

Wheeling Park High School



*National School of
Excellence*

Student Handbook 2009-2010

Wheeling Park High School



Fight Song

THE RED, WHITE, and BLUE

It's the Red, White, and Blue
That we love.

It's the Red, White and Blue
That makes us cheer.

It's the Red, White, and Blue
That we love.

If we are far or if we're near,
May it wave above forever,
And to it we'll be true.

We give a hearty cheer now
For the Red, White, and Blue.



SCHOOL CERTIFICATION

Wheeling Park High School is certified by the State of West Virginia, Office of Education Performance Audits, and is designed to provide both quality and diversity in its curriculum.

SCHOOL RECOGNITION

- **National School of Excellence, 1984**
- **West Virginia Blue Ribbon School of Excellence, 1994**
- **“Best in West Virginia” by Redbook Magazine, 1996**
- **West Virginia School of Excellence, 2002**
- **West Virginia School of Excellence for 21st Century Learning , 2007**
- **West Virginia Exemplary Career and Technical School, 2008-2009**



Dear Student:

This handbook provides you with the rules and regulations of Wheeling Park High School. It also gives you a calendar planner that will help you keep track of all your academic responsibilities. It is important for you to be familiar with the contents of this book in order for you to be successful.

If you have any questions or concerns, contact any administrator for assistance.

Best wishes for the 2009-2010 school year!

Sincerely,

The Administrative Team

**Wheeling Park High School
1976 Park View Road
Wheeling, West Virginia 26003
Phone: 304~243~0400
Website: wphs.ohio.k12.wv.us**

**OHIO COUNTY
BOARD OF EDUCATION**

Mr. Thomas Innocenti, President
Mr. Sam Andy
Mr. Howard V. Corcoran, Jr.
Mr. James M. Jorden
Mr. Erik A. Schramm

Mr. George S. Krelis, Superintendent
Dr. Dianna M. Vargo, Deputy Superintendent

**WHEELING PARK HIGH SCHOOL
ADMINISTRATION**

PRINCIPAL
Mr. Bernard Dolan

ASSISTANT PRINCIPALS

Mr. Rick Jones
Mr. Richard McCardle
Mr. Wayne Ogilbee
Mr. Dwaine Rodgers

E-Mail addresses are available on WPHS web site.

DEAN OF STUDENTS
Mr. Ron DiLorenzo

The Ohio County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, or national origin in employment and in the administration of any of its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, or to the Section 504 Coordinator, 243-0322, Ohio County Schools; or to the Section 504 Coordinator, 304-558-2696, WV Department of Education, Charleston, WV 25305-0330, or to the U.S.. Department of Education's Director of the Office for Civil Rights, 215-596-6795.

Wheeling Park High School



STUDENT HANDBOOK 2009-2010

This handbook belongs to:

Name _____

Address _____

City/State/Zip _____

Phone _____

Student Number _____

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ACTIVITY PERIOD DAY		
Period 1	7:30	8:10
Period 2	8:15	8:55
Homeroom	<i>9:00</i>	<i>9:15</i>
Activity	<i>9:20</i>	<i>9:45</i>
Period 3	9:50	10:30
Period 4	10:35	11:20
<i>Advisory</i>	<i>10:35</i>	<i>10:45</i>
<i>Lunch</i>	<i>10:50</i>	<i>11:20</i>
Period 5	11:25	12:10
<i>Advisory</i>	<i>11:25</i>	<i>11:35</i>
<i>Lunch</i>	<i>11:40</i>	<i>12:10</i>
Period 6	12:15	1:00
<i>Advisory</i>	<i>12:15</i>	<i>12:25</i>
<i>Lunch</i>	<i>12:30</i>	<i>1:00</i>
Period 7	1:05	1:45
Period 8	1:50	2:30

TWO-HOUR DELAY		
Period 1	9:30	9:55
Period 2	10:00	10:25
Period 3	10:30	10:55
Period 4	11:00	11:45
<i>Advisory</i>	<i>11:00</i>	<i>11:10</i>
<i>Lunch</i>	<i>11:15</i>	<i>11:45</i>
Period 5	11:50	12:35
<i>Advisory</i>	<i>11:50</i>	<i>12:00</i>
<i>Lunch</i>	<i>12:05</i>	<i>12:35</i>
Period 6	12:40	1:25
<i>Advisory</i>	<i>12:40</i>	<i>12:50</i>
<i>Lunch</i>	<i>12:55</i>	<i>1:25</i>
Period 7	1:30	1:55
Period 8	2:00	2:30

Bell Schedules



REGULAR DAY		
Homeroom	7:30	7:40
Period 1	7:45	8:30
Period 2	8:35	9:20
Period 3	9:25	10:10
Period 4	10:15	11:03
<i>Advisory</i>	10:15	10:30
<i>Lunch</i>	10:33	11:03
Period 5	11:08	11:55
<i>Advisory</i>	11:08	11:22
<i>Lunch</i>	11:25	11:55
Period 6	12:00	12:50
<i>Advisory</i>	12:00	12:15
<i>Lunch</i>	12:20	12:50
Period 7	12:55	1:40
Period 8	1:45	2:30

GRADUATION REQUIREMENTS
Class of 2013

Language Arts

English / Language Arts 9.....	1 credit
English / Language Arts 10.....	1 credit
English / Language Arts 11.....	1 credit
English / Language Arts 12.....	1 credit
Composition.....	½ credit*

**English Composition Advanced Placement Honors fulfills the Composition requirement and may be taken instead of English / Language Arts 11.*

Social Studies

World History to 1900	1 credit
United States to 1900.....	1 credit
Twentieth/Twenty–First Centuries Studies.....	1 credit
Civics	1 credit

Mathematics

Algebra 1.....	1 credit
Geometry.....	1 credit
Mathematics Elective.....	2 credits

Science

Physical Science	1 credit
Biology.....	1 credit
Science Elective.....	1 credit
Science Elective... * <i>Professional Pathway students</i> *	1 credit

Physical Education / Health

Physical Education I	½ credit
Physical Education II	½ credit
Health.....	½ credit
Health Elective.....	½ credit

Fine and Performing Arts 1 credit

Career Cluster

Career Major	4 credits
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Electives 1½ credits

NOTE: All credits (24) must be earned prior to graduation in order for a student to participate in the graduation ceremony.

PARK SCHOLAR

The Wheeling Park Scholar Program recognizes students who pursue a challenging and rigorous academic program. To qualify to be a Park Scholar, the student must earn the credits in **Grades 9-12**. The requirements are as follows:

1. Six credits must be earned in Advanced Placement Honors courses.
2. Grade point average of 3.5 or higher is needed.

HONOR CORDS

The Honor Cord program recognizes students who pursue additional courses in their career majors. To qualify for any honor cord at Wheeling Park High School, the credits must be earned in **Grades 9-12**. The requirements are as follows:

Career and Technical Cord -The student must receive four (4) credits in the same career / technical program, with at least a 3.5 grade point average in that Career / Technical program.

