

Buckhannon – Upshur Middle School

553 Route 20 South Road
Buckhannon, WV 26201

Phone: 304-472-1520

Fax: 304-472-6864



2014 – 2015

PARENT/STUDENT HANDBOOK

Principal: Renee E. Warner

**Assistant Principals: Rick A. Reynolds
Teresa L. Blend**

WELCOME!

Welcome to Buckhannon-Upshur Middle School and the 2014-2015 school year! We have been working hard preparing for the challenges of a new academic year. Please keep your copy of the handbook to use as a guide. As questions arise, many of the answers can be found here.

This handbook contains important policies and regulations. Please review them carefully together. ***Please note: Should any policy within this handbook contradict or be in conflict with any Upshur County Board of Education Policy, Upshur County Policy shall be the ultimate authority in any action that may be taken.*** In addition, the handbook cannot include every situation we might face at Buckhannon-Upshur Middle School. The administration will address other issues as they arise throughout the school year.

Our goal at Buckhannon-Upshur Middle School is to address the overall needs of our middle school students. Naturally, academics are the key focus of any school. However, we recognize that the physical, social, emotional, and behavioral needs of our students cannot be ignored as they are undergoing tremendous change in all areas of their lives. We believe that the most effective means to address these issues is through our student-centered approach to education. We want all of our students to feel welcome and to realize that every individual in our school is valued and respected.

Parents, please become involved at Buckhannon-Upshur Middle School! We have room for everyone. Opportunities to volunteer at the school, PTO, and athletic booster groups are open to all. Your participation is vital to the overall success of our students and the school.

We are proud of our students, staff, parents, and the community we serve! The support that our students and the school receive truly reflects the value you place on student learning and achievement. With the continuing support of our parents and the community, Buckhannon-Upshur Middle School can continue to grow in its effectiveness in meeting the educational needs of our students!



2014 – 2015 SCHOOL CALENDAR

(Additions and corrections to the calendar will be issued as the need arises)

August	7	Open House 5:00-6:30 (6th graders); 6:30-7:30 p.m. (7th and 8th graders)
August	11	First day for teachers
August	13	First day for students
August	21	Activity Night (see handbook for guidelines; there is an admission fee)
September	1	No School: Labor Day
September meetings	8	Local School Improvement Council (LSIC) & Parent/Teacher Organization (PTO)
September	15	Midterm
September	25	Activity Night
October	13	LSIC, PTO meetings
October	15	First Quarter ends
October	16	CE Day – no school for students
October	23	Activity Night
November	10	LSIC, PTO meetings
November	11	No School: Veteran's Day
November	20	Midterm; Activity Night
November	24 – 28	No School: Thanksgiving Break (out-of-calendar days)
December	1	School Resumes
December	8	LSIC, PTO meetings
December	23	Second Quarter ends
December	24 – Jan. 2	No School: Christmas Break (out-of-calendar days)
January	5	School Resumes
January	9	CE Day – no school for students
January	12	LSIC, PTO meetings
January	19	No School: Martin Luther King Day
January	23	Activity Night
February	9	LSIC, PTO meetings
February	10	Golden Horseshoe Essay Test – Grade 8 only
February	11	Midterm
February	13	No School: Outside School Environment (OSE) Day
February	19	NAEP National Assessment – Grade 8 only; Activity Night
February	24 – Mar. 5	Golden Horseshoe Online Test Window – Grade 8 (date varies by county)
March	6	No School: Outside School Environment (OSE) Day
March	9	LSIC, PTO meetings
March	18	Third Quarter ends
March	19	CE Day – no school for students
March	26	Activity Night
April	3 – 10	No School: Spring Break (out-of-calendar days)
April	13	LSIC, PTO meetings
April	23	Heritage Fair
April	29	Midterm
May	11	LSIC, PTO meetings
May	21	Activity Night
May	25	No School: Memorial Day
June	1	Fourth Quarter ends
June	2-3-4-5-8	No School: OSE Days

****Note: OSE, CE, and out-of-calendar days can be converted to instructional days to make up for inclement weather days****

BUCKHANNON-UPSHUR MIDDLE SCHOOL VISION AND MISSION

Vision Statement:

Our vision is to create a learning environment that addresses the varied educational needs of our students to foster productive and responsible life-long learners.

