

# STUDENT HANDBOOK

2024-2025



## **REQUEST TO INSPECT INSTRUCTIONAL MATERIALS**

Per Senate Bill 704 W. Va. Code §18-5-27, parents, custodians or guardians may request to inspect instructional materials. Instructional materials are defined as materials adopted by the county board of education, supplemental materials that are used in the classroom, and books that are available for the students to read. The bill permits classroom teachers to require parents, guardians or custodians to request an appointment to inspect the materials. The appointment must be scheduled by the classroom teachers within ten days of the request. Teachers are required to explain how the classroom materials relate to content standards adopted by the state board. If books are required class reading, teachers shall include the books on a class syllabus and make the syllabus available. A complaint form may be requested from JRTI Administration where a classroom teacher fails to comply with a provision of the bill. If the county does not resolve the complaint within seven days, the parent may file a complaint with the State Superintendent of Schools on a form made available by the State Superintendent.

### **ACCREDITATION**

James Rumsey Technical Institute is accredited by the Commission of the Council on Occupational Education:

Council on Occupational Education, 7840 Roswell Road, Bldg 300 Suite 325, Atlanta, GA 30350

Phone : 770.396.3898 Fax : 770.396.3790 [www.council.org](http://www.council.org)

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# STAFF, FACULTY, & SERVICE PERSONNEL

## ADMINISTRATION

Mr. Russell Penner, Director/Principal  
Mr. Andrew Albright, Assistant Principal (HS)  
Dr. Carissa Tress, Assistant Principal (ACE)

## COUNSELOR AND STUDENT SUPPORT COORDINATORS

Mr. Russell Penner, Title IX Coordinator  
Dr. Carissa Tress, Work Based Learning Coordinator  
Ms. Chrystal Copenhaver, Student Services Coordinator  
Ms. Stephanie Gosk, Coordinator, Berkeley County Support Services  
Ms. Lora Layhew, Coordinator, Morgan and Jefferson Counties Support Services

## SECRETARIAL STAFF

Ms. Kate Penwell  
Ms. Dianna Blake  
Ms. Sarah Akers  
Ms. Lori Grove

## CUSTODIAL STAFF

Mr. Scott Brannon  
Mr. David LeVardi  
Mr. Michael Pheasant

## ADMINISTRATIVE COUNCIL MEMBERS

Ms. Veronica Barron, Coordinator, Office of Career Technical Education, Division of PK-Adult Instruction & Career Exploration  
Dr. Ryan Saxe, Berkeley County Schools Superintendent  
Dr. Carissa Tress, Secretary, Assistant Principal of JRTI  
Mr. David Banks, Morgan County Schools Superintendent  
John Roland, Morgan County School Board Member

## Jill S. Weekley Learning Center

Ms. Ann Mueller, Adult Education Coordinator  
Ms. Aimee Orndorff, Instructor  
Ms. Lara Peavler, Instructor  
Ms. Melissa Vadasz, Learning Center Secretary

## HIGH SCHOOL INSTRUCTORS

Mr. Kyle Albright, Welding  
Mr. Cliff Arntz, Electrical Technician  
Ms. Kenda Ball, English  
Mr. Wayne Bennett, Mobile Career Center  
Ms. Bonnie Brown, Coding, App & Game Design  
Chef Stephen Brown, ProStart  
Ms. Jessica Butcher, Applied Engineering (Robotics)  
Ms. Venita Christman, Social Studies  
Ms. Amy Files, Early Childhood Education  
Mr. Paul Eisenhart, Aerospace Engineering  
Mr. David Gerda, Mathematics  
Ms. Betsy Heath, Makerspace Entrepreneurship  
Mr. Greg Hoover Emergency Services  
Ms. Laytaya Thompson, Therapeutic Services  
Mr. Skip Lantz, Carpentry  
Mr. John Lockhart, Masonry  
Ms. Tricia Lowery, Option Pathway  
Mr. David Morgan, Multimedia Publishing  
Mr. Ronald Odom, Jr., CISCO /Advanced IT  
Mr. Kevin Price, Diesel Equipment Technology  
Ms. Rachel Propst, Science  
Mr. Doug Shaw, Law& Public Safety  
Ms. Nancy Staebler, Therapeutic Services  
Mr. Jason Ware, Graphic Design  
Mr. Brian Zeger, Automotive Technology

## ADVANCED CAREER EDUCATION INSTRUCTORS

Mr. Philip Barrett, Electrical Technician  
Mr. Bradley Butler, Electrical Technician  
Mr. Kenneth Dombroski, Truck Driving  
Mr. Joe Hall, Commercial Driving  
Mr. Michael King, Automotive Technician  
Mr. Tim Marcum, Commercial Driving  
Mrs. Rebecca Nelson, HVAC/R Technician  
Ms. Jan Roberts, Phlebotomy Technician

## NONDISCRIMINATION POLICY

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: Russell Penner, Title IX Director, 3274 Hedgesville Rd, Martinsburg, WV 25403, 304-754-7925.

# EMERGENCY INFORMATION

CITY POLICE: 304.264.2100 • COUNTY POLICE: 304.267.7000 • STATE POLICE: 304.267.0000

## SAFE SCHOOLS HELPLINE

1-866-SAFEWVA (1-866-723-3982)

Email: safeschools@wvdmaps.go

**Take Charge!** Call us when unsafe activities harm you or your school. The call is free and you do not have to give your name. The 24-hour, free number is for everyone in West Virginia. It can be reached from in-state and out-of-state. When calling the helpline, a person answers – not a recording. Also, operators will remind callers not to give information which might identify you. Your identity will be private.

### Who can call the Safe Schools Helpline?

✓ Students ✓ Teachers ✓ School Staff ✓ Parents ✓ Administrators ✓ Communities

Remember, what affects your school affects you and your community.

#### What information should be reported?

Report anything that could harm students, staff or school property. Here are some examples: (Any of these threats to safety should be reported.)

- ★ Violence
- ★ Weapons
- ★ Threats
- ★ Theft or property damage
- ★ Drug or alcohol abuse
- ★ Sexual harassment

#### What do callers say?

- ★ What you are reporting? (problem, concern, suggestion)
- ★ What time did/or will the event occur?
- ★ At which school did/or will this take place?
- ★ Who is involved and what school do they attend?
- ★ Details of the event.

#### What happens to my call? How will I know if something has been done?

When you call the helpline, you will be given an identification number—your name is not needed—and the operator takes the information you give. After three school days, call the free helpline number and you will be told about the action taken based on your call. You only need to give the identification number, not your name.

#### West Virginia Division of Homeland Security and Emergency Management

1900 Kanawha Blvd., East

Bldg. 1, Rm. EB-80

Charleston, WV 25305

[www.wvdhsem.go](http://www.wvdhsem.go)

Phone: (304) 558-5380

Fax: (304) 558-8902

## NEED HELP?

**Abuse Hotline:** 1-800-352-6513

**Alcoholics Anonymous:** 1-800-333-5051.

AA offers meetings in all 55 WV counties.

**Domestic Violence/Women's Shelter:** 304-263-8292

**East Ridge (Mental Health Services):** 304-263-8954

**Family Violence:** 1-800-799-7233

**Narcotics Anonymous:** 1-800-777-1515

<http://na2day.tripod.com/index.htm>

No Addict Seeking Recovery Need Ever Die

**Poison Control:** 1-800-222-1222

**Runaway Switchboard:** 1-800-786-2929

**Suicide Prevention Lifeline:** dial 988

Related Website: [www.preventsuicidewv.org](http://www.preventsuicidewv.org)

You will immediately be connected to the nearest available crisis center for assistance.

# MORE RESOURCES

WEB RESOURCES	UNDERAGE DRINKING	TOBACCO
<p><a href="#">Brain Pop</a> - An interactive, animated, educational web site with health sections dealing with tobacco, alcohol and other drugs.</p> <p><a href="#">National Institute on Drug Abuse</a> - Provides information on the prevention and treatment of drug abuse and addiction.</p> <p><a href="#">Parents: The Anti-Drug</a> - Provides information for parents and educators about drugs, drug prevention resources, and includes activities for the classroom.</p> <p><a href="#">West Virginia Bureau for Behavioral Health and Health Facilities</a> - A guide for WV Families regarding resources, treatment facilities, commitment procedures and rehabilitation services available in WV.</p> <p><a href="#">West Virginia Department of Education Office of Healthy Schools</a></p>	<p><a href="#">Parents: The Anti-Drug</a> - Very informative: what is a standard drink, health hazards, identifies risky behaviors, offers advice to adults to prevent underage drinking.</p> <p><a href="#">SAMHSA's National Clearinghouse for Drug and Alcohol Information</a> - Information for families, schools, communities, etc. Links to research, statistics, and brochures for parents and educators.</p> <p><a href="#">WebMD: Children's Health section</a> - Article giving advice to teens about not drinking. Explains effects of alcohol on specific organs and systems of the body. Binge drinking and addiction are also addressed. Tip: type "alcohol" in search box at webmd.com for links to more articles.</p>	<p><a href="#">WV RAZE</a> - West Virginia's teens, tearing down the lies of Big Tobacco</p> <p><a href="#">Kids Health for Kids</a> -Interactive page for kids. Type "tobacco" into the search box to find relevant information.</p> <p><a href="#">Centers for Disease Control and Prevention (CDC)</a> - Government site for information, research, and statistics regarding many health issues including tobacco.</p> <p><a href="#">National Center For Tobacco-Free Kids</a> - Everything you want to know about tobacco use. Includes information about Kick Butts Day.</p>



## NEED ACADEMIC HELP?

### JILL S. WEEKLEY LEARNING CENTER

The James Rumsey Technical Institute Jill S. Weekley Adult Learning Center is a WV Adult Education program that builds skills for success by providing adults with the opportunity to acquire and improve functional skills necessary to enhance the quality of their lives as workers, family members, and citizens.

These programs play an important role in fostering productive employment, effective citizenship, personal and family growth, self-esteem, and dignity for adult learners.

Please contact us: [www.tinyurl.com/JRTIJSWALC22](http://www.tinyurl.com/JRTIJSWALC22)

# GET INVOLVED

## STUDENT ORGANIZATIONS

James Rumsey Technical Institute students have won a number of state and national awards. School organizations are an integral part of the student's total education. We encourage students to join, participate, and compete in school organizations. The objective of student organizations is to promote student participation in educational, leadership, and vocational activities.