English / Language Arts Cord – The student must receive one (1) credit more in English than those credits already required for graduation. The students must also earn a 3.0 grade point average in the additional credit and must have a “B” or higher in any additional courses.

Note: Four and one-half (4½) credits are required in English/Language Arts for graduation; however, four (4) credits in English/Language Arts are required for graduation if the student took English/Composition AP Honors.

Fine and Performing Arts Cord - The student must complete one of the following: Six (6) credits in Music or five (5) credits in Theatre or four and one-half (4½) credits in Art or seven (7) credits in any combination of Music, Theatre, and/or Art. Also, the student must earn a 3.5 grade point average in the courses.

Foreign Language Cord - The student must receive four (4) credits in French or four (4) credits in German or four (4) credits in Japanese or (4) credits in Spanish.

Honor Cord - The student must receive ten (10) credits in HONOR courses.

Math and Science Cord – The student must receive ten (10) credits in Math and Science.

*Note: Applications Software II Honors may count toward one Mathematics credit.
Health Occupations II may count toward one Science credit.*

Social Studies Cord- The student must receive one (1) credit more in Social Studies than those credits required for graduation. Also, the student must earn at least a 3.0 grade point average in the additional one credit.

ACADEMIC RECOGNITION

Academic recognition is available to all students who meet selective criteria based on cumulative grade point average.

High Honors = 3.75 GPA or higher
Honors = 3.50 – 3.74 GPA

Students who have a **cumulative** grade point average of 4.0 or higher at the end of their senior year may wear red caps and gowns at the Graduation Ceremony.

The following academic recognition programs are available to all students who meet the selective criteria based on GPA, academic rigor, community service, school involvement, extracurricular activities, and teacher nomination:

National Forensic League

National French Honor Society

National Honor Society

National Spanish Honor Society

International Thespian Society

Quill and Scroll

WHEELING PARK HIGH SCHOOL SCHOLARSHIPS/AWARDS

The following endowments, scholarships, and awards are available to students at Wheeling Park High School who meet the required qualifications:

- Bernice Archer Memorial Scholarship
- Phyllis A. Beneke Visual and Performing Arts Scholarship
- Judy Siebieda Boyles Memorial Scholarship
- Patrick A. Clutter Scholarship
- Tom Dale Scholarship
- C. R. "Dick" Dei Memorial Track Scholarship
- Mary Dolan Scholarship Fund
- Entrepreneur Competition Award
- Sara Jane Fritz Scholarship
- Edward C. Gaughan Scholarship
- Harry Loyal Jones and Jean Delo Jones Award
- Katherine Wildpret Koss Scholarship
- Patrick Latos Memorial Scholarship/Grant Fund
- Ronald Meyer Memorial Scholarship
- Heather Miller Memorial Scholarship
- Ohio County Association of Retired School Employees Scholarship
- Ohio County Community Foundation
- Ohio County PTA Scholarship
- Ohio Valley Jamboree Football Scholarship
- Sarah Ashley Pennybecker Memorial Scholarship
- Augustus Pollock Scholarship
- Marissa Rhodes Scholarship
- Helen Marie Sharp Memorial
- David Slaysman Award
- Elizabeth Faris and Paul F. Steinbicker Memorial Scholarship Fund
- Barbara Sterling Award for Science
- Nadia Szymialis Award
- George E. Stifel Prizes
- Sam Swallow Award for Mathematics
- Coach J. T. Thomas Memorial Scholarship
- Carolyn Walker Scholarship
- Warwood Middle School Board Member Scholarship
- Wheeling High School Alumni Scholarship
- Wheeling Park High School Academic Awareness
- Wheeling Park High School Alumni Scholarship
- Wheeling Park High School Coaches Award
- Donald E. and Eleanor S. Wilson Memorial Endowment Fund Scholarship

GRADE POINT AVERAGE

The grading scale, as listed below, is based on county policy and applies to all classes:

Grade	Quality Points		Grade Point Range	Percentage Range
	Standard	Honors		
A	4	5	3.50 – 4.00	93 – 100
B	3	4	2.50 – 3.49	85 – 92
C	2	3	1.50 – 2.49	75 – 84
D	1	1	0.50 – 1.49	65 – 74
F	0	0	0.00 – 0.49	0 – 64

Final grades will be determined by adding double grade points for each grading period plus the points for each semester exam and dividing by five. The semester GPA will be determined by averaging the final grades.

INCOMPLETE GRADES

Incomplete, "I", is defined as class work missed because of excused absence from class. The makeup of incomplete work is the responsibility of the student. Upon returning to school and during the first class meeting, the student must contact the teacher to establish a schedule for completion of work. Should contact not be made or work not completed as per the established schedule, the Incomplete for any work missed shall be changed to an "F". To receive a passing grade, a student must complete all required work as listed in the course syllabus. An Incomplete during the last nine weeks of a course may cause a student to fail the course.

PASS / FAIL CREDIT

A student is able to earn only one-half (1/2) credit pass/fail per semester as opposed to taking a study hall or serving as a student aide. Classes being taken as pass/fail are elective courses beyond the 24 credits required for graduation. While taking a class pass/fail, the student must follow school and classroom policies and procedures. The pass/fail class will appear on the student's report card and transcript. If the student receives a "P", one-half (1/2) credit will be earned in the class, and the "P" will not count in the student's GPA. If the student receives an "F", no credit will be earned, and the "F" will count in the student's GPA. The student must complete a PASS/FAIL contract prior to the first six weeks of the grading period in which the class is being taken.

TESTING OUT

The Testing Out Program is offered through RESA-6. Applications will be available in the Wheeling Park High School Guidance Department in May.

CREDITS PRIOR TO GRADE 9

Students have the opportunity to earn high school credits prior to Grade 9. Students who take a course offered at Wheeling Park High School before Grade 9 will receive the credit and the grade in that course. The credit and grade will appear on students' transcripts.

ADVANCED PLACEMENT COURSES

The College Board's Advanced Placement Program is an opportunity for students to pursue college-level studies while in high school and receive college credit.

COLLEGE AT PARK

The College at Park program gives students the opportunity to receive college credits from local colleges and universities while enrolled in high school courses.

VIRTUAL COURSES

Virtual/Distance or online learning credit may be earned with WVDE approval in accordance with WVDE Policy 2450, and Ohio County Schools Policy 3004.03. A maximum of 3-1/2 **elective credits only** may be earned from the State Department-approved distance learning courses to meet graduation requirements.

CREDIT RECOVERY

Students may retrieve lost credits due to failure during the school year. Summer school credit recovery may be available for students who failed classes from the previous years.

SPECIFIC MINIMUM REQUIREMENTS

Students at Wheeling Park High School are expected to continue to work in a course even though they may have achieved grades at the nine weeks which enable them to pass for the semester. Therefore, teachers have been granted the option of assigning an “F” as a final grade to any student who does not meet *specific minimum requirements* stated in the course syllabus. The “F” would be accompanied by a comment description and corresponding code number 80 stating “Did not meet the minimum requirements stated in the course syllabus.” Teachers are required to make parent/guardian contact before assigning the “F” grade.

