

***Wayne County Board of Education
Policies Update: (Students) (10)***

- ***Policy 5111 (Students: Eligibility of Resident/Non-Resident Students for Enrollment)***
- ***Policy 5113.01 (Students: Open Enrollment for Resident Students)***
- ***Policy 5120 (Students: School Attendance Areas)***
- ***Policy 5330 (Students: Use of Medications)***
- ***Policy 5331 (Students: Administration of Opioid Antagonists)***
- ***Policy 5421 (Students: Grading)***
- ***Policy 5531.01 (Students: Self-Harm and Eating Disorders Signs-Prevention and Treatment)***
- ***Policy 5540 (Students: The Schools and Community Agencies)***
- ***Policy 5611 (Students: Discipline – Student Due Process Rights)***
- ***Policy 5630.01 (Students: Use of Restraint)***

***Your comments concerning these policy should be sent
in writing (mail or email) to:***

***Mr. Todd Alexander
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***These policies are out for public comment for 10 working days beginning
Friday, March 27, 2026 through Thursday, April 9, 2026.***

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised Policy - Volume 16, No.2 - December 2024 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS FOR ENROLLMENT
Code	po5111
Status	
Adopted	May 26, 2015
Last Revised	April 23, 2024

Revised Policy - Volume 16, No.2 - December 2024

5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS FOR ENROLLMENT

The Board of Education establishes the following policy for determining eligibility to attend the public schools of this County.

The Board shall provide a free and appropriate education to all children who have:

- A. attained the age of five (5) years prior to the first day of July of the school year in which the child is enrolled in kindergarten; or
- B. attained the age of six (6) years prior to the first day of July of the school year in which the child is enrolled in grade one (1); and
- C. not yet attained the age of twenty-two (22) years.

Further, the Board shall provide a free and appropriate education to all children who are attending public school in accordance with provisions of WV Code 18-20-1 and West Virginia Board of Education Policy 2419. These provisions relate to the education of pre-school, early childhood, middle childhood, adolescent and adult students whose educational programs require special education and related services, including children who have attained the age of three (3) through children who are five (5) years of age prior to July 1st of a school year. The duty of the school to provide such an education pursuant to WV Code 18-20-1 and West Virginia Board of Education policy 2419 is met only when the student has attained the age of twenty-one (21) prior to July 1st of any school year or the student has met graduation requirements as specified by the Individualized Education Program and such requirements are within the State and local policy pertaining to graduation requirements.

No student shall be admitted for the first time to any public school in the State unless the person enrolling the student presents a copy of the student's original birth record certified by the State registrar of vital statistics confirming the student's identity, age, and State file number of the original birth record. If a certified copy of the student's birth record cannot be obtained, the student shall be enrolled with an affidavit completed by the person so enrolling the student explaining the inability to produce a certified copy of the birth record; however, if any person submitting such affidavit is in U.S. military service and is in transit due to military orders, a three (3) week extension shall be granted to such person for providing the birth records.

Upon the failure of any person enrolling a student to furnish a certified copy of the student's birth record in conformance with the paragraph above, the principal of the school in which the student is being enrolled or his/her designee shall immediately notify the local law enforcement agency. The notice to the local law enforcement agency shall include copies of the submitted proof of the student's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record. Within fourteen (14) days after enrolling a transferred student, the principal of the school in which the student has been enrolled or his/her designee shall request that the principal or his/her designee of the school in which the student was previously enrolled transfer a certified copy of the student's birth record. Principals and their designees are immune from civil or criminal liability in connection with any notice to a local law enforcement agency of a student lacking a birth certificate or failure to give such notice.

~~A parent, as defined in WV Code 18-31-2, shall have the option, prior to enrolling in a publicly supported kindergarten program, to apply for a Hope Scholarship on behalf of his/her child. Every year thereafter, a parent shall have the option to renew his/her child's enrollment in the Hope Scholarship program pursuant to WV Code 18-31-8. A child is exempt from enrollment and attendance requirements if an eligible participant in the Hope Scholarship Program as established by West Virginia Code 18-31-1 et seq. and provides notice to the County Superintendent of such intention prior to enrollment deadlines as provided by law.~~

Attendance at a State-approved, nonpublic kindergarten program, including a Montessori kindergarten program as provided in WV Code 18-5-18. Homeschool kindergarten program, Hope Scholarship kindergarten program, or private, parochial, or church kindergarten program recognized under WV Code 18-8-1(k) is deemed school attendance. Students entering the public school system after such kindergarten program shall be placed in the developmentally and academically appropriate grade level.

A student from another state, or who is eligible to enroll in a public school in this State, shall be enrolled in the same grade in a public school in the County as the student was enrolled at the school program from which the student transferred. A transcript or other credential provided by a public school program, private school program, homeschool program, microschool program, or HOPE scholarship program shall be accepted by a public school in this State as a record of a student's previous academic performance for the purposes of placement and credit assignment.

Unless students are transferred to the County school from outside the County according to pertinent provisions of law and policy or are homeless students as that designation is defined by the State and Federal law or are foreign exchange or other foreign students visiting persons who reside in the County, they must be current residents of the County in order to enroll in a County school. All requests to enroll in County schools from nonresident students shall be handled in accordance with Policy 5113 and applicable Statute and policy.

WV Superintendent Interpretation, August 29, 2000
~~West Virginia Board of Education~~ WVBE policy 2419
 WV Code 18-2-5c, 18-8-1a, 18-8A-1, and 18-20-1, et seq.

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Legal	WV Superintendent Interpretation, August 29, 2000 WVBE policy 2419 WV Code 18-2-5c, 18-8-1a, 18-8A-1, and 18-20-1, et seq.
Cross References	po5410 - PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION po5421 - GRADING po9270 - HOME INSTRUCTION

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised Policy - Volume 16, No. 2 - December 2024 - OPEN ENROLLMENT FOR RESIDENT STUDENTS
Code	po5113.01
Status	
Adopted	April 14, 2020

Revised Policy - Volume 16, No. 2 - December 2024

5113.01 - OPEN ENROLLMENT FOR RESIDENT STUDENTS

~~Option #1~~

~~In as much as the educational program for each grade level is housed in only one (1) building, the Board of Education does not believe that the requirement to provide for open enrollment at each grade level is applicable to this District. However, should at any time in the future an educational program at any grade level be made available at more than one (1) location, the Board shall establish a policy whereby students may attend the program at any such locations.~~

~~Option #2~~

~~The Board of Education shall permit any eligible, elementary or middle school student in the District to apply for enrollment in any District program or school, provided the student's application meets the requirements of the State and the conditions established in District guidelines.~~

~~{END OF OPTIONS}~~

~~The following definitions shall apply:~~

~~Home School~~

~~The school to which the student has been assigned prior to any request for transfer.~~

~~Open Enrollment~~

~~Open enrollment permits the admission of students to any appropriate school or program in the District.~~

~~Home School Student~~

~~A District student who resides in the home school attendance area.~~

~~Nonhome School Student~~

~~A District student who enrolls (seeks to enroll) in a program or school in another attendance area within the District.~~

~~Program~~

~~Any one (1) of the specific course offerings of this District.~~

~~Program Size~~

~~The restrictions on a number of students in a program due to circumstances unique to that specific program, or financial or operating conditions of the District.~~

The Board of Education shall permit any eligible, elementary, middle, or high school student in the County to apply for enrollment in any County program or school outside of their assigned attendance zone, provided the student's application meets the requirements of the State and the conditions established in County guidelines, and grade level capacity and program availability exists.

The Board may consider, but is not limited to, the following in determining whether to grant or deny a resident student transfer application:

- A. there is grade level capacity in the receiving school;
- B. there are programs and services available in the receiving school;
- C. there exists a critical need and shortage policy that identifies staffing shortages in the grade, program service, or content area that is relevant to the resident's transfer application; and/or
- D. there exists appropriate staff, resources, services, and programs to meet the disability needs of a resident student seeking a transfer at the requested school.

