

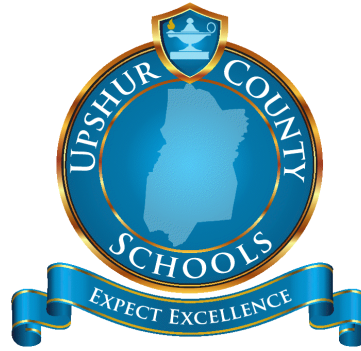
Administration

Dr. Sara-Lewis Stankus

Superintendent

Dr. Debra Harrison

Assistant Superintendent



Board of Education

Tammy Samples, President

Katie Loudin, Vice-President

Greenbrier Almond

Alan Suder

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## BEGINNING OF SCHOOL BULLETIN

**August 8, 2019**

Welcome to the 2019-2020 school year. We sincerely wish you a terrific year. Please note the following items and take any necessary action.

### FIRST WEEK SCHEDULE

**August 8** – Contractual term begins with Staff Development Day & Handle With Care Conference

**August 9** – Staff Development Day & Convocation

**August 12** – Preparation for Opening of School Day – 2-hour Faculty Senate

**FIRST DAY FOR STUDENTS** - Tuesday, August 13, **classes will be in session for students in grades, Pre-K, K, 6, and 9**, as an instructional day. Classes will begin for **all students on Wednesday, August 14. Buses will run on regular schedule.** Breakfast and lunch will be served at all schools.

**UPSHUR COUNTY SCHOOLS WEBSITE** – We encourage you to visit [www.upshurschools.com](http://www.upshurschools.com) for vital information regarding Upshur County Schools. (Note: The official school calendar can be found on this site. Also county policies.)

**SEPTEMBER 2, LABOR DAY** – No school employees will work September 2. The Board Office will be closed.

### SCHEDULE OF REPORTS

- 1. Enrollment by Grades - First Day**      **All schools deliver August 14 by 3:45 p.m.**
- 2. Enrollment by Grades - First Full Week**      **Deliver Friday, August 16 by 3:00 p.m.**

**REPORTING ABSENCES** – All employees are required to report their absences using the Smart Find Express Absence Reporting System when absent for any reason, even if a substitute is not required (Refer to UCS Policy 5005.) This is necessary for appropriate record keeping and accurate pay check preparation.

All absences should be reported by calling the Absence Reporting System at (304) 460-0543, or via internet at <https://upshurcounty.eschoolsolutions.com>. The Help Desk number for reporting problems is (304) 472-5480 Option 2 or ext. 1014.

From 8:00 to 10:00 p.m. each Monday, Tuesday, Wednesday, Thursday, and Sunday, the System will call substitutes for absences reported for future jobs.

- Service Personnel:
  - Cafeteria Managers and Head Custodians will contact employees in their classification by seniority at their schools on a rotating basis for Step-Up purposes. Individuals Stepping-Up will put their absences in the System and Cafeteria Managers and Head Custodians will report their absences by calling the secretary at 304-472-5480, Option 2 or ext. 1014, and leave a message.
  - Other service employees are to report their absences through the system.

- Service employees who reported an absence through the system that will last longer than originally indicated are to call the Help Desk number to have their absence extended. **DO NOT REPORT A SECOND ABSENCE THROUGH THE SYSTEM.**
- Professional Personnel:
  - Professional personnel are to report absences as soon as the absence is known by using the System. If the reported absence extends beyond the original reported date, call the Help Desk number to have the absence extended to ensure substitute consistency.
  - Professionals are not to make arrangements with substitute employees without going through the principal and the central office.
- **EMPLOYEES ARE NOT TO CALL THE SECRETARY'S HOME PHONE OR CELL PHONE TO REPORT ABSENCES.**

Traveling teachers for whom substitutes are required will use the comments feature in the System to inform the sub of their schedule for the absence period. Please give detailed information regarding locations and times and indicate it is an itinerant position.

**REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY** – Any time that an employee requests to be absent from work without pay, that employee shall request such leave in writing. This request shall be in letter form and be directed to the Superintendent. All such requests require Board approval since, in effect, they constitute a change in the number of days for which the employee is contracted to work. Extended medical leaves must include a doctor's report and a monthly update. Excessive use of days without pay can impact credit for years of service for retirement purposes. Leave of absence without pay cannot be granted unless all personal leave without cause days of the employee have been exhausted.

**PERSONAL LEAVE** – You will find information concerning Personal Leave within Policy 5006. Please pay particular attention to the six relationships that can be covered under Emergency Medical Leave which are **spouse, parents, child, parents-in-law, brother, or sister**. All requests for EML for other relationships will be denied.

**TIME SHEETS FOR SERVICE PERSONNEL** – Time sheets for service personnel are due at the county office the day on which the pay period ends, **in alphabetical order please**. This is the last day recorded on each sheet. The immediate supervisor is required to review each time sheet and personally sign and date it prior to its submission. Overtime shall be recorded on the appropriate forms when an employee is authorized by the Superintendent/Designee to work more than the regularly scheduled times. Overtime forms are due at the county office at the end of each pay period, also in alphabetical order please.

**IDENTIFICATION BADGES** – In accordance with county Policy 5019 all employees are required to wear identification badges as described in the policy during work hours. There will be a \$5.00 replacement fee for cards needing replaced due to loss.

**REQUESTS FOR THE USE OF SCHOOL BUSES** – All requests to use school buses must be **submitted to the Transportation Supervisor at least two weeks prior to the event**. The earlier a request is submitted, the more likely a bus can be scheduled as requested. All requests must be approved by the principal or supervisor before being sent to Randy Hardman, Transportation Supervisor. After approval of the request by the Transportation Supervisor, it will be submitted to the Superintendent and/or Board of Education for final approval. **There is no need to send copies of requests to the Board Office prior to the approval of the Transportation Supervisor.**

**TRAVEL EXPENSES FOR PROFESSIONAL MEETINGS** – Before any such expenses can be covered by the Board of Education, they **must be pre-approved at the county office level with funding source identified**. If applying for expense reimbursements, a Professional Leave form must be completed, even if traveling on a non-school day. Individual schools may choose to cover certain expenses at the school level. All **itemized** receipts must be attached to the expense form. The requests for reimbursement must be turned in to Kelly Collett.

**DIRECT DEPOSIT FORMS** – We are currently doing electronic direct deposit. Forms are available at the Board Office for persons interested in direct deposit of their paychecks. Employees having direct deposit should check at the bank for any special benefits that might be available to them. If you currently have a direct deposit, it will continue. Instructions for WVEIS Employee Self-Serve are on the Upshur County Schools website at [www.upshurschools.com](http://www.upshurschools.com). The instructions will help you view and print copies of pay stubs and W-2's.

**INSURANCE/RETIREMENT CHANGES** – **Please** keep your information current (Name, Address, Beneficiary, Dependents). Retirement changes can be made by getting the correct form from Stephanie Bennett, in Finance, at Extension 1023. Health/Life Insurance changes need to be made on-line at [www.wvpeia.com](http://www.wvpeia.com). Click the green MANAGE MY BENEFITS button and register or log on. If you require assistance with insurance, contact Sarah Wills at Ext. 1025.

**CERTIFICATION** – Upgrades in salary classification must be formally applied for through the certification office. Processing for certification renewal must be done in a timely manner, since we cannot legally pay a teacher after the third month of employment if that person does not hold a valid certificate.

**ADULT PRICE MEALS** – The price of an adult breakfast is \$2.60 and the price of an adult lunch is \$3.60.

**SCHOOL LUNCH REPORTS** – Reports must be in the Board Office no later than the 5<sup>th</sup> day of each month.

**FIRE DEPARTMENT NUMBERS** – The telephone number of the Fire Department must be posted at each telephone. Dial **9-911** from all Upshur County Schools telephones.