COMPETENCY

Students who have not met competency will have the opportunity to take remediation courses. The West Virginia Education Standards Test is given to 9th, 10th, and 11th grade students in the spring of each year.

PERFECT AND FAITHFUL ATTENDANCE

Perfect and/or faithful attendance is defined as being absent from school three (3) days or less. Absence from two periods in the same day will count as one day absent.

Attendance Awards- Freshmen and sophomores will receive attendance awards. Students having **internal or external suspensions** will not qualify.

Exam Exemptions-Junior and Senior students are encouraged to take exams as learning experiences; however, Wheeling Park High School has established the following exam exemption procedures to reward faithful attendance.

1. The student must earn a grade of “A” or “B” each nine-week grading period.
2. The student must have no more than three (3) absences, **excused or unexcused**, per semester.
3. The student must have no internal or external suspensions from that class period.
4. Written parental permission is required to be exempt from the exam.
5. Four (4) tardies to Homeroom and/or four tardies to Advisory will cause the student to lose exam exemptions for all classes.

ATTENDANCE

A student with consistent attendance in school achieves higher grades, enjoys school more, and upon graduation, enters vocational or academic endeavors more successfully. Consistent attendance is considered to be an integral part of the student's course of study and assists in the development of punctuality, self-discipline, and responsibility. Students will be acknowledged for perfect and/or faithful attendance. The guidelines listed below are based on **compulsory school attendance laws**.

EXCUSED ABSENCES

The following are considered excused absences as established by the West Virginia Board of Education Legislative Rule, Chapter 18:

1. Illness or injury of the student requiring physician's verification.
2. Medical or dental appointments which cannot be scheduled outside of the school day. Absences must be verified in writing by the physician or dentist.
3. Illness of student verified by a parent, not to exceed three (3) consecutive days or five (5) total days per semester.
4. Illness or injury in family when student absence is verified essential by a physician.
5. Calamity, such as fire in the home, flood, or family emergency.
6. Death in the immediate family.
7. Leaves of educational value, approved by school administrator prior to travel.
8. School-approved curricular and extracurricular activities.
9. Legal obligations with verification.
10. Failure of bus to run.
11. Observance of religious holidays.

UNEXCUSED ABSENCES are any absences not defined as excused absences. Unexcused absences may result in **loss of course credit, parking privileges, driver's license, possible alternative school placement, and/or withdrawal from school. Legal action may also be taken.**

ABSENCE PROCEDURES

- If a student must be absent from school, the parent/guardian is requested to **call the school at 243-0413 after 7:00 a.m.** to report the absence.
- In the event that a call is not made to notify the school of the student's absence, a "care call" will be made to the home to verify the absence.
- Students returning to school from any absence shall provide a **written excuse** (from parent, doctor, dentist, etc.) to the Attendance Office between 7:15 and 7:25 a.m. Excuses may also be e-mailed to rhand@access.k12.wv.us or faxed to the attention of the attendance office at 304-243-0449. Written excuses should be submitted within one week of student's return.
- Students with excused absences will be given an Excused Absence Slip from the Attendance Office that is to be shown to all of their teachers.
- Attendance will be taken each period and during Homeroom and Advisory Periods.

- Students with fifteen (15) or more days of unexcused absences will not be issued a verification form for driver's permit or license. Licensed drivers may lose their licenses with fifteen (15) or more days of unexcused absences a year.
- Students arriving to school **late** (after 7:30 a.m.) **must "sign in"** in the Attendance Office. These students will receive a Late Arrival admit slip. Students who habitually arrive after the beginning of first period will be dealt with on an individual basis.
- **The official record of student attendance is the teacher's record book.**
- Students with long-term illnesses will be handled on an individual basis through the Attendance Office and must have medical documentation to verify the condition.
- If a student is in school and fails to attend class, the absence will be recorded as **unexcused**. Appropriate disciplinary action will occur, and the teacher is required to provide missed class work.
- Students with fifteen (15) or more class absences per semester, **excused or unexcused**, must take and pass the semester exam in order to receive credit for the class. (In-school suspension does not count towards the 15-day rule; out-of-school suspension does count toward the 15-day rule.)
- Juniors and seniors are permitted to be absent for the purpose of three (3) **college or military visits** per year. In order for these absences to be excused, students must first obtain permission forms from the Attendance Office, return them with parent/guardian signature, and bring back to school written verification from the college or recruiter.

TARDIES

Being tardy is defined as not being in the classroom and ready to work at the bell. Students will be considered absent if they are **five (5) minutes late** to the class.

TRUANCY

Truancy (unexcused absence from school) is a violation of the law. The Board of Education has authorized the Superintendent and staff to deal with truancy systematically and firmly in accordance with the State School Code and Student Behavior Policy and Regulations of Ohio County Schools. Truancy problems will be referred to the county Attendance Director for immediate action.

TWO-HOUR DELAYS

- Students will begin school two hours later than usual, and buses will run two hours later than the regular schedule.
- Dismissal for all students will be at 2:30 p.m.
- The school recommends that the students **DO NOT DRIVE** on any day that the weather has required a two-hour delay. Student parking may **not** be available during inclement weather. **Students drive at their own risk.**

DISCIPLINARY REVIEW COMMITTEE

Students with severe attendance and discipline problems will be referred to the Disciplinary Review Committee. The Disciplinary Review Committee is comprised of the school's administrators and the Dean of Students. This committee will determine the status of the student, enrollment options, and placement options.

DRESS CODE

While Wheeling Park High School does not establish a specific dress code for students, we do expect that students dress in an acceptable manner in order not to disrupt the educational process. Students may be sent to the In-School Suspension room and parents will be contacted if student dress is unacceptable.

Students are **not** to wear the following:

- Head coverings and headbands (Remove upon entering building.)
- Clothing with unacceptable language; anything relating to alcohol, tobacco, drug use, sexual connotations, or **insinuations**
- Long coats of any type
- Chains, gloves, spiked clothing, and spiked accessories
- Tops cut above the waist
- Pants and shorts that are not worn at the waist
- Beachwear and sunglasses
- Shirts without sleeves
- Boxer shorts
- Shorts and skirt lengths must be below finger tips when arms are fully extended downward along the side of body.
- Sheer clothing
- Low-cut tops
- Sleepwear
- Unacceptable jewelry
- Bandanas

FIRE DRILLS

Fire drills are required by law and are important safety precautions. It is essential that ALL students/staff exit the building by the prescribed posted routes. Students/Staff MUST remain at least fifty (50) feet from the building at all times. No one will be permitted back in the building until directed to do so.

SAFETY PROCEDURES

Procedures are posted in every classroom. There are 3 levels, (Code Red, Yellow, and Green), of lock down. They are to be explained in each class and practiced throughout the school year.

FEES

Fees may be charged for certain elective classes for the cost of materials. Fees for Free and Reduced lunch students may be waived.

EARLY DISMISSALS AND BUS PASSES

Early dismissals will be issued in the Student Management Office with written permission with written note from the parent or guardian. Students, who are driving, with an early dismissal will be released at the end of the class period.

