

# Philip Barbour High School 2020-2021 Student and Parent Handbook

Daily Announcements and weekly Looking Ahead are posted on the school web page.  
Visit our school web site at <http://pbhs.barb.k12.wv.us>



High School 304-457-1360  
Career Technical Center 304-457-4807  
Brandon Wellness Center 304-457-4000 Fax 304-457-5532

Home of the Colts  
99 Horse Shoe Drive  
Philippi, WV 26416  
<http://pbhs.barb.k12.wv.us>

Principal: Ronald W. Keener II.

## **Philip Barbour Fight Song**

Let's cheer for Philip Barbour High  
Then may colors ever fly.  
And when we play, we give our all throughout the game  
We never quit until we're sure we've won our frame.  
So, while our standards are the best  
We're sure to stay above the rest.  
So, give a cheer (hey) for Philip Barbour's Blue & white  
Cheer the Colts, Cheer the Barbour County Colts.

By: Don Hershberger

## **Alma Mater**

All Hail to Philip Barbour  
Forever we'll be true  
Thru all our joys and sorrows  
Still waves the white and blue  
We join our hands together and still we're ever true  
So, Hail our Alma Mater  
Hail to you  
Yes, Hail dear Philip Barbour  
Hail to you

By: Janie Daugherty

*Proper etiquette is to stand and participate!*

## **BARBOUR COUNTY SCHOOLS NONDISCRIMINATION POLICY**

As required by Federal laws and regulations, the Barbour County Board of Education does not discriminate on the basis of sex, race color, religion, disability or national origin in employment or in its educational programs and activities. Inquiries may be referred to Jeff Kittle, Title IX and Jana Miller Section 504/ADA Coordinator, Barbour County Board of Education, 45 School Street, Philippi, WV 26416, phone number 457-3030, or to the Department of Education's Director of the Office of Civil Rights.

### **DISABILITY, RACIAL, SEXUAL, RELIGIOUS/ETHNIC HARASSMENT AND VIOLENCE POLICY**

It is the policy of Barbour County Schools that disability, racial, sexual, religious/ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Disability, Racial, sexual, religious/ethnic harassment and violence refers to unwelcome and unwanted behavior related to disability, sex, race, religion, or ethnic groups that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job. Harassment and violence 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: physical/mental disability, someone gay; ethnic or racial slurs; or threats, insults or assaults against someone due to their disability, sex, race, religion, or ethnic group. For more information, reference Barbour County Schools Policy 2300. If a staff member or student feels that his/her emotional wellbeing, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or by calling:

**Superintendent of Schools  
Barbour County Schools  
45 School Street  
Philippi, WV 26416  
304-457-3030**

**All Barbour County Schools Policies can be referenced at the following web site:**

**<http://www.wvschools.com/barbourcountyschools>**

# **PHILIP BARBOUR HIGH SCHOOL**

## **Vision Statement**

The vision of Philip Barbour High School complex is to provide rigorous and relevant educational opportunities in preparations for college and careers in the 21<sup>st</sup> century.

### **At PBHS we strive to provide a(n)....**

- **Caring, nurturing, and welcoming environment for students, families, faculty, and community**
- **Opportunities for social, emotional, physical, and academic excellence**
- **Lifelong learners and problem solvers who use critical thinking in daily living**
- **Technologically proficient individuals using resources ethically as citizens of a global community**
- **Safe and secure environment for all**

Reference Barbour County Schools Policies 1100 to view the entire policy.

# **STUDENT COUNCIL**

Sponsors: Allyson McNaboe & Brian Moats

## **2020-2021 STUDENT COUNCIL OFFICERS**

President	Payton Gregory
Vice President	Samaria Coffman
Secretary	Bella McNaboe
Treasurer	Audrey Williams
Sergeant at Arms	Mimi Ferguson
Public Relations	Audrey Poling
Parliamentarian	Tanner Corder
Historian	Megan Mitchell

**BELL SCHEDULES**

## Daily Schedule

7:10 Teachers in Classrooms  
7:45 – 8:32 1<sup>st</sup> Period (47 minutes)  
8:36 – 8:37 Announcements (1 minute)  
8:37 – 9:24 2<sup>nd</sup> Period (47 minutes)  
9:28 – 10:15 3<sup>rd</sup> Period (47 minutes)  
10:19 – 11:06 4<sup>th</sup> Period (47 minutes)  
**11:06 – 11:36 “A” Lunch (30 minutes)**  
11:10 – 11:57 **First** 5<sup>th</sup> Period (47 minutes)  
**11:57 – 12:27 “B” Lunch (35 minutes)**  
11:40 – 12:27 **Second** 5<sup>th</sup> period (47 minutes)  
12:31 – 1:18 6<sup>th</sup> Period (47 minutes)  
1:22-2:09 7<sup>th</sup> Period (47 minutes)  
2:13 – 3:00 8<sup>th</sup> Period (47 minutes)

## Two-Hour Delay Schedule

9:10 Teachers in Classrooms  
9:44 – 9:46 Announcements (2 minutes)  
9:46 – 10:18 1<sup>st</sup> Period (32 minutes)  
10:22 – 10:54 2<sup>nd</sup> Period (32 minutes)  
10:58 – 11:30 3<sup>rd</sup> Period (32 minutes)  
11:34 – 12:06 4<sup>th</sup> Period (32 minutes)  
**12:06 – 12:36 “A” Lunch (30 minutes)**  
12:10 – 12:42 **First** 5<sup>th</sup> Period (32 minutes)  
**12:42 – 1:12 “B” Lunch (30 minutes)**  
12:40 – 1:12 **Second** 5<sup>th</sup> Period (32 minutes)  
1:16 – 1:48 6<sup>th</sup> Period (32 minutes)  
1:52 – 2:24 7<sup>th</sup> Period (32 minutes)  
2:28 – 3:00 8<sup>th</sup> Period (32 minutes)

## Two-Hour Early Dismissal Schedule

7:10 Teachers in Classrooms  
7:45 – 8:17 1<sup>st</sup> Period (32 minutes)  
8:21 – 8:53 2<sup>nd</sup> Period (32 minutes)  
8:57 – 9:29 3<sup>rd</sup> Period (32 minutes)  
9:33 – 10:05 4<sup>th</sup> Period (32 minutes)  
10:09 – 10:41 6<sup>th</sup> Period (32 minutes)  
10:45 – 11:17 7<sup>th</sup> Period (32 minutes)  
**11:17 – 11:47 “A” Lunch (30 minutes)**  
11:21 – 11:53 **First** 5<sup>th</sup> Period (32 minutes)  
**11:53 – 12:23 “B” Lunch (30 minutes)**  
11:51 – 12:23 **Second** 5<sup>th</sup> Period (32 minutes)  
12:27 – 12:59 8<sup>th</sup> Period (32 minutes)

