

SUBSTITUTE SERVICE PERSONNEL HANDBOOK

Mineral County Schools



Susan P. Grady, Director of Human Resources

Linda M. Jackson, Executive Secretary

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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 Information contained in these materials may become outdated.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.

www.boe.mine.k12.wv.us

MINERAL COUNTY SCHOOLS
SUBSTITUTE 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 substitute 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)

ABSENCES OF ASSIGNED SUBSTITUTES

The following practice has been implemented for absences of professional and service personnel substitutes:

Substitutes serving in a position for a regular employee whether it is a posted position or rotational order call-out position will be granted personal illness leave or immediate family illness leave provided that a doctor's excuse is presented upon return to work. Immediate family will be defined as: spouse; sibling; children; parent; grandchild; grandparent; son-in-law, daughter-in-law; brother-in-law, sister-in-law. Leave for a death in the immediate family is limited to a period of three (3) working days unless unusual circumstances exists. Leave will not be granted for any other reasons.

A substitute who chooses to be absent from the substitute assignment for any other reason will be removed from the substitute assignment. The substitute assignment will be returned to the call-out system for the next substitute in rotation order. If the assignment resulted from a posted position, then the position will be reposted.

Substitute employees who accrue leave in a substitute position may use this leave for reasons stated in WV Code 18A-4-10 while the substitute is in a long-term substitute position (extending longer than 30 consecutive working days).

ACCEPTING A JOB

Substitutes who accept a job must be able to meet the schedule for the entire job. Short-term or day to day substitutes do not accrue personal leave.

If you accept a job and cannot complete it, you will notify your immediate supervisor. The job will be put back in the substitute call-out system so that a new substitute can be assigned.

BACKGROUND CHECK

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

BENEFITS

Substitute service employees who work **more than thirty consecutive working days in the same position (for the same absent employee)** shall earn personal leave at the rate of 1.5 days for each school month. Such days earned may only be used while the substitute is in a long term substitute position (extending longer than 30 consecutive working days). If the substitute becomes a regular employee, any **accrued balance is retained**. The substitute may be eligible for holidays and other benefits. For questions, please contact the Finance Office.

COMMUNICATION

It is critical that substitute employees maintain good communications concerning their availability. When a substitute will not be available for short periods of time, they should make themselves unavailable on the automated call-out system by telephone or on the computer.

For questions or concerns involving substitute work, contact Susan Grady, Director of Human Resources at 304-788-4200, ext. 118, or sgrady@k12.wv.us.

For problems with the use of the call-out system, contact Tammie Saville, Executive Secretary, at 304-788-4200, Ext. 120, or tsaville@k12.wv.us.

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 substitute 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.

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.

EXPERIENCE CREDIT

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

1. A substitute employee who has **previous experience as a service personnel employee in a West Virginia school system** will be credited with that experience in calculation of substitute salary. It is the employee's responsibility to verify work experience.
2. 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.
3. Substituting for ½ day counts as a full day toward the 133 day requirement (**1/2-day is considered 3 ½ hours of work for service personnel**).
4. Substituting for less than 3 ½ hours counts as a ½-day toward the 133 day requirement.

5. **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.
6. Retired employees who are on the substitute service personnel list may work no more than 140 days in each school year. Employees are advised to contact the Consolidated Public Retirement Board for information on regulations concerning retired employees.

EVALUATION OF SUBSTITUTE EMPLOYEES

Substitute service employees will complete the Substitute Service Personnel Report Form. These forms will be housed at the school and are available for review. Long-term substitutes (more than 30 days in the same position) will be evaluated on the regular service personnel evaluation form. A copy of the Substitute Service Personnel Report Form is provided in the Appendix.

FILLING A LEAVE OF ABSENCE

When a regular employee is granted a leave of absence by the Mineral County Board of Education that will last more than 30 working days, or if a regular service employee shall be suspended for a period to last more than 30 working days, the temporary vacancy created shall be advertised. If a substitute employee obtains a position under this process, then the substitute employee shall acquire regular employment status, but not regular employee job bidding rights or regular seniority. He/she shall continue to accumulate substitute seniority. Upon return of the regular employee, the substitute employee shall automatically be returned to the substitute list.

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.

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.

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.

LONG TERM SUBSTITUTES

Posting of long-term substitute positions is referenced in WV Code 18A-4-15. If the substitute assignment will be more than 30 working days, and a formal leave of absence has been requested in writing and approved by the Board of if the leave is for Workers' Compensation, the position must be posted.