Bus passes will be issued before school and during lunch in the Student Management Office with permission from the parent or guardian. (The Transportation Department may restrict passes on buses filled to capacity.)

MAKE-UP WORK

Students are responsible for all work missed, and requests for make-up work must be initiated by the student upon returning to school. There may be no withholding of credit and/or grades for an absence unless the student fails to make up assigned work. Teachers shall give students a reasonable amount of time to make up missed work. After that time, a student may be given an “F” for missed assignments. Exceptional cases should be discussed with the teacher and the student’s guidance counselor.

STUDENT CODE OF CONDUCT

It is the responsibility of the student to behave in a manner that does not threaten, interfere with, or deprive other students of their rights to an education or infringe upon a teacher’s right and responsibility to teach. The Student Code of Conduct promotes a positive environment and supports the rules and regulations as set forth by the Ohio County Board of Education and the West Virginia Department of Education, as well as the provisions of the Federal Gun-Free Schools Act and the provisions of the Safe Schools Act of the State of West Virginia.

The Student Code of Conduct sets the requirements for the conduct of students in West Virginia schools in order to assure a nurturing and orderly, safe, drug-free, violence-and harassment-free learning environment that supports student academic achievement and personal-social development.

All students shall:

- help create an atmosphere free from bullying, intimidation and harassment.
- demonstrate honesty and trustworthiness.
- treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- demonstrate responsibility, use self-control, and be self-disciplined.
- demonstrate fairness, play by the rules and not take advantage of others.
- demonstrate compassion and caring.
- demonstrate good citizenship by obeying laws and rules, respecting authority, and cooperating with others.

DISCIPLINARY GUIDELINES

Below are listed the consequences for failure to follow the Wheeling Park High School Student Code of Conduct for curricular and extracurricular activities.

Note: The administration reserves the right to amend or adjust any of the below-stated guidelines as necessary.

Arson/False Alarm

1st Offense - Parent conference, legal action, suspension, possible alternative school placement, or expulsion from school.

Bullying/Harassment

1st Offense - Student conference and parent contact.

2nd Offense - Appropriate discipline action, parent conference, possible suspension alternative school placement, and/or expulsion.

Cheating/Plagiarism

1st Offense - Failure of exam or assignment and teacher/parent conference.

2nd Offense - Failure of class and parent/teacher conference.

Computer/Internet Misuse

1st Offense - Suspension five (5) days, teacher/parent conference, and loss of privilege.

2nd Offense - Suspension ten (10) days and referral to Disciplinary Review Committee.

Inappropriate Conduct at Extracurricular Events

1st Offense - Suspension from all school activities for two weeks.

2nd Offense - Suspension from all school activities for one semester.

3rd Offense - Suspension from school.

Cell Phone/Electronic device Seen/Use Outside Designated Area and Time

1st Offense - In-school suspension one (1) day phone/electronic device kept overnight, Parent contact.

2nd Offense - In-school Suspension three (3) days phone/electronic device kept overnight, Parent contact.

3rd Offense - Suspension, phone/electronic device left with grade level Principal daily for one (1) semester.

Refusal to give up phone/electronic device will result in a Suspension.

Controlled Substance/Alcohol Possession and/or under the influence

1st Offense - Suspension ten (10) days, six (6) external counseling sessions, possible alternative school placement, or expulsion.

Controlled Substance/Drugs Possession and/or under the influence

1st Offense - Suspension ten (10) days, six (6) external counseling sessions, possible alternative school placement, or expulsion.

Note: If intent to sell, then recommendation for expulsion.

Defiance of Teachers/Administrators/Staff

1st Offense - In-school suspension/suspension.

2nd Offense - Suspension.

Defiance of Teachers/Administrators/Staff During an Emergency Situation

1st Offense - Suspension [minimum of five (5) days].

Forgery

1st Offense - In-school suspension.

2nd Offense - Suspension.

Gambling /Card Playing

1st Offense - In-school suspension.

2nd Offense - Suspension.

Possession or Detonation of Fireworks

1st Offense – Parent conference, legal action, suspension, possible alternative school placement, or possible expulsion.

Inappropriate Language and Gestures

1st Offense - In-school suspension.

2nd Offense - Suspension.

Inappropriate Language and Gestures Toward Faculty and Staff

1st Offense - Suspension five (5) days, parent conference, referral to the Disciplinary Review Committee, and/or a citation.

2nd Offense - Suspension ten (10) days, and/or a citation

Late Arrival (Driving)

1st Offense - Warning and parental notification.

2nd Offense - Loss of driving privilege up to nine (9) weeks and parental notification.

3rd Offense - Loss of driving privilege up to eighteen (18) weeks and parental notification.

Leaving Campus Without Authorization / Off Limits

1st Offense - In-school suspension one (1) day.

2nd Offense - In-school suspension two (2) days.

3rd Offense - In-school suspension three (3) days.

Leaving Campus Without Authorization / Off Limits (in a vehicle)

1st Offense - In-school suspension one (1) day.

2nd Offense - In-school suspension three (3) days and loss of parking privilege for eighteen (18) weeks.

3rd Offense - Suspension three (3) days and loss of parking privileges for one (1) school year.

Physical Aggression / Fighting

1st Offense - Suspension ten (10) days, and possible behavior contract, and/or a citation.

2nd Offense - Suspension ten (10) days and behavior contract, a citation, and possible alternative school placement.

3rd Offense - A citation, possible court action, referral to Disciplinary Review Committee for possible alternative school placement, or possible expulsion.

Possession of Firearms or Deadly Weapons

1st Offense - Recommendation for expulsion (Safe Schools Act).

Possession/Use of a Dangerous Weapon

1st Offense - Suspension ten (10) days, and possible behavior contract.

2nd Offense - Alternative school placement, possible expulsion.

Skipping Class / Truancy

- 1st Offense - In-school suspension and loss of exam exemption for period skipped.
- 2nd Offense - In-school suspension one (1) day.
- 3rd Offense - In-school suspension two (2) days and referral to the Disciplinary Review Committee.

Use of and/or Possession of Tobacco Products and/or Lighters/Matches

- 1st Offense - In-school suspension three (3) days, a citation, and possible court action.
- 2nd Offense - In-school suspension three (3) days, a citation, possible court action, and three (3) external counseling sessions.
- 3rd Offense - Suspension, a citation, and possible court action.

Tardies to Class, Homeroom, and Advisory

- 1st Offense - Teacher-student conference.
- 2nd Offense - Parent notification by teacher.
- 3rd Offense - In-school suspension and loss of exam exemption for that class period.
- 4th Offense - In-school suspension one (1) day and loss of exam exemption for all classes.
- 5th Offense - In-school suspension for two (2) days.
- 6th Offense - In-school suspension for three (3) days and referral to the Disciplinary Review Committee.

Theft/ Possession of Stolen Property

- 1st Offense - Suspension five (5) days and restitution.
- 2nd Offense - Suspension ten (10) days and restitution.
- 3rd Offense - Referral to Disciplinary Review Committee.

