

ADMINISTRATIVE COUNCIL AGENDA
September 12, 2024 at 8:00 AM

1. Welcome and Introductions
2. Approval of August 30, 2024 Minutes
3. Financial Approval
 - A. Approval of Treasurer's Report
 - B. Approval of Budget Journal Entries for August
 - C. Approval of Check Records from August 01, 2024 through September 6, 2024
 - D. Review\approval of the Year End Financial Statements June 30, 2024
4. Personnel Approval
 - A. Resignation – Dakari “Doc” Williams – Entrepreneurship – Effective September 11, 2024
 - B. Resignation – Naif Alatta – Adult Learning Center – Part-Time – Effective August 28, 2024
 - C. RIF 1.0 Adult Learning Center Position
 - D. Permission to post for ½ time instructor for the Adult Learning Center
 - E. Permission to post 1.0 Entrepreneurship Instructor
5. Approval of Policy
 - A. High School Acceptance and Enrollment Policy
6. Field Trip Approval
 - A. Mrs. Jessica Butcher – Robotics Engineering
 - i. Location: Technimark Plant, Inwood, WV
 - ii. Dates: 10/18/24-10/18/24
7. Important Dates:
 - September 13 – 1st 8th Grade Tour – Warm Springs Middle School – Morgan County
 - September 16 – WV Economic Development Council Tour with Jennifer Smith
 - September 16 – NOCTI Pre-Assessment Window Opens

Next Meeting:

Russell Penner is inviting you to a scheduled Zoom meeting.

Topic: Administrative Council September 12

Time: Sep 12, 2024 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83625261615>

Meeting ID: 836 2526 1615

One tap mobile

+16469313860,,83625261615# US

Meeting ID: 836 2526 1615

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF AUGUST 30, 2024**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held August 30, 2024 at 8:30 a.m.

MEMBERS PRESENT

Dr. Ryan Saxe, Superintendent Berkeley County Schools
Dr. Chuck Bishop, Superintendent Jefferson County Schools
Mr. David Banks, Superintendent Morgan County Schools
Ms. Veronica Barron
Ms. Jackee Long (Berkeley County)
Ms. Kathy Skinner (Jefferson County)
Mr. John Rowland (Morgan County)
Mr. Russell Penner, Secretary

STAFF MEMBERS PRESENT

Dr. Carissa Tress
Mr. Andrew Albright
Mrs. Chrystal Copenhaver
Mrs. Dianna Blake
Mr. Ron Odom

WELCOME AND INTRODUCTIONS

Ms. Skinner welcomed all members and began the meeting at 8:30 a.m.

EXECUTIVE SESSION

Pursuant to West Virginia State Code 6-9a-4, the Council went into executive session at 8:33 a.m. on a motion by Ms. Long, seconded by Ms. Barron.

Dr. Saxe moved, seconded by Ms. Skinner to come out of executive session at 9:45 a.m.

MOTION CARRIED

EXECUTIVE SESSION APPROVAL

Ms. Skinner requested a motion to uphold the Executive Director's decision on a student matter.

Mr. Banks moved; seconded by Dr. Saxe to uphold the decision; carried.

MOTION CARRIED

MINUTES

Ms. Skinner presented the minutes of the July 26, 2024 Administrative Council meeting for approval.

Ms. Long moved; seconded by Dr. Saxe to approve July 26, 2024 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Ms. Skinner requested a motion to approve the Treasurer's Report for July, check approvals and Budget Journal Entries as presented.

Dr. Saxe moved, seconded by Ms. Long, to approve all financial items as presented; carried.

MOTION CARRIED

PERSONNEL APPROVAL

Ms. Skinner requested a motion to approve the Personnel change, Mrs. Grove's retirement, as presented.

Mr. Banks moved; seconded by Mr. Rowland, to approve the Personnel changes as presented; carried.

MOTION CARRIED

JRTI COMPANY LAB ENTREPRENEURSHIP SITE UPDATE

Mr. Dakari (Doc) Williams will be working with the high school students during 4 A/B period. We are hoping to add an entire Entrepreneurship program next year.

Mr. Penner stated due to expenses the JRTI Company Lab is moving away from CO.STARTERS. Mrs. Heath is working with WVDE/CTE for Advanced Personal Financial Credentials. She will continue to do in-person and online classes/tutorials in addition to working with current clients.

