

***Wayne County Board of Education
Policies Update: (Program) (2)***

- ***Policy 2312 (Program: Class Size)***
- ***Policy 2623 (Program: Student Assessment)***

***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
Wednesday, April 15, 2026 through Tuesday, April 28, 2026***

Book Public Comment Period 4/15/26 thru 4/28/26

Section First Reading - Agenda 4/14/26

Title CLASS SIZE

Code po2312

Status

Adopted January 2, 2018

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

2312 - CLASS SIZE

The Board of Education requires that class sizes be determined with reference to instructional quality, economy of operation, State laws and policies of the West Virginia Board of Education.

Pursuant to State law, the Board shall provide sufficient personnel to ensure that each classroom does not exceed the enrollment guidelines in the chart below.

Each school principal shall assign students equitably among the classroom teachers, taking into consideration reasonable differences due to subject area and/or grade levels.

Any kindergarten teacher who has more than twenty (20) students per session and any classroom teacher of grades 4 through 6 who has more than twenty-five (25) students shall be paid additional compensation based on the affected classroom teacher's average daily salary divided by twenty (20) for kindergarten teachers or twenty-five (25) for teachers grades 4 through 6 for every day times the number of additional students enrolled up to the maximum students permitted in the teacher's classroom. All such additional compensation shall be paid from District funds exclusively.

Split-grade classrooms must adhere to the ratio of the lowest grade level. Split-grade classrooms must be determined per WV Code.

Maximum Teacher Student Ratios		
Grade	Maximum Enrollment	Exceptions
Pre-K	20	0
One Early Childhood Classroom Assistant Teacher is required		Includes classrooms having two or more grades that ~~includes~~ include Pre-K
Kindergarten	20	3 additional with compensation
One Early Childhood Classroom Assistant Teacher is required for enrollments of 10 or more		Includes classrooms having two or more grades that ~~includes~~ include Kindergarten
Grades 1-3 (effective 2023-24) Grade 2 (effective 2024-25) Grade 3 (effective 2025-26) One ECCAT/aide/paraprofessional or interventionist is required for enrollments of more than 12	25	0
For grades 2 and 3 only, a full-time interventionist may be assigned to two (2) classrooms in lieu of the requirement to assign an ECCAT, aide, or paraprofessional to each classroom.		Includes classrooms having two or more grades that ~~includes~~ includes grades 1-3

Grades 4-6	25	3 additional with compensation
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Additional Exemptions to Maximum Teacher Student Ratios

Physical Education Grades 5-6 when in a middle school setting	Maximum Enrollment is at the discretion of the District
Choral and band/orchestral music	Maximum Enrollment is at the discretion of the District
An exception may be made in Grades K-3 when time is utilized for adequate planning time between an ECCAT, aide, paraprofessional, or interventionist and the teacher to which they are primarily assigned.	

In grades 7-12, a desired range between the minimum and maximum number of students ~~which that~~ teachers shall have in their regular classes shall be determined by the () Board. (**x**) Superintendent. () Administrative-Staff Council. ()

In determining the maximum number of students, in a class, consideration shall be given to:

- A. (**x**) subject matter;
- B. (**x**) type of instruction;
- C. (**x**) ability of students;
- D. (**x**) availability and appropriateness of aides;
- E. (**x**) use of special facilities and equipment;
- F. () _____.

¹ WV Code 18-5-18a states: "the state superintendent is authorized, consistent with sound educational policy, (a) to permit on a statewide basis, in grades four through six, more than twenty-five pupils per teacher for the purposes of instruction in physical education" Accordingly, for 5th and 6th grade physical education classrooms located in a middle school, counties are given the discretion to determine the maximum number of students permitted per class taking into consideration health, safety, and instructional needs of students.

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Legal

WV Code 18-5-18a

West Virginia State Board of Education policy 2510

Book	Public Comment Period 4/15/26 thru 4/28/26
Section	First Reading - Agenda 4/14/26
Title	STUDENT ASSESSMENT
Code	po2623
Status	
Adopted	March 15, 2016
Last Revised	July 25, 2023

2623 - STUDENT ASSESSMENT

The Board of Education shall assess student achievement and needs in all program areas in compliance with the law and rules of the West Virginia Board of Education. The purpose will be to determine the progress of students and to assist them in attaining the content standards ~~and objectives~~ and the educational goals of this District.