Mission:

Buckhannon-Upshur Middle School exists to serve the unique qualities of middle school students by fostering a dynamic educational environment involving meaningful partnerships consisting of students, family, school, and the community. All staff members will create a safe, supportive educational experience. All students will actively engage in the learning process, develop individual strengths and talents, and become independent learners and critical thinkers. Together we will create responsible citizens in the ever-changing global community.

BUCKHANNON-UPSHUR MIDDLE SCHOOL GOALS

The goals of Buckhannon-Upshur Middle School are:

1. To raise and maintain student achievement by addressing the content standards and meeting state accreditation performance criteria.
2. To maintain a safe and disciplined learning environment.
3. To maintain student attendance rates at or above the daily rates established in state standards.
4. To increase parent, business and community involvement in the schools.
5. To increase teacher and student awareness in the understanding and utilization of technology.
6. To foster growth in the areas of personal responsibility and character.
7. To ensure that all students will be prepared to attend higher education and/or post secondary training.

NONDISCRIMINATION

The Upshur County Board of Education, by its policy contained in the Administrative Manual governing all school operations, hereby affirms that it provides equal opportunity for all students and employees regardless of race, color, sex, national origin, religion, handicap, age, marital status, and political affiliation or belief. Equal opportunity includes equal access to the following:

- All curricular areas
- Textbooks and other instructional materials
- Guidance, counseling, and testing
- Extracurricular activities
- Facilities
- Employment

The Upshur County Board of Education is committed to a continuous program of assuring that unlawful discrimination does not occur in any program or activity operated under the auspices of the Upshur County Schools. The Upshur County Schools will apply affirmative action to all of its program activities and employment policies and practices.

The Upshur County Board of Education wishes to note that it has a grievance procedure for students and/or employees who feel that they may have been discriminated against. Inquiries may be referred to:

Timothy Derico
Title IX Coordinator, or

Tina Lou Edwards
Coordinator for Section 504 of the Rehabilitation Act of 1973

These individuals may be contacted at the Upshur County Board of Education offices at 102 Smithfield St., Buckhannon, WV 26201. The telephone number is 472-5480.

ATTENDANCE

Please be sure that your child attends school regularly and comes to school well rested. Attendance records are kept on each student. In order to verify student absences, the Parent Link system will call parents on the day of the absence.

When your child is absent from school, **please send a note within two (2) school days** to explain the absence. Please include the following:

- Date(s) of absence**
- Student's full name – first and last**
- Reason for absence**
- Parent/guardian signature**

Acceptable reasons for being absent are illness, medical appointments, religious holidays, or family emergencies. **If a student is absent from school, he or she may not participate in athletics or other school-related activities for that day.**

If a student misses five (5) or more unexcused days of school, the parent/guardian **MUST** attend a conference with the principal or vice principal. The matter will also be referred to the Upshur County Attendance Officer.

TARDINESS/LATE ARRIVALS

Students arriving after the official beginning of the school day (8:05 a.m.) shall report to Office B. Students need to sign in and provide an excuse for the late arrival.

Students should be on time to each class during the school day. If a student is tardy to a class two times, a letter will be sent home to the parents. If a student continues to be tardy to class, he/she will be in violation of school, county, and state policy and appropriate actions will be taken.

EARLY DISMISSALS/PARENT PICK-UPS

As much as possible, please schedule appointments to occur after school. Removing students from class disrupts the learning process for everyone. If a student must be picked up early, please send a note to school with him/her the morning of the appointment. Explain in the note the reason for the early dismissal and also the time you will be picking him/her up. By following this procedure, the student will be ready to be picked up from school promptly, avoiding waiting time in the office.

In the event a student is to be picked up or is to ride home with someone other than the parent or legal guardian, **a note must be turned in to the office stating as such.**

Students will remain in school at all times unless dismissed by the principal, school nurse, or office personnel. **They must be signed out and picked up by a parent or their designee.**

WEATHER-DELAYED OPENINGS AND EARLY CLOSINGS

During bad weather, please listen to one of the local TV or radio stations concerning the status of school closings or delayed openings. The Parent Link calling system is also in place for school delays or closings. **In the case of school delays, students should not be dropped off before the two-hour delay calls for it, as staff WILL NOT be available to supervise.** School will begin at approximately 10:00 a.m. on a two-hour delay.