OFFICE OF REGIONAL INNOVATION AND IMPLEMENTATION

Mr. Pressens is working with the three counties on CTE issues. He is also working on new equipment for Coding/App/Game Design and a new tractor, no trailer, for Commercial Driving.

BUSINESS AND INDUSTRY UPDATE

Mr. Penner reported the training for Jefferson Distributing has begun and a new group of Volvo students will be starting training soon.

CAREER TECHNICAL STUDENT YOUTH ORGANIZATION UPDATE

JRTI is submitting a request for Perkin's funding to enroll as a Total Participation Plan School for SkillsUSA. Fundraising for SkillsUSA will begin with a Marianna's Hoagie and Pizza sale in September.

Robotics Engineering is submitting their video for the Culineering Challenge, being one of only nine competitors the state allows.

FACILITIES UPDATE

Mr. Albright reported the Ventilation Grant has been approved and currently down to two Automotive Shops for completion. Mr. Penner has received approval for the Variance he sent to the Office of School Facilities.

SBA has approved the renovations for the Commercial Driving/Diesel project.

COUNSELING FOR CAREERS

Mr. Penner reported JRTI is cutting down the number of 8th grade tours to a total of six days.

The 10th grade tours will begin in the next few weeks.

The fall Open House date has been changed to allow students and families more time to consider JRTI after they have been interviewed.

All ACE programs have started. There has been an increased interest in Phlebotomy and applications for Commercial Driving have increased.

SCHOOL CULTURE

Mr. Penner congratulated Dr. Tress on the Professional Development sessions presented along with Mr. Albright and Mr. Penner. It was a successful start to the new school year.

The first week with high school students has gone smoothly. The first two weeks present changes with students deciding if they are staying at JRTI or returning to their home school. If there is an opening present, alternates are contacted. Rosters should be finalized today.

Currently there are 467 high school students enrolled. JRTI received 700

applications and accepted 597 students. Mr. Penner would like to have the enrollment at 600 students.

CIVIL RIGHTS AUDIT

Mr. Penner stated he and Dr. Tress have talked with Tim Elliott and James Coble with the WVDE concerning the Civil Rights Audit. Jonathan McCormick is in charge of the audit and informed Mr. Penner the audit can be started at any time but must be completed by June 30, 2025. Mr. Penner reported the administration will begin with the student/staff surveys when they return from the CTE Conference.

While Mr. Penner, Dr. Tress and Mr. Albright are attending the CTE Conference, Mrs. Barb Miller will be the substitute administrator. Mrs. Miller's contact information will be provided to the council members via email.

IMPORTANT DATES

- September 2 – Labor Day
- September 2 – First Code Red Drill – students received a letter
- September 4-6 – CTE Conference
- September 9 – Code Orange Drill – students received a letter
- September 16 – WV Economic Development Council Tour with Jennifer Smith

The meeting adjourned at 9:55 a.m.

NEXT MEETING: The next meeting will be September 12, 2024 at 8:00 a.m.