## C.A.R.E Schedule (Wed.) to resume with normal schedule.

7:40 Teachers in Classrooms  
7:45 – 8:27 1<sup>st</sup> Period (42 minutes)  
8:31 – 9:13 2<sup>nd</sup> Period (42 minutes)  
9:17 – 9:59 3<sup>rd</sup> Period (42 minutes)  
10:03 – 10:45 4<sup>th</sup> Period (42 minutes)  
**10:45 – 11:15 “A” Lunch (30 minutes)**  
10:49 – 11:31 **First** 5<sup>th</sup> Period (42 minutes)  
**11:31 – 12:01 “B” Lunch (30 minutes)**  
11:19 – 12:01 **Second** 5<sup>th</sup> Period (42 minutes)  
12:05 – 12:47 6<sup>th</sup> Period (42 minutes)  
**Intervention period 12:51 – 1:28 (37 minutes)**  
1:32 – 2:14 7<sup>th</sup> Period (42 minutes)  
2:18 – 3:00 8<sup>th</sup> Period (42 minutes)

# **PHILIP BARBOUR HIGH SCHOOL COMPLEX REQUIREMENTS FOR GRADUATION**

## **1.0 Purpose**

Barbour County Schools provide students the 21st century knowledge, skills, and capabilities needed for adulthood.

**1.1** Adolescent education at the high school level provides a rigorous course of academic study to enable students to achieve high levels of competence so that they can complete graduation requirements and be prepared to successfully enter and compete in the work place and post-secondary education.

## **2.0 Responsibility**

To graduate from high school, a Junior, and Senior student must earn a minimum of twenty-four (24) credits, while Sophomores, and Freshmen are required to earn (22) credits including the successful completion of course requirements as specified in WV Policy 2510.

**2.1** A non-credit Senior Project (experiential learning) is required of all graduating students.

**2.2** In order to graduate, students will complete 6 hours of approved experiential learning.

**2.3** Credits for courses will be awarded based upon demonstration of mastery of the WV Content Standards and Objectives/Next Generation Standards. Students demonstrating mastery of WV Content Standards and Objectives/Next Generation Standards in the subjects will be provided the opportunity to advance to the next grade level objectives.

**2.4** All students shall be scheduled for a full instructional day during each of the four high school years. Students may apply and earn dual credit college courses according to procedures. The principal will make all final determinations regarding student's graduation or credit status at the school level.

## **3.0 Transfer of Credits –**

**3.1** Credits will not be awarded or accepted from the home school learning environment unless the credit requested is in compliance with section 6.0 of this policy.

**3.2** Credit from private schools will only be accepted if the school is accredited and the course complies with the requirements of WVDE Policy 2510.

## **4.0 Participation in Graduation Exercises –**

**4.1** Only those students who have successfully completed all of the requirements for graduation prior to the date set for commencement exercises shall be permitted to participate in the graduation ceremonies. All fees, fines, and charges will be paid before a student is allowed to participate in graduation exercises.

## **5.0 Planned Educational Program –**

In accordance with West Virginia Department of Education requirements, an Individualized Student Transition Plan (ISTP) shall be prepared and periodically reviewed and updated for each secondary student. Students will designate either a professional or skilled pathway as part of the plan which will guide selection of coursework.

## **6.0 Testing Out of Required or Prerequisite Offerings –**

A student may “test out” of a required or prerequisite course by taking an approved WVDE examination to demonstrate mastery in the WV Content Standards and Objectives/Next Generation Standards for the content area as per the requirements of WVDE Policy 2510.

**6.1.** The student’s records will indicate that completion of the area of study occurred through the exam process.

**6.2** The criteria for approval of the testing out of a high school course will follow the WVDE guidelines.

## **7.0 Early Graduation –**

Early graduation is defined as graduation from high school one full year prior to the class in which the student entered the ninth grade.

**7.1** In order to be eligible for early graduation, a student must petition the Barbour County Board of Education one semester in advance of the junior year.

**7.2** The petition for early graduation must be supported by three letters of recommendation from teachers and a letter of recommendation from the principal.

**7.3** The petition must also have a letter of pending acceptance from a post-secondary school.

**7.4** Petitions will be decided upon by the Board of Education on an individual basis.

**7.5** For classification purposes, early graduation students remain a member of their original cohort. For example, students will participate in school activities as a junior not a senior such as GSA, class tournaments, prom, class trips, senior privileges, etc...

**7.6** Students will not be ranked for recognition purposes.

## **8.0 Graduation Honors System -**

All students in a class, except foreign exchange students, shall be included in the determination of rank-in-class. The **final class rank** will be determined at the completion of the end of the seventh semester of the graduation class.

**8.1** At the end of the seventh semester of the graduation class, students will be ranked in the following classifications:

- Summa Cum Laude: 4.0+
- Magna Cum Laude: 3.75 – 3.99
- Cum Laude: 3.5 – 3.749

**8.2** Grade point averages will not be rounded.

**8.3** For “TOP” graduate recognition purposes, students must have achieved Summa Cum Laude status.



**\*National Honor Society selection guidelines can be found on the PBHS website for guidance in preparation and application of becoming a member.**

## **College Release**

### **SENIORS**

Students must have a cumulative GPA of **3.0** or better and less than 5 unexcused absences at the end of the fifth semester in their junior year to be eligible for college release during their senior year. Failure of any college courses in the first semester will result in a return to Philip Barbour with a full schedule.

### **JUNIORS**

Students must have a cumulative GPA of **3.5** or better and less than 5 unexcused absences at the end of the Third semester in their sophomore year to be eligible for college release during their junior year. Failure of any college courses will result in a return to Philip Barbour with a full schedule.

## **9.0 Credit Recovery/Credit Rescue**

### **To be eligible for Credit Recovery (Summer School)**

- A. Students may not have more than **15** unexcused absences in the class they are trying to recover.
- B. Must have at least an **OVERALL** grade of **45%** in the class. Students can recover up to 6 classes total and no more than 2 from each content area.

This policy covers any classes started during or after the 2018 school year.

### ***PBHS Credit Recovery Courses (ODYSSEY)***

Students may register for an ODYSSEY (credit recovery course) once the failing grade for the class has been transcribed at the end of the semester. However, an exception may be made for a student who has failed the class, is currently enrolled in the class again, and is still failing. The privilege of taking a class in Credit Recovery will be denied to students who have **15** or more unexcused absences in the class(es) they are trying to recover credit and they must have at least an overall grade of **45%** in that class.

Credit recovery during the school day is only provided for Juniors and Seniors who need to make up at least 3 credits. All others can be made up in summer school, before school, during the students' lunch period, or after school. All tests must be proctored by a Credit Recovery teacher.

### **Summer School Credit Recovery**

Seniors planning to use CR to graduate that year must have their Credit Recovery Application and Contract submitted by **February 1<sup>st</sup>** and have course(s) completed by the last day for seniors.