At least annually, staff members will assess the proficiencies and needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The West Virginia Measures of Academic Progress (WV-MAP) is a comprehensive assessment system that measures student performance. Summative assessments that are a part of WV-MAP include the West Virginia General Summative Assessment (WVGSA), the West Virginia college- and career-readiness assessment, the West Virginia Alternative Summative Assessment (WVASA), NAEP, international assessments, the ELP Assessment, CTE technical assessments, and pilot tests and field tests sanctioned by the West Virginia Department of Education (WVDE).

The District shall analyze the assessment results, evaluate student, school, and District performance related to test results, use the data to increase student learning and improve school achievement.

Benchmark assessments will be given in the first thirty (30) days of the school year, repeated at mid-year, and a summative assessment at the end of the school year to determine student progression in reading and mathematics in grades three (3) through eight (8).

Each child's testing or assessment results and the school composite results shall be made available to the parents of students. Upon request, the composite results shall be made available to the parents of prospective students of the school.

Program Regulations

- A. To meet State and Federal requirements, all public school students enrolled in grades 3-8 and 11 shall be assessed using the appropriate State-administered summative assessment, either general or alternate, at the grade level in which they are enrolled in the spring of each year.
 1. The WVGSA assesses the content areas of ELA ("English, Language Arts") and mathematics for grades three (3) through eight (8) and science in grades five (5) and eight (8).
 2. The West Virginia college- and career-readiness assessment assesses the content areas ELA, mathematics, and science in grade eleven (11).
 3. The WVASA assesses the content area of ELA and mathematics in grades three (3) through eight (8) and eleven (11) and science in grades five (5), eight (8), and eleven (11).

ESSA requires that for each assessed subject, the total number of students participating in the alternate assessment does not exceed one percent (1%) of the total number of all students in the State who are assessed in a given subject. ESSA has placed a one percent (1%) participation rate cap at the State level

only. This cap is not applicable at the District or school level.

- B. All English Learner ("EL") students shall participate in the appropriate State-administered assessments in the grade level in which they are enrolled. The EL Committee will determine the language supports, if any, using the appropriate EL Assessment Participation Form.
1. All EL students eligible to participate in the ELP Assessment or the Alternate ELP Assessment shall do so with accommodations as determined by their respective EL Committees, IEP Teams, or Section 504 Committees. The documentation procedure for ensuring accommodations are provided on the ELP Assessment is outlined in the *Participation Guidelines*.
 2. When an EL student is also identified as a student with a disability under West Virginia Board of Education policy 2419, the IEP Team which should include an English language specialist will determine the appropriate assessment and accommodations. The IEP will address specific accommodations relevant to the identified disabilities in the IEP. The EL Assessment Participation Form will address language supports relevant to the EL status of a student.
 3. When an EL student is also identified as a student with a disability under Section 504, the Section 504 Committee, which should include an English language specialist, will determine the student's appropriate accommodations. The Section 504 Plan will address the specific accommodations relevant to the identified disabilities in the Section 504 Plan. The EL Assessment Participation Form will address language supports relevant to the EL status of a student.
 4. Former EL students' scores on the WVGSA college- and career-readiness assessment or WVASA scores will be included in the EL subgroup for two (2) years after these students have attained English proficiency.
- C. All public school students with disabilities who are eligible for services as defined in West Virginia Board of Education policy 2419 shall participate in the WVGSA, West Virginia college- and career-readiness assessment or the WVASA at the grade level in which they are enrolled with appropriate accommodations as determined by their IEP Team. The process for ensuring IEP accommodations are provided in the *Participation Guidelines*.
1. All public school students with the most significant cognitive disabilities and whom meet the criteria for participation in the WVASA assessment as determined by their IEP Teams shall participate in the WVASA.
 2. All public school students with disabilities as defined by Section 504 shall participate in the WVGSA or the West Virginia college- and career-readiness assessment in the grade level in which they are enrolled. Appropriate accommodations, if any, must be determined by the student's Section 504 Committee and documented in the student's Section 504 Plan and incorporated into West Virginia Education Information System (WVEIS).
 3. All public school eligible students with disabilities under West Virginia Board of Education policy 2419 whose IEP placement is special education: out-of-school environment, are to be assessed at the schools in which the students are enrolled or an alternate testing site approved by the District Test Coordinator. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy and in West Virginia Board of Education policy 2340.
- D. All public school students enrolled in grades 4, 8 and 12 who are part of the NAEP state sample shall participate in the NAEP, a component of the WV-MAP. Principals or their designee shall complete the required school questionnaires. Teachers of the sampled students shall complete the teacher questionnaire for the assessed target. The ~~participant~~ participants of this test will be determined by a random sample at the national level. All students on the school roster shall be given the opportunity for selection. Students participating in the WVASA and students with IEPs, Section 504 Plans, or EL plans whose accommodations are not allowed by NAEP may be excluded from participation or assessed and not scored after having been randomly selected. Any student being considered for exclusion should be reported to the West Virginia Department of Education.
- E. All public school students enrolled in the grade sample selected to participate in an international assessment shall participate in the assessment. Principals or their designee shall complete the required school questionnaires. Teachers sampled shall complete the teacher questionnaire. The participants of this test will be determined by a random sample at the national level. All students on the school roster shall be given the opportunity for selection. Students participating in the WVASA and students with IEPs, Section 504 Plans or EL plans who cannot be accommodated may be excluded.