DATE OF APPROVAL

CHAIRMAN

SECRETARY

**BERKELEY COUNTY BOARD OF EDUCATION
TREASURER'S REPORT
MONTH ENDING AUGUST 31, 2024**

Fund	Prior Year Ending Cash Balance Carryover	Revenue		Disbursements		Current Month Ending Cash Balance	Current Month Ending Cash Balance	
		This Month	Fiscal Year To Date	This Month	Fiscal Year To Date		In Cash	In Investments
Berkeley County								
Fund 11	\$ 47,337,460.81	\$ 19,431,819.64	\$ 29,304,659.66	\$ 14,160,505.97	\$ 17,603,844.46	\$ 59,038,276.01		
Fund 61	\$ (1,513,659.60)	\$ 1,360,795.65	\$ 3,629,698.74	\$ 562,711.20	\$ 1,354,475.59	\$ 761,563.55		
Fund 65	\$ 4,528,400.51	\$ -	\$ -	\$ -	\$ -	\$ 4,528,400.51		
Fund 71	\$ (2,219,200.12)	\$ 2,576,411.38	\$ 2,578,584.05	\$ 108.70	\$ 108.70	\$ 359,275.23		
James Rumsey								
Fund 13	\$ 1,615,480.89	\$ 221,481.14	\$ 419,280.42	\$ 113,323.19	\$ 219,359.82	\$ 1,815,401.49		
Fund 63	\$ 2,480,126.23	\$ 421,192.23	\$ 820,657.03	\$ 242,643.31	\$ 307,188.43	\$ 2,993,594.83		
Fund 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Fund 73	\$ -	\$ -	\$ -	\$ 1,051.20	\$ 1,491.20	\$ (1,491.20)		
General Fund - 51	\$ 20,438,911.25	\$ 65,165.29	\$ 65,187.35	\$ 69,392.25	\$ 69,392.25	\$ 20,434,706.35		
Total Fund 65		\$ -	\$ -	\$ -	\$ -	\$ 4,528,400.51		
Total Fund 66		\$ -	\$ -	\$ -	\$ -	\$ -		
Totals-BOE	\$ 72,667,519.97	\$ 24,076,865.33	\$ 36,818,067.25	\$ 15,149,735.82	\$ 19,555,860.45	\$ 89,929,726.77	\$ 26,200,685.99	\$ 59,200,640.27
Debt Service	\$ 6,805,040.50	\$ -	\$ 187,778.07	\$ -	\$ -	\$ 6,992,818.57	\$ -	\$ 6,992,818.57
Bond Construction	\$ 120,513,883.84	\$ 558,670.59	\$ 1,101,284.00	\$ 7,341,313.27	\$ 7,341,313.27	\$ 114,273,854.57	\$ 3,719,329.21	\$ 110,554,525.36
Totals	\$ 199,986,444.31	\$ 24,635,535.92	\$ 38,107,129.32	\$ 22,491,049.09	\$ 26,897,173.72	\$ 211,196,399.91	\$ 34,448,415.71	\$ 176,747,984.20
						Totals	\$ 34,448,415.71	\$ 176,747,984.20

All funds listed as cash are invested each day at United Bank per our bank agreement. General Fund investment at State Investment Pool. Child Nutrition payments are collected and held at City National Bank. Bond funds invested at State Treasurer's office. Debt Service Funds are in the Municipal Bond Commission accounts in Charleston.

Treasurer  Date: 9/5/2024

cc: James Rumsey

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0001	63.05571.03211.009.000.0000.00 NEW REVENUE		47,340.00
0002	63.05571.32519.341.701.0000.0000.00 NEW OTHER PROFESSIONAL SVC	47,340.00	
* J/E TOTALS		47,340.00	47,340.00

MONTH - AUGUST NUMBER - 00702 ENTRY DATE 8/27/24
 SUPPLEMENT - PROJECT 98940 FACULTY SENATE

0001	13.98940.31391.611.701.0000.7000.00 GENERAL SUPPLIES	1,800.00	
0002	13.98940.31391.611.701.0000.7002.00 GENERAL SUPPLIES	200.00	
0003	13.98940.31391.611.701.0000.7003.00 GENERAL SUPPLIES	200.00	
0004	13.98940.31391.611.701.0000.7004.00 GENERAL SUPPLIES	200.00	
0005	13.98940.31391.611.701.0000.7005.00 GENERAL SUPPLIES	200.00	
0006	13.98940.31391.611.701.0000.7006.00 GENERAL SUPPLIES	200.00	
0007	13.98940.31391.611.701.0000.7007.00 GENERAL SUPPLIES	200.00	
0008	13.98940.31391.611.701.0000.7008.00 GENERAL SUPPLIES	200.00	
0009	13.98940.31391.611.701.0000.7009.00 GENERAL SUPPLIES	200.00	
0010	13.98940.31391.611.701.0000.7010.00 GENERAL SUPPLIES	200.00	
0011	13.98940.31391.611.701.0000.7011.00 GENERAL SUPPLIES	200.00	
0012	13.98940.31391.611.701.0000.7012.00 GENERAL SUPPLIES	200.00	
0013	13.98940.31391.611.701.0000.7013.00 GENERAL SUPPLIES	200.00	
0014	13.98940.31391.611.701.0000.7014.00 GENERAL SUPPLIES	200.00	
0015	13.98940.31391.611.701.0000.7015.00 GENERAL SUPPLIES	200.00	
0016	13.98940.31391.611.701.0000.7016.00 GENERAL SUPPLIES	200.00	
0017	13.98940.31391.611.701.0000.7017.00 GENERAL SUPPLIES	200.00	
0018	13.98940.31391.611.701.0000.7019.00 GENERAL SUPPLIES	200.00	

DATE - 9/06/24 BERKELEY COUNTY SCHOOLS
 TIME - 15:20:17 JOURNAL ENTRY LISTING
 PROG - GNL520

BUDGET JOURNAL ENTRY			
LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0019	13.98940.31391.611.701.0000.7020.00 GENERAL SUPPLIES	200.00	
0020	13.98940.31391.611.701.0000.7021.00 GENERAL SUPPLIES	200.00	
0021	13.98940.31391.611.701.0000.7022.00 GENERAL SUPPLIES	200.00	
0022	13.98940.31391.611.701.0000.7023.00 GENERAL SUPPLIES	200.00	
0023	13.98940.31391.611.701.0000.7024.00 GENERAL SUPPLIES	200.00	
0024	13.98940.31391.611.701.0000.7025.00 GENERAL SUPPLIES	200.00	
0025	13.98940.31391.611.701.0000.7026.00 GENERAL SUPPLIES	200.00	
0026	13.98940.61691.611.701.0000.7027.00 GENERAL SUPPLIES	200.00	
0027	13.98940.61691.611.701.0000.7029.00 GENERAL SUPPLIES	200.00	
0028	13.98940.61691.611.701.0000.7030.00 GENERAL SUPPLIES	200.00	
0029	13.98940.61691.611.701.0000.7032.00 GENERAL SUPPLIES	200.00	
0030	13.98940.61691.611.701.0000.7033.00 GENERAL SUPPLIES	200.00	
0031	13.98940.61691.611.701.0000.7034.00 GENERAL SUPPLIES	200.00	
0032	13.98940.61691.611.701.0000.7035.00 GENERAL SUPPLIES	200.00	
0033	13.98940.61691.611.701.0000.7037.00 GENERAL SUPPLIES	200.00	
0034	13.98940.61691.611.701.0000.7038.00 GENERAL SUPPLIES	200.00	
0035	13.98940.61691.611.701.0000.7039.00 GENERAL SUPPLIES	200.00	
0036	13.98940.61691.611.701.0000.7040.00 GENERAL SUPPLIES	200.00	
0037	13.98940.61691.611.701.0000.7043.00 GENERAL SUPPLIES	200.00	
0038	13.98940.31391.611.701.0000.7018.00 GENERAL SUPPLIES	200.00	
0039	13.98940.61691.611.701.0000.7028.00 GENERAL SUPPLIES	200.00	
0040	13.98940.05261.009.000.0000.0000.00 REVENUE		9,400.00
0041	13.98940.31391.611.701.0000.7000.00 GENERAL SUPPLIES	1,414.17	
0042	13.98940.05281.009.000.0000.0000.00 REVENUE		1,414.17

* J/E TOTALS 10,814.17 10,814.17

DATE - 9/06/24
TIME - 15:20:17
PROG - GNL.520

BERKELEY COUNTY SCHOOLS
JOURNAL ENTRY LISTING

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
	BUDGET JOURNAL ENTRY		
	MONTH - AUGUST		
	NUMBER - 00703		
	ENTRY DATE	8/28/24	
	TRANSFER - PROJECT 08540 FACULTY SENATE		
0001	63.08540.76111.911.701.0000.0000.00	9,400.00	
	FUND TRANSFERS OUT		
0002	63.08540.31391.611.701.0000.0000.00		9,400.00
	GENERAL SUPPLIES		
	* J/E TOTALS	9,400.00	9,400.00
	** REPORT TOTALS	67,554.17	67,554.17

**James Rumsey Technical Institute
2024-2025 Check Approval Spreadsheet**

The referenced payments do not overdraw the particular budget account category.

	PO NUMBER	VENDOR	AMOUNT
V5RC Team Registration	701250184	Robotics Education & Competition Foundation	206.00
Food Truck Supplies	701250120	FoodPro	114.83
Beef Sticks	701250187	Country Meats	236.00
Truck Inspection	701250082	Martinsburg Service Center	19.00
Fuel	701250052	WEX	412.23
Shredding	701250032	Data Image Group	63.50
Masonry supplies	701250159	Marshalltown Company	1986.37
Fleet Fuel	701250006	Voyager Fleet Systems	341.61
Advertising	701250109	Kegerreis Outdoor Advertising	400.00
Ventilation project	701250079	Helbing Lipp Recny	1320.00
Diesel Reno project	701240640	Helbing Lipp Recny	2062.47
Licensing	701250169	Test Out Corp	3564.00
Travel reimbursement	n/a	Dianna Blake	128.64
Travel reimbursement	n/a	Katelyn Penwell	53.60
Travel reimbursement	n/a	Wayne Bennett	583.71

09.06.2024

Management asserts that all purchases of goods and services that are included in the check register have been properly budget ed, purchase orders issued, and that funds are available to pay the vendors accordingly. Additionally, all invoices for the above items were reviewed and approved as allowable expenses according to state and federal guidelines for local education agencies.