**Seniors who do not recover the necessary credits through the CR program by the last day for Seniors WILL NOT BE ELIGIBLE to participate in graduation exercises.**

Seniors who have not earned enough credits by the last day for seniors **WILL NOT BE ELIGIBLE to participate in graduation exercises.** The non-graduating seniors will be permitted to continue attending school during regular hours to work on CR courses until the last day of school for students.

The non-graduating Senior may then be eligible to attend summer school (if offered) to continue working towards completing the requirements for graduation. A diploma will be awarded (within 10 business days) after an Administrator verifies that all graduation requirements have been met.

***Proposed PBHS Credit Rescue (if available)***

Students may not be placed into the Credit Rescue program after 10 days from the end of the 1<sup>st</sup> nine weeks and students must not have **5** or more unexcused absences in the class they are trying to rescue credit for and they must have at least an overall grade of **45%** in that class.

**Seniors planning to use CR to graduate that year must have their Credit Recovery Application and Contract signed and approved by the end of the day on January 31<sup>st</sup> and have course(s) completed by the end of the school day on April 15<sup>th</sup>. Seniors who do not recover the necessary credits through the CR program by the designated end date WILL NOT BE ELIGIBLE to participate in graduation exercises.** The non-graduating seniors will be given priority to attend Summer School/Credit Recovery to earn any needed credits. A diploma will be awarded once it has been verified that the student has completed all requirements for graduation. (Senior Project, work based hours, any outstanding bills, Chromebook returned and materials returned, and required classes) This should take no more than a few days, but has to be done by the end of the day of Summer School, this is typically June 30<sup>th</sup>.

Please reference West Virginia State Board Policy 2510 for specific graduation requirements.

**For a complete list of classes to meet graduation requirements visit our school web site at <http://pbhs.barb.k12.wv.us>**

## **SENIOR PROJECT – GENERAL INFORMATION**

### **Statement of Purpose:**

The purpose of the Senior Project is to provide an opportunity for each senior to explore in depth an area of specific interest, while demonstrating mastery of skills acquired during the high school experience.

### **Senior Project Goals:**

- \* To participate in an extended, rigorous and organized foundation for learning.
- \* To select and explore a topic of personal interest.
- \* To prepare for post-secondary school expectations, requirements and experiences.
- \* To communicate knowledge and skills effectively before an audience.

### **Senior Project Components**

The Senior Project is divided into four parts. All four must be completed satisfactorily prior to graduation. It is anticipated that a minimum of fifteen hours will be spent on a proficient project, while thirty or more hours will be spent on an excellent project. A portfolio (primarily a three-hole binder) must be maintained to include all materials pertinent to the project for verification purposes as necessary.

**I. Preparation:** The student seeks out, analyzes, and selects information on the topic.

This portion of the Senior Project involves selecting resources, making notes, finding reproductions, graphics, and other evidence that demonstrates the student has thoroughly researched the topic. A minimum of forty note cards (standard 3 x 5 or larger) will be organized into the portfolio as supportive material.

**II. Research Paper:** The student becomes an expert on the topic and produce a research paper of (6-10) pages in length, excluding the works cited and title page.

- The research paper must be written on a single controlling idea.
- All research must be original without plagiarism.
- The paper must be double-spaced with a 12pt. Times New Roman font and one-inch margins.
- No more than twenty percent of the paper may be direct quotations.
- A minimum of six sources **must be used** in the paper and appear on the works cited page, excluding hardcover or electronic general information encyclopedias.
- No more than four Internet sources may be used.
- The senior student will follow the Source Documentation Guidelines provided by your English teacher to correctly credit sources.
- The (6-10) page paper **may** include chosen career topics, but not to the exclusion of other topics of interest.

**III. The Portfolio:** The senior portfolio will be presented to the English 12 teacher one week before the scheduled date of presentation. The senior portfolio will include the following

- A 6-10-page research paper with a title page and a Works Cited page
- A resume with a cover letter
- Three letters of recommendation or reference
- A completed application to a post-secondary institution of higher learning
- A completed job application
- A writing sample that may be a college application essay, a report, or an essay contest entry of 750-1000 words.

**IV. Presentation:** The student explains to his senior English class what he/she has learned from the Senior Project.

- The presentation will be a minimum of six minutes and a maximum of ten minutes.
- The presentation will be well organized.
- Students are encouraged to practice the presentation ahead of time with peers, teachers, family members, etc.
- Effective speaking skills will be demonstrated.
- The portfolio must be given to the English teacher at least one week prior to the presentation.
- A question/answer period will follow the six-ten-minute presentation.

**V. General Guidelines: The Evaluation Process.**

Each student's Senior Project will receive feedback from their peers, as well as, a formal evaluation from their senior English teacher and adviser. Following the approval of the portfolio, the senior English teacher will make one of three determinations regarding the presentation for the purpose of graduation credit:

- ✓ Proficient (Satisfactory) – Senior Project is complete with a rating between 65 and 92 and credit is granted. The great majority of students will earn this rating.
- ✓ Excellent (Outstanding) – Senior Project is completed in an exemplary manner with a rating greater than 93 and credit is granted.
- ✓ Incomplete – Senior Project is incomplete because of a rating less than 65 and credit is not yet granted. Gaps in requirements remain or improvement is needed.
  
- ✓ If the student is not ready to make the presentation on the scheduled date, he/she will be rated as incomplete and rescheduled.
  
- ✓ If a Senior Project is still judged incomplete following the presentation, the student will use input from his/her Senior English teacher to improve the project and reschedule a second presentation.

## **EXPERIENTIAL/WORK-BASED LEARNING**

The Experiential/Work-Based Learning component of each student's educational plan is designed to provide a minimum of six (6) hours of work experience at one or more actual job sites. A non-credit graduation requirement, the Experiential/Work-Based Learning experiences and sites must be pre-approved prior to completion and post-approved for graduation credit. This requirement is to be fulfilled outside of the school hours.

Many work-based learning activities are available to the student. The following list is not intended to be exhaustive: clinical experiences, community service learning, field experiences, observations, any mentorship, shadowing, simulations, school-based enterprises, supervised agricultural experiences (SAE), registered youth apprenticeship program, regular employment, internships, and/or other administrative approved activities.

## **ADVANCED PLACEMENT EDUCATION POLICY**

**1.0 Purpose:** Advanced Placement Education programs shall be provided to meet the needs of students who have been determined to have the potential and desire to complete curriculum more demanding than that offered in the regular classroom.

**2.0 Responsibility:** Curricula, which provides students with Advanced Placement Education programs in grades 9-12, shall be developed to determine to meet the requirements of the WVDE. Advanced Placement Education programs shall be provided for eligible students as determined by eligibility criteria.

**3.1 Advanced Placement Education** is an academic learning experience characterized by content and performance expectations beyond those normally available for the age/grade level of the student which will lead to advanced standing in postsecondary education and can generate college credit.

**4.0 Advanced Placement Education Curriculum:** It shall include, but is not limited to, the following courses:

- a) College Board Advanced Placement (AP);
- b) Classes offered by postsecondary institutions; (Dual Credit or College Release)
- c) Other classes that lead to advanced standing in college;
- d) Advanced courses offered via distance learning

**5.0 Distance Learning Programs** – Distance learning courses may be used when finances permit and upon approval of the principal and when the course is not currently offered that term to the student at the high school.

**6.0 Program Availability:** Courses may or may not be offered/taught from one school year to the next depending on student need and staff available.

**7.0 Grading:** Grading for honors, distance learning, and advanced education classes will be in accordance with the Barbour County Schools Grading System Policy 7200.

## **STUDENT GRADING SYSTEM**

Reference Barbour County Schools Policy 7200.

**A=90-100**

**B=80-89**

**C=70-79**

**D=60-69**

**F=59-0**

## **HOMEWORK AND MAKE-UP WORK POLICIES**

Homework assignments are an important extension of the classroom experience as they fulfill curricular needs through preparation, reinforcement, and enrichment activities. Students should expect homework to be assigned on a regular basis in reasonable amounts. Specific homework generally will not be assigned over a holiday period. Homework will not be used as a punitive or disciplinary procedure. Homework may or may not receive a formal grade, but it will be checked. The administrators may coordinate amounts of homework assigned to ensure that students are not overloaded.

When requesting homework to be picked up for a student, a minimum of 24-hour notice is required. This is due to teachers having their planning period to prepare the homework for the student. **There will be a 20% grade deduction for every day late after the assignment due date.**

**For more information, reference Barbour County Schools Policy 7200.**

## **WEIGHTED COURSES**

Pre-AP Biology, AP English 11, AP Biology, Human Anatomy and Physiology, AP English 12, AP Calculus, Spanish III, Spanish IV, AP US History, AP Gov./Politics, AP Psychology, AP Geography, and Math IV, PLTW, POE, Honors English 9, Honors English 10, Honors History 9, Honors Earth and Space 9, and Honors Biology 10, WVU dual credit College Algebra & College Trigonometry, Honors Algebra 2

## **AWARDS PROGRAM**

This will be announced in the spring and will be scheduled on a day in late spring.  
(Open to family attendance)

## **PROCEDURES FOR THE COLLECTION, MAINTENANCE AND DISCLOSURE OF STUDENT DATA**

The purpose of these procedures is to set forth the conditions governing the protection of privacy and access of parents and students as it relates to the collection, maintenance, disclosure and destruction of education records by agencies and institutions under the general supervision of the Barbour County Board of Education. For further information, reference Barbour County Schools Policy 8900.

## **MULTICULTURAL POLICY**

Reference Barbour County Schools Policy 7500.

## **BULLYING, HARASSMENT AND INTIMIDATION**

No form of bullying, harassment or intimidation will be tolerated at the Philip Barbour High School Complex, in accordance with Barbour County Schools Policy 8400-9.1 and Policy 2310. Penalties for violations in these areas will be administered as set forth in these policies.

## **VOLUNTEER, CHAPERONES, AND PARENTAL INVOLVEMENT**

(All must be pre-approved by the Board of Education at a regular meeting.)

Reference Barbour County Schools Policies 9610.

## **CLOSED CAMPUS**

No students may leave campus without permission from the principal.

Reference Barbour County Schools Policies 8240

## **VISITORS TO THE SCHOOLS POLICY**

All visitors **MUST** sign in to the main office.

## **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are defined as any activities during non-school hours that do not earn classroom credit. In order to participate in extra-curricular activities, students must meet all requirements prescribed by the West Virginia Department of Education and the West Virginia Secondary Activities Commission, which includes having minimum of a 2.0 grade point average for the semester prior to participation.

**\*\*Note:** To participate in an extra-curricular activity on a given day, the student must be present for the equivalent of at least four full class periods on that day.

## **SPECTATOR EVENTS/CROWD CONTROL**

Philip Barbour High School will take the proactive measures to foster a climate conducive to good sportsmanship.

- The school will hold school-level meetings with students and parents prior to the fall, winter and spring sports seasons to review school, county, WVSSAC and state policy.
- Emphasize at all meetings §61-2-15a (assault, battery on athletic officials; penalties).
- Enforce school, county, WVSSAC, and state policy.
- Take immediate action in addressing violations of school, county, WVSSAC or state policy. Actions may include but not be limited to: verbal and written warnings, ejection from an event, suspension or termination from attendance privileges, or legal action.
- Notify the Superintendent or the Superintendent's designee, in writing before the close of the next business day, of violations occurring during spectator contests/events, of school, county, WVSSAC or state policy and the action(s) taken.

**Reference Barbour County Schools Policy 9630 to view the entire policy and the Code of Conduct at Spectator Events**

## **TECHNOLOGY**

The use of school technology must be in accordance with the Barbour County Technology Policy 7600. Prescribed penalties for inappropriate use of technology are described in this policy. All students are required to sign and return the Acceptable Use Policy (AUP) form to use school technology.

## **CELL PHONES / MUSIC & ELECTRONICAL DEVICES**

The office telephone is a business phone. Only in emergencies, and after approval from office personnel, may a student use the office phone. All students may use a cell phone before or after school and during lunch time in the commons area only. Students are not permitted to use cellular phones, personal music devices, or electronic devices during instructional time or in the hallways. During instructional time cell phones, should be turned off and not in view. Any cell phone, musical device or electronic device that is visible is considered in use and will be confiscated and turned into the office. Any cell phone that rings or vibrates at a prohibited time is considered in use and will be confiscated and turned into the office. **The student must visit the principal at the end of the same school day to have a meeting/conference to have the phone returned.** First offense is warning and an **8 hour** hold on Phone.

Second offence will be one day of In-School suspension. Failure to turn over device to teacher will result in 2 days of In-school suspension and 8 hour hold on phone, refusal to turn phone over to administration will result in 3 days of In-school suspension and device no longer permitted at school. Any second offense for violation of the policy will result in the student will no longer be permitted to have a cell phone, musical, or electronic device on school property for the remainder of the school year. Please refer to BCS Policy 8410 for more information. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN DEVICES.** Please reference Barbour County Schools Policy 8410 and 6800 to read the entire policy.

## **DANCE POLICY**

1. Eight chaperones must be present – four of who must be PBHSC staff members. The list of chaperones must be presented to the administration one week in advance of the dance.
2. Attendance at dances will be limited to Philip Barbour High School Complex students and their approved guests of ninth grade level and not over the age of 20.
3. School dances will begin and end promptly at the designated times.
4. When a student is not enrolled at Philip Barbour, **a photo ID** will be required at the entrance of the dance.
5. Any student leaving the dance will not be permitted to re-enter.
6. Application forms for guest attendance are available through the school office. Only one guest will be permitted per student. Forms are due to the office by the end of the school day prior to the dance.
7. Any student and/or guest who at any time violate any of the regulations governing the school, or indulge in unbecoming behavior, shall be removed from the building at once and will be banned from future dances.
8. The sponsoring organization will contract for security through the local police agency.
9. Appropriate dress will be expected at each dance (following regular school guidelines). Specific standards will be announced as needed.
10. The sponsoring organization shall be responsible for cleaning up the building.

*DANCE GUEST PERMISSION FORMS CAN BE PICKED UP IN THE OFFICE PRIOR TO THE DANCE.*

## **C.A.R.E Period**

### **Colts Are Reaching Excellence**

All students will meet in a designated class for multiple activities throughout the year between 6<sup>th</sup> and 7<sup>th</sup> period every Tuesday and Thursday. Each student will be assigned a CARE Instructor based on their grade level. You will keep this same CARE Instructor throughout your high school career.

Examples of CARE activities include: Clubs, Portfolios, Class Meetings, Scheduling, Academic Intervention, Tutoring, Social/Emotional lessons, Homework help, Guidance, etc. are just a few things that will be set to occur during this new period.



Each school year, your same CARE Instructor will assist you with reviewing your credits and required courses (PEP), facilitate CARE lessons, instruct you regarding test prep (academic intervention), and assist you with your portfolio.

WHY? Reflecting on your experiences allows you to identify your skills, qualities & interests so that you can use them to seek employment or further your education. The CARE period is designed to build long term, trust based groups; who help, support, and guide students through a successful education experience.

## **LOCKERS**

Lockers and locks are available for each student's convenience. It is the student's responsibility to keep the equipment in good working condition. Any problems with a lock or locker should be reported to the office immediately. For student security of personal belongings, the locker shall be kept locked at all times. Students will not be permitted to go to lockers during instructional time. **Students are not permitted to share a locker with someone else, doing so may result in discipline over materials found in locker being the property of the student who purchased the locker for the school year.**

Backpacks and gym bags must be kept in lockers during the school day. Purses must be the size of a pencil box. No oversized purses or totes. Gym bags may be carried from the locker to the gym and back to the locker only. Lockers will be assigned either during the summer or the early part of the school year. Replacement costs for lost or student damaged locks is \$10.00. Students whose lockers require extensive cleaning at the end of the school year may be charged a cleaning fee. Locker rentals will be \$5.00 annually.

## **MEDICINE-MEDICATION& IMMUNIZATIONS**

Medicine and over-the-counter medications will be delivered to the Brandon Wellness Center by the parent/guardian. Such medications will then be maintained and secured in the Brandon Wellness Center or by the school nurse.

Only medicine prescribed by a doctor, and in its original container, will be given to a student. Teachers will not permit students to leave their class to take medicine unless the office has granted written permission.

Immunizations need to be updated according to Barbour County Schools Policy 8700-5.2. Please reference BCS Policy 8710 for more information regarding medication administration and BCS Policy 8700 for Communicable Disease Control.

## **STUDENT ILLNESS**

If a student becomes ill or is injured, he/she will be issued a pass to the office and/or Brandon Wellness Center. Students are not to leave the campus due to illness without permission from the office. The office staff will make arrangements for the student to go home, if necessary. Loitering will not be permitted. **Please Note: Students who have driven to school will not be permitted to drive home when sick. They must call a parent/guardian to be picked up.**

## **LOCKER SEARCHES**

A student's locker may be searched if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness. Furthermore, by accepting a locker a student shall be deemed to have consented to the periodic inspection thereof. The school principal shall retain keys to all lockers in order to affect such inspections.

### **CANINE ASSISTED LOCKER/FACILITY INSPECTIONS**

The superintendent of schools and/or school principal are authorized to arrange for the use of canines that have been trained in the detection of unlawful drugs or explosives to assist in periodic inspections of student lockers, other school facilities areas, classrooms, vehicles or grounds. Any unlawful drugs or explosives that are discovered as a result of a canine assisted inspection may serve as a basis for student disciplinary action under the terms of this policy. Under no circumstances may canines be used to conduct random searches of students. Any inspections conducted under the provisions of this section must be conducted in a manner so as to avoid contact between canines and students.

### **VEHICLE SEARCHES**

A student's vehicle, while on school property, is subject to search by a teacher or other school official if there are reasonable grounds to suspect that the search will turn up evidence that a student has violated or is violating either the law or rules of the school. Such searches will be conducted in the presence of an adult witness.

### **SEARCHES OF STUDENTS**

Under ordinary circumstances, the search of a student by a teacher or other school official is permitted if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. The extent of the search must be reasonably related to the objectives of a search and not excessively intrusive in light of the sex of the student and nature of the infraction. However, "strip searches" are not permitted under any circumstances. Any searches of students by school officials will be conducted in the presence of an adult witness. Any contraband property discovered as a result of a search will be confiscated.

**For more information regarding "Search and Seizure" reference  
Barbour County Schools Policy 8510.**

### **SUBSTANCE ABUSE AND TOBACCO CONTROL**

Possession or use of tobacco in any form will not be permitted on school property. The West Virginia State Legislature has declared its intent to discourage and ban the use of tobacco products by minors. This was done through **Article 9A: TOBACCO USAGE RESTRICTIONS**.

**Code 16-9A-3** directly addresses —Use or Possession of Tobacco or Tobacco products by persons under the age of eighteen years. This was deemed a misdemeanor... This is also within the concurrent jurisdiction of the county magistrates.

**Code 16-9A-4** addresses —use of tobacco or tobacco products in certain areas of certain public schools being prohibited; penalty and —every person who shall smoke or use tobacco products in any school or state or on any school grounds actually used for instructional purposes while such school is used or occupied for school purposes shall be guilty of a misdemeanor... The section falls under the concurrent jurisdiction of the county magistrates.

Students using illegal drugs or controlled substances or having them in their possession will be referred to the appropriate legal authority for possible prosecution. The term —controlled substances refer to alcohol, drugs, tobacco, prescription medicine and non-prescription medicine. This will be in addition to action that may be taken by the School Administration, Superintendent of Schools, and Board of Education. According to county policy, students suspended for use or possession of controlled substance must complete counseling on the topic prior to re-admittance.

**Students caught with a (Vape pen, JUUL, Badge, or other vapor device will be treated more severely this year due to the unknown chemical makeup of the product in possession.) Student safety is a top priority.**

**\*Penalty for Vape devices will be a 3 day Out of School Suspension, Law Enforcement Referral, Device handed over to police department, Barbour County court referral.**

For more information, see Barbour County School Policy 6130 and Policy 8400-7.14.

## **STUDENT DRIVING**

Student driving is a **privilege** and may be granted by the administration on a merit basis. Application forms will be available in the high school office. Those approved must purchase a school-parking permit at a cost of \$40.00 per year. The permit stickers must be prominently displayed according to school guidelines. Violations include speeding reckless driving, speeding, etc. Failure to comply will result in the following actions: 1<sup>st</sup> instance: one-week suspension of driving privileges; 2<sup>nd</sup> instance: suspension of driving privileges for the remainder of the school year. If a student driver leaves school grounds without permission from an administrator, they will automatically lose driving privileges for remainder of the school year.

