

ADMINISTRATIVE COUNCIL AGENDA
October 18, 2024 at 8:30 AM

1. Welcome and Introductions
2. Approval of September 12, 2024 minutes
3. Financial Approval
 - A. Treasurer's Report for September
 - B. Record of previous electronic check approvals for September
 - C. Budget Journal Entries for the month of September
 - D. Approve supplement for out of state years of service for service personnel
 - i. 1st year of service amount of \$530.00
 - ii. Additional years of service at \$350.00
4. Personnel Approval
 - A. Permission to post for an Assistant Director – Posting included in packet
 - i. No additional stipend
 - ii. Adds 21 days to one current administrator
 - B. Permission to post for a .5 GED Test Examiner position
 - C. Accept resignation of Brit Conner – Law and Public Safety Instructor
 - D. Permission to post 1.0 Law and Public Safety Instructor
5. Approval of COE Policies and Plans – Dr. Carissa Tress
 - A. Work-based instructional plan
 - B. Student Placement and Placement Follow-up Plan
 - C. Strategic Plan
 - D. Instruction Supplies Purchases and Storage System
 - E. Emergency Purchases and/or Repair of Equipment System
 - F. Maintaining/Replacing or Disposing of Obsolete Equipment
 - G. Health and Safety Improvement plan
 - H. Assisting Students in Case of Sickness, Accident, or Emergency Plan
 - I. Opioid Antagonist Policy
 - J. Transportation Employees Alcohol and Controlled Substance Plan
 - K. Technical Infrastructure Plan
 - L. Student Coursework, Testing, and Records Access Procedure
 - M. Financial Process and Procedures
 - N. Refund Policy
 - O. Faculty and Staff Complaints and Grievances Procedure
 - P. Title IX Grievance Procedure
 - Q. Employee Performance and Effectiveness Evaluation Procedure

- R. New Teacher Orientation Procedure
- S. Student Retention Plan
- T. Student Admission Policy/Ability To Benefit
- U. Transcripts Policy
- V. Student Grievance Policy
- W. Student Personnel Services Plan
- X. Student retention plan
- Y. Technical infrastructure plan
- Z. Student grievance policy

6. Instructional update and approvals

A. High School Update

- i. 8th grade tours have been going well
- ii. We have started 10th grade tours and they are going well
 - 1. We switched to a new format this year to give students more time in their 1st and 2nd choice options
- iii. Drug testing going well – 0 positive tests (ACE and High School)

B. ACE

- i. Starting a new Phlebotomy cohort in November
 - 1. In the process of starting externship with Valley Health
- ii. Electrical students got certified in newer and safer techniques
- iii. New Automotive MAST instructor is quickly working towards completing certification (he got cut off with the Marshall date) and collaborating with our high school automotive instructor to engage in the CRAFT advisory committee process

C. Adult Education Update

- i. Waiting to hire the .5 position
- ii. First GED test coming this month

7. JRTI Company Lab Entrepreneurship Site Update

A. Region 9 Feasibility Study Grant - \$49,483

- i. Most employers can't take the number of students we getting career ready
- ii. The companies that can don't meet the specific requirements for this grant
- iii. The study is still ongoing

8. Office of Regional Innovation and Implementation

- A. Troy Pressens has been working to close out some bigger projects
- B. Funding cycle will begin again in January

9. Business and Industry update

- A. Volvo students are back
- B. Jefferson Distributing training went well

10. Career Technical Student Youth Organization update

- A. Finished up our first fundraiser
- B. We had an incredibly generous donation from Greg Mason from AMS; he has given us 4 refurbished vending machines – all proceeds go to CTSOs

11. Facilities Update

- A. Ventilation system update
- B. Truck driving and Diesel update
- C. Lighting strike update – repairs

12. Counseling for Careers

- A. Mrs. Copenhaver has fulfilled all requirements regarding eating disorders and suicide prevention for all day students.
- B. Mrs. Copenhaver has completed the Fall IPEDs survey (2 days)
- C. Mr. Penner will be meeting with Classroom2Careers supervisors in the coming days.

13. School Culture update

- A. New teacher academy is going well – new instructors are working closely with their mentors
- B. The administration has been trying to find little ways to show our appreciation – one example is that we give each employee something small in their mailbox each pay day. All funds come straight from the administrators – no school funds have been used.

14. Possible Executive Session to discuss Director's goals

15. Important Dates:

- A. October 30, 2024 – Trick or Treat night at JRTI (you are welcome to attend, hand out candy, or just walk around – it's a really fun evening)
- B. November 6, 2024 5:30-7:30 – Open House

Next Meeting:

**ADMINISTRATIVE COUNCIL
JAMES RUMSEY TECHNICAL INSTITUTE
MINUTES OF SEPTEMBER 12, 2024**

The regularly scheduled Administrative Council meeting for the James Rumsey Technical Institute was held September 12, 2024 at 8:00 a.m.

MEMBERS PRESENT

Dr. Ryan Saxe, Superintendent Berkeley 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

Guests

Mr. Jim Butts, Treasurer Berkeley County Board of Education

WELCOME AND INTRODUCTIONS

Ms. Skinner welcomed all members and began the meeting at 8:00 a.m.

MINUTES

Ms. Skinner presented the minutes of the August 30, 2024 Administrative Council meeting for approval.

Ms. Long moved; seconded by Ms. Barron to approve August 30, 2024 minutes as presented; carried.

MOTION CARRIED

FINANCIAL

Ms. Skinner requested a motion to approve the Treasurer's Report for August, check approvals, August 1 – September 6, 2024, and Budget Journal Entries as presented.

Ms. Long moved; seconded by Ms. Barron to approve the financial items as presented; carried.

MOTION CARRIED

REVIEW/APPROVAL – YEAR END FINANCIAL STATEMENT, JUNE 30, 2024

Mr. Butts presented the FY24 Year End Financial Statements, June 30, 2024. Mr. Butts reviewed the General, Special Revenue and ESSERF which ended the year with a total balance of 4.6 million dollars'. There are approximately 500 thousand dollars' in liabilities – mostly payroll – for a balance of 4.2 million dollars'.

Mr. Butts pointed out there is a 1.6 million dollar balance in the Unassigned/Unrestricted funds. This is very healthy for James Rumsey. That represents a 48% fund balance to general fund expenses. The state wants you to have 3.5% and the GFAL wants you to have 16.67%. James Rumsey is currently at approximately 41%.

The completion of the Early Childhood renovations (584 thousand dollars) and the HVAC renovations (326 thousand dollars) contributed to Capital Assets being in a very strong position from the Balance Sheet standpoint.

The Income Statement shows total income from the General, Special Revenue and ESSERF funds was 8.1 million dollars, with expenditures at 7.2 million dollars. This totaled a net income of 882 thousand dollars. When added to the previous fund balance the new fund balance is 4.2 million dollars.

Mr. Butts suggested considering a reduction in the local share between 100 – 300 thousand dollars for school year 2025. Currently the local share is 750 thousand dollars. The recommendation is based on the 41% reserve revenue with additional income being added to the balance this year.

Mr. Butts stated there is lots to the rest of the notes. James Rumsey had another good year. If you have questions, call Mr. Butts.

Ms. Long asked if the subject of decreasing the Local Share would be brought up during the next budget term. Mr. Butts responded it could be addressed this year, it is up to the Council to consider at any time. Ms. Long stated reducing the local share is something to take a look at, Ms. Skinner agreed.

Ms. Skinner asked if the enrollment allocations could be reallocated due to numbers not being as high as possible. Mr. Butts said the allocations are determined based on the FTE. Mr. Penner stated JRTI does try to fill open enrollments if there is interest from other counties. Ms. Copenhaver utilizes the waitlist to fill any open spots.

Ms. Skinner requested a motion to approve the FY24 Year End Financial Statement for June 30, 2024 as presented.

Ms. Long moved; seconded by Ms. Barron to approve the FY24 Year End Financial Statement for June 30, 2024 as presented; carried.

MOTION CARRIED

PERSONNEL APPROVAL

Ms. Skinner requested a motion to approve the Personnel changes as presented.

A. Resignations

1. Dakari 'Doc' Williams, Entrepreneurship and Naif Alatta, Adult Learning Center.

- B. Permission to post for both Entrepreneurship instructor and part time Adult Learning Center position.
- C. RIF 1.0 Adult Learning Center position.

Ms. Long moved; seconded by Ms. Barron to approve personnel approvals as presented; carried.

MOTION CARRIED

APPROVAL OF POLICY

Mr. Penner stated the High School Acceptance and Enrollment Policy that was in place was antiquated. Additions have been made to address current student issues, as well as more robust opportunities so students are not caught behind academically. If a student reaches a 'C' they will be supported by working with our SAT team.

Ms. Skinner requested a motion to approve the amended High School Acceptance and Enrollment Policy as presented.

Ms. Long moved; seconded by Ms. Barron to approve the amendment as presented; carried.

MOTION CARRIED

FIELD TRIP APPROVAL

Ms. Skinner requested approval of the field trip.

- A. Mrs. Butcher – Robotics Engineering
 - 1. Location – Technimark Plant, Inwood, WV
 - 2. Date – 10/18/2024

Ms. Long asked how the students would be transported. Mr. Penner stated Mrs. Butcher has already arranged bus transportation.

Ms. Long moved; seconded by Ms. Barron to approve the field trip as presented; carried.

MOTION CARRIED

IMPORTANT DATES

- September 13 – 1st 8th Grade Tour – Warm Springs Middle School – Morgan County – approximately 140 students
- September 16 – WV Economic Development Council Tour with Jennifer Smith
- September 16 – NOCTI Pre-Assessment Window Opens

The meeting adjourned at 8:11 a.m.

NEXT MEETING: The next meeting will be October 18, 2024 at 8:30 a.m.

DATE OF APPROVAL

CHAIRMAN

SECRETARY

**BERKELEY COUNTY BOARD OF EDUCATION
TREASURER'S REPORT
MONTH ENDING SEPTEMBER 30, 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	\$ 47,542,733.50	\$ 49,715,921.28	\$ 79,020,580.94	\$ 21,997,973.14	\$ 39,600,961.46	\$ 86,962,352.98		
Fund 61	\$ (1,359,687.30)	\$ 2,719,700.05	\$ 6,349,398.79	\$ 3,360,875.53	\$ 4,715,351.12	\$ 274,360.37		
Fund 65	\$ 4,553,710.85	-	-	-	-	\$ 4,553,710.85		
Fund 71	\$ (2,578,445.11)	-	\$ 2,578,584.05	\$ 2,874.26	\$ 2,982.96	\$ (2,844.02)		
James Rumsey								
Fund 13	\$ 1,639,335.58	\$ 213,149.96	\$ 632,430.38	\$ 251,557.85	\$ 470,917.67	\$ 1,800,848.29		
Fund 63	\$ 2,456,271.54	\$ 48,371.30	\$ 869,028.33	\$ 154,210.53	\$ 461,398.96	\$ 2,863,900.91		
Fund 66	\$ -	-	-	-	-	\$ -		
Fund 73	\$ -	-	-	\$ 1,491.21	\$ 2,982.41	\$ (2,982.41)		
General Fund - 51	\$ 20,438,911.25	\$ 80,275.22	\$ 145,462.57	\$ 228,868.82	\$ 298,261.07	\$ 20,286,112.75		
Total Fund 65		\$ -	\$ -	\$ -	\$ -	\$ 4,553,710.85		
Total Fund 66		\$ -	\$ -	\$ -	\$ -	\$ -		
Totals-BOE	\$ 72,692,830.31	\$ 52,777,417.81	\$ 89,595,485.06	\$ 25,997,851.34	\$ 45,552,855.65	\$ 116,735,459.72	\$ 61,597,333.17	\$ 50,584,415.70
Debt Service	\$ 6,805,040.50	\$ 5,379,648.80	\$ 6,986,821.79	\$ -	\$ -	\$ 13,791,862.29	\$ -	\$ 13,791,862.29
Bond Construction	\$ 120,513,883.84	\$ 448,247.09	\$ 1,549,531.09	\$ 2,267,988.17	\$ 9,609,301.44	\$ 112,454,113.49	\$ 4,468,084.31	\$ 107,986,029.18
Totals	\$ 200,011,754.65	\$ 58,605,313.70	\$ 98,131,837.94	\$ 28,265,839.51	\$ 55,162,157.09	\$ 242,981,435.50	\$ 70,619,128.33	\$ 172,362,307.17
Totals						\$ 70,619,128.33	\$ 70,619,128.33	\$ 172,362,307.17

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.

cc: James Rumsey

Treasurer  Date: 10/7/2024

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

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

	PO NUMBER	VENDOR	AMOUNT
Tow Truck from CD	701250231	Lee's Auto & Truck Repair	402.00
Fuel	701250052	WEX	483.57
Classroom Supplies – Nelson	701250177	Lowe's	141.44
Classroom Supplies – Lantz	701250207	Lowe's	592.79
Robotics Competition	701250184	Robotics Education & Competition	110.00
Classroom Supplies – ACE Electrical	701250174	CES – City Electric	1376.68
Automotive Supplies	701250040	NAPA	23.20
Travel Reimbursement	n/a	Wayne Bennett	344.38
Travel Reimbursement	n/a	Katelyn penwell	54.94
Travel Reimbursement	n/a	Dianna Blake	85.76
Simulated workplace uniforms	701250193	Chef Works	1736.08
Maintenance supplies	701250111	Lowe's	60.76
Diesel	701250011	RM Roach	803.88
Custodial supplies	701250010	Weiss Bros	1228.54
Simulated workplace uniforms	701250188	4imprint	407.28

10.03.24

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.

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

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

	PO NUMBER	VENDOR	AMOUNT
Automotive Training	701250237	ALLDATA	975.00
Automotive Training	701250165	AVI	795.00
HVAC Uniforms	701250156	BJ's Custom Creations	2401.00
Admin Laptop	701250183	CDW Government	2212.45
CDL Drug Screen & Physical	701250069	East Mountain Health	540.00
Electrical Classroom Supplies	701250181	City Electric Supply	4170.45
Commercial Driving Truck Repair	701250125	Martinsburg Service Center	1974.48
Cashless Operations	701250081	Nayax	23.85
Robotics Competition	701250184	Robotics Education & Competition	525.00
CDL Testing	701250065	Rodney Taylor	300.00
HVAC Classroom Supplies	701250175	United Refrigeration	1867.96
Quarterly Sales Tax	701250066	WV State Tax Department	169.98

09.26.24

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.

**James Rumsey Technical Institute
2023-2024 Check Approval Spreadsheet**

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

	PO NUMBER	VENDOR	AMOUNT
ANNUAL CERTIFICATION FEE	701250211	DEPT OF ENVIRONMENTAL	100.00
LIGHTING & CONSUMPTION	701250012	POTOMAC EDISON	19,514.52
DIESEL FUEL	701250011	RM ROACH & SONS	1,317.85
GASSES & DEMURRAGE	701250009	ROBERTS OXYGEN	596.06
ACADEMY SUPPORT FEE	701250140	EDUCATION SERVICE CENTER REGION 11	650.00
ARCHITECTURAL REVIEW	701250214	WV STATE FIRE MARSHAL	500.00
ALARM REPAIRS	701250031	JOHNSON CONTROLS	2,061.11
ADVERTISING	701250007	WV RADIO	1,215.98
TRAVEL REIMBURSEMENT	N/A	ANN MUELLER	265.50
TRAVEL REIMBURSEMENT	N/A	AIMEE ORNDORFF	528.14
TRAVEL REIMBURSEMENT	N/A	MELISSA VADASZ	528.14

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09.19.2024

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.

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
	MONTH - SEPTEMBER NUMBER - 00700 ENTRY DATE 9/01/24		
	SUPPLEMENT-GRTAWD040225000000599 ADULT ED FEDERAL		
0001	63.61521.76191.911.701.0000.0000.00	157.64	
	FUND TRANSFERS OUT		
0002	63.61521.61691.261.701.0000.0000.00	10.00	
	WORKERS COMP		
0003	63.61521.61691.535.701.0000.0000.00	136.72	
	LICENSE AND FEES		
0004	63.61521.61691.583.701.0000.0000.00	265.50	
	TRAVEL OUT OF STATE		
0005	63.61521.61691.696.701.0000.0000.00		569.86
	CONTROL STAFF HARDWARE		
	* J/E TOTALS	569.86	569.86

MONTH - SEPTEMBER NUMBER - 00701 ENTRY DATE 9/01/24

	TRANSFER-GRTAWD04022400000984 PERKINS		
0001	63.50411.76191.911.701.0000.0000.00	30.73	
	FUND TRANSFERS OUT		
0002	63.50411.31391.611.701.0000.0000.00		30.73
	GENERAL SUPPLIES		
0003	TO CLOSE OUT GRANT		
	* J/E TOTALS	30.73	30.73

MONTH - SEPTEMBER NUMBER - 00702 ENTRY DATE 9/01/24

	SUPPLEMENT-GRTAWD04022500000856 PERKINS		
0001	63.50511.76191.911.701.0000.0000.00	20.15	
	FUND TRANSFERS OUT		
0002	63.50511.31391.114.701.0000.0000.00	419.99	
	SALARY-P/I-STIPENDS		
0003	63.50511.31391.221.701.0000.0000.00	32.06	
	SOCIAL SECURITY		
0004	63.50511.31391.233.701.0000.0000.00	31.50	
	RET-SUPP PLAN PREMIUM		
0005	63.50511.31391.261.701.0000.0000.00	.47	
	WORKERS COMP		
0006	63.50511.04511.009.000.0000.0000.00	19,793.00	
	REVENUE		
0007	63.50511.31344.611.701.0000.0000.00		10,000.00
	GENERAL SUPPLIES		
0008	63.50511.31331.611.701.0000.0000.00		10,740.70
	GENERAL SUPPLIES		

DATE - 10/03/24 BERKELEY COUNTY SCHOOLS
TIME - 14:22:51 JOURNAL ENTRY LISTING
PROG - GNL520

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0009	63.50511.31391.114.701.0000.0000.00 SALARY-P/I-STIPENDS	385.00	
0010	63.50511.31391.221.701.0000.0000.00 SOCIAL SECURITY	29.22	
0011	63.50511.31391.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM	28.87	
0012	63.50511.31391.261.701.0000.0000.00 WORKERS COMP	.44	
* J/E TOTALS		20,740.70	20,740.70

MONTH - SEPTEMBER NUMBER - 00703 ENTRY DATE 9/01/24
TRANSFER-GRTAWD04022300005227 MATH AND ENGLISH

0001	63.04412.11111.111.701.0000.0000.00 SALARY P/I	302.62	354.21
0002	63.04412.11111.211.701.0000.0000.00 GP INS-HEALTH/ACCIDENT		3.26
0003	63.04412.11111.212.701.0000.0000.00 GP INS-DENTAL		21.61
0004	63.04412.11111.221.701.0000.0000.00 SOCIAL SECURITY		22.70
0005	63.04412.11111.233.701.0000.0000.00 RET-SUPP PLAN PREMIUM		.32
0006	63.04412.11111.261.701.0000.0000.00 WORKERS COMP		3.70
0007	63.04412.11111.218.701.0000.0000.00 PEIA OPEB		
* J/E TOTALS		354.21	354.21

MONTH - SEPTEMBER NUMBER - 00704 ENTRY DATE 9/01/24
SUPPLEMENT-GRTAWD04022500000516 ABE STATE

0001	63.05517.03211.009.000.0000.0000.00 REVENUE		173,210.00
0002	63.05517.31312.611.701.0000.0000.00 GENERAL SUPPLIES	5,000.00	
0003	63.05517.31331.611.701.0000.0000.00 GENERAL SUPPLIES	2,100.00	
0004	63.05517.31331.651.701.0000.0000.00 NEW TECH RELATED SUPPLIES	2,750.00	
0005	63.05517.31333.611.701.0000.0000.00 GENERAL SUPPLIES	12,000.00	
0006	63.05517.31334.611.701.0000.0000.00 GENERAL SUPPLIES	2,500.00	
0007	63.05517.31343.611.701.0000.0000.00 GENERAL SUPPLIES	8,000.00	

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0008	63.05517.31343.641.701.0000.0000.00 NEW TEXTBOOKS AND REBINDING	2,200.00	
0009	63.05517.31344.611.701.0000.0000.00 GENERAL SUPPLIES	15,000.00	
0010	63.05517.31345.611.701.0000.0000.00 GENERAL SUPPLIES	500.00	
0011	63.05517.31346.611.701.0000.0000.00 GENERAL SUPPLIES	4,500.00	
0012	63.05517.31346.651.701.0000.0000.00 NEW TECH RELATED SUPPLIES	2,600.00	
0013	63.05517.31346.653.701.0000.0000.00 NEW TECHNOLOGY SOFTWARE	5,200.00	
0014	63.05517.31346.693.701.0000.0000.00 FURNITURE & FIXTURES	2,200.00	
0015	63.05517.31371.611.701.0000.0000.00 GENERAL SUPPLIES	7,600.00	
0016	63.05517.31381.611.701.0000.0000.00 GENERAL SUPPLIES	4,700.00	
0017	63.05517.31391.345.701.0000.0000.00 NEW DRUG TESTING-STUDENTS	3,800.00	
0018	63.05517.31391.581.701.0000.0000.00 TRAVEL - IN COUNTY	3,700.00	
0019	63.05517.31391.582.701.0000.0000.00 TRAVEL - OUT OF COUNTY	8,200.00	
0020	63.05517.31391.583.701.0000.0000.00 TRAVEL OUT OF STATE	6,100.00	
0021	63.05517.31391.611.701.0000.0000.00 GENERAL SUPPLIES	48,360.00	
0022	63.05517.31391.653.701.0000.0000.00 NEW TECHNOLOGY SOFTWARE	16,000.00	
0023	63.05517.31391.662.701.0000.0000.00 VEH FUEL-GASOLINE	8,000.00	
0024	63.05517.31391.693.701.0000.0000.00 NEW FURNITURE & FIXTURES	2,200.00	
0025	63.05517.31312.652.701.0000.0000.00 TECHNOLOGY HARDWARE	4,266.03	
0026	63.05517.31331.535.701.0000.0000.00 LICENSE AND FEES	4,190.00	
0027	63.05517.31331.641.701.0000.0000.00 TEXTBOOKS AND REBINDING	8,198.52	
0028	63.05517.31333.651.701.0000.0000.00 TECH RELATED SUPPLIES	1,187.01	
0029	63.05517.31334.611.701.0000.0000.00 GENERAL SUPPLIES	510.00	
0030	63.05517.31344.535.701.0000.0000.00 LICENSE AND FEES	4,197.00	
0031	63.05517.31344.693.701.0000.0000.00 FURNITURE & FIXTURES	944.95	
0032	63.05517.31346.641.701.0000.0000.00 TEXTBOOKS AND REBINDING	2,605.65	
0033	63.05517.31371.535.701.0000.0000.00 LICENSE AND FEES	3,564.00	

DATE - 10/03/24 BERKELEY COUNTY SCHOOLS
 TIME - 14:22:51 JOURNAL ENTRY LISTING
 PROG - GNL.520

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0034	63.05517.31391.531.701.0000.0000.00 POSTAL COMMUNICATION SVC	200.00	
0035	63.05517.31391.535.701.0000.0000.00 LICENSE AND FEES	22,051.90	
0036	63.05517.31391.651.701.0000.0000.00 TECH RELATED SUPPLIES	7,387.72	
0037	63.05517.31391.662.701.0000.0000.00 VEH FUEL-GASOLINE	500.00	
0038	63.05517.31391.693.701.0000.0000.00 FURNITURE & FIXTURES		2,200.00
0039	63.05517.31391.653.701.0000.0000.00 TECHNOLOGY SOFTWARE		16,000.00
0040	63.05517.31391.611.701.0000.0000.00 GENERAL SUPPLIES		24,113.65
0041	63.05517.31371.611.701.0000.0000.00 GENERAL SUPPLIES		6,175.89
0042	63.05517.31381.611.701.0000.0000.00 GENERAL SUPPLIES		2,342.70
0043	63.05517.31346.611.701.0000.0000.00 GENERAL SUPPLIES		1,799.41
0044	63.05517.31345.611.701.0000.0000.00 GENERAL SUPPLIES		63.00
0045	63.05517.31344.611.701.0000.0000.00 GENERAL SUPPLIES		5,545.42
0046	63.05517.31343.611.701.0000.0000.00 GENERAL SUPPLIES		1,562.71
0047	63.05517.31391.611.701.0000.0000.00 GENERAL SUPPLIES	120.00	
0048	63.05517.31346.693.701.0000.0000.00 FURNITURE & FIXTURES		120.00

* J/E TOTALS 233,132.78 233,132.78

MONTH - SEPTEMBER NUMBER - 00705 ENTRY DATE 9/01/24
 SUPPLEMENT-GRTAWD04022500000097 MATH AND ENGLISH

0001	63.04512.03211.009.000.0000.0000.00 REVENUE	32.00	
0002	63.04512.11111.111.701.0000.0000.00 SALARY P/I		32.00

* J/E TOTALS 32.00 32.00

MONTH - SEPTEMBER NUMBER - 00706 ENTRY DATE 9/23/24
 TRANSFER - FUND 13

0001	13.00000.32621.431.701.0000.0000.00 REPAIR/MAINT SVC-NON TECH		40,644.38
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DATE - 10/03/24 BERKELEY COUNTY SCHOOLS
TIME - 14:22:51 JOURNAL ENTRY LISTING
PROG - GNL.520

BUDGET JOURNAL ENTRY

LINE NO.	ACCOUNT / DESCRIPTION	DEBIT	CREDIT
0002	13.00000.32621.622.701.0000.00000.00 ELECTRICITY	40,644.38	40,644.38

* J/E TOTALS

** REPORT TOTALS

40,644.38
295,504.66
295,504.66

Assistant Director
James Rumsey Technical Institute

Job Posting Date: N/A

Closing Date: N/A

Minimum Qualifications:

- Must hold a valid WV Professional Administrators Certificate.
- Must hold a valid WV CTE Administrators Endorsement.
- Must have a minimum of three years successful teaching experience.
- Preference given to applicants with a Master's Degree at the secondary level with training in administration, supervision, curriculum, or career/technical education.
- Preference given to a current James Rumsey Technical Center administrator.
- Have knowledge of the field of Career/Technical Education through preparation or work.
- Preference given to a current James Rumsey Technical Institute Administrator

Job Responsibilities:

- Act in place of the Director in their absence.
- Assist with monitoring student progress, collect, and maintain student data.
- Assist in school improvement process.
- Assist with supervision and evaluation of personnel.
- Participate in credentialing process and requirements: COE, ACE, etc.
- Assist with recruitment in both secondary and post-secondary programs.
- Establish good employee and public relations.
- Assume responsibility for implementing James Rumsey Technical Institute Student Code of Conduct.
- Assist the Director with public relations, press releases, presentations, career fairs, advertisements, school visits & tours, etc.
- Maintain and update the James Rumsey Technical Institute Staff Handbook
- Serve as intermediary for students who have serious, urgent, or chronic problems.
- Assist with coordination of staff and professional development.
- Participate in the James Rumsey Technical Institute financial process.
- Coordinate the James Rumsey Technical Institute's Completers Ceremony with help from staff.
- Assume all responsibilities currently assigned to the ACE Assistant Principal as designated in the assistant principal duty chart.
- Perform any other duties as assigned.

Salary: Contingent upon degree level and experience; preference given to a currently employed James Rumsey Technical Institute employee

Terms of Employment: 261 days, starting after Administrative Council Approval

Send James Rumsey Technical Center Job Application and Resume to:

Russell Penner
Director/Principal
3274 Hedgesville Rd.,
Martinsburg, WV 25403
rpenner@k12.wv.us

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 as required by Title IX, Section 504, and ADA regulations.

All career and technical programs offered at James Rumsey Technical Institute provide vocational opportunities regardless 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: Carlissa Tress, Title IX Director/504 Coordinator, 3274 Hedgesville Rd, Martinsburg, WV 25403, 304-754-7925.

October 18, 2024

Mr. Russell Penner

Director

James Rumsey Technical Institute

3274 Hedgesville Rd

Martinsburg, WV 25403

Dear Mr. Penner,

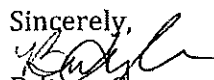
I am writing to formally resign from my position as a Law and Public Safety Instructor at James Rumsey Technical Institute, effective November 1, 2024. I understand that by submitting this resignation, I am in breach of my contract and that there are significant implications associated with this decision.

I acknowledge that under W. Va. Code §18-2-2, professional and service employees' contracts may only be terminated by an Administrative Council vote on or before May 1, to take effect at the close of the school year. Resignations submitted after this date require a release of contract, which can be declined due to insufficient or unjustifiable cause. I fully understand the potential effects on student learning and achievement, as well as the challenges of filling this position in the middle of the academic year.

I am also aware that this breach of contract could result in disciplinary actions, including the possibility of a petition by the Director to the West Virginia Department of Education (WVDE) or the West Virginia Board of Education (WVBE) to hold all of my papers and credentials on file for a year and report this disqualification status in the National Association of State Directors of Teacher Education and Certification (NASDTEC) database system.

Although I deeply regret any inconvenience this decision may cause, I believe this is the best course of action for my personal and professional growth at this time.

Thank you for the opportunities and experiences I've had while working at James Rumsey Technical Institute. I am grateful for the support I've received and will do my best to ensure a smooth transition for my students during this period.

Sincerely,

Britney Conner

Work-Based Instructional Plan

Goals and Objectives

The objective of the work-based instructional plan is to provide both the employer and the student a quality and positive work/study relationship. Through this experience, students learn work habits essential for an occupation related to their field of study.

Activities to Achieve the Objectives

The student is to demonstrate the competencies gained from the institution. In return, the employer evaluates the student on items such as appearance, manner, initiative, accuracy, cooperation, responsibility, enthusiasm, and progress.

The steps of the plan are as follows:

1. The student completes and returns the work-based learning application.
2. The instructor completes the evaluation and makes a recommendation.
3. The training agreement is completed and signed by the student, the job-site employer, and the in-house coordinator.
4. The student signs the responsibilities contract document.
5. The student agrees to the conditions of class attendance and submission of weekly report sheets as outlined in the 'Student Responsibilities Contract'.

Personnel Responsible for Overseeing the Plan

After all five steps have been completed and approval has been granted by the work-based learning coordinator, the student then begins interning at the job site. Once on the job site, the student works an eight-hour day, five days a week. All work is "live," and the student performs his/her duties the same as a regular employee and eventually works with little to no supervision.

Personnel involved in this process are the employer, the work-based learning coordinator, and the instructor.

Timelines for Review, Evaluation and Revision of the Plan

Work-based student records are maintained in the placement office, and each week data is distributed to instructors for the purpose of continuous improvement of the work-based learning process.

Student Placement and Placement Follow-Up Plan

Personnel Responsible for Coordination of Follow-up Activities

The responsibility for collection of completer employment data and the follow-up of employment data is in the hands of the work-based learning coordinator. However, the expertise and career connection each instructor has with the business community is vital in both placement and cooperative education. This individual also coordinates the cooperative education, internships, clinicals, and works to help instructors with employment application skills.

Activities to Achieve the Objectives

Collection of Information from Completers and Employers of Completers: Initial student information is entered into the West Virginia State Board of Education website (WVEIS) by the secretary of postsecondary programs after the student has attended the first day of class. At the end of the school year, (last week of May/first week of June), completer status is entered in WVEIS by the assistant principal and is verified by the work-based learning coordinator.

Student placement data is entered in the WVEIS system by June 1 and represents student data from the previous school year. This placement data is separated into categories that include:

- Placement in field of study
- Placement out of field of study
- Military
- Continuing education in field of study
- Continuing education out of field of study
- Seeking employment

Program Effectiveness/Modes of Delivery and Relevance to Job Requirements

The State Department of Education prints the summary of information in a report form and returns it to JRTI in a document entitled the "Efficiency Indicators". It includes overall performance data from the NOCTI test which is given to all students. The combination of placement and Efficiency Indicators are used to evaluate program success. Goals and objectives are established by the West Virginia Department of Education in the following areas and are as follows:

Participation	15 points
Concentration	15 points
Completions	15 points
Work- Based Learning	15 points
Performance (NOCTI)	20 points
Instructor Licensure Endorsement	20 points

A minimum of 75 points is required to obtain a "Meets Requirement" designation. Points are awarded based on a proportion of the target percentage.

The school receives an overall rating from the average of these scores. Individual programs that do not comply with the minimum scores (listed above) must be followed up by a written improvement plan which is prepared by the teacher and the director/principal. Once completed, the plan is submitted to the West Virginia Department of Education through the WVEIS system.

On the local level, the teachers whose programs are not meeting standards work with administration to resolve the deficiency. Programs are monitored through follow-up evaluations, and changes are made. In addition, if the challenge is in placement, help may be solicited from CRAFT Committee members who offer solutions to those challenges.

The school is provided feedback by several methods.

- The Data Profile is an essential document as it offers accurate, precise, and yearly feedback to address successes and challenges. This information is shared with employers and business partners during the Craft Advisory Committee meetings.
- Program curriculum, state certifications, and national certifications are also discussed and how they affect placement.
- Craft Committees are surveyed as to the needs as well as the satisfaction of the quality of JRTI graduates that have been employed with their companies.
- A student satisfaction survey is given to each student (via the school's website) for additional feedback on the school's successes as well as our weaknesses.

The work-based learning coordinator travels to work sites to approve them for co-op, internships, and to make contact with potential employers. Once a contact is made, employers are invited to the school for a tour, or the work-based learning coordinator will visit the potential employer to discuss the needs of the employer as well as the needs of the student learner.

JRTI has program CRAFT Advisory Committees with over 170 employers and business owners who attend two meetings per year. The first meeting takes place in early fall at the school. It includes a dinner prepared by the school. Committees then learn about changes, accomplishments, challenges, and, in general, what goes on in the school. Meetings reconvene in the content area classroom or shop where a meeting is held.

Items covered must include, but are not limited to:

- Admission requirements
- Program content and its relevance to today's market
- Program objectives and quality of outcomes
- State and national certification and competency testing
- Instructional material and lab supplies
- Equipment – what we have, what we need, and the safety compliance of the equipment

- Methods of program delivery and evaluation
- Skill level and proficiency of students including program completion, and program certifications
- Trends and where we need to provide the employee for success in the field
- Placement

Placement is a joint effort that includes the instructor, the work-based learning coordinator, and employers from the tri-state area. The process not only seeks employment, but rather seeks specific employment to the students' needs or career plans. Through employer contacts, an employer calling the school requesting a student to fill a position, job fairs, open houses, and our craft advisory committee network, JRTI strives to provide both placement and follow-up to all current and former students.

Timelines for Review, Evaluation, and Revision of the Plan

Each year the work-based learning coordinator presents follow-up information to both the administrative staff (Administrative Council) and to the instructional staff (Faculty Senate).

James Rumsey Technical Institute ACE 2024-2029 Strategic Plan

Scope of Services

The scope and services of the strategic plan are to consistently improve the quality of education and to remain a safe and supportive school for our students and the community.

Budgetary Resources

No budgetary resources are needed. Each of the objectives are maintained in-house by the faculty, work-based learning coordinator, and administration.

Planning Committee:

James Rumsey Technical Institute administrators and faculty.

Mission:

To enhance the quality of life through continual education for students of all ages throughout our community by setting standards of excellence in technical and academic education as determined by business, industry, and government.

Vision:

The Institute is dedicated to the belief that each individual should be given a continual opportunity for the development and extension of his/her skill and knowledge to increase an awareness of his/her role and responsibility in society. The Institute is devoted to serving the educational needs of its community and assumes a responsibility to help provide the requirements for trained employees in its region through a cooperative effort from local industry, business, and government.

Core Beliefs:

1. We believe that the curriculum should consist of 21st Century Skills (including global awareness, financial, economic, business, and entrepreneurial literacy, civic literacy, and health and wellness awareness) and be adaptable to the changing needs of students and industries.
2. We believe parents, business and industry, the community, and other educational institutions are partners in the educational process.
3. We believe that the curriculum should be continually evolving to meet the present and future trends of career needs and anticipate those trends with a plan of action.
4. We believe that a close collaboration with business and industry is vital to the continual improvement of our programs.
5. We believe that lifelong learning (including learning, thinking and life skills) is essential for individuals and communities to flourish.
6. We believe that collaborations with other institutions of education, business and industry, and the community will expand the opportunities for our students.
7. We believe teachers must understand and respect the unique needs of students with exceptionalities.
8. We believe communication and access to information is essential to learning.
9. We believe that the school climate should reflect a pleasant, attractive, safe, and productive environment for learning and working.

10. We believe in the intrinsic worth and critical need for technical excellence in all levels of modern society.

Major Activities

Major activities are listed as Objectives 1 – 5.

Improve Teaching and Learning – Completion, Placement, and Licensure Rates

Objective 1: Strategy Title, Description, and Strategies

Title – Completion Rate

Description – The student completion rate will increase at a rate of .5% a year for a period of five years; By 2029, James Rumsey Technical Institute will have an overall completion rate of 92%.

Strategies –

- Students are assessed (Test of Basic Education - TABE) prior to being accepted into the program.
- For those students who do not meet the minimum requirements:
 - Receive remediation and are retested or
 - Are not accepted into the program.
- Teachers/learning center coordinator tutor students who are experiencing academic challenges.
- Attendance rates must be a minimum of 90% throughout the year. The administrator meets with the students who are in danger of termination due to absenteeism.

Persons Responsible – Students, instructors, learning center coordinator, and assistant principal.

Objective 2: Strategy Title, Description, and Strategies

Title – Placement Rate

Description – Student placement will remain at or above 95% a year for a period of five years.

Strategies –

- Teachers meet with craft advisory members and potential employers a minimum of twice a year to discuss changes/requirements needed for employment.
- During the school year, students are placed in-field with potential employers as part of a cooperative experience.
- Placement coordinator continues to build relationships with potential employers in order to continue placing students with new companies.
- As well as the program skills, students are taught the soft skills needed for hiring purposes as well as maintaining the job.

Persons Responsible – Placement Coordinator, Instructors, and Students

Objective 3: Strategy Title, Description, and Strategies

Title – Licensure Rate

1. Description – For programs that require licensure to earn or maintain employment in-field, licensure rate will increase by .5% over five years. By 2029, the licensure rate for programs who fall under this category will be 94%.

Strategies –

- All West Virginia Department of Education curriculum/content skill sets are thoroughly covered throughout the length of the program.
 - Commercial Driving –
 - Class sizes are small; therefore, students acquire more one-on-one time with the instructor and in the truck
 - Students earn the following certifications if desired
 - Hazmat certification (written test)
 - Doubles/Triples (written test)
 - Tanker Endorsement (written test)
 - Phlebotomy Technician –
 - Class sizes are small; therefore, students acquire more one-on-one time with clients, and the instructor is able to give more time to each student.
 - Class time is devoted to preparing students for the licensure exam.
 - Practical Nursing –
 - Students exceed the required clinical time in order to have more experience working with patients, supervisors, etc.
 - A portion of the class is devoted to preparing students for the licensure exam.

Persons Responsible – Instructors, Students, and Administration

Improving Safe and Supportive School Environments

Objective 4: Strategy Title, Description, and Strategies

Title – Establish, ensure, and maintain learning environments that are safe, orderly, free of bullying, and designed to stimulate the creativity and innovation of all students.

Description – 100% of James Rumsey Technical Institute students will receive direct instruction and evidence of said instruction during the first week of each new class.

Strategies –

- Classifications of harassment are clearly explained and discussed during orientation.
- Additional information is provided concerning aggressive behaviors by watching a harassment video.
- Students are provided the name of the Title IX coordinator.
- Students (victims) are given access to submit a concern to the Title IX coordinator who then launches an investigation.

Persons Responsible – Students, Instructors, and Title IX Coordinator

Objective 5: Strategy Title, Description, and Strategies

Title – Attendance Rates

Description – Improve safe and supportive school environment by maintaining or increasing the percentage of students with greater than or equal to 90% attendance.

Strategies –

- Students have access to electronic/hard copies of expectations which are explained during orientation.
- Letters are sent to students when they have missed 25%, 50%, and 100% of total acceptable absences.
- Conferences with instructors and assistant principal when students have missed 25%, 50%, and 100% of total acceptable absences.
- Students are rewarded/incentives given for perfect attendance.

Persons Responsible – Students, Instructors, Administration

Major Publications

All plans, including the Strategic Plan, are included on the school's website.

Evaluations of the Plan

Plans are evaluated by the faculty and approved by the Administrative Council.

Constituents with Whom the Plan is Shared

The plan is shared with the faculty, administration, advisory council, CRAFT Committees and the public (as it is posted on the website).

4002: Instruction Supplies Purchases and Storage System

Approved by and on: Review again:

The objective of the purchases of Instructional Supplies and Storage System is to ensure continuity and occupational education relevant to today's state and industry standards.

The Administrative Council charges the director of James Rumsey Technical Institute to follow Policy 28.1 regarding the purchase of Instructional Supplies. The Director or appointed designee shall issue prior written approval for purchases in instructional supply situations.

The budget for the acquisition of supplies is titled "Supplies", and is found in Fund 63.

Steps of the Policy are as Follows:

1. Program Instructor assesses the level and the need of instructional supplies relevant to industrial need within the program.
2. Program instructor prices instructional need.
3. Instructor submits a requisition form to the director of JRTI for the instructional supply item.
4. The director of JRTI signs the requisition for approval of the instructional item needed.
5. The executive secretary or designated purchasing agent generates a purchase order number and purchase order document.
6. The purchasing agent then has authorization to order the instructional supply item via phone, fax, or online.
7. The program instructor receives the instructional item through the school's purchasing agent. The receipt of the item is attached to the requisition and purchase order for accountability and auditing purposes.

The Director of the Career and technical education centers follows the Accounting Procedures Manual for Schools and the Purchasing Policies and Procedures Manual. They establish an effective finance system as a management tool for planning and accountability. It is a system that ensures the resources will be safeguarded and used for the benefit of the students in each of the school districts. Financial records must be systematically developed and maintained to provide reliable financial information, which forms the basis for program evaluation, compliance with legal provisions, and the developing of public confidence in the school systems.

In order to ensure that only necessary instructional supplies purchases are made, all purchases must have the prior approval of an employee who has supervisory authority over the individual initiating the purchase request. Purchases by employees who have the authority to approve purchase requisitions must have the approval of the county superintendent or designee, or director of a James Rumsey Technical Institute.

Once the instructional supplies have been delivered to the school, the teacher is then notified. It is the teacher's responsibility to store the items in a safe location.

4001: Emergency Purchases and/or Repair of Equipment System

Approved by and on: Review again:

In cases that the emergency purchase of equipment is found necessary for a program, James Rumsey follows policy developed by the West Virginia Department of Education (Policy 8200, Section 28 – Emergency Procurement).

Emergency Procurement – Declared Emergencies

The Governor of the State of West Virginia has the inherent constitutional authority to declare an emergency situation. In the event the Governor declares such an emergency, the Governor has the authority to suspend certain laws, rules and/or regulations relating to the acquisition of commodities and service by public organizations pursuant to W.Va. Code § 15-5-6(g).

It is of the highest importance that state government responds quickly and effectively to safeguard the public safety and welfare during states of emergency. Yet, even under those circumstances, the acquisitions of commodities and services must be effectuated in a fair and accountable manner.

Accordingly, should the Governor suspend said laws, rules and/or regulations, the following procedures shall apply:

1. The employees or representatives of the LEA covered by this policy shall exercise sound judgment and discretion when acquiring commodities and services related to the emergency.
2. The employees or representatives of the LEAs shall operate with highest ideals of honor and integrity and strive to avoid the appearance of perceived impropriety.
3. No person shall corruptly combine, collude, or conspire with one or more persons to lessen competition, cause a higher price to be paid, or cause one vendor to be unjustifiably preferred over one or more other prospective vendors.
4. No person shall solicit or receive anything of value, directly or indirectly, now or in the future, from any vendor or person supplying commodities or services in relation to the emergency.
5. The LEA shall be responsible for developing specifications for commodities and services that do not favor a particular brand or vendor.

6. Any contract and/or purchase order in excess of \$100,000 shall be reviewed, approved and signed by the county superintendent, or director of a regional education service agency or multi-county vocational center, whichever the case may be.
7. The acquisition of commodities and services not on contract that is estimated to cost in excess of \$1,000 but less than \$5,000 shall at all times be based on three competitive bids. Bids may be verbal but shall be summarized and documented and include the date of contact, vendor, dollar amount, commodity or service description, quantity, number of bids obtained and whether the award was made to the low bidder.
8. The acquisition of commodities and services not on contract that is estimated to cost in excess of \$5,000 shall be based on three written bids which shall be documented and include the date of contact, vendor, dollar amount, commodity or service description, quantity, number of bids obtained and whether the award was made to the low bidder.
9. If, in the opinion of the LEA, using sound judgment and discretion, time does not permit written bids to be received, verbal bids shall be obtained and documented, with written bids received within five working days of the request.
10. If, in the opinion of the LEA, using sound judgment and discretion, time does not permit verbal bids to be received, the public organization must secure written approval from the chief executive officer of the state agency to secure necessary services and supplies without bids for only that period of time absolutely necessary to abate the emergency.
11. All purchase order and/or contract awards shall be made to the lowest, responsible bidder meeting specifications.
12. Should the award not be made to the lowest priced bidder, a written justification shall be placed on file with the bids that documents the reason the low price was rejected. This justification must be signed by the county superintendent, or director of a regional education service agency or multicounty vocational center, whichever the case may be.
13. The LEA shall document each expenditure and include specifications, bids, no-bids, award justifications, and any other relevant data.
14. The documentation for each expenditure shall be complete and shall be kept in an orderly manner that will enable any interested party to understand the specifics of the expenditure.
15. A complete written record of all expenditures relating to the emergency shall be submitted to the Governor within 30 days of the expiration of the declaration of the emergency.
16. The written record shall include a summary sheet that details all acquisitions for the emergency and lists date of purchase, vendor, dollar amount, commodity or service description, quantity, number of bids obtained and whether the award was made to the low bidder.
17. The Governor reserves the right to remove the spending authority at any time during the emergency and appoint a person or organization to manage the emergency expenditures and/or transfer that authority to another organization.

18. All emergency expenditures are subject to complete review and/or thorough audit as requested by the Governor.
19. The Governor has reserved the right to amend, alter, or cancel the preceding procedures as necessary through written amendments, alterations or cancellations with justification and documentation of specific situations and reasons.

Local Emergencies

Each LEA must establish by local board policy the procedures to be followed in the case of an emergency at the local level that has not been declared an emergency by the Governor.

The chief executive officer, purchasing director or appointed designee shall issue prior written approval for purchases in emergency situations. These situations can arise from acts of nature, conditions that are detrimental to the health, safety, or welfare of employees or students, or other unforeseen events that threaten the termination of essential services. These can include unforeseen delays by contractors or delays in the transportation of indispensable goods and materials. Emergency purchases are not to be used for hardships created by neglect, poor planning, or lack of organization.

Competitive bids must be obtained whenever possible. If, in the opinion of the LEA, using sound judgment and discretion, time does not permit verbal bids to be received, the LEA must secure written approval from the chief executive officer of the agency to secure necessary services and supplies without bids for only that period of time absolutely necessary to abate the emergency.

James Rumsey Technical Institute Maintaining, Replacing, and Disposing of Equipment Plan

Goals and Objectives

The objective for maintaining, replacing, and disposing of obsolete equipment is to ensure quality equipment for each program, and that the equipment aligns with today's state and industrial standards.

Activities to Achieve the Objective

Postsecondary programs can use the CTE Equipment Replacement Grant provided by the State to maintain, update or purchase new equipment. Program modernization grants are available through the West Virginia Department of Education and require matching funds from sources outside the school system. Instructors are encouraged to apply for these grants.

Requests for Proposals are sent to the schools in March and must be submitted by May 1. In order to maximize the impact of these funds, an important criterion is the availability of matching funds from sources outside the school system. Particular weight is given to those matching funds that represent new funding sources developed by the school system with the business/industry/labor community, foundations, organizations, and associations. Another important factor is the targeting of programs that lead to employment in high-demand, high-wage occupations. Proposals that emphasize innovation and substantive change from the status quo are given most favorable consideration. Staff communicates with the advisory councils to determine equipment needs to assure resources are up-to-date and meet industry needs.

For more details about the Program Modernization Grant Application, forms, etc., select the following link and click on Program Modernization Grant Application: <http://wvde.state.wv.us/search.html?q=equipment+acquisition>.

The steps of the plan are as follows:

1. The WVDE receives an annual state legislative appropriation for CTE program modernization. Requests for Proposals are sent to the Career and Tech Ed Centers in March, and must be completed and submitted by May 1 (date is subject to change). In order to maximize the impact of these funds, an important criterion is the availability of matching funds from sources outside the school system. Particular weight is given to those matching funds that represent new funding sources developed by the school system with the business/industry/labor community, foundations, organizations, and associations. Another important factor is the targeting of programs that lead to employment in high demand/high wage occupations. Proposals that emphasize innovation and substantive change from the status quo are given most favorable consideration.
2. An allocation from State CTE funds are allocated for the sole purpose of equipment modernization and replacement. These funds can be used only if the equipment is purchased for exclusive use by students. Replacement equipment funds may also be used for repairs and hand tools. Funds are distributed by a formula that is based upon the share of the state's total value of CTE instructional equipment. Monies are distributed quarterly based upon availability of funds. Equipment funds may be carried over from one fiscal year to the next without penalty. Carry-over funds should be spent first.
3. Equipment with an original cost exceeding \$5,000.00 on an individual basis that is purchased with technical and adult education funds must be included in the property record as a fixed asset on the inventory system on WVEIS. Five thousand dollars is the Capitalization Level set by the State.
4. The institute may select a control level below \$5,000.00 and this is strongly recommended for CTE equipment. It allows for monitoring for internal theft and provides documentation for insurance purposes if the equipment is

taken or destroyed as part of a break-in. An inventory that includes items with this lower optional value and their estimated date of obsolescence is also valuable in planning budgets.

5. No equipment of any value purchased in part or in whole by Federal and State CTE funds shall be disposed of in any manner other than,
 - 1) Offer the equipment to another CTE program within the facility at no cost,
 - 2) Offer the equipment to another CTE program at no cost,
 - 3) Contact the appropriate Program Coordinator in the Office of Career and Technical Instruction and ask him/her to offer the equipment to other CTE programs within the State at no cost.

If none of these entities request the equipment, a request for disposal is presented to the Administrative Council. Once approved and is in usable condition, the equipment is offered to the public by sealed bid. Bids are posted in local newspapers a minimum of three times over two consecutive weeks. The bids are opened by the director, and is witnessed by a staff member. The highest bidder is offered the equipment. If deemed unusable, the equipment is scrapped at the local salvage facility and funds generated are deposited in the program's work-order account. This account is used by the instructor (with approval from administration) for supplies or emergency supplies needed.

Personnel Responsible for Overseeing the Plan

The Director and Administrative Council of James Rumsey Technical Institute, in accordance with the West Virginia Department of Education Career and Technical Education Division, are responsible for overseeing the plan. The West Virginia Department of Education receives an annual state legislative appropriation for career and technical education program modernization. Requests for Proposals are sent to the schools in March and must be submitted by May 1.

Timeline for Review, Evaluation and Revision of the Plan

The timeline for review, evaluation, and revision of the plan is performed by the West Virginia Department of Education. James Rumsey is required to follow the plan sanctioned by the WVDE. Review and evaluation of the plan are held by the State, and revisions are presented to the directors of the institutions at the WVDE CTE conferences held in each year in July.

Health and Safety Improvement Plan

The health and safety of students, faculty, staff, and guests is our number one concern. The process of learning can only take place in a safe – both physically and emotionally – environment.

Goals and Objectives

From the lighting in the ceiling to snow removal on the sidewalks, safety for all is a main goal and objective that JRTI strives to maintain within the physical plant. Beginning with the first lecture, the instructor addresses classroom and equipment safety. Procedures are reviewed throughout the year and are presented with learning each new piece of equipment. Each year, as a part of teachers' continuing education, safety, emergency plans, and fire drills are included in the process. Inspections are performed daily, weekly, monthly, and annually to ensure everyone's safety.

Activities to Achieve the Objectives

The following is a list of inspections and drills included in the safety plan:

1. State safety OSHA inspection forms are filled out each year by students and instructors.
2. Fire drills – twelve fire drills are performed each school year. A list of when and how long it takes to evacuate the building is kept both in the front office and by the alarm control panel located in the placement office.
3. Emergency lockdown – two are performed each year. Cards are passed under doors to give status of occupants of each room. The cards are collected, analyzed, and an "All Clear" given. There are two alternate relocation sites designated if needed.
4. Emergency Quick Reference Guides posted in each classroom indicating the procedures to be followed in case of an emergency.
5. Video and discussion presented to all students addressing bullying and sexual harassment.
6. FERPA laws are discussed and enforced.

Personnel Responsible for Overseeing the Plan

The previous six items are reviewed at the beginning of each year during in-service/continuing education sessions. Any changes or improvements by administration, state, or federal authorities are noted and discussed. Faculty feedback and discussion of previous years' experiences also take place during this time.

Throughout the year other safety information is passed along to faculty and staff including vehicle safety in-service and health screenings.

Instructors are required to notify an administrator of any accidents. In addition, the instructor completes a school accident report, and turns it in to the front office. The names of the injured student and any witnesses of the accident must be included in the report. The second page allows for the person writing the report to include details such as treatment/notification/property damage, and an accident investigation and

review. The report is used as a learning experience, and safety procedures are evaluated and revised as needed. Three copies are made and placed with the

- (1) instructor
- (2) administration
- (3) students' permanent records

Review, Evaluation and Revision of the Plan and Timeline

Each month the school culture committee (which includes safety) reviews all accident reports and completes a check list to ensure that the current procedures are effective. The committee recommends changes, if deemed essential, and presents them to the faculty for review. It is at that time that revisions, if needed, are made.

Revised safety procedures are presented to the faculty at each year's orientation, and teachers include the revised safety rules during their orientation with students at the opening of school.

To ensure safety, inspections are conducted by outside sources to give an unbiased evaluation and assignment of needed changes. This list includes but is not limited to:

- BRIM (Bureau of Risk Management)
- Fire Marshal
- Health Inspector (food services)
- School Culture Committee
- Fire Equipment
- Health Department (Child Care Facility)
- State of West Virginia (Back flow)
- Fire Alarm
- School Custodians (Daily Checklist)
- School Maintenance Custodian (Daily Observation)

A student is trained on each piece of equipment and the safety of that equipment. Any tool or piece of equipment deemed unsafe is tagged and locked up. Any procedure not safe is changed. In conclusion, safety is not an option; it is a way of life in the school. It begins day one, lesson one, and continues all year.

Assisting Students in Case of Sickness, Accident, or Emergency

Illnesses and injuries may be the most common of all school incidents. James Rumsey Technical Institute follows procedures as mandated (Senate Bill 592) by the **West Virginia Schools Crisis Response Plan**. Each year, during a required professional development session, the **Plan** is presented to all faculty and staff by one of the school administrators. A section of the **Plan** includes procedures that are used in case of medical emergencies and minor medical problems. The following information is used as a guide for responding to such emergencies.

- Medical Emergencies
- Minor Medical Problems

In the case of a **medical emergency**, the teacher or staff's responsibilities are as follows:

- Evaluate the accident/injury/illness scene.
- Direct any unaffected persons to a safer and secure area.
- Call 911 and advise of situation, type of injury, or illness.
- Notify the front office. Emergency medical responders are notified and report to the area of the emergency.
- Assess severity of injury or illness; render first aid if qualified to do so.
- Use universal precautions if handling bodily fluids.
- Assist emergency medical responders.
- If the scene is not safe, i.e. electrocution, downed wires, etc., wait for Emergency Medical Services (EMS).
- Maintain classroom control and class roster information.
- Do not move injured/ill person(s) unless there is a threat or imminent danger.
- If the medical emergency involves a staff member, the incident commander assigns someone to take control of the staff member's classroom.
- File incident report and make appropriate notifications.

If deemed necessary, the principal will make the announcement "This is a Medical Emergency". If that is the case then the teacher(s) are to:

- Report to the emergency responders any pertinent information about the person.
- Maintain classroom control and class roster information.
- Keep students in the classroom unless otherwise directed by a school administrator.
- Respond to fire alarms.
- Ignore class changes.
- Restrict use of cell phones.
- Wait for the "all clear" signal to resume schedule.

In the case of a **minor medical problem**, the teacher or staff's responsibilities include:

- Move the student to the office and assess the situation.
- Administer first aid, if appropriate.
- File incident report and make appropriate notifications.

Members of the emergency responders (On-Site Emergency Team) include:

- EMS Instructor
- LPN Instructor
- Licensed Professional Counselor
- Administration

James Rumsey Technical Institute, as a follow-up, has a school safety team who meet throughout the year. One part of their responsibilities is to evaluate and revise the current emergency procedures as needed. Revisions are then brought before the faculty senate for final acceptance.



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OPIOID ANTAGONIST POLICY

James Rumsey Technical Institute recognizes that the opioid epidemic is affecting many West Virginians, including youth and students, which has resulted in a rising number of fatal overdoses. Pursuant to West Virginia Code § 18-5-8 22d, the Legislature provided that public schools in the state may possess, maintain, and administer, by certain school employees, an opioid antagonist for use in emergency medical care or treatment for an adverse opioid event. Pursuant to the requirements of West Virginia Code § 18-5-22d, the State Board of Education consulted with the State Health Officer to adopt rules and regulations for a county board of education's possession, maintenance, and administration of opioid antagonists. State Board of Education Policy 2422.7 provides that county boards of education must follow the protocols/standards for dosage set forth by the West Virginia Department of Health and Human Resources. The Department of Health and Human Resources, in consultation with the Bureau for Behavioral Health, Office of Drug Control Policy, and the West Virginia Department of Education, issued the Naloxone Guide for School Nurses, which, among other things, provides a School Naloxone Policy Template and certain appendices that county boards of education may adopt.

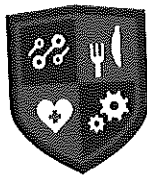
Therefore, it is the purpose of this policy to ensure that James Rumsey Technical Institute adopts and complies with the State Board of Education's opioid antagonist rules and the Naloxone Guide for School Nurses.

I. GENERAL:

- 1.1 The Board adopts and incorporates the Naloxone Guide for School Nurses, as may be modified or amended from time to time by the Department of Health and Human Resources.
- 1.2 The Superintendent shall adopt practices and procedures designed for school nurses and other qualified individuals to comply with the Naloxone Guide for School Nurses

Adoption Date: 07/28/2023

Authority: W. Va. Code § 18-5-22d; W. Va. State Board of Education Policy 2422.7



OPIOID ANTAGONIST ADMINISTRATIVE PROCEDURES

I. Guidelines: Naloxone HCL (Brand name: Narcan Spray) is a medication indicated for the emergency reversal of a suspected opioid overdose. The cause of death from opioid overdose is respiratory failure. Intranasal Naloxone (Narcan nasal spray) acts by displacing an opioid receptor in the brain leading to a resumption of normal respirations thus potentially preventing death. Naloxone (Narcan nasal spray) acts by displacing an opioid from the opioid receptors in the brain and reverses respiratory depression the cause of overdose deaths.

A. Purpose: To provide training and supervision guidelines for safe administration of stock intranasal Naloxone in the school setting.

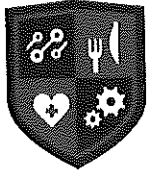
B. Equipment:

1. Naloxone spray of appropriate dose/nasal spray for nasal administration delivery.
2. Disposable nonlatex gloves.
3. Disposable manual resuscitator (Ambu Bag, pediatric and adult)

C. Personnel: Certified school RN (school nurse), and/or other licensed health care providers, RNs and LPNs working in the school or designated qualified personnel under the direct or indirect supervision of the certified school nurse.

II. Procedure: ESSENTIAL STEPS KEYPOINTS-PRECAUTIONS

ESSENTIAL STEPS	KEYPOINTS-PRECAUTIONS
A. Counties opting to voluntarily stock naloxone shall maintain and use naloxone nasal spray for emergency care of a suspected overdose.	County shall follow W. Va. Code §18-5-22 (d) and WVBE Policy 2422.7.
B. Obtain licensed prescribers order for stock naloxone.	May use standing order provided by the WVDHHR Commissioner and State Health Officer.
C. Train designated unlicensed school personnel to administer naloxone and monitor response.	Assess competency utilizing the Skills Performance Checklist.
D. Obtain naloxone and ensure proper storage.	Store below 77°F. Do not freeze or expose to excessive heat above 104°F. Protect from light.
E. Assess individual for signs and symptoms of suspected opioid overdose. Provide privacy, and safety.	Inability to wake the individual up (does not respond to shouting or sternal rub). Not breathing or not breathing well-look for blue lips or fingertips. If not breathing, there is NO harm in giving Naloxone.
F. Call EMS	Use non-latex gloves. Use proper sized ambu bag if administering CPR.



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G. Administer naloxone spray following manufacturer instructions.	
1. Place the individual flat on their back and open airway (lift chin up).	
2. Open box to remove individually wrapped packages. Peel open package to remove the device.	
3. Place two fingers on top of the device (on each side of the nozzle).	
4. Place nozzle in either nostril until your fingers touch the bottom of the individual's nose. Point nozzle towards the individual's ear (away from the middle of the face).	
5. Press the plunger firmly to release the medication. Remove device from nostril after dose is given.	If the individual starts to vomit, turn them onto their side so the vomit does not choke them.
6. If individual is not breathing well after 3 minutes, repeat the dose (in the opposite nostril) with the other device in the box.	
7. If the individual starts to breathe or wake up, put the individual in the recovery position (on his/her side) and move away to put space between you.	Waking up from an overdose can cause some people to get very agitated and confused.
H. Monitor and stay with the individual until EMS arrive.	Naloxone will wear off. Continue to monitor. Provide empty naloxone spray device (s) to EMS.
I. Document incident on individual treatment record.	Record: 1. Date and time of incident. 2. Description and symptoms of incident. 3. Time and amount of Naloxone administered. 4. Response of Naloxone. 5. Signature of personnel performing procedure. 6. Time EMS notified. 7. Time parent/guardian notified. 9. Time school nurse notified. 10. Time school nurse notified Poison Control.

PERSONNEL

TRANSPORTATION EMPLOYEES ALCOHOL AND CONTROLLED SUBSTANCE

Section 1.0 Introduction

The Berkeley County Board of Education has a vital interest in maintaining a safe, healthy and efficient work environment for its employees. Likewise, the Berkeley County Board of Education is committed to students, parents and the general public to operate its facilities safely and prudently. Consistent with these interests and according to the regulations promulgated by the United States Department of Transportation, Federal Highway Administration, pursuant to the Omnibus Transportation Employee Testing Act of 1991, the Berkeley County Board of Education has adopted and implemented this Transportation Employees Alcohol and Controlled Substance Policy. This policy creates obligations and requirements over and above those articulated by the Berkeley County board of Education Drug-Free Workplace Policy.

Section 2.0 Purpose

- 2.1 The purposes of this Transportation Employee Alcohol and Controlled Substance Policy are as follows:
- A. To establish and maintain a health and safe working environment for all of the employees of the Berkeley County Board of Education;
 - B. To ensure the reputation of the Berkeley County Board of Education and its employees as good, responsible citizens;
 - C. To reduce the possibility of accidental injury to persons or property;
 - D. To reduce absenteeism, tardiness, and indifferent job performance.

Section 3.0 Definitions

3.1 "Accident" means:

- A. An occurrence involving a motor vehicle owned by or leased to the

Berkeley County Board of Education while operating on a public road, street, or highway that results in:

1. a fatality;
 2. bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 3. one or more vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.
 4. the driver receives a citation under state or local law for a moving traffic violation arising from the accident.
- 3.2 "Alcohol " means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.
- 3.3 "Alcohol Concentration (or Content)" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters or breath as indicated by an evidential breath test.
- 3.4 "Alcohol Use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
- 3.5 "Board" means the Berkeley County Board of Education.
- 3.6 "Controlled Substance" has the meaning such term has under section 102(6) of the Controlled Substance Act (21 U.S.C. ss802(6) and includes all substances listed on schedules I through V of 21 C.F.R. part 1308 and West Virginia Code ss60A-2-201 through -213, as they may be revised from time to time.
- 3.7 "Commercial Motor Vehicle" has the same meaning such term has under 49 C.F.R. ss382-107.
- 3.8 "DOT" means the Department of Transportation.
- 3.9 "Driver" has the same meaning such term has under 49 C.F.R. ss382-107,

and includes any person employed by the Board who operates a commercial motor vehicle including, but not limited to, the following persons employed by the Board: bus operator, substitute bus operator, chief mechanic, mechanic, assistant mechanic, truck drivers who hold a commercial driver's license (CDL), maintenance staff members who hold a CDL, school bus supervisors who hold a CDL, supervisor of maintenance and supervisor of transportation if either of these employees hold a CDL, and other employees of the Board who are required to hold a CDL to perform their jobs. For the purposes of pre-employment/pre-duty testing only, the term "driver" includes a person applying to the Board to drive a commercial motor vehicle. For the purpose of post-accident testing only, the term "driver" includes any employee who operates a vehicle owned or leased by the Board.

- 3.10 "Performing (a safety-sensitive function)" means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately able to perform any safety-sensitive function.
- 3.11 "Safety-sensitive function" has the same meaning such term has under 49 C.F.R. ss382.107 and includes time spent waiting to be dispatched, time spent inspecting equipment or otherwise inspecting, servicing or conditioning any commercial motor vehicle, all driving time, all time spent in or upon any commercial motor vehicle, all time spent loading or unloading a commercial motor vehicle or attending a vehicle being loaded or unloaded, and all time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- 3.12 "Substance abuse professional" or "SAP" means a licensed physical or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor with knowledge and/or clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Section 4.0 Policy

4.1 Prohibitions Relating to Alcohol

- A. All drivers are prohibited from reporting to duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.

- B. All Drivers are prohibited from being on duty or operating a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.
- C. All drivers are prohibited from using alcohol while performing safety-sensitive functions.
- D. All drivers are prohibited from performing safety-sensitive functions within four hours after using alcohol.
- E. All drivers required to take a post-accident alcohol test pursuant to section 5.2 of this Policy are prohibited from using alcohol for eight hours following the accident, or until he undergoes a post-accident alcohol test, whichever occurs first.

4.2 Prohibitions Relating to Controlled Substances

- A. All drivers are prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except under the following circumstances:
 - 1. the use is pursuant to the instructions of a physician who has advised the driver that the controlled substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle; and
 - 2. the driver has notified the Board, in advance, of any such therapeutic drug use.
- B. All drivers are prohibited from reporting for duty, remaining on duty or performing a safety-sensitive function, if the driver tests positive for controlled substances.