Each family must have a contingency plan for children in case of delayed openings, early closings, cancelled practices, or after-school activities. Each student should know this plan well in advance. We discourage phone calls home on such days so that we may keep our phone lines open in the event of an emergency situation.

TRANSPORTATION

In the interest of safety, students being transported by private vehicle should be dropped off and/or picked up IN THE MAIN PARKING LOT AT THE NORTH END OF THE SCHOOL BY THE GYM. Students who are transported by parents may not be dropped off until 7:20 a.m. All buses will unload in front of the gym. **Only school buses should be using the bus loop during morning and evening bus runs.**

Students are to report directly into the school building upon arrival to school. Students may only ride their assigned bus.

Standards of dress and behavior apply while riding the school bus. Students may receive a bus warning or suspension if they do not follow bus rules.

Buckhannon-Upshur Middle School students of driving age will not be permitted to drive to school. Transportation by bicycle is hazardous and is not recommended. Walking is also hazardous and not recommended. **In the event that a student needs to walk to and home from school, a note must be on file each year in Office B.**

Students who participate in after-school activities/athletics **will not be permitted** to remain at school unsupervised between 3:15 and the time of the activity or to leave school property unsupervised for any reason until the activity is over and the students' parents have picked them up. **Students will not be permitted to leave school on foot, including picking up food prior to an after-school activity.**

STUDENT PROGRESS REPORTING

The following are methods of reporting student progress by teachers and the school:

Student Agendas (Assignment Calendars) are provided to each student at the beginning of the school year. Each student is to record his/her assignments in this calendar daily. Teachers regularly check the agendas. Should you ever have any questions as to whether your child has homework, ask your child for his/her assignment calendar to answer your question(s).

Every student is expected to use their agenda to write down homework, assignments, and other pertinent information. Teachers will further explain how they want students to fill out the agenda. If the agenda is lost or destroyed, the replacement cost is \$4.00.

Interim Reports: Student progress reports may be sent home anytime between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Acknowledgment of this report by a note, phone call or visit is appreciated.

Report Cards are sent home at the end of the nine-week period. The end of each grading period is listed on the school calendar. Report cards will be distributed approximately one week after the end of the report period. Please review the report card with your child. If you have questions, please contact your child's teachers or make contact with the office.

School-wide Parent-Teacher Conferences may be held in November and February. Dates will be announced later in the year. **You are encouraged to call the school and arrange an individual conference any time you believe a discussion with your child's teacher(s) might help your child's progress.** A teacher may also call you to request a conference. Please help your child by attending all conferences.

School Website: Edline is being replaced this year, but plans have not been finalized by the county at the time of publication of this handbook. More information will be provided as we receive it.

Standardized Testing Programs are used to identify student interest, scholastic aptitude, and academic achievement. Results are used to assist in educational planning and program development for individual students as well as our school. Results will be communicated to parents. Testing dates will be available on the new school website when it is established.

Informal Notes, Calls, and E-mails may be used by teachers throughout the year to keep parents informed of their child's progress.

ACADEMIC HONESTY

B-UMS assumes each student is an honorable person that can be trusted at all times. Our students will not engage in plagiarism or knowingly claim words or ideas of another as their own. **Examples of plagiarism include:** copying a source and failing to cite the source or paraphrasing without citing the source. Consequences for academic dishonesty may include parent notification, reduced grade on the plagiarized project, and/or a detention.

ADVISORY PROGRAM

B-UMS conducts an advisory program to address different areas of concern for middle school students. This will include topics such as character education, bullying, community service, career readiness, and citizenship. Lessons will be provided by the middle school counselors and taught by B-UMS teachers.

GRADING SYSTEM

Students will be graded on an A, B, C, D and F grading system. The letter grades are based on the following numerical scale:

A=100-93 B=92-85 C=84-75 D=74-65 F=64-0

Grades are calculated based on the results of written tests, class participation (oral and written), completion of homework, and subject-related project work.

HOMEWORK

Students are expected to complete some independent practice work at home. Homework gives students an opportunity to improve learning. It aids in the mastery of basic skills by providing practice as well as stimulating interest. Homework should be meaningful and directly related to the instruction in a particular classroom. Understanding the assignment and good study skills will aid in accurate completion of the task.