Preferences shall be given to students who meet any of the following criteria:

- A. siblings of students already enrolled at the school outside of their assigned attendance zone;
- B. secondary students who have completed grade 10 and, due to family relocation, express desire to remain in a specific school within the county but outside of their assigned attendance zone;
- C. students who are children, grandchildren, or legal wards of employees who work in a school outside of the student's assigned attendance zone; and/or
- D. students who reside in a portion of an attendance zone where topography, impassable roads, long bus rides, or other conditions prevent practicable transportation of the student to a school within their assigned attendance zone, and a school in an adjoining attendance zone within the County school district that is more easily accessible.

The Board may, but is not required to, provide transportation for a resident student whose transfer application has been approved.

Any resident student whose transfer application is denied may file an appeal with the State Superintendent of Schools (State Superintendent).

- A. The State Superintendent must receive the transfer application appeal within thirty (30) calendar days of the date the transfer application was denied.
- B. The State Superintendent shall review the transfer application and the denial decision and may hold a hearing if warranted.
- C. If a transfer application appeal is timely filed prior to the start of a semester, the State Superintendent shall issue a decision on the appeal no later than five (5) business days prior to the start of a semester. If the transfer application appeal is not received in time for the State Superintendent to meet this deadline, the State Superintendent will issue a decision as soon as practicably possible.
- D. A decision issued by the State Superintendent shall be final.

The Board shall report annually to the West Virginia Department of Education the number of resident student transfers approved by the Board for the preceding school calendar year, as well as the number of resident student transfer applications denied and the reasons for those denials prior to January 1.

The Board shall provide information on its website regarding the annual number of resident and student transfer approvals and denials for the preceding school calendar year prior to January 1.

The following definitions shall apply:

Attendance Zone - The geographical area within a county established by the county board of education to designate where resident students typically attend school.

Resident School - The school to which the student has been assigned prior to any request for transfer.

Resident Student - A county student who resides in the home-school attendance area.

Program - Any one (1) of the specific course offerings of this County.

Program Size - The restrictions on a number of students in a program due to circumstances unique to that specific program, or financial or operating conditions of the County.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

- A. Compliance with Federal and State discrimination laws.
- B. ~~Students who have been suspended or expelled from a public or private school in West Virginia or another state, currently residing within the county, may not be denied enrollment in the District school system unless determined to be a "dangerous student" under the procedures set forth in W. Va. Code 18A-5-1a. District superintendents may, in their discretion, determine the appropriate educational placement, including alternative education services, for these students (State Superintendent of Schools' Interpretation of January 26, 2007).~~
- C. Application procedures including the criteria by which applications from ~~non-home-school~~ resident students shall be reviewed and prioritized. ~~Home-school~~ Resident students shall be given priority over ~~nonhome-school~~ nonresident students. Further, a student shall submit an application only if s/he wishes to attend an alternate school in the ~~District~~ County.
- D. Communications with applicants and their parents concerning this policy and the ~~District's~~ County's guidelines, including the timelines for application and notification of acceptance or rejection.
- E. Athletic eligibility shall comply with State regulations and the provisions set forth by the West Virginia Secondary Schools Commission (WVSSAC).
- F. Any transportation provided by the ~~District~~ County for a ~~nonhome-school~~ resident student takes place within established bus routes and bus stops within the ~~District~~ County.
- G. Set ~~District~~ County capacity limits by grade level, school building and educational program.

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Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised Policy - Volume 16, No. 2 - December 2024 - SCHOOL ATTENDANCE AREAS
Code	po5120
Status	
Adopted	May 26, 2015
Last Revised	September 15, 2016

Revised Policy - Volume 16, No. 2 - December 2024

5120 - SCHOOL ATTENDANCE AREAS

The Board of Education has divided the District into separate attendance areas and directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Superintendent shall () annually (x) periodically [end of option] review existing attendance areas and recommend to the Board such changes to the boundaries of the school attendance areas as may be justified by:

- A. (x) considerations of safe student transportation and travel;
- B. () convenience of access to schools;
- C. (x) financial and administrative efficiency;
- D. () the effectiveness of the instructional program;
- E. () a wholesome and educationally sound balance of student populations;
- F. (x) teacher-student ratios imposed by State law.
- G. () _____

Acting upon the recommendation of the Superintendent, the Board shall determine () annually (x) periodically [end of option] the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, religion, disability, or national origin.

[] The parent of siblings who are assigned to the same grade level and school may request that the school place the siblings in the same classroom or in separate classrooms. This request must be made no later than five (5) days before the first day of school each school year or five (5) days after the first day of attendance of the students if the students are enrolled in school after the school year commences. The school is not required to meet the request if there is factual evidence indicating a specific placement is better for the student than that requested by the parent.

x] The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

x] The Superintendent may also assign a student to a school other than that designated by the attendance area when a class exceeds State mandated enrollment requirements or when a school is overcrowded.

- A. () Every effort shall be made to continue a student in the elementary school to which s/he is initially assigned.

B. ☐ Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

☐ The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

Request for Out-of-Attendance Area Assignment

A student may be permitted to attend a school other than the school serving the parents' residential area by completing a Student Transfer Form and submitting the form for the approval or disapproval of the **Superintendent**, who shall take into consideration in making the decision criteria, including but not limited to, the following:

- A. ☒ severe health problems
- B. ☒ class/school size
- C. ☒ acceptance of responsibility for transportation, good attendance, and acceptable behavior
- D. ☒ programs availability
- E. ☐ other hardships
- F. ☐ _____

~~Nonresident-Non-West Virginia~~ Students

Students who are not residents of West Virginia may attend District schools upon compliance with West Virginia laws and Board policies governing admission of students to the schools of the State. Such students may be assigned to schools by the Superintendent.

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Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-1/Vol 17-2 Agenda-Second Reading
Title	Revised Policy - Volume 17, No. 2 - August 2025 - USE OF MEDICATIONS
Code	po5330
Status	
Adopted	February 6, 2018
Last Revised	September 11, 2023

Revised Policy - Volume 17, No. 2 - August 2025

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness, except as provided by this policy. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours shall be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the student is disabled and requires medication to benefit from their educational program.

Definitions

Medication includes all medicines prescribed by a licensed prescriber and any medication and food supplements that have been approved by the Food and Drug Administration and may be obtained over-the-counter (OTC) without a prescription from a licensed prescriber.

Treatment refers both to the manner in which a medication is administered and to healthcare procedures that require special training, such as catheterization.

Authorization

Before any prescribed medication or treatment may be administered to a student during school hours, the Board shall require a written statement from a licensed prescriber accompanied by the written authorization of the parent (see Form 5330 F1 – Parent Authorization for Prescribed Medication or Treatment). Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent - (see Form 5330 F1a – Authorization for Non-Prescribed Medication or Treatment (Secondary Version) and Form 5330 F1b – Authorization for Non-Prescribed Medication or Treatment (Elementary Version)). These documents shall be kept in a location designated by the school administrator/principal in collaboration with the certified school nurse RN and made available to the persons designated by this policy as authorized to administer medication or treatment.

Forms shall include the student's name; date; allergies; medication name; dosage, time, and route; intended effect of medication; other medication(s) taken by the student; licensed prescriber (if applicable); licensed prescriber signature (if applicable); and parent signature.

When a student's medical condition requires a change in the prescribed medication dosage or schedule, the parent/guardian shall provide a new written medication authorization form from a licensed prescriber, and container. The parent/guardian shall give medication changes to designated personnel within an appropriate time frame.

Designated school personnel shall receive and review the emergency medication and medication authorization form and obtain authorization from the certified RN to administer medication. The student shall not attend school until the administration form and medication are received to prevent risking the safety and welfare of the student. The Student Assistance Team (SAT), Section 504, or IEP team shall consider the lack of emergency lifesaving medication(s) as child neglect.

Maintenance

Parents shall replenish long-term and emergency prescribed medication as needed and retrieve unused or expired medicine from school personnel no later than thirty (30) days after the authorization to give the medication expires or on the last day of school.

All prescribed medications shall be in the originally labeled container from the pharmacy stating the student's name; name of the medication; reason(s) for the medication (if to be given only for specific symptoms); dosage, time, route; reconstitution directions, if applicable; and the date the prescription and/or medication expires.

