

WEST VIRGINIA  
SECRETARY OF STATE

Betty Ireland

ADMINISTRATIVE LAW DIVISION

Form #5

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2005 MAR 17 P 3:08

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: W. Va. Constitution, Article XII, §2; W. Va. Code §§18-1-1 and 4; 18-2-5 and 6; 18-2E-4, 5, 7 and 8; 18-5A-4; 18A-1-1; and, Public Law 107-110, No Child Left Behind Act of 2001.

RULE TYPE: PROCEDURAL \_\_\_\_\_ INTERPRETIVE \_\_\_\_\_

EXEMPT LEGISLATIVE RULE X

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code §§29A-3B-1, et seq.; W. Va. Board of Education  
v. Hechler, 180 W. Va. 451; 376 S.E.2d 839 (1988).

AMENDMENT TO AN EXISTING RULE: YES X NO \_\_\_\_\_

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 42

TITLE OF RULE BEING AMENDED: Assuring the Quality of Education: Regulations  
for Education Programs (2510)

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: \_\_\_\_\_

TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS July 1, 2005.



Steven L. Paine  
Deputy State Superintendent of Schools

## **EXECUTIVE SUMMARY WEST VIRGINIA DEPARTMENT OF EDUCATION**

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**Presented at the March 2005 Meeting of the West Virginia Board of Education**

**Policy Number and Title:**

Policy 2510

Assuring the Quality of Education: Regulations for Education Programs

**Background:**

Policy 2510 establishes the regulations for all education programs that are designed to improve the quality of teaching and learning in the public schools and ensure that equal educational opportunities exist for all students. Policy 2510 was originally adopted by the West Virginia Department of Education in 1984 and was substantially revised in 1996. Policy 2510 was amended in December of 2004.

**Purpose:**

The purpose of this Board item is to seek approval of Policy 2510, which was placed on public comment until February 17, 2005.

**Proposals:**

The revision of Policy 2510 is being recommended to reinstate the definition of the "work day." Other minor editorial changes were made throughout the policy.

**Impact:**

The revision defines the length of the work day as "Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours." The definition of the "work day" has been in State Board of Education policy since 1987 and no impact from reinstating the definition to Policy 2510 is expected.

**Response to Comments:**

During the comment period, 103 comments were received in favor of the proposed policy change. Two persons left the comment area blank. Two responses received were unclear as to whether they referred to current policy or the current proposed policy change. No changes to the policy are recommended as a result of the comments received.

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TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION  
SERIES 42

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**Assuring the Quality of Education: Regulations for Education Programs (2510)**

**§126-42-1. General.**

1.1. Scope. - This legislative rule establishes the regulations for all education programs that are designed to improve the quality of teaching and learning in the public schools and ensure that equal education opportunities exist for all students, including, but not limited to: comparably high quality programs of study, effective instructional strategies, work-based experiences, support programs, personnel, instructional materials, supplies, equipment, technology integration, and facilities.

1.2. Authority. - W. Va. Constitution, Article XII, §2; W. Va. Code §§18-1-1 and 4; 18-2-5 and 6; 18-2E-4, 5, 7, and 8; 18-5A-4; 18A-1-1; and Public Law 107-110, *No Child Left Behind Act of 2001*.

1.3. Filing Date. - March 17, 2005.

1.4. Effective Date. - July 1, 2005.

1.4.1. Unless specified otherwise within the policy.

1.5. Repeal of Former Rule. - This legislative rule amends W. Va. §126CSR42 "Assuring the Quality of Education: Regulations for Education Programs (2510)" filed January 18, 2005 and effective July 1, 2005.

**§126-42-2. Purpose.**

2.1. The West Virginia Board of Education (hereinafter WVBE) is committed to establishing high academic standards and providing high quality programs for every student in West Virginia's public schools. The WVBE will collaborate with parents, educators, communities, business and industry, and higher education to fulfill this commitment. It is important that local boards of education, the school, community, students and families of students cooperate to establish high expectations for student performance and become actively involved in the education process, thereby enabling students to succeed in the classroom and the workplace, lead healthy, rewarding and productive lives, and participate responsibly in society.

2.2. Each county education program shall provide the necessary resources, including technology, to ensure that students attain high standards of performance. At early levels, students will achieve basic skills in reading, writing, mathematics, and

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computer applications. Achievement of these skills will provide the foundation for later intellectual challenges in all programs of study. Students will explore their interests and abilities and engage in relevant activities to help them understand the world of work. Technology will be a tool to help achieve these standards in all schools. The WVBE anticipates the provision of sufficient resources and support, including an adequate system of professional development, appropriate instructional materials, and reliable assessment measures, to realize the West Virginia Education Goals (as set forth in W. Va. Code §18-1-4) listed in Section 3.

2.3. Schools, in cooperation with county boards of education, will determine their individual approaches, pursuant to this policy, to assist students in mastering the adopted content standards and objectives (CSOs). Appropriate accountability measures will ensure that students and educators achieve high levels of performance.

### §126-42-3. Scope.

3.1. The major purposes of these regulations are to improve the quality of learning and teaching in the public schools and to ensure that equal education opportunities are provided to all public school students. Equal education opportunities to achieve one's potential include, but are not limited to: comparably high quality programs of study, including work-based experiences; student support programs; personnel; facilities; instructional materials; supplies; equipment; technology integration; and effective instructional practices. Given the demands of the world and workplace today, it is essential that all students be prepared for success in post-secondary education and work.

#### 3.1.1. Education Goals. (W. Va. Code §18-1-4)

a. Through the combined efforts of the government, the school system and the people, the West Virginia Education Goals set forth in W. Va. Code §18-1-4 will be achieved.

#### 3.1.2. WVBE Goals.

a. The WVBE will achieve the following goals:

A. All students shall master or exceed grade level educational standards.

B. All students shall receive a seamless pre-kindergarten (hereinafter pre-k) through 20 curriculum designed and delivered with broad stakeholder involvement to promote lifelong learning.

C. All students and school personnel shall develop and promote responsibility, citizenship, strong character and healthful living.

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D. All students shall be educated in school systems that operate and deliver services efficiently and effectively.

E. All students shall be educated by highly qualified personnel.

3.2. Ensuring a quality education implies that a thorough and efficient education system exists that provides equal access to substantive curricular offerings and appropriate related services for all students. Providing such an education system must be the goal of the WVBE, West Virginia Legislature (hereinafter Legislature), West Virginia Department of Education (hereinafter WVDE), Regional Education Service Agencies (hereinafter RESAs), county boards of education, and the people of West Virginia. This policy provides the basic structure for all education programs and student support services necessary for a thorough and efficient system of education to be available to all students. The elements of a thorough and efficient system of education are:

3.2.1. high quality education programs, student services and work-based experiences;

3.2.2. high quality administrative and instructional practices, personnel, facilities, instructional materials, technology integration, supplies and equipment;

3.2.3. a safe and caring environment that fosters supportive relationships, is free from harassment, intimidation, bullying, discrimination and other inappropriate forms of conduct, and that involves parents;

3.2.4. a demanding curriculum for all students, with emphasis on the core academic programs of study that are aligned with rigorous content and performance standards and are communicated to students, parents and communities; and

3.2.5. accountability measures to ensure the public that a thorough and efficient system of education is being provided to students enrolled in the public schools of West Virginia.

3.3. System Requirements - The system of education shall provide opportunity for every child to develop literacy skills; technology utilization skills; the ability to perform mathematical functions; the ability to make informed choices among persons and issues that affect his or her governance; the ability to assess self and the total environment to know options and choose life work; the ability to perform in the world of work and post-secondary education; the ability to live a healthy lifestyle; the ability to participate in recreational activities; an understanding of the creative arts; and a sense of responsibility to facilitate compatibility with others in society and with other cultures.

### **§126-42-4. General Responsibilities.**

4.1. The responsibility for developing and implementing high quality education

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programs is shared as follows:

4.1.1. Responsibility of the WVBE - The WVBE has primary responsibility for defining and assuring the delivery of a thorough and efficient system of education through the state superintendent of schools and the WVDE. Given this responsibility, the WVBE shall:

a. adopt high quality education standards pertaining to all education programs, education personnel development, and related services;

b. adopt policies providing equal education opportunities for all students that equip them with the skills and knowledge to succeed, to learn throughout their lifetimes, and to attain economic self-sufficiency;

c. serve as an advocate for a thorough and efficient system of public education;

d. establish partnerships with higher education, business and industry, labor and community agencies to assure preparation of graduates for college, other post-secondary education, and gainful employment and to achieve the goals of this policy;

e. assist county boards of education and other participating agencies in implementing and operating high quality education programs and related services;

f. receive, disburse and administer state and federal funds designated for the implementation and operation of education programs and related services;

g. monitor the implementation and operation of education programs and related student support services to ensure compliance with state and federal laws and policies;

h. provide an effective mechanism for citizens to register concerns if they believe that elements of a thorough and efficient education program are not being provided pursuant to constitutional provisions, statutes, and/or policy as outlined in 126CSR188, WVBE Policy 7211, Appeals Procedure for Citizens;

i. provide exceptions and consideration for extenuating circumstances, when suitable alternatives are proposed, that ensure the attainment of the same or higher standards through the waiver process outlined in W. Va. Code §18-5A-3; and

j. report progress toward attainment of state education goals to the

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public and the Legislature.

4.1.2. Responsibility of the WVDE - The WVDE has a primary leadership role in 1) defining and developing the framework for education programs and services, 2) assisting county boards of education to ensure delivery of these programs and student support services, and 3) assuring the WVBE, the Legislature and the public that a thorough and efficient system of education is being provided. It is the further responsibility of the WVDE to:

a. work for and provide staff support to the state superintendent of schools and the WVBE;

b. provide technical assistance to county boards of education, institutions of higher education and related agencies;

c. encourage the use of best practices based on quality, scientifically based research at each programmatic level;

d. disseminate information concerning the content and implications of standards, policies, and state and federal laws to county boards of education, institutions of higher education, the business community, parents, professional organizations, educational agencies and other individuals and groups;

e. develop procedures, guidelines, and technical assistance documents necessary to implement the WVBE policies and state laws;

f. develop, provide and participate in programs for professional development based on scientific research;

g. monitor the implementation of education programs;

h. administer funds provided and/or authorized by the Legislature and other sources;

i. maintain appropriate records and reports on the status of education programs and approved education personnel development programs;

j. be accountable to the public and the Legislature through the West Virginia Report Cards; and

k. provide recommendations to the WVBE to update a plan for a thorough and efficient system of public education.

4.1.3. Responsibility of RESAs – Educational services provided by RESAs include areas of service in which the agencies can best assist the WVBE in implementing

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the standards-based accountability model pursuant to subsection (a) of W. Va. Code §18-2-26 in providing high quality education programs. These areas of service, with the first two areas constituting the most important responsibilities, include:

a. Providing technical assistance to low-performing schools and school systems;

b. Providing high quality, targeted staff development designed to enhance the performance and progress of students;

c. Facilitating coordination and cooperation among the county boards within their respective regions in such areas as cooperative purchasing; sharing of specialized personnel, communications and technology; curriculum development; and operation of specialized programs for exceptional children;

d. Installing, maintaining and/or repairing education related technology equipment and software with special attention to the state-level basic skills and SUCCESS programs;

e. Receiving and administering grants under the provisions of federal and/or state law; and

f. Developing and/or implementing any other programs or services as directed by law or by the State Board.

4.1.4. Responsibility of County Boards of Education - It is the responsibility of each county board of education to plan, deliver, and evaluate the education programs and student support services necessary to implement a thorough and efficient system of public education. The programs of study and student support services mandated by regulations must be made available to all students. In carrying out this responsibility, a county board of education may: 1) cooperate with one or more counties in establishing and maintaining joint programs, 2) use regional services or contract for services with public or private agencies having appropriate programs, and 3) coordinate and share programs, related services and resources with other organizations, agencies and local businesses. Regardless of the method chosen, each county board of education shall: 1) collaborate with local business and community groups through establishment of partnerships and a county steering committee; 2) be responsible for conducting a technology needs assessment and establishing a county technology team that will develop a county technology plan for the use of technology to improve instruction (See 126CSR43, WVBE Policy 2470, Use of Technology by Students and Educators (hereinafter Policy 2470); and 126CSR48, WVBE Policy 2450, Distance Learning and the West Virginia Virtual School.); 3) be responsible for developing a Five-Year Unified Strategic Plan and distributing the county board's resources as determined by the plan; and 4) be accountable to the public through the annual West Virginia Report Card.

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### §126-42-5. Glossary.

5.1. Acceleration – The process through which students can obtain mastery of content at a faster or earlier rate. Acceleration is available for all students who demonstrate academic readiness for various delivery options. Acceleration includes, but is not limited to, compacted classes/schedules, testing out, early school entrance, double promotion, early graduation,, dual credit courses, “West Virginia Earn a Degree - Graduate Early” (hereinafter WV EDGE) courses, the College Board’s Advanced Placement courses, and International Baccalaureate programs.

5.2. Adolescent Education - The education program that addresses the intellectual, physical, social/emotional and career preparation needs of students across all programs and areas of study in grades 9-12.

5.3. Adult Education - The education program that addresses the intellectual, physical, social/emotional and career development needs of persons 16 years of age and older who are not enrolled in public school.

5.4. Advanced Placement - Courses provided by The College Board which are advanced in terms of content and performance expectations for the age/grade level of students and provide credit toward graduation and possible college credit upon passing an examination through The College Board.

5.5. Advisory Council – Groups of local employers and other designated stakeholders who provide advice to school districts, multi-county centers and technical program areas on issues relating to career and technical education, including current and future employment needs, standards, curriculum and equipment.

5.6. Area of Study - A logical subdivision of the subject matter contained within a program of study. For example, geometry and algebra are areas of study within the mathematics program of study.

5.7. The Arts - The programs of study for dance, music, theatre and visual art.

5.8. Bank Time - Time added beyond the required instructional day which may be accumulated and used in larger blocks of time during the school year for instructional or non-instructional activities. (See Section 8.2.4.)

5.9. Career Awareness - The opportunity for students to learn about and develop an appreciation of the broad concepts related to work, careers and educational preparation.

5.10. Career Cluster - A broad grouping of related occupations representative of the types of occupations available in the world of work.

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5.11. Career Development - The process through which a student comes to understand the world of work. Kindergarten through 4<sup>th</sup> grade focuses on career awareness; 5<sup>th</sup> grade through 8<sup>th</sup> grade focuses on career exploration; 9<sup>th</sup> and 10<sup>th</sup> grade focuses on career exploration and decision-making; and 11<sup>th</sup> grade through adult focuses on career preparation.

5.12. Career Exploration - The opportunity within the education program for students to conduct self-assessment, access career information, examine multiple career options and initiate education planning based on a tentative career focus.

5.13. Career Major - A grouping of occupations with significant commonalities within a career cluster.

5.14. Certificate of Proficiency - A certificate awarded in addition to the high school diploma, containing specific information regarding the graduate's skills, competence, and readiness for further education and employment. (See Section 6.4.10.)

5.15. Character Education - An integrated and comprehensive approach to promote an understanding and inspire development of general character traits such as respect, responsibility, caring, citizenship, justice and fairness, and trustworthiness. Character education utilizes existing curricula, along with new and existing projects, programs and activities.

5.16. Class Period - A block of time provided for instruction in a course within a program of study.

5.17. Classroom Management - The organization of the activities and environment of a classroom that are essential to teaching and learning.

5.18. Co-curricular Activities - Activities that are closely related to identifiable academic programs and/or areas of study that serve to complement academic and technical curricula. (See Section 9.10.)

5.19. Comprehensive School Guidance and Counseling Curriculum - A curriculum component consisting of structured developmental lessons designed to assist students in achieving the competencies outlined in 126CSR67, WVBE Policy 2315, Comprehensive Developmental Guidance and Counseling (hereinafter Policy 2315) which address academic, career and personal/social development systematically through classroom and group activities in grades pre-k-12.

5.20. Concentration - A series of credits directly related to a student's chosen career major and postsecondary goal (pathway). The technical concentrations offered by the school must be aligned with local, state and national job market opportunities.

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5.21. Content Standard - A broad description of knowledge and skills that students are expected to acquire in a content area.

5.22. Core Requirements - Reading and English language arts, mathematics, science, social studies, the arts, health, physical education, foreign languages\*, and technical concentrations\*\* (\* for professional pathway students, \*\* for entry pathway students).

5.23. County School Support Team - A group of county school district representatives who are responsible for reviewing all facets of schools' operations and making recommendations for improving student performance (especially in those schools that are identified in need of improvement.) The county school support team members are appointed by the county superintendent and may include distinguished teachers, distinguished principals, special education professionals, Title I professionals, WVDE and RESA professionals, curriculum and instruction professionals, and/or data analysis professionals.

5.24. County Steering Committee - A committee that includes parents and representatives from business, labor, higher education, economic development, local school improvement councils (one member from each programmatic level, pre-k-4, 5-8, 9-12), faculty senates (one teacher from each programmatic level, pre-k-4, 5-8, 9-12), students (one from each programmatic level 5-8 and 9-12) and other organizational entities in the community. (See Section 8.2.10.)

5.25. Course - An area of study defined by approved content standards and objectives. Schools shall provide intervention through a variety of strategies that may include, but are not limited to, restructuring the school day, providing extra tutorial sessions, utilizing appropriate technology, enrolling in distance learning, extending the school day, and/or extending the school year. See Section 6.4.5.b. for minute requirements for high school courses.

5.26. Curriculum - The content standards, objectives and performance descriptors for all required and elective content areas at each programmatic level.

5.27. Diploma - Formal documentation and recognition that a student has satisfactorily completed the graduation requirements of the state and county school district. A Standard Diploma is awarded to all students who have satisfactorily completed the graduation requirements of the state and county school district. A Modified Diploma may be awarded to eligible students with severe disabilities as specified in Sections 6.4.8. and 6.4.9.

5.28. Distinguished Educator - A professional educator, employed by WVDE, who has the responsibility of providing on-site technical assistance to schools identified for improvement.

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5.29. Dual Credit Course - A course that provides students both high school and college credit. Such a course must meet both the specified course content standards and objectives for secondary offerings and the college course requirements.

5.30. Early Childhood Education - The education program that addresses the growth and development of young children using an integrated, developmentally appropriate approach as applicable to build the foundation knowledge in all curricular areas with an emphasis on the acquisition of skills in reading and mathematics. Early Childhood is divided into three subgroups: pre-k, primary elementary (k-2) and intermediate elementary (3-4). As children progress from pre-k to 4<sup>th</sup> grade, daily instruction should be designed to meet their changing educational and developmental needs.

5.31. Education Program - A structure for defining, delivering, and being accountable for a thorough and efficient system of education. This structure is applicable at the state, county, and school levels.

5.32. Elective Courses - Courses students may choose to study based on need and interest.

5.32.1. Required elective courses must be available to the student sometime during the appropriate programmatic level.

5.32.2. Optional elective courses may be made available by the county board of education, school or other entity based on student need and interest, but they are not required to be made available.

5.33. Eligible Exceptional Students - Those individuals who, in accordance with the requirements of 126CSR16, WVBE Policy 2419, Regulations for the Education of Exceptional Students (hereinafter Policy 2419), have been determined to be: a) gifted (grades 1-8) or exceptional gifted (grades 9-12) and b) in need of specially designed instruction, and/or who meet the definition of Eligible Students with Disabilities. (See Section 5.35.)

5.34. Eligible Limited English Proficient Students - Those individuals who, in accordance with the requirements of 126CSR15, WVBE Policy 2417, Programs of Study for Limited English Proficient Students (hereinafter Policy 2417), have been determined to be limited English proficient (hereinafter LEP) and in need of specially designed instruction.

5.35. Eligible Students with Disabilities - Those individuals who, in accordance with the requirements of Policy 2419, have been determined: a) to be autistic, behavior-disordered, blind and partially-sighted, speech/language impaired, deaf-blind, deaf or hard-of-hearing, mentally impaired, orthopedically impaired or traumatically brain injured, or have other health impairments, preschool special needs or specific learning disabilities; and b) to be in need of specially designed instruction.

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5.36. **Encore Courses (or Encore Curriculum)** - Courses such as health, physical education, technical education and career awareness grouped as a block in middle school. These courses are also referred to as related arts.

5.37. **Enrichment** - Instruction that allows the student to study a subject more broadly or in greater depth.

5.38. **Extracurricular Time** - Time that is not part of the required instructional day or curricular offerings but is under the supervision of the school. It may be used for athletics, non-instructional assemblies, social programs, entertainment and other similar activities. All rules and policies that apply to the instructional day also apply to extracurricular activities. (See Section 9.10.2. and 126CSR26, WVBE Policy 2436.10, Participation in Extracurricular Activities, hereinafter Policy 2436.10.)

5.39. **Five-Year School Strategic Plan** - A plan that specifies how the school intends to increase student achievement. The plan must be developed through a strategic planning process and must be based on all available data regarding student achievement. (See Sections 8.3.23. and 13.2.1.)

5.40. **Five-Year Unified Strategic Plan** - A plan that specifies how the county school system intends to strengthen the county education program in order to increase student achievement. The plan must be developed through a strategic planning process. (See Sections 8.2.5. and 13.1.1.)

5.41. **Foundation Course** - An elective courses that enhances students' skills or provides an introduction to further in-depth studies in a technical concentration. These courses are generally offered at the 9<sup>th</sup> or 10<sup>th</sup> grade levels. Examples include technology education, family and consumer science, and business courses taken outside of a business-related major.

5.42. **Grade Level** - The class structure that is used to organize and deliver education within West Virginia public schools. The public school education experience is divided into levels, pre-k-12.

5.43. **Graduation Requirements** - The number of required and elective units of credit that must be earned by a student in order to be graduated from high school. A diploma is the document that is awarded to a student to verify completion of these graduation requirements. (See Section 6.4.5.)

5.44. **Honors Courses or Programs** - Courses or programs that expand the academic content in a given program of study and may include, but are not limited to, research and in-depth studies, mentorships, internships, content-focused seminars and extended instruction in a content area.

5.45. **Individualized Education Program (hereinafter IEP)** - A written plan,

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developed by both regular and special educators, parents, related service personnel and the student describing the specially designed instruction needed for an eligible exceptional student to master the content standards and objectives.

5.46. Instructional Day - Time allocated within the school day for the teaching and mastery of content standards and objectives. The minimum instructional day for grades k-4 is 315 minutes, grades 5-8 is 330 minutes, and grades 9-12 is 345 minutes.

5.47. Instructional Practices - The strategies, procedures, methods, techniques and behaviors used by teachers to help students attain mastery of the content standards and objectives of a content area.

5.48. Instructional Term - The period of time from the opening of school to the closing of school. The specific dates for each county's instructional term are set by the county board of education and must include a minimum 180 days of instruction. (W. Va. Code §18-5-45)

5.49. Integrated Mathematics - Mathematics courses that feature strands of algebra and function, geometry and trigonometry, statistics and probability, and discrete mathematics. These four strands are connected within units by fundamental ideas such as symmetry, recursion, function, data analysis and curve fitting. The strands are also connected by mathematical habits of mind (e.g., searching for and describing patterns, making and checking conjectures).

5.50. International Baccalaureate (hereinafter IB) - A comprehensive two-year international curriculum designed for highly motivated secondary school students aged 16-19. IB is a rigorous pre-university course of study that leads to examinations. IB students generally receive college credit for successful completion of IB courses. (See Section 6.4.3.a.D.(d).)

5.51. Intervention - Additional instruction and time, utilizing multiple strategies and assessments, to ensure student mastery of the content standards. The practice of removing students from any required course for intervention is discouraged.

5.52. Juried Lesson Plans - Instructional units, normally web-based, covering any number of class periods, that have been aligned to content standards, reviewed by teachers, and shown to be effective based on actual use in the classroom.

5.53. Local School Improvement Council (hereinafter LSIC) - A local advisory group composed of three teachers, three parents, two service employees, the principal, two at-large members appointed by the principal, and one student from a school enrolling students in grade 7 or higher. The LSIC focuses on improving the education program and operation of the school; has authorization to request waivers of local or state rules, policies and state superintendent interpretations; assists in the development of the Unified School Improvement Plan (or strategic plan); and can apply for grants and awards.

