

**PARKERSBURG HIGH SCHOOL
STUDENT AND PARENT HANDBOOK**

DISCLAIMER

****This handbook is merely a tool for students, teachers, and parents and is not all encompassing all expectations policies affiliated with PHS and WCS. ****

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ACADEMIC DISHONESTY POLICY

Parkersburg High School is an academic institution dedicated to providing students with a quality education. Because of this, academic dishonesty in all its forms (AI/copying/cheating/plagiarism/etc.) will not be tolerated. Students who violate this policy (knowingly or unknowingly) by being academically dishonest, will face academic penalties. Examples of possible academic dishonesty violations include (but

are not limited to) the following:

- Copying (or allowing others to copy) student completed work; this includes quizzes, homework, essays, tests, etc.
- Using online translators in a world language course.
- Unauthorized use of textbooks, electronic communications, or the internet for tests, quizzes, papers, assignments, or online coursework.
- Using an unauthorized copy of a teacher's test or quiz.
- Taking information written by others as your own without citation (otherwise known as plagiarism).
- AI (Artificial Intelligence), Photomath, ChatGPT, etc.

These policies are in place to ensure that students learn about the curriculum provided, so that they are fully prepared for success beyond high school. Punishments for academic dishonesty will be cumulative within each class per year, with the stipulation that multiple infractions from different classes constitute a pattern of behavior that will be dealt with on the administrative level.

- **First Offense:** Student will take a zero on the assignment in which they were academically dishonest (quiz, test, essay, homework, etc.), and the infraction will be noted on the school discipline system. The teacher will conference with the student, and parents will be notified via mail and phone. Students will have the opportunity to revise/redo the assignment and resubmit it for no less than 50% of assignment total with a deadline to be determined by the teacher.
- **Second and subsequent offenses:** Punitive measures will vary based on the offense and will be at the administrator's discretion. Punishments could result in the student earning a zero for the assignment, failing the course for the nine weeks (1st, 2nd, 3rd, 4th), and/or failing the course for the year in which the infraction was completed (gym, history, etc.). Other consequences could include (but are not limited to) rescinding Honor Society memberships, losing leadership positions within the school, and losing the privilege to participate in school activities.

Given the nature of AP/Dual Credit Classes, students who opt into these higher-level classes will be expected to follow a stricter academic honesty standard. Students submitting plagiarized work will receive the consequences based on the discretion of the AP/Dual Credit teacher. This academic dishonesty policy will be defined by the instructors in their syllabi. Choosing to be enrolled in an AP/Dual Credit class means that the student is agreeing to the consequences set forth by the AP/Dual Credit teacher. Offenses will be cumulative in AP/Dual Credit Classes for the total duration of the student's high school career.

If a student disputes a teacher's finding of academic dishonesty, the following process applies: Student, with a parent/guardian if so desired, shall meet with the teacher and/or respective department head, counselor and, if requested, the assistant principal. In all cases, **the teacher must provide evidence to support the claim.**

ACADEMICS

Our school places an emphasis on academics. Our fundamental goal is to attain academic excellence. We

recognize the need to deliver a quality education to prepare our students to become productive members of society and make every effort to recognize positive academic achievement.

GRADE CLASSIFICATION

All students who entered Parkersburg High School before July 2018 must earn 24 credits to graduate. All students must attend eight full semesters to meet graduation requirements. Students are assigned to a grade based upon total credits earned. Parents may refer to Wood County Policy 5123, "Promotion of Pupils" for further details.

GRADING SCALE - COUNTY WIDE

The following grading scale has been adopted by Wood County Schools.

- A 90 - 100%
- B 80 - 89 %
- C 70 - 79%
- D 60 - 69%
- F Below 59%

PROMOTION POLICY

Grades in each subject in high schools are cumulative and are averaged for the final grade that determines whether credit has been earned, provided the student:

1. Has earned passing grades in at least one-half of the grading periods of the course; and
2. Has not failed the last two marking periods.

Grade point averages will be determined by translating letter grades as follows:

Regular Classes/Advanced Placement

- A = 4 points/5 points
- B = 3 points/4 points
- C = 2 points/3 points
- D = 1 point/2 points
- F = 0 points/0 points

Teachers may use their best judgment in determining the final grade for the case in which the final averages .5, 1.5, 2.5, or 3.5. Either the higher or lower grade may be assigned, depending upon the total evaluation of the student's work throughout the course.

ACADEMIC RECOGNITION

Each nine-week grading period, students attaining high academic grade point averages are recognized by having their names published in the local newspapers. To be eligible for honors, a student must be enrolled in at least four classes that are graded every nine weeks. Honors are as follows:

- **The principal's list** consists of students making a 4.0 grade average (all A's)
- **The honor roll** consists of students with at least a 3.6 grade point average
- **The commendation list** consists of students with at least a 3.0 grade point average.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school must be reported immediately to the person in charge and to the school administration office.

ADDRESS/PHONE NUMBER CHANGES

We need our parents' help in ensuring that all student information is accurate. Any changes in the family's address, telephone number, or other important personal information, such as emergency contacts, **must** be reported to the attendance secretary as soon as possible. Up-to-date information allows for effective communication, especially in times of emergency.

ALMA MATER

The Parkersburg High School "Alma Mater" is sung at athletic contests and other occasions. Our students are proud to stand and sing.

*O PHS, to you sing praise,
And songs to Alma Mater raise,
While we strive to keep thy name,
Forever in the halls of fame,
Mountains fair and valleys bright,
Renew the path for banners bright,
Times of joy or times of stress,
We'll always love you, PHS.*

ATHLETIC DEPARTMENT

The Athletic Department is located on the second floor of Field House near the main gym floor. Anything related to athletics, tickets, eligibility, etc., would be handled by our Athletic Department.

Tickets

Tickets can be purchased at the Athletic Office or online to make purchases online. Please go to the PHS Athletics website.

Physical Forms

All athletes are required to have a physical and a copy of their birth certificate in file to participate in extracurricular activities. These forms can be picked up here.

ELIGIBILITY REGULATIONS FOR HIGH SCHOOL ATHLETICS

Our school is a member of the WV Secondary Schools Activities Commission (WVSSAC) and complies with all the rules of this organization. To participate in interscholastic athletics, A student must pass four subjects and maintain a 2.0 grade point average in the semester preceding the semester in which he/she desires to participate. A student who has been declared ineligible may regain his/her eligibility if he/she has at least a 2.0 grade point average at mid-semester. The student must have a birth certificate, parent permission, and a physical examination record dated after June 1 proceeding the school year for the activity on file in the Parkersburg High School Athletic Office.

ATTENDANCE GUIDELINES

West Virginia and Wood County Boards of Education recognize that a direct relationship exists between students' daily attendance and academic performance, graduation, and excellent work habits. Daily attendance is necessary for students to meet their school's academic program standards, as each day's learning builds on the work previously completed. Although students and parents have the ultimate responsibility for regular school attendance, Wood County Schools administrators are required by law to enforce compulsory school attendance, and to provide an environment conducive to, and encouraging of attendance.

Parents are responsible for stressing the importance of school to their child by expecting that their child will attend school regularly. In addition, parents are expected **not** to send ill children to school. A pamphlet concerning attendance guidelines is sent home with each child at the beginning of the school year. A copy of the attendance policy may be obtained from the school administrators' office or the Wood County Schools Central Administration Building.

ATTENDANCE POLICY

ABSENCE IS EXCUSABLE FOR SPECIFIC REASONS

WV Code § 18-8-1 and Wood County Board of Education Policy 5110 permit students to be excused from school for:

1. Physical/mental incapacity of the student may be verified by parent or guardian and may not exceed (3) three consecutive days or (10) ten days per school year.
2. If a student exceeds (3) three consecutive days or (5) five total days per semester, an excuse signed by a qualified health care professional or school nurse is required for further absences to be classified as excused.
3. Illness of the student verified in writing by parent if the absences do not exceed (3) three consecutive days or a total of (5) five days per semester.
4. Illness or injury in the family when the student's absence is verified in writing as essential by a doctor
5. Home fire, flood, or other emergency absence verified in writing by the parent and *approved by the principal*.
6. School approved co-curricular/extra-curricular activities.
7. Death in the family with a limit of (3) three days except in extraordinary circumstances verified in writing by the parent. "Family" will be defined as mother, father, brother, sister, grandmother, grandfather, aunt, uncle, brother-in-law, sister-in-law, brother's children, sister's children, or any person living in the same home.
8. Legal obligations with written verification.
9. Failure of a bus to run or extremely hazardous conditions verified in writing by the parent.
10. SAT plan, IEP or 504 Plan.
11. Observance of religious holidays verified in writing by parent.
12. Documented chronic medical condition.
13. Documented disability.

Student attendance at PHS is considered important. We feel that excessive absenteeism is the biggest factor in academic failures. To improve attendance the following policies have been instituted:

Students who habitually violate attendance policy can be referred to the ASIP Program.

ABSENCE FOR OTHER REASONS CAN NOT BE EXCUSED

Any absence not meeting the above requirements shall be considered an unexcused absence. (WV Code§ 18-8-1) Absences such as hunting, fishing, working in or away from the home, babysitting, oversleeping, suspensions, truancy, or missing the school bus are unexcused. Family trips for educational leave are no longer excused absences. Questions regarding any of the listed reasons will be answered by the administrator in charge of attendance at the school.

