

Student-Parent Guide

University High School 2017-2018

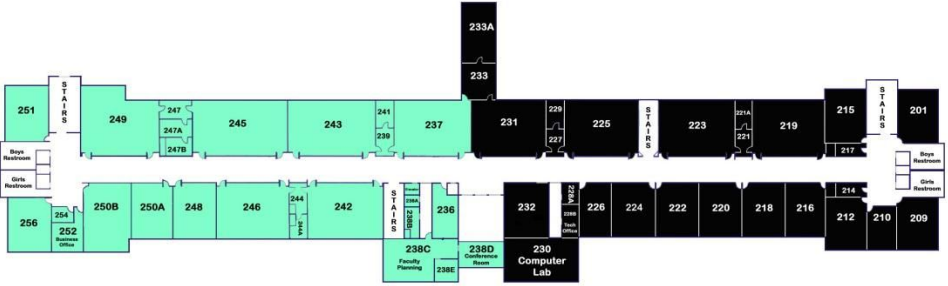


Website: hawks.mono.k12.wv.us

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)

Second Floor Map



First Floor Map



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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, because of our publishing deadlines, 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.

Mission

**Upholding
High
Standards**

**Honor
Attitude
Wisdom
Knowledge
Service**

University High School Alma Mater

Though the passing years may part us,
We will e'er be true
To our dear old Alma Mater;
Hail, oh, hail to you.

We will ever sing together
Songs of victory.
To our dear old Alma Mater;
Hail, oh, hail to thee.

2 Hour Delay

Students will begin two hours later than usual, and buses will run 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 contacting one of the school’s administrators prior to the beginning of the second semester.

Bell Schedule

Students Arrive Hot Breakfast/Grab ‘N’ Go	7:10-7:25
1st Period	7:30-8:15
Announcements	8:15-8:18
2 nd Period	8:23-9:08
3 rd Period	9:13-9:58
4 th Period	10:03-10:48
1 st Lunch	10:38-11:18
1 st 5th	10:53-11:38
2 nd Lunch	11:38-12:08
2 nd 5th	10:53-11:38
6th Period	12:13-12:58
7 th Period	1:03-1:48
8 th Period	1:53-2:38
Buses Depart	2:45

*Advisory classes will regularly meet on Wednesdays and on an as needed basis. These schedules are available on the school website.

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 7:10 a.m. and close at 2:55 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 7:10 a.m. (9:10 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.

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

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 a regular school messenger call from the principal on Sunday nights highlighting upcoming events and informational items.

The UHS Parent Teacher Student Organization (PTSO) publishes a regular online newsletter which can be accessed on the school website and spotlights student activities and accomplishments with articles and photos.

The UHS website (<http://hawks.mono.k12.wv.us>) is a great source of communication. Important announcements of upcoming events and several other 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 webpage 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 @UHSHawks.

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 a signed Student Data Collection Form has been turned in to the office.

Be sure to have a completed Student Data Collection Form (distributed at the beginning of the school year) 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 emergency.

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.

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. Meetings are typically held the first Thursday of each month in the media center at 6:00 p.m. Members of the community are invited to attend all meetings.

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.

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, and parents can speak with teachers during the teacher's non-instructional time. When appropriate, a conference can be scheduled.

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 7:10 a.m.

After School Pick Up

Parents who plan to pick up a student at the end of the day must adhere to the directions of the traffic enforcement officials. Parents may want to plan to arrive after buses depart at 2:45 p.m. to avoid traffic congestion. No car traffic will be released from the school from 2:36 p.m. to 2:45 p.m. This is to permit our buses to get out of the school lot and adhere to their schedule 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, and 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 will be 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 the instruction of the other students in the class 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 to 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 choice in the cafeteria, locker usage, bus transportation, or other privileges as determined by 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 other approved 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 leave a photo ID in the office and wear a visitor's tag while in the school building. Visitors will check-out when they leave and retrieve their ID as they exit. Visits must be scheduled at times that do not interfere with instructional time.

SECTION 2: ACADEMICS

Availability of Classes

Course offering decisions are dependent upon student enrollment and teacher staffing. University High School reserves the right to cancel or eliminate courses for any given school year. If the administration decides to cancel a course due to low student enrollment or lack of teachers, the student's alternate choice will be used, when available.

College and Career Information

The CFWV 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

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 (effective with 9 th grade students entering in 2008-09 and 2009-10 only)	
Social Studies.....	4 Credits
• World Studies to 1900	
• United States Studies to 1900	
• Twentieth and Twenty-First Centuries Studies	
• Civics for the 21 st 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)

<i>College Bound</i>	
Science.....	4 th 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.)

***Graduation requirements may vary by year of entrance into high school. Speak with a school counselor for specific information.**

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. Students may schedule appointments with the counseling center secretary. Your counselor is determined by the first letter of your last name.

Counselor Assignment

A-F: Mr. Mehle

G-L: Mrs. Underdonk

M-R: Mr. Glass

S-Z: Mrs. Watson

Distance Learning and 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: [http://www.boarddocs.com/wv/mono/Board.nsf/files/9ZBJDD716AAC/\\$file/8-%2013.pdf](http://www.boarddocs.com/wv/mono/Board.nsf/files/9ZBJDD716AAC/$file/8-%2013.pdf). Information about enrollment in the WV Virtual School is available at the UHS Counseling Center 304-291-9276.

Grading System

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

A	Superior (93-100)	4 Honor Points
B	Good (85-92)	3 Honor Points
C	Average (75-84)	2 Honor Points
D	Poor, but passing (65-74)	1 Honor Points
F	Failure (0-64)	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, a “Progress Report” is given to all students at the mid-point of the marking period. Report cards are mailed to parents of all students receiving a D or F in any class at the end of marking periods. Course credit is awarded only at the end of the first and second semester 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.
- * 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

UHS publishes an Honor Roll at the end of each semester. The minimum grade point average to qualify is 3.4.

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 \$92.00 and is payable to University High School. Please talk to Mrs. 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: Monongalia County File: 8-22

To be eligible to test out of an academic course required for graduation, a student must meet the following criteria:

- Demonstrate a cumulative Grade Point Average (GPA) of 3.0 or 3.0 for the subject being tested

A student may petition the school principal for special consideration of exceptions to the above stated criteria.

Interested students must submit their intentions to test out for credit to their school counselor no later than May 31st prior to the school year in which the student would normally take the course. Students enrolling in Monongalia County Schools after June 15th will submit a petition no later than July 15 to their high school administrator indicating their intent to test out of a required course. *Under special circumstances, Monongalia County Schools will consider later dates for application.*

Monongalia County Schools will permit the student to demonstrate mastery of the goals and objectives of the course to be skipped. Textbooks and copies of the content standards and objectives and any tested performance measures for specific courses will be available by contacting the student's high school counselor.

Students will be notified by mail when the test they are requesting will be administered. Tests will be administered during the time period from July 15-August 15 on a regional basis. Monongalia County Schools will participate with RESA VII's testing schedule and locations.

The score the student earns on the test (percent score rounded up at .5) will be translated to a letter grade for the course. Credit and letter grades will be granted according to the approved West Virginia uniform grading scale.

Student test mastery will be determined by satisfactorily passing the course-specified master test with at least a "C" to earn credit for the course. 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 for the course according to 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.

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, 2017

First Semester – January 18, 2018

Third 9 weeks – March 26, 2018

Second Semester-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.)

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 at:

[http://www.boarddocs.com/wv/mono/Board.nsf/files/9ZBK4S734201/\\$file/8-%2030.pdf](http://www.boarddocs.com/wv/mono/Board.nsf/files/9ZBK4S734201/$file/8-%2030.pdf)

Textbooks/Homework Assignment Books

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 – 24

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

It is recommended that parents/students become aware of 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 5.6.a.

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 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.

Club Program

UHS sponsors several student based clubs. All clubs meet during the school day, with some special events occurring during weekends and evenings.

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 covered 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. Student must not share lockers.

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.

2017-2018 University High School 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 may be 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 directions 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 convertible vehicles (3) students riding on the running boards, hood or outside of a vehicle and (4) any other actions deemed by the UHS administration 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.

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:

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

1st revocation will be a 30 day suspension with additional occurrences being progressively increased in increments.

- Parking permit fees will not be refunded in the event that parking privileges are suspended or revoked.
- Return the completed parking application with the \$20 per year or \$10 for the second semester parking fee.
- Vehicles parked in the UHS lot are subject to search by school officials and/or law enforcement officers at any time.

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.

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. 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 librarian.

School Nurse Service

UHS has a nurse on-site five days a week. If you wish to visit the nurse, please obtain teacher permission and a nurse pass from the teacher.

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 counter-productive 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, 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 and given to the parent upon request. 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 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.

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!
- Accumulation of no more than 6 absences in class periods, excused or unexcused (3 class tardies equal one absence).
- Submission of a parent-signed waiver supporting the student's exemption.

- Any student that is unable to take their final during the scheduled time must will be required to take it after all other finals have been administered. No student will be permitted to take a final early.

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. Parents are permitted to excuse up to ten absences per school year via written note. 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 for half or more of a class, the student will be counted as absent.

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

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/ear buds. 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 lesson 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.
- Headphones, ear buds, 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 mobile phone use in the classroom, the following will occur:

- First offense: Teacher Warning
- Second offense: Teacher contacts Parent/Guardian
- 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.

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 situation or drills. Students and teachers should stay with assigned groups.

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 have a hall pass or are accompanied by a faculty/staff member. Students are responsible for signing out and securing a pass before leaving the supervision of a faculty/staff member. 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/After School Detention/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. Student 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. 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.

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 display 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. Prior to 7:22 a.m. students may only enter the academic wing with a verifiable pass/note from a teacher.
3. 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 written 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.
4. 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.
5. 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.
6. 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.
7. Students are not allowed in faculty restrooms or work rooms.
8. Wooded areas and fields on campus are strictly off limits unless students are accompanied by a staff member.
9. 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.
10. 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.

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 \$180 dollars or more depending on the department issuing the ticket.

Truancy

A student absent from one or more classes without legal excuse or proper check-out will be considered truant and unexcused. Three days of unexcused absences will result in a notification letter. Five days of unexcused absences will result in another letter, 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.

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 the guideline for student conduct, expected behaviors, and the interventions (disciplinary actions) for the above county and school rules and policies. To read the policy in its entirety, you may visit the following URL:

<https://wvde.state.wv.us/policies/p4373-new.pdf>.

How to contact the Administrative Team:

Principal, Mrs. Kimberly Greene

kgreene@k12.wv.us

Assistant Principal, Katrina Boley

kboley@k12.wv.us

Assistant Principal, Jason Pauley

jimpauley@k12.wv.us

Assistant Principal, Teddy Stewart

trstewart@k12.wv.us



SAFE SCHOOL HELPLINE

1-866-(SAFEWVA)

1-866-723-3982

Help keep our schools safe.

Your name is never asked.