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| **Employees** | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Educator Evaluation** | ***Policy 5310:***  Performance Evaluation of Professional Personnel and Athletic Coaches | §18A-2-12  §18a-3C-2  §18A-2-1a  §18-2-8 |  | Orientation training on the evaluation policy and procedures | All employees | Upon Employment  **WVDE Contact :**  Division of Accountability Programs  (304)-558-3199 |
| **Active Shooter** | ***N/A*** | §18-9F-10 |  | Active Shooter training | All employees and Students | Annually, every school year  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **First Aid**  **Bloodborne Pathogens** | ***Policy 2422.7:*** Standards for Basic and Specialized Health Care Procedures | §18-9F10  §18-5-22e *et. seq.*  §18-5-15d |  | First Aid including CPR, External Defibrillators, & Bloodborne Pathogens (SB 602 & HB 4830)  In-service training programs on the prevention, transmission, spread, and treatment  of acquired immune deficiency syndrome; and,  parent attendance | All employees and students  All employees | Upon Employment  ***Recommendation:***  This Bloodborne Pathogen Training required by §18-5-15d is also required in First Aid training above; therefore, county boards should consider a combination training designed to satisfy both statutory requirements simultaneously.  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| ***Policy 2423:***  Health Promotion and Disease Prevention |
| **Multicultural Education** | ***Policy 2510:***  Assuring Quality of Education: Regulations for  Education Programs | §18-5-15a |  | Multicultural education required to be held on a non-instructional day | All employees | Upon employment & every 3 years thereafter (HB 4830)  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| **Suicide Prevention**  **(Jamie’s Law)** | ***Policy 4373:***  Expected Behavior in Safe and Supportive Schools | §18-2-40 |  | Information on the warning signs and resources to assist in suicide prevention | All employees who have direct contact with students | Upon employment & every 3 years thereafter (HB 4830)  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |

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| **Employees** | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency** |
| **Family Educational and Privacy Act (FERPA)** | ***Policy 4350:***  Procedures for the Collection, Maintenance and Disclosure of Student Information | §18-2-5h  §18-2-5h(c) | 20 U.S.C. §1232g  34 CFR Part 99  20 U.S.C. §1400  20 U.S.C. §6301 *et. seq.*  Public Law 107-107 | Information on FERPA laws and issues | All employees | Regularly  **WVDE Contact**  Division of Data Management & Information Systems (304)-558-8869 |
| **Special Needs Students** | ***Policy 2419:***  Regulations for the Education of Students with Exceptionalities | §61-8F-1 -7 |  | 8 hours on legal duties, behavioral characteristics, disabling conditions, and interventions for special needs students | All employees | Upon employment & every 3 years thereafter (HB 4600 2022RS; with timeline revisions in HB 4830 2024RS)  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **Acceptable Use** | ***Policy 2460:***  Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet | §18-2e-7  W.Va. 126CSR44N W.Va. 126CSR42 W.Va. 126CSR44A  *et. seq.*  §49-2-803  §18-2C-3 | CIPA (Children’s Internet Protection Act) OPPA | Provide PD for technology use/application & copyright laws | All employees | Annually |
| COPPA (Children’s Online Privacy Protection Act)  47 U.S.C. 254.  17 U.S.C §101-810 | Provide yearly reminder of copyright laws | All employees and students | Annual reminders  **WVDE Contact**  Division of Data Management & Information Systems  (304)-558-8869 |
| **Education and Prevention of the Sexual Abuse of Children** | ***Policy 4373:***  Expected Behavior in Safe and Supportive Schools | §18-2-41 | N/A | 4 hours on the prevention of sexual abuse | All employees | Upon employment & every 2 years thereafter  **WVDE Contact :**  Division of Accountability Programs  (304)-558-3199 |
| **Self-Harm and Eating Disorders (Meghan’s Law)** |  | §18-2-40a | N/A | Receive information regarding self-harm and eating disorder signs prevention, and treatment. | All employees and school volunteers | Every 3 years  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |

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| **Employees** | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Employee Conduct** | ***Policy 5902:***  Employee Code of Conduct | §18-2-5  §18-2E-5  §18A-1-1(a) |  | Training on appropriate employee conduct. | All employees | Not specified  ***Recommendation:***  Upon employment & every 3 years  Thereafter  **WVDE Contact**  Office of the Deputy Superintendent/Legal Services  (304)-558-3667 |
| **Harassment, Intimidation or Bullying Prohibition** | ***Policy 4373:***  Expected Behavior in Safe and Supportive Schools | §18-2C-5 |  | Training on harassment, intimidation, or bullying policy | Employees and volunteers having direct contact with students | Upon employment & every 3 years thereafter (HB 4830)  **WVDE Contact :**  Division of Accountability Programs  (304)-558-3199 |
| **Mandatory Reporting of Abuse** | ***Policy 4373:***  Expected Behavior in Safe and Supportive Schools | §49-2-803 |  | Written document provided with notification requirements. Signed document required acknowledging understanding of mandatory reporting abuse requirements. | All employees | Not specified  ***Recommendation:***  Annually  **WVDE Contact :**  Division of Accountability Programs  (304)-558-3199 |
| **Drug-Free Workplace** | ***Policy 1461:***  Drug-Free Workplace | §16a-1-1  §16A-15-4  §16A-15-5(2)  §18-2-5  §60A-2-201 | 41 U.S.C. 81  18 U.S.S.6. | Required drug-free workplace verification | All employees | Not specified  ***Recommendation:***  Upon employment & every 3 years thereafter (HB 4830)  **WVDE Contact**  Office of the Deputy Superintendent/Legal Services  (304)-558-3667 |

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| **Students** | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Active Shooter** |  | §18-9F-10 | N/A | Active Shooter training | Students | Annually  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **Suicide Prevention** | ***Policy 4373:***  Expected Behavior in Safe and Supportive Schools | §18-2-40 | N/A | Provide information and discussion opportunities | Middle and high school students | Annually  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **Education and Prevention of the Sexual Abuse of Children (Body Safety Toolkit)** | ***Policy 4373:***  Expected Behavior in Safe and Supportive Schools | §18-2-41 | N/A | Age-appropriate safety information  on sexual abuse | K-12 students | Annually  **WVDE Contact :**  Division of Accountability Programs  (304)-558-3199 |
| **Self-Harm and Eating Disorders (Meghan’s Law)** |  | §18-2-40a |  | Provide training on preventing, recognizing, and responding to students’ self-harm behaviors and eating disorders. | Students in grades 5-12 | Annually  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| **The Fentanyl Prevention**  **and Awareness Education Act (Laken’s Law)** |  | §18-34-1 | N/A | Students are required to be taught about Fentanyl, heroin, opioid awareness, prevention and abuse, addiction, community resources, substance abuse among young people, and how to administer opioid reversal agents | Students in grades 6-12 | Annually  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| **Students** | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Acceptable Use** | ***Policy 2460:***  Educational Purpose and Acceptable Use of Electronic Resources, Technologies, and the Internet | §18-2e-7 | CIPA (Children’s Internet Protection Act) OPPA | Provide PD for technology use and application, Copyright laws | Students | Annually |
| W.Va. 126CSR44N  W.Va. 126CSR42  W.Va. 126CSR44A  §49-2-803  §18-2C-3 | COPPA (Children’s Online Privacy Protection Act)  47 U.S.C. 254  17 U.S.C §101-810 | Provide yearly reminder of copyright laws | Annual reminders  **WVDE Contact**  Division of Data Management & Information Systems  (304)-558-8869 |

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| **Specific Groups** | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Dyslexia** | ***Policy 2419:***  Regulations for the Education of Students with Exceptionalities | §18-20-10 |  |  | Elementary teachers, special educators, reading interventionists, or specialists, and other  personnel determined by local education agency (LEA) | Upon Employment |
| ***Policy 2512:***  Tiered System of Support for Early Literacy and Numeracy | Appropriate Personnel as determined by the LEA | Annually  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| **Dyscalculia** | ***Policy 2512:***  Tiered System of Support  for Early Literacy and Numeracy | §18-20-10 |  |  | Elementary teachers, special educators, reading interventionists, or specialists, and other personnel determined by local education agency (LEA) | Upon Employment |
| Appropriate Personnel as determined by the LEA | Annually  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Specific Groups** | | | | | | | | | **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** | | | | | | | |
| **Restraint Training** | ***Policy 4373:***  Expected Behavior in Safe and Supportive Schools |  | Federal IDEA | Team at each school trained in restraint process,  prevention, and de-escalation  techniques | Team per school | Annually  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **Pre-K Personnel** | ***Policy 2525:***  West Virginia’s Universal Access to a Quality Early Education System |  | DHHR Vol. No. 190 45 CFR Part 98  Federal Register CCDF | When Transporting Pre-K students, bus operators trained in supervision of young children | School Bus Operators & bus aides | Annually  Upon employment & annually  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| Orientation training required for Pre-K staff within the first 30 days of employment – 15 hours  Annual 15 hours based on needs determined by the county continuous quality improvement process | County collaborative, early childhood team |
| **Third Grade Success Act** | ***Policy 2512:***  Tiered System of Support for Early Literacy and Numeracy | §18-2E-10 | N/A | Training and implementation of the Science of Reading and Numeracy | K-3 teachers, ECCATs, paraprofessionals, aides, and interventionists in K-3 | Upon employment and ongoing PD  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |

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| **Specific Groups** | | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Advanced Placement® (AP®) Training** | ***Policy 5202:***  Minimum Requirements for the Licensure  of Professional/ Paraprofessional Personnel and Advanced Salary Classifications | W.Va. 126CSR136 | |  | Teachers of AP® courses must attend an Advanced Placement Summer Institute (APSI). Teachers of AP® courses may also meet the requirement for attendance at the APSI by holding the Advanced Placement® credentials | AP® teachers | Every 3 years  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| **Homeless Children and Youth** | ***Policy 4110:***  Attendance |  | | 42 U.S.C. §11432(g) (6)(A) | The liaison will ensure school personnel receive professional development and support | Personnel serving homeless children and youth | Not specified  ***Recommendation:***  Upon employment & every 3 years  Thereafter  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **Local School Improvement Council** | ***Policy 2322:***  WV System of Support and Accountability | §18-2E-5  §18-5A-2  §18-5G-1-15  §6-9A-10  §6-9A-2(6)  §18-5-14  §18-5-1a  §6-6-7  §18-2E-4 | | Public Law 89-90 Public Law-114-95 | Principal shall ensure training on the roles and responsibilities of LSIC members. | LSIC members and parents | Organizational meeting prior to October 1st annually |
| Overview of the role and governance of LSICs. | County board members & all employees | Upon employment & every 3 years thereafter (SB 172)  **WVDE Contact :**  Division of Accountability Programs  (304)-558-3199 |
| **Specific Groups** | | | | | | | |
| **Training** | **Relative Policy** | | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Building & Trades Apprenticeship Programs** | ***N/A*** | §18-5-18b | | N/A | Training on building and trades apprenticeship programs available to students | School Counselors serving 7th – 12th grade students | Every two years (HB 5262)  **WVDE Contact**  Division of PK-12, Adult Instruction & Career Engagement  (304)-558-2389 |
| **State Assessment** | ***Policy 2340:***  West Virginia Measures of Academic Progress | §18-2E-1a | | Every Student Succeeds  Act (ESSA)  Public Law 114-95  20 U.S.C. §6301-6602  20 U.S.C. §9621-9622  20 U.S.C. 9501-9584 | Any public/nonpublic school employee involved in any phase of the testing program shall be trained in secure materials and/or assessment administration procedures | Appropriate district office personnel | Before each assessment every school year and verified by signing appropriate security agreements and training verification forms  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| Appropriate school building level professional staff and personnel |
| **Specialized Health Care** | ***Policy 2422.7:*** Standards for Basic and Specialized Health Care Procedures | | §16-1-1  §18-1-1  §18-2K-2  §18-5-22  §18-5-22a-d  §18-20-3 (HB 5158)  §18A-4-8  §18A-4-8  §30-7-1  §30-7A-1 |  | Training required for all school personnel performing health care procedures and must demonstrate competency | School personnel providing specialized health care to students | As needed for personnel providing specialized health care to students  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |

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| **Specific Groups** | | | | | | |
| **Training** | **Relative Policy** | **W.Va. Code** | **Federal Law** | **Requirement Overview** | **Required For** | **Frequency & WVDE Contact** |
| **Special Needs Students** | ***Policy 2419:***  Regulations for the Education of Students with Exceptionalities | §18A-2-3 |  | Training required for long- term substitute teachers on the uses and implementation of IEPs and 504 Plans | Long-term substitute teachers | Upon employment & every 3 years thereafter (HB 4838)  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **Special Needs Students** | ***Policy 2419:***  Regulations for the Education of Students with Exceptionalities | §18-20-2 |  | 12 hours of challenging & aggressive behaviors | Teacher’s Aides | Annually (HB 5158)  **WVDE Contact**  Division of Federal Programs & Support  (304)-558-7805 |
| **School Bus Transportation** | **Policy 4336:** West Virginia School Bus Transportation Regulations, Procedures, and Specifications for the Design and Equipment of School Buses | §17C-12-7(h)  §17-C-12-7(j) §29A-3B-1  §17C-12-8  §18-5-13  §17E-1-1  §17C-14-12  §17C-17-2  §17C-17-4  §18A-2-4 | 49CFR 382.203  49CFR 382.701  49CFR 383-385  49CFR 380  49CFR396 4  9CFR571  49CFR 571.111 | 6 hours initial, 1-hour refresher every year if transporting students with special health care needs  18 hours of PD in transportation related subjects | School bus operators  Including substitutes  School bus operators | Annually  **WVDE Contact**  Office of the Deputy Superintendent /School Transportation  (304)-558-2711 |