

Name: _____

Date: _____

**PERSONAL RECORD
OF STAFF DEVELOPMENT CREDITS**

PROGRAM ATTENDED	DATE	HOURS

By my signature, I verify that the above information regarding Staff Development is accurate and true.

Signature

Date

Must complete and turn in by August 13, 2019 to Nancy Minney at the Central Office. Forms will be accepted anytime that 18 hours have been accrued.

Gilmer County Schools
STAFF DEVELOPMENT CREDIT APPLICATION

EMPLOYEE NAME:
SCHOOL:
GRADE AND SUBJECT TAUGHT:
WORKSHOP TITLE:
PRESENTER:
DATE/TIME:
NUMBER OF CE HOURS REQUESTED:
OBJECTIVES ADDRESSED:

Please describe the content of the workshop and how it relates to your approved Staff Development objective(s). How will you implement the information in your classroom?

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Please submit form immediately to Nancy Minney at the Gilmer County Schools Board Office, 454 Vanhorn Dr. Glenville, WV 26351 by August 13, 2019.

____ DATE Approved by the Gilmer County Schools Professional Staff Development Council.
____ Your request for CE credit was denied for the following reason(s):

2019-2020

STAFF DEVELOPMENT HANDBOOK

ACKNOWLEDGEMENT PAGE

I have received a copy of the Staff Development Guidelines and Forms booklet and understand that I must participate in activities approved by the Gilmer County Schools Staff Development Councils.

Print Name

Signature

Date

Return by: August 13, 2019 to

Nancy Minney

Gilmer County Schools Central Office

**GILMER COUNTY BOARD OF
EDUCATION DRUG-FREE WORKPLACE
VERIFICATION STATEMENT**

NAME _____ SOCIAL SECURITY NUMBER _____

ADDRESS _____ TELEPHONE _____

As an employee of the Gilmer County Board of Education, I, _____
certify that I have received a copy of the Gilmer County Board of Education Drug-Free Workplace Policy.

As an employee of the Gilmer County Board of Education, I agree to abide by the Drug-Free Workplace Policy, which states that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and or alcohol is prohibited in the workplace. Additionally, I shall not report for work while under the influence of alcohol and/or illegal drugs, nor consume/use tobacco on school property during regularly scheduled work days, meal breaks, and/or occasions having a connection with the job or Gilmer County Board of Education.

The workplace shall be defined as a worksite where work is performed in connection with the employee's Gilmer County Board of Education employment. The workplace shall include facilities, property, buildings, offices, structures, automobiles, trucks, trailers, buses, other vehicles, and parking areas, whether owned or leased by the Gilmer County Board of Education.

The policy is applicable while employees are engaged in any work-related activity which includes performance or Gilmer County Board of Education business during regularly scheduled work days, meal breaks, and/or occasions having a connection with the job or Gilmer County Board of Education.

In addition, I understand that under federal law and as a condition of employment, if I am convicted of any violation of a criminal drug offense in the workplace, I must report this conviction to my supervisor and/or building administrator and the appointing authority within five (5) days of conviction.

EMPLOYEE NAME (printed) _____

EMPLOYEE SIGNATURE _____

DATE _____

2019-2020

WEST VIRGINIA HOUSE BILL 2939

ACKNOWLEDGEMENT PAGE

I have received a copy of WV House Bill 2939 and understand the requirements of these new provisions regarding mandatory reporting of sexual offenses.

Print Name

Signature

Date

2019-2020
EMPLOYEE CODE OF CONDUCT (5902)
ACKNOWLEDGEMENT PAGE

I have received a copy of the WV Code of Conduct (5902) and understand the purpose of the Employee Code of Conduct, which is to establish appropriate standards of conduct for all West Virginia school employees.

Print Name

Signature

Date

Please return to Nancy Minney at the Gilmer County BOE by August 8, 2019.

Gilmer County Schools Professional Development Goals
2019-2020

Goal 1: Improve all students' learning

Goal 2: Deliver standards focused high quality instruction that enhances unique qualities of each learner

Goal 3: Develop leadership opportunities for staff and students

Created and voted upon during the May 2019 Staff Development Council Meeting