Vandalism of School Property

- 1st Offense - Court action, repayment of damages, suspension.

Threats/Aggression

- 1st Offense - In-school suspension five (5) days, parent conference, a citation, Referral to the Disciplinary Review Committee.
- 2nd Offense - A citation, and Referral to the Disciplinary Review Committee.

Threats/Aggression Toward Faculty or Staff

- 1st Offense - Suspension five (5) days, parent conference, a citation, and referral to the Disciplinary Review Committee.

Trespassing on School Property

- 1st Offense - Criminal Court action, repayment of damages, and suspension.

Public Display of Affection (other than holding hands)

- 1st Offense - Verbal warning.
- 2nd Offense - In-school suspension and parent notification.
- 3rd Offense - In-school suspension one (1) day.

COMPUTER / INTERNET ACCESS

Internet usage warrants the availability of material that may not be considered to be of appropriate educational value. On a global network, it is impossible to restrict access to controversial materials. It is the responsibility of the student, parent, teacher, and administrator to ensure that access to telecommunications networks and computers provided by the educational system are not abused.

Computer usage is a privilege at Wheeling Park High School. Students are expected to use computers in a proper manner. Wheeling Park High School reserves the right to review any material in a student's account or home directory as it deems necessary.

Penalties for MISUSE of the computer or the Internet will be applied according to the disciplinary procedures as set forth in the Student Handbook. This could include, but is not limited to, the loss of computer privileges for a period of up to one year and restitution for any damages caused to the computer and/or network, as well as possible prosecution.

FIELD TRIPS

A permission slip signed by the parent-guardian is required. A field trip is considered to be part of the regular school day, and students are subject to the same rules and regulations of Wheeling Park High School. Parents may be asked to pick up their children in the event they are involved in inappropriate behavior.

FOOD SERVICE

Ohio County Schools will mail a monthly statement for all student meals. Only bills more than \$2.00 will be mailed. Balances will carry over from month to month and from year to year. Any student with a balance of \$50.00 or more will not be permitted to charge meals until a payment that reduces the balance is made. Questions concerning your billing may be directed to the Child Nutrition Office at 304-243-0486. Students will receive and eat their meals in the Food Court. Students **must** have their ID cards or cash to purchase their meal. Milk or extra milk can be purchased for cash only. A hot lunch or salad will be available to students. Students are also permitted to bring their own lunches. Breakfast is available from 7:00 to 7:25 a.m. daily. **One free or reduced-priced breakfast and one free or reduced-price lunch will be served per day to students who qualify.**

The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age or disability and retaliation.

HEALTH AND MEDICAL SERVICES

Illness or accidents shall be reported to the school nurse. The school nurse or administrator must approve all student dismissals for illness. Students injured on campus should report the injury to a teacher or the school nurse. If further medical attention is needed and cannot be provided by Wheeling Park High School, the staff will contact the parents or a relative to make appropriate arrangements.

All medications must be registered with and distributed by the school nurse. Failure to register medication will result in disciplinary action.

Elevator keys will be issued only with medical documentation. A \$5.00 deposit must be paid at the time the key is given. Students will be charged \$20.00 for a non-returned key.

HOMEBOUND INSTRUCTION

Homebound services are available for any student who must miss school because of an extended illness or hospitalization for a minimum of ten (10) school days. Any student requiring homebound services must receive approval from the Ohio County Board of Education office at 243-0318.

LOCKER ASSIGNMENTS

Each student will be assigned a locker. Each locker **MUST** have a lock to secure its contents. Any lockers not secured with a lock will be secured by the administration. Students must provide their own locks. The school will **NOT** be responsible for stolen or lost articles. **STUDENTS ARE ENCOURAGED NOT TO LEAVE VALUABLES IN THEIR LOCKERS. Searches and seizures by school officials must be reasonable. Students' lockers are held secured from everyone except school officials or their designees who do have the right to search them.**

LOST AND FOUND

All items found in the hallways and classrooms will be placed in the Main Office.

MEDIA CENTER PROCEDURES AND GUIDELINES

Entering the Media Center: Students may enter the Media Center in the following ways:

1. **With a class:** The teacher must schedule these. Seating assignments will be made by the teacher.
2. **From a study hall:** A student will need a note from one of his/her regular classroom teachers to use the Media Center during a study hall.
3. **From a class:** A student will need a note or hall pass from the classroom teacher to enter the Media Center during class time.
4. **Activity period:** A student must have an Activity Period Pass from the Media Center listing what the student is to do. It must be signed by the student's homeroom teacher. The student is to report to the Media Center at the end of the homeroom period. The student must stay until the end of the activity period. Clubs meeting in the Media Center will have their own passes.
5. **Lunch Period:** A student can enter the Media Center during his/her lunch period by obtaining a lunch pass from the Media Center.
6. **After-school activities:** As scheduled.

Book Checkout: To check out a book, the student must use current ID card. Only this card will activate the library checkout system. A student will be responsible for all books checked out on his/her ID card. A maximum of five (5) books can be checked out at one time.

Book Returns: All books are checked out for 10 days of school. (Note: Closed days do not count as checkout days.) A student can renew a book twice, providing it is renewed during the checkout period.

Book Obligations: Overdue books are fined ten cents (\$.10) a day until a maximum fine of \$5.00 is accrued. After this time, overdue books are listed as *lost*. Overdue bill notices will be distributed during the homeroom period. Students are responsible for all

checkouts, regardless of notices being received. Students cannot check out additional items with a current outstanding obligation.

Lost Books: Lost books and materials must be paid for in full. Fines will be included. All obligations will be listed on the Main Office obligation list.

Other Concerns:

1. Students will maintain a **library noise level** at all times.
2. Students must sit only on library chairs with their designated class in the designated area.
3. No food or drinks are allowed in the Media Center at any time.
4. All classroom rules apply while in the Media Center.

TECHNOLOGY PROCEDURES AND GUIDELINES

Computer Use: Student must abide by all school rules concerning computer technology use and misuse outlined below and by the Internet Usage Policy form (AUP). Inappropriate use or action will deem referral of documentation by the classroom teacher to the appropriate administrator and may result in a loss of computer privileges and/or other disciplinary actions.

1. No food or drink is allowed in **any** computer lab, including mobile labs in teacher's classrooms.
2. No personal e-mailing, instant messaging, or accessing of personal websites (i.e. My Space) is allowed.
3. No playing of games is allowed, unless teacher assigned and approved.
4. No accessing of school-related software that is not approved for student use.
5. No changing of computer settings and default programs.
6. No tampering (hacking) of the school's computer infrastructure.
7. No accessing, repairing, or upgrading of computer hardware is allowed.
8. No student may use a teacher-assigned workstation computer unless given permission by the appropriate administration.
9. No accessing of inappropriate websites. This includes:
 - a. Pornography
 - b. Obscene or offensive material.
 - c. Demeaning or degrading material.
 - d. Gambling.
 - e. Any other website the administration deems objectionable or questionable.
10. No downloading of music, games, pictures, or documents unless approved by a teacher or administrator.