Students with driving permits may not transport any passengers to or from school unless a request has been approved in advance by an administrator. The request must be submitted in writing from the parents/guardians of all involved students. Driving privileges may be revoked in cases of policy abuse or chronic instances of late arrival (e.g. 1<sup>st</sup> or 2<sup>nd</sup> instances of late arrival will result in warnings; 3<sup>rd</sup> instances will result in a five-day suspension of privileges; 4<sup>th</sup> instance will result in suspension of privileges for the remainder of the school year.) **After 10 unexcused absences, driving privilege will**

**be revoked.** When a student becomes ill they will have to be picked up by a parent or legal guardian. They will **not be permitted to drive home** for the safety of the student. **Student driving without permission may have vehicle booted and given a verbal warning, second offence the vehicle will be booted and the driver given a day of ISS, third offence the vehicle can be towed at owner's expense.**

## **PHILIP BARBOUR HIGH SCHOOL COMPLEX EMERGENCY PROCEDURES**

*A copy of the fire drill procedures shall be posted in each room. All drills/codes will be practiced and/or executed in the event of an emergency in accordance with the school's safety plan which is reviewed and updated annually.*

### **FIRE DRILL PROCEDURES & EVACUATION**

1. The repeated ringing of the fire bell designates a fire alarm.
2. The purpose of a fire drill is to alert the students and all personnel working at the school to the procedures to be followed in case of an emergency.
3. The drills will be conducted in an orderly manner and performed with reasonable speed.
4. All teachers will accompany their groups and use their grade books to check roll after the groups have assembled outside the building. Students are to remain in their respective groups until or unless designated to do otherwise. Attendance will be reported to the principal or assistant principal.
5. Those not in a classroom at the time of an emergency or fire drill shall leave the building at the nearest fire exit in a quiet, orderly manner.
6. Students will be assigned in each classroom to close windows and doors. After performing their assigned duties, these students should join their respective groups leaving the building. Classroom doors should be left unlocked.
7. If lights are on in the building, **DO NOT TURN THEM OFF.**
8. If one exit is closed or blocked, students should go immediately, quietly, and in an orderly manner to the nearest available exit.
9. Teachers not responsible for a class at the time of a fire drill will help the custodians check restrooms for people who may not be a part of a group leaving the building,

### **PROCEDURES FOR LEAVING AREAS OF THE BUILDING**

Students and personnel in all rooms on the **Third Floor** will depart through the North Exit (across from the Career & Technical Wing of the Complex) and assemble near the flagpole at the Career & Technical Center.

Students and personnel in rooms 202, 203, 204, 205, 225, 226 and 227 on the **Second Floor** will depart by West Exit on the First Floor at the end of the First Floor Hallway by going down the North Stairs on the second floor. After departing the building students are to assemble across the driveway in the lawn area near the entrance to the facility. Students and personnel in all other **Second Floor** rooms will depart by the West Main Building entrance by going down the South Stairs on the second floor. The West Emergency Exit Door near room 227 will be used for students unable to use the second-floor stairs. This exit use must be coordinated in advance for each period during the day with the school

administration. After departing the building students are to assemble across the driveway in the lawn area near the entrance of the main entrance to the facility.

Students and personnel in rooms 109, 112, 116, 136, 137, 139 and 142 on the **First Floor** will depart by the West Main Building Entrance Exit at the end of the hallway. Students and personnel need to be aware of students departing the facility from the Second Floor by this exit. Students and personnel in all other **First Floor** rooms will depart by the West Exit at the North end of the first floor. After departing the building, students are to assemble across the driveway in the lawn area near the entrance of the main entrance to the facility. Students and personnel need to be aware of students departing the facility from the Second Floor by this exit.

Students and personnel in **Art, Band, Choir, Physical Education and Cafeteria Areas** will leave through the Main East Exit (Main Back Entrance to the building) and assemble across the road that runs behind the building.

Students and personnel in all **Career & Technical Center Rooms and Laboratories** will leave through the primary direct exterior exits. Secondary exit routes will be identified on charts within each instructional area and will be explained by the respective instructors.

All instructors will have highlighted in yellow on the attached floor plan.

## **PESTICIDE APPLICATION NOTIFICATION**

The pesticide application for notification will be sent home with your child on the first day of school. This needs to be completed and returned to school.

## **STUDENT CODE OF CONDUCT** **Behavioral Expectation Standards for** **Philip Barbour High School Complex**

Responsible student conduct plays a major role in creating a positive school climate, one which is conducive to learning. All students enrolled at Philip Barbour High School will receive a copy of the Barbour County Student Code of Conduct, which follows the West Virginia Department of Education Student Code of Conduct. The Student Code of Conduct is always available for review by students, parents, school personnel, and community citizens.

PBHSC has adopted a positive behavior support program that will provide optimum learning conditions for both students and staff. Whereas safety and order is the foundation of a positive school climate that supports student academic achievement and personal-social development, this rule also establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools that must be consistently addressed in order to assure the orderly, safe, drug-free, violence- and harassment-free learning environment.

(See also Policy 4373 WVDE)

## **Common Behavior Descriptions**

**Anti-Social Behavior** – A written, verbal, or electronic drawing, photograph, profanity, or obscene gesture toward another student that causes embarrassment, discomfort, or a reluctance to participate in school activities.

**Disobeying a Teacher in a Willful Manner** – Refusal to comply with directions or instruction given by school staff.

**Disruptive Behavior** – Complete disruption of the educational process such as talking, making noises, throwing objects, or any other distracting behavior that affects the safety of themselves and others or keeps a teacher from starting or completing a lesson.

**Electronic Devices** – Cell phones, mp3 players, smart watches, or any other device not used to enhance education are prohibited in the classroom and hallways.

**Excessive Tardies** – When the tardy bell rings, students will be out of the hallway and in their assigned classroom area. At the conclusion of the bell, students are tardy. Teachers have the right to have higher expectations than the school rule. The teacher's higher expectation must be discussed with students, posted in advance, and followed consistently. Every 3<sup>rd</sup> tardy will result in lunch detention.

**Lack of Assignment or Project** – Failure to turn in an assignment or meet a project deadline.

**Lack of Materials** – Failure to report to class with textbook, pencil, paper, and any other assigned materials.

**Skipping** – Student is not in class, not on the excused, absence, or early dismissal list, and has not checked in with the assigned teacher.

### **Levels of disciplinary action:**

**1. Lunch Detention**—assigned for Tardies and/or Lack of Materials such as (no homework, no textbook, talking, and most first offenses of minor severity, etc.) Level 1 violations

**2. In-School Suspension**—assigned for moderate or chronic violations. (foul language, skipping) Level 1, 2 & 3 violations

**3. Out-of-School Suspension**—assigned for major violations or for habitual violations of the Student Code of Conduct. (vape devices, fights, etc.) Level 2, 3 & 4 violations

**4. Alternative School Placement**—an option based upon extreme or unabated chronic violations.

**5. Court Intervention**—an option based upon extreme or unabated chronic violations, (attendance, tobacco, or legal matters.) (unexcused absences by WV Code (18-8-8).

**6. Expulsion**—an option based upon extreme or unabated chronic violations by official action of the Barbour County Board of Education. (drugs, violence, threats, level 3&4 violations.)

**All disciplinary infractions will be handled in accordance with  
BCS Policy 8400 "Student Code of Conduct." and WVDE Policy 4373  
"Expected Behavior in Safe and Supportive Schools:**

## SOCIAL RELATIONSHIPS

With the exception of holding hands, any body contact between students while on school grounds will result in disciplinary action. (Covid-19 social distancing has temporarily suspended the exception to holding hands. All bodily contact and touching is off limits until the pandemic is over.)

**FIRST OFFENSE** – One day in-school suspension

**SECOND OFFENSE** – Two days in-school suspension

**THIRD OFFENSE** – Three days in-school suspension plus a parental conference before readmission.

**FOURTH OFFENSE**– Three days out-of-school suspension and a conference with the Superintendent of Schools or designee.

Reference to Barbour County Schools Policy 8400-7.8

## ARRIVING LATE

Students need to be in class consistently in order for them to be successful. Arriving late has proven to cause academic difficulty when it becomes excessive. **Verified** Medical and Legal appointments (appointment cards will not be accepted) are exempt from this policy. Consequences are as follows:

- 1<sup>st</sup> late arrival will result in a warning
- 2<sup>nd</sup> will result in a final warning
- 3<sup>rd</sup> late arrival and subsequent 3<sup>rd</sup> offenses will result in **5 days** of lunch detention and loss of driving privileges

**Chronic late arrivals may result in further disciplinary action (Student drivers being chronically late after third offense per semester will result in loss of driving privileges rest of the semester) refunds will not be issued.**

Students arriving late must either be signed in by an adult, have a parental note, or a parent must call and speak to an administrator prior to the student's arrival at school.

**Students can be dropped off at the student parking entrance of the school by the in the mornings between 7:00 am -7:45 am. Students may be picked up after school by parent/legal guardian at 3:00 pm by the back entrance near the band room.**

## TARDY FOR CLASS

Students need to be in class in a timely fashion in order for them not to disrupt the learning environment. Arriving tardy for class has proven to cause academic difficulty when it becomes excessive. When the tardy bell rings, students will be out of the hallway and in their assigned classroom area. **Lunch detention will be assigned for the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> tardy for each class. Once a student has reached the 10<sup>th</sup> and all following tardies the student will be issued a day of in-school suspension for each**

**one starting at 10.**

## **Dress Code**

Clothing must be worn at all times. Attire cannot cause a substantial disruption of the school day and educational process. The following guidelines are presented to all students in the high school:

\*Accommodations for religious requirements or medical conditions will be considered upon parental request. ***Staff reserves the right to make decisions on inappropriate clothing or articles at any time. Not limited to any of the above items.***

- You may not wear hats, hoods, bandanas and/or sunglasses inside the school
- Students will wear footwear at all times
- Shorts, dresses, and skirts must be loose fitting and must fully cover the student's backside
- Halter-tops and spaghetti straps are not considered appropriate dress for school. Tank-tops must be 1" wide across shoulder area
- No mesh or "see-through" clothing
- No shirts/blouses that expose excessive cleavage or are midriff-baring (this would include a shirt being worn "under" another shirt that exposes excessive cleavage) or have the sides cut out exposing the chest area
- Backless or strapless are **prohibited**
- No pajamas or slippers
- No masks
- Clothing or accessories that promote violence or the use of illegal substances or that advertise beer/alcohol/tobacco/guns are **prohibited**
- Clothing or accessories that contain offensive language/material or inferences are **prohibited**
- No clothing or insignia deemed to be gang-related or considered to be an outward display of gang-associated behavior
- Pants or trousers that "sag" exposing any type of undergarment and is deemed indecent or vulgar, including athletic shorts are not allowed, undergarments must be covered at all times
- No head covering bandanas, hair bonnets, and scarves, except those with documented religious or medical reasons
- Items covering the face and/or eyes of any student, including a student's hair or excessive face makeup that disguises the student are **prohibited**

**Clothing that distracts from the learning environment is not necessarily limited to the above examples. Students not wearing appropriate clothing will be asked to change at school, if possible; sent home from school to change; or excluded from classes until a parent/guardian can be reached. Students may not return to class until appropriately dressed.**

Refer to COUNTY POLICY 8400

## **Back Packs**

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes. String bags **WILL** be allowed to be used to transport clothing only to and from the gym classes.



Students have an opportunity to go to their lockers several times a day: before first period, between each class, before and after lunch, and before boarding the bus at dismissal. Backpacks must remain in the student's locker during the school day.

This policy is in response to the following concerns: safety, the weight student's carry on their backs and safer hallways and classrooms at Philip Barbour High School.

### **Students in designated areas**

Students should not be in areas of the school that are off limits. This includes but is not limited to:

- \* Students should not be on the elevator without a doctor's note on file in the office. (A pass will be provided from the office specifying dates student is permitted to ride on the elevator.)
- \* Students should be using the restroom closest to their scheduled class.
- \* Students should not be at their lockers during instructional time.
- \* Students should not be at the ALC.
- \* Students should remain in the commons area before the morning bell or during lunch time.
- \* Students should not be in the auditorium, library or LGI without adult supervision.
- \* No students should be in the Wellness Center or the Counseling Complex without a pass from the teacher.
- \* All students staying after school for educational or academic purposes must remain in the commons area until a supervising adult is present. Only the restrooms in the commons may be used. All other areas are off limits.

### **ATTENDANCE**

Attendance is linked to midterm exams and final exams. (See Final Exam Policy)

Reference Barbour County Schools Policies 8210

## **Final Exam Policy(Suspended until Covid-19 pandemic is resolved)**

Rationale and Philosophy -

Philip Barbour High School recognizes that a direct relationship exists between daily school attendance and student academic performance, graduation and good work habits. The school believes that regular attendance establishes the opportunity to meet the individual needs of students in order to help them reach their potential. Since programs of study are planned and content standards of instruction are taught daily so that each day's work builds on work previously completed, all students are expected to attend school regularly and be on time for

classes. A direct relationship exists between good attendance and student academic performance, graduation and good work habits in the marketplace. The state encourages schools to implement and maintain a climate conducive to learning, encourages student responsibility and self-discipline, and promotes the development of good work habits. The school believes that parental support and cooperation is necessary to achieve regular attendance. It is the intent of Philip Barbour High School to increase attendance by encouraging students to develop responsibility, self-discipline and good work habits.

Semester exams will count up to 20% of the semester grade

All Students will take semester exams except in the following situations:

Students taking an AP exam will be exempt from the second semester exam for the class in which they are taking the AP exam.

Students that are CTE Completers will be exempt from the second semester exam during the year of completion and in the class that they are taking the state approved CTE program of study technical assessment (i.e. NOCTI).

To reward students who have good attendance, any student who has 3 or fewer absences during the semester may elect not to take the semester exam in that class. Please see the attendance rules below.

#### ATTENDANCE REQUIREMENTS for exams

To be counted as present in a class, the student must physically be in the classroom at least half of the class period.

1. Exemption – an absence that is designated as exempt will not be counted toward the semester exam policy. These include school-approved field trips, athletic trips, verification that the bus didn't run (by the BOE), or military absences. In addition, juniors will be granted an additional day and seniors will be granted an additional 2 days for college visits. However, verification must be provided from the registrar from the college on the day they return. In all cases it's the student's responsibility to provide verification to the teacher proving any of the above.

2. All absences, including those coded excused, WILL be counted for this exam policy. These include Physician Notes, Educational Leave, Medical Appointments, Parent Notes, Calamities, or any other absence that is not listed under number one above.

3. Every third tardy for class will be counted as one absence for purposes of exam exemption eligibility. Only notes from a Professional Staff Member and the BWC will be accepted. If a student is going to be late because another teacher needs them, it needs to be approved ahead of time if they are going to be more than 5 minutes late.

4. Any student who receives OSS or more than 4 days of ISS will automatically have to take the semester exam.

Semester exam periods will be at least one class period in length to make sure students adequately have time to take an exam.

Exams will occur over a 4-day period with 1st and 5th periods on the 1st day, 2nd and 6th on the second day, 3rd and 7th on the 3rd day and 4th and 8th occurring on the 4th day.

Makeups can occur after the 4th day. It is recommended but not mandatory that exams start on a Thursday and conclude on Tuesday.

Students may opt to complete a semester exam to improve their grade. Under this option, the semester exam will not lower the semester grade in the course. The exam grade will only count if it raises the student's grade. Students who decide to do this will need to notify his/her teacher a week in advance of the administration of the semester exam examination.

Any student who is exempt from an exam is still expected to come to school, however they will be dismissed to an area for incentive rewards.

## **STUDENT DRIVER ELIGIBILITY CERTIFICATE**

### **(P.4150)**

**Driver's Eligibility Certificate** – documentation provided by the county to the student verifying that the student has met **the attendance, behavioral and academic expectations** that are **required** to obtain a license or instruction permit to drive a motor vehicle.

**Satisfactory Academic Progress** – attaining and maintaining grades sufficient to allow for graduation and course-work in an amount sufficient to allow graduation in five years or by age nineteen, whichever is earlier. This would calculate in **the minimum annual earning of five credits** to allow graduation in five years based on the graduation requirements. **Three of the five credits earned annually must be from the core**

## **requirements.**

**Withdrawal** – for the purpose of driver’s license eligibility, withdrawal is defined as the following reasons for which the county shall deny or revoke a Driver’s Eligibility Certificate from any student at least fifteen but less than eighteen years of age:

\* **More than ten consecutive or fifteen total days unexcused absences during a school year.**

\* **Suspension** pursuant to W. Va. Code §18A-5-1a and §18A-5-1b which include the following behaviors when committed on the premises of an educational facility, at a school-sponsored function, or on a school bus:

A. Assault and/or battery on school employees.

B. Possessing deadly weapons.

C. Sale of a narcotic drug.

D. Committing an act or engaging in conduct that would constitute a felony under West Virginia Code if committed by an adult.

E. Unlawfully possessing a control substance governed by the uniform controlled substances act.

The WVDE has the responsibility to encourage daily attendance and appropriate student conduct, to set academic graduation requirements for public schools and to **mandate** that county school systems collect and report student performance data regarding these student behaviors.

## **Covid-19 guidelines**

Students will begin school this year in two separate groups that attend school on different days to minimize contact and maintain social distancing. Group A- will attend Monday and Thursday while Group B- will attend Tuesday and Friday. Wednesdays will be used as a help day where teachers and staff will be in the building to sanitize, plan and assist students virtually by e-mail, phone, and video conference. All students will receive 5

days of instruction in our blended model with two days in our building and 3 days virtual instruction.

ALL visitors to Philip Barbour High School will be required to wear a facemask at all times and submit to a no touch temperature check. A temperature of 100.4 or higher will disqualify the visitor from entering our school.

Students will only be required to wear face masks when they are not seated in their classroom and eating lunch. Students will wear face masks when entering the building, changing classes, going to the restroom, and any other scenario where social distancing is difficult to maintain.

Student safety precautions:

The hallways will be divided into two lanes of travel to separate students in accordance with the 6ft distance and limit the spread of the Covid-19 virus.

Everyone will wear a mask when not in a classroom and or unable to socially distance.

Everyone must sanitize hands upon entering each new room and hand sanitizer will be made available at each door.

Students may not hold hands or touch each other in any way shape or form until the pandemic has been resolved.

Students must adhere to social distancing regulations at all times.

Teachers will report to their classrooms at 7:10am and students will report directly to 1<sup>st</sup> period instead of the commons area bus room.

Any student who feels ill in any way is encouraged to stay home until they are feeling well.

Students who are feeling sick will be sent to a quarantine room for a temperature check.

Any students who are identified with a temperature of 100.4 or higher will immediately be required to wear a mask, call home to be picked up, and wait in the quarantine room until transportation arrives.

The attendance/final exam policy has been suspended for the 2020-2021 school year and we will not be giving any midterm/final exams for this school year or until the pandemic allows for the return to a normal schedule.

## **Lunches:**

We are planning for a maximum of 125 students for each lunch each day. Seniors will leave class at the Tri-County bell and stand in the marked lunch line at 6ft intervals on the floor. Students 9-11 will be dismissed at regular time and line up at the 6ft marks on the floor to go through the lunch line. The canteen and vending machines will be available only after lunch is served and also marked for social distancing.

The lunch tables will be organized and marked to allow no more than 3 student per table and spread out across the entire lunch/commons area. Students must sit in a designated chair and not move the chairs. The library will also be available for student lunch study support. After receiving their lunches, students will remain seated the entire lunch period with exceptions of going to the restroom and or visiting the canteen/vending machines.

Outside food deliveries will be prohibited to ensure the safety of our students. Students may bring their bag lunch as always, but we are not accepting any visitors to deliver food at any time throughout the day.

## **Teacher Expectations**

Teachers are required to provide 5 days of instruction for all students.

Teacher discretion is important as to how they teach their content and will vary from class to class.

A weekly agenda of assignments will be posted on google classroom and live grades for every teacher for each class by the end of the workday Wednesday no later than 5:00.

Assignments will be meaningful and recorded as a grade. There will be 3 required grades for each week of instruction to be posted to Livegrades.

Teachers are encouraged to hold physical classes outside as much as possible. (Weather and Content Permitting) Teachers must have their cell phone on them at all times while outside with classes. Students are to be kept in supervision at ALL times.