**PERMANENT RECORDS** – Permanent records are to remain at individual schools. If a student transfers to another Upshur County school, it will be the responsibility of the principal to forward the permanent record to that school upon the request of the principal of the receiving school. If an elementary student moves out of the county or out of the state, the school will send a copy of the permanent record and SAT files to the school requesting records. The original permanent record file and SAT file is to be sent to Adrienne Hissam at the Board Office. Special Education files should be retained at the school. When preparing permanent record files to send to the board office, please do so according to the permanent record file checklist. If you have questions about this list, please contact the board office and speak with Adrienne Hissam, Extension 1018, or Jodie Akers, Extension 1020.

**FORMS TO BE RETURNED TO THE BOARD OFFICE** – Forms that are sent to professional and/or service personnel staff that are to be returned to the Board Office should be dealt with in the following manner: The principal of each school should collect all forms from each individual employee, **put them in alphabetical order, and return them to the Board Office by the date indicated on the form.** It is very important that this procedure be followed so that all matters can be taken care of as quickly and efficiently as possible by all concerned.

**PAYROLL FORMS** – **If you completed the form last year to elect 24 pay checks, the election will remain in effect. If your current election is to receive 20 pay checks and you desire to change to 24 pay checks, contact the finance department and complete an Employee Pay Annualization Election form.**

**CHANGE OF ADDRESS** – **If you have a change of address, please contact the Finance Department for the appropriate forms required by the Retirement Board to make address changes.**

**DATES FOR ISSUANCE OF PAYROLL CHECKS FOR THE 2019-2020 SCHOOL YEAR** – Following are the dates on which payroll checks are scheduled to be issued for the coming school year: Checks will be available for the principals and other supervisory personnel to pick up at the Board Office any time after 7:15 a.m. on the date payroll is issued.

July 15 and 30, 2019  
August 15 and 30, 2019  
September 13 and 30, 2019  
October 15 and 30, 2019

November 15 and 29, 2019  
December 13 and 30, 2019  
January 15 and 30, 2020  
February 14 and 28, 2020

March 13 and 30, 2020  
April 15 and 30, 2020

May 15 and 29, 2020  
June 15 and 30, 2020

**JOB POSTINGS** – Job postings will be available at job locations and state and county websites. The official posting will always be available at the Upshur County Board of Education Office.

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**Dr. Sara Lewis-Stankus, Superintendent**

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**Dr. Debra Harrison, Assistant Superintendent**

As required by federal laws and regulations, the Upshur County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its education program and activities. Inquiries may be referred to Tim Derico, Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; to Melinda Stewart, Section 504 Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone no. 304-558-7867; or the U. S. Department of Education's Director of the Office of Civil Rights, phone no. 215-596-6795

# EMPLOYEE

## CODE OF CONDUCT

All students and employees in West Virginia public schools shall behave in a manner that promotes a schools environment that is nurturing, orderly, safe, and conducive to learning and personal-social development.

### **ALL EMPLOYEES SHALL:**

- Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
- Contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence, and free from bias and discrimination.
- Create a culture of caring through understanding and support.
- Immediately intervene in any code of conduct violation that has a negative impact on students, in a manner that preserves confidentiality and the dignity of each person.
- Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control, and moral/ethical behavior.
- Comply with all Federal and West Virginia laws, policies, regulations and procedures.

# **STUDENT**

## **CODE OF CONDUCT**

All students and employees in West Virginia public schools shall behave in a manner that promotes a schools environment that is nurturing, orderly, safe, and conducive to learning and personal-social development.

### **ALL STUDENTS SHALL:**

- Help create an atmosphere free from bullying, intimidation and harassment.
- Demonstrate honesty and trustworthiness.
- Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Demonstrate responsibility, use self-control, and be self-disciplined.
- Demonstrate fairness, play by the rules, and will not take advantage of others.
- Demonstrate compassion and caring.
- Demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.