



## 126CSR42

9.1.e.2.J. ensure that all AP® coordinators attend an AP® Coordinator’s workshop annually. (See Appendix B.)

9.1.e.2.K. annually provide training for all personnel, during a non-instructional day of the school term, in the study of diversity and multicultural education (W. Va. Code §18-5-15a).

9.1.e.3. Aides/Early Childhood Classroom Assistant Teaching Staff. CBEM shall:

9.1.e.3.A. employ aides and/or Early Childhood Classroom Assistant Teachers (ECCAT) to enhance the instructional environment and provide time to ensure educational quality in the classroom;

9.1.e.3.A.1. aides assist teachers with non-instructional duties and in instructional-related activities in appropriate programs. Duties may include, but are not limited to: a) clerical and technical assistance; b) in-class assistance; c) tutorial services; d) distribution of instructional resources; e) supervision of students in the instructional environment or as otherwise assigned (W. Va. Code §18A-5-8); f) assistance with technology utilization; and g) in some cases, performance of basic or specialized health care procedures.

9.1.e.3.A.1.(a). All Pre-K and Kindergarten classroom aides must hold an Early Classroom Assistant Teacher Permanent Authorization or Temporary Authorization (W. Va. Code §18-5-18).

9.1.e.3.A.1.(b). Any newly assigned aide to a Grade 1, 2, or 3 classroom must complete the requirements for an ECCAT, paraprofessional, or aide, including courses in the science of reading, numeracy, appropriate measures for exercising authority and control over students (W. Va. Code §18-5-18a).

9.1.e.3.A.1.(c). One ECCAT is assigned to a Kindergarten classroom if the class enrollment exceeds 10 students. ~~Kindergarten classroom ratios should be maintained throughout the instructional day, including art, physical education, music or additional related courses.~~ One ECCAT, aide, paraprofessional, or interventionist is assigned to a Grade 1, 2, and 3 classroom if the class enrollment exceeds 12 students. ~~(See chart at section 9.1.f.3.) Grade 1, 2, and 3 classroom ratios should be maintained throughout the instructional day, including art, physical education, music, or additional related courses (W. Va. Code §18-5-18a).~~

9.1.e.3.A.1.(d). All West Virginia classrooms shall have adequate supervision at all times. When students are on the premises, a West Virginia Pre-K participating program shall ensure that two adults are present with children per Policy 2525. One of the two adults may be an ECCAT.

9.1.e.3.A.1.(e). Additional personnel may be necessary to meet the individual needs of students with disabilities. Student needs are determined by the IEP team as set forth in Policy 2419.

9.1.e.3.A.1.(f). ECCATs and aides assigned to a school are scheduled by the principal.

9.1.e.3.A.1.(g). ECCATs hired or placed in classrooms shall be scheduled adequate planning time, as determined by the building principal, with the teacher to whom they are primarily

**126CSR42**

assigned.

9.1.e.3.B. use community resources, when appropriate, in innovative ways on a volunteer, part-time, or contractual basis in order to complement, support, or extend the instructional program, including the provision of experiential learning opportunities.

9.1.f. Maximum Teacher-Pupil Ratios (see chart titled Maximum Teacher-Pupil Ratios). Per W. Va. Code §18-5-18a, CBEM shall provide sufficient personnel, equipment, and facilities as well ensure that each classroom does not exceed the enrollment guidelines.

9.1.f.1. Each school principal shall assign students equitably among the classroom teachers, taking into consideration reasonable enrollment differences due to subject area and/or grade levels.

9.1.f.2. Any Kindergarten teacher who has more than 20 pupils per session and any classroom teacher of Grades 4-6 who has more than 25 pupils shall be paid additional compensation based on the affected classroom teacher's average daily salary divided by 20 for Kindergarten teachers or 25 for teachers of Grades 4-6 for every day times the number of additional pupils enrolled up to the maximum pupils permitted in the teacher's classroom. All such additional compensation shall be paid exclusively from county funds.

9.1.f.3. Split grade classrooms must adhere to the ratio of the lowest grade level. Split grade classrooms must be determined per W. Va. Code §18-5-18a(b).

<b>Maximum Teacher-Pupil Ratios</b>		
<b>Grade</b>	<b>Maximum Enrollment</b>	<b>Exceptions</b>
Pre-K One ECCAT is required	20	0 <i>Includes classrooms having two or more grades that includes Pre-K</i>
Kindergarten One ECCAT is required for enrollments of more than 10	20	three additional with compensation <i>Includes classrooms having two or more grades one of which includes Kindergarten</i>
Grade 1 (effective SY 2023-24) Grade 2 (effective SY 2024-25) Grade 3 (effective SY 2025-26) One ECCAT/aide/paraprofessional or interventionist is required for enrollments of more than 12	25	0 <i>Includes classrooms having two or more grades that include Grades 1-3</i>
Grades 4-6	25	three additional with compensation
<b>Additional Exemptions to Maximum Teacher Pupil Ratios</b>		
Physical Education Grades 5-6 when in a middle school setting	Maximum Enrollment is at the discretion of the county <sup>1</sup>	

<sup>1</sup> W. Va. Code §18-5-18a states: “the State Superintendent is authorized, consistent with sound educational policy, (a) to permit on a statewide basis, in grades 4-6, more than twenty-five pupils per teacher for the purposes of instruction in physical education . . . .” Accordingly, for physical education classroom for Grades 5 and 6 located in a middle school, counties are given the discretion to determine

**126CSR42**

Choral and band/orchestral music	Maximum Enrollment is at the discretion of the county
<u>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. (See section 9.1.e.3.A.1.(g).)</u>	

9.1.g. Policy Development, Implementation, and Guidance. CBEM have oversight of county procedures, guidelines, and technical assistance documents necessary to implement county policy, WVBE policy, and state law.

9.1.h. Uniform Grading. All counties must use the uniform grading rules established by the WVBE for those courses for which high school credit is to be awarded (W. Va. Code §18-2-5). The Non-weighted Course Grading Scale must be used for any courses taken for high school credit, other than courses that CBEM are required or choose to weight (see Weighted Course Grading Scale).

**Non-weighted Course Grading Scale**

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

9.1.h.1. CBEM may, but are not required to, adopt this grading scale for use in courses or grade levels for which high school credit is not involved.

9.1.h.2. Counties shall issue weighted grades for AP® courses, AC courses, Dual Credit (Dual Credit weighted grades will begin with the 2020-21 9<sup>th</sup> grade cohort), and IB® courses for which high school credit is to be awarded. CBEM have discretionary authority to issue weighted grades for other advanced high school courses. Students transferring into a county will follow that county’s policy on the weighting of other advanced high school courses with regard to class rank. 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 a county unless a computation error occurred as verified by the teacher issuing the grade. Public school systems do 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.

**Weighted Course Grading Scale**

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 maximum number of students permitted per class taking into consideration health, safety, and instructional needs of students.