RETURNING TO SCHOOL

When a student has been absent for any reason, a note from home is required on the day the student returns to school. The note must include a student's name, ID number, reason(s) for absence, grade, signature of parent or guardian, date of absence, and date of the note. If a student has excessive absences, (more than (3) three consecutive or (5) five total days per semester) an excuse signed by a qualified health care professional or the school nurse is required for further absences to be classified as excused.

Students will bring their note to the ADMINISTRATION OFFICE for the day they were absent Students who arrive after 8:05 AM or return from an appointment during the school day must report to the Administration Office, sign in/get a tardy pass, provide an excuse for the pass to be excused, and then report to class.

ABSENCE REPORTS TO PARENTS

Absences from school are reported to parents on report cards, through telephone calls, by letters, or through home visits.

CHRONIC ABSENTEEISM

Students who miss more than 10% of school days for any reason are considered chronically absent. In West Virginia, that adds up to at least 18 days, or almost a full month, of missed instruction. It could be 18 days in a row or just two days a month across the school year. Our goal is to have 10 or fewer absences per student in a school year. Attendance impacts many areas including:

- Graduation rates
- Student engagement
- Academic achievement
- Post-graduation success

Parkersburg High School recognizes students with our TEN FOR THE WIN PROGRAM which acknowledges students throughout the year for staying within the 90% school attendance goal.

TRUANCY

Truancy is when a student voluntarily chooses to miss school; when a parent fails to send a child to school for any reason other than excused absences; or when the student fails to provide valid verification for absences which might be otherwise excused.

Any student who has (5) **five** or more days of **unexcused** absences in a school year is subject to WV Code§ 18-8-2

TRUANCY OFFENSES & PENALTIES

WV Code states [Any person who, after receiving due notice as hereinafter provided, shall fail to cause a child or children in that person's legal or actual charge to attend school as hereinbefore provided, shall be guilty of a misdemeanor, and shall, upon conviction thereof, be fined not less than fifty nor more than one hundred dollars together with the costs of prosecution, or confined in jail not less than five nor more than twenty days. The magistrate or judge may require the parent or parents to bring the child to school and remain through the school day until such time as the magistrate or judge may determine as appropriate. Every day a child is out of school, contrary to the provisions of this article shall constitute a separate offense. Magistrates shall have concurrent authority with circuit courts for the trial of offenses arising under this section.] WV Code § 18-8-2.

PINK SLIPS

If you have an appointment, the BEST way to delay disruption to leave for your appointment is to have your parent/guardian (regardless of if you're 18) write a note stating what time your appointment is when you will be picked up. By having this Pink Slip, it gives you automatic permission to leave class without disruption. If you do not have a pink slip, and have an appointment, your parent/guardian will have to confirm you have an appointment and sign you out prior to leaving.

SIGN OUT SHEET

All students who leave school prior to the end of the school day must have a parent or guardian sign out in the Admin Office UNLESS you have a Pink Slip. Students must sign in and obtain a pass slip if they arrive late to school or when returning to school before entering any class.

TARDINESS

Students shall be in their seats when the tardy bell rings. If this does not occur, a student will be marked by tardy.

BELL SCHEDULES

PHS Bell Schedule



Regular Day	
Period 1	8:00–8:53
Period 2	8:57–9:45
Period 3	9:49–10:37
Period 4	10:41–11:29
Period 5	11:33–12:03
Period 6	12:07–12:55
Period 7	12:59–1:29
Period 8	1:33–2:21
Period 9	2:25–3:17

2-Hour Delay	
Period 1	10:00–10:33
Period 2	10:37–11:09
Period 3	11:13–11:45
Period 4	11:49–12:21
Period 5	12:25–12:55
Period 6	12:59–1:31
Period 7	1:35–2:05
Period 8	2:09–2:41
Period 9	2:45–3:17

BICYCLES

Students who ride bicycles to school will park and lock their bikes on the rack. The school is not liable for theft or damage to bicycles. Helmets must be worn as required by law. Electronic bicycles must adhere to city ordinances regarding motorized vehicles. Unauthorized vehicles will not be allowed on school grounds.

BREAKFAST

Breakfast is offered in the cafeteria each morning beginning at 7:15 AM and ending at 8:00 AM. Grab and Go Breakfast is available in the cafeteria.

BUILDING HOURS

Parkersburg High School is open to students from the arrival of the first bus in the morning to 3:30 PM on schooldays. To be in the building at other times, students should have special permission, be involved in a scheduled activity, or wait for a ride home. Visitors must report to the Secure Entrance in the Administration Office upon being given access to enter after 8:00. The Student Services Center is open from 7:30 until 3:30.

BULLYING, HARASSMENT, AND/OR INTIMIDATION

Bullying, harassment, and intimidation are defined by Wood County Board of Education Policy as "an intentional gesture, or any written, verbal, or physical act that is sufficiently inappropriate, severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment or that a reasonable person under the circumstances should know will have the effect of

- a) harming a student;
- b) placing the student in reasonable fear of harm to his or her person;
- c) damaging a student's property; or
- d) placing a student in reasonable fear of damage to his or her property."

A copy of the Student Code of Conduct including the bullying, harassment, and intimidation policy may be obtained through the school office or from the Wood County Schools Central Administration Building including definitions, policy purpose, procedures for reporting and investigating bullying, harassment, or intimidation, and disciplinary action and reprisals against this behavior.

BUS STUDENTS

Students must observe all school rules while traveling on school buses that are supervised upon arrival and are expected to demonstrate good behavior. **Students are NOT permitted to leave campus upon arrival at school from riding the bus.** Students waiting for buses in the afternoon are expected to demonstrate good behavior. Bus students who leave campus are not permitted to return and ride the bus.

Wood County bus drivers are known for their safe transportation record. This is due to the cooperation of parents and students in maintaining bus safety regulations. Always, student safety is a priority. Parents should review the following State School Bus Regulations and Safety tips with their children. Bus rules apply to field trips and special events as well as daily bus transportation.

1. The bus operator is in full charge of students and passengers. This is a big responsibility. Students must obey the driver promptly and respectfully.
2. Students should maintain a conversational tone of voice and use classroom manners on the bus.
3. Students may not put arms or heads out of the windows at any time and must remain seated.
4. No objects of any kind, including paper, may be thrown out a bus window.
5. Students must stop talking and remain quiet at railroad crossings. It is important that the driver can hear train signals.
6. Students must willingly share the seat they occupy with another passenger.
7. When getting on or off the bus, passengers should proceed safely and alertly. If it is necessary to cross in front of the bus when getting on or off, students should walk well out in front of the bus so the driver can see that someone is passing. Buses continue the flashing lights until students reach a safe destination.

8. Any student who must continually be corrected for violations of these rules may be denied transportation privileges on a school bus for a set amount of time. Due warnings are given and parents are notified of any disciplinary procedures. Parents are responsible for their child's transportation during the exclusionary period.
9. Students who are not regular bus students are not permitted to ride except in case of an emergency. If such an emergency should arise, the student must provide a written note from the parents involved and have it initiated by the principal before boarding the bus.
10. Any student who gets off the bus at a stop before reaching PHS in the morning is not transported home at the end of the school day.

We ask that parents please get to know their child's bus driver and discuss any concerns with him or her. Wood County bus drivers are an important link to the schools and play a key role in the school day.

CELL PHONES/ELECTRONIC DEVICES (PEDs)

To keep an appropriate and effective school environment, **Personal Electronic Devices** shall not interfere with the daily educational process.

For the purpose of this policy, PEDs are defined as cell phones, smart glasses, smart watches, laser pointers, electronic games, portable music players, cameras, camera phones, or any other device powered by electricity that has the potential to cause distractions from and/or interruptions to the daily educational process. The use and/or display of communication/electronic devices are prohibited in the classroom unless it is approved by the teacher. In alignment with WCS Policy and State Code, all approved PEDs can be used before school, after school, and during lunch.

Violation of this policy will result in:

1st Offense

The device(s) will be confiscated and maintained in the Admin Office. The student may pick up the device at the end of the school day.

2nd Offense

The device(s) will be confiscated and maintained in the Admin Office. The parent or guardian of the student will be required to pick up the device.

3rd and Subsequent Offense

The device(s) will be confiscated and maintained in the Admin Office. The parent or guardian of the student will be required to pick up the device. Students may be asked to not bring their PEDs on campus for a period determined by the administrator.

CHILD ABUSE AND NEGLECT

West Virginia State law requires teachers and other childcare providers to report suspected cases of child abuse or neglect. The law further protects childcare providers against liability for referring to such cases in good faith.

CITIZENS APPEAL PROCEDURE

WV State BOE Policy 7211 provides a way for citizens to work with county boards of education and school administrators in seeking solutions to problems. A copy of this policy and the appropriate appeal forms is available from the principal.

CLOSED LUNCHES

Students in every class at Parkersburg High School are required to remain on campus during lunch periods. Lunch is to be eaten in the school's cafeteria or common areas. Students are to remain in the cafeteria or common area throughout the entire lunch period unless a signed pass slip or red sheet has been presented to a cafeteria supervisor and permission to leave has been granted.

CLUBS AND ACTIVITIES

Club meetings and other activities are scheduled prior to 1st period in the regular school day, during lunch, or outside the regular day. Students can request a new club or activity if they are interested; a faculty sponsor is available, and appropriate facilities can be provided. Initiations and hazing by any club or organization are not permitted.

COMMUNICABLE DISEASE OR INJURY

Parents should assess their children's health in the morning. It is not justifiable to send sick children to school with fevers, vomiting, or other severe symptoms, even with a nurse on staff. A child who has a communicable disease may be removed from the school until medical clearance for the student's return is given. Our nurse is trained and ready to assist with any health-related issues. Parents should feel free to work with our staff to ensure that the child's best interest and the welfare of all students are served. Students who become ill at school are to be excused from class to the nurse or the assistant principal who may call the student's home to discuss the illness with the parent or guardian. **Students are not sent home unless a parent or guardian comes to the school to pick them up. To deal effectively with illnesses and emergencies, the school must be kept informed of changes in address, phone number, and emergency contacts.**

CONCERNS AND INQUIRIES

Parents should feel free to inquire at the school should any questions arise. However, they should be aware that, except during emergencies, teachers are not able to come to the telephone during instructional time. The school secretary will give the message to the teacher who, in turn, will return the call during a time that does not interfere with classroom instruction. E-mail, the Rooms app, or Schoology are other effective ways to contact teachers.

CORE BELIEFS

We believe students:

1. Learn best in and deserve a safe environment free of unnecessary interference.
2. Bring individual abilities to contribute to the learning environment.
3. Aree equal partners with teachers, parents, and the community in their own success and the success of the school.
4. Ability to work and persevere toward individual success.
5. Think within a culture of mutually earned and maintained respect.

At Parkersburg High School, we strive to identify and nurture individual student talents and abilities to develop global community members equipped with knowledge and confidence to succeed.

COUNSELING

The Student Services Center provides the following counseling services to parents and students: •

Orientation and Information: Materials and information designed to acquaint students with our school, and its educational program are available from counseling.

- *Individual Counseling:* Counseling is available to individual students for issues concerning grades, social adjustments, or personal problems.
- *Conferences:* Private conferences with students, parents, teachers, and administrators are often arranged to help solve specific problems.
- *Educational Services:* Each student's educational program is carefully monitored and periodically reevaluated to his or her educational abilities with proper instructional placement.
- *Confidant:* A confidential, non-judgmental voice is always available for students and parents.

CRISIS RESPONSE PLAN

Emergency response codes are stated in clear and concise language for all individuals to understand. These codes will be explained and practiced, when necessary, by staff and administration. In case of emergency, students should remain quiet and listen to teacher directives and announcements for further directions.

DOMESTIC VIOLENCE

Domestic violence is a significant issue and will be treated as such. Our school follows West Virginia State Law about all domestic violence situations. Domestic violence means the occurrence of one or more of the following acts between family or household members as defined by WV State Code, whether these acts occur at school or away from school

- Attempting to cause or intentionally, knowingly, or recklessly causing physical harm to another with or without dangerous or deadly weapons;
- Placing another in reasonable apprehension of physical harm;
- Creating fear of physical harm by harassment, psychological abuse, or threatening acts;
- Committing either sexual assault or sexual abuse as those terms are defined by WV State Code;
- Holding, confining, detaining, or abducting another person against that person's will.

Students or student family members involved in domestic situations which may affect the student while Wood County schools are encouraged to provide protective orders to the school administration as soon as possible. Orders will be maintained by the school and followed until expiration or a permanent order is issued.

DISCIPLINE

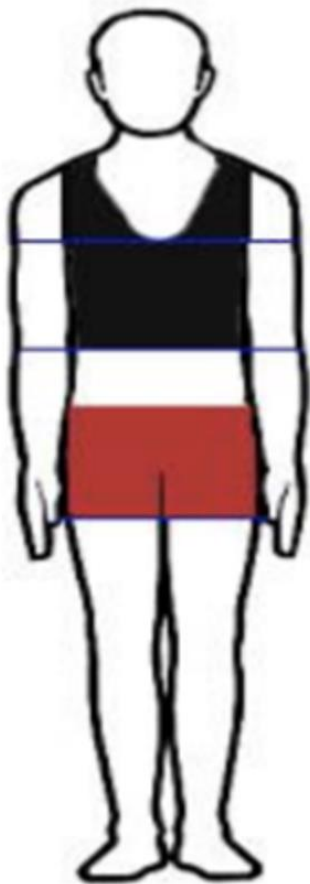
In the event of student misbehavior, consequences range from a simple verbal reprimand to suspension from school. The method that proves most effective in solving behavioral problems is effective communication between the home and school. In accordance with the importance of keeping communication open so that meaningful solutions can be realized, the home is contacted as the need

arises throughout the year. Parents should not hesitate to contact the school or child's teacher to discuss any concerns. For a more in-depth explanation of expected behaviors, please refer to WVDE Policy 4373 or the Student Code of Conduct in the handbook.

DRESS CODE

It is the policy of Parkersburg High School that the student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g., backpacks, book bags). Schoolss are responsible for assuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Student Dress Code



TOPS

- Must cover the torso from one armpit across to the other when arms are at the sides.
- Must extend at least to the crease of the elbow.
- Must have at least two shoulder straps.

- See-through or mesh garments require appropriate coverage underneath.

BOTTOMS

- Must be worn (pants, shorts, skirts, dresses, etc.)
- Must follow the 'Rule of Thumb' (no shorter than fingertip length).

HEADWEAR

- Hats are allowed but must be removed if requested by a teacher.
- Sunglasses allowed only for medical purposes with approval from the school nurse.

FOOTWEAR

- Must be worn.

SPECIAL CIRCUMSTANCES

- Specialized courses may require specific attire.
- School-issued uniforms (jerseys, etc.) are permitted.

Prohibited Attire and Items

Students may not wear or display clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or promote illegal or violent conduct, including the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association or affiliation, or include hate speech targeting individuals or groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected characteristics;
- Expose underwear or intentionally displaying private body parts
- Cover the student's face to the extent that the student cannot be identified, except for face coverings or headgear worn for religious or documented medical purposes;
- Demonstrate gang-related association or affiliation;
- Include masks or coverings that obscure the entire face or conceal the student's identity.

Religious Consideration

Attire worn in observance of a student's religious beliefs is not subject to these restrictions.

Core Values

- Students may express individuality without fear of discipline or body shaming.
- Enforcement will be equitable and not target any group based on identity or status.
- Students and staff are responsible for managing personal distractions.
- Students should not face unnecessary barriers to attendance.

This policy is gender-neutral and inclusive of religious attire.

Enforcement

- Principals ensure all staff understand this policy.

- Staff will address concerns privately and respectfully.
- Consequences may include parent contact or required attire change.
- Students may briefly leave class to correct attire.
- Parents/guardians will be notified of violations.

NOTICE:

At any time, this policy may change based on safety or behavior concerns.

DRILLS

Drills are held several times each year as required by law to ensure the safety of all persons, particularly the children, by learning to leave the building rapidly or shelter in place with a minimum of confusion. Teachers advise students of the procedures for each room, including understanding signals, exits to use, leaving rooms, areas in which to assemble, methods of checking attendance of students, and returning to the room. There is to be NO TALKING AT ANY TIME DURING A DRILL to ensure that students can hear directions in the event of a real emergency.

DUE PROCESS

The United States Supreme Court has declared that students have a right to attend public schools. A suspension or an expulsion would result in depriving the student of a basic right. All pupils are protected by the Constitutions of West Virginia and of the United States. Under the Constitutions, no person may be deprived of a right without due process of law. Therefore, the Supreme Court rules that students have a right to procedural due process when they are to be suspended or expelled from school including:

1. Students are entitled to an informal hearing if they are to be suspended from school for a period of ten days or less. At this hearing, the principal must tell the student why he/she is being suspended and the student must be given the opportunity to present his/her reasons why he/she should not be suspended.
2. If, however, the student's presence in school endangers persons or property or threatens to disrupt the academic process, the principal has a right to suspend the student without a hearing to protect the integrity of the school. In cases such as this, the principal must hold the informal hearing in which the student has the right to defend himself/herself as soon after the suspension as practical. The principal must notify the student of the time and place of the hearing so that the student may be present.
3. In these usual short suspension cases, the court ruled that the student does not have the right to confront and cross-examine witnesses against him/her, nor to have witnesses to support the student's version of the incident for which the student is being suspended.
4. In cases involving suspension of longer than ten (10) days and in cases of expulsion from school, the Supreme Court found that more formal, trial-like hearings are constitutionally required. Since the student's right to public schooling would be at stake, due process of the law must be carried out in a manner patterned after procedures that are normally associated with judicial process.

EXCLUSION FROM CLASS

If a student's behavior disrupts the learning environment, the teacher has the authority to remove the student from the classroom. In such cases, the teacher will contact the student's parent or guardian.

Consequences for repeated removal from the same class will be as follows:

- **First removal:** Exclusion from the class for one class period
- **Second removal:** Exclusion from the class for one week
- **Third removal:** Removal from the class for the remainder of the school year

A student who is removed multiple times from the same class may also be subject to additional disciplinary action, including suspension from school and/or receiving a failing grade for the course.

EMERGENCY INFORMATION

Students are issued a Student Emergency Medical Care (SEMI) form at the beginning of the school year. It is especially important that these are filled in accurately and returned promptly to the advisor's teacher. Students without a completed SEMI cannot be treated in the health center. Information requested includes a phone number where parents or guardians can be reached during the day. If there is no phone in the home, parents should try to find a responsible person with a phone who can contact them during the school day.

FINAL/SEMESTER EXAM POLICY

Student participation in semester exams is an essential component of the educational process that focuses on preparing students for similar testing formats. Data gained from semester exams is used to determine the effectiveness of individual teacher practices in the classroom, as well as the amount of knowledge retained by the students. All students will participate in semester exams if the teacher warrants them. However, students with five or fewer unexcused absences per semester in a class where they maintain an "A" average may opt out of the exam.

The weight given to the semester exam is not to exceed fifteen percent (15%) of the total grade earned for the marking period in which the examination is taken.

Exams are scheduled at the end of each semester on dates determined by the administration.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT:

Each year the Wood County Board of Education is required to give notice of certain rights which are granted to parents, guardians, and eligible students by the federal Family Education Rights and Privacy Act (FERPA) and the West Virginia Procedures for the Collection, Maintenance and disclosure of Student Data (the West Virginia Procedures). Parents, guardians, and eligible students have a right to be notified and informed. (An "eligible student" is a student or former student who has reached the age of eighteen or is attending a post-secondary school. All rights and protections given to a student's parents or guardian under the FERPA and the West Virginia procedures are transferred to the student or former student when he or she becomes an eligible student upon reaching the age of 18 or enrolling in a postsecondary school). In accordance with the FERPA and the West Virginia Procedures, parents, guardians, and eligible students are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect almost all of your educational records, or those of your child or ward, maintained by or at the Wood County School District.
2. **RIGHT TO PREVENT DISCLOSURES:** With certain exceptions, you have the right to prevent disclosure of educational records to third parties. It is the intent of the Wood County School District to limit the disclosure of information contained in education records to (a) those instances when prior written consent has been given to disclosure, (b) items of directory information which you have

not refused to allow the school district to disclose, and (c) those instances when the FERPA or the West Virginia Procedures allow disclosure without prior written consent.

3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. If the Wood County School District decides not to alter the education records according to your request, you have the right to a hearing at which you may present evidence to show that the record should be changed.
4. **RIGHT TO COMPLAIN TO FERPA OFFICE AND STATE SUPERINTENDENT:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Educational, 400 Maryland Avenue S.W., Washington, D.C. 20202, and with the West Virginia Superintendent of Schools, West Virginia Department of Education, Capitol Complex Room B-358, Charleston, WV 25305, concerning the failure of the Wood County School District to comply with the FERPA or the West Virginia Procedures.
5. **RIGHT TO REVIEW AND OBTAIN POLICY:** You have the right to review and obtain a copy of the written policy adopted by the Wood County Board of Education in compliance with the FERPA and the West Virginia Procedures. A copy may be reviewed at the principal's office at any Wood County School or reviewed or obtained at the office of the Wood County Board of Education at 1210 13th Street, Parkersburg, WV 26101. A charge may be made for copies obtained.

The school district will arrange to provide translations of this notice to non-English speaking parents, guardians, and eligible students in their native languages.

FINANCE OFFICE

Students may purchase yearbooks and student parking permits during designated times from the Finance Office. Student debts and Senior Fees are also paid here. Other fundraisers are done by an advisor and student body who oversee the activity during designated times.

Note: Summer School Fees are paid in the Student Service Center due to involvement of counselors.

Advisors who wish to collect money for an event must complete a fundraiser form in advance of starting the sales, as well as complete a vendor requisition form for the items that will be sold, typically this will be an estimate. When funds are collected documentation will need to be provided to the Finance Office showing the funds collected from whom by name, quantity purchased, description, and if applicable size, By the completion of the fundraiser. These funds are to be submitted daily to the Finance Office with a Deposit Summary, prior to 2 p.m. if the funds collected are more than \$500 on the last day of the week or the day before a holiday. Should it be less than \$500, it may be retained for the next day, but it needs to be securely locked up in the safe. Any change that is collected will be wrapped by the advisor, if the change collected is equal to or greater than the coin wrapper. Coin wrappers are available in the Finance Office. Purchases – a requisition must be completed, and a quote should be submitted to the Finance Office, with instructions as to who needs the purchase order. Payment will be issued once the item has been received, and an invoice has been approved for payment. Invoices cannot be dated prior to the purchase order.

IMMUNIZATION REQUIREMENTS

WV state law requires that all children who enter school in West Virginia as a new enterer, out of state, or out of country show proof of immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, varicella, and hepatitis B before enrollment. A TB test (PPD) must also be completed via the Mid-Ohio Valley Health Department prior to entry.

Additionally, all students entering the 12th grade must have proof of Tdap and MCV4. MCV4 must be given

on or after the 16th birthday. Students are not permitted to attend 12th grade without these required immunizations on file.

All medical exemptions are forwarded to the Mid-Ohio Valley Health Department local health officer for approval or denial.

iPad

Students are responsible for bringing their iPads to school every day charged and ready to use. Students must also maintain possession of the school-issued charger/cable and use only that charger to charge the iPad. Please do not deface the case, keyboard, or iPad in any way including with paint, markers, nail polish, or stickers.

Students are expected to report any issues with their iPads or chargers to the tech department in the library. This includes malfunctioning, damaged, lost, or stolen iPads/chargers. Report issues as soon as possible.

Students must abide by the Acceptable Use Policy. Printed copies are available in the PHS library. A printable PDF is available in the PHS Library Schoology group. You can also complete the [Online AUP](#).

GRADUATION HONORS CUM LAUDE SYSTEM

WCS POLICY 5123.7 – Effective July 1, 2023, for the 2024 graduating class.

Wood County Schools recognizes all graduating students who have challenged themselves at the highest level, regardless of course of study. Honors will be based on a weighted grade point average scale. Class rank will be determined by grade point average.

The final Grade Point Average (GPA) for the Graduation Honors Cum Laude System will be based on the credits earned at the end of the final semester of the students' senior year.

Honor graduates will be recognized as follows:

GPA 4.0+ Summa Cum Laude

GPA 3.8 -3.99 Magna Cum Laude

GPA 3.6 - 3.79 Cum Laude

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LEAVING SCHOOL DURING INSTRUCTIONAL DAY

A. Students with appointments: (to obtain a PINK SLIP)

Report to the Student Services Center **before** school begins on the day of the appointment with a note from a parent/guardian stating the time, date, and reason for leaving school. For cases of a medical/dental appointment, the name of the doctor/dentist is to be specified in the note. Pink slips will not be issued without a parent/guardian's note. Students checking out of school in this manner must sign up in the Admin Office before leaving. Verification from the appointment office confirming the appointment must be presented for the absence of excused. In case of a last minute or emergency appointment when a student fails to bring a note in the morning, the parent must report to the Admin Office to give permission and to sign up for the student. Students are not allowed to leave class to obtain a pink slip. Pink slips are to be obtained before school, during lunch, or after school.

B. Students who are ill are to report to the Nurse with a note for observation by the school nurse.

Should the nurse determine that a student needs to leave school, she will issue an excuse form (Pink Slip) for the remainder of the time necessary. The Nurse's excuse is only valid for the date and times

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specified.

C. Students being absent with prior permission:

It is not the responsibility of the teacher to re-teach subject matter that is missed.

D. Students leaving school without permission:

Students leaving school for any reason without first obtaining permission from the proper authority results in an UNEXCUSED absence and can cause the student to be disciplined (typically 3 days ISS).

STUDENTS ARE NOT TO BE "OFF CAMPUS" AT ANY TIME WITHOUT PERMISSION.

LIBRARY

All students are welcome in the PHS library. It is open for reading, studying, research, and browsing before school, during school, and briefly after school. Students are required to bring a pass slip to the library during class time and sign in and out at the circulation desk. Food and/or beverages need to be finished before entering the library. The PHS library has print and digital resources in addition to computers that are available to complete school projects or assignments. *Library Links* is a handout with information about resources that includes usernames and passwords. You can pick up a handout in the library or learn how to access the information on the school website.

To browse the collection, go to [PHS Library](#). You can search for books that are on the shelves, eBooks, audiobooks, or use WebPath Express for reliable websites. You do not need to log in to search, but if you want to place a hold or check out an eBook or audiobook, log in using your nine-digit ID number as your username and your birthdate (MMDD) for your password.

LOCAL SCHOOL IMPROVEMENT COUNCIL (LSIC)

The legislature provided the School Improvement Council which acts as a board of directors for each school. This group establishes and seeks to implement goals for the school. State law requires that the council meet at least once every grading period. The council is comprised of the following: • Three faculty representatives

- Three teachers
- Two Service Personnel
- Three parents
- Three at-large members
- Building Principal (ex officio)

LOCKS AND LOCKERS

We are trying something new for the 2026-27 school year. Students can reserve a locker in the Student Service Center with Christal. A suggestion is to walk your schedule for the first short week and then decide if you want a locker. This past school year, 10% of lockers were utilized.

Each student is provided with a locker and combination lock. It is important for every student to be courteous to his or her neighbors since space is limited. All students must use the lock and lockers assigned to them and ensure that they are locked after each use. Students are not allowed to share lockers. **Vehicles are not used as lockers.** Problems related to lockers and locks are to be referred to by the Student Services Center. There is a \$10.00 replacement fee for a lost lock. You are responsible for the contents of your

locker! Any damage or graffiti to your locker will result in a fine. Cell phones will be in lockers during the instructional day.

LOITERING

Loitering by any individual or group is not condoned or permitted either inside our building or outside in the general area of the school. This prudent policy provides for the safety of all children while at school and for the protection of our facilities.

LOST AND FOUND

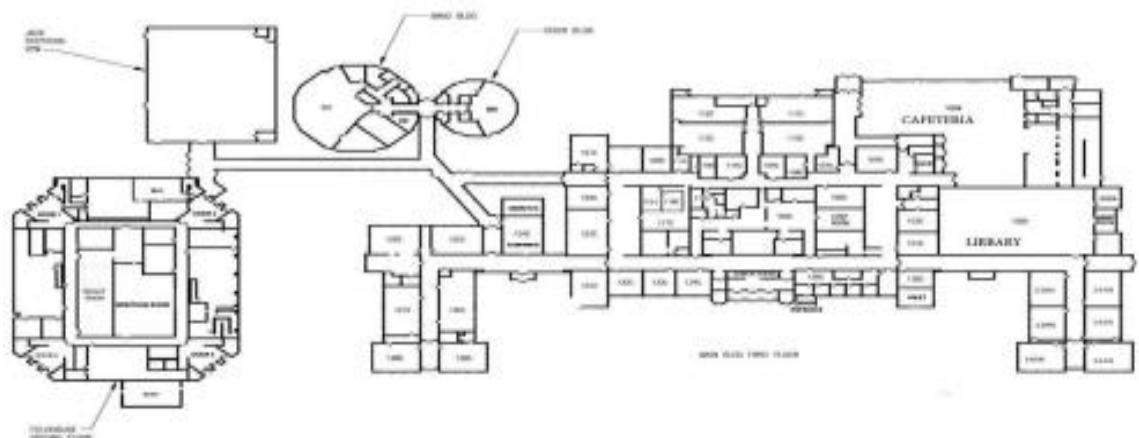
The school maintains a lost and found department. Articles found that do not belong to the finder are to be turned into the Administrative Office. Keeping a found item is the same as stealing. Students are to check in the Administrative Office if they have lost an item. All lost items not claimed will be disposed of at the end of each month.

LUNCH

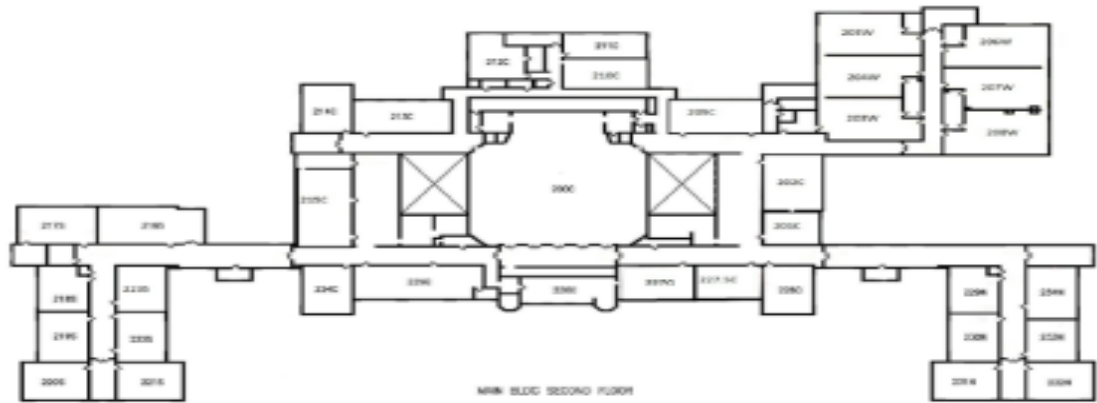
A hot lunch program is offered to all students during the two lunch periods. **Students are not permitted to leave campus during lunch.** Students are not permitted to have food items delivered to the school during lunch. If you forget your lunch, your parents may bring it to the Secure Entrance at the front of the building.

MAP

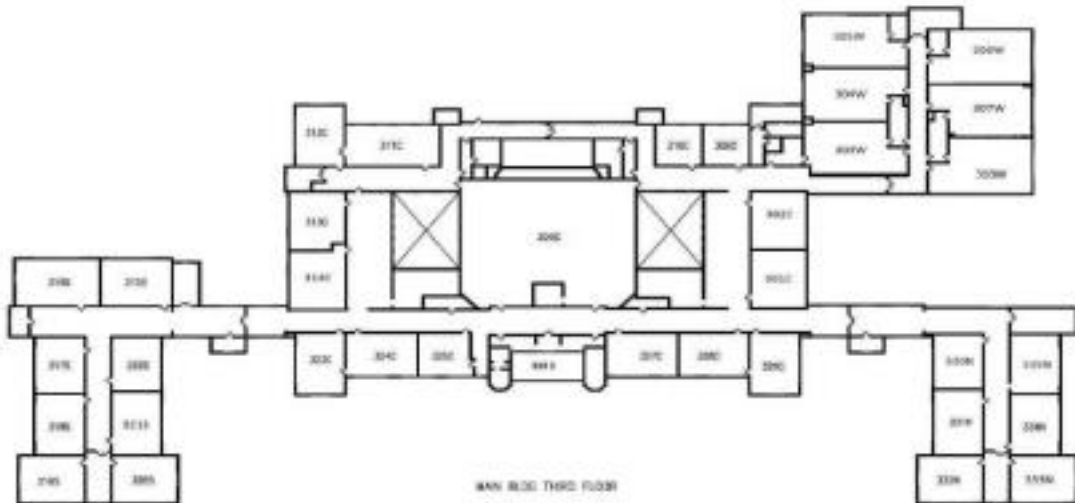
Parkersburg High School - First Floor



Parkersburg High School – Second Floor



Parkersburg High School – Third Floor



MEDICATION PROCEDURES

Students may not carry medications at school unless the medication is needed for emergency circumstances, i.e.; asthma inhaler or Epi pen (a doctor's order is still needed to be able to carry.) All medications (over the counter and prescription) require a physician's order and a parent's signature to be administered at school. Prescription medication must be in the original container from the pharmacy. Please contact our nurse for any medication questions. (304-420-9595, Ext. 115)

MENUS

Menus are published on the school website, the Parkersburg News and Sentinel, on Suddenlink Channel 15, CAS Channel 98, and the Wood County Schools website. Our Food Wellness Department is committed to providing all children in our schools with nutritionally balanced meals that are appealing to the eye, appetizing, and varied. Parents who need further information or wish to share some comments should contact our Food Wellness Director, at 1210 13th Street, Parkersburg, WV 26101 or 420-9663.

MILITARY RECRUITERS

Military recruiters are welcome at Parkersburg High School. Recruiters must follow visitor procedures and sign in and get a pass through the main office. The pass is not required to be displayed on the outside while in an appropriate military uniform. When requested by school staff, the pass must be shown. If civilian clothing is worn, the visitor's pass will be displayed on the outside of the garment as other visitors. Recruiters are allowed access only to the cafeteria area unless a request has been made through the main office to be in other areas of the building. Recruiters will request all students through the main office and in no case a recruiter will go to the student's classroom unless authorized to do so by the office staff.

MISCELLANEOUS BEHAVIOR EXPECTATIONS

Displays of affection in public are considered in poor taste, as is clothing that is offensive to anyone. Respect and courtesy are due to parents, teachers, public officials, all other adults, and all other students. The rights of people regarding public and private property should be respected. Students are expected not to damage or use private or public property without permission. Profanity, stealing, cheating, littering, forgery, imprudence, boastfulness, and other types of obnoxious conduct are low standards of behavior, and every effort should be made to eliminate them.

MISSION

At PHS, our mission is to educate students at an elevated level and in a safe environment, so that they will become responsible citizens who will lead successful and fulfilling lives

MONEY AND CHECKS SENT TO SCHOOL

All checks sent to school should be made out with the school's full name unless otherwise specified. Parents are charged for all checks returned by the bank for insufficient funds.

NATIONAL HONOR SOCIETY

Membership to this chapter is open to high school students who maintain an overall GPA of 3.75 or better. Student applicants must complete application forms and provide information in leadership, scholarship, citizenship, community and school wellness, and character. A five-member faculty committee appointed by the principal evaluates membership applications. New members are inducted at least once per school year.

NEIGHBORHOOD

Students must respect private property owners in the neighborhood. Littering and loitering are not permitted on any properties in the PHS neighborhood.

NURSE AND HEALTH WELLNESS

A registered nurse is on duty at the Student Services Center. A student who is involved in an accident at school must report the accident to the nurse. A student who becomes ill at school must report to the Student Services Center. A student must not leave school due to illness without authorization. If the nurse

is not available, an ill or injured student is to report to the Student Services Center for assistance. A student must secure a pass slip from the classroom teacher before leaving class to visit the Student Services Center. A student with an emergency medical information card must be on file in the Student Services Center for a student to be treated by the nurse.

NONCUSTODIAL PARENTS

School personnel are at times confronted with the tricky situation of a noncustodial parent appearing at the school asking to remove the child. If a problem concerning the noncustodial parent exists, the custodial parent should contact the school, explain the situation, notify the principal as to child custody, and forward a copy of the court's decision to the school.

PARKING ON CAMPUS

No students will loiter in or around vehicles at any time of the day. Students found loitering in the parking lot may receive disciplinary action. Students must have a PHS designated tag in their vehicle, or it will be illegally parked. To park in the back parking lot, students must complete the parking form, pay for the spot, and be enrolled in a Drug Free Testing Program. Before paying and choosing your spot, a student must have a Parking Application completed and on file with the administration office. No student should be parking in another student's spot for any reason; if this occurs, it is illegally parked. Students who park illegally may be towed without warning at the vehicle owner's expense or ticketed. If students continue to illegally park or violate parking policy, they will lose their parking privileges. Student parking is available in the back parking lot for a cost of \$50 for a parking permit. Parking will be sold to seniors first and then juniors. Seniors will also be allowed to paint their spot on a designated date determined by the administration. All spots sold will be designated with a hanging tag that students must have in their window.

PARENT/ADULT CODE OF CONDUCT

When visiting or volunteering at a Wood County School, each adult shall:

- Report to the Student Services Center to register and receive proper identification.
- Use appropriate language.
- Dress appropriately. (For example: No hats, no offensive language, logos, or ads on shirts, etc.)
- Treat the school and its property with care. (For example: No hands or feet on the walls, no sitting on tables)
- Talk and communicate with others in an appropriate, problem-solving manner.
- Ask assistance when needed immediately from the school staff which includes the principal, teacher, or secretary. (For example: Discipline problems, illness, accidents involving students, etc.)
- Hold any remarks concerning students in strict confidence. No information regarding the students is to leave the classroom at any time.
- **Remember that the building and all areas around the school are a tobacco and drug free zone.**

PARENT INVOLVEMENT

Parents have many opportunities to be involved in their child's education. Parents may contact their child's teacher or the school office to find ways to assist.

PARTNERS IN EDUCATION

Parkersburg High School is proud to be partners in education with Blennerhassett Hotel, Chemours, Coplin Health Systems, and Kona Ice.

PASS SYSTEM

Students must have a pass to be allowed in the hallways during class time. The pass is to be issued by the classroom teacher or administrator. Currently we are using a digital pass system. A pass must be created to send a student, and a pass must be updated, or a new pass created to send a student back to the classroom.

RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT AND VIOLENCE POLICY

It is the policy of Wood County Schools that racial, sexual, or religious/ethnic harassment and violence are not tolerated under any circumstances. We passionately believe that all people are treated with respect and dignity. Harassment and violent incidents are responded to in a manner that effectively deters future incidents.

Racial, sexual, or religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach, or cannot be effective at school or at his/her job.

Harassment and violence are prohibited between staff members, between staff members and students, between students, and members of the public directed at students or staff on school property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to unwelcome patting, pinching, or physical contact; obscene gesturing or calling someone gay; ethnic or racial slurs; or threats, insults, or assaults against someone due to his/her sex, race, religion, or ethnic group.

If a staff member or student feels that his/her emotional well-being, sense of safety and security, or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling:

Assistant Superintendent, Human Resources

Wood County Schools

420-9663, Ext. 152

A complete copy of the Wood County Schools Policy 2300 and the form to accompany it can be obtained in the Building Administrator's Office or the Wood County Schools Administrative Office, 1210 Thirteenth Street, Parkersburg, WV 26101 and is available online.

REGISTRAR

The Registrar's Office helps with the following services:

Work Permits

- Pick up work permit forms from the Registrar's Office.
- The Registrar will complete the school portion and provide instructions for submission to the Board of Education.

Homeschooling

- Information and guidance regarding the homeschooling process.

Social Security / Disability Forms

- Assistance with required school forms for:
 - Survivor benefits
 - Disability benefits

Proof of Enrollment Letters

Available for:

- Child support documentation
- Housing applications
- Insurance verification

Legal / Court Documents

- All legal documents must be submitted to the school to be enforced.
- Examples include:
 - Protective orders / domestic violence orders
 - Custody agreements
 - Guardianship documentation

Grades and Academic Records

- Transcripts for incoming students and college coursework
- Copies of report cards (e.g., for insurance purposes)
- Processing grade changes after a teacher submits a formal request

Contact Information Updates

- Families must notify the school of any changes to:
 - Address
 - Phone numbers

Graduation Information

- Graduation updates will be shared through Thrillshare and the school's official Facebook page.

Enrollment

- Enrollment packets are available through the Registrar's Office.
- Completed packets should be returned with all required documentation.

- Instructions are included in the packet.

Withdrawals and Transfers

- Students withdrawing or transferring must return all items belonging to Wood County Schools and Parkersburg High School.
 - Please label all items with the student's name.
- For transfers to another school:
 - The receiving school must request the student's records.
 - Once the request is received, final grades will be compiled and sent.
 - Until records are requested, the student will remain enrolled and marked absent.
- Students withdrawing without transferring:
 - Must meet with their school counselor prior to processing the withdrawal.
 - Students considering Adult Basic Education (ABE) should request a Proof of Withdrawal form, as it is required for enrollment.

• Parchment.com Questions

o **ALL** transcripts (current and alumni) are processed through Parchment.com o
You will need a Parchment account throughout your adult life

- **DO NOT ENROLL USING YOUR SCHOOL EMAIL please use a personal email**
- Transcripts are free for current students through August following their graduation ▪ Transcripts MUST be sent DIRECTLY to the college/university. If you send it to your own email and then forward it, it is no longer an OFFICIAL transcript (which is required for furthering your education)
- Use the HOLD FOR GRADES feature when you want your final transcript sent somewhere. This will assure that it is processed after graduation (this is usually complete in mid-June)
- All requests made after June 30 will be processed at that time. DO NOT HOLD FOR GRADES.

- Release of Information to other agencies
- Guests from other agencies that request to meet with students (Juvenile Probation, Youth Services, DHHR, etc.)

Please keep in mind that all requests take a minimum of 24 hours to process.

REPORTING TO PARENTS

Report cards are issued each nine weeks. All parents have an access code to use Schoology to see student grades and communicate with teachers. Teachers may utilize the assessment report located on the back of the student's grade sheet. Phone calls, visits, conferences, or letters sent to the home may be used in conjunction with formal reports as methods of keeping parents aware of their children's educational progress and needs. It is our intention for each child to benefit from the cooperation between the school and the home. Parents are encouraged to request an appointment with the school anytime they recognize the need for a conference.

SAFE SCHOOLS REPORTING

School safety is our #1 Priority. If you have a concern, you can use the See, Send App, or call the WV

Safe Schools Hotline at 1-866-723-3982 (1-866-SAFEWVA).

SCHEDULE CHANGES

A request for a schedule change is made through the counseling office according to the following guidelines:

- All schedule changes must include a letter from a parent giving permission and a letter from the student explaining the request.
- Errors in scheduling will be corrected
- Changes will only be made prior to the start of school and only for academic reasons. The replacement course must have available space.
- Once school has started, a schedule change will only be considered when it is necessary to place a student at a more appropriate level of a course, and then only when a student is obviously misplaced as verified by test scores and previous grades. Schedule changes will not be considered to simply drop a course. To be considered for a schedule change, a student must be putting forth adequate effort as demonstrated by seeking extra help, asking questions, tutoring, attempting all home/class work, being attentive and attending class regularly. Teachers must verify adequate effort.
- An audit is considered a schedule change, and all schedule change policies apply. A student must be passing a course at the time of the request and must be showing adequate effort. The student must continue to attend the course and fulfill all requirements of the course. Failure to complete these requirements will result in the revocation of the audit and a final grade of "F" in the course.
- All schedule change requests meeting the above criteria must be made in the first half of a class to be considered.
- WVU-P classes offered at PHS will appear on the student's transcript. A student who wishes to drop a class must abide by all PHS policies regarding schedule changes in addition to all WVU-P procedures.

SCHOOL CLOSURE DUE TO WEATHER/EMERGENCY

Local radio stations and TV Channel 15 and 98 are informed of school cancellations due to inclement weather. Announcements pertaining to school closings are made on the radio beginning at 6:00 AM. If the school is closed for a day due to inclement weather, it will be open the next day unless another announcement is made.

We ask that parents listen to the radio or television rather than call the school if severe weather sets in while school is in session. If it becomes necessary to close school while in session due to an emergency or inclement weather, the following procedures are implemented:

- The decision to close is made by the Superintendent of Schools.
- Dismissal time is announced on radio and television. Ample time between the announcement and dismissal is allowed.
- Unless otherwise notified, all students are dismissed at the announced time.

Communication with the school by telephone during an early dismissal is difficult, if not impossible. Therefore, it would be wise for all parents to discuss with their children the procedures they should follow during such a situation including:

1. How they will get home if they are normally picked up;
2. What to do if they arrive home before a parent and are **unable** to get into the house; and
3. What to do if they arrive home early and can get into the house?

SCHOOL COLORS

Red and White (WE WEAR RED ON FRIDAYS!)

SCHOOL RESOURCE OFFICER (SRO)

The Parkersburg Police Department established a School Resource Officer position at Parkersburg High School in the fall of 2001. The School Resource Officer (SRO) is Officer Ryan Bargerstock. The SRO is assigned to Parkersburg High School, serving the students and families, as well as the staff, faculty, and administration.

The SRO serves as a teacher, counselor, role model, and advocate for students, families, faculty, and staff. The SRO brings full wellness and personalized policing to an important segment of our community. With full-time presence in the schools, the SRO is an easily recognized and approachable resource for students. In the classroom, the SRO presents classes on topics such as School Safety, Drug and Alcohol Prevention, Domestic Violence, DUI, and various other topics. Additionally, the SRO is available to assist students with classroom research on law related issues, assist with criminal issues regarding law or the criminal process, and motor vehicle assistance. The SRO also maintains numerous informational pamphlets regarding various lifestyle issues and driver handbooks and information to assist students in obtaining a West Virginia Operator's License.

The School Resource Officer's duties extend far beyond the classroom and normal workday. The officer participates in faculty meetings, club projects, student social functions, and sporting events. The SRO's presence demonstrates the officer's commitment to the students and tends to strengthen the student/police bond. This also demonstrates the police department's willingness to go beyond the normal tour of duty for the safety and interest of the students.

The goal of the SRO program is to maintain and improve the safety of the learning environment in the school through the reduction and prevention of school violence, drug abuse, and gang related issues, and to improve relations between law enforcement and students. The School Resource Officer is armed and wears either the official police uniform or normal street attire depending on his activity but always is easily recognizable as a police officer.

While their primary focus is prevention and deterrence, the SRO conducts all criminal investigations on campus, coordinating his activities with the building administrators. Although under the direct supervision of the Police Department, he is considered a member of the school faculty and as such, works closely with the principal and assistant principals to determine the best course of action. The SRO can be contacted by calling the Schools Main Office at 304-420-9595 ext. 167. The SRO's office is located inside the Administration Office. All students must get a pass from the teacher before visiting the SRO office. When the SRO is unavailable students should report to the administrative staff only in emergency situations

SCHOOL SPIRIT

School spirit is more than an outward display of enthusiasm at athletic contests. It is the total attitude toward school. Being respectful of your classmates, staff, and the building creates school spirit. Doing your best by giving the most, setting a good example, doing what is best for the school as a whole and good morale all demonstrate good school spirit.

SIGNS AND POSTERS

An administrator must approve all signs and posters displayed in the school. No posters or signs should be taped to the "original" brick facing. Try to use the bulletin boards provided as much as possible. Signs are to be taped with masking tape or scotch tape. Under no circumstances is duct tape to be used to display signs or posters. With administrative approval, one poster announcing an activity not sponsored by PHS

may be posted on the bulletin board outside the Student Services Center.

SPECTATOR CONDUCT AND SPORTSMANSHIP

Spectators and sports participants represent the school; therefore, both have an obligation to be true athletes, encouraging through their behavior the practice of good sportsmanship by others. Good sportsmanship is more important than victory. By approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team, our students display the type of behavior our school can be proud of. Our students are expected to treat visiting teams and officials as guests, extending to them every courtesy. In addition, students shall respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

SUBSTANCE ABUSE/TOBACCO POLICY

All substance abuse and tobacco control policy regulations apply to any person present in or upon any property owned, leased, or operated by the West Virginia Department of Education, West Virginia Board of Education; to any person present at any education sponsored event; to any person present on a school bus or other vehicle used for a school related event or other school/county or functions; to any person present at any school sponsored activity or event, whether the activity; or event is held on school grounds, in a building or other property used or operated by a county board of education, West Virginia Department of Education, West Virginia Board of Education, or in any other facility or upon any other property being used by any of these agencies.

- No person shall at any time possess, distribute, or use any alcohol product or illegal substance in any area defined in Section 3.1 of Policy 5145.
- No person shall at any time possess drug paraphernalia as defined in WV Code §47-19-3 in any area defined in Section 3.1 of Policy 5145.
- No person shall at any time distribute or use any tobacco product, tobacco-derived product containing nicotine, or vapor product in any area defined in Section 3.1 of Policy 5145. In addition, students shall not possess at any time any tobacco product, tobacco-derived product containing nicotine, or vapor product in areas or situations defined in Section 3.1 of Policy 5145 or at any school or county sponsored event or school related event.

A copy of Policy 5145: Substance Abuse and Tobacco Control may be obtained through the school office or from the Wood County Schools Central Administration Office, 1210 13th Street, Parkersburg. A brochure with an overview of the policy is given to every student at the beginning of the school year.

SPECIAL EDUCATION RIGHTS

Wood County Policy does not supersede any right granted to special education students stated by federal or state law or any other State Board of Education policy.

SPORTS

Students are encouraged to participate in a variety of sports including:

Baseball	Soccer – Boys and Girls	Crew – Boys and Girls	Swimming – Boys and Girls
Basketball – Boys and Girls	Softball – Girls	Cross Country – Boys and Girls	Tennis – Boys and Girls
Cheerleading	Track – Boys and Girls		

STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to ensure that schools have an environment conducive to learning. All West Virginia public schools are required by law to undertake proactive, preventive measures that foster learning and personal-social development.

The Student Code of Conduct for Wood County Schools is authorized by West Virginia Board Policy in compliance with the West Virginia Code and applies to all students enrolled in public schools in Wood County. Students shall be held responsible for their conduct and behavior as required by the West Virginia Code and State Board Policy. The Wood County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, orderly, safe, and stimulating educational environment. Wood County Schools must respond immediately and consistently to incidents of harassment, intimidation, bullying, substance abuse, and/or violence or other Student Code of Conduct violations in a manner that effectively deters future incidents and affirms respect for individuals. Each school, in conjunction with the Board of Education, will implement proactive, prevention, and response programs, outline investigating and reporting procedures, and delineate penalties for violations of this policy.

Establishing such an environment requires a comprehensive program supported by everyone in the school system, parents/guardians, students, and the community. This environment must exist in all places and activities which are a direct or indirect activity of the school system, such as school buses, other schools, field trips, and any school-sponsored or related event. All students, at each grade level, will be instructed and educated regarding the students' responsibilities and expectations to establish such an environment. Important components for students consist of raising awareness of the following:

- The distinct types of Student Code of Conduct violations;
 - How violations are manifested;
 - The devastating emotional and educational consequences of violations; and
 - The potential legal implications of violations.

Wood County Schools, in compliance with state mandates, establish four levels of Student Code of Conduct violations and progressively severe consequences for each level. Each school shall identify the individual who will receive complaints of violations. Specifically established procedures are to be followed when any staff member observes any of the violations. Staff members are required, in accordance with the Employee Code of Conduct, to report observances of violations. Schools, in accordance with developed guidelines, will reclassify specific violations of one classification higher (excluding Level IV) based upon the repetition by the student.

STUDENT CODE OF CONDUCT VIOLATIONS

Level I – Minimally Disruptive Behaviors

1. Cheating

2. Cell Phone Violation
3. Deceit
4. Failure to serve detention
5. Falsifying Identity
6. Inappropriate appearance
7. Inappropriate Display of Affection
8. Inappropriate Language
9. Possession of Inappropriate Personal Property
10. Skipping Class
11. Tardiness
12. Unauthorized Zone
13. Vehicle Parking Violation

Level II – Disruptive and Potentially Harmful

1. Disruptive/ Disrespectful Conduct
2. Habitual Violation of School Rules or Policies
3. Insubordination
4. Leaving School Without Permission
5. Physical Fight Without Injury
6. Possession of Imitation Weapon
7. Possession of knife not meeting the definition of a dangerous weapon
8. Technology Misuse
9. Reckless Conduct

Level III – Severely Disruptive, Imminently Dangerous, and/or Aggressive Behaviors

1. Battery Against a Student
2. Defacing school property

EXAMPLES OF DISCIPLINARY ACTION Level I

1. Student/parent conference
2. Counseling
3. Conflict resolution and peer mediation program
4. Referral to support
5. Reprimand

3. False Fire Alarm
4. Fraud/Forgery
5. Gambling
6. Gang Related Activity
7. Harassment/Bullying/Intimidation
8. Hazing
9. Imitation Drugs: Possession, Use, Distribution or Sale
10. Improper or Negligent Operation of a Motor Vehicle
11. Larceny
12. Possession/Use of Substance Containing Tobacco and/or Nicotine
13. Sexual Misconduct
14. Threat of Injury Against an Employee or a Student
15. Trespassing
- 16 Verbal Assault Against a School Employee
17. Verbal Assault Against a Student

Level IV — Safe Schools Violations

1. Battery on school employee
2. Felony
3. Illegal Substance Related Behaviors: Narcotic
4. Illegal Substance Related Behaviors: Non-narcotic
5. Illegal Substance Related Behaviors: Use/Possession of Alcohol
6. Illegal Substance Related Behaviors: Use/Possession of Illicit Drugs
7. Possession and/or Use of Dangerous Weapon
8. Possession and/or Use of Deadly Weapon
6. Referral to tobacco cessation program
7. Daily/weekly progress reports
8. Behavioral contracts
9. Change in student's class schedule
10. School Wellness assignment
11. Confiscation of inappropriate item(s)

12. Restitution/restoration
13. Lunch, Before/After-school detention
14. Denial of participation in class and/or school activities
15. Immediate exclusion by teacher from one class period
16. Weekend detention
17. In-school suspension
18. Out-of-school suspension
19. Law enforcement notification

Level II

1. Any Level I response
2. Out-of-school suspension for ten (10) days

Level III

1. Any Level I or Level II response
2. Expulsion with county board approval

Level IV

1. Suspension from school and expulsion with county board approval
2. Expulsion

STUDENT COUNCIL

Student Council is an organization through which students may express their opinions and assist the administration of the school. The council promotes leadership, initiative, and student wellness. The duty of the representatives is to bring complaints and suggestions from classmates to the council's attention and report to students the actions of the council.

The Student Council consists of nine (9) members elected from each class and four (4) officers including president, vice president, secretary, and treasurer.

The Student Council sponsors various activities including dances, school improvement projects, guides for various school functions, and many other projects.

STUDENT IDS

The PHS student ID policy is in place for safety. In compliance with county policy, all students are required to always have their student IDS on them. Refusal to produce or forgetting your ID comes with consequences ranging anywhere from a warning to out of school suspension based upon the total number of times you have violated the policy. Replacement IDs come at a cost to the student and may be obtained from the Student Services Center. If the student does not have an ID, they will be required to go to the Student Services Center and get a replacement at the cost. The initial ID is provided at no cost.

STUDENT RIGHTS AND RESPONSIBILITIES

Students' rights and freedoms are respected in all school policies and activities. Parents may review the information contained in the Administrative Office.

SUMMARY STATEMENT

- Section I: Rights and Responsibilities of Students:
 - Rights and responsibilities go hand in hand. Students in West Virginia have basic rights and responsibilities. It is the student's responsibility to obey rules and

regulations and to cooperate with school authorities who enforce these rules and regulations.

- Section II: A Thorough and Effective Education:
 - Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, each student has the right to an education and the responsibility to pursue it.
- Section III: Student Inquiry and Expression:
 - The United States and West Virginia constitution's guarantee certain freedoms and responsibilities that go with them, including freedom of religion, speech, the press, to assemble peaceably, and to petition the government.
- Section IV: Co-Curricular Activities:
 - Regardless of race, color, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, each student has a right to participate in extracurricular activities.
- Section V: Personal Appearance:
 - Students have the right to choose reasonable styles of dress and hair.
- Section VI: Privacy:
 - Students have certain privacy rights concerning school records.
- Section VII: Contraband: Alcohol, Drugs, Tobacco, Deadly Weapons:
 - Students may not possess or use alcohol, drugs, tobacco, or deadly weapons.
- Section VIII: Protection from Unreasonable Searches and Seizures:
 - The United States and West Virginia constitution's guarantee certain protections, including protection from unreasonable searches and seizures.
- Section IX: Police in the Schools:
 - Police have the responsibility to enforce laws and the right to enter schools. Any student who is questioned by the police or by a school official in the presence of the police must be given the same rights as citizens outside of the school.
- Section X: Discipline:
 - Disciplinary action may be taken against any student who violates the West Virginia Code of Conduct, local board policies, or school rules and regulations.
- Section XI: Attendance:
 - Any student who is enrolled in school is required to attend until graduation or withdrawal.
- Section XII: Child Abuse Prevention:
 - All students have the right to grow up without being physically or sexually abused at school, in the home, or the community.
- Section XIII: Harassment:
 - All students are protected from racial, sexual, religious, or ethnic harassment and/or violence.

STUDENT VALUABLES

Students are cautioned not to bring substantial amounts of money or valuable belongings to school; and if they wear glasses or watches, to always keep track of them. The school is not responsible for lost or stolen money or personal items.

STUDENT SERVICES CENTER

The Student Services Center, formerly known as the Student Wellness Center, is located just beyond the main office doors. PHS has four counselors, and students are assigned to a counselor based on the first letter of their last name. Counselors are available if students need to see them. Students are welcome to

stop by anytime or by appointment. The Student Services Center is also where students will get IDs. Students will need to have their IDs with them. In case lost, stolen or forgotten ID's will be replaced one time free and then Five dollars for each additional needed.

Pink slips will also be provided at the Student Services Center. Pink slips are given when the student needs to leave early from school; they allow them to leave without getting additional approval from the administration. Also, in the Student Services Center you will find the nurse. Students will need a pass from their teacher to see the nurse.

TELEPHONES

A phone is available in the Student Services Center for student use. Students are to request to use the phone from the secretary in the SSC. Parents may call the school and request to have messages sent to students in cases of a real emergency. Calls are not sent to classrooms during instructional periods. Students are not excused from class for telephone calls unless a call concerns an emergency. Parents are asked to inform the secretary of the emergency when calling the school to talk to a student. Students may use their cell phone with permission from a teacher or administrator in the designated area of the office.

TEXTBOOKS

Each student is responsible for textbooks issued to him or her. Each student is expected to print his or her name in ink in front of every textbook received. Students will be fined for unusual wear or loss of a textbook.

Lost or damaged textbooks or library books must be paid by the student to whom the book was assigned unless the student can demonstrate that another individual was responsible for the loss or damage. Prices are available through the Administrative Office.

THRILLSHARE/APPTGY/ROOMS

This automated system uses automated telephone messages and calls to notify parents of various events such as emergencies, school closures, student absences, and general reminders. The system leaves a message when an answering machine is detected. This system only works when phone numbers for students and parents are accurate. **Parents are asked to please make it a priority to notify their child's school as soon as their phone number(s), address, emergency contacts, or other information changes.** Anyone who has any questions or suggestions about using this system to keep parents informed should contact the school principal.

THROWING OBJECTS

To protect life and property, throwing objects (snow, snowballs, rocks, books, bottles, etc.) is not tolerated. Violators may expect to be suspended.

UNAUTHORIZED PERSONS ON CAMPUS

The state law restricting unauthorized persons from being on campus states that no person, **including a student not in regular attendance**, shall loiter in or about the school building or grounds. Any unauthorized visitor is in violation of rules and regulations governing the use of the school without written permission to visit from the principal. PHS students are expected to communicate this law to non-students who arrive on campus between the hours of 7:00 AM and 4:00 PM. Student cooperation is needed to make the campus an activity area limited to Parkersburg High School students. State law mandates that all visitors must report to the main office upon entering the building.

VENDING MACHINE

We are unable to reimburse students for money lost in vending machines. Students are welcome to call

the vending company at the number listed on the vending machine. A vending machine may indicate it will cost \$1, \$5, \$10, and \$20. However, vending machines cannot give back change for anything above \$5.

VISITORS

According to WV State Code: 61-6-14a Loitering on School Property, “for the safety and protection of students, state law requires that all visitors must first report to the principal’s office upon entering the school.” Therefore, parents are requested to ***not*** go directly to their child’s classroom during the day without first checking in at the office.

The Wood County Board of Education Policy (Guidelines for Visitors to County Facilities) provides guidelines for visitors to any facility in the Wood County School system during the instructional day. All visitors acknowledge that their presence in the county's schools is a privilege, and not a right. The county schools exist primarily to serve the needs of the students; therefore, personnel other than school staff are expected to follow the guidelines included in this policy and to recognize that their presence in the school building at the discretion of the building administrator. Visitors are welcomed into the county's schools with the expectation that their presence will contribute positively to the educational climate at the schools.

Visitors are defined as anyone who is not a member of the school staff.

- All visitors must enter through the secure entrance and sign in at the Admin Office. Visitor sign-in procedures include a credential exchange which requires all visitors to produce a photograph ID and be authorized by a school staff member before building access is permitted. The staff member will retain the photo ID and provide the visitor with a badge that must hang on a lanyard in a visible location around the neck. The visitor is to sign up at the conclusion of the visit. The photo ID will be returned at that time.
- Visitors to Wood County facilities are subject to all policies of the Wood County school system.
- Visitors are expected to be appropriately dressed, to be in good health, and to display respect for activities in progress at the school.
- Visitors may not compromise the integrity of student confidentiality policies. Visitors must recognize that information regarding any confidential school matters overheard is expected to not leave the school.
- Legal guardians of students, school volunteers, LSIC, and Business Partners-in-Education team members are welcome to participate in events or to partake in lunch with students at the school. Other visitors may be invited by special permission of the principal. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
- Classroom visits can be a distraction and should be approved in advance by the principal and classroom teacher on a limited basis.
- Under no circumstances are visitors permitted to remove students from the classrooms or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator accompanying the visitor during this time.
- Visitors participating in school events are expected to conduct themselves as guests of the school and to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to the school during school hours if their conduct is such that the building administrator feels it is disruptive to the school’s educational program.
- Salespersons or other non-educational personnel are not allowed to disrupt class time activities. Visitors of this nature should expect to make contacts either before school or after school, but not during school hours.

- Principals have the authority to sign a complaint charging criminal trespass when necessary.
- Visitors may park only in designated visitor parking spaces in the front of the horseshoe. Vehicles on campus must be operated in a slow, steady, safe, and quiet manner. The speed limit is TEN (10) miles per hour. There is no parking for visitors at the rear of the school. In addition, visitors do not enter the school by means other than the main front visitor entrance.

Any visitor who violates the visitor policy can be prosecuted according to the West Virginia State Criminal Code.

No staff or student is authorized to allow visitors to circumvent the visitor policy. This policy is in place to ensure the safety of all. This policy does not apply to emergency service organizations such as Law Enforcement, Fire, or EMS, that are responding to a legitimate emergency call or conducting business on the campus of Parkersburg High School. If an individual is found to be in violation of this policy, appropriate action will be taken by the administration of the school.

WEAPONS

WV Code defines a “dangerous weapon” as any device intended to cause injury or bodily harm, any device used in a 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, switchblade knife, nun chucks, metallic or false knuckles, pistol, or revolver. 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, or combs, with the intent to harm another.

According to WV Code, **a student will not possess a firearm or deadly or dangerous weapon** on any school bus, or in or on any public or private primary or secondary education building, structure, facility or grounds including vocational education building, or at any school-sponsored functions unless **specifically authorized** by the department of education of the county or principal of the school where the property is located with valid educational purposes.

According to WV policy, if a student has been suspended for a firearm or deadly weapon, the principal shall, within twenty-four hours, request that the county superintendent recommend to the county board that the student be expelled.

NOTIFICATION OF POSSIBLE VIOLATION OF FIREARM/DEADLY WEAPON PROVISION Any person knowing someone under 18 is in violation of the firearm/deadly weapon law or plans to violate this law must immediately notify school and law enforcement officials.

WEB SITE

For more information about Wood County Schools, interested parents and students can visit the Wood County Home Page at: www.woodcountyschoolswv.com

WITHDRAWAL PROCEDURES

Students withdrawing from school must have a parent present to sign withdrawal papers. Students are responsible for returning all textbooks, library books, paying all fines, etc., and are given a withdrawal form to be presented to each teacher for a final grade and signature. Students should see their counselor to begin the withdrawal process.