

Student-Parent Guide

University High School 2019-2020



Website: hawks.mono.k12.wv.us

Phone Numbers	
Main Office	304-291-9270
Fax Line	304-291-9248
Athletic Director	304-291-9274
Band Director	304-291-9275
Counseling Center	304-291-9276
Transportation	304-983-8204
Board Of Education	304-291-9210

Safe School Helpline 1-866-723-3986
(Your name is NEVER asked)

Quick Reference Contact List:

UHS Main Office Email	uhs_office@boe.mono.k12.wv.us
Principal, Mrs. Kimberly Greene	kgreene@k12.wv.us
Assistant Principal, Mrs. Katrina Cimorelli	katrina.cimorelli@k12.wv.us
Assistant Principal, Mr. Jason Pauley	jimpauley@k12.wv.us
Assistant Principal, Mr. Teddy Stewart	trstewart@k12.wv.us
Counseling Center Office, Kim Arencibia	karencibia@k12.wv.us
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Counselor- Last Name G-L, Ms. Underdonk	bunderdonk@k12.wv.us
Counselor- Last Name M-R, Mr. Glass	joshua.glass@k12.wv.us
Counselor- Last Name S-Z & Team Leader, Ms. Watson	rachel.watson@k12.wv.us
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Technology Integration Specialist & Team Leader, Mr. Rich Senatore	rsenatore@k12.wv.us
Team Leader, CTE, Art, & Music Departments, Mrs. Jeanne Oiler	joiler@k12.wv.us
Team Leader, English Department, Mr. Jeff O'Neil	jloneil@k12.wv.us
Team Leader, Health & PE Department, Mrs. Kristi Wyant	kristi.wyant@k12.wv.us
Team Leader, Math Department, Mrs. Melissa Farley	mdfarley@k12.wv.us
Team Leader, Science Department, Mr. Chuck Lamb	cclamb@k12.wv.us
Team Leader, Special Education Department, Mr. Phil Bienek-Cate	pbienekc@k12.wv.us
Team Leader, Social Studies Department, Mrs. Suzanne Ernestes	sernstes@k12.wv.us
To see a complete Staff Directory	https://hawks.mono.k12.wv.us/3/staff
SAFE SCHOOL HELPLINE Help keep our schools safe. Your name is <u>never</u> asked.	1-866-(SAFEWVA) 1-866-723-3982

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SECTION 1: GENERAL INFORMATION

The purpose of this Student-Parent Guide is to provide you with information about our school and to help facilitate communication and understanding. It is not meant to be all inclusive; you will probably have questions it does not answer, and you should feel free to contact our school for additional information or to review full copies of school, county, or state policies.

Every effort is made to ensure accuracy in preparing this guide. However, University High School reserves the right to modify, add, or delete rules and procedures in this guide at the discretion of the school administration.

UHS Vision Statement

University High School is organized to provide an exemplary educational environment conducive to educating young people for a satisfying and productive life. Every student will be nurtured and encouraged to accept challenging, yet attainable goals.

Belief Statements

- A safe and caring atmosphere provides an environment where all students can learn and become prepared to live in a complex society.
- Parents, students, and school system personnel share responsibility for student educational success.
- The foundation of a strong educational program is a commitment to excellence, creativity, innovation, and the establishment of high expectations.
- Students become active learners through participatory and exploratory classroom activities.
- Students become self-directed through learning for which they have responsibility.
- Understanding and using technology is essential for success.
- Developing collaborative skills facilitates teamwork.
- Exercising good citizenship develops leadership abilities and facilitates learning.

<p style="text-align: center;">Mission</p> <p style="text-align: center;">Upholding High Standards</p> <p style="text-align: center;">Honor Attitude Wisdom Knowledge Service</p>
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<p style="text-align: center;">University High School Alma Mater</p> <p style="text-align: center;">Though the passing years may part us, We will e'er be true To our dear old Alma Mater; Hail, oh, hail to you.</p> <p style="text-align: center;">We will ever sing together Songs of victory. To our dear old Alma Mater; Hail, oh, hail to thee.</p>
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2 Hour Delay

School will begin two hours later than the regular schedule. Grab 'N' Go breakfast will generally be available, but traditional breakfast is not served when there is a two hour delay. School lunches will be served. Dismissal for all students will be on a regular schedule. Parents should closely monitor road conditions when there is a two-hour delay—it might be best for students not to drive to school on these days.

Availability of List of Graduating Seniors to Armed Forces – W.V. Policy 4350.1

University High School will provide directory information to Armed Forces recruiters for all members of the senior class as required by W.V. Code 18-2-5. Parents may request exclusion of their child's directory information by completing the exception form sent home in the beginning of the year packet.

Regular Bell Schedule

1st or 2nd Period	7:20-8:48
GRAB & GO	8:48-8:56, WARNING BELL 8:54
3rd or 4th Period	8:56-10:24
Advisory	10:28-10:58
Lunch 1	10:58-11:28
5th or 6th Period	11:32-1:02
Lunch 2	11:46-12:16
5th or 6th Period	11:02-11:46 & 12:18-1:02
Lunch 3	12:32-1:02
5th or 6th Period	11:02-12:32
7th or 8th Period	1:06-2:34

Building and Campus Hours

Safety is one of our top priorities. With that in mind, students must be under the direct supervision of UHS staff members when they are on campus. University High School will open at 7:05 am and close at 2:50 p.m. Please be aware of this as students will not be permitted in the building when there is no supervision. **Students must not be dropped off before 7:05 a.m. (9:05 a.m. on 2 hour delay days).** In addition, students must not loiter on campus before or after school events. Students should not be present on campus outside of the regular school day or outside of scheduled school events without prior administrative permission. **Students may not stay after school to wait on an event such as a practice or a game which begins later in the evening/afternoon without a school staff member present.**

Bus Notes

If a student needs to ride a different bus after school on an occasional basis, the office must receive a **written** request from the parent. This request must be signed and dated with the requested bus number and parent's phone number. **All notes must be submitted to the office prior to the beginning of first period.** (Please visit the Monongalia County Bus Garage's webpage for bus route information.) Our office will call and confirm all bus notes with the parent. Even if the student is over 18, we still need a note from the parent. Before the end of school, the student will report to the office to pick up the verified bus note in order to show the bus driver when boarding the bus at dismissal. **Students will not be permitted to ride a different bus without a bus note that has been verified from the office.** In the event that a bus reaches rider capacity, students who are assigned to the bus on the regular route have priority for transportation.

Change of Address or Contact Information

University High School must be notified when a student's address changes. Please notify the office as soon as possible when there is a change of address or other contact information.

Communication

University High communicates with the school community using multiple means including a regular school messenger call from the principal on Sunday nights highlighting upcoming events and informational items.

The UHS website (<http://hawks.mono.k12.wv.us>) is a great source of communication. Important announcements of upcoming events and resources are available via our webpage. Some of the available items include a link to our Campus Event Calendar, a link to our Counseling Center, links to printable forms, google forms, and much more. Please check our web-page regularly for the most current information.

UHS also utilizes social media for communication. Please consider following our Twitter account @UHSHawks. Also, please consider giving our Facebook page a "like" @UHSHawks, or check out our

SnapChat story @UHSHawks. Please note that our social media sites are for informational purposes and we do not respond to messages sent through these accounts.

Early Dismissals

If a student requires an early dismissal, the office must be notified by a signed and dated note from the parent with the requested time and parent's phone number. **All notes must be submitted to the office prior to the beginning of first period.** Our office will call and confirm all notes with the parent. Even if the student is over 18, we still need a note from the parent. If a situation occurs where a student must be excused without an early dismissal note, for security reasons, we require the parent to report to the office to pick up the child. **Students will not be dismissed via a written note unless the Student Data Collection Form has been completed and the person picking up the child is listed on the form.**

Be sure to have a completed Student Data Collection Form on file at school so that our database system is up to date. This form is also used to determine who is authorized to pick up your child from school in case of an emergency. During the 2019-2020 School year, we will be moving to an electronic form. You must use this site to update your student's information at the beginning of the year and as needed. The form can be found at: bit.ly/newMCSstudentinfo

Emergency Closing of School

Severe weather conditions may necessitate school cancellation or postponement of start times by an hour or more. On such days, announcements are generally made over local AM/FM radio stations and local television Channels 5 or 12. You should rely upon these media sources for school closing information. School closings and dismissals are also available on the West Virginia Department of Education website: wvde.state.wv.us/closings/county/monongalia. The county's call-out system, School Messenger, will also be utilized to deliver important messages and/or updates.

Extra-curricular Activities

Students are able to enter into nearly all after school activities free by using their finger scan (same as to purchase a school lunch). This includes entrance into athletic events, band and choir concerts, musicals, and so forth. School rules and policies still apply during all school related activities.

Immunizations

All students are required to have met all state and local immunization requirements in order to attend University High School. Any questions regarding immunization should be directed to the school nurse.

Local School Improvement Council (LSIC)

West Virginia State Board of Education Policy mandates a Local School Improvement Council be established for each school in our state. The UHS Local School Improvement Council is an integral part of UHS. Members of the community are invited to attend all meetings. Information and upcoming meeting dates and times can be found on the UHS website. Please visit: <https://hawks.mono.k12.wv.us/3/home>, then go to PARENTS, and then LSIC.

Media Release

To highlight the accomplishments of our students, we periodically provide news-worthy information and pictures to the media. If you do not wish for your child's pictures to appear, please notify the school in writing using the appropriate form within five days of the first day of school. This form is sent home at the beginning of the year.

Parent Conferences

Parents with concerns that require the input and advisement of faculty and staff are invited to contact the school. Teachers should be contacted first in matters dealing with specific classroom situations/questions. Parents can contact teachers via email, Schoology messages, or parents can speak with teachers during the teacher's non-instructional time. When appropriate, a conference can be scheduled.

This year we have scheduled the following dates for Parent/Teacher Conferences:

- September 6th, 2019- 5:00-7:00 PM, Meet and Greet Tailgate
- October 3rd, 2019- 4:00-7:00 PM, Parent Teacher Conferences, by appointment
- November 13th, 2019- 4:00-7:00 PM, Parent Teacher Conferences, by appointment

Parents Transporting Children

Before School Drop Off

All school traffic will proceed in a counter-clockwise direction for drop-offs and parking in the morning. In order to provide a safe supervised environment, students may not be dropped off or enter the building until 7:05 a.m.

After School Pick Up

Parents who plan to pick up a student at the end of the day must adhere to the direction of the traffic enforcement officials. Parents may want to plan to arrive after buses depart at 2:43 p.m. to avoid traffic congestion. No car traffic will be released from the school from 2:32 p.m. to 2:43 p.m. This is to permit our buses to get out of the school lot and adhere to their scheduled runs at the elementary and middle schools.

Parent Involvement

UHS encourages the involvement of our students' parents and offers a variety of opportunities for their participation. Parents are an essential part of our school community, serving members of our band boosters, athletic boosters, UHS Foundation, Local School Improvement Council (LSIC), and Parent Teacher Student Organization (PTSO). For additional information on any of these organizations or to volunteer to get involved, you may contact the school office at 304-291-9270.

Personal Property

University High School is not responsible for books, personal belongings, or property that are misplaced or stolen from any place on campus. This includes, but is not limited to: items left in classrooms, lockers, vehicles, locker-rooms, or cafeteria.

Student Insurance

Student insurance may be purchased by parents at low cost through a private company approved each year by the Monongalia County Board of Education. Details are provided through material distributed to each student at the opening of the school year.

Student Messages, Gifts, and Food Deliveries

University High School is unable to deliver messages to students, except in cases of emergency. Gifts, flowers, food, etc. will not be accepted for delivery to students. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop classroom instruction for any reason other than an emergency.

The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later. Arrangements for routine matters such as rides to and from school, meeting places, etc. should be made before students arrive at school.

Student Privileges

Students are afforded the opportunity for many privileges at UHS. *Some* examples of privileges are possession of a parking permit, attendance and/or participation in school sponsored activities, participation in the graduation ceremony, seating choices in the cafeteria, locker usage, bus transportation, or other privileges as determined by the administration. **Be aware that student misconduct may result in the loss of privileges.** Privileges may be revoked at any time.

Visitors

In order to provide a safe learning environment, all UHS entrances are secured. Parents and all other visitors should enter the school at the front entrance during the school day and sign-in with the main office. All visitors are required to provide a photo ID and wear a visitor's tag while in the school building. Visitors will check-out as they exit. Visits must be scheduled at times that do not interfere with instructional time.

SECTION 2: ACADEMICS

Arctic Academy

What is Arctic Academy

- Arctic Academy is designed for the purpose that students can continue to learn while at home through provided curriculum. Students are expected to participate in the Arctic Academy by completing all provided assignments.

Arctic Academy Expectations

- Approx: 20 minutes per class period, 1st-8th
- Independent and review work
- All assignments to be turned in within 5 instructional days. Any assignments turned in after 5 instructional days will be marked as missing
- IEP and SAT accommodations will be addressed by the teachers
- On an Arctic Academy Day, students will be required to do work in all classes

Lesson Format

- Able to be downloaded using Chromebook during school day (Arctic Academy folder in Offline documents on Chromebook)
- Class/Teacher specific method of distribution and submission

Communication

- County School Messenger call will indicate that the day will be used for Arctic Academy
- Teachers will report to school on a **One** hour delay, unless otherwise communicated. At school teachers will respond to email, Schoology messages, or Google classroom requests to provide support for students during school hours.

Attendance

- Attendance will be based upon the on-time completion of Arctic Academy assignments and time spent completing them through provided Chromebooks. Students who do not complete assignments will be marked absent for the day.

Monongalia County Schools recognizes the importance of the home and school connection and strongly encourages parents to become aware of and support Arctic Academy curriculum. This support is an essential ingredient of student's success.

Availability of Classes

Course offering decisions are dependent upon student enrollment and teacher staffing. University High School builds a master schedule each year according to student requests. Although we make every effort possible to provide students a class schedule that meets their individual needs and wishes, we are sometimes unable to give each student their top selections. Every student is required to have eight courses and this sometimes means being enrolled in an elective that is not an original choice or alternate. Graduation requirements are given top priority during scheduling.

College and Career Information

The CFWV or College Foundation of West Virginia, is a comprehensive career/education exploration and planning tool for students, parents, teachers, and counselors. This computer data base includes self-assessment tools, career information and articles, decision making activities, college and scholarship searches, and many other online resources. Students may access the website either at school or at home. Students who wish to utilize the program should contact a school counselor.

Curriculum

Core Requirements (18 credits)—must follow WVDE Policy 2510 *Graduation requirements may vary by year of entrance into high school. Speak with a school counselor for specific information.

Students entering into high school during the Fall of 2011-2017

- English Language Arts.....4 Credits
 - English 9, 10, 11, 12
- Mathematics.....4 Credits
- Science.....3 or 4 Credits (Depends on CCC—see below)
 - Earth and Space Science (Grade 9)
 - Biology or AP Biology (Grade 10)
 - Chemistry or Life Science or Earth Science
- Social Studies.....4 Credits
 - World Studies to 1900
 - United States Studies to 1900
 - Twentieth and Twenty-First Centuries Studies
 - Civics for the 21st Century
- Physical Education.....1 Credit
- Health.....1 Credit
- The Arts.....1 Credit
- Electives.....2 Credits
- The remaining graduation requirements are to be electives

Career Concentration Courses (4 Credits)

College Bound

- Science.....4th Credit
(which must be above Physical Science)
- Foreign Language.....2 Credits
(in one language)
- Concentration.....1 additional elective credit required

Career and Technical Concentration

- Concentration.....4 Credits (4 additional credits required related to the selected career concentration and can be acquired at MTEC or UHS.)

Students entering into high school Fall of 2018 and beyond, based on an update of Policy 2510 that went into effect July 1, 2018.

***18 prescribed and 4 personalized credits**

- English Language Arts.....4 Credits
 - English 9, 10, 11, 12
 - Mathematics.....4 Credits
 - Science.....3 Credits
 - Earth and Space Science (Grade 9)
 - Biology or AP Biology (Grade 10)
 - One additional science course or AP science Course
 - Social Studies.....4 Credits
 - World Studies to 1900
 - United States Studies to 1900
 - Twentieth and Twenty-First Centuries Studies
 - Civics for the 21st Century
 - Physical Education.....1 Credit
 - Health.....1 Credit
 - The Arts1 Credit
 - Personalized Electives.....4 Credits
- Please see a counselor for a full list of best practices based on each student's Personalized Education Plan. Each PEP will identify a career cluster and a program of study or course work for the 4 credits that will lead directly to a

placement in, credit-bearing academic college courses, an industry-recognized certificate or license, or workforce training program.

Cheating/Academic Dishonesty

If a student is found guilty of cheating and/or academic dishonesty, the teacher shall collect the student's assignment, mark a zero for the work, and notify the parent and office as to the action taken. Further violations may be referred for appropriate progressive disciplinary action.

Counseling Center

The UHS counseling and guidance program is organized around nine services: counseling, student assessment, career exploration, consultation, information, referral, research and evaluation, record keeping, and clerical tasks. The Counseling Center can be contacted by calling 1-304-291-9276. Your counselor is determined by the first letter of your last name.

Counselor Assignment

A-F: Mr. Mehle, jesse.mehle@k12.wv.us
G-L: Ms. Underdonk, bunderdonk@k12.wv.us
M-R: Mr. Glass, joshua.glass@k12.wv.us
S-Z: Ms. Watson, rachel.watson@k12.wv.us

Credit Recovery/Content Recovery

Monongalia County Schools offers a different model for high school students who need to make up credits for courses failed. Content recovery allows students the opportunity to complete portions of courses that were not mastered instead of repeating an entire course. Each summer, schools will be designated as credit recovery sites. Students from all high schools will be eligible to participate. Each site will be staffed with credit recovery facilitators who will work with the students enrolled to assist with the completion of coursework. The credit recovery program will continue throughout the school year. UHS has the ability to schedule a variety of credit recovery options within the school year, including during and after normal school hours and during our daily advisory period. For more information about credit recovery, please contact your child's counselor.

Dual Credit Opportunity

Students may take college level courses which carry credit toward high school graduation as well as credit toward a college transcript. At the present time, juniors and seniors who meet admissions and pre-requisite requirements from the participating college may be eligible to participate. Depending on specific course content, classes may replace required courses. A list of those classes are included in our Course Description booklet. Each high school will follow Monongalia County policy regarding curricular alignment and sequencing in regard to college level courses.

Area colleges are part of the Dual Credit Consortium; all dual credit courses are college level classes and therefore eligible for college credit in addition to high school credit. Students expecting to attend other colleges should see their counselor and contact their prospective college prior to enrollment to ensure credit will be accepted. In some cases, credit may be granted for electives rather than replacement of specific course requirements.

Classes are normally offered during the school day and generally follow the MCS calendar with minor adjustments. Teachers will be either public school instructor qualified as college adjunct staff or college professors.

The fee for a 3-hour credit course is set by the West Virginia State College System (with additional hours on a prorated basis). Deposits may be required to determine offerings; full payment is expected during the first week of class. There is no discount for students who qualify for free and reduced lunch. Students will purchase their own books which will be made available on the high school campus; price of textbooks varies according to the course. Students who plan to enroll in dual credit courses should take the ACT during the spring of their junior year and may be required to take a replacement assessment before being allowed to enroll.

Grading System

A quarterly grade report card shall be sent home to parents. Letter grades are used to indicate progress.

A	Superior (90-100)	4 Honor Points
B	Good (80-89)	3 Honor Points
C	Average (70-79)	2 Honor Points
D	Poor, but passing (60-69)	1 Honor Points
F	Failure (0-59)	0 Honor Points
I	Incomplete	0 Honor Points
P-F	Pass/Fail	0 Honor Points

Students taking AP classes will receive grades based upon a 5 honor points system (A=5 honor points, B=4 honor points, C=3 honor points, D=2 honor points, F=0 honor points).

In addition to the official quarterly grade report card, Progress Reports will be available via Schoology to students at the midpoint of each grading period. The report indicates who is not making satisfactory progress and/or is in danger of failing a course. Upon receiving this digital notification, parents are encouraged to contact teachers for a conference. Course credit is awarded only at the end of the first (January) and second semester (June) and during summer credit recovery.

Graduation Ceremony

To participate in the graduation ceremony, seniors must meet the following requirements:

- Successfully complete all State diploma requirements.
- Address any fines/fees due such as paying for missing books.
- Must attend graduation ceremony practice(s).
- Follow behavioral standards.
- Arrive to graduation in proper attire outlined by administration.
 - o Participation in the graduation ceremony and related events is a privilege. Student misconduct can be grounds for having this privilege taken away.

Graduation Requirements

A candidate for graduation must have completed the State diploma requirements, which are summarized in the Curriculum section. Failure to complete the requirements will disallow participation in commencement exercises. The school is not responsible for announcements, caps and gowns, or other graduation supplies.

Honor Roll/ Valedictorian or Salutatorian

UHS publishes an Honor Roll at the end of each semester. The minimum grade point average to qualify is 3.4. A valedictorian and salutatorian will be selected from each class through the class of 2020. This selection will be discontinued after the class of 2020 graduates.

Honors/Advanced Placement Program (AP)

The Advanced Placement program gives high school students the opportunity to receive college credit in high school upon passing the AP Exam. AP and Honors courses are available in core areas. Please consult the course description guide for a listing. Students in AP classes are strongly urged to take the AP Exams as part of course requirements. The cost of each exam is approximately \$94.00 and payments are done through Total Registration. More information can be found on our website under STUDENTS, ADVANCED PLACEMENT, EXAM PAYMENT INFORMATION. Please talk to Ms. Underdonk if financial assistance is required.

Homework Policy

Homework is considered to be an integral part of the educational process at UHS. The overall purpose of homework is to aid in bringing about higher student achievement, successful completion of learning

outcomes, and the reinforcement of concepts and skills to be mastered. Please set aside a regular period of quiet time for completing homework assignments.

Mastery Testing for Course Credit Application Process, Criteria and Deadlines:

ELIGIBILITY CRITERIA

To be eligible to test out of a core academic course required for graduation, it is recommended that a student (current grade 8 – grade 11) demonstrate a cumulative Grade Point Average of 3.0 or 3.0 for the subject being tested. A student may petition the school principal for special consideration of exception to this criterion with approval of the superintendent or his/her designee. The registration fee of \$150.00 per test must be received in the county board of education office with the application. Should a student decide not to participate in this program, you must notify Monongalia County Schools in writing no later than May 31, 2019 in order to be removed from the test roster and have incurred fees reimbursed.

MASTERY CRITERIA

Student test mastery will be determined by satisfactorily passing the course-specific mastery test with at least a “C” to earn credit for the course. The student will be tested on all curriculum standards and objectives for the subject and grade level to be covered within the 2018-2019 school year. The score the student earns on the test (percent score rounded up at .5), will be translated to a letter grade for the course according to the West Virginia uniform grading scale. The testing out grade will be counted in the student’s cumulative grade point average and class ranking, and credit earned through this process will apply toward the credits required for high school graduation. Upon reviewing the test results, the student may decide to complete the course rather than use the testing out grade. Once the results have been received by the student, he/she will have seven calendar days to indicate his/her decision related to receiving credit for the testing out exam. The student may choose one of two options: 1. to have the test results forwarded to his/her school—if so, the transcribed course name will be coded to indicate that the student tested out of the class; or 2. to take the standard course work at his/her school with no record of the attempt to test out sent to the home school. Failure to exercise either of these options within the identified time frame will result in no test scores being forwarded to the school.

APPEAL PROCESS

Students with questions regarding their test scores should contact the county board of education office within 7 days of receipt of the test scores to schedule a review appointment. The student will review their test at the county board of education office. After initial review of the test, if more information is needed, an appointment will be scheduled with the test proctor to review the test and scoring.

For more information or application forms, visit our Counseling Center.

National Honor Society (NHS)

To be eligible for membership, the candidate must have been in attendance at University High for at least one semester. Candidates must have a cumulative scholarship average of at least 3.75 on a 4.0 scale and have completed at least 2 honors or AP level classes to be considered. Candidates shall also be evaluated on the basis of service, leadership, and character through application. New members are selected and inducted during the first semester of the 11th or 12th grade. The selection of members to the chapter shall be by a majority vote of the NHS Faculty Council. Students may transfer Honor Society membership from another school by present a letter from that school’s NHS chapter advisor. Students inducted into NHS sign an agreement acknowledging that failure to uphold the standards of NHS may result in removal from the organization.

Report Card Dates:

First 9 weeks – October 25, 2019

First Semester – January 21, 2020

Third 9 weeks – March 23, 2020

Fourth 9 weeks-Mailed home for all students

*Dates are subject to change due to unanticipated school closing.
(Parents-please notify our office if more than one copy of the report is needed or if your address changes throughout the school year.)

Technology Consent Forms and Acceptable Use

Before students use computers in schools, they and their parents must sign a Technology Consent Form. The purpose of the Acceptable Use Policy and the Consent Form is to safeguard both the students and the equipment. Use of technology is designed to enhance learning and instruction. Monongalia County is proud of the level of technology and its use in schools. School principals have the authority to terminate a student’s access to technology if the student violates the Acceptable Use Guidelines. Monongalia County Acceptable Use Policy and the Student Technology Consent Form (Monongalia County File 8-30) may be viewed on the County webpage under technology.

Textbooks

Monongalia County Schools provides free classroom textbooks at the high school level. Parents will be required to replace lost books at replacement cost.

Total Credits for Graduation

(It is possible to earn up to 32 credits during the regular school day/year throughout ones high school career)

It is recommended that parents/students become aware of the entrance requirements of colleges, universities, or technical schools they wish to attend. Our counseling department will assist in this area. Seniors may not participate in graduation events without meeting graduation requirements.

*More detailed information on graduation requirements can be found within WVDE Policy 2510, Section 5.4.a.

Promotion and Retention

	Minimum credits required for promotion
9th – 10th	0
10th – 11th	12
11th – 12th	17
12th - graduate	24

Virtual School Courses

Monongalia County Schools may provide distance learning and virtual school courses (courses via the internet) to expand the approved curriculum. These courses will be available for high school credit but are not intended to supplant the courses provided by the school. Distance learning and virtual courses must be approved by the West Virginia Department of Education and Monongalia County Schools Board of Education and be based on instructional goals and objectives or content standards.

The WV Virtual School Course Catalog may be viewed at <http://virtualschool.k12.wv.us/> and the Monongalia County Distance Learning and Virtual School policy and procedures may be accessed under Policy 8-13 of the Monongalia County Schools webpage. Information about enrollment in the WV Virtual School is available in the UHS Counseling Center 304-291-9276.

WV PROMISE Scholarship Program

“The PROMISE Scholarship is a merit-based financial aid program for West Virginia residents. Students who achieve certain academic goals are eligible to receive funds to help pay for college. Eligible high

school graduates will receive annual awards up to \$4,750 to cover the cost of tuition and mandatory fees at public or independent institutions in West Virginia” (cfwv.com). For more detailed and up-to-date information regarding the West Virginia PROMISE Scholarship, search the word “promise” at <https://secure.cfwv.com>.

*Information accurate at the time of printing.

SECTION 3: STUDENT LIFE

Athletics

University High School conducts an interscholastic athletic program for its students. Our school is a member of the Ohio Valley Athletic Conference and the Two Rivers Athletic Conference. UHS is classified as a AAA size school for ranking purposes.

The following athletic teams are sponsored by our school:

Baseball(B)	Basketball (B-G)	Cheerleading
Cross Country (B-G)	Football	Golf
Lacrosse (B-G)	Soccer (B-G)	Softball (G)
Swimming (B-G)	Tennis (B-G)	Track (B-G)
Volleyball (G)	Wrestling	

A separate 9th grade team is organized for Basketball (B-G) and Volleyball (G). Students wishing to participate in an athletic program must receive an annual physical (to be completed on or after June 1st of the current school year), provide a one-time copy of their live birth certificate, agree to follow the rules of our student athlete participation policy, have a 2.0 GPA the preceding semester, and provide proof of insurance.

Good sportsmanship is expected by athletes, school administrators, officials, coaches, faculty members, and spectators.

Students who have at least a 2.0 average would also have to meet the criteria of the W.V.S.S.A.C. to participate in athletics. Questions concerning the above policy can be referred to the administration or athletic department.

Follow our school's athletic department Twitter account @U_Athletics.

Class Dues

During the past several years our class officers have opted not to have fundraisers, but instead an annual \$5.00 class dues is collected from each student (grades 9-12). The money belongs to the class and will be used during the senior year for prom, graduation activities, etc. Dues are collected at the beginning of the school year. All monies are collected, deposited, and disbursed through the school financial office. Class Sponsors are as follows:

- Class of 2020- Mrs. Carroll & Ms. Burky
- Class of 2021- Mrs. Ernstes
- Class of 2022- Mrs. Farley
- Class of 2023- Ms. Cottrill

Class Officers

There are a number of positions that members of each class can volunteer their time, resources, enthusiasm, and spirit. Positions include President, Vice- President, Secretary, and Treasurer. The purpose is to learn about democracy, leadership, and to work in partnership with school management for the benefit of the school. The goal of class officers is to organize and facilitate activities for the enjoyment of their classmates.

To be eligible to run for class officer, students will have to adhere to the following criteria:

- 2.0 GPA,
- Class dues must be paid,
- Available to work specific events throughout the school year,

- Obtain signatures from fellow students and classroom teachers who are in support of them running for office.
- Students and their parent/guardian are also required to sign a contact.

Club Program

Joining a new club is a great way for high school students to forge friendships over common interests. Being a school-sanctioned group also has numerous benefits, including the ability to advertise and recruit members and participate in school events. Joining a high school club: however, requires you to follow many rules and procedures, including having a faculty sponsor, submitting a proposal, and demonstrating significant interest from students.

There are more skills you can aim to have which are beyond the classroom. It is important to appreciate the contribution of the skill sets a learner can obtain from being part of a club at school. Clubs can offer important life skills that a learner can use for the rest of his or her life.

Below are five different skills a learner can gain by being a member of a club:

- Communication
- Grooming
- Networking
- Teamwork
- Leadership

Clubs may meet during Advisory and/or after school. All sponsors will be given an opportunity to sign up for a monthly meeting time as to give students the opportunity to be a member of more than 1 club. Each club will be responsible for completing two service learning or volunteer opportunities throughout the school year.

Lost and Found

If you find an article that appears as if it has been misplaced, please bring it to the office. If you discover that you have lost something, please come to check on it right away. Items are only kept for a couple of months because of space limitations.

Money and Personal Valuables

UHS will not be held responsible for sums of money or valuables carried by students on school property. Students are discouraged from carrying or bringing large amounts of money or valuables to school.

Participation in Extracurricular Activities

Eligibility for participation in extracurricular activities is determined by a student's grade point average the previous semester. To be eligible to participate in activities, a student must maintain at least a 2.0 grade point average for the previous semester.

Posting or Distribution of Material

All public announcements, such as signs, flyers, brochures, etc. must be approved by an administrator or designee before being displayed or distributed on school campus. This includes but is not limited to items in classrooms, lockers, and vehicles.

School Lockers

Every effort is made to assign school lockers in proximity to student homerooms. Each student will be assigned his or her own locker which will typically remain the same for every year of attendance at UHS. Students must use the locker assigned to them. Students are not permitted to change locker assignments without permission of the school administration. Students must not share lockers. Combinations are changed yearly.

Students are encouraged to memorize their locker combination and keep it confidential. Keeping the locker locked is the responsibility of the student. If a locker is in need of repair students should immediately complete a work order in the main office.

Students are not to mark lockers with permanent markers or hang pictures, items or other displays that are not appropriate in a public school setting. Students should not adhere anything to their lockers. Students will be responsible for removing any marking on the lockers. Students may not store others' belongings. Students are responsible for all contents of their assigned locker.

Student IDs

Student IDs are a crucial component of school safety and are required to be carried by the student at all times. This allows us to quickly identify someone who does not belong in our school. Please ensure that you have your school ID with you each school day. ID's also entitles you to ride the Mountain Line Bus for free.

Student Parking Regulations

All students must adhere to the following procedures and parking lot regulations. Parents and students must sign the parking application acknowledging that they have read, understand, and agree to abide by these regulations. Violation of these rules may result in towing of the vehicle at the owner's expense and revocation/suspension of the student parking permit.

- Parking permits are issued to the purchasing student only and may not be transferred or re-sold.
- Parking is by permit only; cars without parking permits are subject to being towed.
- Parking permits must be displayed on the lower corner of the passenger side front window.
- If a student must drive a vehicle other than the one registered with the school, upon arriving at school, they must immediately obtain a temporary permit from the school office. This temporary permit must be displayed on the rearview mirror.
- All state and local driving laws must be followed. Students must drive in appropriate lanes through the parking lot.
- All students must follow the direction of traffic control officers and school employees.
- No vehicle may block any other vehicle or road.
- Student vehicles may not be parked in any numbered staff spaces, visitor parking, fire lanes, or any other unauthorized areas.
- Upon arriving at University High School, student drivers and their passengers are expected to leave their vehicles immediately and enter the building. Students may not return to the parking lot until the afternoon dismissal bell.
- Students must leave from the fieldhouse end of the parking lot and are not permitted to leave the parking lot until all school buses depart.
- Students are urged not to bring valuables to school or leave them in their car. The school is not responsible for acts of vandalism, theft, or damage. Liability for these issues continues to be the responsibility of the vehicle owner and student. Do not invite theft or vandalism. **Always lock your car!**
- The following actions are **prohibited** in any parking area of University High School:
 - (1) students riding in the body (back) of pickup trucks;
 - (2) students riding or sitting on the back or trunk of vehicles
 - (3) students riding on the running boards, hood or outside of a vehicle and
 - (4) any other actions deemed by the UHS staff to be unsafe.
- The yellow lined area marked off as a football field is designated for band practice after school during the fall marching and field performance season. Any cars parked in this area must be moved immediately after school. This is a no parking zone Monday through Friday from 2:45 pm until 9:00 pm. Violators of this rule risk being towed during the fall marching season.

- Vehicles parked in the UHS lot are subject to search by school officials and/or law enforcement officers at any time.

University High Administration reserves the right to deny the sale of a parking permit and/or suspend/revoke student parking privileges due to behavioral infractions. These infractions include (but are not limited to) the following:

- A. Excessive tardies or absences to any period and/or 12 tardies per semester to 1st/2nd period will result in a revoked parking permit,
- B. Improper parking,
- C. Speeding (speeds higher than 10MPH) or Reckless driving,
- D. Vandalism,
- E. Leaving during school hours without proper authorization or transporting another student off grounds without an authorized dismissal,
- F. Other disciplinary offenses as determined by the administration.

Parking Permit Fee

- \$20 per year or \$10 for the second semester parking fee
- Parking permit fees will not be refunded in the event that parking privileges are suspended or revoked.

SECTION 4: SUPPORT SERVICES

Accidents

All accidents/injuries are to be reported to the office, and the appropriate accident report form completed the same day of the accident. Questions relative to an accident often occur after the fact in reference to legal or insurance transactions. A well written accident report can be of great assistance in such situations. Blank accident report forms are available in the main office and the Nurse Station.

Child Abuse/Crisis

Where situations concerning abuse or neglect of our students appear or a family crisis seems imminent, direct contact should be made with one of our school counselors.

Hot Lunch/Breakfast Program

UHS has an excellent food program. Students may charge meals daily or prepay for meals. Account balances are billed and must be paid monthly. UHS utilizes a biometric finger scanning program to identify students for meal accounting purposes. Students must use either their current student ID or their finger scan to charge meals.

Applications for free or reduced meals are available online to all students the first day of school.

Applications can be submitted throughout the year and accessed through Schoolcafe.com. If you set up an account, in addition to the free and reduced lunch applications, you are able to view your child's cafeteria account, make payments to your child's cafeteria account, review daily spending and purchases, and get low balance reminders. You can also download schoolcafe from the App Store, Google Play, or Microsoft.

UHS also has an alternate choice for hot breakfast known as Grab 'N' Go. Students may get a Grab 'N' Go breakfast OR a hot breakfast...not both in the same day. Grab 'N' Go breakfasts come in a paper bag, and the food may be eaten in the classroom.

Library Media Center

The University High School library media center is a great place for resources. Generally, students may visit the media center after being released from the cafeteria in the morning before first period and during lunch (no food is permitted in the media center, so lunch must be eaten before admittance). Teachers may also permit students to visit the media center, and the appropriate media center pass protocol must be followed. Upon arrival to the media center, students must sign in. While in the media center, students are expected to behave appropriately and must adhere to the supervision of the Media Specialist.

Lucy's Closet

Lucy's Closet is a program that makes dreams come true by providing support for children in our school family who are in need. This program allows us to provide temporary relief through donations of money, time, clothing, and basic necessities so that learning is not impacted by financial hardship, loss, or unmet needs.

Lucy's Closet is a program supported by the UHS Parent Teacher Student Organization. Referrals for this program are made confidentially through school staff and students. Initial funds were established by the PTSO, and the program remains active through charitable donations from individuals in the school community, local businesses, and fundraisers.

School Nurse Service

UHS has a nurse on-site five days a week. If you wish to visit the nurse, complete the appropriate procedures using E-Hallpass.

School Resource Officer

A School Resource Officer (SRO), a certified WV law enforcement officer, will be assigned to maintain an office at University High School. The officer will work with the staff, students, and community on safety issues and provide instruction on various topics.

Student Assistance Team (SAT)

University High School has a Student Assistance Team (SAT) whose primary purpose is to review individual student needs when a student demonstrates poor academic performance or engages in counterproductive behavior. Comprised of regular and special education teachers, a counselor and an administrator, the SAT works as a resource problem-solving group to develop appropriate instructional and/or behavioral intervention strategies to address those needs within the regular education program. UHS teachers, counselors, administrators, students, and parents can make referrals.

Student Medication

Monongalia County Schools require that K-12 student medications, prescription and nonprescription, be monitored and administered in a consistent manner. All medications have potentially serious side effects if taken improperly. Therefore, all parents must register and turn in any medication that needs to be taken at school to the school nurse. A student who needs to carry an inhaler or an epi-pen may do so only after a written physician's order is received stating the need for the student to self-administer the medication. The purpose of this policy is to ensure that all medication(s) is(are) properly monitored and administered to students during the school day. Please keep our school informed of any changes in medical situations.

SECTION 5: STATE, COUNTY, AND SCHOOL POLICIES

Alcohol and Controlled Substances

Any student who sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, or during school sponsored activities, shall be suspended and/or expelled from school under Monongalia County Board of Education Policy. The administration of the school will also report the abuse to appropriate law enforcement agencies.

The following is a summary of Monongalia County Policy 9-20. Policy 9-20 is available for your review on the Monongalia County Board of Education webpage at [http://www.boarddocs.com/wv/mono/Board.nsf/files/AAKU447195EB/\\$file/9-20.pdf](http://www.boarddocs.com/wv/mono/Board.nsf/files/AAKU447195EB/$file/9-20.pdf).

First Offense:

1. After the principal or the designee provides an informal due process hearing and, when possible, a conference with the student's parent(s), the principal or designee shall invoke a five (5) day suspension; 3 days at home, 2 days of in school suspension, complete an At-Risk Assessment within 15 school days, and attend drug and alcohol therapy if recommended. **If principal deems appropriate, expulsion may be recommended.** Completion of online drug/alcohol modules to be completed during assigned ISS days.
2. Criminal complaint will be filed with law enforcement officials.
3. A Juvenile referral shall be filed when the offender is a minor.

Repeat Offenses (Principals shall count all violations in grades 6-12):

1. Ten (10) day suspension with recommendation for expulsion.
2. Criminal complaint shall be filed.
3. Juvenile referral shall be filed when the offender is under the age of 18.

Distribution of Alcohol/Controlled Substances:

1. Ten (10) day suspension with recommendation for expulsion for a minimum of 18 weeks – not to return to school until the start of the next grading period. If the violation involves sale of a narcotic, the expulsion recommendation shall be for a period of 12 calendar months.
2. Criminal complaint shall be filed.
3. Juvenile referral shall be filed when the offender is under the age of 18.

Following through on implementation of county disciplinary procedures shall be independent of probation and/or plea agreement decisions exercised by law enforcement and/or the judicial system. Notwithstanding anything to the contrary in this policy or any other policy regarding student discipline, the principal may exercise his right under WVSSAC Guidelines to suspend and not allow any student violating this and any other policy to represent the student's school in any extracurricular events.

Articles Prohibited at School

Problems arise when students possess articles that are hazardous to the safety of others or interfere in some way with school procedures. Examples include: toy guns, water guns, knives, any form of fireworks, pepper spray, laser pointers, etc. Such items will be confiscated from the student. Some items fall under the WV Safe Schools Act and the policy will be used to process the infraction.

Attendance

Attendance Procedures

Regular school attendance is essential to a student's academic progress. Students with consistent school attendance achieve higher grades, have more fulfilling school experiences, and experience greater success in post-graduation endeavors. A summary of the attendance policy will be sent home at the beginning of each school year. The full policy can be viewed via the county webpage.

Absence Notes – IMPORTANT

For all school absences, students must bring a written parent note within 3 days of return to school. Notes must include the following information:

- your child’s full name, date(s) of absence, reason, parent contact phone number and parent signature. Students may leave all attendance notes in a designated box in the school office.
- You may also email notes to uhs_office@boe.mono.k12.wv.us

Attendance Incentive

The WVDE Policy 4110 requires that all counties have an incentive in place to encourage good attendance. All high school students in Monongalia County Schools are required to take final exams. (See Monongalia County Schools Policy 9-04 for full details.) As an incentive for good attendance, the county policy states that students may be exempt from this requirement by meeting each of the following criteria:

- Achievement of a passing grade in the class. Grade of “F” must take exams!
- No more than 3, excused or unexcused, in periods 1- 8
- No more than 6, excused or unexcused, in Advisory. More than 6 in Advisory means students takes ALL FINAL EXAMS
- Submission of a parent-signed waiver supporting the student’s exemption. This form is sent home at the beginning of the year.
- No student will be permitted to take a final early. Any student that is unable to take their final during the scheduled time or on the scheduled make-up day will need to schedule their finals with a principal to be taken at a later date.

Exempt Absences

“Exempt Absences” are approved on a case by case basis by the administration. (Do NOT count toward the number of absences for final exam exemption)

- Bus, failure to run
- Calamity (fire, flood, etc.)
- Death of immediate family
- Legal obligation (with verification)
- School approved curricular/extra-curricular activities
- Two post-secondary visits per semester for Juniors and Seniors including military visits
- Religious Holidays (limit to two)
- Hospitalization or placement in a residential setting

Excused Absences

“Excused Absences” is used to identify those reasons for absences that the state statute recognizes as valid reasons to miss school. These absences WILL count toward the number of absences for final examination exemption (attendance incentive).

- Illness of student verified by parent/guardian not to exceed three consecutive or five total days per semester. Verification by a physician will be required if absences exceed three consecutive days per semester in order for the absence to be an excused absence. In the case of extenuating circumstances, the principal/designee may waive this verification guideline.
- Illness or injury in family when physician verifies student absences as essential.
- Illness verified by physician.
- Medical appointment.
- Leave of educational value adhering to stipulations as in policy.

Students taking classes in career and technical education courses having specific attendance requirements for certification must adhere to such regulations. Students receiving homebound services may be exempt from final exams if they meet the stipulations set forth in the county attendance policy 9-04. If homebound students need to take final exams, the location and the person to administer the finals will be determined by the school building administrator.

Tardies

- Students will be counted as tardy if they enter a classroom after the tardy bell has sounded and the teacher has shut the door.
- For the purpose of the attendance incentive, 3 tardies equal 1 absence.
- If a student is absent after the first 15 minutes in a class, the student will be counted as **Absent**.

Course of Action for Tardies	
# of Tardies per period	Actions
6 per semester	Teacher phones parent and makes an office referral; administrator assigns 1 day of lunch detention; discipline form sent home.
9 per semester	Teacher makes an office referral; administrator assigns 2 days of lunch detention and makes parent contact; discipline form sent home.
12+ (intervals of 3) per semester	Teacher makes an office referral; administrator phones parent and assigns 1 day of ISS; discipline form sent home. Parking pass will be revoked for 30 days.

Truancy

A student absent from a class without legal excuse or proper check-out will be considered truant and unexcused.

- Students have 3 days upon coming back to school to submit documentation for absences.
- Five days of unexcused absences will result in a letter being sent home, which will also require a parental conference with a school administrator.
- Ten days of unexcused absences will result in a referral to Monongalia County Attendance Director and subsequent prosecution in Magistrate or Circuit Court.

Cafeteria Expectations

During hot breakfast and lunch, students are expected to maintain orderly conduct. Students will eat while seated at a table and clean up after themselves. Students should only use the restrooms in the lunchroom during these times. Students are expected to keep noise levels at a minimum—music and gaming devices should only be used with headphones/earbuds. Seating choice is a privilege and failure to comply with cafeteria expectations may be cause for revocation of this privilege. Students are NOT permitted to leave campus during lunch.

Code of Conduct for University High School Students

1. Help create an atmosphere free from bullying, intimidation, and harassment.
2. Demonstrate honesty and trustworthiness.
3. Treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
4. Demonstrate responsibility, use self-control, and be self-disciplined.
5. Demonstrate fairness, play by the rules, and do not take advantage of others.
6. Demonstrate compassion and caring.
7. Demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.

University High School Cell Phone Procedures

Cell phones/electronic devices are now a part of our daily lives and may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. It has been proven, however, that students who are on cell phones or other electronic devices when it is not part of the instructional lessons are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for University High School. Since the implementation of Chromebooks and the 1:1 initiation, cell phones are not needed as a classroom tool. Students can utilize the digital tools necessary for classroom success all from their issued Chromebook. Therefore it is not appropriate for students to use their cell phone during class time unless the classroom teacher has given permission. Utilizing cell phones at University High is a privilege that comes with expectations, rules, and consequences.

Rules for usage in the classroom:

- Phones will not be used to text/message for personal and/or social reasons during class.
- Phones will be used only at times and for purposes directed by the teacher.
- Taking pictures and/or videos are prohibited unless expressly permitted by a staff member for educational purposes. Violations may be handled at a more serious level for this offense and may include legal charges.
- Headphones, earbuds, and other Bluetooth enabled devices are not permitted to be worn in class or hallways and must be put away securely by the student in any academic area, unless permitted by a staff member.
- Phones must be on silent mode so that no audible ring tone or vibration is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the Monongalia County Sheriff's Department.

Consequences for misuse: Should a student be caught violating the rules above and/or engaging in activities that are obviously inappropriate for cell phone use in the classroom, the following will occur:

- First offense: Teacher Warning
- Second offense: Teacher contacts Parent/Guardian and writes a referral
- Third offense: Teacher writes a referral, student meets an administrator, students will serve 1 day of lunch detention.
- Fourth offense: Phone is turned in to front office for Parent/Guardian collection.
- Fifth offense: Teacher turns the student's cell phone into the main office. Parent, Student, Teacher, and an Administrator must conference prior to phone being returned.

It should be noted that, the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices. Teachers may outline a more stringent policy within their classroom syllabus.

Chromebook Policy

Every student in Monongalia County Schools will be issued a Chromebook. Chromebooks are a part of today's school and our student's success. We all need to exhibit acceptable and responsible use of

technology. The expectation is that teachers will lead and model utilization of Chromebooks in everyday use.

Students have the option of purchasing insurance for the Chromebook for \$10. Insurance covers incidentals not intentional or repeat damage.

- Extra power cords - \$15
- Cases -\$25

When issues arise with the Chromebook, the following procedures will be used:

ChromeBook	First Offense	Second Offense	Third+ Offense
Broken Screens	1 week no Chromebook	1 week no Chromebook, 1 day of Lunch Detention, Parent Contact.	1 week no Chromebook, 1 day ISS, Referral put in WVEIS, \$50.00 will also need to be paid for broken screen before the computer is returned.

Elevator Use

Students must have a note verified by the office before using the elevator. If the situation warrants it, the student may have one other person for accompaniment in order to help carry belongings such as books. Improper or unauthorized use of the elevator will result in administrative action.

Emergency Drills

Emergency drills are held periodically and in accordance with state law. Each teacher will discuss the various options with students during the school year. Students must be quiet during emergency situations or drills. Students and teachers should stay with assigned groups. Due to recent events in our society, when a fire alarm sounds all staff and students will now hold in place until an announcement from an administrator or office personnel is made for evacuation.

Under no circumstances is any individual, handicapped or otherwise, permitted to exit the building by the elevators during a fire drill. This is against the State Code, and the reason is the possibility of power failure and the danger of being trapped between floors. A fire team composed of staff members is developed each year to ensure the safe evacuation of all students, including those in a wheelchair or on crutches. Mr. Pauley will help to assign and train this team, along with our assigned Physical Therapist.

WARNING: It is illegal to tamper or interfere with any fire protection equipment, system or device (WV State Fire Code Sec. 9). Violators will be subject to school discipline procedures plus referral to legal authorities.

Environmental Responsibility

Students must respect the natural environment of the campus. Students must not approach, apprehend, or harm in any way the natural wildlife on the campus. Any damage to the campus environment may result in administrative action.

Exclusion from the Classroom

All teachers in public schools have authority to exclude students from their classroom for the following specific reasons:

1. Disorderly conduct;
2. Interference with the educational process;

3. Threats, abuse, or intimidation;
4. Willful disobedience of a school employee;
5. Abusive or profane language directed at a school employee.

This language is extremely broad and is intended to cover any situation where a student is disrupting the classroom. This provision also includes **school bus drivers** who have the authority to exclude students from their bus for similar conduct.

When a student is excluded from the classroom, he or she shall be placed under the control of a principal and appropriate follow-up will occur.

Facility Responsibility

Students must respect our campus. Use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures, or equipment. Additionally, no adhesive material that leaves residue or is difficult to remove may be used on interior or exterior walls or furnishings. Any damage to the facility may result in administrative action.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a faculty/staff member or have completed the process to obtain permission using our E-Hallpass system. Verbal permission is not acceptable.

Hallway and Stairway Behavior

Hallways, stairways, and other areas of the school can sometimes be congested, especially during class changes. All students should maintain continual movement as they proceed to class, and students should always walk on the right side of the hall. Students must follow traffic patterns in hallways and stairwells as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls or stairwells is not appropriate.

Harassment/Violence Policy

University High School believes that the dignity of each individual shall be considered in all school activities, and that it is the responsibility of the school to provide and maintain a learning and working environment that is free from harassment/violence. It is the duty of employee supervisors, instructional personnel, and students to eliminate harassment/violence. Harassment/violence has the effect of unreasonably interfering with an individual's education or work by creating an intimidating, hostile, humiliating, or sexually offensive environment. UHS shall consider any act of harassment/violence involving students or staff a violation of policy and shall not tolerate it. Inquiries may be referred to the school administration.

In School Suspension or Lunch Detention

University High School has in place formal In-School-Suspension and Detention Programs this year. The purpose is to provide more interventions/alternatives, to assist in correcting inappropriate behavior, rather than resorting to out of school suspension. All students in ISS will place their cell phones in a cell phone locker when entering the room in the morning and may retrieve cell phone when they leave. Students assigned to ISS will also be required to participate in school service activities at least twice daily. UHS will also have a Discipline Advisory Board in place to handle chronic discipline offenders. Students and parents may be required to meet with the board to discuss behavior and establish appropriate resolutions to the behavior.

Leaving School Due to Illness/Other

Should it become necessary to leave school during the day due to illness, the student must report to the nurse. All ill students leaving school must check-out through the office with an authorized note from the nurse. Students will not be released without confirmed parental approval.

Makeup Work Policy

It is recognized that not all learning experiences that occur in a classroom can be made up after an absence. For example, classroom discussions and interactions, team activities, certain laboratory experiences, guided practice, and other participatory learning opportunities usually cannot be recovered; therefore, the student's absences may be reflected in class participation grades.

Students will have one(1) class period per day missed to make up missing assignments after their return from an absence. For example, if you are absent on Monday, you will get your assignment when you return on Wednesday, and the assignment will be due on Friday.

Getting assignments and making up work are the student's responsibilities; however, it is important to note that evaluation of a student is not limited to performance on quizzes, tests, or written material that may be made up. Other factors may also affect student grades. Within one day of the student's return to school, the student is responsible for requesting the assignments that need to be completed. The time frame for completing make-up work shall be one day for each day the student was absent.

Nondiscrimination and Section 504/ADA Policy

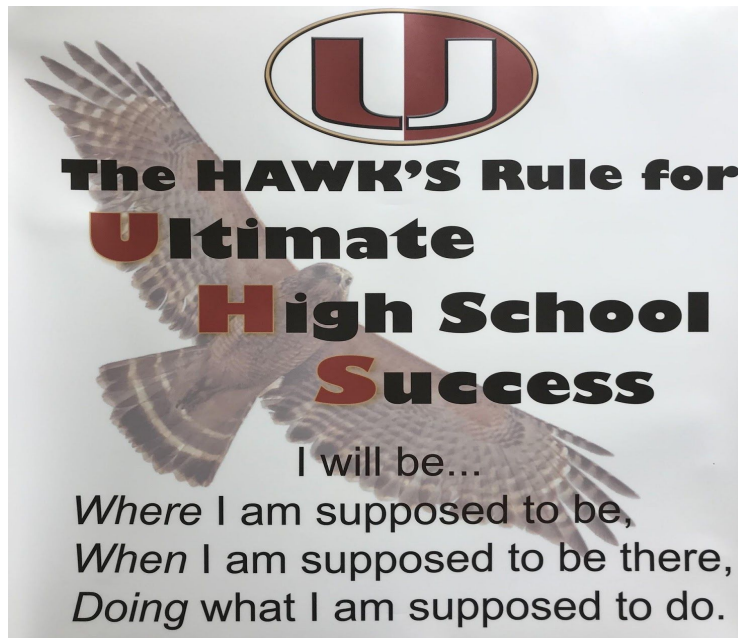
Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1971, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. It is required that school systems observe practices, procedures, and working environments which are free from discrimination on the basis of disability. Therefore, Monongalia County Schools will follow administrative procedures which allow any individual, including a parent, student or employee, to file a grievance if it is alleged that a policy, practice, procedure, or direct service provided by the school system has resulted in a violation of Section 504 of the Americans with Disabilities Act.

Positive School Climate

The Hawk's Rule for **Ultimate High School Success**:

"I will be where I am supposed to be, when I am supposed to be there, doing what I am supposed to do."

This mantra will be posted in classrooms and the office and serve as a guide for conduct at University High School.



Public Display of Affection

Public displays of affection (other than holding hands) will not be permitted at University High School. Excessive physical contact and/or kissing will be viewed as a disciplinary issue and appropriate action will be taken.

Restricted Areas of the Campus

1. After arriving at school, students are to remain on campus until officially dismissed.
2. Students are not allowed in parking lots or surrounding areas before school or during school hours. Students who need to go to the parking lot during school hours must receive permission from an administrator. When a student arrives to school in a personal vehicle, the student should lock his or her car and leave the parking lot immediately. School doors at the rear entrance will open at 7:10 a.m.
3. Students will also be allowed to go to the media center after eating lunch; however, the media specialist reserves the right to not allow admittance to the media center during student lunch periods.
4. During lunch, students must only use the restrooms in the immediate lunchroom area, which are located near the school store and school heritage room. Students must also stay out of the gymnasium and classrooms during lunch. If a student has a note from a teacher to work in a room during lunch, the student must show the faculty/staff member at the academic door and be granted permission to enter the academic wing. In general, students should not carry food out of the cafeteria. All students need to be at a table and not on the floor when eating lunch.
5. Students are not permitted to loiter on campus. This includes before, during, and after school. School policy restricts loitering in or near restrooms, hallways, or stairwells at any time. Students are prohibited from entering the roof or other restricted areas at any time.
6. Students are not allowed in faculty lounges, restrooms, or work rooms.
7. Wooded areas and fields on campus are strictly off limits unless students are accompanied by a staff member.
8. Athletic and practice fields, as well as the areas between the school building and athletic and practice fields are off limits to students unless they are accompanied by a staff member.
9. Sound, lighting, and all stage areas of the auditorium are off limits to students unless they are accompanied by a staff member.

School Attendance, Behavior, and Grades as a Condition for WV Driver's License

Any student who:

- A. drops out of school and is under the age of 18 or is referred to the attendance director for truancy,
- B. has a safe schools act violation, and/or
- C. fails to earn 5 credits/year (3 in core classes)

will have his/her driver's license revoked by the WV Department of Motor Vehicles and/or will not be eligible for a proof of enrollment. .

School Dress and Personal Appearance

Monongalia County Schools Appropriate Appearance (Effective 2014-2015)

Monongalia County Schools' students will dress and groom in a manner that encourages the educational process and supports the health, safety and welfare of himself/herself or others. Distractive or indecent dress-including any apparel that promotes behaviors and/or displays items interfering with the teaching and learning process are prohibited by this policy.

The following are Monongalia County Schools' guidelines to help students adhere to the Appropriate Appearance Policy:

- Students will wear clothing that covers the body's torso.
- Students may wear shorts and/or skirts reaching the mid-thigh portion of the leg.
- Students may not wear clothing that exposes large areas of the back and/or front of the body – such as fishnet inserts, see-through mesh, cut-out panels, spaghetti strap or halter tops – unless covering such items with a buttoned-up shirt.

- Students may not wear hats, bandannas, sunglasses or hoodies with the hood up.
- Clothing depicting and/or referencing violence, blood, knives, guns, gang membership, terrorism, sex, alcohol, drugs, tobacco, obscenities or profane language are prohibited.
- Spiked jewelry or chains with the potential for use as weapons are not permissible.
- Baggy clothing with the potential to pose a safety hazard or that exposes undergarments or mid sections are prohibited, as are footwear presenting a potential tripping hazard.
- Students may wear leggings, yoga pants and/or tights under accompanying over-garments extending to the mid-thigh.
- Inappropriate fashion not specifically covered in the above guidelines shall be addressed at the discretion of a site administrator/designee.

Student Conduct on School Buses

Students are to conduct themselves on the bus in a manner consistent with established standards for safety and school behavior. The school bus and bus stop are extensions of the school campus. All bus riders must cooperate fully with the bus driver and observe the bus rules. Student passengers are affected by the school transportation program, as their experiences on the school bus become a part of their education. A formal classroom atmosphere is not required, rather an informal atmosphere which maintains certain limits within which pupil activity must be confined. West Virginia Law (Chapter 18A, Art. 5, Section 1, West Virginia School Transportation Regulations) authorizes the bus operator to exercise authority over the student in place of the parent, while the student is on the bus.

Desirable Student Conduct on School Buses:

1. Students will enter and leave the school bus in an orderly fashion.
2. Students will remain quiet enough not to distract the bus driver.
3. Students will remain seated while the bus is in motion.
4. Students will neither purposely nor carelessly destroy property.
5. Students will not extend arms or other parts of the body out through the windows.
6. Students will not throw objects about in the bus nor out through the windows.
7. Students are not permitted to use tobacco products on the buses.
8. Students will follow the bus driver's instructions promptly and respectfully.

Any student who fails to meet the above guidelines will be subject to disciplinary action at the school level and/or suspension of bus privileges for a period of time.

Students' Rights

If a student or his/her parent believes that a student is being improperly denied participation in any educational function at University High School, or that the student is being subjected to an illegal rule or standard, the matter should be discussed promptly with the teacher, sponsor, coach, or school administrator.

If a parent or pupil feels that after such discussion, he/she has been deprived or refused some basic right or has been, or is being subjected to some injustice, he/she should make direct appeal to the principal.

Parents are always welcome to discuss such questions with the administration. After a complete review and discussion with the personnel in the foregoing channels, if the parent and child still feel that there is a denial of a basic right, the party should request information from the principal about appealing the denial to the Superintendent of Schools.

Tobacco Usage

County and state policies prohibit the use or possession of any and all tobacco products including electronic tobacco and vapor products. All tobacco offenses will accumulate from year to year for students enrolled in grades 6-12. In accordance with county policy, a citation or summons will be issued by local law enforcement. Parents can help promote this effort by supporting the policy and, if warranted, discussing the negative consequences associated with tobacco use or possession on a school campus with their child.

Student caught with tobacco on campus can be issued a fine upwards of \$185 dollars or more depending on the department issuing the ticket.

Use of Office Telephone

Students' use of office telephones will be restricted to emergency use only. Students should make necessary plans with family members prior to arriving at school. A student will not be called to the phone from class except for emergencies, as determined by administrators.

Vandalism

If a student commits an act of vandalism on school property, the appropriate action will be taken as determined by administration (this may include but not be limited to revocation of privileges, notification to law enforcement, school disciplinary action), and parents will be held financially responsible for all damages.

Video Surveillance

As part of our school safety and supervision plan, University High School uses video surveillance equipment across its campus. Tampering or otherwise altering video equipment will result in administrative action.

WVDE Policy 4373: Expected Behavior in Safe and Supportive Schools

WVDE Policy 4373 serves as a guideline for student conduct, expected behaviors, and the interventions (disciplinary actions) for the above county and school rules and policies.

Quick Reference Guide:

School Website	https://hawks.mono.k12.wv.us/
Athletics	https://hawks.mono.k12.wv.us/3/Content2/606
Athletic Boosters	https://hawks.mono.k12.wv.us/3/Content2/576
Band	https://www.uhsband.net/
Band Boosters	https://www.uhsband.net/boosters
Calendar, School Wide	https://hawks.mono.k12.wv.us/Calendar/3#m=6&s=3&t=51:55:54:67:56:52:57:61:1:64:63:59:60:65:66:2:58:62&y=2019
Counseling Center	http://uhshawkschoolcounseling.weebly.com/
Daily Announcements	https://hawks.mono.k12.wv.us/3/News/38#sthash.uE7tk46Y.dpbs
LSIC, Local School Improvement Council	https://hawks.mono.k12.wv.us/3/Content2/562
PTSO, Parent Teacher Student Organization	https://hawks.mono.k12.wv.us/3/Content2/564

- All sites listed above can be found by visiting the UHS homepage and utilizing the navigation tabs.

Social Media Sites:

Facebook, University High School	@UHSHawks
Twitter, UHSHawks	@UHSHawks

- Please know that we keep our social media sites to put out information to our community. We will not respond to direct messages. If you have questions or concerns, please call or email the school.