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5.54. Middle Level Education - The education program that transitions students from the early childhood program and into the adolescent education program by creating small learning communities of adults and students in which stable and mutually respectful relationships support all students' intellectual, ethical, and social growth. Middle level education encompasses all curricular, co-curricular and extracurricular programs in grades 5-8.

5.55. Modified Diploma - Formal documentation and recognition that an eligible student with severe disabilities, who is unable to meet the graduation requirements for a standard diploma, has met the modified requirements specified by an Individualized Education Program (hereinafter IEP) Team on the student's IEP.

5.56. Multicultural Education - A program that fosters an attitude of understanding and acceptance of individuals from a variety of cultural, ethnic, racial and religious backgrounds. (See Section 9.7. and 126CSR18, WVBE Policy 2421, Racial, Sexual, Religious/Ethnic Harassment and Violence Policy, hereinafter Policy 2421.)

5.57. Objective - A step or component that describes grade level or course expectations for a content standard.

5.58. Pathway - Designation of a student's intended postsecondary goal within the individualized student transition plan and the level and sequence of courses needed to achieve that goal. The three pathways are Professional (Baccalaureate Degree or above); Skilled (Associate Degree or Postsecondary Certificate); and Entry (entry into the workplace directly after high school).

5.59. Performance Descriptors - Narrative descriptions of how well students achieve success on the content standards and objectives. West Virginia has designated five performance levels: distinguished, above mastery, mastery, partial mastery and novice. Performance descriptors depict student achievement at each of those five levels for each content standard at each grade level or course for which performance descriptors have been developed.

5.60. Performance Levels - Levels of student mastery of the content standards and objectives. The levels are "Novice," "Partial Mastery," "Mastery," "Above Mastery" and "Distinguished." Performance descriptors for each of these five levels are available for at least the core academic subjects. A general description of each performance level is listed below:

5.60.1. Distinguished - A student at this level has demonstrated exceptional and exemplary performance. The work shows a distinctive and sophisticated application of knowledge and skills that go beyond grade level or course expectations.

5.60.2. Above Mastery - A student at this level has demonstrated competent and proficient performance and exceeds the standard. The work shows a thorough and

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effective application of knowledge and skills.

5.60.3. **Mastery** - A student at this level has demonstrated fundamental knowledge and skills that meet the standard. The work is accurate, complete and fulfills all requirements. The work shows solid academic performance in the course or grade level.

5.60.4. **Partial Mastery** - A student at this level has partially demonstrated fundamental knowledge and skills toward meeting the standard. The work shows basic but inconsistent application of knowledge and skills characterized by errors and/or omissions. Performance needs further development.

5.60.5. **Novice** - A student at this level has not demonstrated the fundamental knowledge and skills needed to meet the standard. Performance at this level is fragmented and/or incomplete and needs considerable development.

5.61. **Performance Standards** - A system of describing and categorizing student achievement which has four basic components: levels of performance (See Section 5.60.); performance descriptors (See Section 5.59.); cut scores from statewide assessments that set parameters for the designation of levels of performance; and exemplars of student work for each performance level. West Virginia has designated five performance levels: distinguished, above mastery, mastery, partial mastery and novice.

5.62. **Pre-kindergarten (pre-k)** - The education program for all four-year-old children and three-year-old children with identified special needs that addresses the growth and development of children in the areas of social/emotional growth, the arts, physical health, language and literacy, mathematics, social studies and science. West Virginia's pre-k is a readiness system designed to promote the success of children in kindergarten and lifelong learning. (See 126CSR28, WVBE Policy 2525, West Virginia's Universal Access to Early Education System.)

5.63. **Process/Workplace Skills** - Skills required for success in a career and the workplace including the ability to organize, plan, reason and use information to solve problems; communicate orally and in writing; work effectively with others; understand and use technology; develop personal skills and attributes; and plan and prepare for a career.

5.64. **Proficient** - Student performance at mastery level or above. The term is used in the accountability system to designate students who are at an acceptable level of performance on the statewide assessment.

5.65. **Program of Study** - The selection of courses, that when delivered effectively, enables students to master the knowledge and skills needed to succeed in their chosen clusters and majors and leads to success in the workplace and post-secondary education.

5.66. **Programmatic Level** - A component of the pre-k-adult educational spectrum that addresses the developmental needs of one age group of students. Programmatic

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levels described in this document include Early Childhood Education (grades pre-k-4), Middle Level Education (grades 5-8), Adolescent Education (grades 9-12) and Adult Education.

5.67. Reinventing Education Web Site - A web site or service that provides a broad array of educational resources including juried and other lesson plans aligned with content standards, research and best practice information, web pages for teachers, professional development, instructional assistance and links to other educational sites.

5.68. Required Courses - Those courses that all students must complete.

5.69. Robert C. Beach Vocational Agriculture Credit - A science credit available to students with a declared entry or skilled level major in vocational agriculture who will, upon their successful completion of a unit of credit in an approved vocational agriculture course above grade 10, be exempt from the third unit of science credit required for graduation. Students with declared majors in vocational agriculture at the professional level are required to take four units of science as defined by this policy and 126CSR44C, WVBE Policy 2520.3, Science Content Standards and Objectives for West Virginia Schools for graduation. (See Chart V (B), footnote 2.)

5.70. School Day - The time, inclusive of the instructional day, homeroom, class changes, breaks/recess, lunch, and other non-instructional activities from the first designated assembling of the student body in groups (homeroom or first period) to the dismissal of the student body.

5.71. School Improvement - A continuous process to increase student achievement. School improvement builds the capacity of all entities, both state and local, to improve student success.

5.72. School Support Team - A group of school representatives who are responsible for analyzing all facets of a school's operation and making recommendations for improving student performance in the school. The school support team members are appointed by the principal and may include representatives from the Curriculum Team, Faculty Senate, Technology Team, and/or LSIC.

5.73. Semester - A block of instructional time that is equivalent to at least one-half of the school year. For example, 90 instructional days are equal to a semester in a traditional school term of 180 instructional days.

5.74. Student Assistance Team - A trained school-based team that manages a formalized intervention process to address the academic, behavior and personal development needs of all students. See Section 9.9. for team composition and responsibilities.

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5.75. Technology Integration - The use of technology throughout content areas to help students master the content standards and develop skills for lifelong learning.

5.76. Unit of Credit - Recognition given to a student for the successful demonstration of mastery of the content standards and objectives at a level established for an approved required or elective high school level course consistent with this policy and 126CSR44A-126CSR44O, WVBE Policies 2520.1-2520.15, the series that contains content standards and objectives for West Virginia schools. Partial credit (½ unit) may also be awarded. The level of mastery shall be in compliance with 126CSR37, WVBE Policy 2515, Uniform Grading (hereinafter Policy 2515). Individual students who demonstrate mastery of the content standards and objectives of a particular course must be provided opportunities to progress to the next level. Credit shall also be granted for documented mastery of high school course requirements by a student prior to grade 9 and for successful completion of a dual credit course.

5.77. Virtual School - An alternative delivery system for course content. The West Virginia Virtual School was created within the WVDE by the Legislature to provide a variety of high quality, technologically delivered courses for pre-k-12 public school students. The Virtual School initiative helps bridge the barriers of time, distance and inequities for all West Virginia students by providing access to resources. The Virtual School offers required courses, Advanced Placement courses and a variety of elective, enrichment, remediation and Information Technology (hereinafter IT) courses.

5.78. West Virginia Measures of Academic Progress - The comprehensive assessment system for West Virginia that measures student performance. These measures include West Virginia Educational Standards Test (WESTEST), End-of-Course exams, Alternate Assessment, Writing Assessment, American College Test (hereinafter ACT) EXPLORE, ACT PLAN, and National Assessment of Educational Progress (hereinafter NAEP). (See Section 10.1.)

5.79. West Virginia Report Card - Information provided to parents and the general public on the quality of education in the public schools that is uniform and comparable among schools within and among the various school districts as defined in W. Va. Code §18-2E-4.

5.80. Work Based Learning - A structured activity that correlates with and is mutually supportive of the school-based learning of the student and includes specific objectives to be learned by the student as a result of the activity. This assists students in gaining an awareness of the workplace; developing an appreciation of the relevance of academic subject matter to workplace performance; and gaining valuable work experience and skills while exploring career interests and abilities. (See Section 6.4.4.)

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not

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exceed eight clock hours.

5.82. Writing Across the Curriculum - Writing instruction and practice that is applied throughout all content areas. (See Section 9.6.)

5.83. WV EDGE (West Virginia Earn a Degree - Graduate Early) - A program that allows students to take high school courses for community and technical college credit. EDGE courses are based on an alignment between the content standards and objectives of WVDE approved courses and the syllabi of community and technical college courses. Students enrolled in high school courses approved for EDGE earn credit by passing a qualifying exam. The ultimate goal of the EDGE program in West Virginia is to allow a student to earn an associate degree concurrently with earning a high school diploma.

### **§126-42-6. Program Definition.**

6.1. The education program offered in West Virginia's schools is defined in broad terms as all of the education activities that take place during the school day and the school year. The education program provides education opportunities for students to master the basic skills and to develop the broader knowledge and skills necessary to function effectively in responsible adult roles. The education program is based upon the best information available regarding effective practices and information that is provided through scientifically based research so that the program of education is efficient and effective. The education program is structured and based on four programmatic levels: early childhood education, middle level education, adolescent education, and adult education. Each county board of education shall establish policies and implement written procedures to define its education program in accordance with the definitions and requirements that follow.

6.2. Early Childhood Education (Grades pre-k-4) - Programs for children in early childhood shall address the holistic needs of the child and be based on the child's developmental level. Cognitive, social/emotional and physical development needs to be addressed as inter-related areas of development. The focus for cognitive development is the acquisition of reading, English language arts and math skills. Skill building, technology utilization and learning for young children require teachers to be knowledgeable about child development and skilled in providing classrooms and instruction that meet children's needs. For grades pre-k -3, informal assessments, as well as formal assessments, will be used to guide daily instruction. Appropriate assessments improve the quality of classroom instruction by being responsive to individual student's needs.

## **Chart I**

### **Pre-kindergarten (Pre-k)**

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West Virginia's pre-k is a readiness program designed to build the skills children need to be successful in kindergarten and as a foundation for lifelong learning. Research supports the need for a balance of teacher-directed and child-initiated instruction. The pre-k classroom should have the time, space, and materials necessary to create effective environments for learning.

Teachers in pre-k must be purposeful in planning and providing classrooms where learning and practice take place in the context of play. In West Virginia's pre-k program, the emphasis is on cognitive, social/emotional, and motor development. These areas are inter-related and cannot be addressed in isolation.

Knowing the developmental sequence of skill acquisition is fundamental for providing high quality pre-k classrooms. Learning activities shall be simultaneously provided for children at different stages of development. Experiencing the world is a young child's work, thus the classroom environment is a key factor in the provision of high quality learning experiences for young children. Classrooms should be designed and equipped in a manner that supports discovery, small group and individual learning, exploration, problem solving, and development. Children in pre-k will have daily opportunities for experiences in the following content areas:

**Language and Literacy**  
**Mathematics**  
**Science**  
**Physical Health**  
**The Arts**  
**Social Studies**  
**Social/Emotional Development**

The acquisition of oral language and building literacy skills shall be a primary focus. Pre-k classrooms must provide print rich and language rich environments. Learning centers are required for pre-k classrooms. These learning centers are to be purposefully arranged to support learning.

Daily instruction in pre-k shall be individualized, based on informal and formal assessments, and address the West Virginia pre-k content standards and objectives (126CSR44O, WVBE Policy 2520.15, West Virginia Early Learning Standards Framework, Content Standards and Learning Criteria for West Virginia Pre-Kindergarten (WV Pre-k).

## **Chart II**

### **Primary Elementary (K-2)**

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The focus for k-2 is building strong reading, English language arts, and math skills. Learning environments shall be print rich and provide manipulatives for hands-on learning in mathematics. Children in kindergarten through 2<sup>nd</sup> grade span a broad spectrum of development. The developmental level of each child is significant in the offering of daily instruction. Teachers shall utilize a variety of teaching strategies, including the integration of technology, to assure that all children are mastering the content knowledge.

In k-2 classrooms, the following content areas are taught daily. It is required, in accordance with scientifically based reading research, that, at a minimum, a daily-uninterrupted 90 minutes reading block would be scheduled. A minimum of 60 minutes of daily mathematics instruction is required.

#### **Reading and English Language Arts**

#### **Mathematics**

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All content areas may be integrated into classroom instruction and must be taught in a manner that supports the acquisition of strong reading, language arts and mathematics skills. Specific content area instruction in the following content areas may or may not be offered daily.

#### **Science**

#### **Social Studies**

#### **Visual Art**

#### **Music**

#### **Physical Education**

#### **Health**

Instruction in k-2 classrooms will be individualized and driven by informal and formal assessments to help children attain the performance level of mastery or above as delineated in the approved West Virginia content standards and objectives. Strategies for early detection and intervention to correct student deficiencies in reading, language arts, and mathematics shall be employed throughout the instructional term in each of the primary elementary and intermediate elementary grades.

Components of career awareness and the application of technology shall be included during instruction in all subjects. The study of foreign language is encouraged.

## **Chart III**

### **Intermediate Elementary (3-4)**

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Children in intermediate elementary may be developmentally ready for instruction that is content area focused. This does not preclude the use of integrated instruction. Intermediate elementary students are beginning the transition into middle childhood. An emphasis on the developmental level of these intermediate elementary students must be a continued consideration.

Intermediate elementary students will be taught the following content areas daily. It is required, in accordance with scientifically based reading research, that, at a minimum, 90 minutes of reading and English language arts instruction be provided which shall include 60 minutes of uninterrupted daily reading instruction. A minimum of 60 minutes of daily mathematics instruction is required. Flexibility is permitted in scheduling the time allotted for science and social studies so that the equivalent of daily instruction is provided.

**Reading and English Language Arts**  
**Mathematics**  
**Science**  
**Social Studies**

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The following content areas will be offered with frequency sufficient to achieve mastery of the West Virginia approved content standards and objectives for those areas and meet the needs of children.

**Visual Art**  
**Music**  
**Physical Education**  
**Health**

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For intermediate elementary students, daily classroom instruction will be based on a variety of assessments that provide for the individualization of instruction. Schedules for intermediate elementary students shall allow the flexibility necessary to provide additional time and instruction for students who are below mastery in reading, English language arts, and mathematics. Teachers in intermediate elementary classrooms shall utilize a variety of instructional strategies, including the integration of technology, to assure that all students reach the performance level of mastery or above on the West Virginia content standards and objectives. Strategies for early detection and intervention to correct student deficiencies in reading, language arts, and mathematics shall be employed throughout the instructional term in each of the primary elementary and intermediate elementary grades

Components of career awareness and the application of technology shall be included during instruction in all subjects. The study of foreign language is encouraged.

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6.3. Middle Level Education (Grades 5-8) - Middle level education builds upon the results of early childhood education and transitions students into the adolescent education program. Middle level education provides unique, age-appropriate educational opportunities that challenge all students to use their minds well, providing them with the curriculum, instruction, assessment, support, technology, and time they need to achieve rigorous academic standards. Students are provided opportunities for both independent inquiry and learning in cooperation with others. Middle level programming is challenging and engaging, tapping the young adolescents' boundless energy, interests and curiosity through rich exploratory experiences. Students learn to understand important concepts, develop essential skills and apply what they learn to real-world problems. The creation of small learning communities of adults and students produce stable and mutually respectful relationships that support all students' intellectual, ethical and social growth.

## **Chart IV**

### **Middle Level (5-8)**

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These required core courses shall be taught daily by a team of qualified teachers. An intervention component will ensure mastery of the rigorous content standards and objectives at each grade level. The core courses will be offered within a block of time equal to a minimum of 225 minutes daily of which 90 minutes shall be reading and English/language arts.<sup>1</sup> The principal and the team of teachers will determine time allocations that effectively address the academic needs of students who are below mastery in the basic skills of reading, writing and mathematics. Schools implementing alternative schedules will provide adequate time to achieve mastery of the West Virginia content standards and objectives for each of the required courses.

**Reading and English Language Arts**  
**Mathematics**  
**Science**  
**Social Studies**

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These required courses are considered part of the encore curriculum and shall be taught at each grade level each year as separate subjects with adequate time to achieve mastery of the West Virginia CSOs.

**Visual Art**  
**Music**<sup>2</sup>  
**Physical Education**<sup>3</sup>  
**Health**

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Foreign language shall be offered annually.

**Foreign Language**<sup>4</sup>

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These required programs shall be implemented annually.

**Advisory/Comprehensive School Guidance and Counseling**<sup>5</sup>  
**Career Exploration**<sup>6</sup>  
**Technology**<sup>7</sup>

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### Footnotes to Chart IV

- <sup>1</sup> The LEA may compact the reading and English language arts curriculum into a forty-five minute course when 7<sup>th</sup> or 8<sup>th</sup> grade students who elect to accelerate their learning by enrolling in Levels 1A and 1B of a foreign language for high school credit are also enrolled in another elective program such as instrumental or vocal music. The intent is that the compacted reading and English language arts program will reflect academic rigor and be designed to prepare these students for success in a high school college preparatory program of studies.
- <sup>2</sup> Choral and instrumental music must be offered no later than grade 6. Chorus or instrumental music may substitute for the required music course at each grade level.
- <sup>3</sup> Middle grades schools should recognize that healthy lifestyles and academic success are tightly interwoven. Therefore, schools should promote wellness programs that extend beyond the course requirements for physical education and health. This may be accomplished through strong intramural programs that focus on skill development, sportsmanship and teamwork, while keeping the middle grades students physically active throughout the school year. Wellness programming should target the widespread behaviors that undermine the health and resulting capacity for personal success during adolescence.
- <sup>4</sup> The teaching of foreign language as a separate course in grades five and six is encouraged. Two years of the same foreign language must be offered for students in grades seven and eight. The foreign language(s) chosen to be offered must be taught at the high school the middle school students will attend. This is to encourage students to take longer sequences of foreign language study. Schools may choose from two of the following learning sequences until the fall of 2008:

**Recommended Learning Sequence:** Seventh grade Level 1A of the foreign language and 8<sup>th</sup> grade Level 1B of the language. The Level 1 course is delivered over a two-year period. Students will receive one high school credit upon mastery of the content standards for the Level 1 course.

**Acceptable Learning Sequence:** Seventh grade exploratory course(s) and 8<sup>th</sup> grade Level 1 of the foreign language. Students will receive one high school credit at the end of 8<sup>th</sup> grade upon mastery of the content standards for the Level 1 course.

Beginning in the fall of 2008, 7<sup>th</sup> grade foreign language will be Level 1A and 8<sup>th</sup> grade foreign language will be Level 1B. The Level 1 course is delivered over a two-year period. Students will receive one high school credit upon mastery of the content standards for the Level 1 course.

**Footnotes to Chart IV, continued**

- <sup>5</sup> Students in grades 5-8 should be provided with an adult advocate, advisor, or mentor who takes an interest in the student's successful learning, goal setting, career planning and personal growth. It is strongly recommended that schools implement an organized advisory program. Implementation of an advisory program allows schools to remove the randomness of interpersonal associations for students by personalizing their learning environment. When designing and implementing an advisory program, principals and teachers will help students make connections between the various components of middle childhood education by integrating an organized comprehensive guidance curriculum; career exploration and educational planning; interpretation and application of assessment information in a meaningful way to guide academic planning; and purposeful connections with the core and encore curricula.
- <sup>6</sup> Career exploration and the application of technology shall be provided to students during grades 5-8. These experiences may be integrated or taught as a separate course. Where feasible, consideration should be given to using modular technology education labs to deliver exploratory courses that will enhance career exploration. The test scores and guidance information gathered by ACT EXPLORE, as well as other assessment data, will be used to assist 8<sup>th</sup> grade students in developing an individualized student transition plan. With guidance during well-planned activities, second semester 8<sup>th</sup> grade students, in consultation with their parents/guardian, advisor and counselor, will examine their EXPLORE results and determine the coursework and other requirements needed to achieve their postsecondary education and career goals. This is best accomplished by integrating these activities into an organized advisory program.
- <sup>7</sup> Students in grades 5-8 shall be provided the opportunities to master the student technology standards. By the end of 8<sup>th</sup> grade, students will demonstrate technology literacy and skills to meet the standards in grades k-8 in 126CSR44N, WVBE Policy 2520.14: Technology Content Standards and Objectives for West Virginia Schools (hereinafter Policy 2520.14).

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6.3.1. An Individualized Student Transition Plan covering grades 9-12 and the first year beyond graduation from high school is developed for every student in consultation with her/his parents/guardian and school counselor or advisor.

a. During the 8<sup>th</sup> grade year, each student's plan is developed for grades nine and ten. The plan is based upon previous career awareness, exploration activities, and a review of the student's ACT EXPLORE results. The 8<sup>th</sup> grade guidance/advisement program will focus on teaching students and their parents to read the ACT EXPLORE student reports so that they may understand how to use the information provided within the Educational Planning and Assessment System (hereinafter EPAS) reports to transition to the level of performance required to meet the student's educational goals.

b. Each student, in consultation with his or her parents/guardian and school counselor or advisor, selects a broad career cluster for exploration in grades nine and ten and develops the plan based upon the choice of a career cluster. The student shall designate an educational pathway (professional, skilled, entry) at this time. The student may amend his/her plan at the end of any semester.

c. For eligible gifted students the plan is developed during the 8<sup>th</sup> grade year by an IEP Team and includes the honors and Advanced Placement and/or IB classes that must be provided for the student in grades 9-12.

d. For eligible students with disabilities the plan is developed during the 8<sup>th</sup> grade by an IEP Team.

e. The parent(s)/guardian and student each sign and receive a copy of the plan.

f. Students will select career majors during their 10<sup>th</sup> grade year. This process is described in Section 6.4.3.

6.4. Adolescent Education (Grades 9-12) - Adolescent education provides students the intellectual, social/emotional, physical, and technological capacities for successful entry into adulthood. The adolescent education program provides challenging and rigorous courses in the programs of study that will enable students to achieve high levels of competence so they can complete graduation requirements and be prepared to successfully enter and compete in the workplace and in post-secondary education. Students in the adolescent education program will have the opportunity to examine a system of career clusters and to select and complete a career major.

## Chart V (A)

### Graduation Requirements Adolescent (9-12)

These graduation requirements are effective for students entering grade 9 in the school years 1999-2000 through 2003-2004.

<b>English Language Arts</b>	4 credits
	English 9, 10, 11, 12
<b>Mathematics*</b>	3 credits
	Two of the three credits will be Algebra I and above.
<b>Science**</b>	3 credits
	Coordinated and Thematic Science (hereinafter CATS) 9, Coordinated and Thematic Science 10, and one course above the Coordinated and Thematic Science 10 level.
<b>Social Studies</b>	3 credits
	United States to 1900, World Studies to 1900, and Twentieth/Twenty-First Centuries
<b>Physical Education</b>	1 credit
<b>Health</b>	1 credit
<b>The Arts</b>	1 credit
<b>Career Majors***</b>	4 credits
	Career majors are to be determined at the local school or county level.
<b>Electives</b>	4 credits
	Electives will be chosen from the school's offerings of elective courses.
<b>Work-based Learning****</b>	
	Work-based learning will be determined at the local level.

Credit is to be awarded based upon either demonstrated mastery of the content standards and objectives through successful completion of the course or through tested mastery of approved content standards. In compliance with Policy 2515, the county board of education shall determine the level of mastery which constitutes successful completion of a course. Students demonstrating mastery of instructional grade level objectives in the subjects are to be provided the opportunity to advance to the next grade level objectives.

\* Successful completion of Applied Math I and II is equivalent to an Algebra I credit. Applied Geometry may be substituted for a formal course of geometry.