All OTC's falling under the school administrator/principal's supervision shall be in the original manufacturer's container with the student's name and dosage instructions affixed to the container. The school administrator/principal in collaboration with the certified school nurse RN may designate school personnel as defined in this policy to be trained to administer OTCs. The designated and trained school personnel shall undergo OTC retraining every two (2) years. The West Virginia Department of Education (WVDE) provides online training for OTC administration.

The school administrator/principal in collaboration with the certified school nurse RN shall determine a location in the building to store student medication, at the correct temperature in a secure, locked, clean cabinet or refrigerator as required. Medication administration by certified school RNs, LPNs, and trained designated school personnel shall take place in a clean and quiet environment where privacy is assured and with minimal interruptions. The initial dose of any medication should be administered at home, except for emergency medications, unless otherwise directed by the licensed prescriber and/or a court order.

The certified school RN shall be contacted immediately when a prescribed medication's appearance or dosage is questioned. The certified school RN shall take the appropriate steps to ensure the medication is safe to administer.

The certified school RN shall be contacted immediately when a student's health condition suggests that it may not be appropriate to administer the medication.

Administration

Medication administration steps shall be followed exactly as outlined in West Virginia Board of Education (WVBE) policy 2422.7 and shall comply with the Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools.

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a certified school RN and are designated by the Board may administer prescription drugs to students in school. School personnel shall be retrained every two (2) years.

A special education employee hired on or after July 1, 1989, may be required to administer medications after receiving required training. Other school employees may elect to administer medications after receiving the required training.

The following staff members may be designated as being authorized to administer medication and treatment to students after receiving required training:

- A. ☒ administrator/principal
- B. ☒ teacher
- C. ☒ school nurse RN
- D. ☒ LPN
- E. ☒ building secretary
- F. ☒ aide
- G. ☒ transportation employee

☒ Additionally, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed prescriber and the nurse/authorized staff member has completed any and all necessary training.

No student shall be allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule shall be considered violations of Policy 5530 - Substance Abuse Prevention, Policy 5500 - Student Code of Conduct, and Policy 5600 - Student Discipline.

Self-Administration

Self-administration of medication shall be permitted under WV Code 18-5-22a, 18-5-22b, and 18-2K-1 et seq. when all of the following conditions are met:

- A. A written medication authorization form is received from the parent and licensed prescriber permitting self-administration of medication.
- B. The student has demonstrated the ability and understanding to self-administer medication by passing an assessment by the certified school RN evaluating the student's technique of self-administration and level of understanding of the appropriate use of the medication.
- C. The parent/guardian has acknowledged in writing that they have read and understood a notice provided by the Board stating that the school, the Board, and its employees and agents are exempt from any liability, except for willful and wanton conduct, resulting in injury arising from the self-administration of medication.

The permission to self-administer medication shall be sufficient during the school year for which it is granted. All documents related to the self-administration of medication shall become part of the student's health record.

The student shall demonstrate the ability and understanding to self-administer medication by passing an assessment by the certified school RN evaluating the student's self-administration and understanding the appropriate use of the medication.

The permission to self-administer medication may be suspended or revoked if the certified school RN finds that the student's technique and understanding of the use of medications is not appropriate or is willfully disregarded.

A student may carry and self-administer properly authorized medication, such as a metered dose inhaler, epinephrine auto injector, prescribed pancreatic enzyme supplement, insulin, and/or may carry diabetic supplies and equipment to manage and care for their diabetes.

Off-Site Administration

Schools should develop a mechanism to provide for participation by all students, especially those with specialized health care needs, in school-related travel and field trips. This mechanism should include advance notification to the certified school RN and/or County school health services director to ensure out-of-state destinations allow reciprocity and delegation of certain health care procedures by their state board of nursing laws and practice acts since the certified school RNs are licensed to practice nursing only in West Virginia. The Board may consider allowances and reimbursement to certified school RNs and LPNs to hold a compact nursing license, allowing nursing practice in multiple states to support classroom field trips. The school administrator/principal shall coordinate development of procedures for the administration of medication during curricular or co-curricular events with classroom teachers, school nurses, parents, designated qualified personnel and administrator's designees. Designated qualified personnel who are providing medication administration for a one-time curricular or co-curricular event shall be exempt from the requirements of CPR and AED certification and first aid training.

Medication Errors

The certified school RN and administrator/principal shall be contacted immediately in the event of a medication administration error. Medication administration errors include but are not limited to, any deviation from the instructions provided by the licensed health care provider. The school nurse or administrator/principal shall do the following in the event of a medication administration error:

- A. Contact the licensed prescriber, parent, and if necessary, emergency medical services.
- B. Notify the certified school RN or school administrator/principal of recommendation and/or licensed prescriber order in response to a medication incident administration error incident.
- C. Document all circumstances, orders received, actions taken, and student's status.
- D. Submit a written report to the school administrator/principal and County Superintendent at the time of the medication error. The report should include the student's and parents name and phone number, a specific statement of the medication error, the person notified, and the remedial actions.

Emergency Medication

The West Virginia RN board and WV Code allows for the delegation of specific prescribed emergency medication. The following emergency medications have been approved for certified school RNs to determine the ability to delegate, train and continuously supervise school personnel to administer when a diagnosis and order are in place and the certified school RN or LPN is not available to provide such care:

- A. glucagon;
- B. epinephrine (see Policy 3165 and Policy 4165 – Use of Epinephrine Auto-Injectors by Personnel);
- C. albuterol or other emergency asthma medication;
- D. opioid antagonist;
- E. certain seizure medication can only be delegated to unlicensed school personnel if ordered by the student's physician and the certified school RN provides the final determination to allow delegation.

It is permissible by Board policy only for schools to stock epinephrine and opioid antagonist medications per WV Code 18-5-22c (epinephrine) and WV Code 16-46-1 through 16-46-6 (opioid antagonists). The procedures and protocols for school health and school nursing, as set forth in Chapter 18 of the WV Code and outlined in WVBE policy 2422.7 shall be followed.

To meet qualifications for administering medications the school administrator/principal shall provide scheduled time for designated school personnel to become CPR with AED certified as well as trained in first aid according to WVBE policy 2422.7

x] Opioid Antagonist Supply and Administration

The County shall stock and maintain a supply of opioid antagonists.

Naloxone training and stocking protocols shall be allowed under a written standing order from the State Health Officer. Certified RNs shall receive Naloxone training either in person or through online education with the State Health Officer or an appointed entity by the State Health Office.

Certified school RNs shall be trained in the storage and use of opioid antagonists in the school setting. Certified school RNs have the authority to train non-medical school personnel to administer opioid antagonists in emergency situations. An opioid antagonist may be administered to any student or staff suspected of having an opioid-related drug overdose.

A certified school RN, licensed nurse, or designated trained non-medical school personnel who administers an opioid antagonist in the school setting, shall not be held liable for civil damages that may result from acts or omissions relating to the use of the opioid antagonist that may constitute ordinary negligence; nor shall the school personnel be subject to criminal prosecution which may result from acts or omissions in the good faith administration of an opioid antagonist (West Virginia Good Samaritan Law, WVCode 16-47-1). This does not apply to acts or omissions establishing gross negligence or willful or wanton conduct.

No individual shall be subject to disciplinary action for refusing to be trained in the administration of an opioid antagonist.

Following the administration of an opioid antagonist in the school setting, the certified school RN, licensed nurse, or designated trained non-medical school personnel shall:

- A. Ensure the individual administered the opioid antagonist is transported to an emergency department;
- B. Complete and submit documentation required by the Board;
- C. Complete and submit the administration of naloxone report to the West Virginia Poison Center: 1-800-222-1222. (West Virginia state law requires that naloxone administration be reported to the Poison Center.); and
- D. Notify student support staff services, school counselor, school psychologist, and/or school administrator to provide substance abuse prevention resources to the overdose victim and family, as appropriate.