- F. All homebound public school students are to be assessed at the schools in which the students are enrolled or at alternate testing sites meeting requirements in test administration manuals and approved by the District Test Coordinators. All participating educators and students shall be required to follow all testing guidelines and security procedures set forth in this policy and West Virginia Board of Education policy 2340. All public school students enrolled in alternative education programs shall participate in the WV-MAP. The test scores for these students shall be counted in the results of the referral school.
- G. Pursuant to State law, charter public schools shall administer the same student assessments required of non-charter public schools, including the NAEP if sampled, using the same protocols as non-charter public schools. All requirements specified for non-charter public schools and/or non-charter public school students also apply to charter public schools and charter public school students.
1. Charter public school students will be tested in person at their school or at an off-site location approved by the WVDE.
 2. The charter school application seeking to establish a virtual charter public school must include the process for administering WV-MAP assessments, including, but not limited to, the physical facility to be used for testing.
- H. Public school students participating in virtual learning through either the WVVS or District virtual instruction must participate in WV-MAP assessments in person at their school of record or at an appropriate location to be determined by the District. The test scores for these students shall be aggregated in the results of the school and district where the students are enrolled.
- I. Home-school students may participate in the State-administered summative assessments under standard conditions administered in the public schools of the District in which they reside.
1. Each academic year, the District shall notify home school students in their District of the opportunity to participate in the State-administered summative assessments. Students in grades three (3) through eight (8) may participate in the WVGSA and students in grade eleven (11) may participate in the West Virginia college- and career-readiness assessment provided that the home instructor notifies the District Test Coordinator of the intention to participate by a date to be determined by the West Virginia Department of Education.
 2. Home-school students will be assigned: 1) a location for testing with an approved educator who has completed the required training as an examiner/scribe and signed the *Examiner's/Scribe's Secure Materials and Test Procedures Agreement*, and 2) test dates by the District Test Coordinator during the District's testing window.
 3. All home school educators and home-school students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures set forth in this policy and West Virginia Board of Education policy 2340. Violations of these policies shall result in the loss of testing privileges.
 4. Home-school students who choose to participate in State assessments are not included in accountability measures.
 5. Home-schooled students who are enrolled part-time in public schools are considered home-school students for assessment and accountability.
- J. All nonpublic school students may participate in the State-administered summative assessments.
1. Each academic year, the nonpublic school administrator must submit a Participation Form and a Verification of Certification Form to the WVDE and to the district test coordinator in the district where the nonpublic school is located by a date to be determined by the WVDE.
 2. Nonpublic schools that choose not to participate in State-administered summative assessments after submitting the Participation Form must notify both the West Virginia Department of Education (WVDE) and the District Test Coordinator in the District where the nonpublic school is located by a date to be determined by the WVDE that they no longer intend to participate in State-administered summative assessments for one (1) year. Nonpublic schools that fail to provide notification are not eligible to participate in WV-MAP for a period of one (1) year.
 3. For WVGSA, the District Test Coordinator, not the nonpublic school, will receive all testing material and release the testing materials to the nonpublic principal/assigned school test coordinator upon completion of the required training and receipt of signed *Principal and/or School Test Coordinator Secure Materials and Test*

Procedures Agreement (required annually).

4. For the West Virginia college- and career-readiness assessment, the nonpublic school will receive all testing materials, but the nonpublic principal/assigned school test coordinator must complete all required training and sign the Principal and/or School Test Coordinator Secure Materials and Test Procedures Agreement (Appendix D or Appendix E) before receiving materials.
5. All nonpublic educators and nonpublic school students participating in the assessments of the WV-MAP shall be required to follow all testing guidelines and procedures outlined in West Virginia Board of Education policy 2340.
6. All nonpublic educators who have access to secure test materials must be trained annually. The District Test Coordinator, in conjunction with the Principal/School Test Coordinator at the participating nonpublic school, will determine training dates.
7. Violations of this policy and West Virginia Board of Education policy 2340 shall result in the loss of testing privileges.
8. Nonpublic students who participate in State assessments are not included in accountability measures.

Administration Regulations

- A. The WV-MAP assessments shall be administered according to the schedule published by the West Virginia Department of Education. A reasonable effort shall be made to provide each student with a makeup test during the scheduled testing window. The Superintendent shall establish a District-testing window, that falls within the West Virginia Department of Education established testing window. Once established, no District window may be changed without West Virginia Department of Education approval.
- B. The WV-MAP assessment program shall be managed by a district test coordinator who has completed training in administering the testing instruments used in this program. The district test coordinator/alternate district test coordinator or a WVDE-trained designee shall be available either in person or by telephone during the testing windows to address any questions/concerns.
 1. The District shall require that all appropriate district office staff are trained on test security and school personnel are adequately trained in the administration and security of WV-MAP assessments and the interpretation and use of test data.
 2. The District shall require that principals and school test coordinators, when designated by the principal, must deliver adequate training and professional development to all educators who administer WV-MAP assessments.
 3. The principal must be a currently employed educator who holds a valid West Virginia teaching license or certification granted by the WVDE and has signed the Principal's Secure Materials and Test Procedures Agreement. The school test coordinator must be a currently employed educator who holds a valid West Virginia teaching license or certification granted by WVDE and has signed the School Test Coordinator's Secure Materials and Test Procedures Agreement. A principal may serve as the school test coordinator or designate someone else at the school to be the school test coordinator. A principal may designate an assistant school test coordinator(s) to assist the school test coordinator. Any person identified as a school test coordinator and/or an assistant school test coordinator, or any person designated to fulfill any other required test administration role, must complete all training required by the WVDE and/or the testing vendor. Failure to complete training may result in the school being prohibited from administering WV-MAP assessments. The district test coordinator shall develop and implement procedures regarding the administration of WV-MAP assessments and shall collaborate with district office staff and school personnel to develop and implement procedures for the analysis and application of test results. The district shall monitor test administration in its schools to ensure that appropriate assessments, with or without appropriate accommodations, are selected for students with disabilities under IDEA, students covered by Section 504, and EL students so that they are appropriately included in assessments.
- C. Public/nonpublic school educators who meet the definition of examiner shall administer any portion of the WV-MAP to students as assigned by the principal or school test coordinator.
 1. All requirements stipulated in the appendices of West Virginia Board of Education policy 2340, must be adhered to in all test administrations, including pilot tests and field tests sanctioned by the WVDE.

2. Any West Virginia public/nonpublic school employee involved in any phase of the testing program shall be trained annually in test security and assessment administration procedures as defined in this West Virginia Board of Education policy 2340.

3. An examiner:

- a. must be a currently employed educator and/or an approved employee of the State or District, or a currently employed educator of a nonpublic school;

All nonpublic school educators serving as examiners must be approved by the WVDE.

- b. must hold a valid West Virginia teaching license, certification, or granted by the WVDE;
 - c. must have been trained and must have on file a signed Examiner's/Scribe's Secure Materials and Test Procedures Agreement for the purpose of administering or assisting with the administration of an assessment included in the WV-MAP, including pilot tests and field tests sanctioned by the WVDE;

- d. may be a substitute teacher;

All aides must be providing services to the student during instruction and be approved by the WVDE.

- e. may be an aide serving as an examiner for students with disabilities when instructionally assigned;
 - f. may not be a student teacher; unless the student is participating in a clinical teacher record program; and
 - g. may not administer WV-MAP assessments to family members or individuals living in the same household.

4. Decisions regarding potential conflicts of interests involving test administration will be the responsibility of the District Test Coordinator.

The District shall ensure that all Principals and School Test Coordinators, as well as all other appropriate District office and school level professional staff and personnel, are adequately trained in test administration, interpretation, and use of test data. All irregularities that represent cheating, security breaches, testing administration breaches, or copyright infringements shall be reported according to guidelines outlined in West Virginia Board of Education policy 2340.

Principals/Building Level Coordinators at nonpublic schools that administer any portion of the testing program are required to have a valid West Virginia teaching license/certification, as do public school Principals and building level coordinators.

- D. Any West Virginia nonpublic school employee involved in any component of the testing program shall be trained in appropriate assessment administration and test security procedures. Test administrators shall hold a valid West Virginia teaching license/certification and must be approved by the West Virginia Department of Education.

Any person who transcribes must: (1) be a trained examiner as defined by this policy, (2) sign the Scribe Verification Form at the conclusion of the transcription; and (3) list the name of each student whose work was transcribed, each student's enrollment grade and the parts of the test that were transcribed on the WVBE Scribe Verification Form. The form is to be sent to the Principal or Building Level Coordinator upon completion.

All allowable designated supports and testing accommodations identified on the student's current school year, finalized, online IEP, Section 504 Plan, or ELPA21 Assessment Participation Form must be provided during the test administration, as established in his/her plan. The Principal or Building Level Coordinator will identify students needing accommodations and the designated accommodations shall be implemented by the examiner or through technology. Schools and the District shall monitor and report the implementation of accommodations as defined in the Participation Guidelines to ensure accommodations are:

- A. consistent with the State's policies for accommodations;
- B. appropriate for addressing a student's disability or language needs for each assessment administered;
- C. consistent with accommodations provided to students during instruction and/or practice;

D. consistent with the assessment accommodations identified by a student's IEP Team or Section 504 Team for students with disabilities, or another process for an EL;

E. administered with fidelity to test administration procedures.

The examiner must report test irregularities on a testing irregularities form to the principal or District test coordinator, as appropriate.

All irregularities of student misconduct that represent student cheating, security breaches, testing administration breaches, or copyright infringements shall be reported according to guidelines outlined in this policy.

School or District Assessment

A. The school or District may develop assessments aligned with the content standards and objectives to drive instructional improvement for all students.

1. Assessment may include standard, non-standard:

- a. ☒ performance assessments or portfolios;
- b. ☒ observation performance data;
- c. ☒ achievement checklists;
- d. ☒ aptitude tests;
- e. ☒ vocational inventories;
- f. ☒ tests of mental ability;
- g. ☒ demonstrations of student capability in non-school settings;
- h. ☒ teacher-made tests and other assessments that are at the direction of and use by the classroom teacher.

2. A formative assessment process and reporting system shall be used in all grades by teachers and students during instruction that provides actionable feedback used to adjust ongoing teaching and learning to improve students' achievement of intended learning outcomes. Formative assessment enables students to take responsibility for their own learning by engaging in self-assessment, reflection, goal-setting, self-monitoring and communicating their own progress. The formative assessment process includes the use of any assessment methods and tools to provide a continuous stream of accurate evidence of learning.

3. All public school students may be assessed with the appropriate end-of-course/program of study (EOC) tests at the grade level in which they are enrolled and taking the course. All public school eligible students with disabilities under West Virginia Board of Education policy 2419 or Section 504 will be assessed if necessary with the appropriate accommodations and/or with modifications as determined by their respective IEP Teams or Section 504 Committees or LEP Committees.

B. The Board shall also require that:

- 1. any student performing below mastery on classroom assessments in reading/language arts or mathematics, shall be provided intervention through extra help, multiple instructional strategies, and extra time in the classroom and in other school settings, as other settings are appropriate;
- 2. ☒ parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- 3. ☒ data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- 4. ☒ the results of each school-wide, program-wide, and District-wide test be made part of the public record.

The West Virginia Board of Education may provide through the statewide assessment program other optional testing or assessment instruments applicable to grade levels kindergarten through grade twelve which may be used by each school to promote student achievement. The West Virginia Board of Education shall annually publish and make available, electronically or otherwise, to school curriculum teams and teacher collaborative processes the optional testing and assessment instruments.

West Virginia Board of Education policy 2510

West Virginia Board of Education policy 2340

WV Code 18-2E-5

WV Code 18-5A-6

WV Code 18-28-2

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West Virginia Board of Education policy 2510

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WV Code 18-2E-5

WV Code 18-5A-6