PAY PROCEDURES

Copies of payroll dates and also the current School Calendar are in the Appendix. Checks are issued on the 10th and 25th of each month. Direct deposit is available and recommended.

POLICIES

All substitute 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 principal of the school in which you are substituting or the Human Resources Office.

Substitute employees are required to sign that they have accessed and read the following policies. These policies are located on our website under "Board".

Policy 4120.04	Employment of Substitutes
Policy 4213	Student Supervision and Welfare by Service Personnel
Policy 8462	Student Abuse and Neglect
Policy 7540.04	Staff Education and Technology Acceptable Use and Safety
Policy 4210	Employee Code of Conduct
Policy 4215	Use of Tobacco by Service Personnel
Policy 4220	Staff Evaluation
Policy 4122.01	Drug-Free Workplace
Policy 4217	Weapons
Policy 4362	Anti Harassment and Violence
Policy 5500	Student Code of Conduct
Policy 5611	Discipline – Student Due Process Rights
Policy 5772	Weapons
Policy 5780	Student/Parent Rights
Policy 7430.01	Identification Badges

PROCEDURES FOR CALLING SUBSTITUTES

Upon approval by the Board of Education and signature of the Contract of Employment for Substitute Service Employees, each substitute employee will be assigned an employee ID number and instructions for obtaining a PIN number for the computerized attendance/call-out system.

Substitute service personnel will be contacted by an automated call-out system. The order of call-out will be by seniority. Seniority is established by a drawing. During the substitute service personnel orientation, names of each substitute will be randomly drawn. The first name drawn is placed as the first person to be called-out for a substitute assignment, and then continue in order as the names are drawn. This is seniority for call-out only. Seniority for hiring purposes is established with the first paid day of substitute employment.

RESPONSIBILITIES OF SUBSTITUTE SERVICE EMPLOYEES

It is the responsibility of the substitute employee to fulfill the responsibilities of the regular employee they are replacing.

SALARY

Salaries for substitute service employees in Mineral County are paid in accordance with WV School Code 18A-4-8a.

1. A substitute service employee shall be paid at the **regular daily salary rate they would earn if working full time at the position in which they are substituting**, including the years of experience for which they are eligible, and any applicable supplements to which they are entitled. Half-day substitutes are paid at $\frac{1}{2}$ the daily salary plus 100% of any applicable supplements.
2. Any substitute 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. Any substitute, other than bus operators, who works a split-shift will receive $\frac{1}{8}$ additional salary to that listed in the daily salary chart.
4. Substitute employees will not be paid for meetings, staff development, or off-school-day activities unless prior approval has been granted from the principal and/or county office administrator.

5. A substitute employee is entitled to paid holidays only when substituting for an employee who is on a board-approved unpaid leave of absence which extends more than 30 days and which has been advertised per State Code. If the substitute is replacing that person for the period of time of the unpaid leave of absence, and not on a day-to-day basis, the substitute is entitled to paid holidays. This is based on uninterrupted substitute work.

6. In the event of any questions regarding pay, substitute service employees should contact the Finance Office at the County Board Office.

STUDENT ABUSE AND NEGLECT

Substitute personnel who have reasonable cause to suspect that a student is neglected or abused or observe the student being subjected to conditions that are likely to result in abuse or neglect, shall immediately report the circumstances or cause a report to be made to the WV Department of Health and Human Resources. *School employees are **MANDATORY** reporters.*

STUDENT SUPERVISION AND WELFARE

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

SUBSTITUTE SENIORITY

The basic laws concerning substitute service personnel seniority as listed in WV School Code are 18A-4-8g, "Determination of Seniority for Service Personnel," and 18A-4-15, "Employment of Service Personnel Substitutes."

TRAVEL EXPENSES

Substitute 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

SUBSTITUTE SERVICE PERSONNEL REPORT FORM

SAMPLE SUBSTITUTE SERVICE EMPLOYEE SIGN-IN SHEET (AIDES, COOKS, CUSTODIANS, SECRETARIES)

SAMPLE SUBSTITUTE SERVICE SIGN-IN SHEET (BUS OPERATOR)

MINERAL COUNTY PAYROLL DATES – ALL EMPLOYEES

SERVICE PERSONNEL DAILY SALARY SCHEDULE

SCHOOL CALENDAR

**MINERAL COUNTY SCHOOLS
SUBSTITUTE SERVICE PERSONNEL REPORT FORM**



PART I: Completed by Substitute Service Personnel (leave this form for the school administrator/supervisor)

Substitute's Name: _____ School: _____

Classification: ____ Aide ____ Secretary ____ Custodian ____ Cook ____ Bus Operator ____ Maintenance

Number of days in position: _____

1. Were you provided information concerning job duties to be performed?
2. Did you complete all job duties that were assigned?
3. Did you have any difficulties?
4. If applicable, did you turn off lights and secure the building?