James Rumsey Technical Institute
2023-2024 Check Approval Spreadsheet
 The referenced payments do not overdraw the particular budget account category.

	PO NUMBER	VENDOR	AMOUNT
HAZARDOUS WASTE REMOVAL	701250021	SAFETY-KLEEN SYSTEMS	1255.34
CUSTODIAL SUPPLIES	701250010	WEISS BROS	30.73
CDL DRUG SCREENINGS	701250069	EAST MOUNTAIN HEALTH	750.00
TRAINING DATABASE	701250173	POINT CLICK CARE	718.42

08.29.2024

Management asserts that all purchases of goods and services that are included in the check register have been properly budgeted, purchase orders issued, and that funds are available to pay the vendors accordingly. Additionally, all invoices for the above items were reviewed and approved as allowable expenses according to state and federal guidelines for local education agencies.

Doc Williams
907 West Addition Street
Martinsburg, WV 25401

Phone: 301-801-1288
Email: dakari.williams@k12.wv.us

8.28.24

James Rumsey Technical Institute
3274 Hedgesville Road
Martinsburg, WV 25403

Dear Principle Penner,

Please accept this letter as notice of my resignation from my position as Assistant Entrepreneurship Instructor at James Rumsey Technical Institute. My last day of employment will be 9.11.24.

Working with you and the JRTI staff and teachers has been a pleasure over the past year. I truly enjoyed the experience and the vital training I received during my time working for Berkeley County Public Schools.

I would like to help with the transition of my duties and responsibilities so the office can continue functioning smoothly after my departure. Please let me know if there's anything I can do to assist.

Thank you again for the wonderful opportunity I've had working with families in the community. I wish you and the other team members all the best in your future endeavors.

Sincerely,

Doc Williams

Dear Mrs. Mueller,

I am resigning from my position as a part-time adult education teacher at James Rumsey due to a change in my schedule that will not allow me to continue in the role. I want to express my gratitude to you and Mrs. Orndorff for the opportunity to work at such an amazing place. I wish you both the very best.

Thank you,

Naif Alatta

Effective August 28, 2024

High School Student Program Acceptance and Enrollment Policy:

All James Rumsey Technical Institute students that are pursuing acceptance into a high school program will undergo a three-part screening process for consideration. The initial two phases of this process are completion of an application and an interview with the instructor of their program(s) of interest. Additionally, the third phase occurs when students are screened by instructors and the James Rumsey Technical Institute counselor on their historical data related to their time at their home school (high school of enrollment). The students that are up for consideration for acceptance into a program are evaluated for their attendance, academic standing, and discipline history. Upon review of each of these three components listed, instructors then determine whom they wish to admit into their program.

If a student is accepted into the program, they will receive a letter of acceptance from James Rumsey Technical Institute. Once a student is accepted and agrees to enrollment into their program, they are expected to continue to maintain high standing in their attendance, academics, and discipline record with both the high school they are enrolled in and at James Rumsey Technical Institute. This includes the timeframe that exists between acceptance into the program and the start of the program in the upcoming school year and continues throughout their program enrollment. Below are the guidelines that students must follow once accepted into the program:

Academics:

To remain in James Rumsey Technical Institute, a student is expected to maintain satisfactory grades. High school grades are determined by daily work, periodic examinations, initiative, and neatness of work.

The letter grades used in reporting are as follows:

JRTI high school programs follow the Berkeley County Grading Scale Letter Grade:

Letter Grade	A	B	C	D	F
Percentage	90 – 100%	80 – 89%	70 – 79%	60 – 69%	0 – 59%

Each student satisfactorily completing a skills class for one school year at the James Rumsey Technical Institute will receive three Carnegie Units of Credit which will be applied to the student's home school scholastic record. The student will receive four credits for each year or a total of eight credits for the regular two-year program. One credit will be awarded for each academic class successfully completed for the year.