[END OF OPTION]

Emergency Allergy Treatment Educational Training Programs

Educational training programs in the County pertaining to emergency allergy treatment required by State law shall be conducted by a nationally recognized organization experienced in training laypersons in emergency health treatment or an entity or individual approved by the WVDHHR. The curriculum shall include at a minimum:

- A. recognition of the symptoms of systemic reactions to food, insect stings, and other allergens; and
- B. the proper administration of a subcutaneous injection of an epinephrine auto-injector.

[] Epinephrine Supply and Administration

The County shall stock and maintain a supply of epinephrine auto-injectors for use in emergency medical care or treatment of a student or school personnel for an anaphylactic reaction during the school day () and during extracurricular events outside the school day. The epinephrine auto-injectors shall be stored in accordance with the epinephrine auto-injector's instructions. The school shall designate employees or agents who are trained to be responsible for the storage, maintenance and general oversight of epinephrine auto-injectors. Epinephrine auto-injectors shall be maintained by the school in a secure unlocked location that is only accessible to certified school RNs, health care providers and authorized nonmedical personnel, and not by students.

Certified school RNs are authorized to administer an epinephrine auto-injector to a student or school personnel during regular school hours or at a school function when the certified school RN medically believes the individual is experiencing an anaphylactic reaction. A certified school RN may also use the school supply of epinephrine auto-injectors that meet the requirements of a prescription on file with the school for a student or school personnel.

Designated qualified school personnel () and, school transportation employees (including bus drivers) **[END OF OPTION]**, who have been trained in the administration of an epinephrine auto-injector by the certified school RN and who have been designated and authorized by the school to administer the epinephrine auto-injector to a student or school employee during regular school-related events when the school personnel reasonable believes, based upon their training, that the individual is experiencing an anaphylactic reaction may administer epinephrine. Designated qualified school personnel also may use the school supply of epinephrine auto-injectors for a student or school personnel authorized to self-administer that meet the requirements of a prescription on file with the school.

[DRAFTING NOTE: Select only if school transportation employees were selected above.] () Transportation employees, including bus drivers, shall not be eligible to receive the additional pay provided in WV Code 18-5-22(E).

Prior notice to the parent of a student of the administration of the epinephrine auto-injector is not required.

Immediately following the administration of the epinephrine auto-injector, the school shall provide a comprehensive notification to the parent of a student who received an auto-injection. The comprehensive notification should include date and the approximate time the incident occurred, symptoms observed, who administered the injection, the rationale for administering the injection, the response to the epinephrine administration, the dose of epinephrine administered, the current location of the student and other necessary elements to make the student's parents fully aware of the circumstances surrounding the administration of the injection and the student's subsequent health status.

All schools are required to report each incident resulting in the administration of epinephrine injections in their county. Schools shall also report other administration errors. The incident shall be reported to the West Virginia Poison Center by calling 800 222-1222 after emergency medical services have transported the student or staff member to acute care. The notification should include:

- A. the name of the student;
- B. the student's age and gender;
- C. date and the approximate time the incident occurred;
- D. symptoms observed;
- E. who administered the injection;
- F. the name of the school the student attends;
- G. a contact telephone number;
- H. the rationale for administering the injection;

- I. the response to the epinephrine administration;
- J. the dose of epinephrine administered; and
- K. any other necessary elements to provide a complete report for the individual situation.

The West Virginia Poison Center will provide the data upon request to the public schools, local boards of education and annually to the State Superintendent of Schools.

A designated, trained, and authorized employee of the Board who administers or provides an epinephrine auto-injection to a person is immune from liability for any civil action arising out of an act or omission resulting from the administration of the epinephrine auto-injection unless the act or omission was the result of the individual's gross negligence or willful misconduct.

The Board may participate in free or discounted drug programs from pharmaceutical manufacturers to provide epinephrine auto-injectors to its schools.

[END OF OPTION]

Medical Cannabis

Definitions

Caregiver means the individual designated by a patient or, if the patient is under eighteen (18) years of age, an individual authorized under WV Code 16A-5-1 et seq. of this code, to deliver medical cannabis.

Certified medical use means the acquisition, possession, use, or transportation of medical cannabis by a patient, or the acquisition, possession, delivery, transportation, or administration of medical cannabis by a caregiver, for use as part of the treatment of the patient's serious medical condition, as authorized in a certification under this act, including enabling the patient to tolerate treatment for the serious medical condition.

Family or household member means the same as defined in WV Code 48-27-204.

Form of medical cannabis means the characteristics of the medical cannabis recommended or limited for a particular patient, including the method of consumption and any particular dosage, strain, variety and quantity, or percentage of medical cannabis or particular active ingredient.

Identification card means a document issued under WV Code 16A-5-1 et seq. of this code that authorizes access to medical cannabis under this act.

Individual dose means a single measure of medical cannabis.

Medical cannabis means cannabis for certified medical use as set forth in this act.

Patient means an individual who:

- A. has a serious medical condition;
- B. has met the requirements for certification under this act; and
- C. is a resident of this state.

Permit means an authorization issued by the bureau to a medical cannabis organization to conduct activities under this act.

Physician or practitioner means a doctor of allopathic or osteopathic medicine who is fully licensed pursuant to the provisions of either WV Code 30-3-1 et seq. or WV Code 30-14-1 et seq. of this code to practice medicine and surgery in this state.

Post-traumatic stress disorder means a diagnosis made as part of continuing care of a patient by a medical doctor, licensed counselor, or psychologist.

Serious medical condition means any of the following, as has been diagnosed as part of a patient's continuing care:

- A. Cancer
- B. Positive status for human immunodeficiency virus or acquired immune deficiency syndrome
- C. Amyotrophic lateral sclerosis
- D. Parkinson's disease
- E. Multiple sclerosis
- F. Damage to the nervous tissue of the spinal cord with objective neurological indication of intractable spasticity
- G. Epilepsy
- H. Neuropathies
- I. Huntington's disease
- J. Crohn's disease
- K. Post-traumatic stress disorder
- L. Intractable seizures
- M. Sickle cell anemia
- N. Severe chronic or intractable pain of neuropathic origin or severe chronic or intractable pain
- O. Terminally ill

Terminally ill means a medical prognosis of life expectancy of approximately one year or less if the illness runs its normal course.

Medical Cannabis on School Property or at a School-Related Event

The use of medical cannabis on school property or at a school-related event by students is regulated by 126 WV Code of State Rules 126-25A-14.13.

A parent of any student who has been issued a medical cannabis identification card by the West Virginia Department of Health and Human Resources, Bureau for Public Health, and who has been issued a physician certification to use medical cannabis as part of the treatment of a serious medical condition, shall notify the school principal before medical cannabis may be administered on or in school property or at a school-related event. Such notification shall be on a form that shall include the name of the student and the name and contact information for the student's caregiver. In addition to such notification, a parent shall provide the following documentation to the school principal:

- A. the student's identification card issued by the West Virginia Department of Health and Human Resources, Bureau for Public Health, pursuant to the Medical Cannabis Act, WV Code 16A-1-1, et seq.;
- B. the caregiver's identification card issued by the West Virginia Department of Health and Human Resources, Bureau for Public Health, pursuant to the Medical Cannabis Act, and
- C. a certification issued by a physician who is registered with the West Virginia Department of Health and Human Resources, Bureau for Public Health, that authorizes the use of medical cannabis by the student and that meets the requirements of WV Code 16A-4-3 and 16A-4-4.

The notification and documentation specified above shall be updated at least annually by the student's parent.

A parent shall provide written notice to the school principal within ten (10) days of any of the following:

- A. a change in the student's designated caregiver;
- B. a change in the student's physician for the purpose of certifying medical cannabis use by the student;

C. if the student ceases to have a serious medical condition for which medical cannabis may be used; or

D. if the student's, caregiver's or certifying physician's identification card, registration or other authorization to use, deliver, administer, certify, or authorize medical cannabis has become void, has expired, has been suspended or revoked, or has been otherwise terminated or discontinued.

The notification and copies of the documentation specified in this policy shall be kept on file as part of the student's educational record.

Upon notification and receipt of the documentation required by this policy, a school principal shall allow a designated caregiver to administer medical cannabis to a student on or in school property or at a school-related event in accordance with a physician's certification, including the medical cannabis form or delivery route, dosage, and timing.

Medical cannabis shall not be stored on school property nor shall it be administered by school personnel unless the student is the child or is in the legal custody of a school employee and the school employee is the student's designated caregiver.

Medical cannabis administered on or in school property or at a school-related event shall be in a form permitted by WV Code 16A-3-2 and may not be administered in dry leaf or plant form.

If medical cannabis is administered on or in school property, the designated caregiver shall abide by the school's policies and procedures for visitors to the school.

If medical cannabis is administered at a school-related event, the designated caregiver shall administer it in an area outside of the view of other students and in accordance with any policies and procedures established by the school.

A designated caregiver shall not administer medical cannabis in a manner that creates disruption to the educational environment or the school-related event, or that causes exposure to other students or persons.

A student, even if eighteen (18) years or older or emancipated, may not possess or self-administer medical cannabis on or in school property or at a school-related event. Only a designated caregiver may possess and administer medical cannabis to a student on or in school property or at a school-related event. A student who is eighteen (18) years or older or who is emancipated shall provide the notices and documentation required by this policy and shall designate a caregiver for the purposes of possession and administration of medical cannabis on or in school property or at a school-related activity.

After the designated caregiver administers medical cannabis to a student, the caregiver shall remove any remaining medical cannabis from the school property or school-related event.

As is the case with controlled or illegal substances, student possession, use, distribution, sale, or being under the influence of marijuana or marijuana derivatives is not permitted under this policy.

In accordance with WV Code 16A-15-4, a student shall not be subject to discipline solely for the lawful use of medical cannabis.

Any information received by a school pursuant to this policy related to medical cannabis and containing confidential information or personally identifiable information is protected by The Family Educational Rights and Privacy Act (FERPA) and shall become part of the student's educational record.

If the Board can reasonably demonstrate that it will lose or has lost federal funding as a result of complying with this policy related to medical cannabis may seek a waiver from the WVBE.

Failure of any school personnel to comply with this policy shall result in personnel disciplinary actions based on state and county board policies.

[] Dental Programs

[]The Board shall provide a Fluoride Rinse Program for students in grades K-6. The administration of fluoride rinse shall be in accordance with the WVDHHR/BPH-Oral Health Program's Instruction for Conducting the Fluoride Rinse Program (www.dhhr.wv.gov/oralhealth) including record maintenance of parent/guardian permission forms and date/time of program administration including each student participating in the program.

[]All dental disease prevention programs, sponsored by the West Virginia Department of Health and administered by school employees, parents, volunteers, employees of local health counties, or employees of the West Virginia Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the West Virginia Department of Health are exempt from all requirements of this policy.

[END OF OPTION]**Administrative Due Process**

Families dissatisfied with any part of the management and/or delivery of school health services or the management and/or administration of medical cannabis during the curricular or co-curricular day and school-related events should:

- A. schedule a meeting with the certified school RN and school principal or designee; and/or
- B. follow due process procedures as outlined in WVBE policy 2419, Section 504, and/or, WVBE policy 7211, Conflict Resolution Process for Citizens.

Confidentiality Documentation and Reporting

Student information related to diagnosis, medications ordered and medications given shall be maintained according to FERPA and in such a manner that no one could view these records without proper authorization as specified in WVBE policy 4350, Procedures for the Collection, Maintenance and Disclosure of Student Data.

A parent, guardian, foster parent, or kinship placement may not be denied access to the health records of a minor child unless a court order blocks access, the minor child has graduated high school or equivalent, the minor child is emancipated, or the minor child is married. No release, authorization, or any form of permission by the minor child may be required or requested for a parent or legal guardian to obtain the records.

An individual record shall be maintained for each student needing a specialized health care procedure. It shall include the date and time the procedure was performed, any notes on events and/or interactions, and the signature of the person performing/supervising the procedure.

Certified school RNs and LPNs shall use standardized nursing terminology when recording nursing notes to establish documentation of care standards.

Student health records are educational records under FERPA guidelines. While medical information is considered highly confidential and shall be decided among county and school teams inclusive of the school RN on specific storage to ensure confidentiality and access as allowable by FERPA including legitimate educational reasons inclusive of SAT, Section 504, IEP, students' classroom teacher, bus driver, etc. The student health educational record shall be maintained two (2) years from completion of education. Records to verify implementation of Federally funded programs and services such as, but not limited to, IDEA, Section 504, etc. and to demonstrate compliance with program requirements shall be maintained for five (5) years after the activity is completed. The final educational record shall include the student health record to be in compliance with FERPA guidelines.

If a student violates this policy, action shall be based upon WVBE policy 4373 Expected Behavior in Safe and Supportive Schools, and local Board Policy 5600 – Student Discipline.

Failure of school personnel to comply with this policy and WVBE policy 2422.7 may result in disciplinary action or be identified as a deficiency in accordance with West Virginia State Board of Education policy 5310, Performance Evaluation of School Personnel.

In order to satisfy the requirements of WVBE policy 2422.7, Standards for Basic and Specialized Health Care Procedures and Standards for the Possession and Use of Medical Cannabis by a Student Procedure Manual, the Board adopts WVBE policy 2422.7 and the Procedures Manual including Appendices A and B (<http://wvde.state.wv.us/policies/>) and is incorporated by reference into this policy. The Board affirms its obligation to follow the WVBE policy 2422.7 and the manual.

Cross References

po5331 - ADMINISTRATION OF OPIOID ANTAGONISTS
 po5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
 po8330 - STUDENT RECORDS
 po8350 - CONFIDENTIALITY

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20 U.S.C. 1232g

34 CFR Part 99

WV Code 16A-1-1, et seq.

WV Code 16-46-1 through 16-46-6

WV Code 18-5-22a, 18-5-22b, 18-5-22c

West Virginia Board of Education policy 2422.7

WV Department of Health and Human Resources Naloxone Guide for School Nurses

WV Statewide Standing Order for Distribution of Naloxone by Eligible Recipient Organizations for Opioid Overdose Prevention

Cross References

po5331 - ADMINISTRATION OF OPIOID ANTAGONISTS

po5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

po8330 - STUDENT RECORDS

po8350 - CONFIDENTIALITY

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-1 Agenda 3/24/26-Second Reading
Title	Revised Policy - Vol. 16, No. 1 - February 2024 - ADMINISTRATION OF OPIOID ANTAGONISTS
Code	po5331
Status	
Adopted	January 23, 2018
Last Revised	July 25, 2023

Revised Policy - Vol. 16, No. 1 - February 2024

[DRAFTING NOTE: This policy is only necessary if the Board has chosen to stock opioid antagonists at po5330 - Use of Medication.]

5331 - ADMINISTRATION OF OPIOID ANTAGONISTS

The schools located within this ~~District~~ County may possess and maintain at the school a supply of opioid antagonists for use in emergency medical care or treatment for an adverse opioid event. Opioid antagonists maintained in the schools shall be in a secure location ~~which~~ that is only accessible by the individuals authorized to administer the opioid antagonist.

Naloxone training and stocking protocols shall be allowed under a written standing order from the State Health Officer. Certified RNs shall receive Naloxone training either in person or through online education with the State Health Officer or an appointed entity by the State Health Office. Educational materials and training will be provided to the certified school RN, other licensed nurses, and school employees working in the opiate-related overdose prevention and treatment programs, as well as materials on administering the prescribed opioid antagonist. Certified School RNs will complete and submit the DHHR Prescription Drug Overdose (PDO)/State Targeted Response (STR) Grants Naloxone Distribution training form to the appropriate agency upon completion of training.

A certified school RN, other licensed RNs and LPNs working in the school, and nonmedical school personnel as defined in WV Code 18-5-22 who have been trained and deemed competent by the certified school RN in the administration of an opioid antagonist and who have been designated and authorized by the certified school RN are authorized individuals that may administer the opioid antagonist to prevent deaths in circumstances involving individuals who have overdosed on opiates. An opioid antagonist may be administered to a student, school employee, or to any person on school property during regular school hours, at a school function, at an event on school property when the authorized and designated nonmedical school personnel ~~reasonable~~ reasonably believes, based upon their training, that the individual is experiencing an adverse opioid event.

All licensed prescribers who prescribe an opioid antagonist to a school or ~~District~~ County shall provide educational materials to the certified school RN, other licensed nurses, and school employee working in the opiate-related overdose prevention and treatment programs, as well as materials on administering the prescribed opioid antagonist.

If an opioid antagonist has been administered to a student, immediately following the administration, the school shall provide notice to the parent/guardian of the student who received the opioid antagonist.

The ~~District~~ County must follow the protocols/standards set forth by West Virginia Department of Health and Human Resources.

Any certified school RN, other licensed nurses, and designated and trained school personnel who administers an opioid antagonist as provided in this policy and in WV Code 18-5-22d is immune from liability for any civil action arising out of an act or omission resulting from the administration of the opioid antagonist unless the act or omission was the result of the school nurse or trained and authorized nonmedical school personnel's gross negligence or willful misconduct.

Prior notice to the parents of a student of the administration of the opioid antagonist is not required.

A certified school RN, other licensed nurses, and designated trained nonmedical school personnel working in the school who administers an opioid antagonist to a person whom s/he believes to be suffering from an opioid-related overdose shall require the person who has received the administration of the opioid antagonist to seek additional medical treatment at a medical facility to avoid further complications as a result of suspected opioid-related overdose.

A comprehensive notice to the parents of a student who was administered a school maintained opioid antagonist is required and shall include who administered the opioid antagonist, the rationale for administering the antagonist, the approximate time of the administration of the opioid antagonist and any other necessary elements to make the student's parent/guardian fully aware of the circumstances surrounding the administration of the antagonist.

All schools are required to report each reaction resulting in the administration of opioid antagonists injections in the District County. Public schools also must report other medication errors. The incident will be reported to the West Virginia Poison Center by calling 800-222-1222 after emergency medical services have transported the student, staff member, or other person to acute care. The notification should include:

- A. the name of the student/staff member;
- B. the student's/staff member's age and gender;
- C. date and the approximate time the incident occurred;
- D. symptoms observed;
- E. who administered the injection;
- F. the name of the school the student attends;
- G. a contact telephone number;
- H. the rationale for administering the injection;
- I. the response to the opioid antagonists administration;
- J. the dose of opioid antagonists administered; and
- K. any other necessary elements to provide a complete report for the individual situation.

West Virginia Board of Education policy 2422.7

WV Code 16-46-1 through 6, 18-5-22d

WV Department of Health and Human Resources Naloxone Guide for School Nurses

WV Statewide Standing Order for Distribution of Naloxone by Eligible Recipient Organizations for Opioid Overdose Prevention

Cross Reference

po5330 - Use of Medications

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West Virginia Board of Education policy 2422.7

WV Code 16-46-1 through 6, 18-5-22d

WV Department of Health and Human Resources Naloxone Guide for School Nurses

WV Statewide Standing Order for Distribution of Naloxone by Eligible Recipient Organizations for Opioid Overdose Prevention

Cross References

po5530 - SUBSTANCE ABUSE PREVENTION



NaloxonePrescriptionforOverdosePrevention-Amjad-08.10.2021 (1).docx (33 KB)



WVSN Naloxone Guide.docx (1,831 KB)

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised Policy - Volume 16, No. 2 - December 2024 - GRADING
Code	po5421
Status	
Adopted	May 26, 2015
Last Revised	July 23, 2024

Revised Policy - Volume 16, No. 2 - December 2024

5421 - GRADING

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help ~~students~~ students, teachers, and parents judge properly how well the student is achieving the goals of the County's program.

The Board believes that the County's grading system should be reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected content standards and objectives which are to be stated for each program at every grade level, kindergarten through twelve.

The Superintendent shall develop procedures for grading whereby the professional staff:

- A. ☒ develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. ☒ helps each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what shall produce a failing grade;
- C. ☒ provides frequent opportunities for each student to obtain information as to his/her progress toward the learning of the content standards and objectives of his/her courses or programs;
- D. ☒ provides for a pass/fail grade in programs for which it is appropriate;
- E. ☒ provides students the opportunity to assess both their own achievements and their areas of difficulty.

☒ The grading system shall not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

☐ The grading system shall be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes shall assure a clearer, more valid, or more reliable system of grading.

The Board has established the following grading scales for use in the following grade levels or courses:

GRADING SCALES:

PRE-SCHOOL

KINDERGARTEN

PRIMARY SCHOOL

MIDDLE SCHOOL

COURSES TAKEN FOR HIGH SCHOOL CREDIT

The West Virginia State Board of Education has established a uniform grading policy that must be used for any course taken for high school credit, regardless of the grade level of the student at the time the course is taken, other than courses the District may designate by policy as weighted courses. The local board is not required to adopt this grading scale for use in courses or grade levels for which high school credit is not involved.

NON-WEIGHTED COURSE GRADING SCALE, ~~beginning with the 2018-2019 school year:~~

Average	Grade	Quality Points
90 - 100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0
0-59	F	0

The Board shall issue the following weighted grades for Advanced Placement, Advanced Career, Dual Credit, and International Baccalaureate courses for which high school credit is to be awarded, beginning with the 2018-2019 freshman cohort except for dual credit beginning with the 20-21 9th grade cohort.

WEIGHTED COURSE GRADING SCALE FOR ADVANCED PLACEMENT COURSES, ADVANCED CAREER COURSES, DUAL CREDIT COURSES (Dual Credit weighted grades shall begin with the 20-21 9th grade cohort), AND INTERNATIONAL BACCALAUREATE COURSES:

Average	Grade	Quality Points
90 - 100	A	5.0
80 - 89	B	4.0
70 - 79	C	3.0
60 - 69	D	2.0
0 - 59	F	0

The Board has discretionary authority to issue weighted grades for other advanced high school courses. ~~(x)~~ In accordance ~~therewith~~ ~~therewith~~, the Board elects to establish weighted grades for the following advanced high school courses:

A. ☒ honors courses

[List others]:

B. ☒ Dual Credit Courses (See Policy 2271)

C. ☒ Advanced Credential Courses

D. ☒ AP Courses

E. ☐ _____

☒ WEIGHTED COURSE GRADING SCALE FOR THE ADVANCED HIGH SCHOOL COURSES LISTED ABOVE: SAME AS SCALE FOR AP, AC, AND IB COURSES

Average	Grade	Quality Points
90 - 100	A	5.0
80 - 89	B	4.0
70 - 79	C	3.0
60 - 69	D	2.0
0 - 59	F	0

[] [INSERT ALTERNATIVE GRADING SCALE HERE]

A student transferring into the County shall follow that county's policy on the weighting of other advanced high school courses with regard to class rank.

A transcript or other credential provided by a public school program, private school program, homeschool program, microschool program, or HOPE scholarship program shall be accepted by the County as a record of a student's previous academic performance for the purposes of placement and credit assignment.

A teacher may not be required by the principal or any other person to change a student's grade on either an individual assignment or a report card unless there is clear and convincing evidence that there was a mathematical error in calculating the student's grade.

Transcribed grades (including non-weighted and weighted) and grade point averages may not be changed once they are issued by a teacher and transcribed by the County unless a computation error occurred as verified by the teacher issuing the grade. The Board does not have the discretion to attribute a Pass/Fail credit with no quality points for courses merely because the student transferred from another public school system, home school, or non-public school system.

The Board shall accept a transcript or other credential provided by a public school program, non-public school program, or home school program as record of a student's previous academic performance for the purpose of placement and credit assignment. The Board shall transcribe the student's letter grades and quality points from home school programs and non-public school programs denoting that the student received the credit from a source other than a program accredited through WVBE policy 2330, Non-public School Accreditation, and that the credit was accepted and recognized by a West Virginia public school pursuant to WV Code 18-8-1a.

When a student retakes a failed course, both grades shall be transcribed and the County grading policy will determine how these courses are calculated in the GPA.

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Legal	WV Code 18-5-46
	West Virginia Board of Education policy 2510
	West Virginia Board of Education policy 2330
	WV Code 18-8-1a
Cross References	po5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS FOR ENROLLMENT
	po5410 - PROMOTION, ACCELERATION, PLACEMENT, AND RETENTION
	po9270 - HOME INSTRUCTION

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised Policy - Volume 16, No.2 - December 2024 - SELF-HARM AND EATING DISORDERS SIGNS - PREVENTION AND TREATMENT
Code	po5531.01
Status	
Adopted	October 11, 2022

Revised Policy - Volume 16, No.2 - December 2024**5531.01 - SELF-HARM AND EATING DISORDERS SIGNS - PREVENTION AND TREATMENT**

At least once per academic school year, students in grades five (5) through twelve (12) shall receive information and education regarding self-harm and eating disorder signs, prevention, and treatment.

The County shall provide routine education to all professional educators, including principals and administrators, and those service personnel having direct contact with students on warning signs and resources to assist in self-harm behavior and eating disorder awareness, prevention, and treatment under guidelines established by the West Virginia Board of Education (WVBE). The education may be accomplished through self-review of materials and resources approved by the WVBE.

The required training shall include instruction and information to better equip schools and their employees, including how to:

- A. recognize warning signs of self-harm behaviors and eating disorders that can lead to serious health issues and death;
- B. support the health development of students by learning how to appropriately respond to or refer a student who exhibits warning signs of self-harm or eating disorders; and
- C. provide consistent and standard protocols for responding to disclosures or discovery of self-harm or an eating disorder.

All employees shall complete the required training every three (3) years.

The Board may obtain from the State Board, who in consultation with the Bureau for Behavioral Health and Health Facilities will provide for accurate and appropriate information regarding the signs, prevention, and treatment of self-harm and eating disorders.

The information collected for this purpose may be from the Bureau for Behavioral Health and Health Facilities, a licensed healthcare provider, or from commercially developed awareness and prevention training programs for the awareness, treatment resources, and prevention of self-harm behavior and eating disorders.

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Legal WV Code 18-2-40a

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised Policy - Volume 16, No.2 - December 2024 - THE SCHOOLS AND COMMUNITY AGENCIES
Code	po5540
Status	
Adopted	May 26, 2015
Last Revised	February 8, 2022

Revised Policy - Volume 16, No.2 - December 2024

5540 - THE SCHOOLS AND COMMUNITY AGENCIES

The Board of Education is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the WV Department of ~~Health and Human Resources Services~~. Human Services.

Upon arrival at the school, such agencies should be directed to the principal or the principal's designee. When such agencies request permission to interrogate a student at school, the principal or his/her designee shall make reasonable efforts to notify the student's parents, guardian, or custodian prior to said interrogation, when appropriate. All attempts to notify the parents, guardians, and/or custodians should be diligently documented.

Whenever an agency is interrogating a student, the principal or his/her designee or representative shall be present throughout the proceedings, unless prevented from doing so, for example, by court order or law enforcement direction. ~~Students~~ Students have a right under the Federal Constitution and State Constitution not to incriminate themselves about a crime when questioned on school grounds by an individual acting in the capacity of a law enforcement official. Students are entitled to be informed of their right against self-incrimination if they are in a law enforcement custodial setting, ~~which means that they~~ Students are not at liberty to terminate the interrogation and leave. Students do not have a constitutional right against self-incrimination when being questioned by school officials or PRO Officers (Prevention Resource Officers) acting under the direct and immediate supervision of school officials ~~who are investigating alleged non-criminal, while conducting investigations of~~ school-related misconduct.

When an agency requests permission to remove a student, the principal or his/her designee shall immediately notify the Superintendent and, unless prevented from doing so, for example, by court order or law enforcement direction, also notify the student's parent, guardian, or custodian.

On occasion, principals will need outside police assistance in dealing with misconduct that rises to the level of criminal behavior. When police are called, the Superintendent should be advised of the situation as soon as feasible. ~~Teachers,~~ Mandatory reporters, such as teachers, school personnel, counselors, nurses, coaches, or volunteers who provide organized activities for children, or other professionals within a school who suspect that a student is being abused or neglected shall immediately, and not more than twenty-four (24) hours after suspecting this abuse and neglect, report the circumstances to the WV Department of Health and Human ~~Resources (DHHR)~~ Services (WVDHS). The mandatory reporters above shall also inform their immediate supervisor immediately following and not more than twenty-four (24) hours after reporting suspected abuse or neglect to ~~DHHR~~ WVDHS. In any case where the reporter believes that the child suffered serious physical abuse, sexual abuse, or sexual assault, the reporter shall immediately report the same to the WV State Police and any law enforcement agency having jurisdiction to investigate the complaint.

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Legal West Virginia Board of Education policy 4373

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised Policy - Volume 16, No. 2 - December 2024 - DISCIPLINE - STUDENT DUE PROCESS RIGHTS
Code	po5611
Status	
Adopted	May 26, 2015
Last Revised	February 8, 2022

Revised Policy - Volume 16, No. 2 - December 2024

5611 - DISCIPLINE – STUDENT DUE PROCESS RIGHTS

The Board of Education recognizes that students have certain Due Process rights, regarding the administration of discipline while students are at school, on school grounds, or at school-affiliated functions.

Accordingly, the Board establishes the following procedures which the District administrators shall use when dealing with students:

A. Students Subject to Suspension:

When a student is being considered for an out-of-school suspension by the principal, or other administrator:

1. A student is entitled to an informal hearing when faced with a suspension of ten (10) days or less. At this hearing, the principal must explain why the student is being suspended. If the student does not admit the charges, s/he shall be given an explanation of the evidence possessed by the principal. ~~If the principal believes that the continued presence of the student in the school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student~~ A student whose conduct is detrimental to the safety of the school shall be suspended immediately and an informal hearing shall be held as soon as practicable after the suspension.
2. The student and his/her parent(s), guardian(s) or custodian(s), as the case may be, shall be notified promptly and given telephonic notice, if possible, of this informal hearing, which notice shall briefly state the charges made against the student which constitute the grounds for the proposed suspension of the student.
3. At this informal hearing, the principal shall explain the charges against the student. If the student does not admit the charges, the principal will provide the student with an explanation of the evidence possessed by the principal. The student must be given an opportunity to respond to the charges against him/her. At this hearing, the principal must explain why the student is being suspended, and the student must be given the opportunity to present reasons why s/he should not be suspended.
4. At the conclusion of the informal hearing, or upon the failure of the noticed student to appear for the informal hearing, the principal may suspend the student for a maximum of ten (10) school days, including any days prior to the hearing, if any, for which the student has been excluded from school.
5. The principal shall report any suspension the same day it has been decided upon, in writing, to the parent(s), guardian(s) or custodian(s) of the student by regular United States mail. The notice will include the reasons for the suspension.
6. The suspension also shall be reported to the Superintendent the same day and to the faculty senate of the School at the next meeting after the suspension.
7. The suspension imposed upon a student shall be recorded in the uniform integrated regional computer information system (commonly known as the West Virginia Education Information System) by the principal

within twenty-four (24) hours of the imposition of the suspension. Each record of a suspension shall include the student's name and identification number, the reason for the suspension or expulsion, and the beginning and ending dates of the suspension.

8. A student may not participate in any school-sponsored activities, or be permitted on school grounds during the period of suspension.

B. Students Subject to Expulsion:

When a student is being considered for expulsion by the Board:

1. The Superintendent shall cause a written notice, by certified mail, return receipt requested, to be served upon the student and his/her parent(s), guardian(s) or custodian(s), as the case may be, which states the:
 - a. charges and the recommended disposition;
 - b. date and time at which the hearing shall be held;
 - c. right of the student to be represented by counsel;
 - d. right of the student to call his/her own witnesses to verify his/her version of the incident and;
 - e. right to confront and cross-examine witnesses supporting the charge against him/her;
 - f. notice shall state clearly whether the Board will attempt at hearing to establish the student as a dangerous student and also shall include any evidence upon which the Board will rely in asserting its claim that the student is a dangerous student.
2. The hearing before the Board shall be within the ten (10) day period of suspension imposed by the principal.
3. The hearing shall be held in executive session unless the student requests an open hearing.
4. The District shall hold the scheduled hearing to determine if the student should be reinstated or should or, must be expelled from school. If the District determines that the student should or must be expelled from school, it may also determine whether the student is a dangerous student, if proper notice of the charge has been provided as set forth in 1.f. immediately above.

If notice has not been given that the Board may find the student is a dangerous student and the Board determines through the course of the hearing that the student may be dangerous, the Board must make such determination at a separate hearing to be scheduled within ten (10) days of the first hearing, upon full notification to the student and his/her parent(s), guardian(s) or custodian(s).

The hearing(s) shall be recorded by mechanical means unless recorded by a certified court reporter.

The Superintendent may apply to a circuit judge or magistrate for authority to subpoena witness and documents, upon his/her own initiative, in a proceeding related to a recommended student expulsion or dangerous student determination. Upon the written request of any other party, the Superintendent shall apply to a circuit judge or magistrate for the authority to subpoena witnesses, documents or both on behalf of the other party in a proceeding related to a recommended student expulsion or dangerous student determination. If the authority to subpoena is granted, the Superintendent shall subpoena the witnesses, documents or both requested by the other party. If the authority to subpoena is granted, it shall be exercised in accordance with the provisions of WV Code 29A-5-1.

The hearing may be postponed for: (1) good cause shown by the student; (2) when proceedings to compel a subpoenaed witness to appear must be instituted; or (3) when a delay in service of a subpoena hinders either party's ability to provide sufficient notice to appear to a witness. However, a student shall remain under suspension until after the hearing in any case where a postponement occurs.

At the conclusion of the hearing the District shall either:

- a. order the student reinstated immediately or at the end of his/her initial suspension;
- b. suspend the student for a further designated number of days; or

c. expel the student from the public schools of the District.

5. The Superintendent shall notify the student, parent(s), or guardian(s), by certified mail, return receipt requested, of the disposition of the hearing.
6. The expulsion imposed upon a student shall be recorded in the uniform integrated regional computer information system (commonly known as the West Virginia Education Information System) by the principal within twenty-four (24) hours of the imposition of the expulsion. Each record of an expulsion shall include the student's name and identification number, the reason for the suspension or expulsion and the beginning and ending dates of the expulsion.

C. Students Subject to Emergency Removal:

If the principal believes that the continued presence of the student in the school poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, even before the informal hearing is held, such student shall be suspended immediately and a hearing held as soon as practicable after the suspension.

D. Students Subject to Suspension from Bus Riding/Transportation Privileges:

A bus driver may exclude from a bus any student who: is guilty of disorderly conduct; interferes with an orderly education process; threatens, abuses, intimidates or attempts to intimidate a school employee or student; willfully disobeys a school employee; or uses profane or abusive language toward a school employee. Once a student is excluded from the bus, the student must be referred to the appropriate administrator who will take disciplinary action, notify the parent/guardian in writing of the disciplinary action taken, and provide a copy to the bus driver before the student is readmitted to the bus.

In conducting hearings regarding student disciplinary matters, the Board of Education shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information (ESI), and electronic media (as defined in Policy 8315 - Information Management (i.e. Litigation Hold)) created and/or received as part of an investigation.

[] The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., student records and confidential medical records).

[] The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

The application of this policy shall comply with the requirements of the Individuals with Disabilities Education Act.

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WV Code 18A-5-1a

West Virginia State Board of Education policy 4373

Book	Public Comment Period 3/27/26-4/9/26
Section	Vol 16-2 Agenda-Second Reading
Title	Revised/Renamed - Volume 16, No. 2 - December 2024 - USE OF RESTRAINT
Code	po5630.01
Status	
Adopted	May 26, 2015
Last Revised	February 8, 2022

Revised/Renamed - Volume 16, No. 2 - December 2024

5630.01 - ~~USE OF RESTRAINT AND SECLUSION WITH STUDENTS~~

Definitions:

Restraint - reasonable force to prevent a student from hurting himself/herself or any other person or property.

~~Seclusion~~ ~~a removal in which a student is left unsupervised in any space as an intervention or consequence to inappropriate behavior.~~

It is the policy of the Board of Education to allow reasonable force to be used to restrain a student from hurting himself/herself or any other person or property. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the student and others. When the use of physical restraint is necessary, a school employee and/or independent contractor may use restraint in an emergency with the following limitations:

- A. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency. Breathing shall not be restricted (e.g. prone restraint), nor shall pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat be applied; or cause physical harm.
- B. Restraint shall be discontinued at the point at which the emergency no longer exists.
- C. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
- D. Restraint shall not deprive the student of basic human necessities.

Use of Physical or Mechanical Restraints

Appropriate (intended use) utilization of mechanical restraints such as seat belts or feeding tables when applied for their intended purpose is not prohibited. The application of mechanical restraint is prohibited as an intervention or consequence for inappropriate behavior.

Mandatory Training for Staff

~~School employees and/or independent contractors who, as determined by the principal, may need to use restraint shall be provided training according to the following requirements:~~ A core team of personnel in each school including an administrator/designee and any general or special education personnel likely to use restraint, must be trained annually in the use of:

- A. ~~A core team of personnel in each school, including an administrator/designee and any general or special education personnel like to use restraint, must be trained annually in the use of~~ nationally recognized restraint process, and current professionally accepted practices and standards regarding behavior interventions and supports including prevention and de-escalation techniques.

- B. Any non-trained personnel called upon to use restraint in an emergency must receive training within thirty (30) days following the use of restraint if the principal determines the situation leading to the use of restraint will likely reoccur.

Documentation and Reporting Notification

Time Requirement	Documentation/Notification
Within one (1) hour following the use of restraints	The principal/designee must be provided verbal and written description of the restraint process used on a given student
Same day	A good faith effort shall be made to verbally notify the parent or guardian of the restraint process used.
Within one (1) school day	Written notification of the use of restraint must be: - provided to the parent or guardian, and - included in the student's official school record. The written notification includes: - name of the student; - name of the staff member(s) administering the restraint; - date of the restraint and the time the restraint began and ended; - location of the restraint; - narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint, and the efforts made to de-escalate the situation and alternatives to restraint that were attempted; and - documentation of all parental/guardian contact and notification efforts. This notification must be available to determine if the student's behavior impacts the student's learning and/or the creation of or revision to a behavior plan.

~~Comprehensive documentation and immediate notification of restraint is required.~~

A. Time Requirement

~~Within one (1) hour following the use of restraint~~

Documentation/Notification

~~The principal/designee must be provided verbal and written description of the restraint process used on a given student.~~

B. Time Requirement

~~Same Day~~

Documentation/Notification

~~A good faith effort shall be made to verbally notify the parent or guardian of the restraint process used.~~

C. Time Requirement

~~Within one (1) school day~~

Documentation/Notification

~~Written notification of the use of restraint must be provided to the parent/guardian and included in the student's~~

~~official school. The written notification includes:~~

- ~~1. name of the student;~~
- ~~2. name of the staff member(s) administering the restraint;~~
- ~~3. date of the restraint and time of the restraint began and ended;~~
- ~~4. location of the restraint;~~
- ~~5. narrative that describes antecedents, triggers, problem behavior(s), rationale for application of the restraint and the efforts made to de-escalate the situation and alternatives to restraint that were attempted; and~~
- ~~6. documentation of all parental contact and notification efforts.~~

Disciplinary Action for a Violation of This Policy

In addition to any penalty prescribed by law, the Superintendent is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to disciplinary action up to and including dismissal in accordance with WV Code 18A-2-8.

Retaliation for Fully Implementing or Reporting Violations

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

Retaliation for Fully Implementing or Reporting Violations

No Board employee shall be permitted to retaliate against a person for reporting violation of this policy or providing information regarding a violation of this policy.

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WV Code 61-2-14g

West Virginia Board of Education policy 4373