YES	NO	N/A

Please write any additional comments on the back of this form.

PART II: Completed by School Administrator

1. Did the substitute report to work on time?
2. Did the substitute follow directions?
3. Did the substitute demonstrate knowledge and care of equipment?
4. Did the substitute demonstrate flexibility in adjusting to the assignment?
5. Did the substitute exhibit a cooperative, positive attitude?
6. Was the substitute neat and groomed appropriately?
7. Did the substitute work well with the regular staff?
8. Did the substitute display initiative?

YES	NO	N/A

Principal Comments:

Principal's Signature: _____ *Date:* _____

FILE AT THE LOCAL SCHOOL FOR FUTURE REFERENCE

Upon request from the substitute, the completed form is to be made available for review. Written comments from the substitute may be attached.

We reviewed this form:

Substitute's Signature: _____ *Date:* _____

Administrator's Signature: _____ *Date:* _____

SUBSTITUTE SERVICE PERSONNEL

Please Complete in Ink

Mineral County Schools
Substitute Service Personnel Sign In/Out Sheet
Aides, Cooks, Custodians, Secretaries

Payroll Dates: From ____ / ____ / ____ To ____ / ____ / ____ SCHOOL: _____

ID NUMBER	SUBSTITUTE NAME	EMPLOYEE YOU ARE SUBSTITUTING FOR	DATE	Half Day or Full Day (Circle One)	START TIME	END TIME
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
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95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM
95300					AM PM	AM PM

DATE: _____

PRINCIPAL SIGNATURE: _____

SUBSTITUTE BUS DRIVER

Please Complete in Ink

Mineral County Schools Substitute Bus Driver Sign In/Out Sheet

Payroll Dates: From _____ / _____ / _____ To _____ / _____ / _____ SCHOOL: _____

EMPLOYEE ID NUMBER	NAME OF SUBSTITUTE	EMPLOYEE SUBSTITUTED FOR	DATE	TIME WORKED (Circle One)
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
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95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip
95300				AM and/or PM Run / Mid Day / Sub On Trip / Employee On Trip