Students that drop below a "C" average in their designated program will be re-evaluated for their ability to continue in the program. Students that drop below a "C" average in one or more academic classes will also be re-evaluated for their ability to continue in the program. Interventions will be put in place to provide support for the student to make improvements in their grades. All circumstances will be reviewed by the James Rumsey Technical Institute Executive Director. However, if a student fails their program or one or more academic classes during their enrollment at James Rumsey Technical Institute they could face removal from the program at James Rumsey Technical Institute.

High School Student Program Acceptance and Enrollment Policy:

Attendance:

James Rumsey Technical Institute's attendance policy follows the West Virginia State and Berkeley County Schools' attendance policies and procedures. A copy of these policies is available upon request. Students who are absent need to provide an absence excuse to their James Rumsey Technical Institute instructor for admission into class. Student absences are reported daily in WVEIS (WV Education Information System). A Student Assistance Team (SAT) will review unusual circumstances regarding class contact time.

Following an absence, students are responsible for making up all work missed within the following timelines:

- Students will be given two days to bring in an acceptable excuse following an absence.
- Upon return to school, a student will be granted one full day for each day's absence to complete work missed during such absence(s). Tests, projects, and major assignments scheduled prior to the student's absences will be due the day the student returns unless prior arrangements were made with the teacher.
- Upon teacher approval, additional time may be granted to complete work missed by documenting and signing an agreement with the teacher, which shall be retained by the teacher until all final grades are calculated at the conclusion of the school year. As soon as they return to school, it is the responsibility of the students to make all the necessary arrangements with the teacher for making up missed work. When the teacher sets an appointment for make-up work, tests, etc. and the student fails to show (assuming he or she is in school), the make-up work will be recorded as a "zero."

To obtain certification from their program, a student must miss no more than 20 days over the course of the 2-year period. All circumstances will be reviewed by the SAT team and the James Rumsey Technical Institute Executive Director. However, students that continually fail to attend either their classes at James Rumsey Technical Institute or at their home school could face removal from the program at James Rumsey Technical Institute.

Discipline:

James Rumsey Technical Institute's Administrative Council recognizes the need for students, teachers, administrators, and other school personnel to have a safe and supportive educational environment. James Rumsey Technical Institute's Administrative Council believes further that public schools should undertake proactive, preventive approaches to ensure a positive school climate/culture that fosters learning and personal/social development. Public schools must create, encourage, and maintain a safe, drug-free, and fear-free school environment in the classroom, on the playground, and at school-sponsored activities. Assuring such an educational environment requires a comprehensive plan supported by everyone in the school organization, as well as parents/guardians and the community. You can download the complete Policy 4373 from the Student Resources page on our website.

James Rumsey Technical Institute expects all students to follow Policy 4373. All violations of Policy 4373 will be evaluated on a case-by-case basis by the James Rumsey Technical Institute

High School Student Program Acceptance and Enrollment Policy:

Executive Director and will involve direct collaboration with the student's home school pertaining to alignment to disciplinary action required by Policy 4373. However, the following expectations will be utilized when making these determinations:

Level III Violations: Offenses which may result in out-of-school suspension for up to ten (10) days and possible expulsion for up to one (1) school year.

- When a student has a level III violation, James Rumsey Technical Institute will collaborate directly with the student's home school. Disciplinary action aligned to Policy 4373 will occur and James Rumsey will review the violation with consideration of one of two potential responses:
 - Student will be placed on a behavior contract that clearly states expectations of student behavior moving forward. Violation of this contract will result in immediate dismissal from the program and the student will return to their home school.
 - Or immediate dismissal from the program and the student will return to their home school.

Level IV Violations: Offenses which will result in mandatory out-of-school suspension for ten (10) days and possible expulsion for one (1) school year (1-2 semesters).

- When a student has a level IV violation, the student will be removed from their James Rumsey program.

Transparency for Enrollment

All expectations listed above are applicable to circumstances occurring in either James Rumsey Technical Institute or in the home school of the student. It is expected by James Rumsey Technical Institute that the student and their parent/guardian maintain direct communication with the James Rumsey staff to ensure that they are meeting all expectations required for their acceptance and continuance in their JRTI program.

Appeal:

An appeal can be pursued by students and their guardians in relation to any decisions made in the policy outlined above. If an appeal is wished to be pursued one will need to follow the grievance policy outlined on the JRTI website.

James Rumsey Technical Institute does not discriminate on the basis of race, color, national origin, sex, religion, disability, age, or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries contact: Carissa Tress, Title IX Director, 3274 Hedgesville Rd, Martinsburg, WV 25403, 304-754-7925.