

# SERVICE PERSONNEL HANDBOOK

Mineral County Schools



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2018 - 2019

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*These materials are presented with the understanding that the information provided is not legal advice. Information contained in these materials may become outdated. Our county website contains all the latest versions of our policies.*

<http://boe.mine.k12.wv.us>

# MINERAL COUNTY SCHOOLS SERVICE PERSONNEL HANDBOOK

## **Mission: Success for all students - no exceptions, no excuses**

This handbook is furnished as a source of information to those who have been approved by the Mineral County Board of Education as a regular service employee. We appreciate your hard work and dedication as we strive to provide a positive learning environment for all students.

### EQUAL OPPORTUNITY

The Board of Education does not discriminate in the employment of staff on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (including transgender status, change of sex or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability, or any other characteristic protected by law (collectively, "Protected Classes) in its employment practices. (See West Virginia State Board of Education Policy 4373)

### ATTENDANCE

Maintaining good attendance is an important work attribute. The Mineral County Board of Education has the expectation that employees will work to their contract obligations. It is important to our mission that the regular employee performs his/her job performance responsibilities. The best person to perform your job is YOU!

Employees may utilize leave that is earned and accumulated. Leave balances appear on your paystub each pay period. You can access you leave balances from the link on the Mineral County Schools website, under "Quick Links" click on "Employee Payroll Info".

The following Mineral County Schools' policies explain the various leaves available, govern leave usage, and assist employees in the use of leave:

Benefits	4420
Attendance and Leaves of Absence	4430
FMLA	430.01
Leave Time for Organ Donation	4430.02
Parental Leave Act	4430.03
Extended Leave	4430.04
Surviving Spouse Use of Deceased Spouse Personal Leave	4430.05
Personal Leave	4431
Personal Leave Bank	4432
Personal Leave Donation Program	4432.02

The above policies should be reviewed at the following link: <http://www.neola.com/mineral-wv/>. If you have special needs, you should complete the Request for Leave of Absence located on School Stream, so that your eligibility for leave can be determined. Leave requests should be made well in advance of the start date so that proper documentation can be obtained.

Unauthorized leave days could affect service calculation for retirement. The use of unauthorized leave may result in disciplinary action. Dock days are disciplinary in nature and are not recognized as a reason to be absent from work. Compliance with the leave provisions offered as a benefit by Mineral County Schools is requested and appreciated.

### **ABSENCE REPORTING**

Upon approval by the Board of Education and signature of the Contract of Employment, each employee will be assigned an employee ID number and instructions for obtaining a PIN number for the computerized attendance/call-out system. An employee is **required** to enter time away from work in the Smart Find Express System. The system can be accessed from a link on the county website. An employee must notify his/her immediate supervisor of an absence.

### **LEAVES OF ABSENCE**

Leaves of absence should be requested by completing the "Request for Leave of Absence" form, which is available through School Stream.

Employees are encouraged to become familiar with the Mineral County Schools' policies that address FMLA, Military Family Leave, and Parental Leave Act for eligibility and questions. Inquiries about these leaves should be addressed in writing to the Superintendent.

### **BACKGROUND CHECK**

By law, all new school employees are required to have a background check completed through the state criminal identification bureau.

### **BENEFITS**

See Policy 4420.

### **CHILD ADVOCATE OFFICE**

As a result of the requirements of WV Code 48A-2-24, the following information must be reported to the Child Advocate Office of the West Virginia Department of Human Services in Charleston for all new and rehired employees, including substitute employees, and employees that return to work from layoff, workers' compensation or any other type of leave without pay: employee's name, address, social security number, and date of birth. Other employment information, including the employee's wage or salary, medical insurance, and location of employment, may be provided upon request, and income may be withheld from parents who should be, but are not paying child support.

## CONFIDENTIALITY

Confidentiality of student and other school-related information must be respected. Discussion of student information must be limited only to parent/guardians and appropriate school personnel. NEVER discuss a student in front of anyone who is not directly involved with the student's education.

## CONTRACTS

All service personnel must sign a contract **PRIOR** to entering upon their duties. This contract shall remain in effect until terminated by resignation or until non-renewal or termination in accordance with state law or the terms of the contract.

A contract provides employment in Mineral County Schools but does not guarantee a particular assignment. An employee may be transferred from time to time consistent with the law.

Failure to comply with contract terms may result in suspension or dismissal. Notwithstanding any other provisions of the law, the Board may suspend or dismiss a person in its employ at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a guilty plea or a plea of nolo contendere to a felony charge. For employees with certification, failure to obtain the appropriate certificate or revocation of a certificate annuls a contract. Payment may be withheld until a valid certificate is filed with the Board.

No employee should perform any job unless the employment contract has been signed and returned. A signed contract protects the school system as well as the employee. WV Code 18A-2-2- states that before entering upon their duties, all teachers shall execute a contract with their boards of education. WV Code 18A-2-5 states in part that all service personnel execute a contract with their boards of education before entered upon their duties.

## E-MAIL ACCOUNTS

Every employee, including substitute employees and coaches, are issued an e-mail account, which is the e-mail system used by school employees throughout the State of West Virginia. **Employees are expected to monitor these e-mail accounts daily** because it will be used for communication from the county administrative offices, school administrative offices, News Spots, Vacancy Flyers, announcements, and potentially for security reasons. Computer stations are available in each school for employees, substitute employees, and coaches to use as needed; check with the principal or other administrator to find out about available computer stations. Problems with e-mail accounts should be referred to the school or county office.

## EMPLOYEE GRIEVANCE PROCEDURE

WV Code provides a procedure for an employee of a county board of education and their employer to reach solutions to problems that arise between them within the scope of their respective employment relationships. Employees should always try to resolve differences with their immediate supervisor first and by following the chain of command.

## **EMPLOYER PROVIDED PROPERTY**

During employment, Mineral County Schools may provide employer-provided property including but not limited to equipment, computers, phones, electronics, supplies, and uniforms. For property valued over \$100, the employee must return the property immediately upon discharge or resignation. Upon written agreement, the failure to return the employer-provided property may result in the replacement cost being recovered by the employer from the employee's final wages.

## **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 job performance. Employees should consult with their immediate supervisor to discuss evaluation procedures. Please refer to Policy 4220 Staff Evaluation. A copy of the service personnel evaluation is provided in the Appendix.

## **IDENTIFICATION BADGES**

In an on-going effort to maintain a safe environment in school facilities, the Mineral County Board of Education (MCBOE) requires all staff to wear identification badges provided by the MCBOE during the normal school day (see Mineral County Policy 7430.01). The identification badges are issued by the Human Resources Office. Lost identification badges should be reported to the principal or supervisor as well as the Human Resources Office. Damaged badges may be remitted to Human Resources so that a new badge can be issued. Upon leaving employment, badges should be returned to Human Resources.

## **INCLEMENT WEATHER PROCEDURES**

In the event that schools are to be closed, radio and television news media will be notified for public announcement. On days when school is cancelled due to weather conditions, any and/or all employees may be required to report to work at the discretion of the superintendent.

## **INTERNET USE**

The use of the Internet is governed by WV Board of Education Policy 2460 and Mineral County Policy 7540.04 Staff Network and Internet Acceptable Use and Safety.

## **JOB VACANCIES**

Job vacancies are posted at all work sites. In addition, vacancies can be accessed through our website at <http://boe.mine.k12.wv.us>. Applicants must submit the appropriate job vacancy form for each position for which they are interested.

## PAY PROCEDURES

Copies of Payroll Dates, Annual Salary Schedule, and the current School Calendar are in the Appendix. Employees have the option of receiving their pay over a ten or twelve month term. Checks are issued on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Direct deposit is available and recommended.

### SALARY

Salaries for service employees in Mineral County are paid in accordance with WV School Code 18A-4-8a. See Policy 4251 Service Personnel Work Schedule.

1. The salary scale included in the index includes \$12 per month, or \$0.60 per day, for the service employee's high school diploma.
2. Any service employee who has 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 college hours or its equivalent, or who has a Bachelor's Degree plus 15 college hours, a Master's Degree plus 15 college hours, a Master's Degree plus 30 college hours, a Master's Degree plus 45 college hours, or a Master's Degree plus 60 college hours, and applies and is approved, would receive \$11.00 per month, or \$0.55 per day, additional pay to that listed in the daily salary schedule for each level attained. There is also an additional \$40.00 per month, or \$2.00 per day, for an Associate Degree, a Bachelor's Degree, a Master's Degree, and a Doctorate Degree.
3. It is the employee's responsibility to apply for salary upgrades. Forms are available through School Stream. The compensation will be effective as of the date of the application as long as all supporting documentation is provided.
4. In the event of any questions regarding pay, service employees should contact the Finance Office at the County Board Office.

### EXPERIENCE FOR PAY PURPOSES

Credit for experience for pay purposes shall be calculated as follows:

A service employee who has **previous experience as a service personnel in a West Virginia school system** will be credited with that experience in calculation of salary. **It is the employee's responsibility to have previous experience in other counties verified for salary purposes.**

A service employee who completes **133 days of employment as a service employee with any West Virginia county board of education** in a particular year (July 1 - June 30) is credited with **one year of experience pay**. The 133 days includes all days worked as a substitute or in another approved educational service personnel position in West Virginia, regardless of the county where worked, including extracurricular and supplemental service personnel assignments.

Working for a half day (3 1/2 hours) counts as a full day toward the 133 day requirement. A half-day is 3 1/2 hours of work for service personnel.

Working for less than 3 1/2 hours counts as a half-day toward the 133 day requirement.

**No more than one full day can be credited for one calendar day, i.e., even if a person works more than 8 hours in a particular day (and/or evening), only one day of experience can be credited. Hours cannot be carried over from one calendar day to another.**

## **PERSONAL LEAVE**

At the beginning of the employment term, a regular full-time employee shall be entitled annually to 1 ½ days personal leave for each employment month or a major fraction thereof. An employee who uses personal leave that has not been accumulated on a monthly basis and subsequently leaves her/his employment must reimburse the Board for the salary or wages paid for such leave. Personal leave is provided by law to allow employees to be absent for sickness, accident, or death in the immediate family for a limited number of days without losing pay. The law also provides that three (3) days of accumulated leave with pay may be used annually (may accumulate to five days) for other purposes that the employee does not have to specify.

## **PERSONNEL RECORDS**

Personnel files for all school employees are the property of the Mineral County Board of Education and are maintained at the County Office. These files contain documents relevant to each employee's employment and evaluation. An employee has the right to inspect his/her own personnel file by making an appointment with the Human Resources Office.

## **POLICIES**

All service personnel employees are required to follow all federal, state, Mineral County Board of Education, and school policies and procedures. Employees should review all Mineral County Schools policies that relate to their employment. Policies are available online at <http://boe.mine.k12.wv.us>. For questions and concerns, please contact the immediate supervisor or the Human Resources Office.

Service employees are required to sign that they have accessed and read the following policies. These policies are located on our website under "Board" and may be made available on our website through the Safe Schools Training link.

Policy 4210	Employee Code of Conduct
Policy 4215	Use of Tobacco by Service Personnel
Policy 4122.01	Drug-Free Workplace
Policy 4217	Weapons – Service Personnel
Policy 4220	Staff Evaluation
Policy 4362	Racial, Sexual, Religious/Ethnic Harassment and Violence
Policy 4430.01	FMLA Leave
Policy 5500	Student Conduct
Policy 5611	Due Process Rights
Policy 5772	Weapons – Students
Policy 5780	Student/Parent Rights
Policy 7430.01	Identification Badges



## **SCHOOL STREAM FORMS**

Most Mineral County forms are available through the online forms system. There is a link to School Steam from the Mineral County Schools website. Employees should use his/her 953 number as the user name. The password is mineralcounty.

## **SENIORITY**

The basic laws concerning service personnel seniority are listed in WV School Code 18A-4-8g. Mineral County Policy 4370.

## **STAFF DEVELOPMENT**

All county employees are required to attend 18 clock hours of in-service training annually. An online reporting system is available from a link on the website. To receive credit, employees are required to complete an evaluation of the training within 14 days of the training date.

## **STUDENT ABUSE – MANDATED REPORTERS OF SUSPECTED ABUSE AND NEGLECT**

Any school personnel who has reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or observes the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than 24 hours after suspecting this abuse or neglect, report the circumstances to the Department of Health and Human Resources. In any case where the employee believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the employee shall also immediately report to the State Police and any law enforcement agency having jurisdiction to investigate the complaint. In addition, the employee shall notify the person in charge of the school or school-related activity or a designated agent thereof, who may supplement the report or cause an additional report to be made. Provided, that notifying a person in charge, supervisor, or superior does not exempt an employee from his or her mandate to report suspected abuse or neglect.

West Virginia State Police (304) 788-1101

Department of Health and Human Resources (304) 788-4150

1-800-352-6513

## **STUDENT SUPERVISION**

Policy 4213 details the standard of student care as expected by school service personnel.

## **TRAVEL**

Service employees, who work in a position that requires travel within the work day, i.e., working at two schools the same day, may submit for travel expenses **between** the schools by using a Travel Expense Form. The form is available on School Stream and **must** be filed within **45 calendar days** in order for the person to receive payment for expenses. Travel will be paid according to Mineral County Policy 4440.

## **TUBERCULOSIS TEST**

There is no requirement to have a Tuberculin Test at the time of employment. The Commissioner of the Bureau of Public Health may require selective testing of school personnel for tuberculosis when there is reason to believe that they may have been exposed to the tuberculosis organism or they have signs and symptoms indicative of the disease. School nurses shall identify and refer any school personnel to the local health department in instances where they have reason to suspect that the individual has been exposed to tuberculosis or has symptoms indicative of the disease.

School personnel found or suspected to have active tuberculosis shall have their employment suspended until the local health officer, in consultation with the commissioner, approves a return to work.

## **APPENDIX**

MINERAL COUNTY PAYROLL DATES – ALL EMPLOYEES

SCHOOL CALENDAR

SERVICE PERSONNEL ANNUAL SALARY SCHEDULE

SERVICE PERSONNEL EVALUATION FORM

**MINERAL COUNTY BOARD OF EDUCATION  
SERVICE PERSONNEL ANNUAL SALARY SCHEDULE  
FOR THE 2018-19 YEAR**

Years Exp.	Pay Grade							
	A	B	C	D	E	F	G	H
0	20,135.00	20,345.00	20,765.00	21,295.00	21,825.00	22,455.00	22,775.00	23,505.00
1	20,455.00	20,675.00	21,085.00	21,615.00	22,155.00	22,785.00	23,095.00	23,835.00
2	20,785.00	20,995.00	21,415.00	21,945.00	22,475.00	23,105.00	23,425.00	24,155.00
3	21,105.00	21,325.00	21,745.00	22,275.00	22,805.00	23,435.00	23,755.00	24,485.00
4	21,435.00	21,655.00	22,065.00	22,595.00	23,125.00	23,765.00	24,075.00	24,825.00
5	21,840.00	22,050.00	22,470.00	23,000.00	23,530.00	24,160.00	24,480.00	25,220.00
6	22,160.00	22,380.00	22,810.00	23,330.00	23,860.00	24,490.00	24,810.00	25,550.00
7	22,500.00	22,700.00	23,130.00	23,650.00	24,180.00	24,820.00	25,130.00	25,880.00
8	22,830.00	23,030.00	23,460.00	23,980.00	24,510.00	25,140.00	25,460.00	26,200.00
9	23,150.00	23,360.00	23,790.00	24,320.00	24,840.00	25,470.00	25,780.00	26,530.00
10	23,585.00	23,795.00	24,215.00	24,745.00	25,265.00	25,915.00	26,225.00	26,965.00
11	23,935.00	24,145.00	24,565.00	25,095.00	25,615.00	26,255.00	26,575.00	27,305.00
12	24,255.00	24,475.00	24,885.00	25,425.00	25,955.00	26,585.00	26,895.00	27,635.00
13	24,585.00	24,795.00	25,215.00	25,745.00	26,275.00	26,905.00	27,225.00	27,965.00
14	24,915.00	25,125.00	25,545.00	26,075.00	26,605.00	27,235.00	27,555.00	28,285.00
15	25,385.00	25,605.00	26,015.00	26,545.00	27,075.00	27,715.00	28,025.00	28,765.00
16	25,715.00	25,925.00	26,345.00	26,875.00	27,405.00	28,035.00	28,355.00	29,095.00
17	26,035.00	26,255.00	26,685.00	27,205.00	27,735.00	28,365.00	28,685.00	29,425.00
18	26,365.00	26,585.00	27,005.00	27,525.00	28,055.00	28,695.00	29,005.00	29,755.00
19	26,705.00	26,905.00	27,335.00	27,855.00	28,385.00	29,015.00	29,335.00	30,075.00
20	27,100.00	27,310.00	27,740.00	28,270.00	28,790.00	29,420.00	29,740.00	30,490.00
21	27,430.00	27,630.00	28,060.00	28,590.00	29,110.00	29,750.00	30,060.00	30,830.00
22	27,760.00	27,970.00	28,390.00	28,920.00	29,440.00	30,080.00	30,400.00	31,150.00
23	28,080.00	28,300.00	28,720.00	29,250.00	29,780.00	30,420.00	30,740.00	31,490.00
24	28,410.00	28,620.00	29,040.00	29,570.00	30,100.00	30,760.00	31,070.00	31,830.00
25	29,040.00	29,250.00	29,670.00	30,200.00	30,740.00	31,380.00	31,710.00	32,450.00
26	29,360.00	29,580.00	29,990.00	30,540.00	31,080.00	31,720.00	32,030.00	32,790.00
27	29,690.00	29,900.00	30,320.00	30,860.00	31,400.00	32,040.00	32,370.00	33,120.00
28	30,020.00	30,230.00	30,660.00	31,200.00	31,740.00	32,380.00	32,710.00	33,460.00
29	30,340.00	30,570.00	30,990.00	31,520.00	32,070.00	32,720.00	33,030.00	33,800.00
30	30,680.00	30,890.00	31,330.00	31,860.00	32,400.00	33,040.00	33,370.00	34,130.00
31	31,010.00	31,230.00	31,670.00	32,200.00	32,740.00	33,380.00	33,710.00	34,460.00
32	31,350.00	31,560.00	31,990.00	32,530.00	33,060.00	33,720.00	34,030.00	34,800.00
33	31,690.00	31,890.00	32,330.00	32,870.00	33,400.00	34,040.00	34,370.00	35,130.00
34	32,010.00	32,230.00	32,670.00	33,210.00	33,740.00	34,380.00	34,710.00	35,460.00
35	32,350.00	32,570.00	32,990.00	33,530.00	34,060.00	34,720.00	35,040.00	35,800.00
36	32,690.00	32,900.00	33,330.00	33,870.00	34,410.00	35,050.00	35,380.00	36,120.00
37	33,010.00	33,240.00	33,670.00	34,210.00	34,750.00	35,390.00	35,710.00	36,460.00
38	33,350.00	33,560.00	33,990.00	34,530.00	35,070.00	35,720.00	36,040.00	36,800.00
39	33,690.00	33,900.00	34,330.00	34,870.00	35,410.00	36,050.00	36,380.00	37,120.00
40	34,010.00	34,240.00	34,660.00	35,200.00	35,750.00	36,390.00	36,710.00	37,460.00

Note: This schedule includes the \$12/month supplemental pay for having a high school diploma or GED; however, the schedule does not include the educational bonuses of: \$11/month for each of the following levels of college credit or comparable training in a trade or vocational school: 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 hours; \$40/month for an associate, bachelor's, master's, or doctorate degree; or \$11/month for each of the following: BA+15, MA+15, MA+30, MA+45, or MA+60; or the \$10/month shift differential pay.



**Mineral County School District  
SERVICE PERSONNEL  
EVALUATION FORM  
5/27/2015**

**SERVICE PERSONNEL EVALUATION**

Employee:  School Year:   
 Location:  Job Classification:

Performance Standard	S=Satisfactory	U=Unsatisfactory	DNA=Does not apply
Demonstrates Knowledge of Work and Maintains Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Satisfactory Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observes Work Hours; Reports Promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to Good Safety Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Positive Relationships with Parents and Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters Positive Relationships with Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters Positive Interactions with Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows Instructions and Complies with Governing Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses Good Judgment and Sound Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets Schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates Effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains Appearance of Work Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Operation and Care of Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays Appropriate Appearance & Demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates with Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends Work-Related Trainings and Workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Job Strengths/Commendations**

**Areas for Improvement/Deficiencies**  
*A copy of the Improvement Plan for unsatisfactory ratings must be attached.*

**Comments/Suggestions**

An evaluation with one or more unsatisfactory ratings must have an improvement plan completed within five (5) days.

Evaluators Signature:  Date:   
 Employees Signature:  Date:

**Signing this evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. The employee has the right to include a written statement as an addendum to the evaluation.**



# Mineral County Schools 2018-2019 SCHOOL YEAR CALENDAR

WV SAFE SCHOOLS HELPLINE  
1-866-723-3982  
safeschools@wv.gov

20 First day for teachers  
22 1<sup>st</sup> Faculty Senate Meeting  
23 First day for students

**Kindergarten**  
Home Visits: Aug. 23, 24, 27, 28  
Kindergarten ½ students - Aug. 29  
Kindergarten ½ students - Aug 30  
Kindergarten all students- Aug 31

**Pre-Kindergarten/Head Start**  
Home Visits: Aug. 23, 24, 27, 28  
Orientation: Aug. 29 or 30

AUGUST 18						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 New Year's Day - no school  
16 Last day of 1<sup>st</sup> semester  
17-18 Continuing Professional Development Days - no school  
21 M.L. King Jr. Day - no school  
24 Report Card Distribution

3 Labor Day - no school

**Pre-Kindergarten/Head Start**  
Partial Class: Sept 4  
Partial Class: Sept 5  
Classes Begin: Sept. 6

17 Professional Learning Day  
No school for students.

SEPTEMBER 18						
S	M	T	W	Th	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

FEBRUARY 19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

5-9 Pre-K/Head Start Enrollment Application Week  
15 Professional Learning Day  
4<sup>th</sup> Faculty Senate Meeting  
No school for students.  
18 OS Day-no school  
(Possible make-up day.)

15 Professional Learning Day  
2<sup>nd</sup> Faculty Senate Meeting  
No school for students.

OCTOBER 18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 19						
S	M	T	W	Th	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

10 Daylight Saving Time begins  
11-14 PreK/Head Start Home Visits

1 Report Card Distribution  
4 Daylight Saving Time ends  
6 Election Day - no school  
12 Veterans Day - no school  
19-23 Thanksgiving Break-no school

NOVEMBER 18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL 19						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 Report Card Distribution  
18 Professional Learning Day  
5<sup>th</sup> Faculty Senate Meeting  
No school for students.  
19-22 No school - Easter break  
23-26 OS Days-no school  
(Possible make-up days.)

21 3<sup>rd</sup> Faculty Senate Meeting  
½ Day Early Dismissal  
24-31 Christmas Break - no school

DECEMBER 18						
S	M	T	W	Th	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY 19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 Professional Learning Day  
No school for students.  
27 Memorial Day- no school  
31 Last day for Pre-K/Head Start  
31 MCTC Graduation 7:00 p.m.

Grading Periods End	Progress Reports Distributed
October 25	November 1
January 16	January 24
March 26	April 2
June 6	June 6

Radio stations will broadcast frequent announcements. Please do not call the radio stations.

Emergency closing of schools will be posted on the web site <http://boe.mine.k12.wv.us>

JUNE 18						
S	M	T	W	Th	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

1 FHS/KHS Graduation  
6 Last day for students  
Report Card Distribution  
7 OS Day - no school  
(Possible make-up day.)  
10 6<sup>th</sup> Faculty Senate Meeting  
Last Day for Teachers

6/11-- 6/28 Out-of-Calendar, may be used for make-up days.

**2018-2019  
MINERAL COUNTY PAYROLL DATES - ALL EMPLOYEES**

Pay Period Falls Between Dates Listed Below	Pay Period													Submit Payroll	Pay Period Pay Date	
July 2 - July 10							2	3	H	4	5	6	9	10	July 11	July 25
July 11 - July 25			11	12	13	16	17	18	19	20	23	24	25	July 26	Aug 10	
July 26 - Aug 10		26	27	30	31	1	2	3	6	7	8	9	10	Aug 13	Aug 24	
Aug 13 - Aug 24				13	14	15	16	17	CE	CE	P	22	23	24	Aug 27	Sept 10
Aug 27 - Sept 10			27	28	29	30	31	H	3	4	5	6	7	10	Sept 11	Sept 25
Sept 11 - Sept 25			11	12	13	14	17	18	19	20	21	24	25	Sept 26	Oct 10	
Sept 26 - Oct 10			26	27	28	1	2	3	4	5	8	9	10	Oct 11	Oct 25	
Oct 11 - Oct 25			11	12	15	16	17	18	19	22	23	24	25	Oct 26	Nov 9	
Oct 26 - Nov 9			26	29	30	31	1	2	5	E	6	7	8	9	Nov 13	Nov 21
Nov 12 - Nov 23			H	12	13	14	15	16	**	**	**	H	**	23	Nov 16	Dec 10
Nov 26 - Dec 10			26	27	28	29	30	3	4	5	6	7	10	Dec 11	Dec 21	
Dec 11 - Dec 25			11	12	13	14	17	18	19	20	21	**	H	25	Dec 21	Jan 10
Dec 26 - Jan 10	**	**	**	**	H	1	2	3	4	7	8	9	10	Jan 11	Jan 25	
Jan 11 - Jan 25			11	14	15	16	CE	CE	H	21	22	23	24	25	Jan 28	Feb 8
Jan 28 - Feb 8				28	29	30	31	1	4	5	6	7	8	Feb 11	Feb 25	
Feb 11 - Feb 25			11	12	13	14	15	OS	18	19	20	21	22	25	Feb 26	Mar 8
Feb 26 - Mar 8					26	27	28	1	4	5	6	7	8	Mar 11	Mar 25	
Mar 11 - Mar 25			11	12	13	14	15	18	19	20	21	22	25	Mar 26	Apr 10	
Mar 26 - Apr 10		26	27	28	29	1	2	3	4	5	8	9	10	Apr 11	Apr 25	
Apr 11 - Apr 25			11	12	15	16	17	18	**	**	OS	OS	OS	25	Apr 29	May 10
Apr 26 - May 10		OS	26	29	30	1	2	3	6	7	8	9	10	May 13	May 24	
May 13 - May 24				13	14	15	16	17	20	21	22	23	24	May 28	June 10	
May 27 - June 10		H	27	28	29	30	31	3	4	5	6	OS	P	10	June 11	June 25
June 11 - June 25			11	12	13	14	17	18	19	H	20	21	24	25	June 26	July 10
June 26 - June 28												26	27	28	June 28	July 10