

Helpful hints for Hawk Parents

- 1) Absences—If your child is absent, county policy requires the parent/guardian to provide a written excuse to the school within five (5) days of the student’s return. Non-documented absences are registered as “unexcused” and WV state law requires truancy proceedings to begin with a student’s fifth unexcused absence during the school year. Please be aware that for the purpose of attendance, three tardies to a class equals one absence.
- 2) Make up work—Once your child has missed three (3) consecutive days of school, please feel free to call the guidance department at (304) 291-9276 in the morning to request assignments. The counselors will send out notes to the teachers, and have make-up assignments available for pickup in the guidance suite by the next day. However, counselors do not have locker combinations; the parent/child will be responsible for getting any needed books from the student’s locker.
- 3) Engrade—Engrade replaces Edline. It allows teachers, students, and parents to easily communicate via the internet. Students will receive their user codes/logins in school, and parents will be receiving the parent login information within the next 3-4 weeks. This will allow our teachers time to transition into using Engrade.
- 4) Applying for a Driver’s License—Students desiring a Proof of Enrollment Form in order to get and maintain a WV learner’s permit or driver’s license must continuously meet certain criteria:
 - a. No more than 10 consecutive or 15 total unexcused absences in a school year
 - b. No Safe School Act violations
 - c. Continuous and adequate academic progress (earn 5 credits/year; 3 must be from core areas)
- 5) Tutoring—Students have the opportunity to work with their teachers during teacher office hours.
- 6) Mountain Line Busing—The Blue Line for the Mountain Line Transit Authority provides free transportation for UHS students with their UHS ID card. It makes stops at UHS at 7 AM, 8:30 AM, 9:30 AM, 10:30 AM, 11:30 AM, 12:30 PM, 2:35 PM, 3:30 PM, 4:30 PM and 5:40 PM.
*Please visit www.busrider.org for the most up-to-date information.
- 7) Parent Concerns—Parent concerns should be addressed as follows: Have your child talk to and work with his or her teacher first. If this does not achieve satisfaction, call the school and either speak directly with the teacher or request a conference with the teacher. If necessary, a counselor could be brought in for assistance at this point. Please do not directly contact any principal until you have first gone through the above remedies.
- 8) Late arrival/Early dismissal—Please use the traffic circle at the front of the school building for student pick up and drop-offs at non-standard times. Students and parents must follow all school procedures regarding checking in late and leaving school early. No students will be allowed to leave the school without first providing a written note to the office—a phone call will not suffice.
- 9) Important telephone numbers:

UHS Main Office (304) 291-9270
UHS Fax (304) 291-9248
UHS School Nurse (304) 291-2854
UHS Guidance Office (304) 291-9276

UHS Athletic Director (304) 291-9274
UHS Band Director (304) 291-9275
UHS Media Center (304) 291-9354
Bus Transportation (304) 983-8204