\*\* With parental/guardian consent, students with a declared entry or skilled level major in vocational agriculture will, upon successful completion of a Robert C. Beach Vocational Agriculture credit in grade 11 or 12, be exempt from the third required unit of credit in science. (See Section 5.67.)

\*\*\* Prior to students selecting career majors, opportunities for career decision making must be provided.

\*\*\*\* The decision regarding credit for the experiences at grades 9-12 will also be made at the local level.

All students are strongly encouraged to complete two credits in a foreign language. Elective offerings not based on WVBE content standards and objectives must have written content standards and objectives approved by the county board of education.

## Chart V (B)

### Graduation Requirements Adolescent (9-12)

These graduation requirements are effective for students entering grade 9 in the school year 2004-2005. Courses needed for graduation require mastery of approved content standards and objectives. Students who do not demonstrate mastery of the content standards and objectives shall be provided extra help and extra time through intervention strategies.

CORE REQUIREMENTS (17 Credits)	
<p><b>Reading and English Language Arts</b> 4 credits English 9, 10, 11, 12</p> <p><b>Mathematics</b><sup>1</sup> 3 credits <i>Two of the three credits will be Algebra and above</i></p> <p><b>Science</b><sup>2</sup> 3 credits CATS 9, CATS 10, and <i>One course above the CATS 10 level</i></p>	<p><b>Social Studies</b> 4 credits <i>United States to 1900</i> <i>World Studies to 1900</i> <i>Twentieth and Twenty-First Centuries</i> <i>Civics/Government</i></p> <p><b>Physical Education</b> 1 credit</p> <p><b>Health</b> 1 credit</p> <p><b>The Arts</b> 1 credit</p>

CAREER MAJOR COURSES (4 Credits)		
Professional Pathway	Skilled Pathway	Entry Pathway
<p>Mathematics—4<sup>th</sup> credit (which must be above Algebra I)<sup>1</sup></p> <p>Science--4<sup>th</sup> credit (which must be above CATS 10)</p> <p>Foreign Language— 2 credits in one language</p>	<p>Mathematics—4<sup>th</sup> credit (which must be above Algebra I)<sup>1</sup></p> <p>Concentration--3 credits<sup>3</sup></p>	<p>Concentration-- 4 credits<sup>3</sup></p>

ELECTIVES (3 Credits)
The remaining graduation requirements are to be electives.

<b>CAREER DEVELOPMENT</b>
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Prior to students selecting career majors, opportunities for career decision-making must be provided in grades 9-10.
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<b>WORK-BASED LEARNING</b>
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All students must participate in a work-based learning experience at some time in grades 9-12. If credit is granted for these experiences, content standards and objectives will be developed and approved at the local level. (See Section 6.4.4.)
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**Footnotes for Chart V (B)**

- <sup>1</sup> Students in the professional and skilled pathways must earn four credits in mathematics, including Algebra I and two other courses above Algebra I. Successful completion of Applied Math I and II is equivalent to an Algebra I credit and a credit for a course prior to Algebra I. All students must take Algebra I or its equivalent prior to the end of the 10<sup>th</sup> grade.
- <sup>2</sup> With Parental/Guardian consent, students with a declared entry or skilled level major in vocational agriculture will, upon successful completion of a Robert C. Beach Vocational Agriculture credit in grade 11 or 12, be exempt from the third required unit of credit in science. To be eligible as a required unit for graduation, the vocational agriculture education course must: (1) build on the concepts and skills in CATS 9; (2) be taught at a level of greater complexity and depth than that of vocational agriculture courses in grades 9 and 10; (3) have WVBE approved content standards and objectives; and (4) receive WVBE approval as a vocational agriculture course that qualifies as a Robert C. Beach Vocational Agriculture credit. (See Section 5.69.) The school shall: (1) have on file a Parental/Guardian Consent Form with signatures of the student, parent/guardian(s) and authorized school official, that acknowledges the understanding that this class does not represent a substitute for the knowledge, skills and competencies of a third unit of science and that this course does not meet the requirement for the additional unit of laboratory science that West Virginia colleges and universities have for admission; and (2) review with the student and his/her parents/guardians, as verified by the Parental/Guardian Consent Form, that the required third unit of science must be successfully completed if a student should change his/her major from entry or skilled level vocational agriculture education prior to graduation from high school.
- <sup>3</sup> Concentration credits are to be taken by students in both academic and technical career majors. The four concentration units provided students in entry-level technical majors and two of the concentration units at the skilled level must be consistent with those defined in the Required Technical Courses by Career Major technical assistance document published by the WVDE. Each technical concentration in a school shall obtain and maintain an appropriate industry recognized accreditation/certification, when one is available, and shall provide students the opportunity to obtain an industry-recognized credential as part of the instructional program.

## Chart V (C) Graduation Requirements Adolescent (9-12)

These graduation requirements are effective for students entering grade 9 in the school year 2005-2006 and thereafter. Courses needed for graduation require mastery of approved content standards and objectives. Students who do not demonstrate mastery of the content standards and objectives shall be provided extra help and extra time through intervention strategies.

<b>CORE REQUIREMENTS (18 Credits)</b>	
<p><b>Reading and English Language Arts 4 credits</b> English 9, 10, 11, 12</p> <p><b>Mathematics<sup>1</sup> 4 credits</b> (3 credits required for entry pathway students entering 9<sup>th</sup> grade in 2005-2006) (4 credits required for all entering 9<sup>th</sup> grade students in 2006-2007)</p> <p><b>Science<sup>2</sup> 3 credits</b> CATS 9, and Two courses above the CATS 9 level</p>	<p><b>Social Studies 4 credits</b> <i>United States to 1900</i> <i>World Studies to 1900</i> <i>Twentieth and Twenty-First Centuries</i> <i>Civics/Government</i></p> <p><b>Physical Education 1 credit</b></p> <p><b>Health 1 credit</b></p> <p><b>The Arts 1 credit</b></p>

<b>CAREER MAJOR COURSES (3 Credits)</b>		
<b>Professional Pathway</b>	<b>Skilled Pathway</b>	<b>Entry Pathway</b>
<p>Mathematics - 4 credits (at least 3 of the 4 credits must be Algebra I and above.)</p> <p>Science--4<sup>th</sup> credit (which must be above CATS 9)</p> <p>Foreign Language-- 2 credits in one language</p>	<p>Mathematics – 4 credits (at least 3 of the 4 credits must be Algebra I and above.)</p> <p>Concentration 3 credits<sup>3</sup></p>	<p>Mathematics – 3 credits (For students entering 9<sup>th</sup> grade in 2005-2006, three (3) math credits are required with at least 2 of the 3 credits being Algebra I and above.)</p> <p>Mathematics – 4 credits (For students entering 9<sup>th</sup> grade in 2006-2007, four (4) math credits are required with at least 2 of the 4 credits being Algebra I and above.)</p> <p>Concentration--3-4 credits<sup>3</sup></p>

<b>ELECTIVES (3 Credits)</b>
The remaining graduation requirements are to be electives.

<b>CAREER DEVELOPMENT</b>
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Prior to students selecting career majors, opportunities for career decision-making must be provided in grades 9-10.
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<b>WORK-BASED LEARNING</b>
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All students must participate in a work-based learning experience at some time in grades 9-12. If credit is granted for these experiences, content standards and objectives will be developed and approved at the local level. (See Section 6.4.4.)
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### Footnotes for Chart V (C)

<sup>1</sup> It is the intent that all students will take mathematics annually, but must take at least three mathematics classes in grades 9-12. If students begin the math sequence prior to grade 9, they should take other mathematics courses, which may include college courses, AP courses, virtual school courses, or other advanced offerings. This principle applies to all required course sequences. The mathematics courses selected for credit must be relevant to the student's career pathway. Successful completion of Applied Math I and II is equivalent to an Algebra I credit and a credit for a course prior to Algebra I.

<sup>2</sup> With Parental/Guardian consent, students with a declared entry or skilled level major in vocational agriculture will, upon successful completion of a Robert C. Beach Vocational Agriculture credit in grade 11 or 12, be exempt from the third required unit of credit in science. To be eligible as a required unit for graduation, the vocational agriculture education course must: (1) build on the concepts and skills in CATS 9; (2) be taught at a level of greater complexity and depth than that of vocational agriculture courses in grades 9 and 10; (3) have WVBE approved content standards and objectives; and (4) receive WVBE approval as a vocational agriculture course that qualifies as a Robert C. Beach Vocational Agriculture credit. (See Section 5.69.) The school shall: (1) have on file a Parental/Guardian Consent Form with signatures of the student, parent/guardian(s) and authorized school official, that acknowledges the understanding that this class does not represent a substitute for the knowledge, skills and competencies of a third unit of science and that this course does not meet the requirement for the additional unit of laboratory science that West Virginia colleges and universities have for admission; and (2) review with the student and his/her parents/guardians, as verified by the Parental/Guardian Consent Form, that the required third unit of science must be successfully completed if a student should change his/her major from entry or skilled level vocational agriculture education prior to graduation from high school.

<sup>3</sup> Concentration credits are to be taken by students in both academic and technical career majors. entry level career and technical students must complete four units in a concentration. The four concentration units provided students in entry-level technical majors and two of the concentration units at the skilled level must be consistent with those defined in the Required Technical Courses by Career Major technical assistance document published by the WVDE. Each technical concentration in a school shall obtain and maintain an appropriate industry recognized accreditation/certification, when one is available, and shall provide students the opportunity to obtain an industry-recognized credential as part of the instructional program.

# Chart VI (A)

## **Electives Adolescent (9-12) (Effective until July 1, 2004)**

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### **READING AND ENGLISH LANGUAGE ARTS**

Drama  
Journalism\*\*\*  
Mass Media  
Television  
Film  
Speech\*\*\*  
Creative Writing  
Technical Writing  
Desk Top Publishing  
AP English Courses  
English College Courses

### **SCIENCE\*\***

Advanced Biology (11/12)  
Biology - Technical Conceptual (11/12)  
Advanced Chemistry (11/12)  
Chemistry - Technical Conceptual  
(11/12)  
Advanced Environmental/Earth Science  
(11/12)  
Human Anatomy & Physiology  
Advanced Physics (11/12)  
Physics - Technical Conceptual (11/12)  
AP Science Courses  
Science College Courses

### **MATHEMATICS\***

Applied Mathematics I\*  
Applied Mathematics II\*  
Geometry/Applied Geometry\*  
Algebra II\*  
Conceptual Mathematics  
Trigonometry  
Probability and Statistics  
Pre-Calculus  
Discrete Mathematics  
Algebra/Geometry Preparation  
Algebra Support  
AP Mathematics Courses  
Mathematics College Courses

### **SOCIAL STUDIES**

Civics/Government\*\*\*  
Economics\*\*\*  
Geography\*\*\*  
AP Social Studies Courses  
Social Studies College Courses

- \* Indicates math courses required to be offered. Schools must offer four courses in mathematics at a level above Algebra I.
- \*\* A minimum of one course for each of the four fields of science (Biological Sciences, Chemistry, Environmental Earth Sciences, and Physics) must be offered.
- \*\*\* Required to be offered.

**THE ARTS**

Electives must be offered to accommodate four sequential levels of student achievement in music (both instrumental and choral), visual art (general art and/or studio art), dance and theatre. Additional elective offerings may be made available based upon student need and interest.

**CAREER CLUSTERS AND MAJORS**

Career cluster options must be made available to students to ensure that students understand the breadth and scope of careers in the world of work. Required career major courses and required electives within the majors will be determined by county board of education. See Section 6.4.3.a. for rules allowing students to take a higher level or more rigorous course, advanced placement course, or college course in place of a course in the program of study. Career majors must reflect, where appropriate, professional, skilled, and entry pathway components.

**DRIVER EDUCATION**

A minimum of one course must be offered.

**FAMILY AND CONSUMER SCIENCE**

Two elective offerings that include content standards and objectives that teach parenting skills to meet the stipulations of W. Va. Code §61-8-9A, must be offered.

**FOREIGN LANGUAGE**

A minimum of two levels of one foreign language must be offered. Languages to be offered will be determined by county board of education.

**HEALTH**

Elective offerings may be made available based upon student need and interest.

**PHYSICAL EDUCATION**

Elective offerings may be made available based upon student need and interest.

- Notes:
1. Elective offerings not based on WVBE Content Standards and Objectives must have written content standards and objectives approved by the county board of education.
  2. Any course offered in lieu of a graduation requirement must first receive a WVBE approved waiver before counting towards graduation.

## Chart VI (B)

### Electives Adolescent (9-12) (Effective July 1, 2004)

	<b>ELECTIVES REQUIRED TO BE OFFERED</b>	<b>OPTIONAL ELECTIVES</b>
Note: Any course offered in lieu of a graduation requirement must first receive a WVBE approved waiver before counting towards graduation.	These courses must be offered at least in alternating years. (Effective 2004-2005)	These courses (or others) may be offered depending on need or student demand.
<b>READING AND ENGLISH LANGUAGE ARTS</b>	Journalism/Newspaper/ Yearbook Speech	Desk Top Publishing English college courses AP English Creative Writing Library/Media Technical Writing Broadcast Journalism
<b>MATHEMATICS</b>	Algebra II Applied Mathematics 1 and 2 Geometry or Applied Geometry Pre-Calculus Trigonometry	Algebra/Geometry Preparation Calculus Conceptual Mathematics Integrated Mathematics I, II, III, and IV Probability and Statistics Mathematics college courses AP Mathematics courses
<b>SCIENCE</b>	Advanced Biology (11-12) Advanced Chemistry (11-12) Advanced Environmental/ Earth Science (11-12) Advanced Physics (11-12) Human Anatomy and Physiology CATS 10 (Effective for students entering grade 9 in school year 2005-2006)	Biology -Technical Conceptual (11-12) Chemistry - Technical Conceptual (11-12) Physics - Technical Conceptual (11-12) Science college courses AP Science courses
<b>SOCIAL STUDIES</b>	Economics Geography	Social Studies college courses AP Social Studies courses
<b>FOREIGN LANGUAGE</b>	Three levels of one foreign language	Other foreign languages based on student need and interest
<b>HEALTH</b>	Any courses required to satisfy a career major	Other health courses based on student need and interest
<b>PHYSICAL EDUCATION</b>	Any courses required to satisfy a career major	Other physical education courses based on student need and interest

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	<b>ELECTIVES REQUIRED TO BE OFFERED</b>	<b>OPTIONAL ELECTIVES</b>
<b>THE ARTS</b>	Four sequential levels of student achievement in music (both choral and instrumental), visual art (general art and/or studio art), dance, theatre	Other courses in the arts based on student need and interest
<b>CAREER MAJORS</b>	Four specified courses within a major/pathway	Other courses based on student need and interest
<b>DRIVER EDUCATION</b>	One course	Other driver education courses based on student need and interest
<b>TECHNOLOGY</b>	Students must be provided opportunities for advanced technology applications.	Information Technology Information Management Web Development Other courses based on student need and interest
<b>TECHNICAL EDUCATION</b> Note: Schools must provide students access to skilled and entry-level technical preparation in a minimum of four of the following career clusters: <ul style="list-style-type: none"> <li>• Arts and Humanities</li> <li>• Business/Marketing</li> <li>• Engineering/Technical</li> <li>• Health</li> <li>• Human Services</li> <li>• Science/Natural Resources</li> </ul>	80% of students in grades 9-10 must have access to at least one vocational-technical foundation course. One foundation course must be offered that teaches parenting skills	Other technical education courses based on student need and interest
	30% of students in grades 11-12 must have access to four units in a technical concentration and two technical electives	Other courses based on student need and interest
	An additional 30% of students in grades 11-12 must have access to two units in a technical concentration	Other courses based on student need and interest
<b>CAREER DEVELOPMENT</b>	Students must be provided opportunities for in-depth exploration of their chosen career cluster in grades 9-10 through formal coursework, web-based or independent studies, or other alternative means	

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6.4.1. The following rules shall govern student attendance in grades 9-12:

a. Attendance for the full school day for all four years during grades 9-12 is important so that students obtain the full benefit from the educational programs offered in the schools of West Virginia. Therefore, all students shall be scheduled for the full instructional day for all four years. Exceptions may be made by county boards of education to accommodate placement in college courses, advanced vocational/technical programs, participation in the West Virginia Virtual School, or for other compelling circumstances.

b. County boards of education shall develop and implement a policy that defines the circumstances under which students may attend school for fewer than four full years and/or may be scheduled for courses for less than the full instructional day.

6.4.2. The programs of study identified in Charts I-VI (B) must be available to and be taken by all students as noted in the charts.

a. A student who transfers into a West Virginia school that has higher graduation requirements may not be able to complete these requirements. In such cases, the student's credits shall be evaluated to determine if one or more county and/or state requirements will be waived by the county or state superintendent.

b. If a student has been enrolled continuously in grades 9-12, the student shall be expected to meet the graduation requirements that were in effect when he or she entered 9th grade.

c. If a student has enrolled after dropping out of school, the requirements that a student must meet depend upon the length of time he or she has been out of school. If the student has been out of school less than one year, he or she would be expected to complete the graduation requirements that were in effect when he or she entered grade 9 for the first time. If the student has been out of school one year or more, he or she would be expected to complete the graduation requirements in effect upon re-enrollment.

6.4.3. During the 10<sup>th</sup> grade year, each student shall develop, after review of the student's ACT Plan results, and in consultation with her or his parent/guardian(s) and school counselor or advisor, the second phase of the individualized student transition plan and shall select a career major for the final years of high school and the first year after high school that will prepare the student for college, other post-secondary education, and gainful employment. The plan may be amended and/or the career major changed at the end of any semester.

a. Students may take one of the following in place of a course as listed in the applicable high school program of study: 1) a higher level course, 2) a more rigorous course, 3) a College Board Advanced Placement course, 4) an IB course, or 5) a college course. Parent/guardian approval must be evidenced by signature on the student's individualized transition plan.

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A. A student, in consultation with his or her parent/guardian(s), may request to take a higher level or more rigorous course, The College Board's Advanced Placement course, IB courses or college course in lieu of a required career major or recommended elective course as specified in the high school programs of studies document. Such requests should be approved by the county superintendent (or designee) and principal. The decision as to whether the substitute course will count as credit for the specified major or recommended elective requirement must be based on its applicability to the student's 5-year transition plan and post high school goals.

B. The student and his or her parent/guardian(s) must be advised of the decision of the superintendent (or designee) and the impact of the substitute course on the student's preparation for college, other postsecondary education or employment in the student's major field of study. Furthermore, the student's Certificate of Proficiency must not indicate that the student completed a career major unless the course is judged to be related and relevant to the career major.

C. A notation must be made on the student's individualized transition plan indicating that this process was followed and that the parent/guardian(s) and student clearly understand the impact of the course substitution.

D. Definitions of terms used in this section are as follows:

(a) Higher Level Course - A course in the same content area, but at a higher sequential level (e.g., Trigonometry in lieu of Geometry).

(b) More Rigorous Course - A course within the same content area in which the rigor and expectations are higher than the course for which the substitution is being made (e.g., Advanced Chemistry in lieu of Chemistry-Technical Conceptual).

(c) Advanced Placement - A course provided by The College Board which is advanced in terms of content and performance expectations for the age/grade level of students.

(d) International Baccalaureate - A comprehensive two-year international curriculum designed for highly motivated secondary school students aged 16-19. IB is a rigorous pre-university course of study that leads to examinations. IB students generally receive college credit for successful completion of IB courses and the program of study.

(e) College Course - Any course for which college credit is awarded (e.g., dual credit, WV EDGE credit, regular college course).

b. The parent/guardian(s) and student each sign and receive a copy of the plan.

c. Other plan components may include the following:

A. Co-curricular activities

B. Extracurricular activities

d. Each graduate will be provided a form that assesses the effectiveness of his/her individualized student transition plan, and will be requested to complete and return the form at the end of the first year following graduation to the high school from which she/he graduated.

6.4.4. The county and school shall require work-based learning experiences for each student at some time in grade 9, 10, 11 or 12. In order to qualify as a work-based learning experience within the meaning of this section, the experience must have the demonstrated ability to help students attain process/workplace skills. (See Section 5.61.) Counties with few employers must identify and utilize alternative strategies, such as workplace simulations, community service and school-based enterprises to provide such opportunities. Each county board of education shall:

a. establish a procedure for coordinating work-based learning experiences;

b. establish criteria for selecting quality work-based learning experience and sites;

c. establish criteria and standards that students must meet to be eligible for work-based learning experience;

d. establish standards and objectives for the different types of work-based learning experiences;

e. establish process and criteria for work-based experiences that merit the awarding of credit;

f. provide staff development for coordinators, mentors and supervisors of work-based learning experiences; and

g. establish linkages to enable school personnel and businesses to provide work-based experiences to support and enhance programs of study and career development.

6.4.5. The state graduation requirements total 24 credits. See Charts V (A) and V (B) for specific credits required for graduation.

a. The courses needed for graduation, indicated in Charts V (A) and V (B) require mastery of the WVBE and county board of education approved content standards and objectives. The level of mastery shall be determined in compliance with Policy 2515 and with Policies 2520.1-2520.15, Content Standards and Objectives for West Virginia Schools (hereinafter CSOs).

b. A county board of education that proposes to schedule class periods in a manner that results in fewer than 8100 minutes of instructional time allotted for a high school course credit must obtain a waiver from the WVBE prior to implementing such a schedule. Courses approved through the West Virginia Virtual School approval process may be exempt from this requirement. County and multi-county vocational centers may, in order to accommodate transportation times for students, schedule courses for credit with fewer than 8100 minutes of instructional time provided the center documents student mastery of the content standards for those courses.

c. County boards of education have the authority to increase these requirements for schools in their counties. The county superintendent shall notify the WVDE of any changes in requirements beyond the state requirements.

6.4.6. Additional courses not identified in Chart VI may be offered to afford students the opportunity to attain mastery of the content standards and objectives, to broaden and enrich their education, and to support academic and career development. Any elective offering must be based on WVBE approved content standards and objectives if available or based on written content standards and objectives that are approved by the county board of education.

6.4.7. County boards of education shall provide alternative means for students to earn high school credit as explained below:

a. Any student who successfully completes a high school level course (one meeting the high school approved content standards and objectives and taught by a content certified teacher) prior to grade 9 shall receive full credit for that course toward graduation requirements. The student's permanent record for grades 9-12 shall indicate completion of the courses. The grade for any course taken prior to grade 9 becomes part of the student's permanent record and is calculated in the student's grade point average (hereinafter GPA).

b. County boards of education shall adopt policies that allow students to earn credit for completion of college work. If these credits are to be used to meet graduation requirements, they must meet the requirements for a dual credit course. (See Section 5.29.)

c. A county may develop tests for the purpose of moving students more quickly through the curriculum by "testing out." See Section 5.1 for other methods of acceleration.

6.4.8. A diploma is provided to every student who has completed the standard graduation requirements. An eligible student with severe disabilities who has been determined by an IEP Team to be unable, even with extended learning opportunities and significant instructional modifications, to meet state and county standard graduation requirements may receive a modified diploma.

6.4.9. A modified diploma may be awarded to an eligible student with disabilities so severe that the student requires extensive modifications and functional

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application of the CSOs and/or instruction in functional daily living skills (social, motor and communication) not directly addressed in the CSOs, and who has satisfactorily met the graduation requirements specified in his/her IEP.

6.4.10. A Certificate of Proficiency containing specific information regarding the graduate's skills, competence and readiness for employment and further education is provided to every high school graduate (See W. Va. Code §18-2-6.). The following information is to be recorded on the certificate of proficiency given to every graduate:

- a. Test results from any part of the statewide assessment program in which the student participated;
- b. High school courses completed with grades and credits received;
- c. Computer instruction received;
- d. GPA for all high school courses completed, regardless of the grade level when completed;
- e. Class rank out of total graduating class;
- f. Attendance per year for grades 9-12;
- g. Co-curricular and extracurricular activities;
- h. Grade scale including letter/numerical equivalent, use of weighted grades consistent with Policy 2515;
- i. Special competencies and honors;
- j. Technical training and credentials acquired;
- k. Successful completion of a career major including completion of the required major courses, or higher level courses, advanced placement courses, college courses or other rigorous substitutes related to the major, and recommended electives; and
- l. Formal work-based learning experiences completed.

6.5. Adult Education - Adult education is designed to meet the education, employment and training, economic, civic, cultural, social, and recreational needs of adults in the community served by public schools. These programs are offered by county boards of education or RESAs and are described in Chart VII. Chart VII identifies programs of study that provide lifelong learning opportunities for adults so that they may maintain, acquire, or enhance functional and/or technical literacy.

## CHART VII

### Adult Education Programs\*

<b>Adult Basic Education (ABE)</b>	<b>Vocational and Technical Education Full- and Part-Time Classes</b>	<b>Job Specific Services to Business and Industry</b>
<ul style="list-style-type: none"> <li>● Basic Literacy</li> <li>● Basic Skills Assessment</li> <li>● General Educational Development (GED) Preparation</li> <li>● Distance Learning</li> <li>● External Diploma Program (EDP)</li> <li>● English as a Second Language (ESL)</li> <li>● Institutional Education</li> <li>● Family Literacy Programs</li> <li>● Test Preparation for employment, college, military entrance exams</li> <li>● Career Exploration</li> </ul>	<p>Technical training is provided to assist adults seeking employment or enhancing their current employment.</p> <ul style="list-style-type: none"> <li>● Industrial and Technical</li> <li>● Computer Science</li> <li>● Business Education</li> <li>● Wood Products Technology</li> <li>● Aqua Culture</li> <li>● Hospitality</li> <li>● Health Care</li> </ul>	<ul style="list-style-type: none"> <li>● Workplace Education Programs</li> <li>● Job/Task Analysis</li> <li>● Training Material</li> <li>● Training Video Production</li> <li>● Technical Skill Training</li> <li>● Supervisory Training</li> <li>● Train-the-Trainer Program</li> <li>● Customized Skills Development Classes</li> <li>● Employee Assessment and Selection Service</li> <li>● Use of Vocational Facilities/Equipment</li> <li>● Referral to Other Agencies</li> </ul>
<b>Workforce Development Training for Special Populations</b>		<b>Public Service Training</b>
<p>Academic skills and technical training are provided for economically and community development.</p> <ul style="list-style-type: none"> <li>● Referral to Other Agencies</li> <li>● Workplace Readiness</li> <li>● Trade Readjustment Act</li> <li>● Clean Air Act</li> <li>● North American Free Trade Agreement</li> </ul>		<ul style="list-style-type: none"> <li>● Emergency Medical Training</li> <li>● Wastewater and Water Training</li> <li>● Firefighting Training</li> <li>● Hazardous Material Training</li> </ul>

\*To be delivered consistent with 126CSR57, WVBE Policy 2420, Guidelines for Compliance with Adult Education Programs and Computation for Adults Enrolled Under the School Aid Formula, Adults in Net Enrollment .

**§126-42-7. Alternative Delivery of Education Programs.**

7.1. The county board of education shall establish policies and implement written procedures when providing for alternative delivery of education and service programs for students and community members. A thorough and efficient education must be available to all students, whether they are placed in regular or alternative programs.

7.2. Alternative Delivery Programs.

7.2.1. Extended student learning may be offered based on student needs and as funds and other resources become available.

a. Extended student learning may include, but is not limited to: extended day or year; mini-courses; summer school or an alternative calendar that allows for year-round schooling; and work-based learning that may take place outside of the regular school calendar. (See, e.g., 126CSR73, WVBE Policy 3234, Year-round Education Programs.)

b. Extended student learning may be provided by the school system, community agencies, institutions of higher education, businesses or other entities under agreements authorized by the county board or WVBE. These agreements may include payment specifications for those parties using the facilities.

c. Students may elect to participate in extended learning opportunities and may receive elective credit when approved by the county board or WVBE.

7.2.2. All summer school programs shall be submitted to the WVBE for approval. Schools may award credits earned from approved summer schools provided the instructional program is equivalent to that required in the regular school term.

7.2.3. Community Education.

a. County boards of education should maximize opportunities to provide adult basic education or adult enrichment opportunities; and

b. Opportunities to provide continuing education and staff development for local businesses should be maximized. This includes training on appropriate placement and supervision of students receiving work-based learning experiences.

7.2.4. Home/Hospital Services.

a. Students who, due to injury or for any other reason as certified in writing by a licensed physician or other licensed health care provider, are temporarily confined to home or hospital for a period that has lasted or will last more than three consecutive weeks shall receive home/hospital services. The written statement must include

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A. the specific reasons the student must remain at home or in the hospital; and

B. the criteria or conditions under which the student can return to school, and the expected date of such return.

b. A written statement by a licensed physician or other licensed health care provider must be resubmitted every six months if a student's temporary home/hospital instruction is prolonged.

c. The county board of education may require that the parent/guardian obtain an opinion from a second health care provider at the expense of the county board.

d. Home/hospital services must be designed to provide the student adequate opportunity to continue learning toward mastery of grade level content standards and objectives. The schedule for home/hospital services must include adequate instructional time and be provided at a location when a responsible adult in addition to the teacher is present.

e. Home/hospital teachers are responsible for providing instruction on the content standards and objectives as designed by the student's classroom teacher(s); consequently, the home/hospital teacher must be in regular contact with the classroom teacher(s) to

A. secure and understand units/lessons, instructional plans and instructional materials, and

B. establish procedures for the collection and return of student work to the classroom teacher(s) for assessment.

f. Home/hospital services, provided for an exceptional student who is unable to attend school temporarily because of an injury, illness or health condition requires a change in the student's placement to Out-of-School Environment (hereinafter OSE) as defined by Policy 2419, Section 5.1.5.g.E. The change of placement to OSE must be addressed by the student's IEP team and implemented in accordance with the requirements of Policy 2419.

g. Home/hospital services may also be provided temporarily at the direction of the county superintendent for students who have not met the immunization requirements of W. Va. Code §16-3-4.

### 7.2.5. Alternative Settings for Disruptive Students.

a. Students whose disruptive behavior places them at risk of not succeeding in the traditional school structure may be eligible for placement in an alternative education program as authorized by 126CSR20, WVBE Policy 2418, Regulations for Alternative Education Programs for Disruptive Students (hereinafter Policy 2418).

7.2.6. West Virginia Virtual School Options.

a. With the appropriate approval, the West Virginia Virtual School may provide additional course options to be taken through distance learning that will support the alternative delivery settings described in Section 7.2.

7.3. Accountability for Alternative Programs.

7.3.1. All alternative delivery of programs for elementary and secondary schools must meet the standards and safeguards set forth in WVBE policies related to curriculum, instruction, and student support services.

7.3.2. Letters of agreement and/or contracts shall be used with external agencies, businesses and individuals to clarify responsibilities in areas such as student supervision, public access to school facilities, finance and program accountability.

**§126-42-8. County Board of Education Responsibilities.**

8.1. The county board of education shall establish policies and implement written procedures to provide high quality delivery of its education program. In meeting this responsibility the county board shall address the components of a high quality program listed below.

8.2. The county board of education shall implement the following administrative practices.

8.2.1. Ensure that all schools are safe and that the environment is conducive to learning.

8.2.2. Implement the following rules governing student attendance in grades pre-k-12:

a. Ensure that all students, ages 6-16, are attending public schools or are exempted from compulsory public school attendance under the provisions of W. Va. Code §18-8-1.

b. The student attendance rate for elementary and middle schools is at or above ninety percent (90%) or the percentage of students meeting the attendance rate shows improvement from the preceding year. The student attendance rate will be adjusted for the following allowable deductions as defined in 126CSR81, WVBE Policy 4110, Attendance: absences that result from school-approved curricular/co-curricular activities; failure of the bus to run/hazardous conditions; excused student absences; students not in attendance due to disciplinary measures; and absent students for whom the attendance director has pursued judicial remedies to compel attendance (filed a criminal complaint or juvenile petition) due to provisions in W. Va. Code §18-8-4. For the adequate yearly progress (AYP) determination, the attendance rate calculation will be used for

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accountability at the public school, school district and state levels, but will not be calculated for each subgroup. However, for schools/school districts that use the safe harbor provision to meet AYP for the achievement indicators, the attendance rate standard must be met by the subgroup(s) not meeting AYP.

8.2.3. Provide assurances that the county comprehensive developmental guidance and counseling policy reflects provisions in W. Va. Code §18-5-18b.

8.2.4. Ensure that prior to the beginning of each school year, the principal and teachers at every school determine time allocations that, based on the needs of the students, maximize engaged instructional time and limit disruptions during the school day within the regular and alternative school calendars for specific instructional programs.

a. School calendars and schedules shall be organized to maximize academic learning time through a variety of strategies which may include, but are not limited to, restructuring the school day, providing tutorial sessions, utilizing appropriate technology, extending the school day and/or extending the school year.

b. The school calendar shall meet the requirement of W. Va. Code §18-5-45.

c. The school calendar shall provide, at a minimum, 12 hours per week for pre-k, and an instructional day of 315 minutes for kindergarten and grades 1-4, 330 minutes for grades 5-8, and 345 minutes for grades 9-12.

d. Schools may accumulate time (i.e., bank time) over and above the minimum number of instructional minutes per day to be used in larger blocks of time during the school year for extracurricular activities. (See Section 5.8. for definition of bank time.)

e. Bank time may not be used to avoid 180 separate days of instruction. For example, bank time may not be used to convert a complete day of instruction into a day to be used for some other purpose.

f. Bank time may be used for extra-curricular activities provided that the extra-curricular activities, taken all together during the course of a school year, account for no more than one percent of the total instructional time available. Extra-curricular events sponsored or sanctioned by the West Virginia Secondary School Activities Commission (hereinafter WVSSAC) and regular season athletic events are not to be considered in computing the one percent figure. Travel time for students participating in extra-curricular events sanctioned or sponsored by the WVSSAC and in regular season athletic events is not to be considered in computing the one percent figure.

g. Co-curricular activities may, by their nature, be scheduled without regard to the use of bank time.

8.2.5. Develop a Five-Year Unified Strategic Plan. (See Sections 5.40. and 13.1.1.)

8.2.6. Establish procedures at the county and school levels to ensure that informal and formal assessment data are used to identify student learning needs and to adjust instruction to meet those needs.

8.2.7. Provide a comprehensive system of career clusters and career majors in order to ensure that students understand the breadth and scope of careers in the world of work.

8.2.8. Develop a system for ensuring that instruction is based upon approved content standards, objectives and performance descriptors.

8.2.9. Appoint and maintain a county school system or multi-county technical center advisory council that meets on a regular basis to provide advice on current and future employment needs and on the relevancy of courses being offered. Each technical concentration must have a program area advisory council that meets on a regular basis to advise on course content, including which skills should be taught, instructional materials and equipment needed, and standards which should be met to assure student employability or preparedness for further education.

8.2.10. Appoint and maintain a county steering committee that includes parents and representatives from business, labor, higher education, economic development, local school improvement councils (one member from each programmatic level, pre-k-4, 5-8, 9-12), faculty senates (one teacher from each programmatic level, pre-k-4, 5-8, 9-12), students (one from each programmatic level 5-8 and 9-12) and other organizational entities in the community.

a. The county steering committee will act as a partner with the county board in developing and implementing high quality preparation of youth for college, other post-secondary education and gainful employment;

b. The membership or designated representatives may serve, to the extent appropriate, on the community technical college district consortia committee as established in W. Va. Code §18B-3-3a;

c. The committee may also advise the county board of education in developing the Unified County Improvement Plan or strategic plan; and

d. The committee may also act as the Council on Productive and Safe Schools if it meets the stipulations for membership outlined in W. Va. Code §18-5-42.

8.3. The county board of education shall ensure that each school has established and is implementing:

8.3.1. A process to maintain a safe climate conducive to learning that enhances the physical, social, and emotional well being of students;

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8.3.2. A process for flexible scheduling of students and staff to ensure that every student has the opportunity to achieve or exceed mastery of each content standard;

8.3.3. A process and procedures for providing quality, content-specific, scientifically based professional development to ensure implementation of methodologies and best practices for strengthening the rigor, content and relevance of the learning process;

8.3.4. Approved CSOs so all teachers are aware of the instruction students receive prior to entering the grade level they teach and what the expectations are for students to be able to succeed at subsequent grade levels;

8.3.5. A process for ensuring that instructional practices are based on scientific research.

8.3.6. A system for monitoring and assessing pupil performance related to the content standards and objectives of the school education program;

8.3.7. A policy for student homework;

8.3.8. A policy for grading that is consistent with Policy 2515 and that addresses, at least, the issues of retention, promotion and the replacement of a grade if a course is retaken;

8.3.9. A procedure for monitoring continuing record of student progress for student, parent and teacher information;

8.3.10. A process to ensure that parents are involved in the school and their child's education;

8.3.11. A student code of conduct policy that requires public schools to respond immediately and consistently to incidents of harassment, intimidation, bullying, substance abuse and/or violence or other student code of conduct violations in a manner that effectively deters future incidents and affirms respect for individuals as outlined in 126CSR99, WVBE Policy 4373, Student Code of Conduct;

8.3.12. A system to monitor dropout rates and, when appropriate, plans to reduce the student dropout rate;

8.3.13. A process for timely, accurate and complete entering of data into the West Virginia Education Information Systems (hereinafter WVEIS);

8.3.14. Library/media services that provide access to electronic means for retrieving, receiving and using information as well as traditional print resources.

8.3.15. Technology practices that facilitate student development in areas such as, but not limited to, computer skills, critical thinking and decision-making, application of

academic knowledge in workplace programs, making informed career decisions and meeting the content standards in Policy 2520.14;

8.3.16. A technology infrastructure that has multiple applications in enabling students to achieve at higher academic levels;

8.3.17. A school technology team to develop a comprehensive technology plan that includes instructional and academic content standards and objectives as a component of the Unified School Improvement Plan or strategic plan (See Policy 2470);

8.3.18. A LSIC as outlined in W. Va. Code §18-5A-2 that facilitates improvement of educational quality by encouraging the involvement of the school community in the operation of the school and by utilizing the waiver process when appropriate;

8.3.19. A faculty senate that facilitates school improvement through practices outlined in W. Va. Code §18-5A-5;

a. Each county board of education shall, as provided in W. Va. Code §18-5A-5(b)(12), provide to each faculty senate either a two-hour-block of time for a faculty senate meeting on a day scheduled for the opening of school prior to the beginning of the instructional term, and a two-hour block of time on each instructional support and enhancement day scheduled by the board. (See W. Va. Code §18-5-45(d) for further information on instructional support and enhancement days.)

b. Bank time may not be used to lengthen the time provided in law for faculty senates.

8.3.20. A school curriculum team that establishes instructional programs and methods, based on the needs of the school, that implement the state approved content standards, objectives and performance descriptors;

8.3.21. One instructional day in each of the months of October, December, February, April and June which is an instructional support and enhancement day scheduled by the county board of education to include both instructional activities for students and professional activities for teachers to improve student instruction as referenced in W. Va. Code §18-5-45(d);

8.3.22. A continuous system of program assessment, accreditation and program improvement; and

8.3.23. A Five-Year School Strategic Plan that is based on the identified needs of the students and is developed collaboratively by the LSIC, the principal, faculty senate, school technology team, and school curriculum team. (See 5.39. and 13.2.1.)

8.4. County boards of education must provide student services to ensure that students are able to participate in and benefit from a high quality education program.

These services include, but are not limited to: guidance and counseling, health services, school psychological services, special education and related services, social services and attendance, transportation services, and nutrition services.

8.4.1. English as a Second Language services, or specially designed instruction, at no cost to parents, to meet the unique educational needs of an eligible limited English proficient student, including instruction conducted in the classroom and in other settings, shall be provided as specified in the student's program of study and in accordance with Policy 2417.

8.4.2. School counselors work with individual students and groups of students through developmental, preventive and remedial guidance and counseling programs to meet academic, social, emotional, and physical needs; including programs to identify and address the problems of potential school dropouts. The school counselor also may provide consultant services for parents, teachers and administrators and may use outside referral services, when appropriate, if no additional cost is incurred by the county board of education. The role of the school counselor is defined based on the "National Standards of School Counseling Programs" of the American School Counselor Association as required in Policy 2315. School counselors shall be full-time professional personnel, shall spend at least 75% of work time in direct counseling relationship with pupils, and shall devote no more than 25% of the work day to administrative activities: provided that such activities are related to guidance and counseling. (Defined in W. Va. Code §18-5-18b)

8.4.3. W. Va. Code §18-5-37 requires county boards of education to provide a breakfast program. In addition to the breakfast program, school nutrition services provide balanced meals for all students who choose to participate in the program and help students develop sound nutritional habits. All schools must serve meals that are nutritionally adequate.

8.4.4. School health services provide early identification of health problems and follow-up activities to facilitate and assure appropriate health/medical care as required in W. Va. Code §18-5-22. Emphasis is placed on preventive services and health education to reduce absenteeism and academic failure and promote lifelong health-enhancing behaviors.

8.4.5. School psychological services facilitate the interpersonal and academic development of all students and foster the social and emotional health of students. School psychologists assist teachers and other school personnel with assessment information, behavior intervention plans, safe schools information, test taking skills, and reduction of test anxiety.

8.4.6. W. Va. Code §18-8-1a requires compulsory school attendance to begin with the school year in which the 6<sup>th</sup> birthday is reached prior to September one of such year or upon enrolling in a publicly supported kindergarten program and to continue to the sixteenth birthday or for as long as the student continues to be enrolled in a school system after the sixteenth birthday. County boards of education must employ a full-time attendance director if the county has a net enrollment of more than four thousand pupils

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and at least a half-time director if net enrollment is less than four thousand. (W. Va. Code §18-8-3 and Section 6.4.1. of this policy.)

8.4.7. Special education services, or specially designed instruction, at no cost to parents, to meet the unique educational needs of an eligible exceptional student, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings shall be provided as specified in the student's IEP and in accordance with Policy 2419. Related services include transportation and such developmental, corrective and other supportive services as are required to assist an eligible exceptional student to benefit from special education and shall be provided as specified on the student's IEP. Specific related services are defined and described in Policy 2419 and 126CSR25A, WVBE Policy 2422.7, Standards for Basic and Specialized Health Care Procedures.

8.4.8. Each student who requires county board provided transportation shall have safe, efficient transportation to the extent necessary to assure the opportunity to participate in the county education program. (W. Va. Code §18-5-13)

### 8.5. Personnel.

8.5.1. County boards shall employ supervisory/administrative staff who are professionally certified administrators who have met the requirements of training through the principals' academy as identified in W. Va. Code §18A-3-2c.

8.5.2. Principals shall be provided continuous, high-quality, sustained professional development opportunities through a variety of means that increases the principal's ability to be an instructional leader so that students can master challenging academic content standards;

#### 8.5.3. County boards shall:

- a. Employ highly qualified teachers to implement each program of study;
- b. Ensure that professional staff members are working in the areas of endorsement specified on their certificates;
- c. Ensure that teachers have a general knowledge of the content standards and objectives for all programmatic levels (pre-k-12) to promote program articulation.
- d. Ensure that professional staff are provided continuous high-quality, sustained, and classroom-focused professional development that increases the knowledge and skills required to provide students with the opportunity to master challenging academic content standards;

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e. Ensure Alternative Education Programs, as outlined in Policy 2418, provide for the participation of staff certified in the core content areas in the development of the academic curriculum and the assessment measures to determine mastery of content standards and objectives.

f. Ensure that mentors are provided for first year teachers and administrators, and teachers moving into assignments in a different endorsement area and/or programmatic level;

g. Ensure that all teachers and library/media professionals are provided a duty free planning period that is the length of the usual class period and is not less than thirty minutes. (W.Va. Code § 18A-4-14)

### 8.5.4. County boards shall:

a. Employ aides to enhance the instructional environment and provide time to ensure educational quality in the classroom;

A. 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 materials; e) supervision of students in the instructional environment and during specific assigned duties (W. Va. Code §18A-5-8); f) assistance with technology utilization; and g) in some cases, performance of basic or specialized health care procedures.

B. One aide is assigned to a pre-k or kindergarten class if the class enrollment exceeds 10 students.

C. Aides are available for eligible students with disabilities as needed to implement the IEP and as set forth in the Policy 2419.

D. Aides assigned to a school are scheduled by the principal.

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 work-based learning opportunities.

### 8.5.5. County boards shall:

a. Implement an employee evaluation system based on 126CSR142, WVBE Policy 5310, Performance Evaluation of School Personnel.

b. Implement a comprehensive system of staff development that includes the implementation of 126CSR149, WVBE Policy 5500, County Professional Staff Development Councils as an integral part.

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### 8.6. Facilities.

8.6.1 County boards shall ensure that facilities meet the standards set forth in 126CSR172, WVBE Policy 6200, Handbook on Planning School Facilities.

### 8.7. Instructional Materials, Supplies, and Equipment. County boards shall:

8.7.1. Ensure that the instructional materials used as the primary resource for instruction in required programs of study are on the most recent list of state adopted instructional materials or have been exempted by the WVBE through an approved waiver or through the West Virginia Virtual School course approval process.

8.7.2. Establish procedures to select instructional materials and supplemental resources that correlate with approved content standards, objectives and performance descriptors for each content area.

8.7.3. Ensure that appropriate instructional materials and equipment are available for the full instructional term, in good operating condition, and are sufficient for the size of the group to be served.

8.7.4. Ensure that a copy of the appropriate content standards, objectives and performance descriptors is provided to each teacher and ensure that the public has been provided information about and access to materials for review upon request.

8.7.5. To the extent practicable, and as funds and other resources are available, provide access to instructional technologies outside the normal school day for use by students (including those in adult education), teachers, parents and citizens.

### 8.8. Education Information System.

8.8.1. Every county and school shall participate in the WVEIS.

## **§126-42-9. School Based Responsibilities.**

9.1. Strong leadership by principals is necessary for good schools and higher levels of student achievement. The principal's primary responsibility is instructional leadership and support within the school. The following qualities, proficiencies, and leadership skills are required of principals:

9.1.1. Demonstrate instructional leadership to enhance school effectiveness by improving instruction and improving student performance.

a. Develop flexible schedules to maximize opportunities to deliver instruction to groups of students or to individual students who may need additional assistance to master basic skills.

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b. Observe teacher and student performance in the classroom and provide feedback and recommendations for improvement.

c. Limit interruptions to instruction.

d. Analyze and use performance data to improve student achievement.

e. Assist teachers in developing individual plans for instructional improvement.

9.1.2. Establish a school environment that is safe, drug-free and conducive to learning.

9.1.3. Provide purpose and direction for schools.

9.1.4. Demonstrate cognitive skills to gather, analyze, and synthesize information to reach goals.

9.1.5. Manage group behaviors to achieve consensus.

a. Schedule time to work with staff, school support team, faculty senate, curriculum team and local school improvement council to plan, organize, implement and evaluate the education programs.

b. Coordinate high quality, scientifically research-based professional development activities identified in cooperation with the building staff, faculty senate, internal school improvement team, curriculum team, technology team, local school improvement council and the County Professional Staff Development Council.

9.1.6. Enhance the quality of the school organization.

9.1.7. Organize and delegate to accomplish goals.

9.1.8. Communicate effectively.

9.1.9. Provide leadership in the implementation of technology standards.

9.2. School staff must implement classroom management that fosters an environment conducive to student success including:

9.2.1. Creating an atmosphere that is safe, secure, caring and orderly;

9.2.2. Setting high positive expectations for themselves and for all students;

9.2.3. Establishing and communicating class rules and school rules;

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9.2.4. Engaging students successfully in meaningful age-appropriate instructional activities;

9.2.5. Being prepared and initiating instruction as soon as students arrive in the classroom;

9.2.6. Protecting instructional time by allowing minimal interruptions of instruction and limiting out-of-class activities;

9.2.7. Exhibiting professional behavior, as defined in the 126CSR162, WVBE Policy 5902, Employee Code of Conduct, showing consideration and respect for individual differences, and guarding confidentiality of student information;

9.2.8. Teaching, expecting, and acknowledging responsible behavior including students being prepared for class and having appropriate materials (books, paper, and pencils) with them;

9.2.9. Employing character education strategies that are incorporated and integrated into the total school environment and curriculum; and

9.2.10. Modeling commitment to equity, fairness and diversity through their practices to all students.

9.3. Each teacher and each school must implement a system for delivering classroom instruction that is designed to increase student achievement and to prepare each student for success in post-secondary education and the workplace. The system must align curriculum, instruction and assessment. Instructional delivery must incorporate validated practices and strategies that are based on scientific research. In implementing an aligned system of instruction, teachers

9.3.1. Set, maintain and communicate high expectations which are consistently and repeatedly communicated to all students through challenging and rigorous instruction;

9.3.2. Provide students and parents/guardians with strong and relevant rationales for learning new information to increase student ownership and motivation in the learning process;

9.3.3. Seek, where appropriate, student input in creating assignments, choosing content and setting goals for learning;

9.3.4. Involve students in developing guidelines and contingencies for conduct and performance;

9.3.5. Teach all state (or county) CSOs in each grade level and for each subject;

9.3.6. Are aware of content standards, objectives and performance descriptors of the curriculum that precedes and follows the grade (s) they are teaching;

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9.3.7. Integrate technology in the delivery of instruction in all content areas;

9.3.8. Develop and utilize written lesson plans that focus on the mastery of concepts identified in the content standards and objectives for each course;

9.3.9. Use instructional materials and technology resources correlated with content standards, objectives and performance descriptors;

9.3.10. Assist students in linking prior knowledge with new information and in connecting information across content areas;

9.3.11. Provide instruction that is organized, appropriately sequenced, links new information with prior knowledge, and emphasizes the most important information to be learned;

9.3.12. Provide students with opportunities to maximize learning by incorporating the use of tools (e.g., graphic organizers, manipulatives);

9.3.13. Provide opportunities to process new information through individual and/or collaborative activities (e.g., peer editing, creating projects and or products, generating ideas, presenting/performing aspects of newly acquired information) and to practice information in a variety of contexts and settings to promote fluency, generalization and maintenance;

9.3.14. Provide opportunities for students to look at, reflect on, speak and write about the content;

9.3.15. Provide adequate opportunities for guided practice until students acquire fluency in performing the skill(s);

9.3.16. Enable students to solve problems and think critically by guiding them through the process to become independent learners;

9.3.17. Instruct students on how to learn task-specific strategies and how to model key behaviors required for learning a set of information or a specific skill;

9.3.18. Provide opportunities for students who have mastered the CSOs to move to the next level of instruction;

9.3.19. Recognize and differentiate instruction to meet individual student needs;

9.3.20. Assess student learning frequently through multiple formats and in various modalities (e.g., oral and written venues) and adjust instruction accordingly;

9.3.21. In grades k-3, use the content standards, objectives and performance descriptors in reading and mathematics and the accompanying state informal assessments

to guide and measure student progress in these content areas;

9.3.22. Give positive, corrective and elaborated feedback to individual students in a timely manner and allow students opportunities to practice corrections;

9.3.23. Provide intervention and expanded learning opportunities based on a variety of student performance data;

9.3.24. Recognize student effort and celebrate progress in attaining learning goals;

9.3.25. Communicate with parents on a regular basis regarding their child's educational performance;

9.3.26. Link classroom instruction to the student's future work and academic success by integrating and reinforcing the skills required in a career and the workplace.

9.4. Students who demonstrate mastery of content standards and objectives must be provided opportunities to progress to the next level of instruction.

9.5. Students who do not demonstrate mastery of content standards and objectives 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.

9.6. Instruction and practice in writing is required to be taught to all students. Teachers are required to establish expectations for written work in each subject area and to require that writing is a routine part of all classes. Schools provide teachers with resources, technical assistance and professional development in understanding the writing process and in grading students' written work.

9.7. Multicultural education is required to be taught to all students at all programmatic levels, pre-k-4, 5-8, and 9-12. Schools/school systems are required to develop and implement a program for multicultural education. (See Section 5.56. and Policy 2421.)

9.8. Technology must play a major role in the delivery of all programs of study. Technology will be used as part of the delivery process for instruction and providing information for students. The use of technology, particularly computers, will also be a part of the curriculum so that students develop the skills and knowledge to use technology as an effective tool for learning, processing information and communicating information to others.

9.9. Each public school shall establish a student assistance team that:

9.9.1. Consists of at least three persons, including a school administrator or designee, who shall serve as the chairperson, a current teacher(s) and other appropriate professional staff.

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9.9.2. Reviews individual student needs when a student demonstrates poor academic performance, has excessive absence and/or engages in disruptive behavior, and either recommends appropriate instructional and/or behavioral intervention strategies within the regular education program or refers immediately for multi-disciplinary evaluation.

9.9.3. Invites parents to review recommendations made by the team in regard to the child's program and to provide feedback to the team about those recommendations.

9.9.4. Reviews, no later than one grading period after implementation (or as otherwise specified), the effectiveness of the instructional and/or behavioral intervention strategies to determine the need for continuation, modification and/or termination of educational interventions or the need to refer for multi-disciplinary evaluation.

9.9.5. Is trained in appropriate instructional and behavioral intervention strategies, and referral procedures.

9.9.6. Collects and maintains data on the activities of the team, including the dates of meetings, the members in attendance, the recommendations of the team, the dates of review meetings, and the results of the interventions.

9.10. Schools must implement, in an equitable manner, co-curricular and extracurricular programs, at the appropriate instructional levels, that contribute to the success of students.

9.10.1. Co-curricular activities may take place during the instructional day. (See Section 5.18.)

9.10.2. Extracurricular activities shall occur outside of the instructional day. (See Section 5.38. and Policy 2436.10.)

### **§126-42-10. Statewide Assessment Program.**

10.1. All public school students shall participate in the West Virginia Measures of Academic Progress (hereinafter WV-MAP).

10.1.1. All public school students enrolled in grades 3,4,5,6,7,8 and 10 shall be assessed at the grade level in which they are enrolled by the West Virginia Test of Educational Standards (WESTEST) to be administered in the spring of each year or the West Virginia Alternate Assessment to the WESTEST.(126CSR14, WVBE Policy 2340, West Virginia Measures of Academic Progress, hereinafter Policy 2340, Section 4.2)

10.1.2. All public school students enrolled in 4<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> grades, except those participating in the West Virginia Alternate Assessment to WESTEST, shall participate in the Writing Assessment with accommodations and/or modifications as determined by their respective IEP Teams, Section 504 Committees or LEP Committees. (Policy 2340, Sections 3.1 and 4.5)

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10.1.3. All public school students enrolled in the 8<sup>th</sup> grade, except those participating in the West Virginia Alternate Assessment to WESTEST, shall participate in the ACT EXPLORE assessment with accommodations and/or with modifications as determined by their respective IEP Teams, Section 504 Committees, or LEP Committees in the fall of each year. (Policy 2340, Sections 3.1 and 4.6)

10.1.4. All public school students enrolled in 10<sup>th</sup> grade, except those participating in the West Virginia Alternate Assessment to WESTEST, shall participate in the ACT PLAN assessment with accommodations and/or with modifications as determined by their respective IEP Teams, Section 504 Committees, or LEP Committees in the fall of each year. (Policy 2340, Sections 3.1 and 4.7)

10.1.5. All public school students enrolled in grades 4 and 8 who are part of NAEP state sample shall participate in the NAEP, a component of the WV-MAP. The participant(s) of this test will be determined by a random sample at the national level. All students, except those participating in the West Virginia Alternate Assessment component of WESTEST, will be placed on the school roster from which the random sample will be taken to determine NAEP participation. (Policy 2340, Section 4.8)

10.1.6. WV-MAP shall be managed by a county test coordinator who has been provided training in administering the test instruments in this program. (Policy 2340, Section 5.4)

a. Counties shall ensure that all school test coordinators and site administrators and/or designees, as well as all other appropriate central office and school building level professional staff, are adequately trained in test administration, interpretation and use.

b. Counties shall ensure that school test coordinators and site administrators and/or designees will provide adequate training and staff development for all educators that administer and/or proctor state assessments.

c. The county test coordinator in each county shall develop an outline or overview regarding the administration and use of the WV-MAP test results.

d. Practice tests, test improvement programs, juried lesson plans and technology may be used to improve student achievement.

10.1.7. All teachers shall be provided assessment data for the students in their schools and or classroom for the areas of instruction for which they are responsible in order to provide instructional intervention for students. Other professional staff in the school may access the test results by individuals, grade levels and/or groups of students for the purpose of instructional planning (Policy 2340, Section 6.2)

10.1.8. 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.

a. Each county, school and teacher has a system for analyzing, interpreting and using student performance school or county data prior to the beginning of the school year. Data are to be used to identify and assist students who are not at or above mastery on the state approved content standards, objectives and performance descriptors.

**§126-42-11. School, County, RESA and Other Assessments.**

11.1. The school, county, or RESA may develop assessments aligned with the state content standards, objectives and performance descriptors to drive instructional improvement for all students.

11.1.1. Assessments may include standard, non-standard, performance assessments or portfolios, observation performance data, achievement checklists, teacher made tests and other assessments that are at the direction of and use by the classroom teacher.

11.1.2. A system of diagnostic assessments to determine the performance levels is to be used in grades k-3, such as the WVDE informal reading and mathematics assessments or comparable assessments approved by the WVDE aligned to the content standards.

11.2. All public school students may be assessed with the appropriate end-of-course (hereinafter EOC) tests at the grade level in which they are enrolled and taking the course. All public school eligible students with disabilities under Policy 2419 or Section 504 will be assessed with the appropriate accommodations and/or with modifications as determined by their respective IEP Teams or Section 504 Committees or LEP Committees. (Policy 2340, Sections 3.1 and 4.4)

**§126-42-12. Program Accountability.**

12.1. The WVBE has adopted the following goals from NCLB to guide accountability for schools, county school districts and the state.

12.1.1. By 2013-2014, all students will reach high standards, at a minimum attaining mastery or better in reading and math.

12.1.2. All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining mastery or better in reading/language arts and mathematics.

12.1.3. By 2005-06, all students will be taught by highly qualified teachers.

12.1.4. All students will be educated in learning environments that are safe, drug free, and conducive to learning.

12.1.5. All students will graduate from high school.

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12.2. A single system of accountability will be applied to all public schools and county school districts in West Virginia. See 126CSR13, WVBE Policy 2320, A Process for Improving Education: Performance Based Accreditation System (hereinafter Policy 2320) for guidelines for the accountability system.

### §126-42-13. Program Improvement.

#### 13.1. County Improvement.

13.1.1. Each county shall develop and implement a Five-Year Unified Strategic Plan that contains at least the following:

a. Procedures and activities to strengthen the county education program in order to increase student achievement.

b. 1) Core beliefs and mission, 2) needs assessment, 3) improvement goals, 4) improvement objectives and activities, 5) professional development activities, 6) a system for monitoring and supporting the implementation and effectiveness of activities, 7) an evaluation process, and 8) a budget.

13.1.2. Each county school system shall have a County School Support Team which is responsible for supporting all county schools identified for improvement. The County School Support Team members are appointed by the county superintendent and may include distinguished teachers, distinguished principals, special education professionals, Title I professionals, WVDE professionals, RESA professionals, curriculum and instruction professionals, and/or data analysis professionals. The County School Support Team may be the same membership as the School System Leadership Team, at the discretion of the county superintendent.

13.1.3. The County School Support team shall have the following responsibilities:

a. review all facets of the schools' operations, including the design and operation of the instructional program, and make recommendations for improving student performance.

b. collaborate with the School Support Team, county staff, and the WVDE in the review of school improvement goals, development of the plan, and plan implementation.

c. continuously monitor the implementation of the school improvement plan.

d. make additional recommendations to the county and the WVDE concerning assistance that is needed by the school or the School Support Team.

#### 13.2. School Improvement.

13.2.1. Every school must develop and implement a Five-Year School Strategic Plan designed to bring all students to mastery and beyond and to close the achievement gap, and adhere to the following criteria:

a. Prepared by the LSIC and other stakeholders as appropriate under the leadership of the school principal and in cooperation with the faculty senate, school technology team and school curriculum team.

b. Based upon: 1) Core beliefs and mission, 2) needs assessment, 3) improvement goals, 4) improvement objectives and activities, 5) professional development activities, 6) a system for monitoring and supporting the implementation and effectiveness of activities, 7) an evaluation process and 8) a budget.

c. Predicated on the establishment of high expectations for performance of all students in the school.

d. Aligned with the Five-Year Strategic Plan of the school system.

e. Presented to the county board of education as part of the annual meeting between the LSIC and the county board of education.

13.2.2. Each school identified for improvement shall have a School Support Team. The members of the School Support Team may include the same membership as the team preparing the strategic plan as appointed by the principal, and may include representatives from the Curriculum Team, Faculty Senate, Technology Team, and/or the LSIC.

13.2.3. The School Support Team shall have the following responsibilities:

a. analyze all facets of the school's operation, including the design and operation of the instructional program, which may include: all measures of students achievement, discipline, school climate, graduation rate, school survey results, Office of Education Performance Audits Review data, Title I monitoring results, special education monitoring results, and master schedules.

b. make recommendations for improving student performance in the school.

c. collaborate with parents, school staff, county, and the County School Support Team in the identification of school improvement goals, school improvement plan development, plan implementation, and continuous plan monitoring.

d. make additional recommendations to the County Support Team concerning additional assistance that is needed by the school or the School Support Team as the school implements the plan.

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13.2.4. Schools will be selected to receive technical assistance based upon their status with regard to the performance measures and high quality standards set forth in Policy 2320. The WVDE will operate a school improvement program the purpose of which is to build the capacity of county school systems to adequately support schools identified for improvement.

## FISCAL NOTE WORKSHEET

(Submit 4 Copies)

HD NO \_\_\_\_\_ DRAFT NO \_\_\_\_\_ BILL NO \_\_\_\_\_ RESOLUTION NO \_\_\_\_\_

SUBJECT Policy 2510 FUND \_\_\_\_\_

SOURCE OF REVENUE:  GENERAL FUND  SPECIAL  OTHER (SPECIFY) \_\_\_\_\_

COST OF ESTIMATE BASED ON:  AN ORIGINAL ESTIMATE  BUDGET BILL  OTHER (SPECIFY) \_\_\_\_\_

INCOME ESTIMATE BASED ON:  AN ORIGINAL ESTIMATE  BUDGET BILL  OTHER (SPECIFY) \_\_\_\_\_

**SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 & GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT**

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$0	\$0	\$0	\$0	\$0
PERSONAL SERVICES CURRENT EXPENSES REPAIRS/ALTERATIONS EQUIPMENT OTHER	\$0	\$0	\$0	\$0	\$0
2. ESTIMATED TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

There are no projected costs as a result of this revision of Policy 2510.

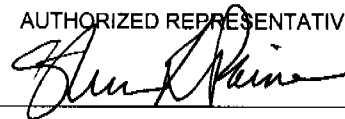
DATE

AGENCY

AUTHORIZED REPRESENTATIVE

February 23, 2005

West Virginia Department of Education



# POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs

## COMMENT LOG

February 17, 2005

N: No Response  
N/A: Not Accepted  
A: Accepted

- : Negative  
+ : Positive  
0: Neutral

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
		§ 126-42-5.81. Work Day		
	Rick White, President Mason County Ed. Association Point Pleasant, WV 25550	We, the Mason County Education Association, support the policy change to include an eight-hour workday.	A	Proposed Policy 2510 now includes a definition of the work day.
1/26/05	Sylvia Fries Martinsburg High School <a href="mailto:sfries@access.k12.wv.us">sfries@access.k12.wv.us</a>	I want to urge the State Board of Education to please include the definition of the 8-hour workday for school personnel in this policy. As you know, we as educators spend more than 8 hours a day working....mostly at home and unpaid. If this were not included I feel that some administrators may extend the workday to include long meetings or extra-duty work that we should be compensated for. I applaud the Board for putting this back out for comment.	A	Proposed Policy 2510 now includes a definition of the work day.
1/28/05	Marty Soltis, Teacher James Rumsey Technical Institute <a href="mailto:mjsoltis@msn.com">mjsoltis@msn.com</a>	I am sending this in response to Policy 2510. I want to thank the Board on the addition of the 8 hour workday language. This is a perfect example of teachers and board members working together to make the education of the children of West Virginia the best it can be! Allowing the educators in the state to have input into important education policies can only lead to good things. Thank you.	A	Proposed Policy 2510 now includes a definition of the work day.
1/31/05	<a href="mailto:SLFGM@aol.com">SLFGM@aol.com</a>	We, members of the Berkeley County Education Association, ask that you adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment. We thank you very much for your support.	A	Proposed Policy 2510 now includes a definition of the work day.
2/02/05	Kelley Laseter <a href="mailto:KLASETER@boe.kana.k12.wv.us">KLASETER@boe.kana.k12.wv.us</a>	I support the statement in the policy that includes teachers' instructional day "may not exceed eight clock hours." Thank you.	A	Proposed Policy 2510 now includes a definition of the work day.
	Kathleen Prusa, WVEA 6 <sup>th</sup> Grade Teacher Philippi Middle School Route 3 Box 40 Philippi WV 26416	Please reinsert the 8-hour day provision. We teachers already work more than 8 hours on our own. We take papers home to grade in the evenings with no compensation, we come in early or stay late to work in our classroom with no compensation. I personally have not had a pay raise for four years, not even a cost of living raise, even though the cost of living has doubled and tripled in many areas in our state. If our workday is allowed to be more than 8 hours, then my salary actually comes out to much less per hour for someone with 20 years teaching experience and a master's degree! Be fair to your teachers! Thank you for your time.	A	Proposed Policy 2510 now includes a definition of the work day.

# POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs

## COMMENT LOG

**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
	Sue Brockshire Overbrook Elementary 2 <sup>nd</sup> grade teacher 1227 Bridge Road Charleston WV 26314	Request state board members adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Rebecca Kirby WVEA Teacher, Jefferson County 64 Webbanet Drive Charles Town WV 25414	I request State Board members to adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Jill Martin Teacher Route 2 Box 1016 Point Pleasant WV 25550	I am in favor of an 8 hour work day.	A	Proposed Policy 2510 now includes a definition of the work day.
	Timothy Turner Tucker County Schools Guidance Counselor 28 Memorial Drive Parsons WV 26287	I feel that the policy amendments need to be looked at and the section 5.81 Work Day should be reinstated as the original definition of the 8 Hour Workday in Policy 2510. This should never have been changed, and perhaps it was an oversight. With this in mind, it is on your shoulders to correct. You have heard from the mass and now it is time to act. I arrive at work by 7:00 am and am lucky to leave by 4:00 pm. I do not take a planning period as this would put me further behind on my work. Most times I do not get a full lunch period and I get lots of calls at home in the evenings or on the streets when shopping. An 8-hour work day, give me a break. I am sure there are many such stories within the educational system. We do what we have to do to help the students.	A	Proposed Policy 2510 now includes a definition of the work day.
	Rosalie Miller Point Pleasant Intermediate 3 <sup>rd</sup> Grade Teacher 4 Meadowhill Drive Point Pleasant WV 25550	An eight hour day is the maximum that teachers should have to work. There is already a multitude of hours teachers put in on their own time doing tasks that are impossible to do when students are present: grading papers, planning lessons, organizing materials, etc. Requiring teachers to work more would be absurd.	A	Proposed Policy 2510 now includes a definition of the work day.
	Pat Bush (Instructor, Department Chair, Faculty Senate Treasurer, Senior Sponsor) WVEA 1589 Old Mill Road Weston WV 26452	I feel that teachers should not be required to work beyond school hours at the school. I have taught for 33 years and have always graded papers, etc at home. This allowed me to spend quality time with my family and still manage to be prepared for school and my classes. We are professionals. If you paid us by the hours we work, we might also be millionaires! If you want to keep us at school longer, then pay us hourly and allow us to be paid overtime for all our extra "volunteer" hours.	N/A	Proposed Policy 2510 now includes a definition of the work day. Over time pay is not addressed in this policy.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions § 126-42-5.81. Work Day	Action	Rationale
	Patricia Park Point Pleasant Intermediate Teacher P.O. Box 455 Point Pleasant, WV 25550	This is totally offensive. We put in hours of work without pay. We work in the summer before school starts for no pay. We are poorly paid for what we do.	N/A	Comment did not address policy 2510.
	Candace Spurlock M.C.E. A. 2 <sup>nd</sup> Grade Teacher 708 Main Street Point Pleasant, WV 25550	(no comment on comment response form)	N/A	Comment did not address policy 2510.
	Sue Tardy Kanawha County Schools Teacher Big Tyler Road Cross Lanes, WV 25313	Please leave the policy 2510 (5.81) as it is.	A	Proposed Policy 2510 now includes a definition of the work day.
	Rebecca Wood Reading First Project Director/RMT 2200 Lincoln Avenue Point Pleasant WV 25550	Most teachers work beyond an eight hour day but that should be their option and not a requirement.	A	Proposed Policy 2510 now includes a definition of the work day.
	Glen Righman Phillippi Middle School Teacher Route 3 Box 40 Phillippi WV 26416	Thank you for defining work day. I spent extra time attending: LSIC, Title I Ste***** (couldn't read), parent/teacher conference, professional organization, board meeting, coaching, graduate work, sporting events, musical programs, open house for Art, GEAR-UP activities, science fair (open house) regional and school, fund raising, dances, extra curricular trips, plus I use home time to grade papers, average grades and search for best practices. I feel I go beyond the 8 hour work day without possibly being forced to do more.	A	Proposed Policy 2510 now includes a definition of the work day.
	Elizabeth S*****man (could not read name) Music Teacher 267 Oakwood Charleston, WV 25314	Include 8 hour workday in Policy 2510	A	Proposed Policy 2510 now includes a definition of the work day.
	Renee Taylor Kanawha County Schools Teacher 1504 Bedford Road Charleston WV 25314	Please include the 8 hour work day in Policy 2510. Teachers are already working far more hours daily but it must (be) their decision to do so---not an administrator's.	A	Proposed Policy 2510 now includes a definition of the work day.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
	Harriet Hoy WVEA/NEA Classroom Teacher 1944 Parkwood Road Charleston, WV 25314	I request state board members to adopt the 8 hour work day language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Elizabeth Sultz Overbrook School Librarian 218 Oakwood Road Charleston WV 25314	Please limit our work day to 8 hours. Many of us give numerous extra hours to our jobs but we must be able to choose that time so we can balance our work and non-work lives.	A	Proposed Policy 2510 now includes a definition of the work day.
	Mary Margaret Hemsworth Grade 3 Teacher/Parent 1715 Smith Road Charleston, WV 25314	The language must remain the same. Any time spent at school, (and there is a lot) should not be expected or required. It should continue to be voluntary.	A	Proposed Policy 2510 now includes a definition of the work day.
	Kathy Rollins WVEA/MCEA/PPHS Teacher 600 McNeil Avenue Point Pleasant, WV 25550	Teachers already work the same work day as any other working citizen—8 hours. From August to June, we sacrifice our family time for school through teachers' meetings, grading papers, doing lesson plans, chaperoning activities for students, county meetings, and school meetings. We aren't paid enough for the work we do! I worked in industry for many years before I was laid off and pursued my teaching credentials. Leave the language as it was originally written.	A	Proposed Policy 2510 now includes a definition of the work day.
	Rebecca Ball WVEA/Teacher Sherman High School P.O. Box A-B Seth, WV 25181	Please adopt the eight-hour workday language as it reads in the version of Policy 2510 out on comment. I, along with many other teachers, spend two or more hours at school each day after the regular school day ends completing work that I am unable to finish while students are present. If another hour is added on to the required time, that means I will be going home at seven o'clock instead of six (on a good day). Teachers have very little time for families and themselves now. To add to their burdens would be in no one's best interest. Thank you.	A	Proposed Policy 2510 now includes a definition of the work day.
2/4/2005	Linda J. Adkins WVEA/BCEA Librarian Sherman High School P.O. Box A13 Seth, WV 25181	State Board Members, I am asking you to adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment. Thanks for your work and dedication to education in West Virginia. Sincerely.	A	Proposed Policy 2510 now includes a definition of the work day.

# POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs

## COMMENT LOG

February 17, 2005

Date	Individual/ Organization	Comments/ Suggestions § 126-42-5.81. Work Day	Action	Rationale
	Brenda M. Joe Teacher 1095 Charles Avenue Fairmont, WV 26554	Please adopt the 8 hour work day language as it states in Policy 2510 now on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Gina McKown Kindergarten Teacher 112 McDovid Lane Charleston, WV 25311	As a K-teacher, I take home at least 1 hour of work nightly! I also arrive at school 40 minutes before we have to be there to get organized and plan for the day. Weekends I work at least 3 hours on b. boards, cut-outs and checking tests. I already exceed the 8 hour work day!	A	Proposed Policy 2510 now includes a definition of the work day.
	Sam Goughnour Davis-Thomas Elem./Middle Teacher P.O. Box 250 Quail Ridge Drive Thomas WV 26292	Please adopt the 8-hour work day language as it reads in the version of Policy 2510 (on comment).	A	Proposed Policy 2510 now includes a definition of the work day.
	Tricia Chisler WVEA/ Mannington Middle Special Educator 4287 Daybrook Road Fairview, WV 26570	I support the work day as worded above in 5.81 (will not exceed 8 hours).	A	Proposed Policy 2510 now includes a definition of the work day.
	Cindy Shipley WVEA Special Educator 104 Cordelia Avenue Fairmont WV 26554	I support the eight hour work day.	A	Proposed Policy 2510 now includes a definition of the work day.
	Mary Poling <a href="mailto:marypoli@mail.wvnet.edu">marypoli@mail.wvnet.edu</a>	I want to thank the State Board of Education for placing the eight-hour work day language back in Policy 2510. School employees have a right to believe that they can schedule their own time after the school day is over to spend time with family, make appointments or take home work to complete. Sincerely, Delegate Mary Poling.	A	Proposed Policy 2510 now includes a definition of the work day.
	Thomas E. Fletcher Berkeley County Teacher 915 West Virginia Avenue Martinsburg, WV 25401	Thank you for reinstating the original definition of the "workday" for teachers. The "8 hour work day" definition has not been a problem over the last 30 years. Teachers deserve a respectful limit to their workday. 5.81 is fair and right!	A	Proposed Policy 2510 now includes a definition of the work day.
	Sue Widener Mercer County Middle School English Teacher 16 Sandstone Park Princeton WV 24740	Appreciate State BOE reinstating the original definition of the 8-hour work day in Policy 2510. After school time is spent tutoring students, grading papers, making plans, etc, short-notice after-school meetings or the possibility of excessive meetings would disrupt instructional planning.	A	Proposed Policy 2510 now includes a definition of the work day.

# POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs

## COMMENT LOG

February 17, 2005

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
	David Everson Philip Barbour High School Science Teacher Route 4 Box 268A US 250 Philippi WV 26416	The insertion of this phrase into Policy 2510 is an excellent idea. Work days for teachers are long already with all of the additional work that is required to be done outside of school. If the counties have the ability to extend the work day beyond 8 hours there will be many that would. Teacher burnout and stress is taking some of our best teachers and a longer day would certainly add to that problem. I support the inclusion of 5.81 into the policy. Thank you.	A	Proposed Policy 2510 now includes a definition of the work day.
	William Parker Roop Overbrook Elementary Autism Mentor (aide) 3435 Clover Drive Charleston WV 25306	We are expected to be on the job. We get paid for 8 hours per day. If we are not on (the) job, we understand and expect to be docked off our pay or either we have to use accumulated days. Why would any organization want someone working and not getting paid. The smallest of business, private or government, pay employees for services done. Why is (the) school board any different?	N/A	Comment did not address policy 2510.
	Stefanie Masinter-Simunic WVEA, Classroom Teacher 1416 Alexandria Place Charleston WV 25314	Please keep the 8 hour workday in Policy 2510. I often work more than 8 hours, but I need that time to prepare for my students. I would not have time to prepare if I am required to be in meetings passed my 8 hour day.	A	Proposed Policy 2510 now includes a definition of the work day.
	Ruth Conrad Overbrook Elementary School Counselor	Yes, I support the 8 hour workday language. It <u>should</u> be included in Policy 2510.	A	Proposed Policy 2510 now includes a definition of the work day.
	Diana Kincell WVEA, Marion County Teacher, Prostart Route 3, Box 383 Fairmont, WV 26554	This work day policy needs to be in effect to limit our workday to 8 hours. I know I certainly work more than 8 hours on most days, as so most teachers. However, I would not be able to do the work I do for the students if I were required to attend meetings after school or in the evenings.	A	Proposed Policy 2510 now includes a definition of the work day.
	Renee Taylor KCEA/WVEA Kanawha County Schools 1504 Bedford Road Charleston, WV 25314	Please include language in Policy 2510 to limit our workday to 8 hours. All hours spent in excess of the work day should be voluntary (and believe me I voluntarily work 3-5 extra hours daily). I cannot comprehend that we would be expected to work any longer daily without compensation.	N/A	Only the addition of the work day definition was addressed in this revision of policy 2510. Compensation is not addressed in policy 2510.
	Elizabeth Stultz Overbrook School 218 Oakwood Road Charleston, WV 25314	Please limit our work day to 8 hours. Many of us give numerous extra hours to our jobs, but we must be able to choose that time so we can balance our work and non-work lives.	A	Proposed Policy 2510 now includes a definition of the work day.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
	<p>Harriet L. Hoy WVEA/NEA Teacher 1944 Parkwood Road Charleston WV 25314</p>	<p>I request state board members to adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.</p>	A	<p>Proposed Policy 2510 now includes a definition of the work day.</p>
	<p>Elizabeth Segessenman Music Teacher 267 Oakwood Road Charleston WV 25314</p>	<p>Include "8 hour workday" in Policy 2510.</p>	A	<p>Proposed Policy 2510 now includes a definition of the work day.</p>
	<p>Julie Bibbee Teacher 2651 Rayburn Road Point Pleasant, WV 25550</p>	<p>Professional educators work well beyond the 8 hour workday, on weekends and summer without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hours and that their salary is not divided into smaller portions.</p>	N/A	<p>Only the addition of the work day definition was addressed in this revision of policy 2510.</p>
	<p>Jeanne Sayre Teacher, 1<sup>st</sup> Grade Route 2, Box 642 Point Pleasant WV 25550</p>	<p>Professional educators work well beyond the 8 hour workday, on weekends and summer without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hours and that their salary is not divided into smaller portions.</p>	N/A	<p>Only the addition of the work day definition was addressed in this revision of policy 2510.</p>
	<p>Paige Rollins Special Education Teacher Route 2, Box 887 Point Pleasant, WV 25550</p>	<p>Professional educators work well beyond the 8 hour workday, on weekends and summer without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hours and that their salary is not divided into smaller portions.</p>	N/A	<p>Only the addition of the work day definition was addressed in this revision of policy 2510.</p>
	<p>Susan Sayre Kindergarten Teacher 2619 Mt. Vernon Avenue Point Pleasant WV 25550</p>	<p>Professional educators work well beyond the 8 hour workday, on weekends and summer without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hours and that their salary is not divided into smaller portions.</p>	N/A	<p>Only the addition of the work day definition was addressed in this revision of policy 2510.</p>

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions § 126-42-5.81. Work Day	Action	Rationale
	Elaine Hussell Roosevelt School 2 <sup>nd</sup> Grade Teacher Route 1, Box 196 Mt. Alta, WV 25264	Professional educators work well beyond the 8 hour workday, on weekends and summer without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hours and that their salary is not divided into smaller portions.	N/A	Only the addition of the work day definition was addressed in this revision of policy 2510.
	Elizabeth K. Surface Point Harmony Elementary Teacher 5376 Ann Court Cross Lanes, WV 25313	I support the wording of Section 5.81 as written above. (Policy 2510 out on comment)	A	Proposed Policy 2510 now includes a definition of the work day.
	Dinah Adkins Teacher 5020 Rust Drive Cross Lanes WV 25313	I support the wording of Policy 2510 which includes the limits of an eight hour workday as stated above. (reference to 5.81. on comment response form)	A	Proposed Policy 2510 now includes a definition of the work day.
	John Richmond Kanawha County Schools Middle School Teacher 2626 Forrestal Avenue St. Albans, WV 25177-2123	Educators appreciate the correction of the omission of the work day language.	A	Proposed Policy 2510 now includes a definition of the work day.
	Pamela Stove KCEA/WVEA First Grade Teacher 1390 Highland Drive St. Albans, WV 25177	It is very important that you maintain the 8 hour daily work load for teachers, otherwise principals and others of authority will be mandating after school times that will go way over the daily 8 hour limit. As it is already, teachers maintain an 8-10 hour day, plus 2-3 hours additional homework grading papers and planning lessons.	A	Proposed Policy 2510 now includes a definition of the work day.
	Connie Winter Central Elementary 2 <sup>nd</sup> Grade Teacher 900 Helene Street St. Albans, WV 25177	The words "Parent Teacher Conferences" should be included in the list of activities listed as being part of the instructional day. Keep the part about the 8 hour workday. Should not be required to attend PTO.	N/A	The proposed definition is a reinstatement of previous Policy 2510.
	Kelly McFadden Central Elementary 4 <sup>th</sup> Grade Teacher 900 Helene Street St. Albans, WV 25177	Add Parent/Teacher conferences. PTO attendance is NOT required.	N/A	The proposed definition is a reinstatement of previous Policy 2510.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions § 126-42-5.81. Work Day	Action	Rationale
	Lisa Davis-Sweeney NEA RR/ Teacher 372 Ranger Lane South Charleston, WV 25309	I exceed 8 hours every day and spend time on weekends and evenings, which I don't get paid for. Please include this in your policy 2510. Thank you.	A	Proposed Policy 2510 now includes a definition of the work day.
	Pamela Lawson Central Elementary Teacher 900 Helene Street St. Albans, WV 25312	I would like to request that the language of Section 5.81. of Policy 2510 be kept as it is (may not exceed eight clock hours).	A	Proposed Policy 2510 now includes a definition of the work day.
	Terri Taylor Petersburg Elementary Teacher 31 Meadow Ridge Petersburg WV 26847	(no comment on comment response form)	N/A	No comment was submitted.
	Gwen Brill Petersburg Elementary Teacher HC 32 Box 410 Petersburg, WV 26847	Keep the same!	A	Proposed Policy 2510 now includes a definition of the work day.
	David L. Barr Petersburg Elementary Teacher 333 Rig Street Petersburg WV 26847	Please keep the original definition intact!	A	Proposed Policy 2510 now includes a definition of the work day.
	Doug Turner Grant County Ed. Assoc Teacher P.O. Box 1296 Petersburg WV 26847	Please do not change the eight hour workday.	A	Proposed Policy 2510 now includes a definition of the work day.
	Jeffrey A. Vance Petersburg Elementary Special Educator 333 Rig Street Petersburg WV 26836	Please keep the original definition intact.	A	Proposed Policy 2510 now includes a definition of the work day.
	Teresa Lomasney WVEA Teacher P.O. Box 546 Petersburg WV 26847	Yes, keep the 8 hour workday. Please keep the language as it has been in the past.	A	Proposed Policy 2510 now includes a definition of the work day.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
	Mary Henderson GCEA/ Petersburg Elem. Kindergarten Teacher 333 Rig Street Petersburg, WV 26847	I support the continuation of the 8 hour workday policy.	A	Proposed Policy 2510 now includes a definition of the work day.
	Jennifer Mallow GCEA/ Kindergarten Teacher HC 30 Box 221 Maysville WV 26833	The 8 hour workday has been working for several years and there is no need to extend it. Most teachers already put in more than 8 hours a day getting things ready and tutoring students. I support the 8 hour workday!	A	Proposed Policy 2510 now includes a definition of the work day.
	Jill Wagner WVEA/ Teacher 46 Wagner Lane Sistersville WV 26175	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Kathleen Baxter WVEA Route 1 Box 68 Proctor WV 26055	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Russell Keplinger WVEA / Teacher HC 69 Box 9B Alma WV 26320	Please reinstate the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Bob Jones WVEA / Teacher 223 Main Street Middlebourne WV 26149	Please reinstate the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Robin Daulante WVEA / Teacher 5 Oak Street Sistersville WV 16175	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Barbara J. Amos WVEA / Teacher 220 Stephens Lane Paden City, WV 26159	Please reinstate the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Melissa Flesher WVEA / Teacher 101 Flesher Drive Sistersville WV 26175	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.

# POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs

## COMMENT LOG

February 17, 2005

Date	Individual/ Organization	Comments/ Suggestions § 126-42-5.81. Work Day	Action	Rationale
	Alan Hamrick WVEA / Teacher 211 East Street Middlebourne WV 26149	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Bob Caldwell WVEA / Teacher 136 Carrie Street Powhatan Point, OH 43942	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Lori Loomis Point Pleasant Middle School Teacher 2312 Jackson Avenue Point Pleasant WV 25550	I believe, I as well as many others go above and beyond the 8 hour work day almost every day. Please keep the 8 hour maximum workday. Thank you.	A	Proposed Policy 2510 now includes a definition of the work day.
	Kelly Mitchell Point Pleasant Middle School Language Arts Teacher 2312 Jackson Avenue Point Pleasant WV 25550	We have enough to do after the 8 hour school day anyway. Please keep the 8 hour <u>maximum</u> workday!!	A	Proposed Policy 2510 now includes a definition of the work day.
	Carolyn Douthitt WVEA Route 1 Box 674 Point Pleasant WV 25550	I request that the State Board members adopt the 8 hour workday language as it reads in Policy 2510 out on comment. Thank you.	A	Proposed Policy 2510 now includes a definition of the work day.
	William Maynard Teacher 837-30 <sup>th</sup> Street Point Pleasant WV 25550	Any hours over 40 in a 5 day working period is considered overtime. Most teachers work beyond this amount already. Do we need to file for overtime? Do we need to file a lawsuit?	N/A	Overtime pay is not addressed in Policy 2510.
	Diana Dingess WVEA / Teacher 904 Mossman Circle Point Pleasant WV 25550	In today's world, everyone is busy. Juggling home, civic and job responsibilities is difficult. Without the limits to an 8 hour workday, it might be impossible.	N/A	Comment does not address Policy 2510.
	William Young WVET / WVEA Educator 2312 Jackson Avenue Point Pleasant WV 25550	Most of the teachers I know are child oriented, dedicated, do what's needed people that put willingly in 8-10 hours a day without being "told" or made. We are terribly and noticeably underpaid now! Work on that to get equivalence not brow beaten to be chained to a mandatory schedule. The public is getting more money for these (us) professionals than any other jobs - where is the justice in an 8 hour mandatory workday?	N/A	Comment does not address Policy 2510.

# POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs

## COMMENT LOG February 17, 2005

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
	Dorinda Smith Mason County BOE PPMS Teacher 2312 Jackson Avenue Point Pleasant WV 25550	I am requesting that you adopt the 8 hour workday language as it reads in the version of Policy 2510 (out on comment).	A	Proposed Policy 2510 now includes a definition of the work day.
	Jean Henderson Point Pleasant Middle School Counselor 2312 Jackson Avenue Point Pleasant WV 25550	As a counselor, I work many evenings preparing for the opening and closing of school. During the school year, I take work home with me, as well as working late at school. I am required to meet with 224 8 <sup>th</sup> grade parents for 2 year plans. If there is not an eight hour workday policy myself & teachers will be instructed to stay for a variety of extra-curricular activities. <u>Do not change current policy.</u>	A	Proposed Policy 2510 now includes a definition of the work day.
	Stephanie Morrow PPMS Teacher Substitute—Special Education 32 Greenway Drive Point Pleasant WV 25550		N/A	Unclear as to whether the respondent is referring to current policy or current proposed policy.
	Barbara Saunders Point Pleasant Middle School Teacher - Spanish/Math 2312 Jackson Avenue Point Pleasant WV 25550	I feel that the 8 hour workday should stand. If not, then it amounts to unpaid (slave type) labor. Teachers, principals, and other staff already give much more time than this already--without compensation. I also feel that overtime pay should be a consideration.	N/A	Proposed Policy 2510 now includes a definition of the work day. Overtime pay is not addressed in Policy 2510.
	Sarah Smith WVEA / Teacher Route 2 Box 321-B Middlebourne WV 26149	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Barb Slider WVEA / Teacher Route 1 box 163 --A2 Middlebourne WV 26149	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Carol Ann Kucharski WVEA / Teacher 316 Hardman Street Middlebourne WV 26149	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Colleen Folger WVEA / Teacher 310 Badger Road Sistersville WV 26175	I have put in many hours outside of the regular school day during my career. I would just like the security of knowing that I do not have to stay for a meeting after school if I have other commitments.	N/A	Comment does not address Policy 2510.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/Organization	Comments/ Suggestions § 126-42-5.81. Work Day	Action	Rationale
	Julie Colaw GCEA / Teacher 333 Rig Street Petersburg WV 26847	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Becky L. Rightsell GCEA / Teacher Petersburg Elementary 333 Rig Street Petersburg WV 26847	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Betty Inskip GCEA/ WVEA Reading Spec / Title I Teacher 10 Central Avenue Petersburg WV 26847	I would like the work day to remain the same as it has been for the last 30 years. The eight hour work day has worked fine and I feel it is still sufficient. Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Zoraida Borrer GCEA / Elem Teacher 25 Judy Street Petersburg WV 26847	Don't ruin good policies.	N/A	Comment does not address the revision of Policy 2510.
	Alice Ann Guyon Grant County Teacher P.O. Box 1291 Petersburg WV 26847	I ask that Policy 2510, including the 8 hour workday, be adopted.	A	Proposed Policy 2510 now includes a definition of the work day.
	Sheila Haid GCEA/ Teacher 1268 Tearcoat Road Arthur WV 26847	This is a request that we adopt the 8 hour workday language as it reads in the version of Policy 2510 (out on comment).	A	Proposed Policy 2510 now includes a definition of the work day.
	Lynn Crites GCEA / Spec. Ed. Teacher HC 33 Box 817 Petersburg WV 26847	I am in favor of 2510 including 8 hour workday.	A	Proposed Policy 2510 now includes a definition of the work day.
	Heather Yakubow GCEA/ 5 <sup>th</sup> Grade Teacher 208 Pierpont Street Petersburg WV 26847	I support this!	A	Proposed Policy 2510 now includes a definition of the work day.
	Debbie Fincham GCEA / Teacher 14 Meadow Ridge Petersburg WV 26847	I support this!	A	Proposed Policy 2510 now includes a definition of the work day.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions § 126-42-5.81. Work Day	Action	Rationale
	Barb DiBenedetto GCEA / Teacher Box 601 Petersburg WV 26847	Yes, we need to support 2510 including the language for protection of the "8 hour workday."	A	Proposed Policy 2510 now includes a definition of the work day.
	Shelly C. Crites GCEA / B D Teacher 45 Point Drive Petersburg WV 26847	I am in favor of 2510 including 8 hour workday.	A	Proposed Policy 2510 now includes a definition of the work day.
	Lisa Porter GCEA / Kindergarten Teacher HC 33 Box 278 Petersburg WV 26847	I support this!	A	Proposed Policy 2510 now includes a definition of the work day.
	Greg Foley Petersburg Elementary 6 <sup>th</sup> Grade Teacher 333 Rig Street Petersburg WV 26847	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 (out on comment).	A	Proposed Policy 2510 now includes a definition of the work day.
	Terri L. Foley 6 <sup>th</sup> Grade Teacher HC 33 Box 373 Petersburg WV 26847	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 (out on comment).	A	Proposed Policy 2510 now includes a definition of the work day.
	Mary Cay Hyre, GCEA Title I Reading Lang Arts Teacher 68 Riverview Drive Petersburg WV 26847	I am in favor of supporting 5.81 as it is.	A	Proposed Policy 2510 now includes a definition of the work day.
	Deborah Turner GCEA/ 1 <sup>st</sup> Grade Teacher HC 32 Box 205 Petersburg WV 26847	Yes, I am in approval of the Policy 2510 5.81.	A	Proposed Policy 2510 now includes a definition of the work day.
	Amber Mongold GCEA / Title I Teacher 8906 HWY 42 S Maysville WV 26833	Please adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.	A	Proposed Policy 2510 now includes a definition of the work day.
	Michele Webster WVEA/ Title I Teacher 1606 Cold Spring Road Moorefield WV 26836	Please keep the workday at 8 hours and not exceed that.	A	Proposed Policy 2510 now includes a definition of the work day.

**POLICY 2510: Assuring the Quality of Education: Regulations for Education Programs**  
**COMMENT LOG**  
**February 17, 2005**

Date	Individual/ Organization	Comments/ Suggestions	Action	Rationale
	<p>Angela Wisniewski  Petersburg Elementary School  Teacher  P.O. Box 711  Petersburg WV 26847</p>	<p>Keep it the same!</p>	<p>N/A</p>	<p>The comment regarding Policy 2510 in unclear.</p>
	<p>William B. McGinley  WVEA  Asst. Exec. Dir/ General Counsel  1558 Quarrier Street  Charleston WV 25311</p>	<p>On behalf of the nearly 17,000 members of the WVEA, I'd like to thank the State Board of Education for returning the "Work Day" definition to State Board Policy 2510. The language has been a staple of the policy since 1987. Prior to the inclusion in 2510 the 8-hour workday language was contained in now defunct policy 5210.</p> <p>For nearly three decades there have been few if any problems that have occurred as a result of this language. Teachers take work home with them, stay after school to work and meet with others, hold parent teacher conferences and tutor students. They come before school begins and work on weekends. Teachers are dedicated professionals and are spending well beyond eight hours a day in order to provide students with a high quality education.</p> <p>Teachers, like all other employees, have the need to schedule their own time after the work day is over—to spend time with family, make appointments or take work home to complete. No one has said that they do not intend to work beyond eight hours; however, as working parents, they need to be able to schedule when and where that time in excess of eight hours will occur. The details of scheduling parent conferences and extended faculty meetings have always been worked out collaboratively by the school district and the employees.</p> <p>The Board's willingness to look beyond the minimum requirements of federal wage and hour laws and recognize the traditional working relationships established in our state is commendable. The Board's consideration of these issues and subsequent decision to reinstate this long-standing definition to the policy is greatly appreciated by the WVEA and it's members.</p> <p>Once again, on behalf the those members, we thank you.</p>	<p>A</p>	<p>Proposed Policy 2510 now includes a definition of the work day.</p>
	<p>Becky Goldizen  rgoldize@access.k12.wv.us</p>	<p>I am a preschool special needs teacher at Maysville Elementary School in Grant County. I would like the State Board members to adopt the 8 hour workday language as it reads in the version of Policy 2510 out on comment.</p>	<p>A</p>	<p>Proposed Policy 2510 now includes a definition of the work day.</p>

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*JS*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Terri Taylor Organization: Petersburg Elem. School  
Title: Teacher  
Street Address: 31 Meadow Ridge  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

GA

5.81. Work Day -- Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Constance Spurlink Organization: M.C.E.A.  
Title: 2nd Teacher  
Street Address: 708 Main St.  
City: Pt. Pleasant State: W.V. Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>

**Please direct all comments to:**  
Keith Butcher  
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West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

*Yes*

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: *Sue Tandy* Organization: *Kan Co. Schools*  
Title: *teacher*  
Street Address: *Big Tyler Rd.*  
City: *Cross Lanes* State: *WV* Zip: *25313*

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Please leave the policy 2510 (5.81) as it is.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

SLS

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Gwen Brill Organization: Petersburg Elem School  
Title: Teacher  
StreetAddress: HC 32 Box 410  
City: Petersburg State: WV Zip: 260847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<p><b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b></p> <p style="font-size: 2em; font-family: cursive;">keep the same!</p>
---

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

§.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

*JL*

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Stephanie Morrow Organization: PPMS  
Title: Teacher - Substitute Sp. Ed.  
Street Address: 32 Greenway Dr.  
City: Pt. Pleasant State: WV Zip: 25580

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>
<u>Do</u> <u>not</u> change current policy.

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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**P.3**

gls

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Angela Wisniewski Organization: Petersburg Elem. School  
Title: Teacher  
Street Address: P.O. Box 711  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Keep it the same!*

**Please direct all comments to:**

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Office of Instructional Services  
West Virginia Department of Education  
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1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Kozan Halstead Organization: BCEA/WVEA  
Title: Kindergarten Teacher  
Street Address: Bx 66 Halstead Mt. Rd.  
City: Foster State: WV Zip: 25081

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

I think the 8 hour work day needs to be reinstated back into Policy 2510. I already work at least 10 hours over a week now! I don't need any more. I already work more than

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Fax No.: (304) 558-0459

my share now!!

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Sue Turnbull - Graley Organization: Boone County Schools/WVEA  
Title: Educator  
Street Address: 229 Rucker St.  
City: Madison State: WV Zip: 25130

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

Please reinsert the original definition of the 8-hour workday in State Board Policy 2510

**Please direct all comments to:**

Keith Butcher  
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Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Morris R. "Chuck" Price Organization: Boone Co. Board of Ed

Title: Teacher

Street Address: 502 Elizabeth St

City: Charleston State: WV Zip: 25311

Please check the box below that best describes your role.

- School System Superintendent  
 Principal  
 Professional Support Staff

- School System Staff  
 Teacher  
 Service Personnel

- Parent/Family  
 Business/Industry  
 Community Member

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I agree with the language of the policy that allows eight hours as the work day for teachers. Thanks*

Please direct all comments to:

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1900 Kanawha Boulevard, East  
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5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: E. Jane Ball Organization: BCEA/WVEA  
Title: Co-Chair Boone County Education Association  
Street Address: P.O. Box 614  
City: Danville State: WV Zip: 25053-0614

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I urge the State Board members to adopt and return the 8-hour workday back into policy. West Virginia teachers are already overworked and underpaid.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459



Print - Close Window

**From:** "Keith Butcher" <kbutcher@access.k12.wv.us>  
**To:** "Sherry Sadler" <:ssadler@access.k12.wv.us>  
**Subject:** FW: 8 hour work day  
**Date:** Thu, 17 Feb 2005 15:20:18 -0500

-----Original Message-----

**From:** Becky Goldizen [mailto:rgoldize@access.k12.wv.us]  
**Sent:** Thursday, February 17, 2005 8:17 AM  
**To:** kbutcher@access.k12.wv.us  
**Subject:** 8 hour work day

Mr. Butcher,

I am a Preschool Special Needs Teacher at Maysville Elementary School in Grant County. I would like the State Board members to adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.

Thanks,  
Becky Goldizen

JLS

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: William B. McGinley Organization: WVEA  
Title: Asst. Exec. Dir. / General Counsel  
Street Address: 1558 Quarrier Street  
City: Charleston State: WV Zip: 25311

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input type="checkbox"/> Teacher             | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*Please see attached comments:*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0530  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

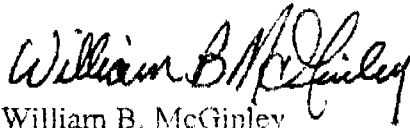
On behalf of the nearly 17,000 members of the WVEA I'd like to thank the State Board of Education for returning the "Work Day" definition to State Board Policy 2510. The language has been a staple of the policy since 1987. Prior to the inclusion in 2510 the 8-hour day language was contained in now defunct policy 5210.

For nearly three decades there have been few if any problems that have occurred as a result of this language. Teachers take work home with them, stay after school to work and meet with others, hold parent teacher conferences and tutor students. They come before school begins and work on weekends. Teachers are dedicated professionals and are spending well beyond eight hours a day in order to provide students with a high quality education.

Teachers, like all other employees, have the need to schedule their own time after the work day is over - to spend time with family, make appointments or take work home to complete. No one has said that they do not intend to do work beyond eight hours; however, as working parents, they need to be able to schedule when and where that time in excess of eight hours will occur. The details of scheduling parent conferences and extended faculty meetings have always been worked out collaboratively by the school district and the employees.

The Board's willingness to look beyond the minimum requirements of federal wage and hour laws and recognize the traditional working relationships established in our state is commendable. The Board's consideration of these issues and subsequent decision to reinstate this long-standing definition to the policy is greatly appreciated by the WVEA and its members.

Once again, on behalf of those members, we thank you,



William B. McGinley  
WVEA Asst. Exec. Dir. / General Counsel

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

*jest*

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Michelle Webster Organization: WVEA  
Title: Title I Teacher  
Street Address: 1606 Cold Spring Rd  
City: Moorefield State: WV Zip: 26836

Please check the box below that best describes your role.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> School System Superintendent          | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                             | <input type="checkbox"/> Teacher             | <input type="checkbox"/> Business/Industry |
| <input checked="" type="checkbox"/> Professional Support Staff | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Please keep the work day at 8hrs and not exceed that.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

SJA

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Amber Mongold Organization: GCEA  
Title: Teacher (Title I)  
StreetAddress: 8906 Hwy 42 S  
City: Maysville State: WV Zip: 26833

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please adopt the 8 hour work day as it reads in policy 2510.

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

gld

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Deborah Turner Organization: GCEA  
Title: 1st Grade Teacher  
StreetAddress: HC 32 Box 205  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input type="checkbox"/> Teacher             | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>
Yes, I am in approval of the Policy 2510-5.81.

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Mary Cay Hyre Organization: GCEA  
Title: Title I Elementary Reading/Lang. Arts Teacher  
Street Address: 68 Riverview Drive  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*I am in favor of supporting 5.81 as it is.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
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Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*JLS*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Terric L. Foley Organization: \_\_\_\_\_  
Title: 6<sup>th</sup> Grade Teacher  
Street Address: AC 33 BX 373  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please adopt the 8 hour work day as it reads in policy 2510.

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Greg Foley Organization: Petersburg Elementary  
Title: 6<sup>th</sup> Grade Teacher  
Street Address: 332 Rig Street Petersburg Elem.  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Please adapt the 8 hour <sup>work</sup> day language as it reads in the version of Policy 2510.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Lisa Porter Organization: GCPA  
Title: Kindergarten Teacher  
StreetAddress: HC 33 Box 278  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*I support this!*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

*JCB*

Name: Jhelly C Cuts Organization: GCBoc/GCEA  
Title: BD Teacher  
Street Address: 45 Point Drive  
City: Pi Day State: WV Zip: 26047

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*I am in favor of 2510 including  
8-hour work-day*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

*JLA*

Name: Barb DiBenedetto Organization: GCEA

Title: Teacher

StreetAddress: Box 601

City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Yes, we need to support 2510 including the language for protection of the "8-hour workday."*

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Debbie Finckam Organization: ACEA

Title: Teacher

StreetAddress: 74 Meadow Ridge

City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I support this!*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Heather Yakubow Organization: GCEA  
Title: 5th Grade Teacher  
StreetAddress: 208 Pierpont St.  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*I support this!*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

*JDA*  
Name: Lynn Crites Organization: GCCA  
Title: Sp.Ed teacher  
StreetAddress: HC 33 Box 817  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I am in favor of 2510 including 8-hour work day.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*Sheila*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Sheila Haid Organization: GCEA  
Title: Teacher  
Street Address: 1268 Tearcoat Rd  
City: Arthur State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

This is a request that we adopt the 8-hour workday as it reads in Policy 2510.  
Thank you,  
Sheila Haid

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Alice Ann Guyon Organization: Grant Co. Ed. Association  
Title: Teacher  
Street Address: Po Box 1291  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

I ask that policy 2510, including the 8 hour work day, be adopted.

*Alice Ann Guyon*

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

*JB*

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Betty Inskip Organization GCEA-WVEA  
Title: Reading Specialist, Title I teacher  
StreetAddress: 10 Central Ave  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I would like the work day to remain the same as it has been for the last 30 years. The eight hour work day has worked fine and I feel it is still sufficient. Please adopt the 8 hour work day language as it reads in Policy 2510 on comment.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

*DA*

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Becky L. Rughtsell Organization: GCEA  
Title: Teacher - Petersburg Elem. School  
Street Address: 333 Rig Street  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*Please adopt the 8-hour wk. day language as it reads in the version of Policy 2510 out on comment.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Julie Colaw Organization: GCTA

Title: teacher

Street Address: 333 Ry Street

City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*Please adopt the 8 hour work day language as it reads in the version of Policy 2510 out on comment.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Colleen Folger Organization: WVEA  
Title: Teacher  
Street Address: 301 Badger Rd.  
City: Sistersville State: WV Zip: 26175

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*I have put in many hours outside of the regular school day during my career. I would just like the security of knowing that I do not have to stay for a meeting after school if I have other commitments. *cmf**

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

*JS*

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Carol Ann KucharSKI Organization: WVEA

Title: teacher

Street Address: 316 Hardman St.

City: Middlebourne State: WV Zip: 26149

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Please adopt the 8-hour work day language as it reads in Policy 2510 out on comment.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Barb Slider Organization: WVEA  
Title: Classroom Teacher  
Street Address: Rt 1 Box 163-A2  
City: Middlebourne State: WV Zip: 26149

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

Please adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.

Please direct all comments to:

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West Virginia Department of Education  
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1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
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5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

*SS*  
Name: Sarah Smith Organization: WVEA  
Title: C.I. Rm. Teacher  
Street Address: Rt. 2, Box 321-B  
City: Middlebourne, State: WV Zip: 26149

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Please adopt the 8 hour work day language as it reads in the Policy of 2510 that is out on comment.*

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
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5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*JS*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Barbara Saunders Organization: Pt. Pleasant Middle School  
Title: Teacher Spanish/math  
Street Address: 00 Jackson Ave  
City: Pt. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

I feel that the 8 hour workday should stand. If not, then it amounts to unpaid (slave type) labor. Teachers, Principals, and other staff already give much more time than this already - without compensation. I also feel that overtime pay should be a consideration.

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutter@access.k12.wv.us  
Fax No.: (304) 558-0439

**P.3**

*DLA*

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: ZORAIDA BORKOR Organization: GCEA

Title: Elem. Teacher

StreetAddress: 25 JUDY ST

City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

<p><b>COMMENTS/SUGGESTIONS</b>  <b>§126-42-5.81. Work Day.</b></p> <p style="font-size: 1.5em; font-family: cursive;"><i>Don't ruin good Policies.</i></p>
--

**Please direct all comments to:**  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0459

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*JS*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Jean Henderson Organization: Point Pleasant Middle School

Title: Counselor

Street Address: 2312 Jackson Ave.

City: Point Pleasant State: WV Zip: 25350

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
§126-42-5.81. Work Day.

*As a counselor, I work many evenings preparing for the opening & closing of school. During the school year, I take work home with me, as well as, working late at school. I am required to meet with 224 8th grade parents for 2 year plans. If there is not an eight work day policy, myself & teachers will be instructed to stay for a variety of activities extracurricular*

Please direct all comments to:  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0439

**P.3**

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*gls*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Dorinda Smith Organization: Mason Co. Bd. of Ed. - PPMS  
Title: Teacher  
Street Address: 2312 Jackson Ave.  
City: Pt. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

I am requesting that you adopt the 8-hour work day language as it reads in the version of Policy 2510.

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

**P.3**

*gld*

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: William Young Organization: WVFT - WVEA

Title: Educator

Street Address: 2312 Jackson Av.

City: Point Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
§126-42-5.81. Work Day.

*Most of the teachers I know are child oriented, dedicated, do what's needed people that put willingly in 8-10 hrs a day without being "Told" or "made". We are terribly and noticeably underpaid now! Work on that to get equivalenced Not brow beaten to be chained to a schedule.*

Please direct all comments to:  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0439

*The public is getting more money for these (us) professionals than any other jobs - where's the justice in an 8 hr. mandatory work day?*

**P.3**

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*JLH*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: DIAN DINGESS Organization: NVEA

Title: TEACHER

Street Address: 904 MASSMAN CIRCLE

City: POINT PLEASANT State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
§126-42-5.81. Work Day.

*IN TODAY'S WORLD, EVERYONE IS BUSY. JUGGLING HOME, CIVIC & JOB RESPONSIBILITIES IS DIFFICULT. WITHOUT THE LIMITS TO AN 8-HOUR WORK DAY, IT MIGHT BE IMPOSSIBLE.*

Please direct all comments to:  
 Keith Butcher  
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 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0459

*P.3*

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

gls

Name: William P. Maynard Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: 837-30th Street

City: Point Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
§126-42-5.81. Work Day.

Any hours over 40 in a 5 day working period is considered overtime. Most teachers work beyond this amount already. Do we need to file for overtime. Do we need to file a lawsuit.

Please direct all comments to:  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: kbutter@access.k12.wv.us  
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P.3

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: CAROLYN Douthitt Organization: WVEA

Title: \_\_\_\_\_

Street Address: Rt 1 Box 674

City: Point Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
§126-42-5.81. Work Day.

*I request that the State Board members adopt the 8 hour work day language as it reads in Policy 2510 out on comment.*

*Thank you,  
Carolyn Douthitt*

Please direct all comments to:  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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**P.3**

§.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*SLP*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Kelly Mitchell Organization: Pt. Pleasant Middle School.  
Title: Teacher - Lang. Arts  
Street Address: 2312 Jackson Ave.  
City: Pt. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*We have enough to do after the 8 hour school day anyway.*

*Please keep the 8 hr. maximum work day!!*

Please direct all comments to:  
Keith Butcher  
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*P.3*

*JLS*

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**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Lori Loomis Organization: Pt. Pl. Middle School  
Title: Teacher Soc. St. Comp 5-12  
Street Address: 2312 Jackson Ave  
City: Pt. Pl. State: WV Zip: 25550

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*I believe, I as well as many others go above + beyond the 8hr work day almost everyday. Please keep the 8hr max. work day. Thank you*

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
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1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
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**P.3**

JJA

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Rob Caldwell Organization: WVEA

Title: TEACHER

Street Address: 1316 CARRIE ST.

City: Tombhaton W. Va. State: OH Zip: 43942

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<b>COMMENTS/SUGGESTIONS</b> §126-42-5.81. Work Day.
PLEASE ADOPT THE 8-HOUR WORK DAY LANGUAGE AS IT READS IN THE VERSION OF POLICY 2510 OUT ON COMMENT.

**Please direct all comments to:**  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
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 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
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JS

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**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Alan Hamrick Organization: WVEA

Title: Teacher

StreetAddress: 211 East St.

City: Middlebourne State: WV Zip: 26149

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.

**Please direct all comments to:**

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Fax No.: (304) 558-0459

JS

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Melisa Flesher Organization: WVEA  
Title: Teacher  
Street Address: 101 Flesher Dr.  
City: S.3 State: WV Zip: 26175

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

gla

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Barbara J. Amos Organization: WVEA  
Title: classroom teacher  
Street Address: 220 Stephens Ln.  
City: Paden City State: WV Zip: 26159

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please reinstate 8 hr. wk. day.  
as it read in version of policy 2510  
out on comment.

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day -- Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

gds

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Robin Daquilante Organization: WVEA  
Title: Teacher  
Street Address: 5 Oak St.  
City: Sistersville State: WV Zip: 26175

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please adopt the 8 hour work day language as it reads in the version of Policy 2510 out on comment

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

gls

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: BOB Jones Organization: WVEA

Title: Teacher

Street Address: 223 Main St.

City: M. Iddefonne State: WV Zip: 26149

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>
<p style="font-size: 1.2em;">Please reinstate 8hr wk DAY as it reads in version of policy 2510 out on comment</p>

**Please direct all comments to:**

Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Russell Keplinger Organization: WVEA  
Title: Teacher  
Street Address: HC 69 Box 9B  
City: Alma State: WV Zip: 26320

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please reinstate the 8-hour workday language as it reads in the version of Policy 2510 out on comment.

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
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Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

*gla*

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: KATHLEEN BAXTER Organization: WVEA

Title: \_\_\_\_\_

StreetAddress: RT. 1, Box 68

City: PROCTOR State: NV Zip: 26055

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*Please adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

JW

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Jill Wagner Organization: WVEA  
Title: Teacher  
StreetAddress: 46 Wagner Lane  
City: Sistersville State: WV Zip: 26175

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please adapt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.

*Jill Wagner*

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*Jes*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Jennifer Mallow Organization: GCEA  
Title: Kindergarten Teacher  
Street Address: HC 30 Box 221  
City: Maysville State: WV Zip: 26833

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

The 8 hour work day has been working for several years and there is no need to extend it. Most teachers already put in more than 8 hrs. a day getting things ready and tutoring students.  
*I support the 8 hr. work day!*

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

*EIA*

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Mary Henderson Organization: GCEA  
Title: Teacher - K. Petersburg Elementary  
Street Address: 333 Rig St  
City: Petersburg State: W.Va Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I support the continuation of the 8 hr. a day policy.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

get

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Teresa Lomasney Organization: WVIEA

Title: Teacher

StreetAddress: P.O. Box 546

City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

Yes, keep the 8 hour work day. Please keep the language as it has been in the past.

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

*SA*

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Jeffrey A. Vance Organization: Petersburg Elem.

Title: Special Educator

StreetAddress: 333 Rig St.

City: Petersburg State: WV Zip: 26836

Please check the box below that best describes your role.

School System Superintendent

School System Staff

Parent/Family

Principal

Teacher

Business/Industry

Professional Support Staff

Service Personnel

Community Member

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*Please keep the original definition intact.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

JS

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Doug Turner Organization: Grant County Education Association  
Title: classroom teacher  
Street Address: P.O. Box 1296  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>
<p><i>Please do not change the eight hour work day.</i></p>

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

JS

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : David L. Barr Organization: Petersburg Elem. (Grant Co.)  
Title: Teacher  
Street Address: 333 Rig Street  
City: Petersburg State: WV Zip: 26847

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>
<p style="font-size: 1.2em;">Please Keep the original definition intact!</p>

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

*SB*

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Pamela Lawson Organization: Central Elem.  
Title: Teacher  
Street Address: 900 Helene St.  
City: St. Albans State: WV Zip: 25312

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*I would like to request that the language of Section 5.81. of Policy 2510 be kept as it is (may not exceed eight clock hours)*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

SJK

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Lisa Davis-Sweeney Organization: NEA  
Title: RR Teacher  
Street Address: 372 Ranger Lane  
City: So. Chas. State: WV Zip: 25309

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

I exceed 8 hrs. everyday and spend time on week-ends and evenings, which I don't get paid for. Please include this in your policy 2510. Thank you

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day -- Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

gls

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Kelly McFadden Organization: Central Elem. KCS  
Title: Teacher - 4th  
Street Address: 900 Helene St.  
City: St. Albans State: WV Zip: 25177

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

- Add Parent/Teacher conferences.
- PTO attendance is not required.

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*gnd*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Connie Wenter Organization: Central Elem, KCS and KCEA  
Title: teacher 2nd  
Street Address: 900 Helene St.  
City: St Albans State: WV Zip: 25177

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

The words "Parent Teacher Conferences" should be included in the list of activities listed as being part of the instructional day.  
Keep the part about the 8 hour work

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

day.  
Should not be required to attend PTO

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

Sld

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Pamela S. Stover Organization: KCEA/WVEA  
Title: First Grade Teacher  
StreetAddress: 1390 Highland Drive  
City: St. Albans State: W.V. Zip: 25177

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*It is very important that you maintain the 8 hour daily work load for teachers, otherwise, principals and others of authority will be mandating after school times that will go way over the daily 8 hr. limit. As it is already, teachers maintain an 8-10 hr. day, plus 2-3 hrs additional homework grading papers & lesson planning*

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

SUA

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : JOAN RICHMOND Organization: KANAWHA CO. SCHOOLS  
Title: TEACHER – MIDDLE SCHOOL  
StreetAddress: 2626 FORRESTAL AVENUE  
City: ST. ALBANS State: WV Zip: 25177-2123

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*EDUCATORS APPRECIATE THE CORRECTION OF THE OMISSION OF THE WORK DAY LANGUAGE.*

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

gld

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Dinah Adkins Organization: \_\_\_\_\_

Title: teacher

StreetAddress: 5020 Rust Dr.

City: Cross Lanes State: WV Zip: 25313

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

I support the wording of Policy 2510 which includes the limits of an eight-hour workday as stated above.

**Please direct all comments to:**  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: kbutcher@access.k12.wv.us  
 Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

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Name : Elizabeth K. Surface Organization: Point Harmony Elem., KCS  
Title: Teacher  
StreetAddress: 5376 Ann Court  
City: Cross Lanes State: WV Zip: 25313

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I support the wording of Section 5.81 as written above.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
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1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
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5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*JR*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Eldine Husseil Organization: Russvelt School  
Title: 2nd teacher  
Street Address: ~~RT. 2 Box 41~~ Rt. 1 Box 196  
City: ~~RR~~ Mt Alto State: WV Zip: 25264

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Professional educators work well beyond the 8 hr. workday on weekends and summers without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hrs. and that their salary is not divided into smaller portions.*

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
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Fax No.: (304) 558-0459

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**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*JS*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Susan Sayre Organization: \_\_\_\_\_

Title: K teacher

Street Address: 2019 Mt Vernon Ave.

City: Pi. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*Professional educators work well beyond the 8 hr. workday on weekends and summers without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hrs. and that their salary is not divided into smaller portions.*

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
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Charleston, West Virginia 25305-0530  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day -- Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*SL*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Spige Robbins Organization: \_\_\_\_\_  
Title: Special Education Teacher  
Street Address: Route 2, Box 887  
City: Port Pleasant State: WV Zip: 25750

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Professional educators work well beyond the 8 hr. workday on weekends and summers without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hrs. and that their salary is not divided into smaller portions.*

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25505-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

SJA

Name: Jeanne Sayre Organization: \_\_\_\_\_  
Title: Teacher (1<sup>st</sup> grade)  
Street Address: Rt. 2, Box 642  
City: Pt. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Professional educators work well beyond the 8 hr. workday on weekends and summers without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hrs. and that their salary is not divided into smaller portions.*

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 552-0459

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*2/2*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Keith S. Butcher Organization: \_\_\_\_\_

Title: Teacher

Street Address: 2651 Rayburn Road

City: Point Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Professional educators work well beyond the 8 hr. workday on weekends and summers without additional pay. Educators need the protection of the language to insure that they are paid for those 8 hrs. and that their salary is not divided into smaller periods.*

Please direct all comments to:  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
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 Charleston, West Virginia 25305-0330  
 E-Mail Address: kbutcher@access.k12.wv.us  
 Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: ~~Assuring the Quality of Education - Regulations for Education Programs~~. Additional sheets may be attached, if necessary.

Name: Elizabeth Segessenman Organization: \_\_\_\_\_

Title: Music Teacher

Street Address: 267 Oakwood

City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- School System Superintendent  
 Principal  
 Professional Support Staff

- School System Staff  
 Teacher  
 Service Personnel

- Parent/Family  
 Business/Industry  
 Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Include "8-hour work day" in Policy 2510.

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
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Fax No.: (304) 558-0459

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**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

*SLK*

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Harriet L. Hoy Organization: WVEA/NEA  
Title: Classroom Teacher  
Street Address: 1944 Parkwood Rd.  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>	<i>Feb 2005</i>
<p>I request state board members to adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.</p> <p style="text-align: right;"><i>Harriet L. Hoy</i></p>	

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: ~~Assuring the Quality of Education - Regulations for Education Programs~~. Additional sheets may be attached, if necessary.

*SL*  
Name: Elizabeth Stutz Organization: Overbrook School  
Title: Librarian  
Street Address: 218 Oakwood Road  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- School System Superintendent  
 Principal  
 Professional Support Staff

- School System Staff  
 Teacher  
 Service Personnel

- Parent/Family  
 Business/Industry  
 Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Please limit our work day to 8 hours. Many of us give numerous extra hours to our jobs, but we must be able to choose that time so we can balance our work and non-work lives.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
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5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

SLR

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Renee Taylor Organization: KCEA/WUEA  
Kanawha County Schools  
Title: Teacher  
Street Address: 1504 Bedford Rd.  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please include language in Policy 2510 to limit our work day to 8 hours. All hours spent in excess of the work day should be voluntary (I believe me I voluntarily work 3-5 extra hours daily). I cannot comprehend that we would be expected to work any longer daily without compensation.

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459



West Virginia Department of Education

Capitol Building 6, Room 330

1900 Kanawha Boulevard, East

Charleston, West Virginia 25305-0330

E-Mail Address: kbutcher@access.k12.wv.us

Fax No.: (304) 558-0459 E-Mail Address: kbutcher@access.k12.wv.us

E-Mail Address: kbutcher@access.k12.wv.us

Slo

5.81. Work Day -- Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Ruth Conrad Organization: Overbrook Elem.

Title: School Counselor

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check the box below that best describes your role.

- School System Superintendent  
 Principal  
 Professional Support Staff

- School System Staff  
 Teacher  
 Service Personnel

- Parent/Family  
 Business/Industry  
 Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Yes, I support the 8-hr. workday language -  
it should be included in Policy 2510.

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

SLA

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Stefanie Masinter-Simunic Organization: WVEA  
Title: Classroom Teacher  
Street Address: 1416 Alexandria Pl  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please keep the 8 hour workday in Policy 2510. I often work more than 8 hours, but I need that time to prepare for my students. I would not have time to prepare if I am required to be in meetings passed my 8 hour day.

**Please direct all comments to:**  
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Charleston, West Virginia 25305-0330  
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Fax No.: (304) 558-0459

9/12

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Wm. Parker Roof Organization: Kan. Co. Schools (Overbrook Elem)  
Title: Autism Mentor (Aide)  
Street Address: 3435 Clover Dr.  
City: Charleston State: WV Zip: 25306

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff
- School System Staff
- Teacher
- Service Personnel
- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

We are expected to be on the job. We get paid for 8 hrs. per. day. If we are not on job. We understand and expect to be docked off our pay or either we have to use accumulated days. Why would any organization want someone working and not getting paid. the smallest of business, private or government pay employees for services done, why is school board any different

Please direct all comments to:  
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West Virginia Department of Education  
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Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

SP

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Elizabeth Hutz Organization: Overbrook School  
Title: Librarian  
Street Address: 218 Oakwood Road  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff
- School System Staff
- Teacher
- Service Personnel
- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please limit our work day to 8 hours. Many of us give numerous extra hours to our jobs but we must be able to choose that time and we can balance our work and non-work lives.

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Charleston, West Virginia 25305-0330  
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Fax No.: (304) 558-0459

SLS

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Harriet L. Hoy Organization: WVEA/NEA  
Title: Classroom Teacher  
Street Address: 1944 Parkwood Rd.  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>	<i>Feb 2005</i>
<p>I request state board members to adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.</p> <p style="text-align: right;"><i>Harriet L. Hoy</i></p>	

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

SLR

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510. Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Renee Taylor Organization: Kan. County Schools

Title: Teacher

Street Address: 1504 Bedford Rd.

City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input type="checkbox"/> Teacher             | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please include the 8 hour work day in Policy 2510. Teachers are already working far more hours daily but it must be their decision to do so - not an administrators.

**Please direct all comments to:**  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0459

glt

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Elizabeth Suggs Organization: \_\_\_\_\_  
Title: Music Teacher  
Street Address: 267 Oakwood  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<b>COMMENTS/SUGGESTIONS</b> <b>§126-42-5.81. Work Day.</b>
<p style="font-size: 1.2em;">Include "8 hour work day" in policy 2510</p>

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

**126CSR42**  
**POLICY 2510: Assuring the Quality of Education -**  
**Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

*glt*

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Glenn Righman Organization: Philippi Middle School

Title: Teacher

Street Address: Rt 3 Box 40

City: Philippi

State: WV

Zip: 26416

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**

Thank you for defining work day. I spent extra time attending:

§126-42-5.81. Work Day.

LSEC  
 Title I steering  
 Parent-Teacher Conference  
 Professional organization  
 Board meeting  
 Coaching  
 Graduate work  
 Sporting events  
 musical programs  
 open house for Art  
 gear-up activities  
 science fair (open house) Regional / school  
 fund raising  
 dances  
 extra curricular trips

*Cont.*  
Page 1

Please direct all comments to:

Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330

**126CSR42**E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)

Fax No.: (304) 558-0459

Cont. from Page 1

Plus use home time to grade papers, average grades, and search for best practices. I feel I go beyond the 8 hour work day without possibly being forced to do more.

jes

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Rebecca Wood Organization: \_\_\_\_\_  
Title: Reading First Project Director / RMT  
Street Address: 2200 Lincoln Ave  
City: R. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> School System Superintendent          | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                             | <input type="checkbox"/> Teacher             | <input type="checkbox"/> Business/Industry |
| <input checked="" type="checkbox"/> Professional Support Staff | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*Most teachers work beyond an eight hour day but that should be their option and not a requirement.*

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

gls

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Patricia Park Organization: PPI S

Title: Teacher

Street Address: PO Box 455 Pt. Pleasant, WV 25550

City: Point Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*This is totally offensive. We put in hours of work without pay. We work in the summer before school starts for no pay. We are poorly paid for what we do.*

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs

COMMENT PERIOD ENDS: February 17, 2005

JB

COMMENT RESPONSE FORM

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: PAT Bush Organization: WVEA
Title: Instructor & Department Chair & Fac. Senate Treas & Senior Sponsor
Street Address: 1589 Old Mill Road
City: Weston State: WV Zip: 26452

Please check the box below that best describes your role.

- G School System Superintendent
G Principal
G Professional Support Staff
G School System Staff
[X] Teacher
G Service Personnel
G Parent/Family
G Business/Industry
G Community Member

COMMENTS/SUGGESTIONS

§126-42-5.81. Work Day.
I feel that teachers should not be required to work beyond school hours at the school. I have taught for 33 years and have always graded papers, etc at home. This allowed me to spend quality time with my family and still manage to be ready and prepared for school and my classes. We are professionals. If you paid us by the hours we work, we might also be millionaires! If you want to keep us at school longer than pay us hourly and allow us to be paid overtime for all our extra "volunteer hours".

Keith Butcher
Office of Instructional Services
West Virginia Department of Education
Capitol Building 6, Room 330
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0330
E-Mail Address: kbutcher@access.k12.wv.us
Fax No.: (304) 558-0459

*glt*

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Rosalie Miller Organization: Pt. Pleasant Intermediate  
 Title: Third Grade Teacher  
 Street Address: 4 Meadowhill Dr.  
 City: Pt. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent  
 Principal  
 Professional Support Staff

- School System Staff  
 Teacher  
 Service Personnel

- Parent/Family  
 Business/Industry  
 Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*An eight hour day is the maximum that teachers should have to work. There is already a multitude of hours teachers put in on their own time doing tasks that are impossible to do when students are present: grading papers, planning lessons, organizing materials, etc. Requiring teachers to work more would be absurd.*

Please direct all comments to:

Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0459

SLA

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Timothy Turner Organization: Tucker County High School  
Title: Guidance Counselor  
Street Address: 28 Memorial Dr  
City: Parsons State: WV Zip: 26287

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

I feel that the policy amendments need to be looked at and the section 5.81 Work Day should be reinstated as the original definition of the 8-Hour Workday in Policy 2510. This should never have been changed, and perhaps it was an oversight. With this in mind, it is on your shoulders to correct. You have heard from the mass and now it is time to act. I arrive at work by 7:00 am and am lucky to leave by 4:00 pm. I do not take a planning period as this would put me further behind on my work. Most times I do not get a full lunch period and I get lots of

calls at home in the evenings or on the streets when shopping. An 8-hour work day, give me a break. I am sure there are many such stories within the educational system. We do what we have to to help the students.

**Please direct all comments to:**  
 Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: kbutcher@access.k12.wv.us  
 Fax No.: (304) 558-0459

5/10

~~2/13-4/3/01~~

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Jill Martin Organization: \_\_\_\_\_  
Title: Teacher  
StreetAddress: Rt 2 Box 1016  
City: Pt. Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<p><b>COMMENTS/SUGGESTIONS</b> §126-42-5.81. Work Day.</p>
<p>I am in favor of an 8 hr. work day.</p>

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

JA

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Rebecca Kirby Organization: WVEA  
 Title: Teacher (Jeff. Cty. Schools) Member WVEA  
 Street Address: 64 Webbannet Drive  
 City: Charles Town State: WV Zip: 25414

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I request State Board members to adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.*

Please direct all comments to:

Keith Butcher  
 Office of Instructional Services  
 West Virginia Department of Education  
 Capitol Building 6, Room 330  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0330  
 E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
 Fax No.: (304) 558-0459

js

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Sue Brockshire Organization: Overbrook Elementary  
Title: 2nd Grade Classroom Teacher  
Street Address: 1227 Bridge Road  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

I request state board members adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment.

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

**126CSR42****POLICY 2510: Assuring the Quality of Education -  
Regulations for Education Programs****COMMENT PERIOD ENDS: February 17, 2005****COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : Kathleen Prusa                      Organization: WVEA

Title: 6<sup>TH</sup> grade teacher

Street Address: Philippi Middle School, Rte. 3, Box 40

City: Philippi

State: WV

Zip: 26416

Please check the box below that best describes your role.

 School System Superintendent School System Staff Parent/Family Principal Teacher Business/Industry Professional Support Staff Service Personnel Community Member**COMMENTS/SUGGESTIONS****§126-42-5.81. Work Day.**

**Please reinsert the 8-hr. day provision. We teachers already work more than 8 hours on our own. We take papers home to grade in the evenings with no compensation. We come in early or stay later to work in our classroom with no compensation. I personally have not had a pay raise in four years, not even a cost of living raise, even though the cost of living has doubled and tripled in many areas in our state. If our workday is allowed to be more than 8 hours, then my salary actually comes out to much less per hour for someone with 20 years teaching experience and a master's degree! Be fair to your teachers!!**

**Thank you for your time,**

Please direct all comments to:

Keith Butcher



Print - Close Window

**From:** "Keith Butcher" <kbutcher@access.k12.wv.us>  
**To:** "Sherry Sadler" <:ssadler@access.k12.wv.us>  
**Subject:** FW: Policy 2510  
**Date:** Wed, 2 Feb 2005 08:55:01 -0500

-----Original Message-----

**From:** KELLEY A LASETER [mailto:KLASETER@boe.kana.k12.wv.us]  
**Sent:** Wednesday, February 02, 2005 8:24 AM  
**To:** kbutcher@access.k12.wv.us  
**Subject:** Policy 2510

I support the statement in the policy that includes that teachers instructional day "may not exceed eight clock hours."

Thank you,  
Kelley Laseter

# YAHOO! MAIL

Print - Close Window

**From:** "Keith Butcher" <kbutcher@access.k12.wv.us>  
**To:** "Sherry Sadler" <:ssadler@access.k12.wv.us>  
**Subject:** FW: policy 2510  
**Date:** Wed, 2 Feb 2005 08:53:28 -0500

SM

-----Original Message-----

**From:** SLFGM@aol.com [mailto:SLFGM@aol.com]  
**Sent:** Monday, January 31, 2005 7:42 PM  
**To:** kbutcher@access.k12.wv.us  
**Subject:** policy 2510

Mr. Butcher,

We, members of the Berkeley County Education Association, ask that you adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment. We thank you very much for you support.

gld

5.81. Work Day -Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs

COMMENT PERIOD ENDS: February 17,2005

COMMENT RESPONSE FORM

The following form is provided to assist those who choose to comment on Section 5.8 1. of Policy 25 1 0: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name RICK WHITE *Rick White* Organization: Mason County Education Association

Title: President

Street Address: POB 543

City: Point Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

School System Superintendent  
Principal  
Professional Support Staff

School System Staff  
 Teacher  
-Service Personnel

Parent/Family  
Business /Industry  
Community Member

COMMENTS /SUGGESTIONS  
§126-42-5.81. Work Day.

We, the Mason County Education Association, support the policy change to include an eight hour work day.

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

**Keith Butcher**

---

**From:** sfries@access.k12.wv.us  
**Sent:** Wednesday, January 26, 2005 4:18 AM  
**To:** kbutcher@access.k12.wv.us  
**Subject:** Policy 2510-126-42-5.81

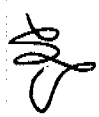
*SJA*

I want to urge the State Board Of Education to please include the definition of the 8-hr workday for school personnel in this policy. As you know, we as educators spend more than 8 hours a day working-mostly at home and unpaid. If this were not included I feel that some administrators may extend the workday to include long meetings or extra-duty work that we should be compensated for. I applaude the Board for putting this back out for comment.

Sylvia Fries  
Martinsburg High  
School

# YAHOO! MAIL

**From:** "Keith Butcher" <kbutcher@access.k12.wv.us>  
**To:** "Sherry Sadler" <:ssadler@access.k12.wv.us>  
**Subject:** FW: 2510  
**Date:** Fri, 28 Jan 2005 11:21:41 -0500




-----Original Message-----

**From:** marty soltis [mailto:mjsoltis@msn.com]  
**Sent:** Thursday, January 27, 2005 5:29 PM  
**To:** kbutcher@access.k12.wv.us  
**Subject:** 2510

Mr. Butcher,

I am sending this in response to Policy 2510. I want to thank the Board on the addition of the 8 Hour Work Day language. This is a perfect example of teachers and board members working together to make the education of the children of West Virginia the best it can be! Allowing the educators in the state to have input into important education policies can only lead to good things.

Thank You  Martin Soltis Teacher, James Rumsey Technical Institute

SLB

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Mary Margaret Hemsworth Organization: KYA  
Title: teacher - elementary - grade three (also parent)  
Street Address: 1715 Smith Rd.  
City: Charleston State: WV Zip: 25314

Please check the box below that best describes your role.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input checked="" type="checkbox"/> Parent/Family |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry        |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member         |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*The language must remain the same. Any time spent at school, (and there is a lot) should not be expected or required. It should continue to be voluntary.*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459



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From: "Keith Butcher" <kbutcher@access.k12.wv.us>  
 To: "Sherry Sadler" <:ssadler@access.k12.wv.us>  
 Subject: FW: Policy 2510 --- 5.81  
 Date: Thu, 10 Feb 2005 11:11:17 -0500

*SSA*

-----Original Message-----

From: Dave Everson [mailto:aedeverson@yahoo.com]  
 Sent: Thursday, February 10, 2005 8:15 AM  
 To: kbutcher@access.k12.wv.us  
 Subject: Policy 2510 --- 5.81

COMMENT RESPONSE FORM

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name : David Everson Organization: Phillip Barbour High School

Title: Science Teacher

Street Address: Rt 4 Box 268A US 250

City: Philippi State: WV Zip: 26416

Please check the box below that best describes your role.  
 Teacher

COMMENTS/SUGGESTIONS

'126-42-5.81. Work Day.

The insertion of this phrase into Policy 2510 is an excellent idea. Work days for teachers are long already with all of the

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5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Sue Widener Organization: Mercer County  
Title: Middle School Teacher - English  
Street Address: 16 Sandstone Park  
City: Princeton State: WV Zip: 24740

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Appreciate State BOE reinserting the original definition of the 8-hour workday in Policy 2510. After-school time is spent tutoring students, grading papers, making plans, etc. Short-notice after-school meetings or the possibility of excessive meetings would disrupt instructional planning.

Please direct all comments to:

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

glt

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Thomas E. Fletcher Organization: Berkeley County Education Association  
Title: teacher  
Street Address: 915 West Virginia Avenue  
City: Martinsburg State: WV Zip: 25401

Please check the box below that best describes your role.

- School System Superintendent
- School System Staff
- Parent/Family
- Principal
- Teacher
- Business/Industry
- Professional Support Staff
- Service Personnel
- Community Member

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Thank you for reinserting the original definition of the "workday" for teachers. The "8 hour workday" definition has not been a problem over the last 30 years. Teachers deserve a respectful limit to their workday. 5.81 is fair and right!

**Please direct all comments to:**  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

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From: "Keith Butcher" <kbutcher@access.k12.wv.us>

To: "Sherry Sadler" <:ssadler@access.k12.wv.us>

Date: Tue, 8 Feb 2005 12:33:02 -0500

Subject: FW:

Sherry:

Please record the response to policy 2510.

Thanks,  
Keith

*Sherry*

What's your Credit Score? See it FREE!

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-----Original Message-----

From: Mary Poling [mailto:marypoli@mail.wvnet.edu]

Sent: Monday, February 07, 2005 4:04 PM

To: kbutcher@access.k12.wv.us

Subject:



Netflix DVD Rentals Delivered!



\$150K loan for only \$550/month!

I want to thank the State Board of Education for placing the eight-hour work day language back in Policy 2510. School employees have a right to believe that they can schedule their own time after the school day is over to spend time with family, make appointments or take home work to complete. Sincerely, Delegate Mary Poling

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SJA

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Cindy Shipley Organization: WVEA  
Title: Sp. Educator  
StreetAddress: 104 Cordelia Ave.  
City: Fairmont State: WV Zip: 26554

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

*I support the eight hour work day.*

*C. Shipley*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: [kbutcher@access.k12.wv.us](mailto:kbutcher@access.k12.wv.us)  
Fax No.: (304) 558-0459

SES

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Tricia Chisler Organization: WVEA Mannington Middle  
Title: Special Educator  
Street Address: 4287 Daybrook Rd  
City: Fairview State: WV Zip: 26570

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS  
§126-42-5.81. Work Day.**

*I support the work day as worded above in 5.81. (will not exceed 8hrs.)  
Tricia Chisler*

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

SJA

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: SAM GOUGHNOUR Organization: DAVIS-THOMAS EL.MIDDLE SCHOOL

Title: TEACHER

StreetAddress: P.O. BOX 250 QUAIL RIDGE DR.

City: THOMAS State: WV Zip: 26292

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

PLEASE ADOPT THE 8-HOUR WORK DAY LANGUAGE AS IT READS IN THE VERSION OF POLICY 2510.

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

glt

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Gina Makoun Organization: \_\_\_\_\_  
Title: K-Teacher  
Street Address: 112 McDavids Lane  
City: Charleston State: WV Zip: 25311

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff
- School System Staff
- Teacher
- Service Personnel
- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**  
§126-42-5.81. Work Day.

As a K-teacher - I take home at least 1 hr. of wk nightly! I also arrive at school 40 min. before we have to be here to get organized & plan for the day.  
Wkends I work at least 3hrs. on b.boards, cut-outs & checking Saxon tests

I already exceed the 8 hr. wk day!

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

SL

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: BRENDA M JOE Organization: \_\_\_\_\_

Title: Teacher

Street Address: 1095 CHARLES AVE.

City: FAIRMONT State: WV Zip: 26554

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

<p><b>COMMENTS/SUGGESTIONS</b>  <b>§126-42-5.81. Work Day.</b></p> <p><i>Please adopt the 8 hour work day language as it states in Policy 2510 - now on comment.</i></p>
--

**Please direct all comments to:**

Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

SJA

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Linda J. Adkins Organization: WVCEA/BCEA  
Title: Librarian, Sherman High School  
StreetAddress: P.O. Box 113  
City: Seth State: WV Zip: 25181

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

*State Board Members,*  
I am asking you to adopt the 8-hour work day language as it reads in the version of Policy 2510 out on comment. Thanks for your work and dedication to education in WV. Sincerely, Linda J. Adkins  
Feb. 4, 2005

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

gll

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education -Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Rebecca Ball Organization: WVEA  
Title: Teacher  
Street Address: Sherman High School - P.O. Box A-B  
City: Seth State: WV Zip: 25181

Please check the box below that best describes your role.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> School System Superintendent | <input type="checkbox"/> School System Staff | <input type="checkbox"/> Parent/Family     |
| <input type="checkbox"/> Principal                    | <input checked="" type="checkbox"/> Teacher  | <input type="checkbox"/> Business/Industry |
| <input type="checkbox"/> Professional Support Staff   | <input type="checkbox"/> Service Personnel   | <input type="checkbox"/> Community Member  |

**COMMENTS/SUGGESTIONS**  
**§126-42-5.81. Work Day.**

Please adopt the eight-hour workday language as it reads in the version of Policy 2510 out on comment. I, along with many other teachers, spend two or more hours at school each day after the regular school day ends completing work that I am unable to finish while students are present. If another hour is added on to the required time, that means I will be going home at seven o'clock instead of six (on a good day). Teachers have very little time for families and themselves now. To add to their burdens, would be in no ones best interest. Thank you. A. Ball

Please direct all comments to:  
Keith Butcher  
Office of Instructional Services  
West Virginia Department of Education  
Capitol Building 6, Room 330  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0330  
E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

SLS

5.81. Work Day - Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

**POLICY 2510: Assuring the Quality of Education - Regulations for Education Programs**

**COMMENT PERIOD ENDS: February 17, 2005**

**COMMENT RESPONSE FORM**

The following form is provided to assist those who choose to comment on Section 5.81. of Policy 2510: Assuring the Quality of Education - Regulations for Education Programs. Additional sheets may be attached, if necessary.

Name: Kathy Rollins Organization: WVEA-MCEA-PPHS

Title: Teacher

Street Address: 600 McNeil Ave.

City: Point Pleasant State: WV Zip: 25550

Please check the box below that best describes your role.

- School System Superintendent
- Principal
- Professional Support Staff

- School System Staff
- Teacher
- Service Personnel

- Parent/Family
- Business/Industry
- Community Member

**COMMENTS/SUGGESTIONS**

**§126-42-5.81. Work Day.**

Teachers, <sup>already</sup> ~~will~~ work the same work day as any other working citizen - 8 hours. From Aug. to June, we sacrifice our family time for school through teachers' meetings, grading papers, doing lesson plans, chaperoning activities for students' county meetings, and school meetings. We aren't

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E-Mail Address: kbutcher@access.k12.wv.us  
Fax No.: (304) 558-0459

paid enough for the work we do!  
I worked in industry for many years before I was laid off + ~~per~~ pursued my teaching ~~credentials~~ credentials.  
~~It~~ Leave the language as it was originally written.

## 126CSR42

of a dual credit course.

5.77. Virtual School - An alternative delivery system for course content. The West Virginia Virtual School was created within the WVDE by the Legislature to provide a variety of high quality, technologically delivered courses for pre-k-12 public school students. The Virtual School initiative helps bridge the barriers of time, distance and inequities for all West Virginia students by providing access to resources. The Virtual School offers required courses, Advanced Placement courses and a variety of elective, enrichment, remediation and Information Technology (hereinafter IT) courses.

5.78. West Virginia Measures of Academic Progress - The comprehensive assessment system for West Virginia that measures student performance. These measures include West Virginia Educational Standards Test (WESTEST), End-of-Course exams, Alternate Assessment, Writing Assessment, American College Test (hereinafter ACT) EXPLORE, ACT PLAN, and National Assessment of Educational Progress (hereinafter NAEP). (See Section 10.1.)

5.79. West Virginia Report Card - Information provided to parents and the general public on the quality of education in the public schools that is uniform and comparable among schools within and among the various school districts as defined in W. Va. Code §18-2E-4.

5.80. Work Based Learning - A structured activity that correlates with and is mutually supportive of the school-based learning of the student and includes specific objectives to be learned by the student as a result of the activity. This assists students in gaining an awareness of the workplace; developing an appreciation of the relevance of academic subject matter to workplace performance; and gaining valuable work experience and skills while exploring career interests and abilities. (See Section 6.4.4.)

5.81. Work Day – Time allocated for the instructional day and other activities such as homeroom, class changes, lunch, planning periods, and staff development that may not exceed eight clock hours.

5.812. Writing Across the Curriculum - Writing instruction and practice that is applied throughout all content areas. (See Section 9.6.)

5.823. WV EDGE – A program that allows students to take high school courses for community and technical college credit. EDGE courses are based on an alignment between the content standards and objectives of WVDE approved courses and the syllabi of community and technical college courses. Students enrolled in high school courses approved for EDGE earn credit by passing a qualifying exam. The ultimate goal of the EDGE program in West Virginia is to allow a student to earn an associate degree concurrently with earning a high school diploma.