DATE: _____ PRINCIPAL'S SIGNATURE: _____

**2017-2018
MINERAL COUNTY PAYROLL DATES - ALL EMPLOYEES**

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

**MINERAL COUNTY BOARD OF EDUCATION
SERVICE PERSONNEL DAILY SALARY SCHEDULE
FOR THE 2017-18 YEAR**

Years Exp.	Pay Grade							
	A	B	C	D	E	F	G	H
0	95.18	96.23	98.33	100.98	103.63	106.78	108.38	112.03
1	96.78	97.88	99.93	102.58	105.28	108.43	109.98	113.68
2	98.43	99.48	101.58	104.23	106.88	110.03	111.63	115.28
3	100.03	101.13	103.23	105.88	108.53	111.68	113.28	116.93
4	101.68	102.78	104.83	107.48	110.13	113.33	114.88	118.63
5	103.70	104.75	106.85	109.50	112.15	115.30	116.90	120.60
6	105.30	106.40	108.55	111.15	113.80	116.95	118.55	122.25
7	107.00	108.00	110.15	112.75	115.40	118.60	120.15	123.90
8	108.65	109.65	111.80	114.40	117.05	120.20	121.80	125.50
9	110.25	111.30	113.45	116.10	118.70	121.85	123.40	127.15
10	112.43	113.48	115.58	118.23	120.83	124.08	125.63	129.33
11	114.18	115.23	117.33	119.98	122.58	125.78	127.38	131.03
12	115.78	116.88	118.93	121.63	124.28	127.43	128.98	132.68
13	117.43	118.48	120.58	123.23	125.88	129.03	130.63	134.33
14	119.08	120.13	122.23	124.88	127.53	130.68	132.28	135.93
15	121.43	122.53	124.58	127.23	129.88	133.08	134.63	138.33
16	123.08	124.13	126.23	128.88	131.53	134.68	136.28	139.98
17	124.68	125.78	127.93	130.53	133.18	136.33	137.93	141.63
18	126.33	127.43	129.53	132.13	134.78	137.98	139.53	143.28
19	128.03	129.03	131.18	133.78	136.43	139.58	141.18	144.88
20	130.00	131.05	133.20	135.85	138.45	141.60	143.20	146.95
21	131.65	132.65	134.80	137.45	140.05	143.25	144.80	148.65
22	133.30	134.35	136.45	139.10	141.70	144.90	146.50	150.25
23	134.90	136.00	138.10	140.75	143.40	146.60	148.20	151.95
24	136.55	137.60	139.70	142.35	145.00	148.30	149.85	153.65
25	139.70	140.75	142.85	145.50	148.20	151.40	153.05	156.75
26	141.30	142.40	144.45	147.20	149.90	153.10	154.65	158.45
27	142.95	144.00	146.10	148.80	151.50	154.70	156.35	160.10
28	144.60	145.65	147.80	150.50	153.20	156.40	158.05	161.80
29	146.20	147.35	149.45	152.10	154.85	158.10	159.65	163.50
30	147.90	148.95	151.15	153.80	156.50	159.70	161.35	165.15
31	149.55	150.65	152.85	155.50	158.20	161.40	163.05	166.80
32	151.25	152.30	154.45	157.15	159.80	163.10	164.65	168.50
33	152.95	153.95	156.15	158.85	161.50	164.70	166.35	170.15
34	154.55	155.65	157.85	160.55	163.20	166.40	168.05	171.80
35	156.25	157.35	159.45	162.15	164.80	168.10	169.70	173.50
36	157.95	159.00	161.15	163.85	166.55	169.75	171.40	175.10
37	159.55	160.70	162.85	165.55	168.25	171.45	173.05	176.80
38	161.25	162.30	164.45	167.15	169.85	173.10	174.70	178.50
39	162.95	164.00	166.15	168.85	171.55	174.75	176.40	180.10
40	164.55	165.70	167.80	170.50	173.25	176.45	178.05	181.80

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 Schools 2017-2018 SCHOOL YEAR CALENDAR

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

21 First day for teachers
24 First day for students

Kindergarten
Home Visits: Aug. 24, 25, 28, 29
Orientation: Partial - Aug. 30
Orientation: Partial - Aug 31

Pre-Kindergarten/Head Start
Home Visits: Aug. 24, 25, 28, 29
Orientation: Aug. 30, 31

AUGUST 17						
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 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			

1 New Year's Day - no school
15 M.L. King Jr. Day - no school
16 Continuing Professional Development Day - no school
17 Faculty Senate/PLC Meeting
½ Day early dismissal
17 Last day of 1st semester

Kindergarten
Classes Begin: Sept 1

4 Labor Day - no school

Pre-Kindergarten/Head Start
Partial Class: Sept 5
Partial Class: Sept 6
Classes Begin: Sept. 7

15 ½ Day Early Dismissal - PLC

SEPTEMBER 17						
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

FEBRUARY 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			

5-9 Pre-K/Head Start Enrollment Application Week
16 PLC Meeting
½ Day early dismissal
19 OS Day-no school
(Possible make-up days.)

27 Faculty Senate/PLC Meeting
½ Day early dismissal

OCTOBER '17						
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 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

11 Daylight Saving Time begins
12-15 PreK/Head Start Home Visits
23 Faculty Senate/PLC Meeting
½ Day early dismissal
30 No school - Easter break

5 Daylight Saving Time ends
10 Veterans Day - no school
17 Faculty Senate/PLC Meeting
½ Day early dismissal
20-24 Thanksgiving Break-no school

NOVEMBER 17						
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 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					

2 No school - Easter break
3-6 OS Days-no school
(Possible make-up days.)
20 PLC Meeting
½ Day Early Dismissal

21 ½ Day Early Dismissal - PLC
22-29 Christmas Break - no school

DECEMBER 17						
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

MAY 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		

8 No school - Primary Election
28 Memorial Day- no school
31 Last day for Pre-K/Head Start

Grading Periods End	
October 26	March 23
January 17	June 6

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

Progress Reports Distributed	
November 2	March 29
January 24	June - TBA

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

JUNE 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

1 MCTC Graduation 7:00 p.m.
3 Graduation: FHS 4 pm/KHS 7 pm
6 Last day of school (This day could be extended due to possible make-up days.)
6 Faculty Senate/PLC Meeting
½ Day early dismissal
7 Curriculum Dev. - no school
8 Last Day for Teachers (Prep. for closing schools)
(This day could be extended due to possible make-up days.)
11 OS Day - no school
(Possible make-up day.)