discourages employees from accepting invitations to “friend” students on personal social media sites. When students access a network of friends and acquaintances and can view personal photos and communications, the student-employee dynamic is altered. It is important to maintain a professional relationship with students to avoid relationships that could cause bias in the classroom or other school settings. You are directed to WVDE Policy 2460 for additional guidance.

### **Professional/Educational Use of Social Networking Accounts**

Educational networking sites are used by educators for both professional development and as a teaching tool and are usually restricted to select users and not available to the public. These include networking tools such as Schoology are a great way to communicate with families.

The district does recognize the value of student/teacher interaction on educational networking sites. Collaboration, resource sharing, and student/student dialog can all be facilitated by the judicious use of educational networking tools. Schoology is an approved communication tool for teachers to effectively communicate with parents and students.

**Confidentiality**

Boone County Schools is committed to protecting the privacy and dignity of all students, families, and employees. All staff members are expected to maintain strict confidentiality regarding student records, personnel information, and any sensitive data obtained through their role. Information should only be shared with individuals who are authorized to receive it and only for legitimate educational or operational purposes.

Employees must follow all federal and state laws, including FERPA, as well as district policies when handling confidential information. Discussing private matters in public areas, with unauthorized individuals, or on social media is strictly prohibited.

Any breach of confidentiality may result in disciplinary action, up to and including termination. It is the responsibility of every employee to ensure that confidential information is stored, communicated, and disposed of securely.



## RESOURCES FOR BCS EMPLOYEES

[BCS Frontline Help Page](#)

[Registering for an Account](#)

[Logging into Frontline](#)

[Applying for a job](#)

[Adding documents to your application](#)

[Viewing Job Details](#)

[General Questions and Help](#)

[BCS Frontline Job Postings](#)

**Boone County Schools  
Payroll Schedule  
2025 -2026 School Year**

1st Day of Pay Period	Last Day of Pay Period	Due to Central Office	Check Day
June 16, 2025	June 30, 2025	July 1, 2025	July 10, 2025
July 1, 2025	July 14, 2025	July 15, 2025	July 25, 2025
July 15, 2025	July 28, 2025	July 30, 2025	August 8, 2025
July 29, 2025	August 10, 2025	August 12, 2025	August 25, 2025
August 11, 2025	August 24, 2025	August 26, 2025	September 10, 2025
August 25, 2025	September 7, 2025	September 9, 2025	September 25, 2025
September 8, 2025	September 21, 2025	September 23, 2025	October 10, 2025
September 22, 2025	October 5, 2025	October 7, 2025	October 24, 2025
October 6, 2025	October 19, 2025	October 21, 2025	November 10, 2025
October 20, 2025	November 2, 2025	November 4, 2025	November 21, 2025
November 3, 2025	November 16, 2025	November 18, 2025	December 10, 2025
November 17, 2025	December 7, 2025	December 9, 2025	December 19, 2025
December 8, 2025	December 19, 2025	December 22, 2025	January 9, 2026
December 20, 2025	January 11, 2026	January 13, 2026	January 23, 2026
January 12, 2026	January 25, 2026	January 27, 2026	February 10, 2026
January 26, 2026	February 8, 2026	February 10, 2026	February 25, 2026
February 9, 2026	February 22, 2026	February 24, 2026	March 10, 2026
February 23, 2026	March 8, 2026	March 10, 2026	March 25, 2026
March 9, 2026	March 22, 2026	March 24, 2026	April 3, 2026
March 23, 2026	April 3, 2026	April 13, 2026	April 24, 2026
April 4, 2026	April 26, 2026	April 28, 2026	May 8, 2026
April 27, 2026	May 10, 2026	May 12, 2026	May 22, 2026
May 11, 2026	May 24, 2026	May 27, 2026	June 8, 2026
May 25, 2026	June 14, 2026	June 16, 2026	June 25, 2026
June 15, 2026	June 30, 2026	July 2, 2026	July 10, 2026
Summer Pays	July 10, 2026 July 24, 2026	August 10, 2026 August 25, 2026	

**Pay Structure:** Contract employees are typically paid based on the terms of their contract. The pay is divided over the length of the contract or distributed evenly across 24 pay periods. This will vary depending on employee payroll elections each year.

**Purpose of Payroll Schedule:** The payroll schedule serves to illustrate the timing in which various categories of workers, including hourly employees, substitutes, stipend recipients, and those involved in extra contract or extracurricular activities are to be paid.

**Indication of Payment Dates:** The dates listed above correspond to when these items will be paid during each pay period.

## Employee Resources

[Job Descriptions](#)

[Teacher Salary Schedule](#)

[Service Personnel Salary Schedule](#)

[Payroll Information and Forms](#)

[Personal Leave Claim Form](#)

[Employment Page/Job Postings](#)

[WV Code 18A Personnel](#)

[WV Teacher Timeline for Evaluation](#)

[2025-2026 School Calendar](#)