Classroom teachers will assign homework as they determine it to be helpful in reinforcing skills taught during class. Homework assignments will be coordinated thoughtfully within each team. **Please check your child's agenda should any questions arise regarding assignments. The school website will also be available to check homework assignments, upcoming test dates and project deadlines, and your child's grades.**

Please help establish a positive study environment for your child and help him/her develop excellent study habits early in the school year. If your child experiences difficulty with homework, please contact the classroom teacher(s).

MAKE-UP WORK

Make-up work due to absences will be the responsibility of the student with the full cooperation of the teacher. Upon his/her return to school, the student and his/her teachers will determine a schedule for making up work that has been missed. Teachers will be reasonable in providing time to complete make-up work. **Generally, a student is given a day to complete make-up work for each day missed.** This time may be extended if the teacher agrees. Any student that will be absent for family trips will be able to receive and make up their work upon returning to school.

Parents should call for assignments if a student will be absent for 3 or more days. If the student will be absent for fewer than 3 days, work will be given when the student returns to class. Parents may also check the school website for work the student has missed. If work is picked up for a student, the completed assignments should be returned to the teachers in a timely manner.

If a student has missed a test announced in advance or work assigned prior to his/her absence, the test or work should be made up or turned in on the day the student returns to class. In the event a student misses 2 or more days, the teacher may consider extending the due time up to three days.

PARENT OPPORTUNITIES

Numerous opportunities are available for parents to become involved in our school. A volunteering brochure will be sent home with students or can be picked up in Office A or B. Parents are always welcome to schedule classroom visits. Please plan to sign in at the office.

ATHLETICS

B-UMS is pleased to sponsor and participate in the following interscholastic programs:

Fall – cross country, football, soccer, volleyball

Winter – basketball, wrestling

Spring – softball, track

Ongoing (beginning in the fall) – cheerleading

These activities are governed by the policies and procedures of the WV Secondary Schools Athletics Commission (WVSSAC). The following apply to all middle and high school sports:

Students must have a 2.0 average to participate in or manage athletic events.

- 1) A 2.0 average is defined as a grade point average of 2.0 or better on a scale where an “A” mark earns 4 points, a “B” earns 3 points, a “C” earns 2 points, a “D” earns 1 point and an “F” earns 0 points.
- 2) In computing a student’s GPA for purpose of this policy, all subjects taken are considered. The total number of classes taken is divided into the total number of “grade points” earned to determine the GPA. Grades from 9-week rotation classes such as art and music are averaged to find the total quality points earned.
- 3) The student’s eligibility will be determined for each semester by his/her GPA the previous semester.

Please remember that any student who is absent from school may not attend activities, practices, or events on that day.

PROMOTION/RETENTION POLICY

A decision concerning retention or promotion will be made on an individual basis for each student. Various criteria will be used to establish the guidelines:

- 1) A student's ability and classroom achievement as well as his school adjustment will be considered carefully before making any decision regarding promotion or retention.
- 2) A student may be promoted to the next grade level if he/she successfully completes any three of the five required subjects in addition to one other subject. These required subjects include English, social studies, math, science and reading. In the case of arts block, the student must successfully pass at least three quarters of the block.
- 3) For students who are performing poorly academically, a Student Assistance Team meeting (SAT) will be scheduled as soon as possible. This is a time for teachers to share their concerns and work with parents to develop interventions that may help the student succeed.
- 4) Should retention be a possibility, parents will be formally notified shortly after the conclusion of the first semester that their child may be retained. Additionally, if it becomes evident during the 3rd quarter that a student's performance is failing, parents will be formally notified as soon as practical.

SCHOOL DISCIPLINE POLICY STATEMENT

At Buckhannon-Upshur Middle School we believe that it is of the utmost importance that our students be given the opportunity to achieve excellence and to receive the best possible education. Providing a safe, secure, effective learning environment is essential to the educational process. In order to attain excellence in these areas and all areas of school life, proper discipline must be maintained.

Proper discipline requires the mutual respect, support and cooperation of the school administration, parents, students, teachers, school staff and the community. This respectful cooperation is developed through the understanding and communication of established school rules, policy expectations and procedures.

Classroom rules and procedures will be posted in each B-UMS classroom. **The *Expected Behaviors in Safe and Supportive Schools* policy adopted by the West Virginia Department of Education in July 2012 can be located in its entirety at the following link:**

<http://wvde.state.wv.us/policies/>

Suspension is considered a temporary solution to a violation of the Student Code of Conduct until the problem that caused the suspension is corrected. The length of a suspension should be short, usually one (1) to three (3) school days, but may extend to ten (10) school days.

Expulsion is the removal of a student from the school setting for up to one year. If a student is expelled from school, alternative education will be provided.

West Virginia Department of Education state policy outlines specific types of student conduct violations under a four-level classification system:

Level I examples of inappropriate behavior include cheating, deceit, disruptive/disrespectful conduct, failure to serve detention, falsifying identity, inappropriate appearance, inappropriate display of affection, inappropriate language, possession of inappropriate personal property, skipping class, tardiness, and vehicle parking violation.

Level II violations include gang-related activity, habitual violation of school rules or policies, insubordination, leaving school without permission, physical fight without injury, possession of imitation weapon, possession of knife not meeting dangerous weapon definition, profane language/obscene gesture/indecent act toward an employee or a student, and technology misuse.

Level III violations include battery against a student, defacing school property/vandalism, false fire alarm, fraud/forgery, gambling, hazing, improper or negligent operation of a motor vehicle, larceny, sexual misconduct, threat of injury/assault against an employee or a student, trespassing, harassment/bullying/intimidation, imitation

drugs: possession, use, distribution, or sale, inhalant abuse, and possession/use of substance containing tobacco and/or nicotine.

Level IV violations include battery against a school employee, felony, illegal substance-related behaviors, and possession and/or use of dangerous weapon.

Failure to comply with school rules will be addressed by the administration, and consequences will be determined in light of applicable school, county, state, and/or federal statute or policy.

STANDARDS OF DRESS

Good standards of dress and appearance reflect good judgment, poise, and increased maturity. This helps to create a business-like and purposeful atmosphere of a good school. Students should dress in a way that causes no disturbance in the school or interferes with the learning of others.

According to Upshur County policy, the following are prohibited:

- Clothing that exposes the mid part of the body
- Short shorts and miniskirts that don't reach the tip of the index finger when standing
- Spaghetti straps or halters, unless worn with a button-up shirt
- Tank tops or those exposing large areas of the back and/or front
- See-through mesh or fishnet clothing or clothing with cut-out places (except over appropriate clothing)
- Hats, bandannas, and sunglasses
- Clothing depicting violence, blood, knives, guns, or skulls (except the Buccaneer emblem)
- Clothing that evidences gang membership or references terrorism, suggestive sex, alcohol, drugs, tobacco, obscenities, or profane language
- Spiked jewelry or chains that could be used as weapons
- Baggy clothing considered to be a safety hazard or exposes undergarments or mid sections

No pajamas should be worn to school. **Hats, sunglasses, coats, backpacks, book bags, and other tote bags are to be kept in lockers.**

Flip-flops are easily broken and are not recommended footwear at B-UMS. Steel-toed footwear is designed for work and serves no purpose in the middle school environment. Please use good judgment when purchasing shoes to wear to school.

Standards for personal appearance begin at home and are considered one of the prime responsibilities of a parent. School is a work environment and students should dress appropriately. Our dress code is in place for all school-sponsored activities.

You must wear clothing or hairstyles that are not hazardous to you in school activities such as tech or lab work. Any items that cause a distraction to the learning will also be prohibited. Dress must be clean and appropriate.

Students who violate these standards may be referred for counseling, excluded from classes, asked to obtain a change of clothes, or given detention. If the problem continues, in-school or out-of-school suspension may be assigned. Final decisions on above dress practices are left to the discretion of the building administrator. Students in violation of this dress code will be referred to the office, and parents will be called to bring the proper attire. Time missed from class will be unexcused.

ACTIVITY RULES

Activities may be held throughout the school year to allow our students opportunities to socialize with each other. **Only B-U Middle School students are permitted to participate in school activities.** All others will be asked to

leave. Parents are encouraged to help chaperone. **All school rules apply. Students must be in school that day to attend after-school activities.**

The following rules must be observed in conjunction with school activities:

- 1) No student may attend who has been absent that day, served an assigned in-school or out-of-school suspension that day, or has been denied attendance by the administration.
- 2) Students are expected to dress and conduct themselves appropriately.
- 3) Students are to enter through the cafeteria doors.
- 4) Hats and coats are to be left in the cafeteria.
- 5) No food or drinks are to be taken into the gym.
- 6) No inappropriate dancing or running will be permitted.
- 7) Students are not allowed to leave before ten minutes prior to the end of the activity, unless a parent comes in to get them.
- 8) Students will exit through the cafeteria doors and will be picked in front of the gym or in the parking lot.

Any student receiving disciplinary action before, during, or following an after-school activity will not be permitted to attend after-school activities during the remainder of the school year.

Students assigned in-school, out-of-school or bus suspension will not be permitted to attend after school activities or go on curricular trips during the quarter in which they were disciplined.

FIELD TRIP POLICY

A field trip is a trip away from school property, the purpose of which must be relevant to current curriculum. The principal and the Upshur County Board of Education must approve all trips.

All school rules apply on a field trip. **Any student committing three or more offenses leading to in-school-suspension (ISS), out-of-school suspension (OSS), and/or bus suspension will not be eligible to participate in field trips for the remainder of the year. Additionally, any student who has 10 or more unexcused absences or 12 or more tardies will not be permitted to participate in field trips.**

Any student receiving disciplinary action during a field trip will not be permitted to participate in any other trips for the remainder of the year. Any student receiving disciplinary action during the fourth quarter will not be permitted to attend the end-of-the year pool parties.

FIRE-EMERGENCY GUIDELINES

- 1) Emergency building evacuation drills will be held without warning periodically throughout the school term.
- 2) When an alarm is sounded, students will rise and quickly leave the building by the nearest exit or as directed by the adult supervisor unless in a lockdown situation.
- 3) Students must refrain from talking and be orderly so that staff members may give EMERGENCY DIRECTIONS as the situation may require.
- 4) Once outside the building, students will remain quiet while roll is taken.
- 5) Should an emergency drill occur during a class change or during the lunch period, all students will exit the building by the nearest exit and assemble at a point a safe distance away from the building.
- 6) All driveways must be kept clear to provide access for emergency vehicles.

HALL PASSES

Students are not permitted in the hallways during class periods unless they are accompanied by a teacher or have a hall pass signed by an authorized staff member.

HEALTH SERVICES

If a student becomes ill at school, he/she should inform a teacher, who will contact office personnel. **Students who are ill must not leave the building or report to some other part of the building without authorization.** The school nurse is available at B-UMS in Office B on most school days from 8:00-10:30 a.m. The School-Based Health Clinic is open on Wednesdays from 7:30 a.m.-3:30 p.m. and Fridays from 7:30-11:30 a.m. Students must be referred to the clinic through Office B, or parents can make appointments for them through Community Care.

LOCKERS

Each student will be assigned a locker with a combination lock provided by the school. **There will be a \$10 replacement fee for combination locks that are damaged or lost.** Periodic inspections will be made to see that it is kept neat and orderly. **Each student is to use only his/her assigned locker and keep it locked at all times. A student will not tamper with other locks or lockers or give his/her combination to any other student.** Disciplinary action will be taken against any student violating this policy. All personal items and books when not in use are to be kept in lockers. **Electronic devices are to be turned off and locked in the lockers.** Do not tamper with another locker or give your combination to another person.

To help control hallway congestion, lockers may be used only at the following times: *Before first period, before and after lunch, and after the last period.*

Students should not keep food or drinks in their lockers unless it is in a lunch bag and consumed in the cafeteria at lunchtime. Bottled drinks are to remain at home. There are water fountains throughout the building for students to have fresh, cold water throughout the school day.

Permanent stickers of any type are not to be stuck on or in lockers. Pictures and/or posters should be fastened with either masking tape or magnets that can be easily removed.

CAFETERIA

The school breakfast and lunch program is a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered at reasonable prices.

The lunchroom management and fellow students will appreciate cooperation from all students:

- 1) Follow directions of adults.
- 2) Do not bother other students' food.
- 3) Deposit all lunch litter in wastebaskets.
- 4) Clean up any spills.
- 5) Use respectful manners and conversation voices.

SCHOOL BREAKFAST AND LUNCH

B-UMS will serve both breakfast and lunch daily. Prices for all meals are as follows:

Breakfast Prices:

Student: \$0.90
Adult: \$2.40

Lunch Prices:

Student: \$1.40
Adult: \$3.50

Extra Milk:

All \$0.35

Meal bills are printed on the first school day of each month. Payment is due in full within five school days, and should be returned to Office B in the envelope provided. Please pay these bills by check whenever possible and put the student's name and/or student number on the check. **Failure to pay meal bills will result in adjustments to a student's participation in the school lunch/breakfast program.**

CIVIL RIGHTS NON-DISCRIMINATION STATEMENT

In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, sex, national origin, religion, handicap, age, marital status, and political affiliation or belief. If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

MEDICATIONS

Please read the complete medication policy that will be mailed to you in the Upshur County Schools Handbook supplement. If you have questions, please contact the school.

Please note the following requirements:

- 1) Parents are responsible for transporting medications to and from school. **Students are not permitted to transport any medication.**
- 2) Parents must complete and sign a parent/guardian authorization form for prescription and non-prescription medicines.
- 3) Parents must provide the school with completed licensed prescriber authorization forms for prescribed medications.
- 4) Medications must arrive at school in the original containers.
- 5) Parents must replenish medications as needed.
- 6) Students must consume medications in the specified manner.
- 7) Students who are permitted to self-administer medications (inhalers) are required to follow the prescribed directions. **Permission for students to self-administer medication may be revoked.**

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to the office and any other necessary authorities. Proper medical referrals will be made when necessary.

ADDRESS and PHONE CHANGES

Please inform Office B of any contact changes.

ELECTRONIC DEVICES

Students are not permitted to use cellular telephones, pagers, iPods, mp3 players, or other electronic devices during school. All electronic devices must be turned off and locked in lockers during the school day. If students use any of these devices during the school day, the device will be confiscated and given to one of the administrators. A student may pick up the device from the office at the end of the day on the **first offense** and may be given noon detention. On the **second offense**, a parent will be required to pick up the device and the

student may be assigned detention. A **third offense** will result in in-school suspension or out-of-school suspension, and the device will be given to the parent at the end of the semester.

ELEVATOR

If a student should need to use the elevator, a note of request from a parent or doctor must be sent to the office and approved by the nurse or an administrator. The student will be given a one-day pass unless a longer time is specified by doctor's orders.

GUIDANCE

Guidance services are available for every student in the school. 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.

LICE POLICY

When a student exhibits symptoms of head lice, that student will be checked for head lice by the principal or the principal's designee. When live head lice are found, the student's parents will be notified and the student sent home, if at all possible. The school nurse must be notified when live head lice are found. If the results of a head lice check are questionable, the principal will contact the school nurse for confirmation.

All students in the classroom of a student who has live head lice will also have their heads checked by the school nurse, principal, or the principal's designee when deemed appropriate. Other classrooms may be checked at that time by the principal and/or school nurse.

When treatment is completed, the parent must accompany the child to school for examination by the principal, designee, or the school nurse. A Proof of Treatment document must be completed and signed by the parent stating that treatment has been completed. In order for a student to return to school, that student's hair must be lice free. If the student is found to have live lice, the student will be sent home with the parent. There will be a follow-up check in eight to ten days conducted by the principal, designee, or school nurse.

Parents are encouraged to check their child's hair weekly throughout the school year.

LOST AND FOUND

Lost and found articles are stored on the cafeteria stage, and eventually turned in to Office A or B.

TECHNOLOGY

The policy of Buckhannon-Upshur Middle School is to encourage use of the internet to enhance learning and teaching activities. Teachers and administrators have the responsibility to monitor student use of this vast resource. Students must assume the responsibility for using Internet resources in accordance with state, county, and school guidelines.

All students and parents must sign an Acceptable Use Policy (AUP) in order to use the internet at B-U Middle School. **Students who misuse technology will lose the privilege of using it.**

TELEPHONE

Students will not be permitted to use school phones except in the cases of emergency. School personnel will call or assist the students in calling. Cell phones may not be used between 7:45 a.m. and 3:15 p.m.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks: Each student will be assigned a set of textbooks for the school year. There is no charge for use of the textbooks. Textbooks are to be kept clean and handled carefully. **You are responsible for any lost or damaged books that were issued to you. Students will be billed for the replacement cost for each lost or damaged book.**

Library Books: Students are welcome and encouraged to sign books out of the library. **However, students will be responsible for lost or damaged library books. Students will be charged the replacement cost for each lost or damaged book.**

WITHDRAWALS

Any student withdrawing from school should do so through the guidance office. The parent/guardian should call or send a letter to the guidance office for the student to obtain a withdrawal form. Textbooks, library books, and all property must be turned in. The locker must be cleaned out and all bills paid before the withdrawal will be processed.

VISITORS' ID CARD POLICY

All visitors must check into the school at the main entrance or the handicapped entrance by the cafeteria. After being permitted to enter by the receptionist, the visitor must check in to Office B. The principal or his/her designee will issue an ID card to the visitor. Each visitor will be required to wear the ID card. If the visitor refuses to wear the card, the following procedure will be followed:

- 1) The visitor will be reminded of the Upshur County Schools policy for ID cards.
- 2) The visitor will again be asked to wear the ID card.
- 3) If the visitor still refuses to wear the ID card, he/she will be asked to leave the school building.
- 4) If the visitor does not leave the building, local law enforcement will be notified of a trespasser on school property.

ASBESTOS MANAGEMENT PLAN

All buildings owned by the Upshur County Board of Education which are currently in use have been inspected for asbestos during the year. These inspections were conducted by EPA-accredited persons. The Asbestos Management Plan for your building is on file in two locations:

- 1) Each school office
- 2) Board of Education office

All buildings are reassessed every six months and inspected every three years by accredited inspectors.

Any person may review the Asbestos Management Plan by visiting the school and requesting it from the principal or by contacting Keith Moran, Director of Facilities, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, WV 26201 (Phone 304-472-5480). Mr. Moran is the Upshur County Board of Education Asbestos contact. He meets all annual training requirements of the Environmental Protection Agency.

PESTICIDE APPLICATION NOTIFICATION

B-UMS adheres to an Integrated Pest Management Plan in accordance with Title 61, Series 12J rules of the West Virginia Department of Agriculture. Pests are controlled primarily through preventative measures. When pesticides are required, the least hazardous materials will be used.

Pesticides are classified as Level 1, Level 2, Level 3, and Level 4, depending upon the degree of hazard with their application.

Level 1: Non-chemical (preventive)

Level 2: Least hazardous (low toxicity baits or dusts)

Level 3: EPA Caution (limited volatility liquids)

Level 4: EPA Warning or Danger (broadcast and space treatments, spraying and fogging)

Level 3 and 4 pesticides will not be applied when students are in the areas being treated. All parents will be notified 24 hours prior to the application of Level 3 and 4 pesticides at this facility.

Buckhannon-Upshur Middle School
2014 – 2015



Buckhannon-Upshur Middle School
553 Route 20 South Road
Buckhannon, WV 26201

Phone 304-472-1520
472-6864

Fax: 304-

Teaching for Learning for All... Whatever it Takes!

Regular Daily Schedule

Homeroom	8:00 – 8:05
Period 1	8:05 – 8:50
Period 2	8:53 – 9:38
Period 3	9:41 – 10:26
Period 4	10:30 – 11:15
6 th grade lunch	
Period 5	11:18 – 12:03
7 th grade lunch	
Period 6	12:06 – 12:51
8th grade lunch	
Period 7	12:54 – 1:39
Period 8	1:42 – 2:27
Period 9	2:30 – 3:15

Office Staff

Principal: Renee Warner
Assistant Principals: Teresa Blend,
Rick Reynolds

Guidance Counselors: Kerry Koury,
Cathy McCauley

Prevention Resource Officer (PRO): Charles (CJ)
Day

Office A Secretary:
Pam Slaughter - *Finance, Building Use, General Operations* (ext. 3010)

Office B Secretaries:
Darlene Bosley - *Receptionist, Attendance, General Operations* (ext. 3014)
Maria Eddy - *Food Service, Attendance* (ext. 3015)

Two- Hour Delay

Homeroom	10:00 – 10:06
Period 1	10:06 – 10:36
Period 4	10:39 – 11:14
6 th grade lunch	
Period 5	11:17 – 11:52
7 th grade lunch	
Period 6	11:55 – 12:30
8 th grade lunch	
Period 2	12:33 – 1:03
Period 3	1:06 – 1:36
Period 7	1:39 – 2:09
Period 8	2:12 – 2:42
Period 9	2:45 – 3:15