OBLIGATIONS

Students are not permitted to participate in co-curricular or extracurricular activities if they have financial obligations to the school. Obligations must be cleared by the conclusion of the current school year. Diplomas will not be given to graduating seniors with any outstanding obligations.

PROHIBITED ITEMS

The following items are **NOT** permitted at Wheeling Park High School. Articles will be confiscated. Wheeling Park High School is **not** responsible for any prohibited items that are stolen and/or damages.

- Laser pointers
- Lighters / matches
- Board games
- Playing cards
- Paging devices (beepers)
- Personal Laptops

The following items are **only permitted** to be used in the Food Court/Plaza during a student's lunch period and after school (Wheeling Park High School will not be responsible for lost/stolen or damaged electronic devices):

- All electronic devices/headphones (Listening/Visual)
- Cellular phones

SUSPENSION FROM EXTRACURRICULAR ACTIVITIES

Participation by a student in extracurricular activities is a privilege and carries with it the responsibility of good behavior in and out of school. Failure to meet this responsibility renders the student liable to the suspension of the privilege of representing the school in extracurricular activities or holding class or organizational offices.

Decisions relative to the eligibility or ineligibility of students for extracurricular activities or organizational offices of students are delegated to the Principal and to those individuals who are in charge of the activities.

Students who have been assigned in-school suspension for a full day will not be permitted to participate in any school activities for that day, including class or organizational meetings or activities.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension (ISS) is a step in the disciplinary procedure at Wheeling Park High School. ISS is an in-school alternative learning site for students who encounter disciplinary difficulties. ISS may be assigned only by an administrator.

SOCIAL RESPONSIBILITY

Each student will receive a Social Responsibility grade from the administration with input from the teachers. Social Responsibility will be rated as Excellent (E), Satisfactory (S), or Unsatisfactory (U). Faithful attendance, punctuality, and self-discipline will be considered when determining Social Responsibility grades.

ALTERNATIVE SCHOOL

Wheeling Park High School students who commit serious rule infractions or continually disregard school rules and regulations may be recommended for alternative school placement by the Disciplinary Review Committee.

DAILY COMMUNICATIONS

Announcements will be e-mailed to staff members daily. Announcements will be read to all students and viewed on the Patriot Connection during Homeroom and will be posted in all classrooms and on the school's web site. Announcements will also be posted on the bulletin board near the Food Court. Additional announcements will be made by the Main Office at 2:25 p.m.

STUDENT DRIVING

Driving to Wheeling Park High School is a privilege. Driving to school is **NOT** a right of any student.

Driving Guidelines:

1. A student must have a letter from the employer indicating he/she is required to report to work on a regular schedule at a time when it would cause hardship to ride the school bus.
2. An application must be completed and submitted to the Student Management Office.
3. A student driver must submit a copy of his/her driver's license with the application.
4. **No** passengers are permitted without liability releases attached to the application.
5. A fee will be assessed each semester, and each authorized driver must reapply each semester.
6. One-day passes will be sold in the Student Management Office.
7. Extracurricular Activity Parking Passes will be sold in the Student Management Office.

Parking Rules:

1. All students must park in the REAR parking lot.
2. All late arrivals must report to the Attendance Office for parking directions.
3. Student drivers will not be permitted early dismissals on a daily basis for employment.
4. Administration has the right to search students' vehicles on school property.
5. Failure to abide by all school rules and policies will result in the revocation of driving privileges and **no refund** of semester parking pass deposit.

SPECIAL SERVICES – REFERRAL PROCESS

Wheeling Park High School has a (SAT), School Assistance Team, established to assist in the identification/referral of students experiencing difficulties in the educational program. Anyone, including the student, can refer to the SAT for assistance. A request to the student's guidance counselor initiates the referral. Team membership is identified according to the individual student's area(s) of concern. Members include teachers, guidance counselors, and administrators.

VISITORS

Our goal is to provide a safe environment for students and staff. A buzzer is located at the main entrance of the building. All visitors must report to the information desk in the main lobby and provide a photo ID. All visits with staff or instructors must be pre-arranged. These rules will be strictly enforced.

REPORT CARDS/INTERIM REPORTS

Report cards are distributed to the student body for each nine-week period. Listed below are the dates that mark the end of each nine-week grading period:

October 29, 2009

January 15, 2010

March 23, 2010

June 4, 2010

Report cards will be distributed approximately one week after the closing date. At the end of the year, report cards will be mailed within two weeks of the closing date.

Report cards will be marked if a student has an obligation. Obligations **MUST BE** cleared by the conclusion of the current school year. Failure to do so may result in action that will limit participation in all school-sponsored activities.

Interim Reports are completed for each student midway through the grading period and are mailed home. Interim Reports will be completed on the following dates:

September 28, 2009

December 15, 2009

February 19, 2010

May 3, 2010

A copy of the Interim Report is maintained in the Guidance Department.

REQUEST FOR HOMEWORK

In case of illness, assignments may be requested by calling 243-0400. Teachers are given a 24-hour notice to supply homework. Requested homework should be picked up in the Main Office.

SCHOOL INSURANCE

Student accident insurance is available to all students at the beginning of each school year. All students participating in a career-technical program, an athletic program, or other specified activities must have proof of insurance coverage.

SCHOOL STORE

The School Store stocks items for student use in the classroom, as well as clothing and novelty items.

STUDENT IDENTIFICATION CARDS

All 9th grade and newly enrolled students will be issued Student Identification Cards (IDs) free of charge. All students are required to keep their IDs with them at all times during the school day. The ID will be used for such things as the point-of-service lunch program, use of the hall pass, and admittance to school activities. Any student who loses his/her ID will be issued a replacement for \$3. Failure to produce the ID when asked will result in disciplinary action.

STUDENT ACTIVITIES

ELIGIBILITY: West Virginia Board of Education Policy 2436.10 states: Eligibility for participation in extracurricular activities covered in the policy is determined by the student's grade point average in the previous semester. To be eligible to participate in covered activities, a student must maintain at least a 2.0 grade point average for the previous semester. This is an average of all curricular offerings in which a student participates, rather than a 2.0 for each curricular offering. Wheeling Park High School is a member of the West Virginia Secondary School Activities Commission (WVSSAC) and the Ohio Valley Athletic Conference (OVAC).

A student must be in school the **ENTIRE SCHOOL DAY** to practice or participate in any school **extracurricular activities** and/or **co-curricular activities**. The only exceptions to this rule are college visitations, pre-arranged physician appointments, or absences approved by the Assistant Principal/Athletic Director. **If a student is absent from school at any time during the course of the day on a Friday, he/she will not be able to participate the remainder of that day or Saturday.**

ATHLETIC TEAMS			
BOYS		GIRLS	
Baseball	Soccer	Basketball	Softball
Basketball	Swimming	Cheerleading	Swimming
Cross Country	Tennis	Cross Country	Tennis
Football	Track	Golf	Track
Golf	Wrestling	Soccer	Volleyball

DANCES

Dances are held throughout the school year. Guests may attend designated dances with students from WPHS. These procedures must be followed: (1) A dance permission form must be completed; (2) The dance permission form must be approved by the Administration; and (3) Guests must be at least a freshman in high school and not older than 21 years of age. If a student is suspended from school, he/she **cannot** attend any dance during the suspension.

SCHOOL CLUBS

Participation in school organizations and clubs is considered an integral part of the education process. A large number and a great array of organizations are available to students at Wheeling Park High School. All clubs and school-sponsored organizations must be under the supervision of a WPHS faculty member. New clubs and organizations must follow the procedures and guidelines established by the school. Clubs meet during Activity Period on a rotating basis. Club passes are issued in Homeroom in order for students to attend the club meeting. A student may **NOT** be elected as both the president of the Senior Class and president of Student Council.

The following clubs are offered at Wheeling Park High School:

Aletheia	FCCLA (Family, Career, & Community Leaders of America)	Lacrosse Club	Skills USA
American Cancer Society Youth Board	4-H	Leo Club	Spanish Club
American Welding Society	French Club	Mac Users Club	SADD (Students Against Destructive Decisions)
Art Club	Future Educators Association	Math Club	Soccer Club
Astronomy At Park	German Club	PTSA (Parent-Teacher-Student Association)	SOS (Seniors on Spirit)/Junior Rowdies
Basketball Pep Club	Habitat for Humanity	Park Players	Speech
Bluegrass Music Group	Hearts at Park	Peer Mediators	S.P.I.R.I.T.
Book Club Bowling Club	Hi-Y	Political Awareness Club	Student Council
Business At Park	HOPE (Health Occupations Peer Mediation)	Radio/TV Club	Students Shop for Seniors
Chess Club	Hockey Club/ Ice Cube Club	RAZE	STARS (Students Together Achieving Real Success)
Diamond Girls	Japanese Club	REAP (Regional Education Action Program)	Takedown Club
Diversity Club	JETS	Scrapbooking	Varsity Athletic Club
Experimental Factor	Key Club	Ski Club	Writing Club

NATIONAL HONOR SOCIETY

1. A student eligible for induction into the National Honor Society must have a GPA of at least 3.5.
2. The four components of membership in the National Honor Society are character, scholarship, leadership, and service.
3. To be eligible for induction, the student can have no suspensions from school during the school year.
4. If a student is a member of the National Honor Society and is suspended from school, he or she forfeits membership in the Society.

STUDENT COUNCIL/CLASS OFFICERS

1. In order to run for class office, a student must have at least a 2.0 GPA.
2. If a student is a current class officer, the student must maintain at least a 2.0 GPA.
3. If a student is a current class officer and is suspended from school, he or she forfeits the class office.
4. To be eligible for a class office, the student can have no suspensions from school during the school year.
5. A student may **NOT** be elected as both the president of the Senior Class and president of Student Council.

GUIDANCE DEPARTMENT

Phone: 243-0418

Fax: 243-0415

The primary objectives of the Guidance Department are to assist students in their educational planning, to help them establish an attainable career direction, and to assist them with their personal concerns. Counselors are involved in many activities; however, the most prevalent are the following:

- Work with students in the areas of educational goals and objectives.
- Provide students with information related to colleges and universities, trade or technical schools, and any other post-high school programs.
- Assist in presenting scholarship material.
- Provide information and services necessary for lifelong learning.
- All **NEW** students are enrolled through the Guidance Department.
- All students **WITHDRAWING** must do so through the Guidance Department.

COUNSELOR – STUDENT ASSIGNMENT

Counselor	Students with Last Name	Phone	Numbers & E-mails
Mr. Ken Steiner	A – Da	243-0336	ksteiner@access.k12.wv.un
Mrs. Jennifer Kucera-Short	Db – Hol	243-0349	jkucera@access.k12.wv.us
Ms. Pattie Hershey	Hom – Mil	243-0352	phershey@access.k12.wv.us
Mrs. Cheryl Guy	Mim – Sel	243-0359	cguy@access.k12.wv.us
Mr. Leo Boissy	Sem – Z	243-0348	lboissy@access.k12.wv.us
Mr. Ron DiLorenzo	Dean of Students	243-0471	rjdilore@access.k12.wv.us

STUDENT RECORDS

NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF THEIR RIGHTS CONCERNING EDUCATIONAL RECORDS

As provided by Procedures for the Collection, Maintenance, and Disclosure of the Student Data adopted by the West Virginia Board of Education, parents and eligible students (18 years of age or attending post-secondary institutions) have specific rights with regard to the collection, maintenance, and disclosure of educational records. These important rights assure each parent that accurate and continuous record maintenance on students and their school performance is kept. The following is an explanation of these rights:

- I. Release of Records
 - A. The school may release information from a student's education record files with consent to the following persons:
 1. School officials within the county who have legitimate educational interests.
 2. The State Superintendent of Schools.
 3. Officials of other school systems in which the student intends to enroll.
 4. Appropriate persons in connection with an emergency.
 - B. The school shall not release any information contained in a pupil's record except as follows:
 1. With written consent from the pupil's parent/guardian, specifying the records to be released, to whom, for what purpose, and with a copy of the records to be released to the pupil's parents or eligible pupil, for a fee, if desired by the parent/student.
 2. In compliance with a judicial order, or lawfully issued subpoena. Parents shall be notified in writing of all such orders prior to the school's compliance.
 - C. The school will cooperate with parental requests for the release of information to other persons or agencies.

- D. The school may provide anonymous data from its records for outside research purposes.
 - E. All persons desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student.
 - F. Parental consent is necessary to transfer personal information to a third party, employer, or college.
- II. Maintenance and Security of Pupil Records
 - A. The principal and/or assistant principal of each school is responsible for pupil records. All records will be kept under secure conditions in each building.
 - B. Provisions for annual review of all data retained in official records of current pupils will be made.
- III. Parental/Eligible Pupil Rights of Inspection and Challenge
 - A. Official student records may be inspected by parent/eligible student by making a request in writing.
 - B. The parent/eligible student has the right to challenge the content of the educational record:
 - 1. If the records are found to be inaccurate, all school records are to be amended.
 - 2. If the school refused to amend records, a hearing may be requested by the parent or eligible student.
 - 3. If, as a result of the hearing, the school refuses to amend the records, the parent or eligible student has the right to place a written statement commenting upon the information and providing reasons for disagreement of decision. Attachment shall be placed in the records maintained by the school.

A copy of the “Confidentiality of Student Records Regulation” is available at each school and the County Office for you to read should you desire to do so.

PROMOTION POLICY

- Student must earn a total of 5 credits during ninth grade to be considered a sophomore.
- Student must earn a total of 10 credits to be considered a junior.
- Students must earn a total of 15 credits and be able to meet all graduation requirements to be considered a senior.

ACT/SAT SCORES

If a student has his/her ACT/SAT scores sent to Wheeling Park High School, these scores will then remain a part of his/her permanent transcript.

If a student does not have his/her ACT/SAT scores sent to Wheeling Park High School, then the student is responsible for sending his/her test scores to each institution or scholarship agency.

**OHIO COUNTY SCHOOLS
RACIAL, SEXUAL, RELIGIOUS / ETHNIC
HARASSMENT / VIOLENCE POLICY**

It is the policy of Ohio County Board of Education that racial, sexual, religious/ethnic harassment and violence will not be tolerated. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, 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 be effective at school or at his/her job.

Harassment and violence are prohibited between staff members, between staff members and students, and from 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; threats, insults, or assaults against someone due to their sex, religion, or ethnic group.

The Ohio County Board of Education will develop and implement training for students and staff on these regulations and on means for effectively promoting the goals of the Ohio County Board of Education Racial, Sexual, and Religious/Ethnic Harassment/Violence Policy.

If a staff member or student feels that his/her emotional well being, his/her sense of safety and security or sense of self-worth is being affected by such contact, a complaint should be filed by contacting his/her school principal or by contacting the Ohio County School System Title IX Coordinator or Sex Equity Coordinator.

A complete copy of the WV Board of Education Policy 2421 may be obtained from the Ohio County Board of Education or RESA-6.

CONTROLLED SUBSTANCES, ALCOHOL, WEAPONS

Upon determination by the Principal and staff that a student has been under the influence and/or possession, or in possession for the purpose of selling, a controlled substance or alcohol, the following shall occur:

- Immediate notification of the parents.
- Referral to appropriate juvenile authorities, guidance department, or adult courts, as appropriate.
- Disciplinary action which may include suspension, possible alternative school placement or expulsion.
- Counseling actions taken at school.

When the principal deems personal search necessary, every attempt will be made to have voluntary student cooperation. If a student does not wish to cooperate, contact of parents and authorities will be made.

Where there is strong supportive evidence that a pupil or person other than a pupil is using, selling, distributing, or transferring controlled substances within the school premises or outside the school where students are or may be affected by such action, the authorities must be notified and all known facts are turned over to them for subsequent action.

An in-school drug conference with the student and parent shall be conducted by the administrative staff and guidance department. An in-school or out-of-school suspension, not to exceed ten (10) days, will be assigned for the first offense with a controlled substance. Subsequent offenses will be assigned ten (10) days of suspension.

The student and parent will be required to make direct contact with an appropriate, certified agency for a designated drug counseling program. The drug counseling program shall be comprised of a minimum of six (6) sessions. At least one additional session will be conducted with the student's school counselor prior to the student being re-admitted to the school body.

Further disciplinary action will occur for the following:

- Refusal to participate in drug counseling will lead to additional suspension not to exceed ten (10) school days.
- Three (3) suspensions regarding use of, possession of, or possession for the purpose of selling any controlled substance or alcohol will lead to the recommendation of expulsion to the Superintendent of Schools.

WEAPONS

- An in-school conference with the student and parent shall be conducted by the administrative staff and guidance department. A ten (10) day suspension will be assigned.
- A disciplinary review with a recommendation of expulsion from school for not less than one year will be made to the Superintendent. The Superintendent may modify the expulsion on a case-by-case basis.
- The appropriate authorities shall be notified and all facts released for subsequent action. A referral will be made to the criminal justice or juvenile delinquency system of any student who brings a firearm or other deadly weapon to school. The principal or designee will notify the local office of public safety (State Police) within 72 hours after such an occurrence.

A complete copy of Policy 4373, WV Student Code of Conduct; Ohio County Policy 2016, Student Code of Conduct; and Ohio County Policy 2018, Substance Abuse and Tobacco Control, is available upon request.

RESPONSIBILITIES

- Parents must be involved consistently to establish and enforce limits for their children. Parent power is the most effective drug, alcohol, and weapon prevention and remediation technique.

- Counselors, nurses, teachers, and administrators will make every effort to educate students regarding the dangers of weapons.
- Principals should periodically communicate to the parents and community the school's efforts to prevent drug, alcohol, and weapon problems.
- All schools are responsible for planning and implementing an age-appropriate, developmentally-based drug and alcohol prevention education program, which conveys to students that the use or possession of illicit drugs or alcohol is wrong and harmful.

STUDENTS RIGHTS AND RESPONSIBILITIES

Listed below are summary statements for students concerning their rights and responsibilities within the school setting. Students may view a copy of the entire *Student Handbook - Students Rights and Responsibilities* in the Main Office.

Section I: RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights and responsibilities go hand in hand. As a student in West Virginia, you have basic rights and responsibilities. As a student, it is your responsibility to obey rules and regulations and to cooperate with school authorities who enforce these rules and regulations.

Section II: A THOROUGH AND EFFICIENT EDUCATION

Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to an education and the responsibility to pursue it.

Section III: STUDENT INQUIRY AND EXPRESSION

The United States and West Virginia constitutions guarantee certain freedoms and the responsibilities that go with them, including freedom of religion, speech, the press, to petition the government.

Section IV: CO-CURRICULAR ACTIVITIES

Regardless of race, religion, national origin, language, gender, disability, marital status, parenthood, or pregnancy, you have the right to participate in extracurricular activities.

Section V: PERSONAL APPEARANCE

As a student, you have the right to choose reasonable styles of dress and hair.

Section VI: PRIVACY

You have certain privacy rights in your school records.

Section VII: CONTRABAND, ALCOHOL, DRUGS, TOBACCO, DEADLY WEAPONS

You may not possess or use alcohol, drugs, tobacco, or deadly weapons.

Section VIII: PROTECTION FROM UNREASONABLE SEARCHES AND SEIZURES

Federal and state constitutions guarantee protection for all citizens from unreasonable searches and seizures. State and federal laws regulate searches and seizures by police officers. Although school personnel are less restricted than police officers in this regard, searches and seizures by school officials must be reasonable. School officials who conduct reasonable searches do not need search warrants.

Your locker and desk are held secure from everyone except school officials or their designees who do have the right to search them. As a student, you have the right to privacy and may reasonably expect that your locker or your person will not be searched unless the search is reasonable, based upon the information known by the official at the time of search.

Personal property may be searched by those authorized where there is “reasonable suspicion” to believe that your property contains stolen articles, illegal items or other contraband as defined by law or by local board or school policy.

The Fourth Amendment protects you from arbitrary searches by the police and by school officials.

Section IX: POLICE IN THE SCHOOLS

Police have the responsibility to enforce laws and the right to enter schools. If you are to be questioned by the police or school officials in the presence of the police, you must be given the same rights as citizens outside the school.

Section X: DISCIPLINE

Disciplinary action may be taken against you if you violate the West Virginia Student Code of Conduct, local board policies, or school rules and regulations.

Section XI: ATTENDANCE


Once you are enrolled in school, you are required to attend until graduation or withdrawal.

Section XII: CHILD ABUSE PREVENTION

You have the right to grow up without being physically or sexually abused at school, in the home, or the community.

Section XIII: HARASSMENT

You are protected from racial, sexual, religious, or ethnic harassment and/or violence.

 NOTES:
