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Buckhannon-Upshur High School
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Dear Students and Parents,

Welcome to Buckhannon-Upshur High School. We pride ourselves as being an integral part of our community and state. **Our mission is to improve our community by providing the opportunity for every student to grow socially and academically, every day.** This growth is demonstrated by our students in the classroom, in academic awards earned, on the athletic fields and courts, in regional and state competitions in both sport and academics, as well as the participation in clubs and organizations at B-UHS and in the community. The staff at B-UHS is committed to principle that all students can be successful in their academic pursuits. We believe that you can succeed. Our teachers, counselors, coaches, cooks, custodians, and administrators strive to provide the best environment possible for our students and to offer programs and supports to ensure that every student has the opportunity to improve themselves and their community. Join us in this endeavor!

Eddie Vincent

B-U High School Administration

Mr. Eddie Vincent - Principal
Mr. Douglas Frashure - Assistant Principal
Mrs. Carla Rogers - Assistant Principal,
Career/Tech Ed Coordinator
Mr. Randall Roy - Assistant Principal
Mr. Rick Reynolds - Assistant Principal,
Athletic Director

Upshur County Administration

Dr. Sarah Stankus-Superintendent
To Be Named - Assistant Superintendent

Upshur County Board of Education

Dr. Greenbrier Almond
Mrs. Katie Loudin
Mrs. Kristi Wilkerson
Dr. Tammy Samples
Mr. Alan Suder

Guidance Counselors

Mrs. Katie Yeager - Students A-G
Mrs. Teresa Knight - Students H-O
Mrs. Catherine McCauley - Students P-Z

Office Staff

Mrs. Debbie Rice – Athletics / Lunch Secretary
Ms. Mary Hull – Finance Secretary
Mrs. Sherry Elbon Receptionist/
Attendance/Guidance Secretary
Mrs. Diane Godwin - School Nurse

Student Council Officers

President - Evan Trent
Vice-President - Hannah Hollen
Secretary - Tayler Sisk
Treasurer - Jared Propst

Table of Contents

Important Dates.....	4
Important Testing Dates	4
Bell Schedule 2018-2019.....	5
2 Hour Delay Bell Schedule 2018-2019	5
Academic Integrity.....	6
Acceptable Use for Internet Access	7
Advanced Placement and Dual Credit Courses	7
Alcohol and Other Drugs.....	8
Allergies/Health Issues.....	8
Athletics/ Extra-Curricular Activities	8
Attendance/Absences.....	9
Building Care.....	10
Bullying/Cyberbullying.....	10
Bus Regulations and Bus Safety	10
Closed Campus	11
Code of Behavior	11
College/Military/Post-Secondary Education Day	12
Credit Recovery/Summer School	12
Dances	12
Deadly Weapons.....	13
Dress Code.....	13
Driver’s License Eligibility.....	14
Early Dismissal and Late Arrival	14
Educational Leave.....	14
Electronic Devices.....	15
End of Course Exams.....	15
Exam Make-Up	15
Fire Drills.....	16
Fundraisers, Campus Sales, Collection of Money.....	16
Grade Classification	16
Grading Scale	16
Graduation Requirements	17
Guidance Services.....	17
Harassment/Violence	17

Homework	18
Honor Roll	18
In-School Suspension (ISS)	18
Knives	18
Lockers	18
Lost and Found	19
Lunch/Breakfast Procedures	Error! Bookmark not defined.
Make-Up Work	19
Media Center	20
Medication Policy	20
National Honor Society	21
Noon Detention	21
Non-Discrimination	21
Out of School Suspension (OSS)	21
Parking on School Property	22
Permission to Photograph, Videotape and/or Publish	22
Personal Property	23
Personalized Education Plan (PEP)	23
Posting, Distribution of Printed Material, and Announcements	23
Promise Scholarship	23
Restricted Areas	24
Schedules	24
Schedule Change Procedures	24
School Health Center	25
Social Probation	25
Student Assistance Program	25
Student Exclusion	26
Tardiness	26
Telephones	26
Textbooks	27
Tobacco Usage/E-cigarettes	27
Visitors	27

Important Dates

(No classes will be held except Faculty Senate and PLC which are a 12:30 dismissals)

August 22, 2018	PLC Day
September 3, 2018	Labor Day
September 19, 2018	PLC Day
October 12, 2018	Faculty Senate
November 5, 2018	Out of Calendar Day
November 6, 2018	Election Day
November 12, 2018	Veteran's Day
November 19-23, 2018	Thanksgiving Break
December 12, 2018	PLC Day
December 21, 2018	Faculty Senate
December 24, 2018 – January 1, 2019	Christmas Break
January 2, 2019	Professional Meeting Day
January 21, 2019	Martin Luther King, Jr. Day
February 1, 2019	PLC Day
February 15, 2019	Faculty Senate
February 18, 2019	OS Day*
March 15, 2019	OS Day*
March 20, 2019	PLC Day
April 12, 2019	Faculty Senate
April 15-18, 2019	Spring Break * OS Days
April 19 and 22, 2019	Easter Holiday
May 17, 2019	Teacher –Pupil-Parent Conference
May 27, 2019	Memorial Day
May 30, 2019	Prep Day
May 31-June 30, 2019	OS Day*

*OS & CE days, may become instructional days due to inclement weather. Students should not plan vacations until after June 2019.

Important Testing Dates

ACT Test Dates <i>September 8, 2018</i> <i>October 27, 2018</i> <i>December 8, 2018</i> <i>February 9, 2019</i> <i>April 13, 2019</i> <i>June 8, 2019</i> <i>July 13, 2019</i>	SAT Test Dates <i>August 25, 2018</i> <i>October 6, 2018</i> <i>November 3, 2018</i> <i>December 1, 2018</i> <i>March 9, 2019</i> <i>May 4, 2019</i> <i>June 1, 2019</i>
AP Exams <i>May 6-17, 2019</i>	State Testing Window <i>April 2019 – June 2019</i>
Senior Exams <i>May 13, 2019 – May 17, 2019</i> <i>Make-up Exam May 20, 2019</i>	Underclass Exams <i>May 20, 2019 – May 24, 2019 **</i> <i>Make-up Exam May 28, 2019 **</i> **Dates subject to change

Bell Schedule 2018-2019

7:45 Students To Lockers		7:57 Warning Bell	
Period	Begins	Ends	
1 st Block	8:00	9:27	
BAF	9:27	9:36	
2 nd Block	9:36	11:03	
3 rd Block	11:07	11:37	
1 st Lunch	11:41	1:08	
3 rd Block	11:07	11:50	
2 nd Lunch	11:50	12:20	
	12:24	1:08	
3 rd Block	11:07	12:34	
3 rd Lunch	12:38	1:08	
CARE	1:13	1:43	
4 th Block	1:47	3:15	
Lunches Shaded Gray	BAF = Breakfast After First		
	CARE = Clubs/Advisory/Remediation/Enrichment		

2 Hour Delay Bell Schedule 2018-2019

9:45 Students To Lockers		9:57 Warning Bell	
Period	Begins	Ends	
1 st Block	10:00	10:29	
2 nd Block	10:33	11:03	
3 rd Block	11:07	11:37	
1 st Lunch	11:41	1:08	
3 rd Block	11:07	11:50	
2 nd Lunch	11:50	12:20	
	12:24	1:08	
3 rd Block	11:07	12:34	
3 rd Lunch	12:38	1:08	
CARE	1:13	1:43	
4 th Block	1:47	3:15	
Lunches Shaded Gray	<ul style="list-style-type: none"> No Breakfast After First 		
	CARE = Clubs/Advisory/Remediation/Enrichment		

12:30 Dismissal Bell Schedule 2018-2019

7:45 Students To Lockers		7:57 Warning Bell	
Period	Begins	Ends	
1 st Block	8:00	9:24	
BAF	9:24	9:34	
2 nd Block	9:34	10:58	
3 rd Block	11:02	11:32	
1 st Lunch	11:36	12:30	
3 rd Block	11:02	11:32	
2 nd Lunch	11:32	12:02	
	12:06	12:30	
3 rd Block	11:02	12:02	
3 rd Lunch	12:02	12:30	
Lunches Shaded Gray	BAF = Breakfast After First		

Academic Integrity

Students are expected to maintain the integrity of their education and that of fellow students. Failure to maintain academic integrity may be defined as follows:

- Plagiarism – the copying, photographing, and/or paraphrasing of another student’s work or that of a published work, including Internet sources, without documentation.
- Direct copying from another student’s work, test, or quiz.
- Unauthorized use of notes or concealed answers in class during an assessment.
- The borrowing of previously submitted work (research papers, book reviews, etc.) for resubmission under another name.
- Theft of a test from a teacher’s classroom or computer.
- The submission of another individual’s projects, such as a shop project or leaf or insect collection.

- Active cheating and abetting the act of cheating are to be considered equally offensive. No distinction will be made in disciplinary action between the two offenses.

[Acceptable Use for Internet Access](#)

West Virginia Department of Education (WVDE) Educational Purpose and Acceptable use of Electronic Resources, Technologies and the Internet Policy will assist in the implementation of policies at Buckhannon-Upshur High School to meet local, state and federal statutes and regulations pertaining to safe and acceptable use of the Internet, various digital resources and technologies, and reinforcement of copyright compliance. The appropriate use of technology and digital resources promotes positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career.

- Students should notify the appropriate school authority of any dangerous or inappropriate information or messages encountered.
- Students are encouraged to use district and school equipment whenever possible. Unauthorized or unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges.
- Vandalism is defined as any attempt to harm or destroy data of another user or to intentionally damage equipment or any connections that are part of the Internet. This includes, but is not limited to, uploading, downloading or creating computer viruses. Vandalism will result in revocation of user privileges.
- Any attempts to defeat or bypass the state's Internet filter or conceal Internet activity are prohibited. This includes, but is not limited to, proxies, https, special ports, modifications to state browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

[Advanced Placement and Dual Credit Courses](#)

Buckhannon-Upshur High School offers several Advanced Placement (AP) courses, as well as dual-credit courses. The dual-credit courses are in cooperation with Pierpont CTC, but college credit earned may be transferable

to other institutions. Students must pre-register for AP and dual-credit courses, and must meet the specific criteria for enrollment, if applicable. Students may earn weighted grades by the successful completion of AP and dual credit courses. Taking the AP Exam is highly recommended, but not required to receive high school credit. However, successful completion of the AP Exam is required to receive college credit. The exam does have a fee established by the College Board and there is financial assistance available for those who qualify.

Alcohol and Other Drugs

Buckhannon-Upshur High School, in accordance with the Upshur County Board of Education, promotes a No Tolerance Policy toward the possession, usage and/or distribution of drugs, imitation drugs, and alcohol. This No Tolerance Policy is in effect on all school properties and at all school related activities. School authorities will confiscate any paraphernalia found. Students are advised that school administrators will pursue any case involving drug or alcohol abuse to the fullest extent of the law.

Allergies/Health Issues

Some students and employees suffer from food and/or air-borne allergies. For their health and safety please use caution with the foods brought into the building. Also, the application of any fragrances, including but not limited to sprays, aerosols, lotions, perfumes, and colognes, while in the building is not permitted.

Athletics/ Extra-Curricular Activities

Buckhannon-Upshur High School conducts an interscholastic athletic program for its students. The school is a member of the Big Ten Conference and is classified as an AAA school. Our school sponsors the following athletic teams: Football, Cross Country, Basketball, Golf, Track, Wrestling, Baseball, Cheerleading, Tennis, Swimming, Softball, Soccer, Lacrosse and Volleyball. Students wishing to participate in an athletic program must receive a yearly physical examination, agree to follow the rules of the athlete's contract, and have a minimum 2.0 GPA on a non-weighted scale the preceding semester. **OSS excludes participation in practice, play, performance, and attendance in extra-curricular activities.**

Good sportsmanship is expected of players, parents, cheerleaders, students, school administrators, officials, coaches, faculty and spectators. Proper behavior at athletic contests, pep rallies, etc., should include courtesy to opponents, players, officials, coaches, cheerleaders and fans. Throwing of

objects or using degrading, obscene, and/or profane language or gestures will not be permitted. Our opponents are our guests and we are responsible for them. B-U students are expected to sit on the home side at athletic events. Small groups are not permitted to view the game from the visitor's side. Rules of hospitality and courtesy will be observed.

Attendance/Absences

West Virginia law requires attendance at school for children between the ages of six and seventeen and those over seventeen who elect to stay in school. All teachers will keep an accurate record of student attendance for each class. Teachers' attendance records along with The West Virginia Education Information System (WVEIS) will be the official documentation. The right to attend school places upon students the responsibility of faithful attendance and hard work. Remember, attendance and good grades go hand in hand (see Make-up Work). Student absences will be excused for the following reasons:

- Illness or injury of the student; Medical/dental appointment; Illness or injury in family; Calamity, such as fire in the home, or flood; Death in the family (limit: 3 days except extraordinary circumstances); School approved curricular or extra-curricular activities; Legal obligation; Failure of bus to run for extremely hazardous conditions; Observance of religious holidays; Leave of education value (prior approval required)

Parents may verify an absence because of illness or injury for five total days a semester. A doctor's excuse will be required for absences of more than three consecutive days. After five parental excuses in any one semester, all other absences must be verified by a doctor's excuse or they will be considered as unexcused absences. Students must turn in **written** absence excuses upon return to school that include the student's name, 9-digit ID number, date of and reason for absence. Excuses should be placed in the attendance box in the commons area within two (2) days of returning to school. Any absence not meeting the above requirements shall be considered unexcused. All Out of School Suspension (OSS) days are considered unexcused. A student accruing more than 5 **unexcused** absences during the school year will be referred to the attendance director. A parent whose child has 5 **unexcused** absences may be required to attend a meeting at the school and may face legal ramifications as defined by state law. For further attendance information please refer to the Upshur County Schools (UCS) Policy Guide.

Building Care

. It is the responsibility of each student and staff member to help maintain our school. Destruction or abuse of school property is grounds for disciplinary action. Students who engage in vandalism will be required to pay for damages and may be subject to criminal prosecution as well as school discipline. It is the responsibility of everyone in the building to maintain the facility, and everyone should participate in actively keeping our school clean and in good repair.

Bullying/Cyberbullying

Bullying is any intentional, unwanted act that is intended to intimidate, embarrass, or harm another person. Bullying includes making threats, spreading rumors, attacking someone physically or verbally. It can be done in person, through someone else or electronically (cyberbullying). Cyberbullying includes mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles. These acts may occur at any time and, if it is determined that they are sufficiently severe, persistent, or pervasive so as to create an intimidating, threatening or emotionally abusive educational environment for a student or disrupts the orderly operation of the school, may be dealt with by the school or law enforcement.

Bus Regulations and Bus Safety

Inappropriate behavior on school buses is a very serious matter. Improper behavior can result in the injury and even death of those riding the bus and others on the highway. Improper conduct on the buses may result in the privilege of riding being denied. To obtain permission for a student to temporarily ride a different bus or to exit their regularly scheduled bus at a different stop, parents must submit a written request to the office; telephone calls requesting a bus note will not be accepted.

All requests for a bus note must be in writing, signed by the parent, and contain the following information: 1) Student's name, 2) Student's ID number, 3) Bus number the student needs to ride, 4) Destination, 5) Phone number to reach the parent for verification. Students need to give bus note requests to the secretary as soon as they arrive at the school. To insure the changes can be made, faxed bus notes containing the above information should be received by the secretary no later than 1:00 pm. **Some buses may be deemed full due to enrollment and will not be able to accept guest riders.** All students riding buses are expected to follow the following bus rules: 1) Be courteous, 2) No profanity, 3) Do not eat or drink on the bus; keep the bus

clean, 4) Keep all body parts inside the bus, 5) Do not distract the driver, and 6) Follow all regular school rules.

Closed Campus

Students: B-UHS IS A CLOSED CAMPUS. Students are required to remain at B-UHS unless they have prior authorization from the principal to leave the grounds and have signed out in the main office. (See “Early Dismissal and Late Arrival” for more information.) **Visitors:** Each visitor will sign in and out in the front office including name, date, time, and person/area visiting. Visitors having administrative permission to leave the front office will leave identification at the desk during the visit in exchange for a hall pass. Once the visitor is leaving, the office will return the visitor’s identification. **To preserve the safety and security of students and staff, students are not permitted to open outside doors for any individual wanting to gain entry to the building.**

Code of Behavior

West Virginia Board of Education (WVDE) Policy and Upshur County Schools (UCS) Policy outline a code of behavior to be observed by students while enrolled in the state’s public schools. Such code specifies that all students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development. Buckhannon-Upshur High School notes in its policy concerning student conduct that certain behaviors are completely incompatible with establishing and maintaining a safe school environment. Such behaviors include, but are not limited to, any of the following: any kind of physical violence or the threat of violence; intimidation; harassment; the possession, distribution, or use of tobacco, alcohol or illegal drugs; setting fires in school or on school property; making bomb threats; falsely activating fire alarms; possession of a weapon; or possession of a facsimile of a weapon that is used in a threatening manner. School officials retain the prerogative to consider intensity, frequency, and other pertinent factors when dealing with student offenses. Every student is to respect themselves, respect others and be responsible for their actions. When appropriate, complete or partial social probation or driving privilege revocation may be imposed in addition to discipline policy consequences. Pursuant to the above, Buckhannon-Upshur High School has generally classified violations of student conduct as Level I, Level II, Level III, and Level IV in agreement with WVDE and UCS policies. Please refer to those policies for further explanation of levels and consequences. Failure to comply with school

rules or policies will result in consequences determined by the administration in accordance with these policies. Students who commit any of the following actions a total of three times during their B-UHS career may be referred to the superintendent for further action:

- Being the aggressor in a fight; or,
- Attempting to intimidate others; or,
- Instigating and/or promoting violence

Infractions of the code of conduct may be reported to the appropriate agency. School officials realize that violations may occur which would cause violators to be referred to law enforcement officials, possibly resulting in warrants issued as well as expulsion from the Upshur County School System. Those who endanger the safety and welfare of others will face appropriate consequences. While every conceivable infraction cannot be anticipated, the above represents a general approach to misconduct. Attention will be given to ensure that there is a direct relationship linking the infraction to the disciplinary action. Consideration will focus upon the repetition and seriousness of the offense.

[College/Military/Post-Secondary Education Day](#)

We encourage students to explore post-high school educational opportunities. For that reason we will excuse absences for visits with representatives of those institutions. Post-high school visitation days are limited to two days per semester for juniors and seniors. **Students must submit a visitation request form to the attendance office in advance;** upon return to school a verification of the visit signed by the representative must be submitted. A post-high school visitation day taken without the properly completed visitation forms may count as an unexcused absence.

[Credit Recovery/Summer School](#)

Credit recovery and summer school are available to all Buckhannon-Upshur High School students to gain credit not achieved during enrollment in a failed class. To take advantage of this opportunity, students must enroll in either of these options during the summer or school year immediately following the year the course was failed.

[Dances](#)

No student below 9th grade or person over 20 years old (unless married to the student) will be permitted to attend a Buckhannon-Upshur High School sponsored dance, and all outside guests must have prior approval by the school before they can attend. Any student serving OSS, placement in an

alternative setting because of behavior, or on social probation will not be permitted to attend. Any student or guest leaving the dance without proper supervision will not be permitted to re-enter.

Deadly Weapons

According to WV Code, a student will not possess a firearm or deadly weapon as defined in WV Code, on any school bus as defined in WV Code or in or on any public or private primary or secondary education building, structure, facility, or grounds thereof, including any vocational building, structure, facility or grounds thereof, or at any school-sponsored function as defined in WV Code. As defined in WV Code, a “dangerous weapon” means any device intended to cause injury or bodily harm, any device used in threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous weapons include, but are not limited to, blackjack, gravity knife, knife, switchblade knife, nunchakus, metallic or false knuckles, pistol, or revolver. **While no student is permitted to have a knife of any kind in their possession while at school or school related events, any knife with blade measuring 3 ½ inches or more will be considered a deadly weapon.** A dangerous weapon may also include the use of a legitimate tool, instrument, or equipment as a weapon including, but not limited to pens, pencils, compasses, and combs, with the intent to harm another. Any student found in possession of a deadly weapon will be immediately suspended from school and referred to the superintendent for further action.

Dress Code

Often some attire can be disruptive to the learning environment, and therefore will not be permitted. The guidelines stated below are the Upshur County Student Dress and Grooming Policy. The issue of attire is broad and ever changing and individual situations may need to be interpreted by the school administration. The dress and grooming of Buckhannon-Upshur High School students shall contribute to the health and safety of the individual, promote a positive educational environment, and prepare them for the world of work. Dress and grooming shall not promote the use of drugs, alcohol, or tobacco, and shall not disrupt the educational activities and processes of the school. Hats, other head coverings, sunglasses, and clothing exposing undergarments are considered inappropriate for the school setting. Students will be required to **change** any items found to be inappropriate. If the student does not have appropriate clothing at school, the student will be assigned to ISS until appropriate items arrive via parents or guardian.

Driver's License Eligibility

Students must maintain specified driver eligibility requirements related to school attendance, personal behavior and academic progress in order to obtain and maintain a West Virginia Driver's license or instruction permit for the operation of a motor vehicle. Please refer to Upshur County Schools' policy manual for further student eligibility requirements. A Driver's Eligibility Certificate may be obtained by signing the request form in the office; processing of this form may take up to a week.

Early Dismissal and Late Arrival

1. Students who arrive at school late must report to the Attendance Secretary and sign in before reporting to class. Further, any student who arrives tardy to first block will be required to get a tardy-admit from the Attendance Secretary. Students in this situation must still comply with the attendance policy. 2. Anyone leaving school before the end of the school day must sign out in the front office. 3. Early dismissals must be in writing by a parent or authorized person. This note should include student's name and ID number, the date and time to be excused, the reason for leaving school, and a number where the parent can be reached for verification. With administrator approval and possible parent notification students 18 or older may sign out. 4. Phone-in early dismissals will not be accepted. 5. No early dismissals will be approved for lunch without parental/guardian pick up. 6. Students who leave the high school campus without proper authorization are in violation of the closed campus policy and will face disciplinary action. 7. Students who use a vehicle for violation of the above policy will have their parking pass revoked and will be referred for disciplinary action. (See "Closed Campus" for more specific information.)

Educational Leave

Students may request a leave of educational value in accordance with these stipulations:

- Prior approval by principal or designee
- Submission, at least two weeks prior to departure date, and approval of the educational plan detailing objectives and activities. Leave of Educational Value form may be obtained in the front office or from the Upshur County Schools website: <http://upshurschools.com> .
- Leave not to exceed ten (10) days – verification of implementation of the educational plan by the date established by administration
- Leave exceeding ten (10) days requires prior county board approval

Electronic Devices

Electronic devices can often be used to enhance the educational experience but they can also be a distraction to the individual and those around them.

Electronic devices (i.e. iPods, mp3 players, tablets, and cell phones, etc.) must be turned off, kept out of sight, and not used from the time 8:00 a.m. to 3:15 p.m. unless the teacher approves the use of the device for instructional purposes in the classroom. Electronic devices may be used for appropriate recreational uses during breakfast and lunch in the commons and courtyard.

First violation: Confiscation, warning, returned to student at the end of the school day.

Second violation: Confiscation, parent notification. Electronic device violations will be processed at the end of the day and returned to parent/guardian in the main office between 3:15 and 3:45.

Third violation: Same as second violation plus 1 day ISS.

Fourth and subsequent violations: Same as second violation plus 1 day OSS per violation. Improper use, including but not limited to unauthorized and/or distasteful Internet postings, will result in stronger disciplinary actions. School phones are available for emergency use only.

End of Course Exams

Exams are an important part of the learning process and are valued at 20% of the final grade. All students will be required to take the exam. However, if a student has an A or a B average for the course, he/she may be exempt from the exam. **Students that have not met these requirements will not be exempt from the exam.** Students who are exempt from the exam may elect to take the exam if, in the student or parent's judgment, taking the exam would be beneficial. If a student in this instance elects to take the exam, the student's grade could improve but not be lowered as a result of the examination. This policy is subject to change for the 2018-2019 school year.

Exam Make-Up

Early exams will not be given. If an absence during exams is necessary, excused or unexcused, the student will have the number of days determined by the administration to make up the exam. Students needing to make up exams will need to report to the front office. Any exam not made up will have to be averaged in as missing work resulting in a lower grade.

Fire Drills

Fire drills will be held several times during the school year. Drill instructions are posted in each room and will be discussed with students. Drills must be orderly and quiet. Students are to remain with their class when they exit the building.

Fundraisers, Campus Sales, Collection of Money

Fundraisers, sales of any kind, and collection of money/funds for any purpose must first be approved by administration. All procedures (accounting and nutritional) as established by the WVDE policies must be followed. If questions arise, please see the administration.

Grade Classification

Assignments to grade levels are made on the basis of credits accumulated according to the following:

- Freshmen have less than five credits
- Sophomores have at least five credits
- Juniors have at least eleven credits
- Seniors have at least seventeen credits

****Students must complete a specific program of study in order to graduate.**

*****According to state policy, all students must be scheduled for a full academic day all four years of high school.**

Grading Scale

The Weighted Grading Scale is for Advanced Placement and Dual Credit Classes.

Average	Grade	Weighted Quality Points	Non-weighted Quality Points
90-100	A	5.0	4.0
80-89	B	4.0	3.0
70-79	C	3.0	2.0
60-69	D	2.0	1.0
0 – 59	F	0	0

Graduation Requirements

West Virginia Department of Education graduation requirements are determined by West Virginia Board of Education Policy 2510. Please refer to the B-UHS Guidance Department for your specific requirements for the particular year that the student entered 9th grade.

Graduation Honors

All B-UHS graduates with a grade point average of 4.0 or above will earn the distinction of summa cum laude. B-UHS graduates with a grade point average between 3.7 and 3.99, inclusive, will earn the distinction of magna cum laude. Students with a grade point average between 3.4 and 3.69, inclusive, will earn the distinction of cum laude.

Guidance Services

Counseling and guidance are available to all students. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study help; help with home, school and/or social concerns; or any questions the student may feel he/she would like to discuss with the counselor. Students may see a counselor informally before or after school. However, if students wish additional assistance, they should stop by the counselor's office and make an appointment to see their counselor. All students should feel free to visit the guidance department for assistance and information. A guidance counselor will be available for ISS students to discuss behavior modification. Students should complete a counseling request form and give it to a counselor. To help facilitate the delivery of services to students, the counselors each have general assignments and areas in which they are to assist students.

Mrs. Katie Yeager - Students A-G

Mrs. Teresa Knight - Students H-O

Mrs. Catherine McCauley- Students P-Z

Harassment/Violence

Buckhannon-Upshur High School and the Upshur County Board of Education believes that the dignity of each human being shall be considered in all school system activities, and that all learning and working environments are free from racial, sexual or religious/ethnic harassment or violence. ***A complete copy of the Harassment Policy is available at the school and on the Upshur County Schools website.**

Homework

Homework is an integral part of the educational process at B-UHS. The purpose of homework is to aid in promoting high student achievement, successful completion of content standards and objectives, and the reinforcement of concepts and skills to be mastered. Students should set aside a regular time in a positive study environment to complete homework.

Honor Roll

Buckhannon-Upshur High School publishes an honor roll each quarter. Students with a Grade Point Average (GPA) of 4.0 will be recognized on the "Straight A" Honor Roll. Earning a GPA of 3.5-3.99 will result in recognition on the "A" Honor Roll. Students with a GPA of 3.0-3.49 will be recognized on the "B" Honor Roll.

In-School Suspension (ISS)

Students assigned to ISS will be expected to continue their class work without interruption. Classroom content and assignments will be delivered in this alternate setting. All class work must be completed and returned to the ISS supervisor by the end of the day. The ISS supervisor will return the work to the teachers. It is the student's responsibility to keep on task, completing assignments for each class. The school will notify the parents of students assigned ISS. Inappropriate behavior while in ISS or failure to attend assigned ISS may be considered insubordination and will be dealt with accordingly. **A student is limited to 10 days of ISS per semester.**

Knives

Knives of any kind are not allowed to be brought to school. A knife with blade measuring less than 3 ½ inches will not be considered a deadly or dangerous weapon unless being used to try to harm or threaten someone. Students possessing a knife not meeting the dangerous weapon definition will be subject to the discipline policy as outlined in the matrix on page 29 of this handbook.

Lockers

Each student will be assigned a locker in his/her advisory group. Students are encouraged to use their locker for safe storage of personal belongings and school materials rather than carrying backpacks, etc. Students are not permitted to remove the locks from the lockers nor are they permitted to add a lock to supplement security without special permission. Students will be held financially responsible for damage to locks or lockers. Problems with lockers should be immediately reported to the office or your advisory teacher.

In order to protect personal belongings, each locker must be kept locked and the combination numbers used by the assigned student. Do not share lockers or combination numbers. **Principals may search a locker any time they have reasonable cause to suspect the locker contains items in violation of school policy or law.** Policy governing student use of bags and/or backpacks is currently under review.

Lost and Found

A lost and found service is located in the main office. If students find an article that appears to have been misplaced, they should bring it to the office. Students who discover they have lost something should check in the office. Items are kept only for a limited time because of the lack of space. All unclaimed items will be donated to charity.

Lunch/Breakfast Procedures

Upshur County schools are participating in the Community Eligibility Provision (CEP). One breakfast and one lunch meal is provided free for each student under this provision based on the economic need of Upshur County. Adult meals will be \$2.60 for breakfast and \$3.60 for lunch. Pregnant and lactating students may contact the school nurse for additional foods items.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.

Make-Up Work

(Resulting from Absences)

At times it is necessary for a student to miss school. Often a student will miss learning experiences that occur in a classroom and cannot be made up. Discussions and interactions, group activities, laboratory experiences, guided practice, and other participatory learning opportunities usually cannot be recovered. Because of this, the student's absences may be reflected in class participation grades. Make-up work will be the responsibility of the student, through the procedure defined at the school level. The teacher and/or principal will work in cooperation with the student and parent to ensure that all make-up work is completed. The student will be given a day for each day absent to make up assignments, unless the student had prior knowledge of a test, quiz, report, homework, etc., due date prior to the absence. In that event, the student would be required to fulfill those obligations on the day of his/her return to school. The student will receive the quarter grades based on class performance after the student has made up all work. Failure to make up work, within the county policy guidelines may result in a zero for any assignment not completed.

Media Center

Students, not accompanied by a teacher, using the Media Center must sign in and out at the library circulation desk. Students wishing to use the media center during their lunch period must obtain a library pass in the commons area. The media center is not a legitimate location for visiting with friends. **During lunch, students going to and from the Media Center must use the stairwell behind the office.**

Medication Policy

Buckhannon-Upshur High School requires any student who is taking prescription or non-prescription medication to complete a medication order form which includes the physician and parent signatures. A separate order is required for each medication and must be completed yearly. All medications must be brought to school by the parent or guardian in the original container bearing the student's name. There are no stock over the counter meds at B-UHS. Please refer to the Upshur County Board policy on medication

administration. **Students who do not adhere to this policy are also in violation of the drug policy.**

National Honor Society

Academic excellence, good citizenship, and leadership are all qualities that we value at B-UHS. We are very proud of our students selected to be members of the National Honor Society. To be eligible for membership in National Honor Society, the junior or senior candidate must have a cumulative grade point average of at least 3.5 on a 4.0 scale. Students must also submit a survey that reflects their outstanding performance in the areas of scholarship, service, leadership, and character. Buckhannon-Upshur High School initiates new members in the spring of each year. Students are advised to speak with their counselor or the National Honor Society Advisor for more information or questions regarding membership to the National Honor Society. For more information, visit the national website at www.nhs.us.

Noon Detention

Students must attend noon detention on the day assigned; there will not be a reminder. Any student who fails to attend on the day assigned will be assigned 2 noon detentions (a re-scheduled date plus one additional date) by the original referring teacher. Again, no reminder will be given; failure to attend the re-scheduled detentions will result in ISS. Students who do not report to noon detention on time are considered absent from noon detention. If a student misses noon detention due to illness, absences, school closings, etc., the noon detention must be served the first day the student returns. Students assigned multiple noon detentions on a single day must serve noon detention on consecutive days until all noon detentions have been served. A student is limited to 10 noon detentions each semester. ISS or OSS may be assigned for habitually breaking school rules.

Non-Discrimination

Buckhannon-Upshur High School supports the concept of equal educational opportunity for all, without regard to race, sex, color, national origin, or handicaps, as being essential in the public school. B-UHS also supports the right of every student to due process in all areas provided for by law or policy.

Out of School Suspension (OSS)

Students repeatedly or severely violating the code of conduct may be assigned Out of School Suspension (OSS). Some behaviors may result in placement in the Alternative Education Program (AEP). Out of School Suspension (OSS) will count as an unexcused absence. Any student suspended from school will not

be allowed to participate in or attend any extra-curricular or co-curricular activity/event during the time of suspension. This time would include all weekends and holidays, which may fall between the dates of suspension. Any student suspended from school is not to be on school property for the duration of the suspension. Being on school property while suspended is in violation of West Virginia law.

[Parking on School Property](#)

Driving to school and parking on school property is a privilege. Any student who wishes to park on school property must purchase a parking permit. Once on school grounds students are to park their vehicle and enter the building immediately. Loitering in the parking lot is not permitted. Parking permit fees are \$40 per year or \$20 per semester; one-day drivers must secure a daily pass from the school for \$2 per day. To be eligible for a permit, students must meet criteria for grades, attendance, and behavior. Criteria for securing and maintaining a parking permit and other rules and regulations governing the parking privilege at Buckhannon-Upshur High School are available at the front desk. Students must read the application carefully, and submit the completed application in a timely manner. Failure to follow any of the parking regulations will result in the loss of the privilege to drive to school and park on school property. Failure to attend school on time on a regular basis will also result in the suspension of parking privileges. Students who are habitually late to school, defined as five or more late arrivals, will have their parking privilege suspended/revoked. If a student accrues ten or more unexcused absences their parking privileges will be revoked. The permit must be displayed so the numbers are visible through the windshield. **Any student who violates the parking contract or parks without a parking pass will be subject to disciplinary action. The contents of a car are the responsibility of the student to whom the parking tag is assigned. Principals may search a car on the campus any time they have information that leads them to suspect the car contains items in violation of school policy.**

[Permission to Photograph, Videotape and/or Publish](#)

Periodically students may be photographed or videotaped individually or in groups by various media sources, including television news crews, newspapers, and school-sponsored journalism classes. Parents have the right to deny the school permission to publish photographs or videos of their children.

Parents please indicate permission to photograph, video tape, and/or publish on the Buckhannon-Upshur High School Handbook Acknowledgement Form and return the form to the school.

Personal Property

Students are responsible for any money or personal property that they bring to school. **B-UHS staff will not assume responsibility for personal property lost or damaged at school.** Students are discouraged from bringing large amounts of money or valuable items to school. Inappropriate personal items found to be in school may be confiscated and may not be returned to the student.

Personalized Education Plan (PEP)

Beginning in middle school and continuing throughout high school, all students participate in career exploration activities. Together with their parent(s), advisory teacher and counselor, they choose their career interests and select a career cluster. Students must complete the credits as listed in **Graduation Requirements** in this handbook. **Students will receive detailed and updated information, in accordance with WV Policy, about their PEP yearly.**

Posting, Distribution of Printed Material, and Announcements

Posters and other materials must have an administrator's signature prior to being posted, displayed, or distributed at the school. Items attached to walls or lockers must use school approved adhesives. All announcements must have a teacher's signature and be approved ahead of time by administration.

Promise Scholarship

Graduating seniors may receive a Promise Scholarship to attend a West Virginia college or university if he/she meets the eligibility criteria. The student needs to have an average GPA of a 3.0 in the core and overall subjects. That does not mean that the student needs to have an A or B in every course. The grades are averaged together to get the 3.0. A student needs a composite score of 22 (**with a minimum ACT sub score of 20 in all subject areas**) on the ACT (on any single test date) or a combined score of 1020 (**with a minimum score of 490 on the verbal section and a 480 on the math section**) on the SAT (on any single test date). Since these requirements are determined and maintained by the state, students are encouraged to obtain additional information about the Promise Scholarship from the

guidance department or on line. (Subject to change as determined by WV State Legislature). Check www.cfwv.com for the most up to date information.

Restricted Areas

To properly supervise students and their behaviors we must identify certain areas of our campus as restricted areas. Restricted areas are places throughout the school where students are not permitted during the school day without authorization. Violations will be dealt with accordingly.

Restricted areas include: All parking areas; All parked cars; Entryway in front of the office; Any unsupervised area (including stairwells, hallways, and outside areas); Academic areas during lunch (including performing arts and arts/career/tech-ed halls); Other areas as determined by the administration.

Schedules

Every effort is made to accommodate students' course requests, as well as to enroll students in all required courses for the academic year. We will not change students' schedules for reasons other than the following: a student has already passed a course in which enrolled; a student was placed in an incorrect course level; a physician has certified the student is not able to meet course requirements; or an administrative change is required. Teacher preference or high academic expectations are not valid reasons for scheduling modifications. **All schedule changes must be requested on the Schedule Change Request form and be approved with an administrator's signature.**

Schedule Change Procedures

Student initiated course changes must be completed within the first 10 days of school. Student requests for a schedule change must begin with a schedule change form obtained from the guidance office. This form must be signed by a parent, acknowledged by the exiting and entering teacher and approved by the student's counselor. Any schedule changes after that time must have the approval of an administrator. Because it may take time to review the student's request, the student must continue to attend and complete all work for their class. The student request may not be honored, and if it is honored, the grades from the previous class will transfer to the new class if it is the same course.

Acceptable reasons for a schedule change are the following: academic misplacement (AP, honors, regular, Spanish I instead of Spanish II); incomplete schedule or double scheduled classes; missing a graduation requirement;

unbalanced class size so overcrowding does not occur; failure to meet the course prerequisites.

Personality conflicts between teacher and student are not acceptable reasons for a schedule change. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent take the responsibility of meeting with the teacher to work out any problems prior to requesting a schedule change. If a resolution cannot be reached, then the parent and student should contact an administrator to meet about the issue.

[School Health Center](#)

The School Nurse will be at the school on Monday, Wednesday, and Friday. Partially funded through a Federal grant, Community Care of WV (CCWV), is providing healthcare to students and faculty at B-UHS on Tuesday and Thursday. The school nurse will be at the school on Mondays, Wednesdays, and Fridays. Visit the National Association of School Based Health Centers at <http://www.sbh4all.org> to learn more about School-Based Health Centers. A student must have a written note from the teacher before reporting to the office for admittance to the school health center. Time spent in the school health center is considered an absence from class. There is a sign-in log in the school health center, and students are not permitted to leave the school health center without a pass to be admitted back to class. Students are not permitted to visit with other students who are in the school health center. Students who are sick must report to the health center, and they should not be loitering in the restroom.

[Social Probation](#)

Social Probation is the exclusion of a student from participating in or attendance at extra-curricular and co-curricular events, including senior activities and the graduation ceremony. A student may be placed on social probation when he/she is suspended out of school, in ISS, or has excessive absences or tardiness. The duration of the probation will be determined by the administration. **A student placed on social probation will not be permitted to participate in the above-mentioned activities.**

[Student Assistance Program](#)

The Student Assistance Team (SAT) at B-UHS consists of specially trained principals, counselors, teachers, and nurses to provide a "continuum of care" to students who may need special help from the school or from agencies in

the county. Parents and students are welcome to inquire about assistance through the Student Assistance Program.

Student Exclusion

West Virginia Board of Education Policies and State Laws insist that all students behave in a manner that does not disrupt classroom learning. Teachers have the right to exclude students for reasons such as disorderly conduct, interference with the educational process, or disobeying a school employee. Excluded students will be sent to the ISS room and will be considered absent for the remainder of the period. Parents will be notified of such exclusions by the excluding teacher. Further consequences will be the decision of the administration after consultation with the teacher. When a student is excluded from a classroom two times in one semester, and after exhausting all reasonable methods of classroom discipline provided in the school discipline plan, the student may be readmitted to the classroom only after the principal, teacher and, if possible, the parent(s) of the student have held a conference to discuss the student's disruptive behavior patterns, and the teacher and the principal agree on a course of discipline for the student and inform the parent(s) the course of action. Thereafter, if the student's disruptive behavior persists, upon the teacher's request, the principal may, to the extent feasible, transfer the student to another setting.

Tardiness

Attendance in class is vital to a student's success in school. Therefore, it is imperative that students attend class regularly and report to class on time. Starting with the third tardy, a student will be assigned Noon Detention. Subsequent tardiness will be assigned Noon Detention. Students who arrive to first period after the tardy bell must have visited the attendance secretary to receive a tardy-admit slip. As outlined in the parking section, those students with a parking permit who have repeated late arrivals to school will result in disciplinary action and suspension/revocation of the parking privileges.

Telephones

Classroom phones should not be used by students. Please refer to the Electronic Device section of this handbook for information on cell phone usage.

Textbooks

Upshur County Schools provides textbooks for all students through excess levy funds. Since these textbooks are not the property of the students, students should refrain from marking or damaging the books. **Students will be required to replace lost or damaged textbooks.** Unpaid textbook funds must be paid in full to participate in certain school-related activities such as dances and delivery of tickets for senior graduation.

Tobacco Usage/E-cigarettes

The West Virginia Board of Education and the Upshur County Board of Education promote and require that all schools, school property, school vehicles and school-related activities be tobacco free. Upshur County Schools Policy Manual Substance Abuse and Tobacco Control Policy prohibits the use, possession or distribution of tobacco products in school buildings, on school grounds, in school-leased or owned vehicles, and at all school affiliated functions, in order to improve the health of students and personnel. Student violations of this policy are meant to be cumulative over the student's school career. Students violating this policy are subject to the discipline policy. The above policy is separate from any legal actions taken by legal authorities. Similarly, the possession and/or use of electronic cigarettes or other instruments used for vaping is prohibited on school grounds, in school-leased or owned vehicles, and at all school affiliated functions. The same school penalties will apply as to tobacco usage/possession.

Visitors

From time to time individuals have a need to visit the high school. These reasons should be other than social. Buckhannon-Upshur High School is a closed campus dedicated to educating the students. Visitors must register in the school office and secure a visitor's I.D. to go to other parts of the building. This procedure preserves the learning environment and protects the students and staff from undesirable interruptions. Visitors in violation of these regulations will be considered as trespassers and dealt with according to West Virginia Law.

- All visitors, including parents, must enter the building through the front doors of the main building only. They must report immediately to the school office and receive a **Visitor's Pass**. (See "Closed Campus" for more specific requirements.)
- Students may not invite friends or relatives to go to class with them.

- Guests are not permitted during lunch.
- Parents are always welcome at B-UHS. However, parents should report to the school office to inform the administration and receive a visitor's pass prior to being in any other part of the building.

This student handbook has been revised in an attempt to provide guidance in many situations; however, it is impossible to contemplate every situation that could arise. The administration has discretionary authority when a situation has special circumstances and warrants waiving a rule or regulation. At the school level the head principal is the final authority and will listen when disputes arise over the application of the rules. As policies are reviewed at the state and county level, changes will be distributed, announced, and/or posted. By utilizing the suggestions and following the guidelines, we will have a great year at Buckhannon-Upshur High School.

BUCCANEER CODE OF CONDUCT



I can always be heard saying **PLEASE** when asking for something.

When given something, I will always say **THANK YOU**.

Likewise when someone says thank you, I will say, **YOU'RE WELCOME**.

To politely interrupt, I will say, **EXCUSE ME**.

I can always be heard saying, **YES SIR, NO SIR, or YES MA'AM, NO MA'AM** to my parents, instructors, coaches, advisors, managers, trainers, etc.

Phrases such as, **GOOD MORNING, BE SAFE, HOW ARE YOU,** and **HAVE A GREAT DAY** are all part of who I am.

**I AM THE
RESPECTFUL BUCCANEER!**



**Upshur County School District
Acceptable Use of Electronic Resources – Internet Safety Policy
Acceptance Form**

In compliance with Federal, State and Local Laws and Policies, every student, employee and visitor of the Upshur County School System must agree to the provisions set forth in the Upshur County School District Acceptable Use of Electronic Resources – Internet Safety Policy as approved by the Upshur County Board of Education May 22, 2012 to be granted access to computer and electronic resources including the Internet within the school system.

STUDENT:

I have read and/or discussed the rules of the Acceptable Use of Electronic Resources – Internet Safety Policy with my teacher/parents. I understand that if I do not follow the rules in this policy that my access to computer and electronic resources including the Internet may be revoked as well as other disciplinary action taken. I understand that I may be responsible for damages resulting from my abuse or neglect. This document remains in effect while enrolled in the Upshur County School district or until revoked by parent or school district representative.

Student Name: (printed) _____

Student Signature: _____ Date: _____

*****Office Use Only*****

School Official: _____

School: _____ School Year: _____



**Upshur County School District
Media Release Form and
Acceptable Use of Electronic Resources – Internet Safety Policy
Acceptance Form**

In compliance with Federal, State and Local Laws and Policies, every student, employee and visitor of the Upshur County School System must agree to the provisions set forth in the Upshur County School District Acceptable Use of Electronic Resources – Internet Safety Policy as approved by the Upshur County Board of Education May 22, 2012 to be granted access to computer and electronic resources including the Internet within the school system.

PARENT:

As the parent or guardian of a student attending Upshur County Schools I have read and discussed this policy with my child. I understand that access to electronic resources is granted for the educational purposes and is a privilege, not a right. I understand that Upshur County Schools and the State of West Virginia have taken precautions to eliminate exposure to objectionable material but that no system is foolproof and reported issues or problems will be addressed immediately. I understand that if my child is found in violation of any part of this policy, access to these resources may be revoked as well as other sanctions including administrative action, legal action and collection for damages resulting from abuse or neglect. This document remains in effect while enrolled in the Upshur County School district or until revoked by parent or school district representative.

Parent Name: (printed) _____

Parent Signature : _____ Date: _____

MEDIA RELEASE

School and district representatives contact local newspapers, television, and radio media to publicize and/or promote school-related events and activities. This document grants permission for my child's name and/or photograph to be used to announce or promote positive, newsworthy events or projects while enrolled in the Upshur County School district or until revoked by parent.

() Yes, I do grant permission for my child's name and/or photograph to be published to promote positive, newsworthy events.

() No, I do **not** grant permission for my child's name and/or photograph to be published to promote positive, newsworthy events.

Parent Name: (printed) _____

Parent Signature: _____ Date: _____

*****Office Use Only*****

School Official: _____

School: _____ School Year: _____