



PARKERSBURG
Catholic
SCHOOLS

Parent and Student Handbook

PreK - 12

THE *PC* WAY

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Crusader Vision, Mission and Values

The PC Way – Our Vision

Empowered by Knowledge. Transformed by Faith.

The PC Way – Our Mission

To bring people closer to Christ, Parkersburg Catholic Schools fosters relationships with family, community, and all people through service, educational excellence, and faith formation.

The PC Way – Our Values

We value and believe that:

- Growing and practicing our Catholic faith enables us to provide the best educational environment for students.
- Curriculum that integrates faith, family culture and life is critically needed to educate the whole child.
- Stewardship is the sharing of one's time, talent, treasure and hospitality that enables us to live our mission.
- Christ is at the center of each school day through our commitment to Mass, prayer, academics, service and extra-curricular activities.
- By holding each student to the highest expectations, they are well prepared to succeed in college and in life.
- Hiring and retaining highly qualified staff members dedicated to the vocation of Catholic Education.
- Nurturing a strong partnership with our families is essential to educate the whole child, mind, body, and soul.
- Fostering an environment in which families, students and staff members encourage and support one another.
- Engaging and innovative instruction empowers students to reach their full potential.



Contact Information

Parkersburg Catholic Schools provides a Catholic education for Preschool-3-year-olds through 12th grade on two separate campuses. Our contact information, and an email directory for all staff and faculty are provided.

Main Campus	Elementary Campus
Grades 6-12	PreK - 5 th grade
3201 Fairview Avenue	810 Juliana St.
Parkersburg, WV 26104	Parkersburg, WV 26101
Office Phone: 304-485-6341	Office Phone: 304-422-6694

Admissions Office Phone: 304-462-2600

Advancement Office: 304-428-7528

The following individuals are at both locations:

Advancement Director: Aimee Fleak – afleak@pchs1.com

Elementary Physical Education/ Technology, Drama, Yearbook, Health: Christi Greathouse – cgreathouse@pchs1.com

Music: Mrs. Lynn Sommerville – lsommerville@pchs1.com or lsommerville@pceswv.org

Sara Roseland – Intervention Specialist sroseland@pceswv.org

Middle/High Staff & Faculty	Elementary Staff & Faculty
Father John Rice – Designated Pastor frjohnrice@aol.com	Father Steve Vallelonga – Designated Pastor sttmpastor@suddenlinkmail.com
St. Francis Xavier Catholic Church	St. Margaret Mary Catholic Church
Marlana & Joe Stocking – JoJanitor Custodian	Matt Dailey – Custodian & Lawn Maintenance
Robert – JoJanitor Custodian, Daytime	Dena Sereno – School Secretary dsereno@pceswv.org
Jess – JoJanitor Custodian, Evening	Stephany Long – STREAM slong@pceswv.org
Shonda Kirkpatrick – School Secretary skirkpatrick@pchs1.com	Gina Borrelli – Kindergarten gborrelli@pceswv.org
Amber Brookover - cook	Leanne Sturm – 1 st Grade lsturm@pceswv.org
Theresa Vincent – Middle School Math & Sci. tvincen@pchs1.com	Anne Garvin – 2 nd Grade agarvin@pceswv.org
Grades 7-9 English, Creative Writing	Tiffany Deem – 3 rd Grade tdeem@pceswv.org
Jennifer Sang – 10-12 Social Studies/Athletic Director jsang@pchs1.com	Trina Ross – 4 th Gr. Hmrm, 4-6 Rel. & SS trross@pceswv.org
Marty Vierheller – 8,10,& 12 Religion mvierheller@pchs1.com	Lorie Amrine – 5 th Gr. Hmrm, 4-6 Math & Sci, lamrine@pceswv.org
Michelle Ferch – 7,9, & 11 Religion mferch@pchs1.com	Stacey Cleary – PK3 Teacher scleary@pceswv.org
Larry Thompson – Phys. Ed lthompson@pchs1.com	Sarah Harvey – PK4 Teacher sharvey@pceswv.org
Kim Dulaney – Media Center, Intervention, & Keyboarding/Study Skills kdulaney@pchs1.com	– PK4 Teachers' Assistant @pceswv.org

Beth Grasser – Science Grades 9-12 bgrasser@pchs1.com	Becky Tichy – Kindergarten Teachers’ Assistant btichy@pceswv.org
Craig Casto – ccasto@pchs1.com Art (9-12), Math, Science, Engineering	Sheila Travis: PCES cook
Mary Dailey – Math 9-12, Engineering mdailey@pchs1.com	
Sandi Bradford – Math 9-10, Art 7 & 8 Sbradford@pchs1.com	
Jen St. Clair – English 10-12 jstclair@pchs1.com	Mr. Mike DeRose – Principal mderose@pchs1.com
Steve Taylor – Social Studies 7-9 staylor@pchs1.com	Ms. Amanda Weatherwax – Asst. Principal aweatherwax@pchs1.com

Handbook Notice

In order to implement the school’s mission, this handbook of policies for Parkersburg Catholic Schools’ parents and students has been prepared. Policies of the local administration are based on those of the Diocese of Wheeling-Charleston Policy for Catholic Schools. Mutual understanding and support between home and school benefits the child and opens the door to communication.

Every student shall know, understand and comply with the information, policies, and regulations contained in this handbook. Ignorance of them will never be accepted as an excuse for violation. This document is readily accessible electronically. Printed copies are available upon request.

PCS Administration reserve the right to interpret, amend, or change the contents of the Parent/Student Handbook at any time.

School Operations Procedures and Policies

Office Hours

Both campuses share the same office hours.

School offices are open from

During the school year: 7:30am – 3:30pm Monday-Friday.

During Thanksgiving, Christmas and Easter Breaks: both offices are closed.

During Summer break: ~8:00am – 1:00pm Monday-Thursday. Fridays by appointment only.

Calendars

Real time Google calendars for school and athletics are available online. The Middle/High School calendar link is <https://parkersburgcatholic.com/academics/high-school/>. The Elementary/Preschool calendar link is <https://parkersburgcatholic.com/academics/elementary-school/>. Simply scroll down until you see the calendar. The Google calendars are the most accurate and timely calendars. They are public calendars and you can subscribe to them.

For convenience, the elementary (PK-5) and the middle/high school (6-12) each have one-page calendars on the following two pages. Please know that when a change occurs to the dates on these calendars, a new sheet will not be sent home. Please always double check the Google calendar for the most accurate calendar.

Parkersburg Catholic High School Academic Calendar 2023-2024

August 10 - First Day for Teachers
August 14 - Meet Your Teachers from 6-7:30 p.m.
August 16 - First Day for Students
September 4 - No School -Labor Day
September 15 - Grandparents' Day Mass – Grades 6-12
September 20 - School Photos
October 20 - Academic Awards @ 9 a.m.
November 9 - Parent/Teacher Conferences (1-7 p.m.) - School in Session -Early Dismissal @ 11:20 a.m. November 10 - No School – Veteran's Day
November 14 - Photo Retakes
November 20 –No School for Students - Professional Development for Faculty and Staff
November 20-24 - No School – Thanksgiving
December 5 - Music Dept. Christmas Concert @ 6 p.m.
December 6 – Middle School NET Retreat
December 7 – High School NET Retreat
December 19-21 - Mid Term Exams (Early Dismissal at 11:20 a.m. on 12/21)
December 22 – No School for Students - Professional Development for Faculty and Staff
December 22 - January 2 (classes resume 1/3/24)- No School – Christmas Break
January 2 - Professional Learning for Faculty and Staff – No School for Students
January 12 - Academic Awards @ 2:25 p.m.
January 15 - No School – MLK Day
January 28- February 3 - Catholic Schools Week
February 2 – Early Dismissal @ 11:20 a.m.
February 12 - Curriculum Development - No School for Students
February 19 – Shadow Day
March 10 – NHS Inductions @ 6 p.m.
March 15 - Academic Awards @ 2:25 p.m.
March 25-April 1 - No School – Easter Break
March 29 - No School – Good Friday
April 1 - No School – Easter Monday
April 11-12 - Drama Production
April 27 - Prom
May 6 - Music Dept. Spring Concert
May 7 - Senior Mass
May 8 - Senior Awards @ 6 p.m.
May 9-10 - Senior Exams (Early Release Seniors Only 5/10)
May 17 - Graduation Mass
May 22-24 - Grades 7-11 Final Exams
May 24 - Last Day for Students, Mass and Awards Day for Grades 6-11, and Early Dismissal @ 11:20 a.m. May 30 - Last Day for Teachers

GRADING PERIODS

1st Quarter – August 16 - October 13
2nd Quarter – October 16 – December 21
Semester Exams – December 19-21 (Gr. 7-12)
Semester 1 – August 16 – December 21
3rd Quarter – January 3 – March 8
4th Quarter – March 11 – May 24
Senior Exams – May 9-10
Semester Exams – May 22-24 (Gr. 7-11)
Semester 2 – January 4 – May 24

IMPORTANT NOTICES TO PARENTS AND STUDENTS

All vacations or trips taken during the school year are unexcused unless a school trip.

Parkersburg Catholic Elementary School Academic Calendar 2023-2024

August 10 - First Day for Teachers
 August 14 - Meet Your Teachers from 5-7 p.m.
 August 16 - First Day for Students - No Buses
 August 17&18 - No Buses
 August 21&22 - No Buses
 September 4 - No School -Labor Day
 September 13 - Grandparents' Day Mass - Preschool
 September 14 - Grandparents' Day Mass - Grades K-5
 September 21 - Picture Day
 October 13 - Grades Close
 October 20 - Academic Awards @ 1:00p.m.
 October 26&27 - No Buses
 October 27 - Halloween Parties
 November 1 - All Saints' Day
 November 9 - Parent/Teacher Conferences (1-7 p.m.) - School in Session -Early Dismissal @ 11:00 a.m.
 November 10 - No School – Veteran's Day
 November 16 - Photo Retakes
 November 20-24 - No School – Thanksgiving
 December 14 - Christmas Program - 6:30p.m. PCES Cafeteria
 December 21 - Early Dismissal @ 11:00 a.m. - Christmas Parties - No Buses
 December 21 - Grades Close
 December 22 - January 2 (classes resume 1/3/24)- No School – Christmas Break
 January 2 - Professional Learning for Faculty and Staff – No School for Students
 January 12 - Academic Awards @ 1:00p.m.
 January 15 - No School – MLK Day
 January 28- February 3 - Catholic Schools Week
 February 2 - PD - Staff - Early Dismissal @ 11:00 a.m.
 February 12 - Curriculum Development - No School for Students
 February 13 - Valentine's Day Parties - Fat Tuesday
 February 14 - Ash Wednesday
 February 19 - Shadow Day - No Buses
 March 8 - Grades Closes
 March 15 - Academic Awards @ 1:00p.m.
 March 25-April 1 - No School - Spring Break & Easter
 April 26 - Cash Drawing
 May 3 - May Crowning
 May 10 - Field Day - Grades K-5 Only
 May 14 - No Buses
 May 23 - Fifth Grade Graduation & Last Day @ 7:00p.m.
 May 24 - Last Day for All Students, Awards Day and Early Dismissal @ 11:00a.m.
 May 30 - Last Day for Teachers

GRADING PERIODS

1st Quarter – August 16 - October 13
 2nd Quarter – October 16 – December 21
 3rd Quarter – January 3 – March 8
 4th Quarter – March 11 – May 24

IMPORTANT NOTICES TO PARENTS AND STUDENTS

All vacations or trips taken during the school year are unexcused unless a school trip.

Information Pertaining to Both Schools:

School Closings

Parkersburg Catholic Schools (PCS) will announce school closing via email, school social media pages, and on WTAP.

If the state of West Virginia continues to allow virtual learning when school is closed for any unforeseen reason the announcement may also specify “Virtual learning”. If the email and/or TV posting states “Virtual” then please check for another email with details for a virtual school day. If the announcement does not include “virtual learning,” then the school is considered closed.

Virtual learning can prevent any required makeup days in June or during spring break if we have extended snow days during the winter. These will be used sparingly and only if needed. Virtual learning will count as a regular school day. Our format will be Google Classroom and FACTS/RenWeb for virtual learning, as needed.

Early Dismissal

For predetermined dates identified on the school calendar as “Early Dismissal,” the school will communicate the dismissal time. Students that need an individualized early dismissal are to follow the procedures found in the Attendance section.

Change of Address/Phone Number Student Records

If a family moves or has a change in personal information please log into your FACTS SIS/RenWeb account and update the information. In addition, please email the school secretary notice that information has changed.

Medication

PCS follows the Diocese of Wheeling-Charleston’s regulations and WV state health department rules concerning medications at school. Under State Health Department rules, a teacher cannot provide or administer medication of any kind to a student.

ALL medication must be kept in the office in the original container with instructions from a parent/guardian. Any student taking medication, prescription or any over-the-counter medication, during school hours must complete a medication form (available in the office) and return it and the medication to the school office. All medications will be returned to students at the end of the year. Medications are not kept from year to year. Students are permitted to carry personal inhalers with medical documentation filed in the office.

Admissions and Enrollment Procedures

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the foregoing students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs. Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor/Designated Pastor if a financial problem exists. Each local Catholic School Consultative

Board is encouraged to have a local tuition assistance program to help families that cannot afford all or part of the tuition.

Admissions Process

1. Inquiry (call, web form, email, referral, marketing conversion)
2. Initial Contact with Admissions
3. School Tour
4. Shadow Day
5. Principal Interview/Academic review (if applicable)
6. Application Submission & Review (Offer Acceptance, Offer Waitlist, Application denied)
7. Family Offer Acceptance & Registration Fee. Advance to Enrollment Process

Enrollment Process

*Student is NOT enrolled until all steps, 1-8/9, are completed. Class scheduling (Middle/High School) may not occur until Steps 1-7 are completed.

1. Provide the family with required confidential documents, including vaccinations, and forms for enrollment.
2. Family setup Tuition Payment Plan in FACTS and confirmed by bookkeeper.
3. Apply for Grant and Aid (if applicable).
4. All required documents and signatures are received. Registration fee paid.
5. "Tuition & Fees Schedule" and "Withdrawal Policy" signed and submitted.
6. Preschool - Clarify enrollment level (P/T, F/T)
7. After School Care Registration - Preschool and Elementary only - (yes or no option)
8. High School - Class schedule meeting with school counselor (Plan loosely for all 4 years, following year requests submitted)
9. Probationary Period (1st quarter) of 1st year of attendance where a student can be unenrolled by school or parent.

Re-enrollment Procedures for returning students

In the Spring of each school year, PCS will continue online re-enrollment procedures for all current students for the following school year. Parents will receive email notification that re-enrollment window has opened. The email will provide detailed instructions how to complete the re-enrollment process in the Family Portal (RenWeb). All families will be required to complete the online process to reserve a seat the following year.

There will be a \$10.00 fee for re-enrollment. The online process allows families to complete all the 'return to school' forms to be signed digitally and done in advance. In addition, the opportunity to review all demographic and contact data in the system is reviewed and corrected by the parent if needed.

Volunteers

PCS considers all volunteers a very special resource. Anyone who would like to volunteer as library aides, office helpers, lunchroom helpers, tutors, coaches, PCAA, committee members for various committees or PVA should contact the Main Office.

All volunteers including parents must complete the online Diocesan VIRTUS training on sexual abuse awareness, which includes a background check. Instructions are available in the weekly school newsletters, or by request in the main offices.

We need active participation from every family. You are very important to the success of our students. Below are some, not all, of the areas where we need your help. Please select an area and contact the office. The school secretary will get you to the person in charge of that group/activity.

- *Parent Volunteer Association- both at the HS & ES, room parents*
- *Parkersburg Catholic Athletic Association (Athletic Boosters)*
- *School Advisory Council Committees: Culture & Catholic Identity, Finance, Enrollment, Advancement, Academic Excellence*
- *Facilities Advisory Council*
- *Library, lunchroom, recess*
- *Elementary coaches*
- *Landscaping/ Gardening*
- *Painting*
- *Graphic Design*
- *Classroom Readers, helpers*
- *Field trips*
- *Bulletin Board creators*
- *Advancement committees/fundraisers*
- *Prayer Partners Coordinator*
- *Scrip Team*
- *And many more....*

Communication

At PCS, all faculty and staff strive to ensure that communication is consistent, clear and as timely as possible. With that desire, it is best to outline the intentional and acceptable methods of communication at PCS.

Multiple Modes of Communication with parents and students

At PCS, the school will utilize email predominantly for communication with parents. For example, both the elementary's and high school's weekly newsletter is sent via email to all parents. Please check your inbox weekly for communication from the school. If you do not see the weekly update by Friday evening, please check your spam, junk and promotional folders of your email provider.

Communicating with your child's teachers

Reliable methods for communicating with your child's teacher include email or phone calls. The best is to use email to schedule a call or in person appointment. Every teacher at both the elementary and high school have a phone in the classroom. High school teachers now have voicemail available to them. While teachers can not interrupt instruction for calls, they can get messages during planning and before or after school.

Always bring class concerns and questions directly to your child's teacher. Our partnership requires open communication between parents and teachers. Going directly to administration or the school counselor does not support open communication with the teacher.

If a parent has made at least two attempts to communicate with a teacher and doesn't receive a response in a timely manner (typically less than 48 hours), please call the office. Additional methods of communication are left to the discretion of the teacher.

with Guidance Counselor

The middle/high school counselor is most easily reached via email or calling the school.

All parents and students are encouraged to bring concerns and questions especially regarding scheduling, testing, accommodation needs or social worries to the school counselor. Grades and assignment questions should be brought to the teacher first.

with Administration

All parents and students are encouraged to keep communication lines open with administration. The principal and assistant principal are available best via email and the school secretaries. Conversations with parents are welcomed. Partnering with parents is an honor and a privilege. Administration only wishes to keep these lines open by being available. If a parent or student wishes to meet in person, scheduling through the secretaries is best.

Withdrawal Policy – Updates being made; will notify

PCS Tuition and Fees Schedule:

- **Preschool 3-and 4-year-old- PART TIME 8:00am-11:30am, 5 days per week: \$4,532.00 annually**
- **Preschool 3-and 4-year-old- FULL TIME 8:00am-2:30pm, 5 days per week: \$6,043.00 annually**
- **Elementary School Grades K-5: \$6,043.00 annually**
- **Middle School Grades 6-8: \$7,889.00 annually**
- **High School Grades 9-12: \$9,190.00 annually**

Scholarships and Grant Application Procedures

Every family seeking any level of financial scholarship or grants is required to complete the FACTS Grant and Aid application in advance of any award provided. The online application is available on the home page of www.parkersburgcatholic.com . There are two links, one for elementary and one for middle/high school.

PK 3 is not currently eligible for Diocesan financial support.

PK 4 is eligible for both Diocesan and Parkersburg Catholic Schools Foundation support.

Grades K-12 are eligible for Diocesan, Parkersburg Catholic Schools Foundation, and other tuition funds available directly through the schools.

Attendance Procedures and Policies

Absence or Tardy

Parents/guardians have a legal responsibility to inform the school that their child(ren) will not be in attendance each day the child(ren) are absent. If the school is not notified an attempt will be made to contact the parents to inform them that their child is not in attendance that day. After an absence, students must have a valid written excuse upon returning to school. A valid written excuse is a note from a parent/guardian explaining the reason for the absence. Valid excuses include only the following reasons:

1. Personal illness.

2. Quarantine under the direction of a health officer.
 3. Personal medical, dental, optometric or chiropractic appointment (must provide written documentation).
 4. Funeral services for a member of the immediate family (limited to three days).
 5. An emergency or set of circumstances which, in the judgment of the principal and the superintendent of schools, constitutes a good and sufficient cause for absence from school. Such occurrences should be rare. The school must be notified and consulted prior to the intended absence.
 6. Personal court appearance (requires verification).
- High School Only:
7. Student serving on jury duty.
 8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 9. College visit (must provide written documentation)

Students are allowed five excused, approved absences *per semester* – ten (10) excused for the year. After 5 non-medical days, make- up time will be required based on review by the principal. The principal will apply the appropriate discipline. Students may have days deleted from their ten (10) total for the reasons listed above.

If a student is absent for three or more consecutive days, a doctor's excuse must be presented upon returning to school.

At the end of each quarter, tardies will be converted to full day absences at the rate of 3 tardies = 1 absence. Unexcused tardies = unexcused absences. Excused tardies = excused absences. These converted values will be reported on the report card and count for official attendance records.

A student will be considered excused and allowed to make up class work provided a written note is brought from home or a phone call stating the reason for the absence up to the allowable ten (10) days. Expulsions, out of school suspensions, un-notified absences, shopping or hunting trips, hair or beauty appointments, birthday breakfast or lunch, or any absence deemed unnecessary by the principal will be considered unexcused. Making up course work will be at the discretion of the classroom teacher's policy on unexcused absences.

Early Dismissal

Parents must always sign their children out in the office when taking them from school prior to scheduled dismissal time

Special circumstances absences are excusable for these reasons:

- Physical or mental incapacity of the student may be verified by the parent or guardian not to exceed five (5) days per semester. Verification by a physician is required when the absences exceed three (3) consecutive or five (5) total days per semester.
- Hazardous conditions that hinder the student to safely make it to campus.
- Observances of regular religious ordinances.
- Other reasons not listed or mentioned in this handbook as approved by the Principal.

Make Up Work

If a student has a valid excused absence from school or class, that student will have an equal number of days to make up the missed class work. *For example: Absent from class one day; student receives one extra day to make up that missed days' work.*

Extra-Curricular Activities on days absent

To participate in extra-curricular activities, (sports practice/contests, rehearsals, school dances, after school clubs, attending athletic events, etc.) students must arrive at school no later than 8:45 a.m. Students with an approved reason for absence (medical or other as approved by the principal) must submit the proper documentation for the absence upon their return that day to be able to participate.

This policy refers to students being absent or being sent home ill during the day and subsequently returning to school for rehearsals, practices, athletics, attending athletic events, dances, etc.

School Facilities

Visitors

PCS campuses are closed campuses monitored by security cameras. Adult visitors are welcome, but they must sign in and receive authorization from the office. Student visitors must have written parental permission on file in the office and must sign in upon entering the building. At the elementary, the office is located on the bottom floor. The office for preschool and middle/high school visitors is in the high school.

Visitors may only go to the location intended and may not wander the campus. Visitors are required to sign out before leaving campus.

Facility Use Requests

PCS facilities may be utilized by third party organizations at the discretion of the principal. All requests for third-party facility use must adhere to following procedures for consideration. Requests are not guaranteed. PCS Crusader needs always are top priority.

- Certificate of Liability coverage in the amount required by the Diocese of Wheeling-Charleston must be provided to the principal with the written request for use.
- All dates and times must be included in the request.
- Payment for facility rental and custodial costs must be paid prior to the day of use.
- Any additional requirements of the Diocese must be met prior to facility use.
- All requests must be in writing and utilize the Facility Request Form.
- Denial or Approval of Facility Use Requests will be provided in writing by the principal.

Asbestos Management Plan

The Asbestos Management Plan as prescribed by Federal Register, 40 CFR Part 763, "Asbestos Containing Material in Schools" is located in the Principal's Office at both locations as well as at the Director of Buildings and Properties Office at the Diocese of Wheeling-Charleston's Administrative Offices, 1300 Byron Street, Wheeling, WV 26003. Periodic Surveillance Inspections are performed at six (6) month intervals and all response actions have been or will be performed as outlined in the Asbestos Management Plan. As required by Section 763.85 (B), a school must be re-inspected within three (3) years after the management plan is in effect. Parkersburg Catholic Schools is current with the Diocese of Wheeling-Charleston's Asbestos

Management Plan.

Safety and Security

Safety Drills

Fire Drills

Fire drills and other safety drills are conducted each year in accordance with the regulations of the State Fire Marshall. Exit routes are clearly posted in each classroom. Teachers will advise students of the procedure for each room. There is to be no talking during any safety drills. All alarms are to be taken as real and serious. When the fire alarm and verbal confirmation are given students are to exit the building quickly and quietly to their safe designated area.

Tornado Drills

Although PCS is not in a historically tornado-prone area, the school Safety Team has determined that we should be prepared for severe weather; therefore, our school has a designated procedure for a tornado by locating students to a safe area within the building in a minimum amount of time. In the event of an impending tornado or severe thunderstorm with the potential to be destructive, students will be directed to go to the following locations by verbal announcement:

ALICE Drills

Parkersburg Catholic Schools are committed to providing a safe environment; therefore the school Safety Team has been proactive in developing procedures to address crises that affect the safety of our students. PCS has a designated procedure for sheltering/evacuating students to a safe area during a safety crisis. Teachers will advise students of the procedure for each room. There is to be no talking during any safety drills. All alarms are taken as real and serious to ensure that students and teachers can hear further directions in the event of an emergency. An ALICE drill will occur at least twice during the school year.

Hotline

A West Virginia Safe Schools Hotline is set up for use by students and parents to anonymously report potentially harmful or destructive activity within the school community. The number is 1-866-SAFEWVA or 1-866-723-3982.

School Advisory Council

Parkersburg Catholic Schools has an advisory council made up of the following voting members:

2 – St. Francis Xavier Members

2 – St. Margaret Mary Members

2 – St. Michael Members

1 – St. Ambrose Member

1 – St. Mary's Member

1 – Non-Catholic Member appointed by Elementary Designated Pastor

1 – Non-Catholic Member appointed by High School Designated Pastor

From these members a chairperson is selected by the members. The Council meets on an as needed basis.

The Council has 5 standing committees: Enrollment, Advancement, Finance, Academic Excellence and Mission and Catholic Identity. At least one council member is on each committee. Each committee is chaired by a councilmember.

Student Code of Conduct

Uniform Code

Students should never presume that they have permission to wear non uniform clothing to school. The uniform of PCS distinguishes its students from any other school's student. Wearing the PCS uniform will demonstrate the pride that the student has in attending PCS.

NOTE: This Appearance Code is subject to change as fashions, fads, and new challenges arise.

If a student is sent to the office for being out of code, the student is expected to:

1. Correct the problem immediately (uniform closet is available to all).
2. If the problem cannot be corrected immediately at school, the parents may be notified to bring appropriate clothing to the student, take the student home to correct the problem, or give permission for the student to drive home to correct the problem.

The following applies to all students:

- 1.) No head covers including caps, hats, bandanas, or hoods are permitted during the school day. Outer garments such as jackets, coats, gloves, mittens, and scarves must remain in lockers during school hours.
- 2.) Hair must be well kept, out of the face, and clean in appearance. Students may not have non-natural colored hair (i.e., blue, orange).
- 3.) All jewelry/accessories should be modest and tasteful. Chains, studded collars, and studded wristbands are not permitted.
- 4.) Garments, backpacks, and all other personal belongings cannot display or advertise illegal or controlled substances or have inappropriate images or messages such as sexual innuendo or profanity.
- 5.) All clothing must be free of rips, tears, tatters, fringe, slits, and torn fabric.
- 6.) All clothing including shoes must be neat and clean in appearance.
- 7.) All clothing must fit appropriately. For example, pants should not excessively drag the ground or be oversized or undersized. Shirts should fit appropriately and not be too large and baggy or too small and tight.

Spirit Days for all!

Every FRIDAY (unless otherwise specified) is designated as school spirit day, and everyone is encouraged to wear:

- 1.) a PC school tee shirt, sweatshirt, or hoodie
- 2.) sweatpants or gym shorts (must be solid black, gray, or navy; school logo is optional)
- 3.) jeans that are blue denim in color and are free of rips and designs and that do not show skin.
- 4.) Leggings worn as PANTS are NOT permitted at either school.
- 5.) Students not participating must wear the usual school attire required on any other day.

Dress Uniform for Mass and Assemblies (Both Schools)

- 1.) Khaki pants/skirt/jumper
- 2.) Navy polo (crewneck sweatshirt or fleece permitted during cooler weather)

Food/Drinks (all schools)

Students are not permitted to have food, or gum in the gym, library, classrooms, or other academic or athletic areas of the school. Food is not to be stored in lockers. Reusable water bottles are expected to be used by every student. All drinks in a classroom must have a lid and be secure to prevent spills and damage to electronics and instructional materials.

Any drinks other than water such as, but not limited to, energy drinks (Bang, Monster, and others), soda or coffee are strongly discouraged in the classroom.

Any drink that becomes a distraction in class, solely at the discretion of the teacher, will be confiscated and dumped.

PDA (Public Display of Affection)

Public displays of affection such as kissing and holding hands are inappropriate on school premises and therefore prohibited, and will result in a disciplinary consequence.

Fighting

Physical fighting and verbal altercations are expressly forbidden at PCS. Students who are having problems with another student should see a teacher or counselor if the problem persists. Physical fighting and verbal altercations could result in suspension for the student(s) involved.

Smoking and Tobacco Policy

PCS continues to place importance upon the health of its students and staff and maintains a tobacco and nicotine-free campus. Students are not to possess or use any form of tobacco or nicotine while on campus or while attending a school function as stated in WV Code 16-9A-1 through 16-9A-4.

Use and possession are viewed as being the same. Possession includes having the substance in vehicles, lockers, book bags, gym bags, backpacks, purses, or on the person. Under school supervision means home/away activities for both student fans and student participants.

Violations of this regulation will result in an automatic three days or more out-of-school suspension with no opportunity to make up work. Possession of these substances by a student under eighteen

(18) years of age is in violation of city code and will be referred to local law enforcement.

Drugs and Alcohol

Student use or possession of alcohol or drugs while participating in any academic, extra-curricular, or social program sponsored by PCS is strictly forbidden. Use of such controlled substances is not only illegal but has been proven to be particularly damaging to changing adolescent bodies. Because our school philosophy pledges a responsibility to the whole person, our drug policy must include opportunities for drug awareness education and rehabilitation as well as punitive measures for students who break this civil and school rule.

Any student who has in his or her possession, or uses, or is under the influence of any unauthorized substance (as defined by the Uniform Uncontrolled Substances Act, WV Code, Chapter 60A, Article 6, Section 605) during regular school hours, or during attendance at school-related events, shall find himself/herself subject to disciplinary actions.

Threats and Violent Acts (Diocesan Policy 5515)

Student conduct (whether on or off campus, or whether during the school year or between enrollments) that detrimentally impacts a school community, program or reputation and the sense of safety in a school may also result in disciplinary action.

Harassment and Threats

Policy: It is the policy of Parkersburg Catholic Schools to maintain a Christian academic, athletic, social, and working environment free of all forms of harassment for any student or staff member. Harassment violates school policy, the West Virginia Human Rights Act, the Office of Civil Rights Policy Title IX, and Section 703 of Title VII of the Civil Rights Act of 1964.

Scope: This policy applies to all students, staff, and agents of Parkersburg Catholic Schools.

Responsibility: The Principal is responsible for the non-discriminatory application, interpretation, and enforcement of this policy.

Definition of Terms:

A. Harassment refers to behavior that is not welcome, that personally is offensive to some people, and that fails to respect the rights of others.

B. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of an individual's academic or athletic progress or endeavors. This can occur by clearly stated or implied words or actions.
2. Submission to or rejection of such conduct is used as a basis for educational or athletic decisions affecting an individual student.
3. Such conduct is intended to interfere or results in interference with a student's educational or athletic performance, or creates an intimidating, hostile, or offensive educational, athletic, or social environment.

C. Verbal Harassment: Prohibited actions include but are not limited to derogatory or vulgar comments regarding a person's gender or sexuality, suggestive language, sexually vulgar language, remarks about a person's physical anatomy or characteristics, jokes of a sexual nature, sexually suggestive cartoons or calendars, suggestive or insulting sounds, and obscene gestures.

D. Physical Harassment: Prohibited actions include but are not limited to: touching another person

in a sexually suggestive way or touching another so as to invade his or her personal privacy.

E. Technology Harassment: Prohibited actions include Internet e-mail, phone texting, blogging, or any other method of conveying a message that is perceived as harassing.

F. Hazing of any kind including initiations: prohibited actions include all types of actions meant or intended to mean acceptance into any activity or event.

Racial, sexual, or religious/ethnic harassment and violence will NOT be tolerated under any circumstances. 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, 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 is prohibited between staff members, between staff members and students, between 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 gestures, name calling, ethnic or racial slurs; or threats, insults, or assaults against someone due to his/her sex, race, religion, or ethnic group.

Procedure

A. All complaints of harassment will be investigated confidentially, thoroughly, and as expeditiously as possible.

B. Any student who believes he or she is being or has been harassed is responsible for reporting the facts of the alleged act immediately, either verbally or in writing, to a teacher, Guidance Counselor, or the Principal.

C. The teacher or Guidance Counselor who initially receives a complaint of harassment must confer with the Principal who will conduct the investigation.

D. In the event that a thorough investigation of a reported or suspected occurrence of harassment reveals that a student, staff member, or school agent has not engaged in any form of harassment, the Principal will inform all involved parties that a thorough investigation has been conducted and that no grounds or basis exists to substantiate such report or suspicion of harassment. All information will be delivered in writing.

E. If a thorough investigation of a reported or suspect occurrence of harassment reveals that a student, staff member, or school agent has engaged in a form of harassment, appropriate disciplinary action up to and including expulsion or discharge may result, depending on the situation. After a thorough investigation finding a violation punishable by law, the appropriate authorities will be notified.

F. The student who brought the complaint, the alleged harasser, and all other involved parties will be informed by the Principal of the outcome of the investigation and the appropriate action to be taken within five (5) school days of receiving the complaint. All information will be delivered in writing.

G. Throughout the process, the complaining student will be assured that school policy and the law prohibits any reprisal for making the complaint.

H. If the complaining student or the alleged harasser is not in agreement with the decision, he or she may appeal the determination in writing within three (3) school days of the determination to the Principal.

I. Any decision made by the Principal shall be final.

J. All matters related to reported or suspected harassment, including contents of meetings, interviews, investigative results, and all other related actions will be documented and kept confidential.

Social Probation

The principal shall have the right to place a student on "social probation" which means the student will not be allowed to attend extra-curricular activities unless he/she is a viable participant in that event. For example, he/she may be a member of a sports team and attend that game as a participant; however, that student will not be allowed to attend a game in which he/she is not a participant. Extra-curricular is any event taking place outside of school hours, i.e., dances, home or away ball games, etc. The Principal will determine the length of probation.

Student Pregnancies and Student Marriages

Because all life is sacred, Parkersburg Catholic Schools will not suspend or expel any student solely on the grounds of pregnancy, paternity or marriage. All effort will be made so that the student will continue his/her education at PCS, homebound instruction or in another school of his/her choice. Participation in curricular or co-curricular activities, by a pregnant student, shall be determined by written permission of her physician.

Suspension, Expulsion, and Required Withdrawals

In-school and out-of-school suspensions are disciplinary measures that may be imposed by Administration for repeated and/or serious offenses.

A minimum of one week's suspension (5 days) will be issued for anyone involved in a bomb threat or other violent/destructive threat(s). The incident will be reported to the appropriate law enforcement agency if applicable.

Expulsion should be resorted to only when all other means of discipline have proven ineffective, and the student's conduct is a definite hindrance to the welfare and progress of the school community. Expulsion could be the result of a single serious offense (e.g., bringing a weapon to school or selling drugs) or gross accumulation of minor offenses. The decision to suspend or to recommend expulsion is made by the Principal. Written notification of suspensions and expulsions will be sent to parents in a timely fashion to follow-up telephone or in-person dialogues.

The Superintendent of Catholic Schools will receive a copy of expulsion letters.

Required withdrawal is the dismissal of a student from the school by the Principal, but is not an official expulsion. Reasons for required withdrawal may include inappropriate placement in the school based on academic performance, behavior problems, or social adjustment. Parents will ordinarily be given the opportunity to withdraw the student from the school. If the parent refuses to withdraw the student, the Principal may follow steps to expel the student.

Vandalism

Vandalism of school or personal property is a serious violation. Vandalism includes the misuse or destruction of any property and includes but is not limited to textbooks, the school grounds, building, fixtures, desks, supplies and technology. Any guilty person(s) will be subject to disciplinary action and will also be responsible for the cost of repair and/or replacement of the vandalized property and may be referred for legal action.

Weapons (Diocesan Policy 5513)

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use shall not by any person be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Bishop of Wheeling-Charleston; nor shall any such instruments be brought onto or otherwise permitted on any premise where school functions are being conducted which are under the jurisdiction of the Bishop of Wheeling-Charleston. Deadly weapons shall include but not be limited to those instruments defined in West Virginia Code, Chapter 61, Article 7, Section 2, as a blackjack, gravity knife, knife, switchblade knife, nunchucks, metallic or false knuckles, pistol, revolver, or other deadly weapon of like kind or character which may be easily concealed on or about the person or any other type of firearm of any type or description. Students who bring weapons as defined by diocesan regulations to school are subject to immediate suspension and/or expulsion and the proper law enforcement agency will be notified.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property. Parents/Guardians of students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion. School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

Use of School-owned Technology

The use of school-owned technology is a privilege afforded to the students to enhance learning. Technology can be used to teach technological skills, integrate various content areas, encourage critical thinking and problem solving, and develop ethical practices. With the privilege comes responsibility. The staff will make every effort to provide a safe environment for students who access the Internet, but the student must also use the equipment correctly and appropriately. The following is a policy contained in a Diocesan Acceptable Use Policy that all students and parents will sign at the beginning of the school year. Students will not be allowed access to computers until the agreement is signed. Students who violate the letter or the spirit of the policy will be subject to appropriate disciplinary action, including but not limited to suspension or revocation of computer privileges, withdrawal from computer courses and notification of the withdrawal on the student's official transcript, or expulsion. Recognizing the legal and ethical obligations to its students, PCS takes its technological responsibilities seriously. It, therefore, retains the following rights and understands the following responsibilities:

1. To log network use and to monitor file server space utilization by users, and assume no responsibility or liability for files deleted due to violation of file server space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to PCS-owned equipment and, specifically, to exclude those who do not abide by PCS Acceptable Use Policy or other policies governing the use of school facilities, equipment, and materials. PCS reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Internet Use Policy

With access to computers and people also comes the availability of material that may not be of educational value in the context of the school setting. Parkersburg Catholic Schools has taken precautions to restrict access to controversial material; however, on a global network, it is impossible to control all material and an industrious user may discover controversial information. PCS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Diocese of Wheeling-Charleston.

1. Acceptable Use -The use of your account must be in support of education and research and consistent with the educational objectives of Parkersburg Catholic Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Students must not access social networking sites or gaming sites, unless under teacher supervision for an educational purpose.
2. Privileges - The use of the Internet is a privilege, not a right. Access to the Internet must be expressly permitted in any area of the school. Inappropriate use will result in a cancellation of those privileges. The system administrator and the Principal will deem what is inappropriate use, and their decision is final.
3. Unacceptable Use includes but is not limited to the following:
 - A. Giving out personal information about another person, including home address and phone number,
 - B. Accessing home email accounts from school, signing up for home email accounts, or using instant messages through the PCS network,
 - C. Using the network for commercial or for-profit purposes or personal business,
 - D. Using the network for product advertisement or political lobbying
 - E. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
 - F. Disrupting the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
 - G. Installing or using a proxy server, or proxy server websites with the intent to bypass web content filters,
 - H. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
 - I. Transmitting hate mail, chain letters, mass mailings, harassment, discriminatory remarks, and other antisocial behaviors,
 - J. The unauthorized installation of any software, including shareware and freeware, for use on school computers,
 - K. Using the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network,
 - L. Downloading entertainment software or other files not related to the mission and objectives of PCS for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of PCS.
 - M. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or

distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

N. Use of the network for any unlawful purpose is prohibited.

O. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

P. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

Q. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

4. Copyright/intellectual property and identity - all sources obtained for student work must be properly cited. Transferring copyrighted material to and from school without the express permission of the owner is a violation of Federal Law.

5. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Do not reveal the personal address or phone number of students, teachers, administrators, or yourself.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Be polite. Do not get abusive in any postings on the Internet.
- When finished with a computer, log off.

5. Communications - Electronic and/or digital communications between students and teacher should be conducted solely for appropriate educational purposes and employ only school-sanctioned means. This includes teacher webpages, teacher school email, school phone number, and educationally-focused networking sites. Students should not have access to teachers' personal email or phone number. If a student contacts a teacher using personal numbers, e-mail or networking sites, the teacher will notify the Principal immediately.

6. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the system administrator or your teacher. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and the computer labs.

7. Respect for others property - Do not access, view, alter, erase, or damage another individual's account or disk/CD/DVD. Entering or attempting to enter someone's account is strictly forbidden and will result in cancellation of privileges.

8. Remote Access - Students accessing PCS's web pages, Facebook page, or databases from a remote location remain responsible for complying with the terms of this policy.

9. Social Media - All standards in this handbook for appropriate behavior apply to students who subscribe to a public or private access Internet site. This includes, but is not limited to, Facebook, Instagram, Tik Tok, Snapchat or Twitter.

Consequences for students representing themselves or the school in a manner that is deemed inappropriate or in violation of any of the standards will be disciplined

10. Parkersburg Catholic Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. PCS will not be responsible for any damages a student might suffer. These include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student's errors or omissions. Use of any

information obtained via the Internet is at the student's own risk. PCS specifically denies all responsibility for the accuracy or quality of information obtained through its services.

11. Parents and students may NOT post pictures of school events on any internet site.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs, and threats. Federal, State and Local law prohibits the electronic distribution or dissemination of any material that depicts a minor nude or engaged in any sexual or lewd conduct. The possession of sexually explicit images of minors on any device is prohibited regardless if any laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be confiscated and given to the police, if reasonable suspicion exists that the phone contains evidence of a violation of school policy. Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Social Networking

Social Networking violations include but are not limited to the following: any derogatory, vulgar, belittling or sexual pictures, words or innuendos indirectly or directly geared towards another student, administrator, teacher, coach, parent, sibling, or any member of the school community not previously mentioned. Publishing on websites, blogs or tweets of disparaging or defamatory comments about the school or any member of the school community is not permitted.

Teachers/Staff are not permitted to be "friends" on any personal social networking sites with any student of the school. The use of the school logo/or name on personal websites/blogs is prohibited unless authorized by the Principal. There are no "chances" with the social networking policy. All students will abide by the policy during his/her enrollment at Parkersburg Catholic Schools. First offense will result in immediate out-of-school suspension and maybe reported to the police, if the communication is deemed to be in violation of federal, state or local law. This rule applies to any and all social networking websites and apps, emails, or text messages brought to the attention of any faculty or administrative personnel.

Progressive Discipline Policy

PCS faculty and staff, in partnership with parents, utilize a progressive discipline practice with students. Through progressive discipline, teachers, staff and administration determine appropriate consequences and/or support to help students improve their behavior, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behavior from happening again.

Classroom teachers will have a defined process for minor violations. Major violations will be sent straight to administration.

Conferences

PCS encourages parents and teachers to confer about student progress. The schools schedule an evening of conferences after the first quarter; however, parents may schedule a conference at any

time by contacting their child's teacher(s) or guidance counselor. Conferences with parents and the Principal will be reserved for topics that have not been resolved by prior teacher-parent-student meetings.

Field Trips

Field trips are encouraged as a method of reinforcing the religious and academic goals of PCS. Completion of the Diocesan permission form with the educational purpose stated is required for all trips. Proof of insurance as well as a completed certificate of VIRTUS *Protecting God's Children* training and completed background check must be on file in the Main Office for any parent volunteers who supervise or drive students on field trips. Students must be picked up promptly after field trips. All students will travel to and from outside locations on school transportation when provided. This includes co-curricular, extracurricular, and athletic activities.

Report Cards

Report cards are distributed to students each quarter. Parents are responsible for using FACTS SIS/ RenWeb and the Family Portal to check their student's grades at any time. Release dates are announced in advance.

Parkersburg Catholic Schools policy dictates that report cards and all school records will be held for students with outstanding tuition and/or fees.

Homework

We at PCS believe homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet comfortable place for the students to work and by seeing that assignments are completed.

Academic Recognition

Students at PCS receive special recognition for their efforts in academics, attendance and other virtue and character achievements. Each quarter, an assembly of all students will be called to honor student achievement. Parents are welcome to attend these events to honor students. Please see the annual calendar (single page list) of events for dates and times per grade level/campus.

Parkersburg Catholic Elementary PreK-5

The following information pertains to the elementary school only.

Cell Phones and Personal electronic devices

Please see the Technology Use Agreement in addition to the information in this section.

Students in grades PK3-5th grade are provided school owned devices to use at school. Elementary students sent to school with cell phones will not be permitted to have them outside their backpack

at any time before 2:45pm. If a student is found using a personal device (cell phone, tablet, laptop, smartwatch, gaming device, etc.) during school hours without permission by a faculty member, the device will be confiscated, and parents called to pick up at the end of the day. Repeat occurrences will result in progressive disciplinary steps.

Elementary Arrival and Dismissal

All students in grades K – 5 must be at school by 8:00 a.m. (morning gathering) and will dismiss at 2:45 p.m.

PreK students must arrive no later than 8:10 a.m. – half day will dismiss at 11:15 a.m., full day will dismiss at 2:30 p.m.

2-Hour Delays – all students arrive no later than 10:00 a.m. – half day PreK students recommended do not come to school on a 2 hour delay.

Parents should inform teachers of the typical transportation mode expected for dismissal.

Exceptions to the rule must be communicated in writing to the school (email is ‘in writing’) with the date of the exception written in the note.

Morning Arrival:

K-5th Grade

Morning drop-off will begin at 7:45 a.m. No students will be permitted to enter the building prior to 7:45 a.m. unless signed up for Before School Care (7:15 – 7:45 a.m.) Before School Care is \$5.00 each day and will be billed separately each month. For grades K-5, please use the playground side of the building for drop off. Pull all the way up to the PCES car line sign, park your vehicle, and allow your student to exit the vehicle from the passenger side (this will allow for multiple parents to drop-off at once). Morning duty teachers will greet students on their way into the building.

Preschool Drop-off

Arrival to Preschool will run from 7:45 – 8:10 a.m. Arrivals prior to 7:45 a.m. are not permitted unless the student is registered for before school care. Parents are to park their vehicle in the Art Center lot (in the row nearest PCES) and bring the student to the double doors leading into the cafeteria (on Juliana Street), then into their classrooms. Half-day preschool will dismiss at 11:15 a.m. Full-day preschool will dismiss at 2:30 p.m.

Bus & After Care

Students that ride the bus to be picked up at the HS campus will depart at 2:45 p.m. daily. Parents picking up at the HS campus are to be present and waiting by 2:55 p.m. for the bus. Please park your car in the lot at the Preschool end of the parking lot. Please walk to the sidewalk nearest the old PreK entrance to get your child off the bus.

PLEASE NOTE: After School Care will be held at PCES, so Parents utilizing the bus to pick up at the HS are responsible for supervision once the student exits the bus. Please be diligent and keep the motto – “Safety first!”

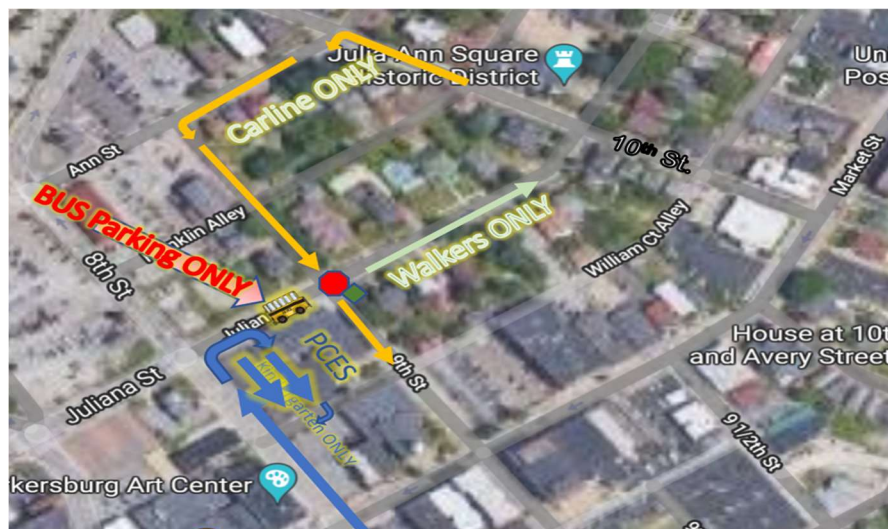
After School Care students will be escorted to After Care by a designated teacher at PCES. After Care will begin at 2:45 p.m. and end at 5:30 p.m. – Parents please pick up your students at the PreK entrance/exit on the Juliana Street side.

After Care is \$10.00 a day and \$8.00 additional per sibling in the same family. After Care is billed separately each month.

Walkers:

Students that are walkers will be dismissed from the double doors at the corner of 9th and Juliana, AFTER the bus departs for the high school. NO ONE is permitted to park on 9th street, in the Baptist church parking lot, or the alley and then have their student be a walker. If you choose to indicate that your child is a walker, you should be a resident of the local neighborhood. If you choose to park and utilize the walker dismissal, you must park at least one block up on Juliana Street and walk back to the corner of 9th and Juliana. AFTER the bus departs, the teacher will facilitate students crossing to meet their parent/authorized pick up person at the corner. This will prevent potential accidents and is for the safety of students.

Do not walk to the carline area to pick up a student.



Carline – Afternoon:

Students being picked up from school should use the playground side of the building. Because of the location of our school on a downtown street, dropping children off from cars is a safety concern. Please follow these safety requirements when dropping off and picking up your student.

1. 6 Cars will drop off/load at the same time. The next 6 cars will move forward and drop off/load. The front car will pull up to the Principal Parking sign.
2. Students are required to exit on the passenger side of the vehicle ONLY.
3. Pull close to the curb for entry and exit of the vehicle. Place the vehicle in park. Do not stop in the middle of the street as this holds up traffic and can endanger the children.
4. NO student will be allowed to walk to a parent that has parked on the street, in the alley, or by the church. The driver will be instructed to return to his/her vehicle and enter the carline.
5. The school bus loads and unloads at the corner of 9th & Juliana. When turning onto 9th Street from Juliana do not stop in front of the buses. They cannot pull out and it puts them behind schedule.
6. **PreK, Kindergartners & their siblings ONLY** - Carline for PreK/Kindergartners ONLY is in the Parkersburg Art Center parking lot so that students can be safely loaded into their carseats without holding up carline. Older siblings of Kindergartners will come out with the Kindergarten class. Please come up 8th

street, turn onto Juliana and then right into the parking lot row that is closes to the school playground. Do NOT park in a spot. 1st car in should pull all the way up to the alley without going into it. Stop in the aisle and park. Do not pull into an empty parking spot. Stay in the aisle. If not raining, feel free to wait outside and next your vehicle. Please do not walk up to the class. Ms. Borelli or Mrs. Tichy will bring your student to you. Older siblings will also come out at this time. Exit by pulling straight out to the alley - turn right only towards 8th street. Thank you to the Parkersburg Arts Center for allowing us to utilize their parking lot for Parent Pick up.

If everyone abides by these directions this will ease the traffic situation and save the Police Department from issuing citations.

Anticipated Absences and Early Dismissals

At different times during the year, parents/students know in advance that they will be late arriving or miss an entire day (anticipated absence), or that they will need to leave early. When these times occur, we ask that parents follow the procedures outlined below.

The administration reserves the right to deny requests for special absences when the overall absences of a student are excessive (exceed stated limits) and/or the academic progress of the student is poor. No grace days will be given for making up work and all work should be turned in upon return to prevent potential late work penalties (teacher's discretion).

Students should bring a signed note from the parent to his/her teacher by 8:15 a.m. that day, or prior to that day, stating the nature of the appointment and the date & time the student needs to be dismissed. Excused or unexcused will be dependent upon the nature of the appointment. Students will be marked "early dismissal" for attendance records.

Make Up Work

If a student has a valid excused absence from school or class, that student will have an equal number of days to make up the missed class work. *For example: Absent from class one day; student receives one extra day to make up that missed days' work.*

Teachers will gladly provide missed schoolwork for students upon his/her return.

Make-up work will not be gathered for a single day of absence. If a student is absent for two consecutive days, let the office know by 9:30 a.m. if you would like to have work sent home.

If dates of a student's excused absence are known in advance, please follow "Anticipated Absence procedures." In addition, the teacher should be notified, and planned assignments may be given. Work will not be provided in advance for unexcused absences/vacations.

Lunch/Recess

The elementary will have three lunch periods. PreK 3 & 4 will have lunch from 11:00 a.m. -11:30 a.m. daily. Kindergarten through second grade will have lunch from 11:30 a.m. -12:00 p.m. daily. Grades three through five will have lunch from 12:00-12:30 p.m. daily. Hot lunches will be \$5.00 per lunch and will include a main entre, vegetable, fruit, dessert and milk or water. Students who choose

to pack their lunch will have the ability to purchase milk. Lunch and milk charges will be billed monthly. Each grade level will have a 30-minute recess period directly following their lunch period.

All students are encouraged to bring a reusable water bottle to school each day.

PCES Uniform Code

Preschool

Preschool students do not have a uniform. Clothes should be appropriate for the weather and learning. Shoes must be athletic, closed toe shoes that stay on their feet.

Grades K-5

All students in grades kindergarten through fifth, will wear uniforms every day unless otherwise announced. Students will be required to wear a navy top with khaki bottoms (or jumper) for Mass days this year. Please note that shorts will not be permitted on Mass days unless otherwise stated.

School Uniform Choices – Grades K-5

Uniform Tops	Uniform Bottoms
Navy Blue Polo shirt (required on Mass days)	Navy or Khaki pants (docked style)
Columbia Blue Polo shirt	Navy, Khaki, or Plaid jumper or skirt
White Polo shirt	Navy or Khaki shorts (Bermuda length – Not permitted on Mass Days)
Navy, Gray, or White cardigan or sweater vest	Solid Navy, Gray, or White leggings/shorts (must be worn under skirts and jumpers ONLY)
PC logo Navy full-zip or quarter-zip fleece pullover or jacket (no hoods). A polo shirt must always be worn under fleece pullovers or jackets.	Shoes
PC logo Navy, White, Gray, or Columbia crew neck sweatshirt (no hoods). A polo shirt must always be worn under sweatshirts.	Tennis or dress shoes may be worn. All shoes must be close-toed. No brightly colored or distracting shoes are permitted.
	Any socks are permitted, ankle or crew length.

1. *School Logo – ordering shirts with a school logo is strictly an option. The only acceptable logo for shirts and sweatshirts are those ordered through the school. Clothing with the embroidered logo can be purchased during our annual Sportswear Sale each year.
 - a. Outside coats, jackets and “hoodies” cannot be worn in the building. Send a school sweater or sweatshirt to wear if your child needs more clothing inside.

Academic Excellence/Integrity

Academic integrity is very important to authentic learning and character formation. Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic

setting. Often this is most relevant when students are writing papers, completing assignments, and taking tests.

Examples of Not having Academic Integrity

1. Lying
2. Using notes, calculator memory, or any type of unauthorized aids during a quiz, test, examination, or paper, or copying from or being influenced by another student's work.
3. Giving unauthorized aid to another student: allowing another student to copy or use one's test paper, homework, or notebook, or giving answers to tests or quizzes.
4. Using a cell phone or any unauthorized electronic device during a quiz or examination in an unapproved way.
5. Obtaining help on homework or on take-home tests that is beyond the limit specified by the teacher.
6. Plagiarizing: presenting work as one's own, in part or full, from some other source (be it published work, a parent, another student's work, Spark Notes, or any similar aid)

Academic Integrity Violation Policy

Students that have chosen to act without academic integrity will first have a teacher conversation and the teacher will communicate with the parent(s). In addition, for students in fourth and fifth grade, if the first offense is items 2 through 5 listed above, or variation of these items, the teacher can require a supervised redo of a newly created assessment. Repeated offenses will automatically result in a zero for the assessment and a consequence. For students in 4th and 5th grades, repeated cheating will also be a documented behavior offense in the child's record.

Community Service Requirements

Elementary teachers are encouraged to make service a part of the learning process, but do not require independent service projects of students.

Academic Recognition

Students at PCS receive special recognition for their efforts in academics, attendance and other virtue and character achievements. Please see the annual calendar (single page list) of events for dates and times per grade level/campus.

Principals List: All As in core subjects, including Religion AND all S's or M's in specials classes
Honor Roll: All A's and B's in core subjects, including Religion AND all S's or M's in specials classes

Perfect Attendance: 0 absences, no more than 2 tardies/early dismissals

Grading Policy

Grades are documentation of student performance on course standards of learning. FACTS SIS/RenWeb is the ONLY place grades are recorded for official records. Please do not confuse Google Classroom with FACTS SIS. GC may hold a grade for an assignment, but it does NOT count towards the recorded grade unless entered into the FACTS SIS/Renweb gradebook. Parents can monitor student grades by logging into FACTS SIS/RenWeb regularly.

Grades will be entered into RenWeb/FACTS SIS by subject for all assignments as selected by the teacher, in a timely manner (within a week or less from the due date of the assignment).

Preschool

Preschool students do not receive grades. Progress is communicated best through a Parent/Teacher Conference.

Kindergarten & First Grade: Letter equivalents on skills introduced and required.

M = Skill Mastery

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

X = Not Expected At This Time (Kindergarten only)

Grades Two through Five: Denoted by the following Scale:

93% - 100% = A

85% - 92% = B

77% - 84% = C

69% - 76% = D

68% - Below = F

Grade Scale for Stream Lab, Music and Physical Education is:

M = Mastery S = Satisfactory U = Unsatisfactory

*Receiving a “U” in any of these subjects will nullify honor roll status for that grading period.

Only students in grades 3 - 5 are considered for honor roll.

Parkersburg Catholic Middle/High School 6-12

The following information pertains to the middle/high school only.

School Day & Middle/High Bell Schedules

Students are NOT permitted to wait in the school building after 3:30 p.m. (or outside of official school hours) without an employee or designated coach appointed by the school.

Middle/High School	
Arrival time:	7:30-7:50am
Tardy Bell:	7:55am
Dismissal Bell:	3:10

A - Regular Schedule		B - Activity Schedule	
Early Bell	7:54	Early Bell	7:54
Tardy Bell	7:55 Prayer/ Announcements	Tardy Bell	7:55 Prayer/ Announcements
Period 1	8:00 – 8:45	Period 1	8:00 – 8:41
2	8:50 – 9:35	2	8:46 – 9:27
3	9:40 – 10:25	3	9:32 – 10:13
4	10:30 – 11:15	4	10:18 – 10:59
5	11:20 – 12:05	5	11:04 – 11:45
Lunch A	11:20 - 11:50	Lunch A	11:04 – 11:34
5	11:55 - 12:40	5	11:39 – 12:20
Lunch B	12:10-12:40	Lunch B	11:50 – 12:20
6	12:45 - 1:30	6	12:25 - 1:06
7	1:35 - 2:20	7	1:11 - 1:52
8	2:25 – 3:10	8	1:57 – 2:37
Activity	2:42 - 3:10		
C – Mass Schedule		D – Early Dismissal Schedule	
Early Bell	7:54	Early Bell	7:54

Tardy Bell	7:55 Prayer/Announcements	Tardy Bell	7:55 Prayer/Announcements
Period 1	8:00 – 8:39	Period 1	8:00 - 8:28
2	8:44 – 9:23	2	8:33 – 9:01
3	9:28–10:07	3	9:06 – 9:34
4	10:12 -10:51	4	9:39 – 10:07
Mass	10:51 -11:31	5	10:12 -10:40
5	11:36 -12:21	6	10:45 -11:00
Lunch A	11:36 -12:06		
5	12:11 - 12:56		
Lunch B	12:26 - 12:56		
6	1:01 – 1:40		
7	1:45 - 2:26		
8	2:31 – 3:10		

2 Hour Delay Schedule

Early Bell	9:54
Tardy Bell	9:55 Prayer/Announcements
Period 1	10:00 – 10:28
2	10:33 – 11:03
3	11:08 – 11:36
4	11:41– 12:26
Lunch A	11:41 -12:11
4	12:16 – 1:01
Lunch B	12:31 – 1:01
5	1:06 - 1:34
6	1:39 – 2:07
7	2:12 – 2:40
8	2:45 – 3:10

Arrival and Drop Off

Students may arrive for school between 7:30 and 7:50 a.m. The tardy bell rings at 7:55 a.m. Parents may drop students off in front of the building and students may enter the main doors, or – if a Senior – the Senior doors by the St. Sebastian Center.

Cell Phones and Personal electronic devices

Please see the Technology Use Agreement in addition to the information in this section.

At the Middle/High school, students may use personal laptops or tablets for academic purposes ONLY during class time if approved by a faculty member for that specific class period. There will be NO cell phones allowed in the classrooms. Cell phones are to be out of sight in the hallways. Except for before school and the lunch period in the cafeteria, the use of cell phones is strictly prohibited during school hours from 7:54am until 3:10pm. Cell phones MUST be out of sight and disabled from announcements through dismissal. Consequences will be given (and documented into FACTS/RenWeb) if a student is found using a personal device (cell phone, smartwatch, gaming device, or headphones or air pods etc.) during school hours, excluding lunch.

First offense: verbal warning

Second offense: device will be confiscated and turned into the office for the remainder of the school day

Third offense: device will be confiscated and turned into the office for the remainder of the day, and a parent must pick it up.

Fourth offense and above: device will be confiscated and turned into the office. The parent must pick up the device, and the student will be required to turn in the device each day to the main office for the remainder of that academic term.

If a student has an electronic device at school, he/she is responsible for the content coming from that device whether it occurs during school hours or outside of the school day. Students determined to have inappropriate content on their device(s) will be in violation of the Technology Use Agreement. If inappropriate content is illegal, administration may be required to report it and the device to the police department. Do not allow others to use personal devices! Students will be held responsible for content discovered on their personal devices, including but not limited to cell phones, smartwatches, laptops, tablets and gaming devices (ex. Nintendo Switch).

DMV - Proof of Enrollment Forms

In order to secure drivers' licenses and permits, students are required by the state of West Virginia to provide proof of school enrollment with the state's form. These state-mandated forms are available in the school office.

Students must request these forms from the office personnel **at least two days in advance.**

According to WV law, whenever a student misses more than 10 consecutive days or a total of 15 days in a year the student cannot receive a proof of enrollment and can have their driving privileges revoked if they are already licensed. Please be very conscious of attendance. Forms will be denied for students that do not meet the minimum state requirements.

Driving Privileges

Students of legal age are permitted to drive to school as parking spaces allow. Vehicles are to remain on the lot from arrival to dismissal unless the student has a signed parental permission form on file in the Main Office that permits him/her to leave the campus. Students must also sign out in the Main Office before leaving during the school day. Student drivers must remain on campus once they have arrived. Students may not drive other students without parental permission. Vehicles should not block access to the St. Sebastian Center and must not be parked in the fire lane. The school reserves the right to limit parking on school grounds to one vehicle per family. Students are not permitted to visit vehicles during any part of the school day. Any unsafe or careless driving may result in detention and/or a revocation of the privilege of parking in the school lot. All vehicles are subject to inspection by school authorities and/or the police department at any time. Special areas are designated for faculty, handicapped, and senior students' parking. Abuse of these areas by others will result in loss of privilege.

Parking & Parking Permits – High School students

High school students that are permitted by their parents to drive to school, must register their car with the office. Please notify the main office if you will be driving a different vehicle at any given time.

Senior students have the privilege to paint a given parking spot in the Seniors Only parking section. One, or both, of these privileges could be removed as a consequence for misconduct.

Students Leaving Campus – High School

Out of concern for their safety, students are not to leave campus (anywhere outside of the school building) for any reason without prior consent and signing out of the office. If a student needs to leave (go to his/her car, grade school, church) once they have arrived at school, they must have permission from office personnel and parent (when applicable) and sign out in the office. Disciplinary action will be taken if a student does not follow this procedure.

Absences:

Middle and High School students must also procure an admission slip upon his/her return from an absence.

All teachers must sign the admission slip, and the student is responsible for returning the slip to the main office.

Anticipated Absences and Early Dismissals.

At different times during the year, parents/students know in advance that they will be late arriving or miss an entire day (anticipated absence), or that they will need to leave early. When these times occur, we ask that parents follow the procedures outlined below for the grade level the student is enrolled.

The administration reserves the right to deny requests for special absences when the overall absences of a student are excessive (exceed stated limits) and/or the academic progress of the student is poor. No grace days will be given for making up work and all work should be turned in upon return to prevent potential late work penalties (teacher's discretion).

Students needing an early dismissal slip or an anticipated absence form should bring a signed note from the parent stating the nature of the appointment and the date & time the student needs to be dismissed/absent. The note must be given to the front office before 7:50am on the day of the appointment for early dismissal, or at least one day in advance of an anticipated absence. Upon receipt of the signed parent note, the office will provide the student with an Anticipated Absence form or an early dismissal form to be completed by student and each of his/her teachers. The completed form is to be returned to the school secretary.

For an anticipated absence (1 or more whole days, or an appointment that results in a late arrival to school) the student is to take the form provided by the office, in advance of the absence to every teacher and obtain signatures and comments if applicable. Return it to the office prior to leaving that same day.

For early dismissal (The student must sign out on the sign-out sheet in the office.) Prior to 1st period that day, the student will notify his/her teachers of the missed class(es) that he/she will be leaving early. The student should sign in at the main office upon his/her return to school (if returning the same day). Classes missed will be counted as absent. When returning to school after an appointment (same day or next day) students must return with verification from the appointment or receive an unexcused absence for the time missed.

Student Drivers (16–18-year-olds) Signing out of School

Students that drive themselves to school are not permitted to sign themselves out of class or out of school without a valid excuse and parental permission. Attending a medical appointment, court appearance, or college visit, a 16–18-year-old student may sign him or herself out with parental

permission (in writing and provided to the office in advance). The student must provide appropriate documentation of the absence within 48 hours of the date that they signed themselves out of school. If documentation is not provided, the incident will be deemed skipping school resulting in In-School Suspension and zeros for any missed work. PLEASE make sure to complete an Anticipated Absence form in advance for all appointments to ensure consequences do not occur.

Make Up Work

If a student has a valid excused absence from school or class, that student will have an equal number of days to make up the missed class work. *For example: Absent from class one day; student receives one extra day to make up that missed days' work.*

In the event of any absence, it is the responsibility of the student to make up all required work. Detention may be assigned for excessive violations of the attendance policy. If a student is absent for three (3) consecutive days, the parent may call the office to request the student's assignments. Do not request work if the student is absent one or two days.

Lockers

Students are permitted to go to their lockers before 7:54 and between each class. Students will NOT be permitted to carry their backpacks between classes.

If it is necessary to visit a locker at other times, a hall pass is necessary.

Locker doors should always be kept closed. Contents of the locker must not interfere with the closure of the door. Inappropriate pictures may not be hung in or on the front of lockers.

Food and drinks may not be kept in lockers except for that which will be consumed at lunch.

Lockers and anything brought into the school or onto school property may be inspected by school officials at any time. This includes phones, computers, backpacks, athletic bags, coats, etc. A second locker may not be used without permission from the office.

Lunch

Middle school students will eat lunch from 11:20 a.m.-11:50 p.m. High school, grades 9-12, will eat lunch from 12:10 – 12:40 p.m. Hot lunches will be \$5 per lunch and will include a main entre, vegetable, fruit, dessert, and drink.

All students are encouraged to bring their own reusable water bottles to school each day.

School Uniform Choices – Grades 6-12

Uniform Tops	Uniform Bottoms
PCHS logo Navy Blue Polo shirt (required on Mass days)	Navy or Khaki pants (docker style)
PCHS logo Columbia Blue Polo shirt	Navy, Khaki, or Plaid skirt
PCHS logo White Polo shirt	Navy or Khaki shorts (Bermuda length – Not permitted on Mass Days)

Navy, Gray, or White cardigan or sweater vest	Solid Navy, Gray, or White leggings/shorts (must be worn under skirts and jumpers ONLY)
PCHS logo Navy full-zip or quarter-zip fleece pullover or jacket (no hoods). A polo shirt must always be worn under fleece pullovers or jackets.	Shoes
PCHS logo Navy, White, Gray, or Columbia crew neck sweatshirt (no hoods). A polo shirt must always be worn under sweatshirts.	Tennis or dress shoes may be worn. All shoes must be close-toed. No brightly colored or distracting shoes are permitted.
	Any socks are permitted, ankle or crew length.

PE/Gym/Weightlifting Attire:

Students will wear appropriate clothing conducive to physical activity and in line with dress code policy. Shirts must be free of rips or inappropriate messages/symbols while shorts MUST be no more than 9 inches from the top of the knee (i.e. running shorts, basketball shorts). Absolutely NO “Soffe” brand shorts/spandex/leggings. Violations will be treated academically as a “non-dress” day which will affect the student’s grade unless appropriate clothing can be obtained. Additional violations may result in administrative action. Gym shoes may not have black soles or have been street worn.

Academic Excellence/Integrity

Academic integrity is very important to authentic learning and character formation. Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. Often this is most relevant when students are writing papers, completing assignments, and taking tests.

Examples of Not having Academic Integrity

1. Lying
2. Using notes, calculator memory, or any type of unauthorized aids during a quiz, test, examination, or paper, or copying from or being influenced by another student’s work.
3. Giving unauthorized aid to another student: allowing another student to copy or use one’s test paper, homework, or notebook, or giving answers to tests or quizzes.
4. Using a cell phone or any unauthorized electronic device during a quiz or examination in an unapproved way.
5. Obtaining help on homework or on take-home tests that is beyond the limit specified by the teacher.
6. Plagiarizing: presenting work as one’s own, in part or full, from some other source (be it published work, a parent, another student’s work, Spark Notes, or any similar aid)

The first time a student is caught cheating or plagiarizing, he/she will receive a zero on that test, work, unit, etc.; parents will be notified in writing, and the incident will be recorded. A second violation during the year - in any subject - will result in a failing mark on the violating assignment. Subsequent cheating will result in failure in the violated subject for that grading period and cheating will be documented per offense on the student’s record. A three-person faculty committee will

review appeals solely to judge whether the combined offenses warrant a failing grade for that grading period.

For example, if a student cheats or plagiarizes on an English test during the first nine-weeks, he/she receives a zero for that test, and parents are notified in writing. If, during the third nine-weeks, this student cheats or plagiarizes in math, he/she will receive an F in math for the third quarter. Any subsequent cheating or plagiarizing will result in an automatic F in that subject for the quarter. Students cheating or plagiarizing in a second year will face severe consequences which may include expulsion.

Community Service Requirements

True Christian calling is incomplete without service to others. Middle and High school Teachers in all classes and activities may include community service as part of academic requirements. All students are required to perform 25 hours of service in the community. Service hours will count as a percent of a student's Religion class grade, per the teacher's selected weight value. Failure to complete the service hour requirement will result in a lowered grade in the Religion class.

Academic Recognition

Students at PCS receive special recognition for their efforts in academics, attendance and other virtue and character achievements. Please see the annual calendar (single page list) of events for dates and times per grade level/campus.

Principal's List: A's in all subjects – 4.0 grade point average (GPA)

Honor Roll: 3.5 to 3.99 (GPA)

Commendation List: 3.0 - 3.49 (GPA)

Perfect Attendance: 0 absences, no more than 2 tardies/early dismissals

Grading Policy

Grades are documentation of student performance on course standards of learning. FACTS SIS/RenWeb is the ONLY place grades are recorded for official records. Please do not confuse Google Classroom with FACTS SIS. GC may hold a grade for an assignment, but it does NOT count towards the recorded grade unless entered into the FACTS SIS/Renweb gradebook. Parents can monitor student grades by logging into FACTS SIS/RenWeb regularly.

Grades will be entered into RenWeb/FACTS SIS by subject for all assignments as selected by the teacher, in a timely manner (within a week or less from the due date of the assignment).

Grades are recorded and reported at nine-week intervals using percentages. The following code for grades six through twelve shows how these percentages are transferred to quality points in computing the GPA for class rank, eligibility, etc., based on the semester grades. The following grading scale will be used in accordance with Diocesan Policy:

93-100 A = 4 quality points

85-92 B = 3 quality points

77-84 C = 2 quality points

69-76 D = 1 quality point

68 and below F = 0 quality points

Incomplete I

If an Incomplete is not made up within ten (10) school days, it will be converted to an F unless other arrangements have been made. Any student who receives a failing grade for one of the nine-weeks and a failing grade on the semester exam fails that course for the semester.

Religious Instruction

Religion is a major subject in curriculum of Parkersburg Catholic High School and is allotted approximately 225 minutes per week of instructional time. Religion courses are required for all students in all grades at Parkersburg Catholic Schools.

Courses taken outside PCHS:

PCHS acknowledges the need for students to take classes outside the school for a variety of reasons. The school has the following guidelines for students so that credit will be accepted for graduation purposes:

1. Summer classes at accredited high schools or colleges are accepted provided an official record or transcript is sent to either the guidance counselor.
2. Students who have completed the highest-level courses PCHS has to offer in a particular area are allowed to take college courses provided their schedules permit.
3. Some students who would benefit from programs not offered at PCHS, such as vocational training, may take courses at an accredited institution provided that the course(s) fits into the PCHS time schedule and does not conflict with a required course.

All decisions on these matters are the responsibility of the administration based on the total development of the student. Credits earned before Grade 9: Any student who successfully completes a high school level course prior to grade nine in mathematics or foreign language receives full credit for that course toward graduation requirements. The student's permanent record for grades 9-12 indicates completion of the courses. The grade for any course taken prior to grade nine becomes part of the student's permanent record and is calculated in the student's GPA (grade point average).

Graduation Requirements for High School

Graduation requirements listed below reflect the credits a student must earn in grades nine through twelve to earn a standard high school diploma in the professional pathway:

Religion	4 credits (Students in grades 9-12 must perform 25 hours of service per school year.)
English	4 credits
Social Studies	4 credits
Math	4 credits
Science	3 credits
Physical Education	1 credit
Health	1 credit
Fine Arts, Applied Arts	1 credit
Electives	6 credits *it is recommended that 2 elective credits be language credits
Total	28 credits

Graduation requirements for students who transfer to PCHS are determined on an individual basis.

Should a student or parent have questions concerning these requirements, please contact the PCHS guidance counselor.

Classes and Courses information

Class Withdrawal

Reasons for withdrawal from a class include administrative error, academic weakness, or advancement to a more demanding subject. After ten days of class, a student may not withdraw.

Credit Recovery

Students who fail during the school year may make up core courses during the summer at the discretion of the principal. The make-up method may include independent study, distance learning, correspondence courses, or attending an accredited summer school.

Semester Exams

A comprehensive semester exam is given in each class, each semester. This exam does not affect the nine-week grade; instead, it counts as 1/5 (20%) of the semester grade. Special long-term assignments such as art projects, play productions, science projects, etc., are sometimes allowed in lieu of comprehensive written semester tests when specifically approved by the principal. Seventh and eighth graders will not take comprehensive semester exams unless enrolled in high school level courses. Since final exams are scheduled a year in advance, check the school calendar for these dates. Students will not be excused to take the exams early for vacations, camps, etc. These events should be scheduled to occur after the last exam day. Only in cases of a student illness or a family emergency will the student be allowed to take the exams early. See the principal for details.

Retreats

Religious retreats are a special time in the lives of students to reflect on their relationship with God and focus on the central religious values of our school. **All students are required to attend retreats as scheduled by the school administration.** Emergency excuses must be approved by the administration prior to the start of the retreat.

Transcripts

Official transcripts are available to graduates for a charge of \$5. Contact the PCHS guidance office. For students currently enrolled, transcripts are free. Transcripts are not released until all financial and disciplinary obligations to PCHS are met.

Student Life

Sponsored activities provide opportunities for students to socialize in a safe atmosphere, one that reflects the philosophy and expectations of our Catholic school.

Dances

PCHS Student council organizes Middle School Dances for grades 6-8; dates and times for these dances will be communicated via Student Council officers and the Main Office.

Parkersburg Catholic hosts two dances a year for its high school students -- Homecoming and Prom. All students in grades 9-12 are invited to Homecoming. Prom is only open to juniors and seniors, although a sophomore may be an invited guest of a junior or senior. *Freshmen may not attend Prom.* **Any student bringing a guest must turn in the required form.**

Homecoming Attire – Dresses must be knee length, no plunging necklines or backs.

Prom Attire - Dresses must be knee length, no plunging necklines or backs, and no cut-outs

Behavior:

All students who attend PCHS dances are expected to behave in accordance with the PCS code of conduct. Students are expected to observe all laws concerning alcohol and tobacco use; students who choose to use alcohol or illegal substances during school functions will be subject to legal consequences. Behavior that disrupts the dance or fails to respect the human or property rights of others is unacceptable. At the dance, such behavior will be dealt with according to the rules and regulations of Parkersburg Catholic High School.

Upon returning to school, the student is subject to the disciplinary guidelines laid out in the student handbook.

1. School rules concerning general conduct, vandalism, and use of controlled substances shall be enforced at all times.
2. Lewd and/or vulgar dancing/conduct is not permitted: no groping, exposing underwear/undershirts, simulated and /or explicit sexual behavior including, but not limited to, “grinding” and prolonged kissing, etc.
3. Use of alcohol, drugs, or tobacco is not permitted. In an effort to ensure that dances remain alcohol free, students are subject to random alcohol screenings. PCHS administration also reserves the right to require a student whose behavior evidences the possibility that he/she may have been drinking to comply with an alcohol screening. Should a positive alcohol reading be found in the course of the screening, parents will be notified. The student will be removed from the activity and further disciplinary action may be taken. Failure to comply with any of the dance policies will result in notification of parents who will be asked to pick their child up at the dance.

Student Activities/Athletic Contests/School Spirit

All students are encouraged to become involved in school-sponsored activities. Class members are expected to participate in class-sponsored activities. Middle school and high school social events will be held during the course of the year. The following rules apply to all:

1. Students attending activities must remain in the supervised designated areas.
2. Students must be present at school on the day of the event in order to attend.
3. Students attending activities may not engage in smoking, fighting, or the use of drugs or alcohol.
4. Students under the influence of drugs or alcohol will not be admitted. Should students arrive in this condition, parents and authorities will be called immediately. See Drugs and Alcohol.
5. Loitering in the parking lot before, during, or after the event is forbidden.
6. PCHS students may bring dates from another school to a school event. All students from other schools must obey all PCHS rules.
7. Once a student leaves the school dance, he/she may not return unless other arrangements have been made with the Principal.
8. Ending times for events are always announced. Transportation arrangements should be made accordingly.
9. Parents or guardians of middle school students must pick up their student(s) promptly after all activities.
10. If a middle school student has permission to leave with another student's parent or with an older sibling, a note to that effect must be given to the teacher chaperone at the beginning of the activity.

Students are encouraged to attend games and support their teams. Supporting the team through cheering and applause is encouraged. Heckling, taunting, and verbal displays or nonverbal gestures against the opponents or officials are not tolerated. Students are subject to all school rules while attending home and away activities. All West Virginia Secondary Schools Activities Commission (WVSSAC) rules and regulations MUST be strictly obeyed.

Clubs/Activities/Athletics

Detailed information about organizations/activities may be obtained from faculty sponsors or coaches.

PCHS students are encouraged to participate in student activities that promote their academic, spiritual, and physical growth. The following are some of the activities available at PCHS:

Activities

Interact Club	Game Club	Drama
National Honor Society	Quiz Team	Student Council
Science Quiz Bowl	RAZE	NJHS
Wood Whispers	Yearbook	

Athletics

Football (MS & HS)	Boys Basketball (MS & HS)	Baseball
Soccer	Girls Basketball (MS & HS)	Volleyball (MS & HS)
Cheerleading	Track (HS & MS)	Golf (MS & HS)
Tennis (MS & HS)		

Title IX

In accordance with TITLE IX of the Education Amendment of 1972, no person shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity.

Eligibility

All Parkersburg Catholic High School students must meet the West Virginia State law and Parkersburg Catholic academic expectations, which requires students to have a minimum 2.0 grade point average with no 'F's' in order to participate in extracurricular activities. Eligibility is established on the previous semester's grades. If a student is ineligible based on semester grades, he/she may become eligible by earning a 2.0 average during the nine weeks following his/her ineligibility. Students who are new to the school should contact the athletic director concerning eligibility requirements.

Transportation for School-Related Activities

All students travel to and from outside of school locations on school transportation when provided. This includes co-curricular, extracurricular, and athletic activities. Students must obey all rules when being transported on the PCHS transportation including no food or drinks. Water is acceptable.

Permission for Release of Student Athlete

Student athletes must ride the bus with the team to and from all scrimmages, practices, and competitions. Arrangements to ride home with a parent or guardian must be made between the parent or guardian and the head coach.

If an event or scheduled departure occurs during school hours, players are required to attend school and ride with their team to the event unless prior transportation has been approved. **All students must be in accordance with the Parkersburg Catholic High School attendance policy.**

Student Email Policy

Middle/High School only (please see the following two pages/signature page)

Student Email Permission Form
Parkersburg Catholic High School

Parkersburg Catholic High School has created email accounts for all students in grades 7-12 to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects but may be used outside of school for personal email by students with their parents' permission. The mastery of effective and proper email communications by students is included in the Instructional Technology Standards, in addition to allowing access to the wealth of collaborative tools available to students and teachers once these accounts are assigned.

No student will be assigned an email account without parental or guardian approval. The email naming convention will be firstinitiallastname@pchs1.com or firstname.lastname@pchs1.com. If students are not given email permission, they will need to have access to another gmail account.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, not only are we asking your permission to provide an email account to your child, but we would like to share the password so that you may participate in how your child uses this technological tool. Once the permission slip is returned, we will send a letter with the password and instructions on how to access the account. Please fill out and return the permission slip to your child's first period teacher ASAP.

Philosophy

PCHS encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning. PCHS email accounts are housed on a Google mail server, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software)..

1. Official Email Address

All students in grades 7-12 will be assigned a pchs1.com email account. This account will be considered the student's official PCHS email address until such time as the student is no longer enrolled at Parkersburg Catholic High School.

2. Prohibited Conduct

Student email may not be used in the following ways:

- Unlawful activities---including harassment and/or bullying
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of Parkersburg Catholic Schools
- Interference with PCHS technology operations through
 - a. electronic chain letters
 - b. unsolicited electronic communications
 - c. disruption of electronic communications

3. Access Restriction

Access to and use of student email is considered a privilege accorded at the discretion of Parkersburg Catholic High School. The school maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or school policies have occurred.

- First violation: An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 30 school days
- Second violation: An oral and written notice will be sent to the parent and the child will lose privileges for a minimum period of 90 days.
- Third violation: An oral and written notice will be sent to the parent and the student will forfeit privileges for the remainder of their school career.

4. Security

Parkersburg Catholic High School cannot and does not guarantee the security of electronic files located on the Google Mail system. Although Google does have a powerful content filter in place, the school cannot assure that users will not be exposed to unsolicited information.

5. Privacy

The general right of privacy will be extended to the extent possible in the electronic environment. Parkersburg Catholic High School and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own. The school reserves the right to access the student.pchs1.com Google Mail system, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Please complete the portion below.

Parent/guardian:

_____ I give permission for my child to be assigned an email account.

_____ I do not give permission for my child to be assigned an email account. They may have a Google Doc and Google Calendar account only.

Student name: _____ Grade: _____

Parent signature:

Student:

I agree to adhere to the guidelines stated above for use of my Google App. account. I also recognize that my parents/guardians have the right to login to my account at any time.

Student signature: _____

If you have any questions or concerns, please feel free to call the school.