4.3 No driver shall refuse to submit to any alcohol or controlled substances test required by section 5.1 through 5.6 of this Policy. Any driver who refuses to submit to such tests shall be prohibited from performing safety-sensitive functions, and shall be subject to section 4.4 of this Policy.

4.4 Compliance with this Policy is a condition of employment with the Board. Any driver who violates any provision of this Policy or whose required

alcohol or controlled substances test precludes them from meeting the requirements of this Policy shall be removed from the performance of safety-sensitive functions. In addition, the Superintendent shall initiate proceedings to terminate the employment of any driver who violates any provision of this Policy or whose required alcohol or controlled substances test precludes them from meeting the requirements of this Policy.

Section 5.0 Required Alcohol and Controlled Substances Testing

5.1 Pre-employment Testing

- A. Prior to the first time a driver performs safety-sensitive functions, the driver shall be required to undergo testing for alcohol and controlled substances.
- B. No driver shall be permitted to perform safety-sensitive functions unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.02 and has received a controlled substance test result from the medical review officer indicating a verified negative test result.

5.2 Post-accident Testing

- A. As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver shall be tested for alcohol and controlled substances if:
 - 1. The surviving driver was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life;
 - 2. The surviving driver receives a citation under state or local law for a moving traffic violation arising from the accident.
 - 3. The accident resulted in bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
 - 4. One or more motor vehicles incurred disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

- B. If a post-accident alcohol test is not administered within two hours following the accident, the Board shall prepare and maintain on a file a record stating the reasons the test was not promptly administered. If a post-accident alcohol test is not administered within eight hours following the accident, the Board shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.
- C. If a post-accident controlled substance test is not administered within 32 hours following the accident, the Board shall cease attempts to administer a controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
- D. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the Board to have refused to submit to testing.
- E. A driver who is subject to post-accident testing shall, as soon as practicable following an accident involving a commercial motor vehicle take the following action: (1) by telephone contact the Drug and Alcohol Testing Vendor, as designated by the Board; (2) report to the designated location for testing; and (3) notify his supervisor of the accident.
- F. The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances conducted by federal, state or local officials having independent authority for the test shall be considered to meet the requirements of the Policy regarding post-accident testing, provided that such tests conform to applicable federal, state or local requirements and that the results of the tests are obtained by the Board.

5.3 Random Testing

- A. Drivers shall be tested for alcohol or controlled substances at various times on an unannounced, random basis.
- B. Consistent with applicable federal regulations (49 C.F.R. ss382.305), the minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of driver positions.

- C. Consistent with applicable federal regulations (49 C.F.R. ss382.305), the minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions or such other percentage rate as is published by the DOT Federal Highway Administration in the Federal Register.
- D. The selection of drivers for random alcohol and controlled substances testing shall be made by the scientifically valid method of a computer-based random number generator that is matched with drivers' Social Security numbers.
- E. A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions or just after the driver has ceased performing such functions.

5.4 Reasonable Suspicion Testing

- A. Drivers shall be required to submit to an alcohol test when the Board has reasonable suspicion to believe that the driver has violated the prohibitions of sections 4.1(A), 4.1(C), 4.1(D) and/or 4.1(E) set forth above.
- B. Drivers shall be required to submit to a controlled substances test when the Board has reasonable suspicion to believe that the driver has violated the prohibitions of sections 4.2(A) and/or 4.1(B) set forth above.
- C. The Board's determination that reasonable suspicion exists to require the driver to undergo an alcohol or controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.
- D. The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or Board official who is trained in accordance with section 8.1 of this Policy. The person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.

- E. Reasonable suspicion alcohol testing is authorized only if the observations required by section 5.4(C) are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this Policy. A driver may be directed by the Board to undergo reasonable suspicion alcohol testing only while the driver is performing safety-sensitive functions, or just after the driver has ceased performing such functions.
- F. If a reasonable suspicion alcohol test is not administered within two hours following the observations required by section 5.4(C) of this Policy, the Board shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight hours following the observations required by section 5.4(C) of this Policy, the Board shall cease attempts to administer an alcohol test and shall prepare and state in the record the reasons for not administering the test.
- G. Notwithstanding the absence of a reasonable suspicion alcohol test under this section, all drivers are prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until:
 - 1. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02.
- H. Except as provided by section 5.4G of this Policy and/or by any independent authority, the Board shall take no action against a driver based solely on the driver's behavior and appearance, with respect to alcohol use in the absence of an alcohol test.
- I. A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the supervisor or Board official who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

Section 6.0 Testing Procedures

6.1 All alcohol and controlled substances testing conducted pursuant to this policy shall comply with the procedures promulgated by DOT and set forth in 49 C.F.R. part 40, as they may be revised from time to time.

6.2 Alcohol Testing Procedures

- A. All alcohol testing conducted pursuant to this policy shall be conducted by a trained breath alcohol technician (BAT) who shall utilize only an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration.
- B. A BAT-qualified supervisor of a driver may conduct the alcohol test for that driver only if another BAT is unavailable to perform the test in a timely manner.
- C. Alcohol testing shall be conducted in a location that affords visual and aural privacy to the driver being tested, sufficient to prevent unauthorized persons from seeing or hearing test results.
- D. The breath alcohol testing form promulgated by DOT shall be used for all alcohol testing without modification.
- E. Blood alcohol testing shall be conducted only under such circumstances as may be permitted under future DOT regulations.

6.3 Controlled Substances Testing

- A. Controlled substances testing shall be conducted by way of the split sample method of urine collection. After the driver being tested has provided a urine sample of at least 45 ml, the sample must be split into two specimen bottles to be shipped in a single shipping container, together with the chain of custody form, to a DHHS-certified laboratory for analysis.
- B. The Board and the certified laboratory shall develop and maintain clear and well-documented procedure for collection, shipment and accessing of urine specimens, including an appropriate chain of custody form. Handling and transportation of urine specimens from one authorized individual or place to another shall always be accomplished through chain of custody procedures.

- C. It is recognized that the Board has the right to request that the personnel administering urine collection take such steps as are necessary to detect tampering or substitution while maintaining individual privacy. If it is established that a driver's specimen has been intentionally tampered with or substituted by the driver or someone on his behalf, the driver will be subject to discharge.
- D. The result of the certified laboratory analysis is reviewed by a medical review officer (MRO), who is a licensed physician responsible for receiving laboratory results generated by this Policy and who has knowledge of substance abuse disorders and appropriate positive test result together with his or her medical history and other relevant biomedical information.
- E. If the test result of the primary specimen is positive, the driver may request that the MRO direct that the split specimen be tested in a different DHHS-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request if it is made within 72 hours of the driver having been notified of a verified positive test result. Action required by this Policy as the result of a positive drug test (e.g., removal from performing safety-sensitive functions) is not stayed pending the result of the test of the split specimen. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the DOT, the Board and the driver.

Section 7.0 Handling of Test Results, Record Retention and Confidentiality

- 7.1 The Board shall maintain records of its alcohol misuse and controlled substance use prevention programs as provided below. Such records shall be maintained in a secure location with controlled access.
- 7.2 Record Retention
 - A. Five year retention. The following records shall be maintained for a minimum of five years.
 - 1. Records of driver alcohol test results with results indicating an alcohol concentration of 0.02 or greater;

2. Records of driver verified positive controlled substances test results;
 3. Documentation of refusals to take required alcohol and/or controlled substances tests;
 4. Calibration documentation;
 5. Driver evaluation and referrals; and
 6. A copy of each annual calendar year summary.
- B. Two year retention. Records related to the alcohol and controlled substances collection process and training shall be maintained for a minimum of two years.
- C. One year retention. Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02 shall be maintained for minimum of one year.
- 7.3 The Board shall prepare and maintain an annual calendar year summary of the results of its alcohol and controlled substances testing programs performed pursuant to this Policy and in accordance with 49 C.F.R. ss382.403.
- 7.4 Except as required by law or this Policy, the Board shall not release driver information that is contained in records required to be maintained under section 7.2 of this Policy. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
- 7.5 The Board must obtain, pursuant to a driver's written consent, any of the information concerning the driver that is maintained under an alcohol and controlled substances testing policy by the driver's previous employers. Such information must be obtained and reviewed by the Board no later than 14 calendar days after the first time a driver performs safety-sensitive functions. The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. The Board shall maintain a written, confidential record with respect to each past employer contacted.

Section 8.0 Training

- 8.1 The Board shall ensure that persons designated to determine whether reasonable suspicion exists to require a driver to undergo testing pursuant to section 5.2(C) of this Policy shall receive at least 60 minutes of training on alcohol misuse and receive an additional 60 minutes of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Adoption Date: 2/6/95

Technical Infrastructure Plan:

The purpose of the technical infrastructure plan is to outline the guidelines and best practices for managing the technical infrastructure of James Rumsey Technical Institute, ensuring reliable, secure, and efficient access to technology resources for educational and administrative purposes. This policy applies to all faculty, staff, students, contractors, and any other individuals utilizing the technical infrastructure of James Rumsey Technical Institute. It encompasses all devices, networks, systems, and data managed or accessed within the institution's premises or remotely.

Goals and Objectives:

- To provide reliable, secure, and efficient access to technology resources for educational and administrative purposes.
- To ensure that the institutions data is safely secured and monitored.
- To provide training to faculty and students that contributes to the safety and security of the technical infrastructure.
- To engage in an annual review process that allows for the recognition of enhancements that can be made within the technical infrastructure of the institution.

Personnel Responsible for Overseeing the Plan

Director/Principal:

- Review and approve relevant funding requisitions related to technical infrastructure
- Review and maintain any contractual agreements that relate to the success of the institutions technical infrastructure.
- Designate individual(s) responsible for updating and maintaining all devices, networks, systems, and data housed within the institution or utilized remotely.

Technology Integration Specialist:

- Oversee the design, implementation, maintenance, and security of the technical infrastructure throughout the institution and any technology that is utilized remotely on behalf of the institution.
- Develop and provide professional development to the staff in order to ensure that both staff and students are trained on appropriate technology usage and cybersecurity safety guidelines.

- Maintain an inventory of all devices that are utilized within the institution.

Instructors/Faculty:

- Utilize technology resources responsibly and adhere to security guidelines.
- Educate and train students on appropriate technology usage.

Students:

- Use technology resources in compliance with institution policies and for educational purposes.
- Follow “BYOD” policy when utilizing personal devices within the institution.

Activities to Achieve the Objectives

Network & Connectivity:

- **Internet Access:** Provided to support educational activities and administrative functions. Access is filtered to ensure compliance with institution policies. The Local Area Network is segmented using 10 Gigabit Ethernet fiber optic cable with redundant 1 Gigabit Ethernet cable.
- **Network Security:** Use of firewalls, intrusion detection/prevention systems, and regular security audits to protect against unauthorized access and cyber threats. Microsoft Defender Advanced Threat protection is used on all school owned end point devices to notify the IT department of any potential threats.
- **Wireless Networks:** Secure and available across campus for convenient access by students, faculty, and staff. The wireless network provides 2.4 GHz and 5 GHz connectivity with separate networks for faculty, students, and guests.
- **Use of Third Party Vendors for the following services:** Internet Service Provider, Website Hosting, Business Critical Software, Cloud Hosting, and Data Processors.

Hardware and Software:

- **Standards:** Standardized hardware and software configurations to ensure compatibility, supportability, and security.
- **Procurement:** All hardware and software acquisitions must be approved by the IT department to ensure compatibility and support.

- Licensing: Only licensed software may be installed on institution-owned devices.

Data Management:

- Data Security: Encryption, access controls, and regular backups to protect sensitive data.
- Data Ownership: Institutional data is owned by James Rumsey Technical Institute, and access is granted based on roles and responsibilities.
- Data Retention: Clear guidelines have been established on data retention and deletion to comply with legal and regulatory requirements. The process for backing up data full backup completed annually, incremental backup completed quarterly, and differential backup completed weekly. Data backups are stored securely onsite and securely offsite.

User Access and Authentication:

- User Accounts: Unique accounts for faculty, staff, and students with designated access permissions based on their roles and responsibilities.
- Password Protection: Regular password changes, complexity requirements, and multi-factor authentication where feasible.
- Access Control: Immediate revocation of access upon termination or completion of studies.

Acceptable Use:

- Guidelines: Clear policies on acceptable use of technology resources, including prohibited activities such as unauthorized access, harassment, and illegal file sharing. Staff and students agree to an acceptable use policy annually as part of orientation requirements. Students are also required to complete a “mobile device take home agreement” when borrowing a device from JR TI to complete educational activities at home.
- Monitoring: Monitoring of network traffic and systems to ensure compliance with policies and to detect potential security breaches.

Incident Response:

- Reporting: Prompt reporting of suspected security incidents or breaches to the technology integration specialist who then elevates the problem from there.

- Investigation: Thorough investigation of incidents to determine root causes and appropriate corrective actions.
- Notification: Timely communication with affected parties regarding security incidents or breaches and actions taken in response.

Compliance:

- Regulatory Compliance: Adherence to relevant laws, regulations, and industry standards related to information security and data privacy.
- Policy Review: Annual review and update of this policy to reflect changes in technology, regulations, and institutional needs.

Training and Awareness:

- Training Programs: Annual training sessions for faculty, staff, and students on IT security best practices and policy updates.
- Awareness Campaigns: Awareness campaigns to promote cybersecurity awareness and responsible use of technology resources. Timely notifications if new cybersecurity risks present themselves.

Enforcement:

- Consequences: Violations of this policy may result in disciplinary actions, including but not limited to restrictions on access, disciplinary proceedings, and legal action if warranted.

Documentation:

- Policy Distribution: Distribution of this policy to all relevant stakeholders and acknowledgment of receipt.
- Accessibility: Accessible documentation of all technical infrastructure configurations, policies, and procedures for reference and audit purposes.

IT Support:

- IT Support: A work order system is utilized for faculty and students to submit technology-based requests. This system allows for the monitoring, tracking, and

oversight of IT-related issues or needs. This system is monitored by the institution's technology integration specialist.

Timeline for Review, Evaluation and Revision of the Plan

The technical infrastructure plan will be reviewed annually and updated as necessary to address emerging threats, technological advancements, and institutional changes or needs. The current policy and all updates made are reviewed and approved by both the Administrative Council and the LSIC.

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.

3003: Student Coursework, Testing, and Records Access Procedure

Approved by and on: Review again:

Privacy of Student Records

- Written consent from students must be given before any student coursework, testing, records, and/or transcript are released.
- All student records are maintained in the front office. Current student records are stored in a locked, firesafe filing cabinet. Previous years' student records are maintained in a fire-proof safe located in the front office. Access to student records is limited to administration and the CTE administrative secretary for adult programs.
- Electronic record keeping is maintained by the adult CTE administrative secretary, and access to these records requires a password. Records of former students are also maintained electronically through Data Image, a private company.

Transcript Request Procedure

Students must provide written consent

- Request forms are located in the main office.
- The first transcript is given without charge, and students pay a nominal fee for each transcript thereafter. Contact the main office for current charges.
- The student may pick up the transcript in person or direct the school to mail it to a specific institution or individual.

Ferpa – Family Educational Rights And Privacy Act

Staff members are trained annually on FERPA. For complete information about this Federal law, visit the website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

JRTI FINANCIAL PROCESS AND PROCEDURES

LOCAL FUND PROCEDURES

Daily Receipt of Funds

- Receptionist or another designated secretary processes cash, checks, money orders, and credit card transactions at cash register using Catapult POS software. The Executive Secretary only processes transactions at the register if no other secretary is available at the time.
- At close of business each day, the Financial Secretary creates and prints a Deposit Analysis Report, ensures that total monies collected match totals on the deposit analysis report, and creates bank deposit slip(s).
- If any checks have been receipted which include payment for both local funds and state/federal funds, the checks are deposited into BCBOE's account, and an invoice report is attached to the Deposit Analysis report that itemizes amounts/accounts of local funds to be collected back from BCBOE at the end of the month by invoice.
- The Deposit Analysis Report is initialed by the Financial Secretary and cash/checks/money orders are put in sealed envelopes along with completed bank deposit slip(s) and locked in safe.
- The following business day, the Executive Secretary makes bank deposit(s), attaches bank receipt(s) to the Daily Analysis report, and then receipts the cash/check/money order deposit into TRA/SFO accounting system.
- The Executive Secretary creates a spreadsheet itemizing any credit card transactions on the Deposit Analysis Report and the Assistant Principal receipts these funds into WVEIS.
- The Executive Secretary creates a spreadsheet itemizing any local funds that were deposited into Berkeley County's bank (tuition and textbooks) and the Assistant Principal receipts these funds into WVEIS.
- The Executive Secretary invoices BCBOE for credit card transactions and local funds deposited to BCBOE's bank account following the end of each month. When payment is received for the invoice, the funds are deposited into the appropriate school accounts at the cash register by any secretary other than the Executive Secretary.

Bank Account Reconciliation

- Director opens and reviews the monthly bank statement, then passes to Executive Secretary for reconciliation in the TRA/SFO Accounting software system.
- Journal Entries are done to record any credits (interest) or charges (fees). All deposits and cleared checks are verified, and any bank errors are recorded.
- Once reconciliation is successful, the monthly check register, receipt register, and journal entry registers are printed. A Receipts and Disbursements Report is printed for the month reconciled, and copies are made for the Director and the Assistant Principal.
- All reports are signed as accurate and complete by the Executive Secretary and the Director. Copies are made and distributed to the county Treasurer and the Auditor. The original bank statement and all accompanying documentation are filed.

PURCHASING

- Assistant Principal or Director receives requisition from teacher or staff, ensures money is available, puts proper funding codes on requisition, approves requisition, and gives to either Financial Secretary or Executive Secretary.
- Financial Secretary uses requisitions to create a Purchase Order using WVEIS accounting system for purchases using state or federal funds.
- Executive Secretary uses requisitions to create a Purchase Order using the TRA/SFO accounting system for purchases using school funds.
- Purchase order is signed by Director or the Director's designee and returned to Financial Secretary or Executive Secretary.
- Financial Secretary or Executive Secretary places the order by fax, phone, or online.
- Blanket Purchase Orders are created at the beginning of the fiscal year where multiple small purchases are normally made throughout the year, i.e., for facility or vehicle maintenance purchases.
- At the end of each fiscal year, any open purchase orders are closed.

ACCOUNTS PAYABLE – SCHOOL (LOCAL) FUNDS

- Executive Secretary verifies receipt of goods/services, matches invoice with Purchase Order, stamps invoice "OK To Pay – Partial or Final," highlights PO number, invoice number, and total amount to be paid.
- Executive Secretary issues check to vendor using TRA/SFO Accounting system; Director and/or Assistant Principal signs check (two signatures required). Executive Secretary copies checks and invoices, then mails to vendors.
- The original Purchase Order, requisition, proof of delivery, invoices, and a copy of checks are retained in a file. An Excel spreadsheet of all purchase orders and payments is also maintained.

ACCOUNTS PAYABLE – STATE AND FEDERAL FUNDS

- Financial Secretary receives invoices from vendor, matches with PO, verifies goods were received, stamps approval for payment, highlights PO number, invoice number, and total amount to be paid; stamps "OK To Pay – Partial or Final," initials, and makes copies (1 for vendor, 1 for BCBOE, 1 for JRTI).
- Financial Secretary delivers approved invoices to BCBOE on a weekly basis.
- BCBOE inputs invoice into WVEIS for payment, pulls invoice to generate the check, prints check, makes copies of checks, then notifies Financial Secretary that checks are ready.
- Financial Secretary emails list of checks to Director for Administrative Council approval. Once checks are approved by Administrative Council, mailing process can begin.
- Financial Secretary picks up checks at the BCBOE, matches checks with invoices and POs, mails check to vendor with copy of invoice, and files a copy of the check with the PO and correlating documentation.
- Financial Secretary records check number and amount of payment in Excel spreadsheet.

BUDGET

- Director and Assistant Principal meet to review current year expenditures, to identify short falls and/or overages.
- Director provides instructors with the opportunity to identify equipment needed for the following school year.
- The Director uses the information from the last three fiscal years to plan a budget for the following year.
- The Director meets with the county Treasure to create the budget document. The county Treasurer inputs the budget into WVEIS.
- The county Treasurer and the Director present the proposed budget to the Administrative Council.
- The approved budget is submitted to the WV Department of Education by the county Treasurer for Approval.

MONTHLY FINANCIAL REPORTS

- BCBOE Treasurer creates a monthly Treasurer's Report showing expenditures, revenue and current balance.
- The Director receives monthly treasurer's report from the county Treasurer.
- The Director forwards the Treasurer's Report to Assistant Principal.
- JRTI Executive Secretary prepares Receipts and Disbursement report monthly in conjunction with checking account reconciliation.
- The Director reviews and approves the monthly reports.
- Monthly financial reports are presented to the Administrative Council for approval.

BUDGET SUPPLEMENTS

- JRTI receives and accepts grant awards electronically through WVEIS.
- The county Treasurer reviews the grant award and assigns the grant a project number through WVEIS.
- The Director receives and accepts the grant award electronically through WVEIS.
- The Director meets with appropriate staff to determine the budget for the grant award.
- The budget for the grant award is sent to the county Treasurer.
- The county Treasurer creates a budget supplement in WVEIS.
- The budget supplement is presented to the Administrative Council for approval.
- Once approved, the Director communicates the approval of the budget supplement to the State through WVEIS.

BUDGET TRANSFERS

- The Director and the county Treasurer monitor account activity.
- In the event a budget transfer is necessary, the county Treasurer inputs the transfer through WVEIS.
- The transfer is sent to the Assistant Principal or Director.
- The Assistant Principal prepares Budget Journal Entry documentation for Administrative Council.

- The transfer is presented to the Administrative Council for approval.
- Once approved, the Director communicates the approval of the budget transfer to the State through WVEIS.

ANNUAL FINANCIAL STATEMENTS

- BCBOE Treasurer creates an annual financial statement showing expenditures, revenue and current balance.
- The Director receives the report from the county Treasurer.
- The Director reviews and approves the report.
- The county Treasurer presents the annual financial report to the Administrative Council for approval.

ANNUAL AUDIT

- A financial audit is conducted following the end of each fiscal year by an independent auditing firm in accordance the U.S. Government Auditing Standards. This auditing firm is contracted by the county to conduct the audit of Berkeley County Schools, JRTI and EPIC.
- The Director, Assistant Principal, Financial Aid Administrator, Executive Secretary, Financial Secretary, and Financial Aid Secretary prepare necessary documents for the auditors.
- The audit reports are maintained with the county Treasurer and with the Director.
- The results of the audit are presented to the Administrative Council.
- Any findings are addressed by the Director and the county Treasurer.
- In the event of findings, procedures are developed and implemented to prevent further findings.

COLLECTION AND BILLING OF STUDENT FEES

- Finance Secretary creates invoice with approval and input from Post Secondary Assistant Principal and instructors.
- Estimated student fee information is provided to students via JRTI website or hard copy prior to enrollment. After the student has registered, Financial Aid Secretary provides them a hard copy invoice.
- Finance Secretary receipts payment of student invoice from cash, check, money order and credit card through POS system.
- Financial Aid Secretary records tuition and fees.

STUDENT RECORD KEEPING FUNCTIONS

- Student records for the current school year are kept in a fireproof filing cabinet. During the 2019-20 school year, they will also be kept in iGrades. At the end of the year, all student permanent record grade cards are stored electronically and the hard copy files are stored in a secure area. An additional electronic copy is stored in a safe deposit box.
- All student financial activity is recorded by financial aid secretary.
- Hard copies of financial transactions are held in individual student files.

- Funding agencies audit student files and financial records per their agency requirements.

FINANCIAL TREASURER FOR BERKELEY COUNTY BOARD OF EDUCATION

- BCBOE Treasurer attends several of the monthly Administrative Councils Meetings during the year to present annual financial statement and the annual budget.

Title IV (PELL)

- Financial Aid Administrator (FAA) receives eligibility information (ISIR), verifies data reported as needed, and completes necessary award forms with recipient.
- FAA uses SAIG network to complete origination and disbursement processes.
- FAA reports any necessary changes through FAA access network.
- FAA maintains communication with National Student Loan Data System, reporting any changes in student status.
- Executive Secretary maintains a separate Pell bank account utilizing TRA/SFO software.
- Director utilizes GAPS website to draw down funds into Pell account and monitors accounts for accuracy as well as school's compliance with Title IV program requirements.
- Responsibilities of the Financial Aid Secretary
 - Creates spreadsheet to enter/verify charges against student's PELL account.
 - Disburse Pell as directed by FAA, coordinates with payments from other agencies.
 - Verify total amount of PELL to be drawn down, give amount to director to draw down.
 - Complete spreadsheet and verify total of all accounts and amounts to be disbursed to students.
 - Give spreadsheet to executive secretary who generates checks, has assistant principal sign checks, and returns them to financial aid secretary.
 - Double check amount on checks to be disbursed to students.
 - Meet with student(s) individually to review Pell account charges and disburse check for balance (if any), having student sign documentation.
 - File documentation in student's file.

REGULAR PAYROLL

- Regular employees submit "Leave for Illness & Other Causes Claim Form" for time absent to Assistant Principal, who approve and pass to Executive Secretary for use in preparing attendance report.
- Employees who work 240 or more days complete bi-weekly timesheet and submit to Executive Secretary on the 15th and last day of each month.
- Executive Secretary prepares bi-weekly attendance report using leave slips and timesheets, reviews with Assistant Principal.
- Assistant Principal approves attendance report. A copy is made for file along with leave slips and timesheets.
- Approved payroll report is submitted to Berkeley County Board of Education (BCBOE) Payroll Department on the first business day following the end of each bi-weekly pay period through WVEIS.
- BCBOE processes payroll and makes direct deposit to employees' designated bank accounts.
- BCBOE annually prepares W2s and delivers to Executive Secretary to distribute.

SUPPLEMENTAL PAYROLL

- Supplemental time reports are completed by substitutes, contractors, regular employees for hours worked outside their regular contract, and for payment of stipends, and are submitted to the BCBOE Payroll department in accordance with their published payroll schedule.
- Financial Secretary gathers timesheets, applies accounting codes, makes copies and submits to BCBOE after Assistant Principal signs approval.
- BCBOE processes time sheet and inputs into WVEIS.
- BCBOE either mails or automatically deposits supplemental paychecks into bank accounts.
- BCBOE annually prepares W2s.

Refund Policy

It is the intent of James Rumsey Technical Institute (JRTI) to have a fair and equitable policy for the refund of tuition fees in the event that the class is cancelled or the student does not plan to attend.

Refund for classes or programs cancelled by JRTI: If fees are collected in advance of the start date of the program, an immediate process begins to return 100 percent of the fees collected. All fees will be refunded within 45 days of the planned start date of the canceled program. No request from the student is required.

Refund Policy (except truck driving)

Withdrawal prior to first day of class:	REFUND 100%
Withdrawal from day 1 to day 5:	REFUND 80%
Withdrawal from day 6 to day 10:	REFUND 50%
Withdrawal after day 10:	--NONE--

Commercial Driving and Phlebotomy Refund Policy (Costs for drug screen and physical for Commercial Driving are non-refundable.)

Withdrawal prior to first day of class	REFUND 100%
Withdrawal from day 1 to day 2	REFUND 80%
Withdrawal from day 3 to day 4	REFUND 50%
Withdrawal after day 4	--NONE--

Refunds for students enrolled prior to visiting the institution: Students who have not visited JRTI campuses prior to enrollment will have the opportunity to withdraw without penalty **before** the first day of class.

Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Refunds are made on a semester-basis only. **Refunds, when due, do not require a request from the student.**

Title IV Grants: Postsecondary students who withdraw from the program before completing 60 percent of any given semester must return a portion of the Title IV financial aid grants they received. The amount to be returned is based on the concept of "earned" and "unearned" federal financial aid. The percentage of enrollment time completed determines the percentage of earned aid. For example: if a student attends through the first 25 days of a 100-day term, the percentage of earned aid is 25 percent. The remaining 75 percent of the aid received is therefore unearned and must be returned to the federal financial aid programs.

There is **NO REFUND** on textbooks. Students should only purchase textbooks after they have been enrolled in the program.

All refunds will be rounded to the nearest penny.

Procedure to Identify Student Refunds

If the student provides written notification of withdrawal or the student is terminated by JRTI:

- The Director or his/her designee notifies the Financial Aid Administrator and the Financial Aid Secretary that the student has made notification of withdrawal.
- The Financial Aid Secretary examines the student's records to determine if the student is eligible to receive a refund.
- The Financial Aid Secretary fills out a requisition form for the refund. The requisition is approved by the Assistant Principal and given to the Executive Secretary.
- The Executive Secretary generates a Purchase Order for approval by the Director. Once the PO is approved, the Executive Secretary writes a check to the student for the amount of the refund.
- The Director and the Assistant Principal sign the check.
- The Financial Aid Secretary contacts the student to deliver the refund through pick-up or via US Mail.

If James Rumsey Technical Institute terminates a student or if written notification of intent to withdraw is not provided by the student:

- The Instructor notifies the Assistant Principal that the student's attendance, grades or behavior warrant termination.
- The Assistant Principal uses data provided to determine if termination is required. Once the determination is made, the Assistant Principal makes contact with the student to provide notification of termination.
- The Assistant Principal notifies the Director, Financial Aid Administrator and the Financial Aid Secretary that the student has been terminated.
- The Financial Aid Secretary examines the student's records to determine if the student is eligible to receive a refund.
- The Financial Aid Secretary fills out a requisition form for the refund. The requisition is approved by the Assistant Principal and given to the Executive Secretary.
- The Executive Secretary generates a Purchase Order for approval by the Director. Once the PO is approved, the Executive Secretary writes a check to the student for the amount of the refund.
- The Director and the Assistant Principal sign the check.
- The Financial Aid Secretary contacts the student to deliver the refund through pick-up or via US Mail.

****The Director/Principal shall have sole discretion regarding a refund past the due dates determined above if there is a significant change of circumstance involving a student.

**James Rumsey Technical Institute
Student Withdrawal/Termination Form – Adult Prep**

To be completed by the student

Date: _____
 Name: _____
 Address: _____
 Program: _____
 Reason for Withdrawal: _____

Grade to Date

To be completed by the instructor

1	2	3	4

Instructors: Do not sign if (1) Equipment, books, or other items have not been returned
 (2) Expenses have not been settled

Instructors are to return this form (signed or unsigned) to the office immediately. If not signed, state the reason in the comments section.

Signatures

Office Use Only

(1) Program Instructor _____
 (2) Student Services Coordinator _____
 (3) Assistant Principal _____
 (4) Secretary, Adult Prep _____
Date of Termination: _____

Comments:

**James Rumsey Technical Institute
Registration Refund**

Student's Name _____ Date _____

Address _____

City _____ State _____ ZIP Code _____

Email _____ Home Phone _____

Name of Program: _____ Cell Phone _____

Reason for Refund _____

Amount \$ _____

I verify that all information on this form is correct.

Signature of Student _____ Date _____

Refund checks will be made payable to the student. ALL REFUNDS ARE PROCESSED WITHIN 45 DAYS.

It is the intent of James Rumsey Technical Institute to have a fair and equitable refund policy for the refund of tuition fees in the event that the class is cancelled or the student does not plan to attend.

FOR OFFICE USE ONLY
Processed by: _____ Approved by: _____ Date: _____

3001: Faculty & Staff Complaints and Grievances Procedure

Approved by and on: Review again:

James Rumsey Technical Institute adheres to the West Virginia Department of Education complaint and grievance procedures that follow:

Procedures for the Investigation and Resolution of Complaints

West Virginia Department of Education, Office of Title I

Applicability

An individual or other eligible entity may submit a complaint to the West Virginia Department of Education (WVDE) under these procedures with regard to any of the following ESEA programs:

- Title I, Part A: Improving Basic Programs Operated by local educational agencies
- Title I, Part C: Education of Migrant Children
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk

Purpose

This document addresses the requirements of 20 USC §7844 and 20 USC §7883 for resolving complaints applicable to the federal programs identified above. A complaint may be submitted by any individual, group of individuals or organization, in-state or out-of-state, who alleges that a federal or state law, rule, or regulation has been violated by a local educational agency (LEA) or the WVDE. All complaints will be directed to, and reviewed by the State Title I Director. The procedures set forth below will be used by the WVDE to investigate and resolve any complaint by an individual or organization.

Definitions

“Complaint” shall be defined as a signed, written statement by an individual, group of individuals or organization which alleges that a local educational agency or the state educational

agency has violated a requirement of federal law that applies to No Child Left Behind Act of 2001 (P.L. 107-110). The statement of complaint must identify the alleged violations of the law and include pertinent facts upon which the allegation is based. The complaint must allege a violation that occurred not more than 90 working days prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. Written complaint statements must contain original signatures. Complaints that have been received via facsimile or email will not be accepted, as the document does not provide an original signature. If a complaint is filed on behalf of a student by an individual who is not the parent or legal guardian of the student, WVDE shall provide the complainant an opportunity to obtain parent/guardian release of information. Upon receipt of a signed, parental consent for release of information, the non-parent complainant will be entitled to a copy of the letter of findings upon the conclusion of the complaint investigation.

“Complainant” shall be defined as public agencies, teachers, administrators, parents, or other individuals and organizations. West Virginia Department of Education will not accept nor investigate allegations or violations from anonymous sources.

Timelines

West Virginia Department of Education, Office of Assessment and Accountability shall investigate and resolve any written complaint within sixty (60) business days from the date the complaint is received unless “exceptional circumstances” justify an extension of the time limit. For the purposes of these procedures, the term “exceptional circumstances” means circumstances related to school closings, the volume of information/documentation submitted for review, the complexity of the issues, or the need for legal consultation. The amount of time to be granted for an exceptional circumstance shall be determined on an individual case basis. The district and complainant will be notified in writing of the time of the extension and the basis for the WVDE decision. Timelines shall not be extended for refusal or failure by the public agency to cooperate with the complaint investigation.

Procedures for Complaints Filed Regarding the Local Educational Agency

Should the SEA receive a complaint regarding a school and/or district issue, the complainant will first be asked if this complaint has been addressed at the LEA level. If not, the complainant will be referred to the respective school principal and LEA Title I director. The LEA will investigate and respond to the complaint in accordance with district policy and/or procedures. Therefore,

complaints that originated at the local level shall not be filed with the West Virginia Department of Education until every effort has been made to resolve the issue through local complaint procedures. In the event that the complaint is not resolved at the local level, the complainant shall submit a written complaint to the state educational agency in accordance with the information found in the definition section of this document.

Procedures for Complaints Filed at the State Educational Agency Level

A. Registration of Complaints - Persons filing written complaints shall register such complaints with the State Title I Director of the WVDE Office of Assessment and Accountability. The written documentation shall be mailed to the following address:

State Title I Director
West Virginia Department of Education
Office of Assessment and Accountability
Building 6 Room
1900 Kanawha Boulevard East
Charleston, WV 25305-0330

B. Receipt of a Complaint - Upon receipt of a complaint, West Virginia Department of Education shall issue a letter of acknowledgement within ten (10) business days to the complainant that contains the following information:

- The date that WVDE received the complaint;
- The identity of the assigned complaint investigator(s);
- A verification of the complaint to be investigated;
- A request for additional information from the complainant and/or the LEA for the purposes of verifying the allegations. – In the event that the information is not submitted as requested, WVDE will conduct an investigation and issue the “Letter of Findings” based on the information at hand. Any information submitted to WVDE is subject to disclosure as part of the public record in accordance with WVBE Policy 1230: Freedom of Information Requests.
- A statement of the procedures in which WVDE may investigate the complaint;
- The WVDE’s commitment to issue a resolution in the form of a “Letter of Findings”.

If the complaint involves a local educational agency, a copy of the acknowledgement letter and the written complaint will be issued to the district superintendent.

C. Assignment of an investigator - A complaints investigator will be assigned by the State Title I Director.

D. Investigation - West Virginia Department of Education, Office of Assessment and Accountability shall investigate and resolve any written complaint within sixty (60) business days from the date the complaint is received unless "exceptional circumstances" justify an extension of the time limit. Complainant(s) will be notified, in writing, if exceptional circumstances exist requiring an extension of the sixty (60) day time period. (See "Timeline" section of this document.) The complaint investigator retains authority for determining how the allegations will be investigated.

On site investigation may be announced or unannounced visits. The investigator may use, but is not limited to, the following investigative options:

- Review of submitted written documentation to determine whether the LEA has complied with the federal program in question;
- Request copies of existing documents;
- Request written responses to additional questions posed to the complainant in writing;
- Conduct telephone or person to person interviews with school officials, employees, student(s), the complainant or other relevant persons;
- Conduct an on-site investigation to gather additional information;
- Conduct an on-site visit for the purpose of providing the LEA and the complainant an opportunity to present additional information;
- Investigate using only one or a combination of any of the above options.

E. Review of Information and Determination of Compliance or Non-Compliance - WVDE shall review the information at the conclusion of the final investigative procedures to determine if the public agency and/or individual(s) have violated federal law(s) with regard to any of the following ESEA programs:

- Title I, Part A: Improving Basic Programs Operated by local educational agencies;
- Title I Part C: Education of Migrant Children;

- Title I Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk;

F. Issuance of "Letter of Findings" – Once determination is made, consistent with federal and/or state laws and/or procedures and policies, the complainant investigator shall issue a "Letter of Findings" to the named LEA, and a copy to the parent and complainant who has submitted the required confidentiality release. The "Letter of Findings" shall include the following information:

- A statement of the allegation(s) investigated;
- A statement of additional allegation(s) determined during the course of investigation;
- Investigative procedures, findings of fact, and applicable federal and state laws;
- Conclusions for each of the investigated issues;
- Statement indicating the corrective action(s) which must be undertaken by the local educational agency to correct each identified violation of federal and/or state law and the timelines for implementing the corrective action(s); or
- A statement, supported with justification, that WVDE does not sustain the complaint.

G. Implementation of Corrective Actions – WVDE shall require the local educational agency to submit documentation verifying the implementation of the corrective action(s) within thirty (30) business days following the date of issuance of the "Letter of Findings". Timelines for completing corrective actions will only be extended in circumstances related to building/renovating classrooms, physical relocation of classes, reassignment/reorganization of personnel, employment of additional personnel or unforeseen circumstances (e.g. natural disasters). A request for an extension of timelines shall be made within ten (10) business days of the issuance of the "Letter of Findings".

H. Review of Corrective Action Documentation – Within ten (10) business days of receipt of the documentation, WVDE shall approve appropriate actions, negotiate and approve a request for extension because portions of the corrective action have not been implemented for reasons stated in section G, and/or disapprove inadequate actions. If the documentation is approved, WVDE shall provide the local educational agency confirmation that the documentation is acceptable and the case is closed. If the documentation is disapproved, the local educational agency shall complete additional actions required by WVDE on or before the date specified in a written notice. Documentation of the implementation of further actions shall be submitted to WVDE by the date specified. WVDE reserves the right to conduct announced or unannounced visits to

confirm compliance. Once the additional documentation is approved, WVDE shall provide the local educational agency confirmation that the documentation is acceptable and the case is closed.

I. Complaint Closure – WVDE shall issue a “Letter of Closure” to the complainant and the local educational agency upon acceptance of the local educational agency’s documentation of the implementation of corrective action.

Appeal of Resolution of Complaints Relating to Participation of Private School Children

For complaints filed as an alleged violation of 20 USC §7883, (participation by private school children and teachers) the resolution may be appealed by an interested party to the Secretary of Education (U.S. Department of Education) in accordance with 20 USC §7883 and any applicable procedures of the U.S. Department of Education.

Procedures for the Investigation and Resolution of Grievances

Employees of the West Virginia Department of Education are covered by the West Virginia Public Employees Grievance Procedure (W.Va. Code 6C-2-1, et seq. and §6C-3-1, et seq.). This law ensures that State Board employees have an equitable and consistent procedure for the resolution of grievances.

The intent of the Grievance Procedure is to foster an environment in which grievances can be resolved at the lowest possible administrative level. The Legislature also intended that management and employees use this procedure in an atmosphere of cooperation which will balance the rights and interests of the employees, management and the citizens of the state.

The basic steps of the Grievance Procedure are outlined below. More detailed information, including copies of all required forms, can be obtained at the West Virginia Public Employees Grievance Board web site (<http://pegboard.state.wv.us/>).

Steps of the Procedure

"Days," for purposes of filing or responding to grievances, means working days.

Level one - W. Va. Code § 6C-2-4 (a)(1)

- File grievance form with the chief administrator within fifteen (15) days of the grievable event. Indicate whether a conference or a hearing is desired. The grievant must also submit a copy of the grievance form to the West Virginia Public Employees Grievance Board, 808 Greenbrier Street, Charleston, West Virginia 25311.
- Chief administrator must hold the conference or hearing within ten (10) days of receipt of written grievance and issue written decision within fifteen (15) days of the chosen proceeding.

Level two - W. Va. Code § 6C-2-4 (b)(1)

- Grievant may appeal the chief administrator decision within ten (10) days of receiving the Level one decision. Indicate which method of alternative dispute resolution is desired.
- The alternative dispute resolution proceeding is to be scheduled within twenty (20) days and the outcome of this proceedings is to be documented, in writing, in fifteen (15) days.

Level three - W. Va. Code § 6C-2-4 (c)(1)

- Grievant may appeal to the Grievance Board within ten (10) days of the level-two decision to request a level three hearing. A copy of this appeal must be sent to the employer.
- The grievant must select whether to request a level three hearing or to submit the case on the level one hearing record.
- A Level three hearing, if requested, is to be held within a reasonable time following the request.

Note: In practice, hearings are usually held on a date agreed upon by the parties.

- The Administrative Law Judge must issue a written decision within thirty (30) days of the hearing.

Note: If the parties agree to file proposed findings of fact and conclusions of law, the Board considers the 30-day deadline to be automatically extended until the agreed date.

Note: Waiver To Level Three

Pursuant to W. Va. Code § 6C-2-4(3), a grievant may proceed to level three for 2 reasons: 1) with a written agreement between the grievant and the chief administrator, or 2) when the grievant has been discharged, suspended without pay, or demoted or reclassified resulting in a loss of compensation or benefits.

Matters Excluded from the Grievance Procedure

The following are not legitimate grievance matters.

- when authority to act is not vested with the employer
- relating to public employee retirement
- relating to public employees insurance

3004: James Rumsey Technical Institute Title IX Grievance Procedures

Approved by and on: Review again:

Purpose

The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972 ("Title IX"). Title IX requires that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681(a). Title IX prohibits harassment of both male and female students and/or employees regardless of the sex of the harasser.

Definitions

For purposes of this policy, these terms are subject to the following definitions:

- A. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary and secondary school.

- B. Coercion means the exploitation of authority, use of bribes, threats of force, or intimidation to gain cooperation or compliance.

- C. Consent means consent voluntarily given with sufficient knowledge and comprehension of the subject matter to enable the person giving consent to make a knowing decision without any element of force, fraud, deceit, duress, or other form of constraint or coercion.

D. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

E. Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment.

F. Incapacity

1. Mentally incapacitated means temporarily incapable of appraising or controlling a person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.

2. Physically incapacitated means bodily impaired or handicapped and substantially limited in ability to resist or flee.

G. Reasonable person means a hypothetical person in society who exercises average care, skill, and judgment in conduct and who serves as a comparative standard for determining liability.

H. Respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

I. Sexual harassment is defined as conduct on the basis of sex, which satisfies one of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;

3. Sexual assault, which includes the following:

a. Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

b. Forcible Rape -- Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

c. Forcible Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will (non- consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

d. Sexual Assault With An Object—To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will (non- consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. Forcible Fondling—The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (nonconsensually) or not forcibly or against the person's will in instances where the Complainant is incapable of giving

consent because of age or because of temporary or permanent mental or physical incapacity.

- f. Sex Offenses, Non-forcible— Non-forcible sexual intercourse, such as the following:
 1. Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by West Virginia law.
 2. Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent in accordance with West Virginia law.
4. Dating Violence, defined as: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.
5. Domestic Violence, defined as: a felony or misdemeanor crime of violence committed—
 - a. By a current or former spouse or intimate partner of the Complainant;

- b. By a person with whom the Complainant shares a child in common;
 - c. By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the State of West Virginia; or
 - e. By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of West Virginia.
6. Stalking, defined as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
 - c. For the purposes of this definition—
 - 1. Course of conduct means two or more acts, including, but not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 3. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
- J. Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of class or lunch schedules, changes in locker assignments, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- K. Title IX is defined to include Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 *et seq.*, and implementing regulations promulgated by the United States Department of Education, 34, C.F.R. Part 106.

Designation of Title IX Coordinator

The District will employ a designated and authorized administrator to coordinate its compliance with Title IX. The Superintendent or a designee will notify applicants for employment, student, parents, or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.

How to Report Sexual Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Reports received by any other employee of an elementary or secondary school will promptly be provided to the Title IX Coordinator.

Required Training

All Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment in § 106.30, the scope of the recipient's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers shall receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Title IX Jurisdiction

The District's jurisdiction to investigate complaints of sexual harassment under Title IX is limited to incidents within the United States and within a school's education program or activity. For the purposes of this policy, an "education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the District.

Response to Sexual Harassment

When the District has actual knowledge, with or without a formal complaint, of sexual harassment in its education program or activity against a person in the United States, it will respond promptly and in a manner that is not deliberately indifferent. The District will treat complainants and respondents equitably by offering supportive measures before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator will promptly contact the complainant to complete an initial assessment, discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Emergency Removal

Removing a respondent from the School's education program or activity on an emergency basis, requires that the School undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The respondent must be provided with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative Leave

The District may choose to place a non-student employee respondent on administrative leave during the pendency of a grievance process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Grievance Process for Formal Complaints of Sexual Harassment

- A. Both complainants and respondents will be treated equitably and afforded supportive measures as needed throughout the process.
- B. If an investigation results in a determination of responsibility for sexual harassment, remedies designed to restore or preserve equal access to the District's education

programs and activities will be assigned. Remedies may include the same individualized services as supportive measures but also may include disciplinary sanctions or other actions. Only supportive measures will be assigned prior to the conclusion of this grievance process.

C. Upon receipt of a formal complaint, an impartial investigator and impartial decision-maker will be assigned and the District will provide a Notice of Grievance Process and Notice of Investigation to known parties.

D. Evaluation of Evidence

1. The parties will be afforded an objective evaluation of all relevant evidence and credibility determinations will not be based upon a person's status as a complainant, respondent, or witness.
2. The investigator and decision-maker shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

E. Time for Resolution

1. The District will issue a written determination regarding responsibility within 60 calendar days following receipt of the formal complaint.
2. The time for resolution, and any then-pending deadlines, may be extended for good cause and with written notice to both parties. Good cause may include, but is not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
3. Appeals from dismissals of formal complaints and from final determinations regarding responsibility will be resolved within 20 calendar days.

- F. Remedies and Disciplinary Measures. A determination of responsibility may result in disciplinary measures and remedies, which include, but are not limited to discipline measures included in Policy 4373, which defines behavior qualifying for a result. Remedies may include, without limitation: counseling services, change of schedule, proximity control, Community of Care referral, or other remedies as needed to ensure safety.

- G. Standard of Evidence. The District must determine that an allegation has been proven by a preponderance of the evidence in order to make a determination of responsibility.

Investigation of a Formal Complaint

- A. Burden of Proof. The District bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility.

- B. Privileged Information. The District will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so for a grievance process under this section

- C. Opportunity to Present Witnesses and Evidence. Either party may present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence at any time prior to the issuance of the investigative report.

- D. Parties' Advisors. Either party may be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. However, neither party's advisor will be permitted to question witnesses. Neither party's advisor may participate in interviews or meetings in which the represented party is not a participant.

- E. Parental Involvement. Nothing herein is intended to supplant any legal right of a parent or guardian to act on behalf of a student.

F. **Written Notices.** Parties will receive written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate if the party's participation is invited or expected.

G. **Evidence Review Period.**

1. Any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source will be provided to both parties at the conclusion of the investigator's evidence gathering.
2. Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

H. **Investigative Report.** Following the evidence review period, the investigator will issue an investigative report that fairly summarizes relevant evidence. The investigative report will be sent to each party and the party's advisor, if any, for their review and written response.

I. **Decision Making and Q&A.**

1. Upon the investigator's finalization of the investigative report, the decision-maker will begin, review, and provide an opportunity for questions and answers from the parties.
2. Following receipt of the investigative report, the parties may submit written, relevant questions that a party wants asked of any party or witness within 3 calendar days. Questions may be submitted to the designated decision-maker.

3. The decision-maker will provide each party with answers to any questions posed by a party. questions that a party wants asked of any party or witness within 3 calendar days. Questions may be submitted to the designated decision-maker.
 4. Additional follow-up questions, limited only to the scope of the prior questions, may be presented by either party within three calendar days after receipt of the decision-maker's answers.
 5. Only relevant questions will be entertained. The decision-maker will explain to the party proposing the questions any decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- J. Determination Regarding Responsibility. At the conclusion of the investigation, and not less than 10 days after the parties receive the investigative report, the decision-maker will issue a full and final, written determination in compliance with the regulations implementing Title IX.

Informal Resolution Process

At any time after the filing of a formal complaint and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication.

Prior to an informal resolution, the District will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations.

At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

Informal resolution will only be pursued with the parties' voluntary, written consent to the informal resolution process.

Allegations that an employee sexually harassed a student shall not be resolved by an informal resolution process.

Dismissal of a Formal Complaint

The District must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the School's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX. Such a dismissal does not preclude action under another provision of the student code of conduct or School Board policies related to employee discipline.

Additionally, the District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the District will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties.

Appeals

A. Reviewable Decisions. Parties may seek review of the following:

1. The dismissal of a formal complaint under Title IX or any allegations therein; or

2. A final determination regarding responsibility following the investigation of a formal complaint.

B. Basis for Review. Appeals are limited to the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

C. Notices of Appeal.

1. The decision of the District may be appealed by petitioning the Title IX Coordinator.
2. Any party who files an appeal must do so in writing to the Title IX Coordinator within three school days of receiving the written determination regarding responsibility.
3. The petition should state whether the appealing party challenges the finding, the remedies imposed, or both.

4. The party appealing a decision must state all relevant bases for review simultaneously. Any basis not raised in the initial appeal is waived.

D. Responses. The Title IX Coordinator will share the appeal with the other party and draft a response memorandum, which will also be shared with all parties. If the opposing party wishes to file a response, the response must be received by the Title IX Coordinator no later than two school days following receipt of the appeal. If additional time is needed, the Title IX Coordinator may grant an extension of one school day upon request prior to the expiration of the two-day deadline.

E. Status While Pending Review. All remedies imposed by the School will be in effect during the appeal. A request may be made to the Director of Student Services for special consideration in exigent circumstances, but the presumptive stance of the School Board is that the remedies will stand. Graduation, study abroad, internships/externships, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the School or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

F. Process for Review.

1. All appeals and responses are forwarded to the Superintendent for initial review to determine if the appeal states an appropriate basis for review and is timely.
2. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.
3. If the appeal is timely and presents an appropriate basis for review, the Superintendent will proceed with a substantive review of the appeal.

- G. **Appellant's Burden.** The party requesting appellate review must show error in the original finding or sanction. The finding and sanction are presumed to have been decided reasonably and appropriately.
- H. **New Evidence.** If the Superintendent determines that new evidence should be considered, the Superintendent will return the complaint to the decision-maker to reconsider in light of the new evidence only. The decision-maker's reconsideration is not cannot be appealed.
- I. **Curable Procedural Error.** If the Superintendent determines that a material procedural error occurred, it may return the complaint to the investigator and decision-maker with instructions to cure the error. The results of this second review with the error cured cannot be appealed.
- J. **Incurable Procedural Error.** In rare cases, where the procedural error cannot be cured (as in cases of bias), the Superintendent may order a new review of the complaint with a new decision-maker. The results of the new decision-maker's review can be appealed, once, in accordance with the three applicable bases for appeals.
- K. **Remedies.** If the Superintendent determines that the remedies or disciplinary sanctions imposed are disproportionate to the severity of the violation, the Superintendent may increase, decrease or otherwise modify the remedies or disciplinary sanctions.
- L. **Additional Considerations.**
1. All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
 2. An appeal is not intended to be a full rehearing of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the

original decision-making process and pertinent documentation regarding the grounds for appeal.

3. This is not an opportunity for the Superintendent to substitute his or her judgment for that of the School merely because the Superintendent disagrees with the finding or sanction. Appeals decisions are to be deferential to the decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.
 4. Remedies imposed are implemented immediately unless the Superintendent or Title IX Coordinator stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- M. Final Determination. The Superintendent will render a written decision describing the result of the appeal and the rationale for the result simultaneously to all parties within seven school days from receipt of the appeal. The Superintendent's decision to deny an appeal request is final.

Retaliation and Confidentiality

- A. Retaliation is strictly prohibited. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, or proceeding.
- B. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
- C. The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a

report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute or as required by law, *or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.*

- D. Complaints alleging retaliation may be filed according to the grievance procedures for sexual harassment under Title IX.

Record Keeping

The following records will be retained for a period of seven years:

- A. Each sexual harassment investigation to include any determination, disciplinary sanctions, remedies provided, any appeal and result, informal resolution, basis for conclusion, all documents that restore or preserve equal access, additional explanations or details of measures taken.
- B. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website, or these materials available upon request for inspection by members of the public.

Construction and Priority

Notwithstanding any other School Board policy or procedure, conduct and allegations meeting the definition of Sexual Harassment, as defined herein, shall be handled in accordance with this policy. To the extent that this policy may conflict with any other School Board policy, this policy shall prevail.

3005: Employee Performance and Effectiveness Evaluation Procedure

Approved by and on: Review again:

James Rumsey Technical Institute, a West Virginia state institution, is bound by Policy 5310, Performance Evaluation of School Personnel.

The policy for the continuous evaluation of the performance and effectiveness of employees, as mandated by the West Virginia Department of Education, is described on the pages that follow:

<http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=25997&Format=PDF>

New Teacher Orientation Procedure:

Orientation to Computer Systems:

- Computer login – Ron Odom
- Email
 - K12: Ron Odom
 - James Rumsey (Gmail): Stephen Brown
- Online Grading System: Stephen Brown
- Special Education/General Information/Process for Special Education Services: Carissa Tress

Go-to Personnel:

- Mentor – to be assigned
- Computer Problems – Ron Odom
- Supply Needs – Kate Penwell
- High School – Andrew Albright
- Postsecondary – Carissa Tress
- General Questions – mentor or the appropriate assistant principal

Student Services:

- Student Handbook – online
- Special Education
- Health and Medical

Classroom Management:

- Policy 4373
- Curriculum
- Go-to person for questions
- Tour of the building
- Resources
- Offices

Classroom – Time for Setting up the Rooms

- Emergency Exits
- Additional Shelters
- Hedgesville High School
- Independent Bible Church
- Teacher Handbook
- Schedules
- School Calendar

Student Retention Plan:

The purpose of the student retention plan is to outline the procedures, support measures, and engagement opportunities that exist at James Rumsey Technical Institute to attract and retain students in our programs.

Goals and Objectives:

- To improve student retention rates by enhancing academic support, personal and professional development, and overall student satisfaction to ensure that students complete their programs and achieve their post-secondary goals.

Personnel Responsible for Overseeing the Plan

Director/Principal:

- Develop and support the overarching retention strategy and ensure alignment with institutional goals.
- Provide necessary funding and resources to support retention initiatives.
- Establish policies and frameworks that foster a supportive and engaging environment for students.

Assistant Principal:

- Assist in the development, initiation, and oversight of all retention strategies.
- Work with the programs to integrate retention strategies into existing programs and services.
- Analyze retention and feedback data to identify trends, at-risk students, and areas in need of improvement.

Counselor:

- Provide counseling and information sessions to prospective and current students regarding program availability, scheduling, support programs, and financial aid information.
- Provide access to counseling services and mental health resources to students to help them manage stress and personal challenges.
- Help students plan their coursework and career paths, addressing any academic or personal concerns they may have.

- Use academic performance data to identify students who might benefit from additional support and maintain communication with home school to implement appropriate interventions.
- **Academic Advising:**
 - All students will have a counselor to help students plan their coursework and career paths, addressing any academic or personal concerns they may have.

Career Services

- **Career Counseling and Job Placement:**
 - Offer career counseling through program instruction to help students understand job market trends, resume writing, and interview techniques.
 - Develop strong partnerships with local industries to provide internships, apprenticeships, and job placement opportunities.
- **Employer Networking Events:**
 - Organize job fairs, networking events, and program-based committee meetings where students can meet potential employers and industry professionals.

Financial Support

- **Scholarships and Financial Aid:**
 - Provide information on available scholarships, grants, and financial aid options.
 - Assist students in applying for financial support.
- **Budgeting Workshops:**
 - Recommend local workshops on helping students to complete their FASFA.

Student Engagement and Community

- **Extracurricular Activities:**
 - Encourage participation in student organizations, clubs, community service, and businesses and industry to foster a sense of belonging and community.
- **Student Feedback Mechanism:**
 - Regularly solicit feedback from students through surveys, committee meetings, and suggestion boxes. Use this feedback to make improvements and address concerns promptly.
- **Social Events:**

- Host social events, community activities, and academic competitions to build a vibrant campus culture and encourage peer connections.

Personal Support Services

- **Counseling and Mental Health Services:**
 - Provide access to counseling services and mental health resources to help students manage stress and personal challenges.

Faculty and Staff Training

- **Professional Development:**
 - Invest in ongoing training for faculty and staff to ensure they are equipped to support students effectively, both academically and personally.
- **Mentoring Programs:**
 - Develop mentoring programs where experienced faculty or alumni provide guidance and support to current students.

Monitoring and Evaluation

- **Retention Metrics:**
 - Track retention rates, student satisfaction scores, and academic performance metrics regularly.
 - Analyze data to identify trends and areas for improvement.
- **Continuous Improvement:**
 - Use data and feedback to refine and enhance retention strategies continually. Implement an annual review process to evaluate the effectiveness of retention initiatives.

Timeline for Review, Evaluation and Revision of the Plan

The student retention plan will be reviewed annually and updated as necessary to address institutional changes or needs and student feedback. The current policy and all updates made are reviewed and approved by both the Administrative Council and the LSIC.

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.

Student Admission Policy/Ability to Benefit

To ensure successful completion of the course of study, students must meet course requirements and complete all enrollment procedures before being admitted to class.

All adult students who enter James Rumsey Technical Institute must be assessed. With the exception of the commercial driving program*, adult students must hold a high school diploma, HISET, TASC™, or GED® prior to admission into an occupational training program. Those who are required but do not possess a high school diploma, HISET, TASC™, or GED® are referred to Adult Basic Education and must earn a West Virginia High School Equivalency Diploma before enrolling.

Admission Procedures

1. Submit a completed registration form
2. Submit a \$75.00 nonrefundable registration fee.
3. Students who do not meet the minimum academic requirements for their program must meet with the Learning Center coordinator to discuss test results and available services.
4. Program proficiency requirements are determined by the instructor.

Ability-to-Benefit

Public Law 112-74 amended HEA section 484(d) to eliminate Federal student aid eligibility for students without a "certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate." The law makes an exception for students who have completed a secondary school education in a home school setting that is treated as a home school or private school under State law.

Therefore, students who do not have a high school diploma or a recognized equivalent (e.g., GED), or do not meet the home school requirements, and who first enroll in a program of study on or after July 1, 2012, will not be eligible to receive Title IV student aid. Students will qualify for Title IV student aid under one of the ability-to-benefit (ATB) alternatives if the student was enrolled in a Title IV eligible program prior to July 1, 2012. Those alternatives include the student passing an independently administered, approved ATB test or successfully completing at least six credit hours or 225 clock hours of postsecondary education.

<https://www.ifap.ed.gov/dpccletters/GEN1201.html>

GEN-12-01: Changes Made To The Title IV Student Aid Programs By The Recently Enacted Consolidated Appropriations Act, 2012 in PDF Format, 150KB, 3 Pages

*Students entering the commercial driving program, which does not require a high school diploma or its equivalency, are not eligible to receive Title IV funding. Students entering the phlebotomy program are not eligible for Title IV funding due to the low number of contact hours.

3003: Student Coursework, Testing, and Records Access Procedure

Approved by and on: Review again:

Privacy of Student Records

- Written consent from students must be given before any student coursework, testing, records, and/or transcript are released.
- All student records are maintained in the front office. Current student records are stored in a locked, firesafe filing cabinet. Previous years' student records are maintained in a fire-proof safe located in the front office. Access to student records is limited to administration and the CTE administrative secretary for adult programs.
- Electronic record keeping is maintained by the adult CTE administrative secretary, and access to these records requires a password. Records of former students are also maintained electronically through Data Image, a private company.

Transcript Request Procedure

Students must provide written consent

- Request forms are located in the main office.
- The first transcript is given without charge, and students pay a nominal fee for each transcript thereafter. Contact the main office for current charges.
- The student may pick up the transcript in person or direct the school to mail it to a specific institution or individual.

Ferpa – Family Educational Rights And Privacy Act

Staff members are trained annually on FERPA. For complete information about this Federal law, visit the website: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

1017: Transcripts

Approved by and on: Review again:

Transcripts are available upon request. The first transcript is without charge, and each transcript thereafter will be sent for a nominal fee. There is an additional fee for same-day service. Call the main office for current charge.

Student Grievance Policy

Purpose

The purpose of this procedure is to provide a way for students to reach solutions to problems, large or small, that may occur in their school lives. Good morale is maintained when sincere efforts are exerted toward constructive resolutions to problems that may arise. It is the intent of this procedure to provide a simple, straightforward, and easily understood way to the resolution of problems so they may be executed as expediently as possible.

Step I:

A student problem, if it involves a teacher, should be stated as a grievance to the teacher involved within 10 school days of the incident. The desire is that a satisfactory resolution may be completed for the student by the teacher.

Step II:

If Step I is not satisfactorily executed, the student may state the grievance to the assistant principal for high school students or the assistant principal for adult students in an effort to obtain a mutually agreeable resolution to the problem.

Step III:

If the problem is not resolved by Step II, it should be presented to the Director of the James Rumsey Technical Institute. The problem, by this time, shall be in writing on Form JRS-1. It is the hope that the problem may be resolved by the Director at an informal hearing and that it will go no further.

Step IV:

It is possible, however, that if Step III is not able to resolve the problem, it may be brought to the Administrative Council of the James Rumsey Technical Institute. The grievance shall be submitted to the Secretary of the James Rumsey Administrative Council by Certified Mail. The problem, by this time, should be in writing on Form JRS-2 to be considered for the agenda by the Administrative Council.

Step V:

If grievance is not resolved at the school level, students of the adult career education programs may contact the Council on Occupational Education, 7840 Roswell Road, Atlanta, GA, 30350, phone number 1.800.917.2081 or through their website: <https://council.org/>

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.

Student Personnel Services

James Rumsey Technical Institute has a plan for administering, evaluating and utilizing data collected from postsecondary students to analyze the effectiveness of Student Personnel Services.

Goals and Objectives:

The data, which is collected annually, is utilized for school improvement in areas of need as determined by the completed surveys.

Student Services Personnel: James Rumsey Technical Institute has on staff several members for student services. The following is a list and brief description of their services.

- Student Services Coordinator
 - o PELL Grant assistance
 - o FASFA assistance
 - o Scholarship assistance
 - o General academic and career counseling
 - o Credit Transfer assistance
 - o WIOA assistance
 - o Veteran's Affairs assistance

- Work Based Learning Coordinator (Experiential Learning)
 - o Internship mentoring
 - o Career counseling
 - o Job placement assistance

- Adult Basic Education Director
 - o Academic support
 - o Certification testing
 - o General career counseling/support

Activities to Achieve Objectives:

Enrollment Survey: Postsecondary students are given a brief survey in the beginning of the course pertaining to reasons for attending James Rumsey Technical Institute and how they heard information about the school/program of study. This information is evaluated by student services and administration to determine the effectiveness of the school's publicity, marketing, and advertising in attracting students. Collected data is presented to school administrators, advisory council, and staff for feedback and suggestions for areas of improvement.

Student Satisfaction Survey: Postsecondary students are given two (2) evaluation program surveys to evaluate James Rumsey instructors and programs (textbooks, equipment, materials, and instructor.) The surveys are given annually upon student completion or withdrawal of a program. Information is evaluated by the administration and student support services and then shared with the appropriate staff member for program improvement. The information is also used to create staff development programs for the entire staff in areas of improvement.

Time line/Evaluation

1. Enrollment survey is given by the instructor to incoming students within the first (1st) week of the course.
2. Student Satisfaction Survey is given by the postsecondary (Adult CTC) administrator(s) the last week of instruction.
3. Administrator(s) compile data collected from Enrollment survey for the purpose of recruiting/marketing. This data is shared with the Guidance and Public Information Leadership committee, Administrative Council, and the Local School Improvement Council (LSIC) and staff after the data has been evaluated.

Forms

1. Notification of forms is located in student Handbook under the title of *Required State Testing and Accreditation Surveys*.
2. Student Enrollment Survey
3. Student Satisfaction Survey

The following two pages are examples of the Adult Student Enrollment and the Satisfaction Surveys given at James Rumsey Technical Institute.

Adult Student Enrollment Survey
(Postsecondary)

County/State _____

Vocational Program _____

Who or what was the primary influence in your decision to attend James Rumsey Technical Institute? Please rank in order 1-5 with 1 being the most influential to your decision.

_____ A teacher at your home school

_____ Parent or guardian

_____ A friend

_____ The reputation of the vocational program/school

_____ A visitation to a Career Fair

_____ A school counselor

_____ A brochure or advertisement (Explain) _____

_____ An agency referral

_____ The availability of funding

_____ Other _____

James Rumsey Technical Institute Satisfaction Survey How Are We Doing?

Mark One: Parent Teacher Student

Grade level: 11th 12th Post Secondary

Technical Program _____

Directions: Please read items 1 – 6 carefully. Mark the response that best describes your level of satisfaction with each aspect of our school.

Circle "V" if you are *very* satisfied

Circle "S" if you are satisfied

Circle "D" if you are dissatisfied

Circle "NA" if the item is not applicable or if you have no knowledge of that aspect of our school

1. Technical programs offered are relevant to current job market/trends.	V	S	D	NA
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2. Instructor's teaching techniques and strategies demonstrate knowledge of their subject matter.	V	S	D	NA
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3. Conditions and procedures provided to insure student health and safety.	V	S	D	NA
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4. Conditions and procedures provided to insure that our school is a good place to study and learn.	V	S	D	NA
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5. Opportunities for communication; i.e. between parents and teachers, between teachers and students, and between parents and school administrators.	V	S	D	NA
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7. Something which I really like about our school is _____

8. Something I would like to improve is _____