**American Culinary Federation** – a professional organization, available to postsecondary Culinary Arts students and high school ProStart students, that demonstrates skill, knowledge, and professionalism in the food service industry.



**HEAT (Hospitality Education and Training)** – Available to students enrolled in ProStart.



**National Technical Honor Society** – is available to students with a high level of achievement and attendance in their field and a recommendation from their teachers.



**SkillsUSA** – available to students enrolled in all high schools programs, ACE Automotive Technician, and HVAC/R Technician.



**Tri-County Robotics** - available to students in any high school program.



**VEX** – Available to students enrolled in the Applied Engineering (Robotics) program.



# High School Daily Time Schedule



7:55 – 8:45 a.m.	1st Period
8:45 – 9:25 a.m.	2nd Period
9:25 – 10:00 a.m.	3rd Period
10:05 – 10:49 a.m.	4A Period
10:49 – 11:15 a.m.	Lunch
11:19 – 12:00 p.m.	4B Period
12:03 – 12:42 p.m.	5th Period
12:42 – 1:21 p.m.	6th Period
1:21 – 2:00 p.m.	7th Period

## Classroom Dismissal Times

### Buses Have Priority

#### AM Bells

1st Bell	10:00 a.m.	BSHS, JHS, WHS, PP, MuHS, and SMHS
2nd Bell	10:05 a.m.	All-day students report to 4A class.(HHS students report to 4A rotation.
3rd Bell	10:15 a.m.	HHS, MHS
4th Bell	10:20 a.m.	Student drivers and students who ride with parents/guardians/etc. are dismissed.
5th Bell	10:49 a.m.	Lunch

#### PM Bells

1st Bell	2:00 p.m.	BSHS, JHS, WHS, PP, MHS, MuHS
2nd Bell	2:10 p.m.	HHS, SMHS
3rd Bell	2:15 p.m.	Student drivers and students who ride with parents/guardians/etc. are dismissed.

Due to priority given to buses, any students who need to leave early for doctor's appointments, etc. must leave no later than 1:45. If students have not exited the property by that time, they will remain in the office until 2:10.

Time allotments for class change have been eliminated except for times when students are transitioning between academic and tech classes.

Note: This is a tentative schedule and is subject to change following discussion and approval of the three superintendents from the tri-county schools and Administrative Council.



# POLICIES

## **POLICY REVISIONS AND REVIEW**

All policies stated in this handbook are subject to administrative review and revision. It is the policy of the James Rumsey Technical Institute to maintain and promote equal employment and educational opportunity without regard to race, color, sex, age (except where sex or age is a bona fide qualification), religion, handicap, national origin, or other non-merit factors.

## 1001: Admissions: Pre-Assessment

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 truck driving program\*, adult students must hold a high school diploma, HSET, TASC™, or GED® prior to admission into an occupational training program. Those who are required but do not possess a high school diploma, HSET, TASC™, or GED® are referred to Adult Basic Education and must earn a West Virginia High School Equivalency Diploma before enrolling.

A student must be qualified to study at the postsecondary level. A student qualifies if he/she:

- has a high school diploma (can be from a foreign school if it is equivalent to a U.S. high school diploma);
- has the recognized equivalent of a high school diploma, such as a GED, HiSET, TASC™ certificate or other state-sanctioned test or diploma-equivalency certificate; or
- has completed homeschooling at the secondary level as defined by state law.

Before final admittance, the student must meet with the instructor for an informal, introductory interview.

\*\*\*Ability to Benefit/Admitting Students by Exception does not apply to any programs that receive Federal funding.\*\*\*

\*\*\*Students entering the truck driving program, which does not require a high school diploma or its equivalency, are not eligible and do not receive Title IV funding.\*\*\*

## 1002: Adult Graduation

After successful completion of the prescribed course of study as outlined under the curriculum, a minimum of a “C” average has been earned, and the required number of days/hours for the program have been met, students are eligible for graduation (see attendance policy). The certificate is issued by the Administrative Council of James Rumsey Technical Institute at a special ceremony.

## 1003: Cheating

The use of notes, documents, or answers during tests/quizzes, or the copying of one student’s completed assignments or answers by another; allowing another to do the same; or having access to information such as formulas or calculations, notes etc., except where expressly allowed. Giving or receiving limited help in trouble-shooting a part of an assignment is not normally considered cheating. However, allowing another student to write any part of an assignment, copying another’s file or assignment, and excessive collaboration on assignments, are all considered cheating (unless specifically approved otherwise). The student providing such assistance is considered to be cheating as well. Never allow another student to look at your assignment nor to borrow your electronic file. It is also considered cheating for a student to have access to unauthorized information designed to assist during a test. Having access to an answer or related information in whatever form, whether or not it is used, is considered cheating.

- First Offense – Student receives a 0 (zero) for the assignment. Teacher documents the event.
- Second Offense – Student receives a 0 (zero) for the assignment and is referred to administration.
- Third Offense – Student receives a 0 (zero) for the assignment and is referred to administration.
- Fourth Offense – Student is removed from the program.

## 1004: Conditions of Enrollment

For students to be enrolled in James Rumsey Technical Institute, they must meet the following “Conditions of Enrollment”:

Postsecondary Programs: Must have a HISET, TASC™, GED® or high school diploma (excludes Truck Driving). Students with international diplomas must supply an English translation certifying an equivalency of completion of a 12th grade secondary educational program from the awarding institution. Failure to provide this verification will result in applicants being required to successfully pass the HISET, TASC™, or GED®.

High School Programs: Students must be enrolled in a tri-county school, an Exemption K school, or on record with Berkeley, Morgan or Jefferson County’s Board of Education as being home schooled.

## 1005: Copyright Infringement

Copyright infringement refers to the reproduction or distribution of copyrighted work without the permission or legal authority of the copyright owner. This includes downloading or uploading sections of copyrighted works as well as file-sharing without permission. This policy is consistent with the rights outlined under Section 106 of the Copyright Act (Title 17 of the United States Code).

Penalties for copyright infringement at JRTI could include, but are not limited to, obtaining a 0% on an assignment, suspension, obtaining a failing grade for the course, or expulsion from JRTI. Further penalties for copyright infringement may include civil and criminal penalties, which can result in fines and imprisonment. For more information, see Title 17, United States Code, Sections 504, 505.

For more information, visit the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at

[www.copyright.gov/help/faq](http://www.copyright.gov/help/faq)

## 1006: Grading Scales for ACE Programs

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

## 1007: Grievance Procedure for Students

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: Adult students only – If grievance is not resolved at the school level, students may contact the Council on Occupational Education, 7840 Roswell Road, Atlanta, GA, 30350, phone number 1-800-917-2081.**

## 1008: High School Certification Policy and Credits

### 1008.1: James Rumsey Technical Institute Certificate

To be eligible for a certificate, James Rumsey Technical Institute secondary students must maintain a minimum of a “C” average for each required semester of their program and are limited to 20 absences in a two (2) year program. All absences (excused and unexcused) count toward the 20 absences EXCEPT absences due to school related activities. Two (2) credits will be awarded per semester upon satisfactory completion of all program requirements (i.e. attendance, grades and portfolio). The certificate is issued by the Administrative Council of James Rumsey Technical Institute and is presented to students during JRTI’s Certificate Ceremony. Refer to the chart below which specifies the three tiers of the JRTI Certificate:

	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
<b>Grade in each core class is not below</b>	<b>C</b>	<b>B</b>	<b>A</b>
<b>Total number of absences does not exceed</b>	<b>20 days</b>	<b>10 days</b>	<b>5 days</b>
<b>Portfolio grade is not below</b>	<b>C</b>	<b>B</b>	<b>A</b>

### 1008.2: Governor’s Workforce Credential

The Governor’s Workforce Credential (GWC) signifies a student’s knowledge of business processes within a Simulated Workplace environment. The West Virginia Governor endorses only the top career technical education (CTE) completers in the state for their achievements in academics, attendance, industry certifications, technical training, drug testing and work readiness. James Rumsey Technical Institute administration and instructors will communicate the annual criteria to students.

## 1009: Homebound Instruction

Homebound instruction is not available to adult students.

Due to the nature of the technical course requirements, instruction may be limited or impossible through homebound services. Students who will be absent for an extended period of time because of illness, accident, pregnancy, etc., should contact their home school counselor and the career technical counselor at James Rumsey Technical Institute to arrange for make-up work or, if needed, to transfer to another course.

## 1010: Partial Credit

For some programs, high school EDGE credit or college credit may be accepted and counted toward completion of the program. Opting out allows an adult student the opportunity to waive or “opt-out” of that specific component. In such cases, students are not entitled to a tuition reduction or a partial refund of tuition.

## 1011: \*\*

Rolled into Policy 1004 to eliminate duplication.

## 1012: Re-enrollment

A student who is dismissed from a program is eligible for re-enrollment in a future class if he/she:

- Was dismissed as a student in good standing (No infractions of school policy).
- Has incurred no outstanding debt to the school.
- Has instructor approval.

## 1013: Required State Testing and Accreditation Surveys

Students are required to complete select educational assessments as a condition for certification.

## 1014: Scholastic Requirements and Credits/Satisfactory Academic Progress: Adult Programs

### 1014.1: SATISFACTORY PROGRESS: SCHOLASTICS

Title IV disbursements are distributed to students who continue to be enrolled by the end of the first nine weeks of each semester.

All students are expected to follow the attendance policy for their individual programs.

The following programs are 1215 clock hours in length:

1. Automotive Technician MAST

Students in these programs may not miss more than 15 total days.

The following program is 1080 clock hours in length:

1. Electrical Technician

Students in this program may not miss more than 6 total days.

The following program is 910 hours in length:

1. HVAC Technician

To complete this program, students may not miss more than 15 total days.

The Practical Nursing program is 1350 clock hours in length. To complete the program, students may not miss more than 52 clock hours. Students are on track for attendance if they complete:

- 324.5 hours by the end of Interim 1.
- 649.0 hours by the end of Interim 2.

The Commercial Driving program, (which does not receive Title IV funds) is 300 hours in length. To complete the program, students may not miss more than three (3) days. Students are on track for attendance if they complete 14 out of every 15 days.

## **1014.2: SATISFACTORY PROGRESS FOR ATTENDANCE**

Title IV disbursements are distributed to students who continue to be enrolled by the end of the first nine weeks of each semester.

All students are expected to follow the attendance policy for their individual programs.

The following programs are 1215 clock hours in length:

1. Automotive Technician MAST
2. Surgical Technology

The following programs are 1080 clock hours in length:

1. Electrical Technician

The following programs are 1215 clock hours in length:

1. Heating, Ventilation, Air Conditioning, and Refrigeration

To complete these programs, students may not miss more than 15 days. Students are on track for attendance if they complete:

- 50 days by the end of Interim 1.
- 100 days by the end of Interim 2.
- 150 days by the end of Interim 3.
- 200 days by the end of Interim 4.

The Practical Nursing program is 1350 clock hours in length. To complete the program, students may not miss more than 52 clock hours. Students are on track for attendance if they complete:

- 324.5 hours by the end of Interim 1.
- 649.0 hours by the end of Interim 2.
- 973.5 hours by the end of Interim 3.
- 1298.0 hours by the end of Interim 4.

The Truck Driving program, (which does not receive Title IV funds) is 270 hours in length. To complete the program, students may not miss more than three (3) days. Students are on track for attendance if they complete 14 out of every 15 days.

Students who attend the Institute are enrolled in a program, not individual courses. A student who withdraws has failed the program. Reasons for withdrawal may be academic, attendance, or personal.

Students do not receive financial aid warnings for failure to meet SAP. Those students who fail to meet SAP because of grades not meeting the minimum requirements lose their eligibility for financial aid. If SAP is not met for attendance and/or grades, letters are sent to students at the end of the first three increments. In the case of grades not meeting SAP, the letter is sent by registered mail. Students may appeal for not meeting the minimum requirements for **attendance only by contacting the administrator and writing a letter of appeal.** There is no appeal for a student whose grades do not meet the minimum requirements.

James Rumsey Technical Institute does not accept transfer credits from another institution. The institution does not provide discounts on tuition.

### 1014.3: APPEAL PROCESS

Students who fail to maintain satisfactory attendance progress due to hardships based on extenuating circumstances, such as death of an immediate family member, personal injury/illness of the student, or other documented circumstances, may appeal to the Student Assistance Team. An appeal letter must be submitted with documentation such as a death certificate or a physician's statement. The Student Assistance Team reviews the information and makes a determination, which is final.

## 1015: Scholastic Requirements and Credits: High School

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

JRTI high school programs follow the Berkeley County Grading Scale

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

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

## 1016: Teach-Out Policy

The Career and Technical Division of the WVDE monitors all concentrations through the Local Educational Agency (LEA) Plan (Form 3) regarding the addition or deletion of CTE programs. Permission from the WVDE must be granted before any CTE program can be added or deleted. Programs are not discontinued until the present class has an opportunity to complete the program. Because all postsecondary programs are one year in length, (or less) they are assured of completion. All clinical contracts permit the present class to complete their rotation, and contracts are renewed each year with each clinical facility.

## 1017: Transcripts

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.

## 1018: Transfer of Students and Earned Credits Policy

James Rumsey Technical Institute does not allow the transfer of students between programs.

The Practical Nursing program is the only course of study that maintains a policy for the transfer of credits earned at another institution.

Students who have successfully completed college coursework in Anatomy and Physiology, Human Growth and Development, Nutrition, and/or Pharmacology may be eligible to receive credit. The following is the policy listed in the Practical Nursing Handbook:

## **1018.1: Transfer of Credits Policy – Practical Nursing Only**

Students who have successfully completed college course work in Anatomy and Physiology, Human Growth and Development, Nutrition, and/or Pharmacology may be eligible to receive credit for such course work provided the following conditions are met:

The student must have achieved a letter grade of “B” or higher or a numerical grade of 80% or higher.

The course work must have been completed sometime within the last two (2) years (i.e., fall of 2006 is cut off for 2008 – 2009 class).

The student must provide an official transcript and a course description for the classes to be considered. Deadline to request consideration is June 15 for first semester courses and November 15 for second semester courses.

The college or university from which credits are being transferred must offer at least an Associate Degree in Nursing and/or other related health sciences.

Please note that, because tuition is charged for the program and not for individual courses, there is no tuition adjustment for courses that meet the preceding criteria. Refer to tuition costs.

## **1018.2: Students Who Meet the Criteria for Transfer of Credit:**

Understand that they are responsible for course content and are encouraged to audit the course(s) for which they are transferring credits.

Understand that a letter grade will transfer to their James Rumsey Technical Institute transcript/permanent record card; however, the grade cannot be included in numerical grade averaging.

Are responsible for checking with the class instructor on a weekly basis to confirm class schedules and times for other required classes.

## **1019: Withdrawal**

Any student who is withdrawing must notify the school’s administration to establish the reason for withdrawal. High school students must receive authorization from their home school counselor to withdraw or drop a class. All students must also have outstanding charges paid in full before leaving the program.

# **Attendance Policies**

## **1101: Attendance: Adult Students**

- Regular Programs: Maximum 15 days absent or 90 hours
- Truck Driving: Maximum 4 days absent or 24 hours
- Phlebotomy: Maximum ? days absent or ? hours
- Practical Nursing: Maximum 8 days absent or 52 hours
- Surgical Technology: Maximum 8 days absent or 48 hours
- Adults in High School Programs: Maximum 20 days absent

All postsecondary students exceeding the maximum number of allowable absences will be dismissed from their respective programs. For programs in which the maximum allowable days (hours) absent are fifteen (15), students will receive a



warning letter upon the accumulation of five (5) absences and again at ten (10) days absent. These letters will serve as reminders of the attendance policy and the possibility of being dismissed. Students exceeding fifteen (15) days absent have the right to appear before the Attendance Review Committee to request permission to remain in the program. Days missed as a result of court hearings, doctor's appointments, hospitalization, bereavement due to the death of a family member, or student incarceration are all counted as absences toward the fifteen (15) day maximum.

A comparable procedure of attendance notification is established for other Adult Preparatory programs in which the maximum number of allowable absences is not fifteen (15) days. This policy includes the following programs: Practical Nursing, Surgical Technology, Truck Driving, and Postsecondary Students enrolled in high school programs.

### **1101.1: Practical Nursing Attendance**

The Practical Nursing program is unique in that 50 percent of the training occurs off the James Rumsey campus in various clinical facilities. Since these clinical experiences occur over a brief period of time and may only occur once during the program, it is difficult for the student to complete the required clinical training when absent. Therefore, the student can be absent no more than eight (8) days. Upon the accumulation of three (3) absences and again at five (5), students will receive a warning letter reminding them of the attendance policy for their program and the possibility of being dismissed. Any student exceeding eight (8) absences will be dismissed. Students exceeding eight (8) days absent have the right to appear before the Attendance Review Committee only if questioning the documented absences.

### **1101.2: Attendance Policy for Adult Students Enrolled in High School Programs**

Adults in high school programs are allowed 20 absences. These students will also have the right to appear before the Student Assistance Team (SAT) to request permission to remain in the program. Students who are subpoenaed, serve in a required military training program, or who serve on jury duty will not be counted absent if written verification is provided.

## **1102: Attendance: High School Students**

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

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

## 1103: School Attendance as a Condition of Motor Vehicle Licensing Privilege

§126-81-7. The West Virginia Board of Education recognizes that driving a vehicle is a privilege and that West Virginia Code requires young people at least fifteen but less than eighteen years of age to maintain specified driver eligibility requirements related to school attendance, personal behavior and academic progress in order to obtain and maintain a West Virginia license or instruction permit for the operation of a motor vehicle. Any student fifteen years of age but less than eighteen years of age, who is properly enrolled in a West Virginia public school, or who is a West Virginia resident enrolled in an out-of-state school, or who is properly enrolled in an Exemption A, B, or K nonpublic school may request from the attendance director documentation of enrollment/attendance status.

To meet the attendance status requirement, public school students must not have more than 10 consecutive or 15 days total unexcused absences within the school year to be eligible to retain a driver's license. To meet the satisfactory academic progress requirement, the student must attain and maintain grades sufficient to allow for graduation and coursework in an amount sufficient to allow for graduation in five years or by age nineteen, whichever is earlier (beginning with the completed 2008-2009 school year). To meet the personal behavior requirement, the student must not be suspended pursuant to W.Va. Code §18A-5-1a and §18A-5-1b which include the following behaviors when committed on the premises of an educational facility, at a school-sponsored function or on a school bus: assault and/or battery on school employees, possessing deadly weapons, sale of a narcotic drug, committing an act or engaging in conduct that would constitute a felony under West Virginia Code if committed by an adult, and/or unlawfully possessing a controlled substance governed by the uniform controlled substances act as described in W.Va. Code §60A-1.1 et seq. For additional policy information, refer to W.Va. Code §126-81-7 – School Attendance as a Condition of Motor Vehicle Licensing Privilege.

## 1104: ATTENDANCE: TARDIES AND SIGNING IN/OUT

### Tardies/Early Sign-Outs

Tardiness will be documented. In high school and postsecondary technical classes, a student will be marked tardy for any part of an hour in which he/she arrives more than five (5) minutes late for that class. A tardy is equivalent to 45 minutes of "contact time". Three (3) tardies for students in a technical high school program will be counted as one (1) day of absence towards certification. Six (6) tardies for postsecondary students will be counted as one (1) day absent toward certification and program dismissal. Student sign-outs are to be treated the same as tardies.

### Student Sign-in and Sign-out

Any student who arrives tardy to James Rumsey Technical Institute must sign in at the front office and receive an admission to class slip. Any student leaving early or leaving at their regular dismissal time and who is not riding county-provided transportation, is required to sign out at the front desk, and parent contact is required before the student may leave school grounds. Students who are on co-op or other work-based learning-related activities and are not scheduled to be in class during the regularly scheduled day, are required to sign in at the front office and report directly to their classroom instructor.

# General Policies

## 1201: Dress Code

James Rumsey Technical Institute recognizes that certain clothing and footwear worn by students in public schools can often preoccupy and distract students from their major purpose for being in school: obtaining an education. The dress code procedure shall apply to all school activities during the school day as well as all school sponsored activities and events regardless of time or location.

James Rumsey Technical Institute plans to disseminate information and implement this procedure through, but not limited to: staff development, student instruction, student/parent notification and media/internet usage.

Exception for legitimate reasons such as a medical condition, religious practice, or for the specialized classes/activities will be considered and may be granted by the school administration on a case-by-case basis.

The school administrator reserves the right to approve or disapprove any items not addressed in this procedure. Decision to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students

### 1201.1: Clothing

Shirt must be worn in such a manner so as to:

- Cover the entire back and midriff area
- Cover the top of the shoulders with a minimum of 2” wide straps
- Not be see-through
- Fit modestly so that cleavage area is covered
- Cover undergarments
- Cover spaghetti straps or halters with a button-up shirt
- Not have cut-out areas
- Muscle shirts and tank tops are considered undergarments and must have a shirt over them or under them.

Shorts, skirts, skorts and dresses must be worn in such a manner as to:

- Cover the mid-thigh when sitting down and
- Be at least long enough to meet the tip of the students longest finger when the student is standing with arms down at their sides
- Slits must conform to the above
- Pants must be worn in such a manner as to:
- Cover undergarments at all times
- Not be excessively long so as to drag on the floor
- Not have cut, ripped or open areas above the knees
- Pajamas/boxers are not considered school attire.

## 1201.2: School Attire

Due to the nature of specific technical classes, student may be required to wear special attire (i.e. uniforms in clinical settings, steel-toed shoes in workshops, leather vests in welding, etc.)

- Federal guidelines for free and reduced meals must be met in any school for uniform or non-uniform required dress activity
- Schools may have volunteer dress-up days, school color days, theme days or other dress days approved by the principal.
- Shoes must be worn at all times. Shoes must fit securely enough to the foot in order to allow safe movement.
- Trench coats are not to be worn during the school day and should be stored appropriately.
- Hats, bandanas, sweat-bands and other types of head coverings will not be worn in the building during the school day except as expected by Simulated Workplace.
- Bedroom slippers are not permitted

## 1201.3: Jewelry and Accessories

Any jewelry or accessory that can be used or perceived as a weapon is prohibited. Jewelry and accessories considered inappropriate but not limited to are:

- Jewelry with spikes, including chokers, rings or bracelets
- Chains that could cause injury or damage such as pocket chains, dog chains, etc
- Sunglasses will not be worn in the building during the school day. Safety glasses will be required in all shop activities.

## 1201.4: Language, Symbols and Messages

Student appearance and apparel must not show any reference to or inference of:

- Profanity or obscenities
- Drug, alcohol, or tobacco related products
- Derogatory or ethnic symbols that cause a disruption
- Violence, blood, gang membership, guns, knives or weapons of any kind
- Suggestive or sexual messages
- Language or symbols that offend, demean or promote hatred towards any identifiable person or group
- Words or symbols deemed to be inappropriate for the school setting such as rude, disrespectful or discourteous expressions inconsistent with civil discourse and behavior
- Body piercing that causes disruption, interferes with the educational setting or presents a safety concern

## 1202: Vision Statement

The James Rumsey Technical 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 awareness of his/her role and responsibility in society. The James Rumsey Technical 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.

# 1203: FERPA Disclosure

## 1203.1: Notice to Students Regarding FERPA

JRTI adult students all benefit from the Family Educational Rights and Privacy Act of 1974, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

## 1203.2: Designation or Directory Information

JRTI designates the following categories of student information as public or “Directory Information.” This information may be disclosed by JRTI for any purpose, at its discretion:

- Student Name
- Mailing Address
- Telephone Number
- Dates of Attendance
- Certificate Received
- Student Photo or Likeness (Limited Use Directory Information)

## 1203.3: Parental Access to Student Information

Adult students who wish to allow their parent or guardian access to further information (i.e. grades and attendance) may request an appointment to complete a FERPA waiver in the main office.

## 1203.4: Explanation of Rights Under FERPA

**Rights Afforded by FERPA. Each student has the following rights:**

1. The right to privacy requiring written consent before the University discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. However, FERPA permits the disclosure of PII from a student’s education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. See the list below of the disclosures that the University may make without consent.
2. The right to inspect and review the student’s education records, including any record of disclosures. Requests should be submitted in writing to the assistant principal in charge of adult programs, who will respond within 30 days.
3. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask for an amendment of a record should provide a written request outlining the specific change desired and the justification for the change. Students will be notified in writing of the decision and may request a hearing if desired.
4. The right to be informed about what the University deems “Directory Information,”
5. The right to file a complaint with the U.S. Department of Education concerning alleged failure to comply with the requirements of FERPA. The address is as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

## Disclosures Permitted by FERPA:

1. Upon request, to officials of another school in which a student seeks or intends to enroll. § 99.31(a)(2).  
To federal, state and local educational authorities, such as a state postsecondary authority that is responsible for supervising state-supported education programs.
2. In connection with financial aid for which the student has applied or received, if necessary to determine eligibility, amount or conditions of aid
3. To accrediting organizations to carry out their accrediting functions.
4. To comply with a judicial order or lawfully issued subpoena.
5. To appropriate officials in connection with a health or safety emergency.
6. To parents of a student under the age of 21 who has violated a law or policy concerning the use or possession of alcohol or a controlled substance.

More information may be found at [www.ferpa.ed.gov](http://www.ferpa.ed.gov)

## 1204: Mission Statement

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.

## 1205: Nondiscrimination Disclosure

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: Russell Penner, Title IX Director, 3274 Hedgesville Rd, Martinsburg, WV 25403, 304-754-7925.

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program, activity, or employment available in any school on the basis of race, color, creed, ancestry, sex, religion, political belief, age, national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status.

The following persons have been designated to handle inquiries and questions regarding the application of nondiscrimination policies:

### Title IX/Gender/Sexual Harassment

Title IX Coordinator

*Russell Penner, Assistant Principal*

*3274 Hedgesville Road*

*Martinsburg, WV 25403*

*(304) 754-7925*

### 1205.1: Política No-Discriminatoria

Segun lo dispuesto por las leyes federales y reglamentos, el Instituto Técnico James Rumsey, no discriminant por motivos de sexo, raza, color, religión, discapacidad, edad, origen nacional, o la falta de habilidades de Inglés en el empleo o en sus programas educaivos y actividades. Para consultas al Instituto Técnico James Rumsey, por favor, póngase en contacto con: Coordinador del Titulo IX, James Rumsey Technical Institute, 3274 Hedgesville Road, Martinsburg, WV 25403; Teléfono: 304-754-7925 o al Director de la Oficina de Derechos Civiles del Departamento de educación del los EE.UU.

# 1206: Technology: Acceptable Use Policy

## Social Media/Electronic Communication Devices/Cell Phones/Internet Use/Acceptable Use Policy

Electronic communication devices are devices that can be used to record, text, take pictures, make calls, or in any way communicate with others. It is recommended that electronic communication devices not be brought to school. Using these devices may cause disruptions during the school day, and many are lost or stolen each year. JRTI is not responsible for lost or stolen devices and may not investigate these issues. Go to WVDE website for additional information/rules for acceptable use policy (Policy 2460)

JRTI Follows Policy 4373 in Dealing with Infractions to the Previous Rules.

The following is a list of rules regarding these devices. Unless instructed by the teacher, cell phones or any similar devices are to be off and out of sight.

- Do not write or send abusive messages to others.
- Do not send, forward, or share photos of another person. Inappropriate photos are to be deleted immediately.
- Do not use swear words, vulgarities, or other inappropriate language.
- Do not reveal, on any electronic medium, personal information about another individual. Devices may not be used to photograph or record anyone without permission.
- Do not publish student pictures on any websites unless written permission has been obtained from the (adult) student or the (minor) student's parent/guardian.
- Do not use personal devices for violations related to cyberbullying and harassment.
- In school or out of school, cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, and other unauthorized uses as referenced in West Virginia Board of Education/local district policies or other policies and laws are prohibited.
- Inappropriate use or transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets.
- Notify the appropriate school authority of any dangerous information, inappropriate information, or messages encountered.

Disciplinary action will be taken against those:

- who engage in cyberbullying in school.
- who engage in cyberbullying out of school if those incidents result in a substantial disruption of the education environment.
- who use school technology to libel and/or harass another student or staff member.

## 1206.1: Social Media Policy

At James Rumsey Technical Institute, our school community members use social media platforms to connect with prospective families, current families, students and alumni. This may include promotional materials, educational content, and school activities, amongst others. The tools we use to do this are Facebook, Twitter and Instagram.

James Rumsey Technical Institute takes social media seriously. Faculty, staff, and students are all expected to show respect and to take the privacy of others into careful consideration.

### Privacy Protection

To ensure the safety of our community, James Rumsey Technical Institute will never post or release information that is considered private and confidential. This includes posting conversations, names, personal schedules, addresses, phone numbers, etc. without noted consent.

Photos of students will not be posted on James Rumsey Technical Institute social media accounts if a parent specifically opts their child(ren) out of such communications. Unless otherwise opted out, students are automatically opted in.

Students, faculty, and staff should similarly respect each other's confidential information in addition to James Rumsey Technical Institute's brand and copyrighted material.

### **Expectations for James Rumsey Technical Institute Faculty and Staff**

As a member of the James Rumsey Technical Institute community, you are expected to act professionally on social media. Never use photos of students on your own personal accounts. All posts should be written coherently and following acceptable spelling, grammatical and punctuation protocols.

### **Responding to Comments**

Whether positive or negative, it is important for James Rumsey Technical Institute to respond to comments on our social media posts. Responses to comments or questions asked by community members are only to be made by the instructor or school administrator or a Simulated Workplace designee. Responses made by a Simulated Workplace designee must be approved by their supervisor.

### **Posting During a Crisis**

In a crisis situation, you as a James Rumsey Technical Institute faculty or staff member are strongly discouraged from using social media to make a statement. Posting a personal statement or opinion on social media regarding a district-related topic might also violate school board policy. A formal statement or press release will be created by the administrative team.

### **Expectations for James Rumsey Technical Institute Students**

A Simulated Workplace designee may be assigned as a key communicator for a program. The designee with secure approval from the supervisor for posts and responses to comments.

Students of James Rumsey Technical Institute are welcome to participate in interactions with the school online. All students are expected to employ responsible behavior, and any disrespect to the school or to peers — in addition to posting photos of other students without consent — will result in disciplinary action.

### **Responding to Comments**

The James Rumsey Technical Institute social media presence is intended to inform and engage with our students, families, staff and the community, and to celebrate and support our schools, students and teachers. These pages are a limited public forum subject to moderation by James Rumsey Technical Institute staff. We welcome your comments and dialogue and respect your right to disagree, but expect all users to maintain civility and respect when posting and to abide by these rules of engagement and the respective social media platforms' codes of conduct.

All comments — both positive and negative — should be responded to within 24 hours during the school week, and within 48 hours on the weekend. James Rumsey Technical Institute will handle addressing the comment publicly or privately (via a direct message) on a case-by-case basis.



James Rumsey Technical Institute reserves the right to remove any comment that:

- Incites or promotes violence, illegal activities, alcohol or drug use, or other activities that could reasonably lead to a material and substantial disruption to school system operations.
- Contains abusive, profane, obscene, vulgar, or sexually explicit language or graphics. This includes masked words, acronyms and abbreviations. Please note that we use automatic comment filtering, so any comment containing profanity will automatically be hidden.
- Contains harassing, threatening, or defamatory language.
- Disparages any individual or group based on race, color, national origin, religion, disability, sex, gender identity, sexual orientation, or any other protected class status.
- Contains sensitive or confidential personal information, including personally identifiable student information or personnel information.
- Advertises or promotes a commercial product or service.
- Is repetitive or unrelated to the original post.
- Contains SPAM, links to other sites, chain letters, pyramid schemes or fraudulent or deceptive messages.
- Promotes or endorses political campaigns or candidates.
- Infringes on copyrights or trademarks.
- Violates a James Rumsey Technical Institute policy, West Virginia law, or federal law.
- James Rumsey Technical Institute does not sponsor or endorse any content posted on these pages by third-party users, and reserves the right to ban future posts from users who repeatedly violate these rules of engagement. All content published on these pages is subject to West Virginia Public Records Law.

## **1207: Technology: “Bring Your Own Device” (B.Y.O.D.) Responsible Use Guidelines**

James Rumsey Technical Institute uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21st Century skills, JAMES RUMSEY TECHNICAL INSTITUTE will allow personal devices on our guest network and school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the attached guidelines regarding B.Y.O.D. James Rumsey Technical Institute strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in B.Y.O.D. will not be penalized and alternate modes of participation will be available.

An important component of B.Y.O.D will be education about appropriate online behaviors. We will review cybersafety rules with students frequently throughout the course of the school year and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of technology is not a necessity but a privilege. When abused, privileges will be taken away.

### **1207.1: Device Types:**

For the purpose of this program, the word “devices” will include: laptops, notebook computers, netbooks, cell phones, smart phones, iPods, iPads, tablets, and eReaders. Please note that Nintendo DS (and/or other gaming devices with internet access) is not permissible at this time.

## **1207.2: Guidelines:**

- Students and parents/guardians participating in B.Y.O.D. must adhere to the Student Code of Conduct, Student Catalog (Handbook), Acceptable Use Policy and all Board Policies, particularly Internet Acceptable Use.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments, quizzes, or tests or for non-instructional purposes (such as making personal phone calls and text messaging).
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum.

## **1207.3: All Network Users Acknowledge that:**

- The school's network filters will be applied to a device's Internet connection and any attempt to bypass the network filters is prohibited.
- James Rumsey Technical Institute reserves the right to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection. Students have no expectation of privacy while participating in B.Y.O.D
- Students are prohibited from bringing a device on premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to "hacking," altering or bypassing network security policies.
- Devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct. If the device is locked or password protected the student will be required to unlock the device at the request of a school administrator.
- Printing from personal devices will not be a supported or permitted service.
- Personal devices must be charged prior to school and run on battery power while at school. Charging of devices will not be permitted at JAMES RUMSEY TECHNICAL INSTITUTE, unless approved by the classroom teacher.

## **1207.4: Lost, Stolen, Or Damaged Devices:**

Each user is responsible for his/her own device and should use it responsibly and appropriately. James Rumsey Technical Institute takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure and connected to the school network, students will have the final responsibility for securing and maintaining their personal devices. James Rumsey Technical Institute will not be responsible for repairing personal devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

## **1207.5 Usage Charges:**

James Rumsey Technical Institute is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

## **1207.6: Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the "JRTIWIFI" or "JRTIGUEST" wireless networks to access the internet, unless instructed by the classroom teacher to con-

nect to a different network. JAMES RUMSEY TECHNICAL INSTITUTE does not guarantee connectivity or the quality of the connection with personal devices. James Rumsey Technical Institute Technology department is not responsible for maintaining or troubleshooting student devices.

## 1208: Regulations Governing Use of the James Rumsey Technical Institute Property

### Use of Facilities

James Rumsey Technical Institute believes that the grounds and facilities of this school should be made available for organized community activities and for non-organized recreation, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of the counties that it serves.

James Rumsey Technical Institute will permit the use of grounds and facilities for organized community activities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Director/Principal or his/her designee.

Grounds and facilities shall be available for the below-listed uses. When there are competing interests, approval will be given according to the following priorities:

1. uses directly related to the schools and the operations of the schools
2. meetings of employee associations
3. uses for voter registration and elections
4. departments or agencies of the municipal government
5. other governmental agencies
6. community organizations or groups of individuals formed for charitable, civic, social, religious, where permitted by law, recreational, and educational purposes

Facilities shall not be made available to commercial or profit making organizations or individuals offering services for profit. The foregoing notwithstanding, for the purposes of this policy, any photographer properly engaged to take school-related photographs shall not be prohibited from using school facilities under this policy or otherwise.

James Rumsey Technical Institute will not permit the use of its facilities for any group, organization, or individual if the person providing the supervision of said group, organization, or individual has been found guilty of sexual assault in the first degree or sexual abuse in the first degree. This includes, but not limited to, religious organizations, Boy Scouts, Girl Scouts, 4-H organizations, sporting and scholastic teams, music, sporting, and theatre groups and camps, and summer day camps pursuant to State law.

James Rumsey Technical Institute shall allow school facilities to be used for the funeral or memorial service, or both funeral and memorial services, of a community member of distinction who was a military service member or veteran who served under honorable conditions or who served as a first responder. James Rumsey Technical Institute shall not be responsible for additional costs incurred as a result of holding the funeral or memorial service. Funeral or memorial services may not disrupt or interfere with classroom instruction, or other scheduled school events, or governmental use such as when a school facility serves as a polling place for an election.

The use of grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the James Rumsey Technical Institute's community be struck by a disaster, the Director/Principal or his/her designee shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Director/Principal or his/her designee should meet with the Office of Emergency Management to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

James Rumsey Technical Institute property may not be used for advertising of any tobacco or alcohol product. This shall apply at all times to any building, property, or vehicle leased, owned, or operated by the James Rumsey Technical Institute. Groups using James Rumsey Technical Institute property shall sign agreements with the Director/Principal agreeing to comply with this ban on advertising tobacco and alcohol products and to inform students, parents, and spectators by public address systems, if available, that this ban remains in force on evenings, weekends, and other times that school is not in session. A summary or copy of this ban on advertising tobacco and alcohol products shall be attached to all requests for use of school facilities.

Students, parents, and spectators will be informed by public address systems that West Virginia Board of Education Policy 4373 remains in force on evenings, weekends, and any other time that school is not in session.

The Director/Principal shall develop administrative guidelines for the granting of permission to use facilities including a schedule of fees that, together with the costs used to determine such fees, must be approved by the Administrative Council. Such guidelines are to include the following:

- A. Each user shall present proof of the purchase of a contract of insurance which:
  - a. provides general comprehensive liability coverage of any claim, demand, action suit, or judgment by reason of alleged negligence or other acts resulting in bodily injury or property damage to any person arising out of the use of James Rumsey Technical Institute grounds and/or facilities;
  - b. is in an amount not less than \$1,000,000 for each occurrence, and \$2,000,000 aggregate limit.
  - c. The Director/Principal or his/her designee may request an amount of excess coverage of at least \$5,000,000 for each occurrence.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

Notwithstanding any of the foregoing, no liability shall attach to James Rumsey Technical Institute, or any of its employees and officers, specifically as a consequence of permitting access to James Rumsey Technical Institute grounds or facilities. Those persons or groups granted permission to use school grounds or facilities pursuant to this policy shall agree to indemnify the school and hold it harmless for any liability arising out of their use of those grounds or facilities.

Vehicles displaying disabled veterans' special registration plates will be allowed to park in places where persons with limited mobility impairments may park.

# Use of County Facilities

## Applications

Any organization or individual desiring to use James Rumsey Technical Institute facilities shall complete an application and submit it to the Director/Principal for approval.

James Rumsey Technical Institute authorizes the use of school facilities by the citizens of the county pursuant to the following regulations:

- A. The use of any school facility is subject to availability of the facility after all school programs or activities are accommodated.
- B. Application for use of a school facility must be submitted on the Application for Use of a School Facility Form, to the Director/Principal at least two (2) weeks (except for unusual or emergency situations) prior to the requested usage date.
- C. Only an individual, group, or organization, including service oriented, school affiliated, student or youth, non-profit, charitable, and others whose function benefits citizens determined by the principal, may be approved to use a school facility without charge, in consideration of the requirements in "F".
- D. Any individual, group, or organization charging an admission, collecting an offering or not included in "E" shall be charged a usage fee at the following rate, if approved by the principal to use a school facility:
  1. School Grounds \$50.00 per event
  2. Assembly \$50.00 per event
  3. Cafeteria \$25.00 per event
  4. Cafeteria/Kitchen \$50.00 per event
  5. Classroom \$25.00 per event
  6. Gymnasium \$50.00 per event
  - Additionally, a utility usage fee, as determined by the principal shall be assessed for the use of an athletic field or of school grounds. The principal may waive the usage and utility fees for an individual, group, or organization charging admission if the proceeds are designated to benefit the school system and community.
- E. The Director/Principal shall not approve the use of a school facility if the requested usage is for a commercial or business venture, or for any other profit-making activity that will result in personal gain.
- F. Any individual, group, or organization using a school facility shall be subject to the following:
  1. The individual, group, or organization must arrange for a school employee to open and close the facility and be present during the usage period.
  2. The individual, group, or organization must provide sufficient supervision to maintain order and security officers if required by the principal.
  3. The individual or group or organization shall be responsible for any loss or damage to the facility as a result of such use.
  4. The individual or group or organization shall hold James Rumsey Technical Institute harmless for any liability resulting from injury sustained during the time the group or organization is using the facility.
  5. The individual or group or organization must provide proof of liability insurance in the amount of \$1,000,000, if the principal after consultation with the treasurer, determines that the activity can result in

liability to James Rumsey Technical Institute.

6. If cleaning is required as a result of the usage, the individual or group or organization shall be responsible for compensating James Rumsey Technical Institute for any additional time worked by the custodian. The rate of pay will be the custodian's regular rate, plus overtime pay, if applicable, and fixed charges. There will be no cost if a custodian is on duty and can accommodate the individual or group or organization without interfering with his/her regular duties. Any trash, dirt, or debris beyond the usual and ordinary must be taken care of by the individual or group or organization.
7. If IT or audio-visual support is required as a result of usage, the individual or group or organization shall be responsible for compensating James Rumsey Technical Institute for any additional time worked by the Technology Integration Specialist. The rate of pay will be the TISs regular rate, plus overtime pay, if applicable, and fixed charges. There will be no cost if a TIS is on duty and can accommodate the individual or group or organization without interfering with his/her regular duties.
8. Any individual or group or organization using a school kitchen must make arrangements with the Director/Principal for a Culinary Arts instructor to oversee the kitchen. The instructor shall be compensated with their daily pay rate. Food can be prepared and refrigerated in the kitchen only with approval from the Culinary Arts instructor. School program supplies and commodities may not be used. School utensils and trays, etc. may not be removed from the kitchen/cafeteria area.
9. The individual or group or organization must obtain permission from the Director/Principal for the use of any school equipment.
10. The individual or group or organization must obtain permission from the Director/Principal prior to moving any furniture; furniture must be return to its original position.
11. The possession and/or use or distribution of drugs, tobacco, and/or alcohol on school property is prohibited and must be enforced by the individual or group or organization.
12. The number of participants at any function/activity cannot exceed the posted seating capacity.
13. The individual or group or organization must remain in the section of the facility indicated on the application.
14. All laws, regulations, ordinances and rules of law enforcement and police departments regarding public assemblies must be strictly complied with by the individual or group or organization.
15. The Administrative Council or its representatives shall have at all times full access to all parts of the school facility.
16. Permission for use of a school facility may be revoked if such action is deemed necessary and/or in the best interest of the school system.
17. The individual or group or organization shall be billed by James Rumsey Technical Institute within ten days following the usage for any applicable costs associated with facility usage. The individual or group or organization shall be required to submit full payment payable to James Rumsey Technical Institute.

## **School Safety Policies**

### **1301: Automobile Policy**

#### **1301.1: Applicable to Adult and High School Students**

All vehicles parked on campus must have a parking permit. These permits are to be purchased in the main office. Vehicles without permits will be towed at the owner's expense. Once a car is parked, there is to be no loitering in or around the

vehicle at any time. When driving on campus, students will drive slowly and cautiously. Priority is given to buses for all arrivals and dismissals. Students may not leave the classes until 2:10.

## **1301.2: High School Students — Automobile Policy/Closed Campus**

If the student misses the bus and wants to drive to JRTI, he/she must first report to the home school office and obtain a completed driving form. After arriving at JRTI, students must report to the front office to receive a temporary parking permit.

High school students who drive to school are not permitted to leave the closed campus unless they are (1) leaving at the end of their regularly scheduled classes for James Rumsey, (2) have a note from home and have signed out at the front office, (3) have a verified medical or dental appointment, or (4) are participating in a clinical and/or work-based learning experiences.

The School Administration is charged with reviewing and approving applications. Students who are approved will receive a parking permit for a fee of \$20.00. Students enrolled in Health Occupations and are job shadowing receive permits in October; and students interning for Criminal Justice receive parking permits second semester.

High school students receiving parking permits must abide by the guidelines provided on the permit application. They may not transport other students to or from campus without specific written permission and confirmation. Students who are riding with other student drivers must have proper authorization and all forms completed. Failure to comply may result in out-of-school suspension. All high school students are to park in the north parking lot of James Rumsey.

Students who occasionally need to drive may obtain a one-day-only parking permit. These permits are issued in the event of a student's missing the bus or leaving during normal class hours. These permits are issued on a limited basis. The first three (3) are free, but the student will be charged \$5 for each additional permit. Transporting other students without prior, proper authorization is prohibited.

## **1301.3: Adult Students — Automobile Policy**

Adult students are required to have a parking permit. Adult students are not to transport high school students to or from James Rumsey Technical Institute.

## **1302: Campus Security**

In compliance with the Crime Awareness and Campus Security Act of 1990, James Rumsey Technical Institute is pleased to report that no serious crime has occurred on campus during the years 1994 to present. No felonies were reported or investigated during this period of time. It is the policy of this school to provide a safe and secure environment for all students and to investigate and prosecute all incidents of reported crime.

## **1303: Closed High School Campus**

James Rumsey Technical Institute's campus is a "Closed Campus". High school students are expected to remain on campus for the duration of their technical and/or academic classes. Once cars are parked and students have entered the building, they are not to return to the parking lot unless they are leaving at the end of their regularly scheduled classes for James Rumsey, have signed out at the front office, have a verified medical or dental appointment, or are participating in clinical and/or work-based learning experiences.

## **1304: County Responsibilities**

Each Board of Education shall develop and maintain appropriate policies for implementation of this policy and for the reasonable provision of appropriate educational services to students who are excluded or suspended from class or school. These policies shall include the establishment of in-school suspension, alternative programs, classes, or schools for those students who are excluded or suspended for failure to abide by the code or any other reason.

The Board Policy shall also provide for immediate notification by telephone to the parent of any child excluded from class, suspended from school; placed in in-school suspension, alternative programs, classes, or school. This notice shall be followed by a written notice of the suspension or other action to be mailed by the next school day to the home of the parent.

Boards of Education are encouraged to use in-school suspension, alternative programs, classes, or schools as an alternative to suspending students from school. Each Board of Education shall provide appropriate due process hearings and other procedures and shall determine the appropriate length of expulsion or suspension for violations of this policy.

## **1305: Drug Policy**

### **1305.1: High School Drug Testing Guidelines**

Each student, as a condition of Simulated Workplace, is assigned to a random pool for the duration of enrollment at James Rumsey Technical Institute. Random drug testing may occur at any time during the school day.

### **1305.2: High School and Postsecondary**

JRTI instructors and administration can require a student to submit to a drug test if there is a suspicion of drug use.

### **1305.3: Privacy and Confidentiality**

The testing is administered by way of urinalysis. Appropriate steps are taken to (1) respect the privacy of students, and (2) prevent falsification of testing. Upon receiving a notice from administration that the student has been selected for a drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. When the test administrator or designee completes the screening process, the student is permitted to leave the test area, unless the initial screen is positive for drugs. If the screening test indicates a positive screen, the verification process is implemented. If a student is unable to produce a urine sample, he/she has a time limit of 3 hours to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample. These medical appointments and any further tests or treatments will be paid by the student. The results of the drug test will be used to determine eligibility for continued participation and enrollment at James Rumsey Technical Center.

### **1305.4: Refusal to Submit to a Drug Test**

Refusal to submit to a drug test will be considered insubordination and will be treated as a disciplinary matter as mandated by State Board Policy 4373.

### **1305.5: Tobacco and E-Cigarettes Policy**

(All tobacco products and their lookalikes, i.e. cigarettes, “vapes”, e-cigarettes, pipes, cigars, chewing tobacco, snuff, etc.) The West Virginia State Board of Education has ruled that NO TOBACCO PRODUCTS will be allowed in or outside of schools. No person may distribute or use tobacco products in the school building or on school grounds. Students under 18 years of age may not possess tobacco products as outlined by WV State Code 16-9a-1 through 16-9a-4. Students found



using or in possession of tobacco products will be suspended from school and/or issued a citation (ticket). Noncompliance is a Level 3 offense, and consequences may be found in Policy 4373. The possession and/or use of electronic cigarettes (e-cigarettes/vapors) are considered the same as tobacco products and are not permitted in or on school property.

### **1305.6: Alcohol and Substance Abuse Policy**

Under no condition will alcoholic beverages, liquor, narcotics, or controlled substances be permitted in or on the school property or off-campus during school sponsored trips or activities. No one under the influence of alcohol or narcotics will be allowed on campus or allowed to participate in school functions including trips and off-campus activities. Violators will be subject to suspension, expulsion, and/or legal action. The purpose of these regulations is to comply with the State and Federal Safe Schools Act of 1995. Those persons found to be in violation of this policy will be prohibited from attending this school, financial aid will be terminated, and legal action will be taken. Good workers do not compromise the safety of themselves or others by using alcohol or drugs. In a training facility such as James Rumsey Technical Institute, substance abuse has no place.

### **1305.7: Controlled Substance**

Controlled substance within the policy's meaning shall include all those legally classified as "controlled substance narcotics" or "dangerous substances." Also included are any stimulant, depressant, or mood altering chemical (hallucinogenic chemicals, marijuana, alcoholic beverages, etc.) Students shall not use, possess, or distribute any controlled substance on school property, school buses, or any school sponsored event. Intent to use, sell, or distribute "look alike drugs" and/or various instruments and materials commonly known to be intended for the use of or preparation of a controlled substance, shall be in violation of this policy. COMPLIANCE IS MANDATORY. Substance use and abuse in school poses a serious threat to the academic, social, and emotional health of all students. Consequently, it is the school's responsibility to make every effort to reduce the threat, discipline the offender, and counsel those who need specific education and help.

### **1305.8: Legal Sanctions Applied Under Local, State, and Federal Laws**

In addition to the general federal statutes that make it a crime to possess or distribute a controlled substance, there are special federal laws designed to protect children and schools from drugs. The Comprehensive Crime Control Act of 1984 makes it a federal crime to sell drugs in or near a public or private elementary or secondary school. Under this "school-house" law, the selling of drugs within 1,000 feet of school grounds is punishable by up to double the sentence that would apply if the sale occurred elsewhere. Even more serious, mandatory penalties are available for repeat offenders. Distribution or sale to minors of controlled substances is also a federal crime. A person over the age of 21 who sells drugs to anyone under the age of 18 runs the risk of receiving up to double the sentence than if sold to an adult. Once again, more serious penalties can be imposed on repeat offenders. Possession of marijuana for personal use is a felony. Conviction can mean a sentence of not less than two years nor more than ten for the first offense. Applicants for jobs might be asked if they have ever been charged or sentenced for a felony. Conviction of a felony means loss of voting rights. Possession of LSD for personal use makes one subject to a fine and prison term.

## **1306: Fire Drills**

Fire drills are held periodically throughout the school year. The signal is a strobe light and "buzzer" which sounds continuously for 30 seconds or longer. It is essential that everyone immediately clear the building by the prescribed route when the alarm is sounded. All students will be required to follow more detailed fire drill procedures, given by instructors, and posted in the instructional areas.

## 1307: Insurance

### 1307.1: Approved Drivers Must Show Proof of Liability

The James Rumsey Technical Institute will not assume responsibility for any damages which may occur to vehicles on school property. Students abusing the driving privileges may be suspended from school and/or may have their driving permits revoked.

### 1307.2: All Students Are Required to Have Accident Insurance Coverage

James Rumsey does not provide medical insurance or accident insurance for students. Parents/Adult students are required to provide coverage.

## 1308: Medication Policy

Medications can be administered at school when it is absolutely necessary and when proper prescriptive information and parental consent have been provided. Parents should administer medication at home if at all possible. Students are not permitted to self-medicate or carry medications with them while on school property with the exception of inhalers or emergency medications ordered and recommended by a physician's order.

Medications must be in the original container from the pharmacy with the student's name, name of medication, dosage, the date, and the physician's name. For high school and postsecondary students, a "Medication Use" form must be on file with the school. In addition, an "Administration of Medication" form must be completed with signatures of the parent/guardian and physician. This form must designate the type of medication, amount to be given, and the schedule to be followed. If the dosage of medication should change, the parent must indicate the change in writing, and confirmation from the physician's office is required. A new medication form is required, and a correctly labeled medication bottle must be received.

Medication given three (3) times a day (such as antibiotics) should be given at home. If the student is unable to take all doses at home, parents should bring medication to the school office.

## 1309: Policy 4373: Expected Behavior in Safe and Supportive Schools

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

Effective July 1, 2012, the West Virginia Department of Education adopted a new policy which sets the requirements for the development of safe and supportive schools that provide optimum learning conditions for both students and staff. Safety and order form the foundation of a positive school climate/culture and supports academic achievement and personal/social development. This policy also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools and must be consistently addressed in order to assure an orderly, safe, drug-free, violence-free, and harassment-free learning environment.

Policy 4373 can be found on the WVDE website. <http://apps.sos.wv.gov/adlaw/csr/readfile.aspx?DocId=49945&Format=PDF>

## 1310: Safety Instruction

Safety is constantly emphasized. Industry and business place a premium on safe workers and good safety habits. It is very important that students observe all safety rules as they operate equipment in the classrooms and laboratories. Willful violation or disregard of accepted safety standards will result in disciplinary action.

## 1311: School Detention Policy

Disciplinary action may be taken as outlined in Policy 4373.

- Excessive tardiness (5 or more)
- Inappropriate conduct
- Parking violations
- Skipping class
- Driving violations as outlined in the JRTI automobile policy

## 1312: School Visitation Policy

Any person entering school grounds and/or dormitories during school hours (7:30 a.m.—3:00 p.m.) must sign in at the main office. Residents are responsible for upholding all school and dormitory policies as well as informing invited guests/visitors of said policies. Residents will be held responsible for the behavior of their guests/visitors and all activities originating from their assigned room. Any invited guests/visitors of resident students are not to be in the dorm rooms during instructional time (including non-dorm students). For security purposes and in the interest of other dorm residents, no invited guests/visitors are to reside overnight in a dormitory facility. The designated time for all guests/visitors to be off the campus is 12:00 a.m. (midnight), including weekends. Violation of this policy will result in eviction from the dormitory facilities and forfeiture of all pre-paid rent and deposits. Upon “Notice of Eviction”, the student must vacate the dormitory facility within 48 hours.

## 1313: Search and Seizure in Public Schools

Student lockers are school property and remain, at all times, under the control of the school; however, students are expected to assume full responsibility for the contents of their lockers. Periodic, general inspections of lockers may be conducted by school authorities at any time without notice and without student consent. The James Rumsey Technical Institute will not be responsible for any article a student may leave in his/her locker.

Any school administrator has the authority to search a student’s personal possessions, (purse, bag, wallet, book bag, etc.) and/or vehicle or bicycle on school property or at a school function as long as the administrator has reasonable suspicion that the student is violating school policy or state or federal law. In any case where a violation of state law may have occurred, the administration has the right to refer the offense to civil authorities and/or the police.

Any student committing an offense or violation is responsible for any and all damages and personal injuries, and the parents or legal guardians are responsible for damages to the extent provided by the law.

## 1314: Theft of Personal Property

The James Rumsey Technical Institute is not responsible for the theft or loss of any students' personal tools, clothing, jewelry, money, books, etc., that are stolen while enrolled at James Rumsey Technical Institute. If you have anything stolen, a police report should be filed with local law enforcement agencies. James Rumsey Technical Institute does not have any form of insurance that covers the loss of stolen property placed in lockers, desks, tool boxes, etc. Your personal homeowner's insurance policy will often cover the loss of stolen items that were not located at your home.

## 1315: Weapons Policy

James Rumsey Technical Institute's student code of conduct addresses (1) the possession of weapons, (2) the displaying and brandishing of weapons, (3) instructions for the discovery of such weapons, and (4) legal and disciplinary penalties that may be assessed to such individuals as they apply accordingly. This policy is in accordance with State and Federal Safe Schools Act of 1995 and Senate Bill 46.

Possession or use of a weapon is prohibited by a student who is on school property, including school buses, or who is under the control or supervision of school personnel. The term "weapon" is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm or threat of injury to the physical well-being of another person.

### 1315.1: Definitions

The governing definition of "deadly weapon" is found in West Virginia Code 61-7-2, which should be consulted before a student is disciplined under this rule. Under that statute a "deadly weapon" is an instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use. Under this rule, the term includes, but is not limited to blackjacks, gravity knives, a knife or knife-like implement over 3½ inches in length, switchblade knives, nunchakus, metallic or false knuckles, pistols, revolvers, and other deadly weapons of like kind or character which may be easily concealed on or about the person. West Virginia Code §61-7-2 clarifies that a pocket knife with a blade 3½ inches or less in length, a hunting or fishing knife carried for sports or other recreational uses, or a knife designed for use as a tool or household implement shall not be included within the term "knife" as defined as a deadly weapon unless such knife is knowingly used or intended to be used to produce serious bodily injury or death. For purposes of this policy, the term "deadly weapon" shall also include a "firearm" as defined in section 921, title 18 of the United States Code. Under this statute, the term "firearm" includes, with some exceptions, any weapon which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; any explosive, incendiary, or poison gas bomb, grenade, rocket (having a propellant charge or more than four ounces), missile (having an explosive or incendiary charge of more than one-quarter ounce), mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant (and which has any barrel with a bore of more than one-half inch in diameter); and any combination of parts either designed or intended for use in converting any device into some of the foregoing devices, and from which a destructive device may be readily assembled.

### 1315.2: Disciplinary Actions

Any student in violation of this policy will be suspended for a period of no less than ten days and may be subject to a long term suspension, up to one year, by the Board of Education and/or Administrative Council as deemed appropriate.

### 1315.3: Recording Evidence

In conjunction with Senate Bill 46, this policy requires principals, or their designee, to report such violations to the Board of Education. The principals, or designee, are also required to report such violations to the local state police within 72 hours after they occur.

## 1315.4: Legal Actions

Also stipulated in Senate Bill 46 and in concurrence with this policy, all parents, custodians, and legal guardians of a person under the age of eighteen who know that such person is committing such a violation of this policy, or who have reasonable cause to believe that such a person's violation is imminent, must report the same to the school or to the police. A person who fails to make such a report is guilty of a misdemeanor punishable by fine of not more than \$1,000, or a jail term of not more than one year or both. The simple possession of a deadly weapon is a misdemeanor; the possession of a deadly weapon with the intent to commit a crime is a felony. Violators are subject to all penalties in accordance with state and federal laws. Source: Code Reference(s) WV Code 61-7-10, 61-7-11a. Adopted: 11-9-94, Berkeley County Board of Education.

## 1316: Title IX Compliance Policy Statement

In compliance with Title IX of the Education Amendments of 1972, the James Rumsey Technical Institute does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment, admissions, recruitment, referrals, and collective bargaining. If an employee or student believes that he or she has been discriminated against in violation of Title IX, please reference the school's Title IX Grievance Procedures which are available in the front office.

For more information about Title IX or to file a complaint, please contact the following individual: Russell Penner, rpenner@k12.wv.us

## 1317: 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.

### 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**

<b>ESSENTIAL STEPS</b>	<b>KEYPOINTS-PRECAUTIONS</b>
<b>A. Counties opting to voluntarily stock naloxone shall maintain and use naloxone nasal spray for emergency care of a suspected overdose.</b>	<b>County shall follow W. Va. Code §18-5-22 (d) and WVBE Policy 2422.7.</b>
<b>B. Obtain licensed prescribers order for stock naloxone.</b>	<b>May use standing order provided by the WVDHHR Commissioner and State Health Officer.</b>
<b>C. Train designated unlicensed school personnel to administer naloxone and monitor response.</b>	<b>Assess competency utilizing the Skills Performance Checklist.</b>
<b>D. Obtain naloxone and ensure proper storage.</b>	<b>Store below 77°F. Do not freeze or expose to excessive heat above 104°F. Protect from light.</b>
<b>E. Assess individual for signs and symptoms of suspected opioid overdose. Provide privacy, and safety.</b>	<b>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.</b>
<b>F. Call EMS</b>	<b>Use non-latex gloves. Use proper sized ambu bag if administering CPR.</b>
<b>G. Administer naloxone spray following manufacturer instructions.</b>	
<b>1. Place the individual flat on their back and open airway (lift chin up).</b>	
<b>2. Open box to remove individually wrapped packages. Peel open package to remove the device.</b>	
<b>3. Place two fingers on top of the device (on each side of the nozzle).</b>	
<b>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).</b>	
<b>5. Press the plunger firmly to release the medication. Remove device from nostril after dose is given.</b>	<b>If the individual starts to vomit, turn them onto their side so the vomit does not choke them.</b>

<b>6. If individual is not breathing well after 3 minutes, repeat the dose (in the opposite nostril) with the other device in the box.</b>	
<b>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.</b>	<b>Waking up from an overdose can cause some people to get very agitated and confused.</b>
<b>H. Monitor and stay with the individual until EMS arrive.</b>	<b>Naloxone will wear off. Continue to monitor. Provide empty naloxone spray device (s) to EMS.</b>
<b>I. Document incident on individual treatment record.</b>	<b>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.</b>

## Financial Policies

### 1401: Financial Aid

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Office of Student Services at 304-754-7925 when they receive JRTI acceptance notices so that the financial aid funding can be processed.

#### 1401.1: Financial Aid for Commercial Driving

The Pell Grant is not available for the Commercial Driving program. However, students may be eligible for a Higher Education Adult Part-Time Student (HEAPS) Grant.

### 1402: Financial Aid Eligibility

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.” 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 West Virginia accepted equivalent (e.g., GED, TASC), or do not meet the home school requirements, and who first enroll in a program of study on or after July, 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 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.

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 Truck Driving program, which does not require a high school diploma or its equivalency, are not eligible to receive Title IV funding.

## 1403: 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. There is NO REFUND on textbooks. Students should only purchase textbooks after they have enrolled.

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.

### 1403.1: Refund Policy for the Truck Driving Program Only

Withdrawal Period	Percent Refunded
Prior to first day of class	100%
From day 1 to day 2	80%
From day 3 to day 4	50%
After day 4	No refund

### 1403.2: Refund Policy for All Other Programs

(Costs for drug screen and physical are non-refundable.)

Withdrawal Period	Percent Refunded
Prior to first day of class	100%
From day 1 to day 5	80%
From day 6 to day 10	50%
After day 10	No refund

### 1403.3: 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.

### 1403.4: 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.
- Registration fees are nonrefundable.
- 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 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.

## 1404: Tuition and Billing

Registration for classes creates a financial obligation by the registrant to pay tuition and fees while constituting an understanding and acceptance of this responsibility. Students are expected to have made the necessary financial arrangements prior to enrolling for classes. Students who will receive financial aid must have documentation to verify pending receipt of financial aid. Immediate payment is expected upon receipt of their financial aid check. If a student does not qualify for financial aid, or if there is a balance after financial aid is applied to the student's account, the student should pursue financing from outside sources such as family or local lending institutions. Students who fail to make arrangements in advance of the semester are responsible for making all payments due while a financial aid application is in process. Additional information regarding tuition and billing may be found on James Rumsey Technical Institute's "Adult Tuition Payment Schedule" located in the main office. Bills are mailed to the billing address on file with the school office. It is the student's responsibility to keep all addresses (local and billing) updated with the main office. Students who do not receive a bill are required to contact the administration at James Rumsey Technical Institute. Not receiving a bill is not an acceptable reason for not making a payment when due. The following types of financial aid are available: Pell Grants, WIA, Vocational Rehabilitation, limited scholarships, TRA/TAA funds, VA benefits, and Plato-alternative student loans.

### 1404.1: Payment Instructions and Due Dates

All tuition and fees are due on or before the 1st day of each semester. Payment may be cash, check, money order, or credit card (VISA or MasterCard). If the total balance due is not paid at that time, the bill is considered delinquent. Students with delinquent bills will not be allowed to register for subsequent semesters nor will they receive grades, certificates, diplomas, or other student services.

### 1404.2: Collection Efforts

Any student who has an outstanding balance whether it be an account receivable or an adjustment to financial aid balance, will be responsible for any additional costs incurred by James Rumsey Technical Institute associated with the collection of that balance. This balance includes but is not limited to collection agency fees, litigation costs, attorney fees, etc.

### 1404.3: Return of Title IV Funds

The following is a list of the guidelines for the return of Title IV funds, including Pell Grants.

Tuition and fees are charged to the student's account. Pell funds are credited to the student's account. If a student withdraws, a calculation is performed to determine the amount owed the school and the amount to be returned to the United States Department of Education. Any money owed to the United States Department of Education is returned. Any money owed to the student is sent to the student. If students withdraw, drop, or are terminated from a program before completing 60% of the payment period, and they received a refund from the school, they may be required to reimburse the payment. If students withdraw, drop, or are terminated from class, any refund given to the students must be used to satisfy any debt owed to the school.

All tuition and fees are due on or before the 1st day of each semester. Payment may be cash, check, money order, or credit card (VISA or MasterCard). If the total balance due is not paid at that time, the bill is considered delinquent. Students with delinquent bills will not be allowed to register for subsequent semesters nor will they receive grades, certificates, diplomas, or other student services.

### 1404.4: Collection Efforts

Any student who has an outstanding balance whether it be an account receivable or an adjustment to financial aid balance, will be responsible for any additional costs incurred by James Rumsey Technical Institute associated with the collection of that balance. This balance includes but is not limited to collection agency fees, litigation costs, attorney fees, etc.

## **1404.5: Return of Title IV Funds**

The following is a list of the guidelines for the return of Title IV funds, including Pell Grants.

Tuition and fees are charged to the student's account. Pell funds are credited to the student's account. If a student withdraws, a calculation is performed to determine the amount owed the school and the amount to be returned to the United States Department of Education. Any money owed to the United States Department of Education is returned. Any money owed to the student is sent to the student. If students withdraw, drop, or are terminated from a program before completing 60% of the payment period, and they received a refund from the school, they may be required to reimburse the payment. If students withdraw, drop, or are terminated from class, any refund given to the students must be used to satisfy any debt owed to the school.

## **1404.6: Refund of Registration Fee – Adults in High School Programs**

Adult students enrolling in high school programs are required to pay the \$50 registration fee. An additional non-refundable lab fee of \$100.00 is charged per semester. Upon successful completion of the program and at the written request of the student, the registration fee will be refunded. This refund applies only to successful adult completers of high school programs.

## **1405: VA Pending Payment Compliance**

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not:

- Prevent their enrollment;
- Assess a late penalty fee to;  
Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

# **Student Services**

## **1501: Policy for Persons with Disabilities**

The James Rumsey Technical Institute (JRTI) will not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability. Postsecondary students with a disability are not required to inform the school of their disability. However, if students want JRTI to provide academic adjustments, they must request and make a "Declaration of Disability" to the school's administration. Federal and state law mandate that state agencies and programs be accessible to otherwise qualified disabled persons through reasonable accommodation. Reasonable ac-

commodation, however, does not require substantial modifications in existing programs beyond those necessary to eliminate discrimination against otherwise qualified individuals.

JRTI will provide programs and services in an integrated setting unless separate or different measures are necessary to ensure equal opportunity.

JRTI will eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs, or activities unless “necessary” for the provisions of the service, program, or activity. JRTI also will make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result.

JRTI will furnish auxiliary aids and services when necessary to ensure effective communication unless an undue burden or fundamental alteration would result. Auxiliary aids and services include, but are not limited to, qualified interpreters, note takers, transcription services, written materials, telephone handset amplification or assistive listening systems, telephones compatible with hearing aids, closed caption decoders, telecommunication devices for deaf persons (TDDs), video text displays, etc., qualified readers, taped text, audio recordings, Braille materials, large print materials, etc. (JRTI will not charge an individual with a disability for the use of an auxiliary aid.)

JRTI will not place special charges on individuals with disabilities to cover the cost of measures necessary to ensure non-discriminatory treatment such as making modifications required to provide program accessibility or providing qualified interpreters.

JRTI shall operate programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

JRTI may provide special benefits, beyond those required by this policy, to individuals with disabilities; JRTI will not deny the benefits of its programs, activities, and services in regard to hiring an interpreter.

## **1502: Student Support Services**

The Student Services Department is committed to meeting the needs of all students attending James Rumsey Technical Institute. Students are encouraged and assisted to grow and develop in self-understanding as they pursue their educational, technical, and personal goals. In addition to assisting students in meeting their goals, information concerning career planning, college admission, financial aid, and the armed services is provided.

The counselor works with students to help them discover potential interests, develop realistic educational and career goals, and see more clearly into personal and social difficulties. Appointments may be made with the counselor. Counseling services are provided 7:45 a.m. to 3:00 p.m., Monday through Friday.

### **1502.1: Policy for High School Students Receiving Support Services**

Students receiving support services from James Rumsey Technical Institute must have on file a current copy of their home school’s IEP. The Support Service Coordinator or a representative of JRTI is to receive notification of meeting time, date, and place for all IEP meetings related to student enrollment.

## **1503: Work-Based Learning Program and Placement**

The Work Based Learning Program is designed to give the student on-the-job experience under a supervised training environment relative to the program in which he/she is enrolled. James Rumsey Technical Institute believes that qualified students can greatly broaden their training experience and employability through this program. Interested students are encouraged to contact the Work Based Learning Coordinator after receiving approval from their instructor.

A full-time Work Based Learning Coordinator is available to assist students in securing part-time and full-time employment in their training fields. James Rumsey Technical Institute offers placement assistance to all graduates.

# **FORMS**



## Registration Refund Adults in High School Programs

Name:		Date:	
Address:			
Email:			
Home phone:		Cell phone:	
Program:			
Reason for refund:			
Amount: \$			

I verify that all information on this form is correct.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Refund checks will be made payable to the student. ALL REFUNDS WILL BE 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.

<b>Office Use Only</b>	
Processed by: _____	Date: _____
Approved by: _____	Date: _____



# Formal Title IX Complaint

Complainant's Name:	
<small>(NOTE: If completing on behalf of someone else, please put alleged victim's name.)</small>	
Complainant's Phone Number:	Email:
Alleged Respondent's Name:	
Alleged Respondent's Contact Information (if known):	

Witness(es) If needed, attach list of additional witnesses.	
Name:	Contact Information:
Name:	Contact Information:
Name:	Contact Information:

Date of Incident(s):
Location(s):

Please provide a description of the conduct alleged to be in violation of Title IX (Attach additional information as needed.)


Please identify any supportive/interim measures needed/requested at this time, if any.


I state that the foregoing information is true and correct, and I understand that knowingly reporting false information could be subject to discipline.

Signature of Complainant/Reporting Party	Date
Signature of Title IX Coordinator (If completing form on behalf of Complainant)	Date

<b>THIS PORTION TO BE COMPLETED BY THE TITLE IX COORDINATOR</b>	
Date Received:	Investigator Assigned (if applicable):
Date Supportive Measures Offered:	
Supportive Measures Provided:	



# Adult Student Withdrawal/Termination

To be completed by the student

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

To be completed by the instructor

Grade to Date			
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.

<b>Office Use Only</b>	
Date of termination: _____	
Program Instructor: _____	Date: _____
Student Services Coordinator: _____	Date: _____
Assistant Principal: _____	Date: _____
Secretary, Adult Prep: _____	Date: _____

Comments: