



Parent/Student Handbook

2026-2027

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

Principal: Mary Beth Hovatter

Associate Principal: Joseph Bowen

Associate Principal: Traci McBee

CTE Director/Associate Principal: Tonya Ferguson

99 Horse Shoe Drive

Philippi, WV 26416

<https://www.bcsww.com/o/pbhs>

Philip Barbour High School Complex 304 -457-1360

Career Technical Center 304 -457-4807

Brandon Wellness Center 304 -457-4000 Fax 304 -457-5532

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

<https://www.bcsww.com/>

PHILIP BARBOUR HIGH SCHOOL COMPLEX VISION AND MISSION STATEMENT

Vision:

We envision a collaborative, safe, and nurturing educational community where all learners are empowered to achieve academic excellence, develop strong character, embrace innovation, and prepare confidently for success in high school, college, careers, and citizenship in a rapidly changing world.

Mission:

Our mission is to provide equitable, standards-based, engaging learning experiences in clean, safe, and supportive environments where all students are challenged to think critically, act responsibly, use technology ethically, collaborate with others, and pursue personal and academic excellence. We are committed to preparing every student to be a problem solver, lifelong learner, and productive citizen in the rapidly changing world.

At PBHSC we strive to provide ...

- A 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.
- A Safe and secure environment for all.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

BELL SCHEDULE

Bell Schedule

1	1st Period	7:45 AM	8:32 AM	0:47
2	2nd Period	8:35 AM	9:27 AM	0:52
3	3rd Period	9:30 AM	10:17 AM	0:47
4	4th Period	10:20 AM	11:07 AM	0:47
5	A Lunch	11:07 AM	11:40 AM	0:33
6	Grp A 5th	11:43 AM	12:30 PM	0:47
7	Grp B 5th	11:10 AM	11:57 AM	0:47
8	B Lunch	11:57 AM	12:30 PM	0:33
9	Grp C 5th	11:10 AM	11:57 AM	0:47
10	Grp C 6th	12:00 PM	12:47 PM	0:47
11	C Lunch	12:47 PM	1:20 PM	0:33
12	Grp AB 6th	12:33 PM	1:20 PM	0:47
13	7th Period	1:23 PM	2:10 PM	0:47
14	8th Period	2:13 PM	3:00 PM	0:47

BARBOUR COUNTY SCHOOLS NONDISCRIMINATION POLICY

As required by Federal laws and regulations, the Barbour County Board of Education does not discriminate based on sex, race, color, religion, disability or national origin in employment or in its educational programs and activities. Inquiries may be referred to the 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 people 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 are prohibited between staff members, between staff members and students, between students, and members of the public directed at students or staff, on school property or at school sponsored events. Some examples of harassment and violence may include but are not limited to physical/mental disability; 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 the Superintendent of Barbour County Schools at 304-457-3030.

PHILIP BARBOUR HIGH SCHOOL COMPLEX REQUIREMENTS FOR GRADUATION

1.0 Purpose

Barbour County Schools provides students with 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 that enables students to achieve high level competencies, complete graduation requirements, and be prepared to successfully enter and compete in the workplace and post-secondary education.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

2.0 Responsibility

To graduate from Philip Barbour High School Complex, students in the class of 2027 and earlier are required to earn 22 credits. The class of 2028 and later will be required to earn 23 credits. This includes successful completion of course requirements as specified in WV Policy 2510.

2.1 In order to graduate, students will complete six hours (This will increase to 16 hours beginning with the class of 2030) of approved experiential learning.

2.2 Credit for courses will be awarded based upon mastery of the WV College and Career Readiness Standards. Students demonstrating mastery will be provided the opportunity to advance to the next grade level.

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

3.0 Transfer of Credits

18-8-1a(e) "A transcript or other credential provided by a public-school program, private school program, homeschool program or HOPE scholarship program shall be accepted by a public school in this state as a record of a student's previous academic performance for the purposes of placement and credit assignment."

4.0 Participation in Graduation Exercises

4.1 Graduation Participation Requirements

Participation in graduation activities is a privilege reserved for students who are receiving a Philip Barbour High School Complex Diploma, have met all of the graduation requirements of Philip Barbour High School Complex, Barbour County Board of Education and the State of West Virginia and who have fully met all academic and financial obligations.

- Eligibility Criteria:

Only students who are receiving a diploma from Philip Barbour High School Complex and have successfully completed all coursework requirements and fulfilled all graduation obligations prior to the senior's last official day of classes will be eligible to participate in graduation activities.

- Financial Clearance:
All fees, fines, and outstanding charges must be paid in full before participation is permitted.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

- **Participation Privileges:**

Only students who meet the above requirements will be permitted to:

- Wear a cap and gown
- Sit with the graduating class
- Participate in the graduation processional
- Receive a diploma

Students who have not completed all requirements and obligations will not be allowed to participate in these activities.

5.0 Personalized Educational Program

In accordance with West Virginia Department of Education requirements, Personalized Education Plan (PEP) shall be prepared, periodically reviewed, and updated for each secondary student. As part of the plan, students will designate either a professional or skilled pathway which will guide selection of coursework while at Philip Barbour High School Complex.

6.0 Acceleration through Assessment

A student may opt to "test out" of a required or prerequisite course by taking an approved WVDE examination to demonstrate mastery in the WV CCR Content Standards per the requirements of WVDE Policy 2510.6.4e.

6.1. The student's record 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 that occurs one full year prior to the class in which the student entered as a ninth grader.

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 their junior year. (Must be Prior to March of Sophomore year)

7.2 The petition for early graduation must include letters of support from three teachers and a letter of recommendation from the principal of Philip Barbour High School Complex.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

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

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

7.5 For classification purposes, early graduation students remain a member of their original cohort and participate in school activities as a junior not a senior. (For example, the SAT)

7.6 Students will not be ranked for recognition purposes.

7.7 Students must have a 3.0 or greater unweighted cumulative grade point average upon completion of their 4th semester to remain eligible for early graduation.

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 upon completion of the end of the seventh semester of the graduating class.

8.1 At the end of the seventh semester of the graduating 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.

For" top " graduate recognition purposes, students must achieve Summa Cum Laude status.

*National Honor Society selection guidelines and application can be found on the PBHSC website for guidance in preparation and for becoming a potential 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 of their junior year to be eligible for college release during senior year. Failure of any college courses in the first semester will result in a return to Philip Barbour with a full schedule *.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

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 of 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 High School Complex with a full schedule *.

ALL students must have a full eight period schedule. College release will allow two PB periods for each 3-credit -hour college level course taken at a school approved accredited West Virginia college or university either virtually or in -person. College release students will only be allowed to come to school once and leave school once during the school day. This means college release courses will need to be scheduled at the beginning of the day or at the end of the day. Barbour County School policy dictates that students cannot register for college release coursework that is offered as a course at Philip Barbour High School Complex.

*College release students are required to provide a copy of their first term grades for verification of second term eligibility.

Credit Recovery Policy

1. To be eligible for the Credit Recovery class offered during the school day:
 - a. Credit Recovery class during the school day is limited to sophomores, juniors and seniors who need to make up at least three credits. All work for a senior must be completed when senior grades are due.
2. Credit Recovery during the school year for those that need less than three credits:
 - a. Credits can be made up by arrangement with the CR instructor either after school or during the weekend.
 - b. Seniors planning to use Credit Recovery to graduate with their class must have the Credit Recovery Application and Contract submitted by February 1st and have their course(s) completed by the due date of senior grades. This is only for courses they failed prior to the beginning of their Senior Year. Seniors who fail the first semester of a class during their senior year may not attempt to earn the credit for that class in Credit Recovery until they have completed the entire class. Seniors will be able to start the Credit Recovery process only once summer school begins.
 - c. Seniors who do not recover the necessary credits through the Credit Recovery program by the due date of senior grades, WILL NOT BE ELIGIBLE to participate in graduation exercises. The non-graduating senior may then be eligible to attend summer school (if offered) to continue working towards completing the requirements for graduation.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

3. Summer School Credit Recovery criteria:

- a. Preference in selection will be given to students who have at least an OVERALL grade of 35% in the class.
- b. Seniors in Summer School: A diploma will be awarded (within ten business days, unless one must be ordered) after the senior has completed his/her required classes and an Administrator verify that all graduation requirements have been met. This includes the Senior Project, Experiential Learning hours, payment of outstanding bills, and materials returned (including their Chromebook, charger, and case).

Credit Recovery Program Details

1. PBHSC Credit Recovery (CR) was developed to assist students in recovering credits for required courses they have already taken and for which the student received a "failing" grade, thus jeopardizing his/her graduation from PBHSC.
2. The CR program is 100% computer -based and self -paced. For a student to be successful, he/she must be comfortable using a computer and most importantly, must be self -motivated.
3. CR students are expected to behave appropriately (see the PBHSC Handbook) while working on credit recovery. Failure to do so will result in removal from the program. Credit Recovery is a privilege and there are other students waiting to take advantage of this opportunity.
4. All credit recovery work is to be taken on location at PBHSC under the supervision of a trained CR teacher.
5. Notes and formula sheets will be addressed by the Edgenuity terms of service.
6. All policies will be addressed in the Edgenuity terms of service.
7. In cases where students need to recover credits for more than one course, the CR teacher will assign one course at a time, beginning with the lowest grade level course.
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 <https://www.bcsww.com/o/pbhs>

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 (Starting with the class of

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

2030 the requirement will be 16 hours) 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 school hours. (See Mrs. Ferguson in the CTC for pre -approval forms) Many work-based learning activities are available to students. The following list is not intended to be exhaustive: clinical experiences, community service learning, field experiences, mentorships, observations, shadowing, simulations, school -based enterprises, supervised agricultural experiences (SAE), registered youth apprenticeship programs, 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 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.

Advanced Placement Education Curriculum 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.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

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. 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 that will be picked up for a student, a minimum 24 -hour notice is required.

Teachers must have their planning period to prepare the homework for the student. There will be a 20% grade deduction for every instructional day late after the assignment due date. Work turned in online during a weekend, break, or after the period in which it was due will be considered completed on the following instructional day.

*Instructional days refer to days in which school is in session.

For more information, reference Barbour County Schools Policy 7200.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

WEIGHTED COURSES

(Grades 9-12 only)

+0.5= Honors Classes

+1= Ap & Dual Credit Classes

Human Anatomy and Physiology

Spanish III

Spanish IV

Spanish V

Honors English 9,10

Honors World History

Honors Algebra II

Music Theory

Principles of Engineering

Engineering Design and Development

Honors Earth and Space Science

Honors Biology Dual Credit

Honors English 11

WVU Dual Credit Biology

AP Biology

Dual Credit English 12

AP Calculus

AP US History

AP Precalculus

AP Physics

AP Computer Science

AP Chemistry

AP Government/ Politics

AP Psychology

AP Geography

WVU Dual Credit Algebra

WVU Dual Credit Trigonometry

AP Environmental Science

ACADEMIC INTEGRITY POLICY

(Adapted from Carnegie Mellon University Policy on Academic Integrity)

Academic credit awarded to an individual should represent the work of that individual. Therefore, students at Barbour County Schools are expected to produce their own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). The citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s), the acknowledgement of any collaboration or source of assistance is likewise required. Failure to do so is dishonest and is the basis for a charge of cheating, plagiarism, or unauthorized assistance. Such charges are subject to disciplinary action as prescribed by WVDE Policy 4373 and Barbour County Schools Policy 8400.

Consequences Academic sanctions will be used in all cases to deny credit for work resulting from cheating. Any assignment deemed to have been produced through academic dishonesty will be assessed a 0% and be ineligible for recovery.

First offense - Detention

Second and subsequent offenses – Progressive In -School Suspension

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

GENERATIVE AI POLICY

(Adapted from Harvard University)

Certain assignments will permit or even encourage the use of generative artificial intelligence (AI) tools, such as ChatGPT. When AI use is permissible, it will be clearly stated in the assignment. Otherwise, the default is that use of generative AI is disallowed. In assignments where generative AI tools are allowed, their use must be appropriately acknowledged and cited. For instance, if you generated the whole document through ChatGPT and edited it for accuracy, your submitted work would need to include a note such as “I generated this work through Chat GPT and edited the content for accuracy.” Paraphrasing or quoting smaller samples of AI generated content must be appropriately acknowledged and cited, following the guidelines established by the APA or MLA Style Guide. It is each student’s responsibility to assess the validity and applicability of any AI output that is submitted. You may not earn full credit if inaccurate or invalid information is found in your work. Deviations from the guidelines above will be considered violations of BCS’s academic integrity policy. Note that expectations for “plagiarism, cheating, and acceptable assistance” on student work may vary across your courses and instructors.

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 7510.

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 8420. Penalties for violations in these areas will be administered as set forth in these policies.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

VOLUNTEERS, CHAPERONES AND PARENTAL INVOLVEMENT

(Must be pre-approved by the Board of Education prior to the event at a regular scheduled meeting.)

Reference Barbour County Schools Policies 9610.

CLOSED CAMPUS

Students may not leave campus without signed permission from the principal or his designee.
Reference Barbour County Schools Policies 8240

VISITORS ON SCHOOL CAMPUS

All visitors to Philip Barbour High School Complex MUST sign into the main office.

Reference Barbour County Schools Policies 9600

PARTICIPATION IN EXTRA -CURRICULAR ACTIVITIES

Extra -curricular activities are defined as any activities during non-school hours that do not earn classroom credit. 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. For more information, please refer to the PBHSC athletic handbook (available in the athletic office) and W. Va. Code R. § 126 -26-4 – Eligibility.

****Note:** To participate in an extra-curricular activity, 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 Complex will take 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 policy §61 -2-1(assault, battery on athletic officials; penalties).
- Enforce school, county, WVSSAC, and state policy.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

- Take immediate action in addressing violations of school, county, WVSSAC, or state policy. Actions may include but are not 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 an Acceptable Use Policy (AUP) form to use school technology.

All students will receive a new chrome book for the 2026-2027 school year. The chrome book is an educational tool which is owned by Barbour County Schools. Students are responsible for taking care of and keeping their chrome books in good conditions. If their chrome books are broken they will be responsible for the repairs. Disciplinary actions may be warranted in non-accidental breakages.

CELL PHONES/ MUSIC & ELECTRONIC DEVICES

The office telephone is a business phone. Students may use the office phone only in the event of an emergency and only with approval from office personnel.

Students may use personal cell phones before the 7:35 a.m. bell (the bell which dismisses students to go to their first period class) and after the school day has ended.

During the school day, cell phone use is limited as follows:

Grades 8–12: Cell phones may be used only during the student's assigned lunch period and only in the commons area.

Grades 6–7: Cell phones may not be used during lunch and must remain stored throughout the school day.

Students are not permitted to use cell phones, personal music devices, earbuds, headphones, smartwatches for communication, or other personal electronic devices during instructional time or while in the hallways. During instructional time, cell phones and all personal electronic

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

devices must be stored in the student's locker unless otherwise authorized by a teacher or administrator for an educational purpose.

Any cell phone, music device (including headphones or earbuds), smartwatch used for communication, or other electronic device that is visible or audible during a prohibited time will be considered in use and will be confiscated and turned into the office. A cell phone that rings, vibrates, or is otherwise used during a prohibited time will also be considered in use. If a student has an electronic device as above the following steps will be followed:

1st offense - Warning and phone is sent to the office for the remainder of the day.

2nd offense - Lunch Detention, parent notification, and phone sent to the office until the end of the day.

3rd offense - 2 days of Lunch Detention, parent notification and phone sent to the office until the end of the day.

4th offense - One Day of ISS, parent notification and phone sent to the office until the end of the day.

5th offense - One Day of ISS, parent notification, phone sent to the office for the day and the student will no longer be allowed to have a cell phone at school.

*These offence numbers are school wide. They are NOT based on the specific staff member that confiscates the phone.

Reference Barbour County Schools Policy 8410 and 8400.

Breakfast and Lunch

Philip Barbour High School Complex provides all students with a free, nutritious breakfast and lunch each school day.

Students are also welcome to bring a packed lunch from home if they prefer.

To help maintain a safe and orderly school environment, **food deliveries to students during the school day are not permitted**. This includes deliveries from parents, family members, DoorDash, Uber Eats, Grubhub, or any other food delivery service. If food is delivered for a student during the school day, it will be held in the office and will not be given to the student until dismissal.

For the health and safety of all students, food brought from home may not be shared with other students.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

DANCE POLICY

- Eight chaperones must be present -four of whom must be PBHSC staff members. The list of chaperones must be presented to the administration one week in advance of the dance.
- Attendance at dances will be limited to Philip Barbour High School Complex students
 - Grades 9-12 may bring an approved guest of at least 9th grade age level and not exceeding the age of 20.
 - Grades 6-8 dances are limited to Philip Barbour High School Complex 6-8th graders only.
- School dances will begin and end promptly at the designated times.
- A photo ID will be required at the entrance of the dance when a student is not enrolled at Philip Barbour High School Complex.
- Any student leaving the dance will not be permitted to re -enter.
- Application forms for guest attendance are available through the school office or can be printed from the PBHSC website. Only one guest will be permitted per PBHSC student.

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 always be locked. Students will not be permitted to go to lockers during instructional time. Students are not permitted to share a locker. Students may access their lockers during all class changes. However, this is not an excuse to be tardy for class. Materials found in a locker will be considered the property of the student who purchased the locker for the school year. Backpacks, personal electronics, and gym bags must be kept in lockers during the school day. Purses must be of such size as to fit in 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 are \$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. Student Council receives these funds to clean the lockers and reset the combinations yearly.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

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 to conduct 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 in contact with students.

MEDICATION& IMMUNIZATIONS

Medicine and over-the-counter medications must be delivered to the Brandon Wellness Center by a parent/guardian. Such medications will be maintained and secured in the Brandon Wellness Center 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 campus due to illness without permission from the office. The office staff will make arrangements for the student to go home. Loitering in restrooms 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.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

SEARCH AND SEIZURE POLICY

School authorities are charged with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles located on school property, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Searches may be performed with the aid of a metal detecting wand.

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

SUBSTANCE ABUSE AND TOBACCO CONTROL

Article 9A: TOBACCO USAGE RESTRICTIONS.

Code 16 -9A-3

Code 16 -9A-4

Penalties

First offense possession or use of tobacco/nicotine and/or vaping devices:

- Three days of in school suspension
- Law enforcement referral
- Referral to a tobacco cessation program.

Second offense possession or use of tobacco/nicotine and/or vaping devices:

- Five days of in-school suspension
- Law enforcement referral
- Referral to a tobacco cessation program.

Third offense possession or use of tobacco/nicotine and/or vaping devices:

- Ten days of in-school suspension
- Law enforcement referral
- Referral to a tobacco cessation program.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

After third offense, individual is subject to periodic search via metal detector.

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

Additional information: WV §16-9A-3

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 sticker must be prominently displayed according to school guidelines. Violations including speeding, reckless driving, etc. will not be tolerated by school driving guidelines/rules. 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 by the parents/guardians of all students involved. Driving privileges may be revoked in cases of policy abuse or chronic instances of late arrival. 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 Violation Penalties:

Infraction 1: 1 week suspension of driving privileges

Infraction 2: Revocation of driving privileges for the remainder of the school year.

Leaving without permission: Revocation of driving privileges for the remainder of the school year.

After 10 unexcused absences, driving privilege will be revoked.

Driving without Permission

Infraction 1: Verbal Warning & parent contact

Infraction 2: 1 Day ISS & parent contact

Infraction 3: Vehicle Immobilized by Parking Boot, 2 days ISS & parent contact

Infraction 4: Vehicle towed at owner's expense, 3 days in-school suspension, ineligible for future driving privileges.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

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

- The repeated ringing of the fire bell designates a fire alarm.
- 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.
- The drills will be conducted in an orderly manner and performed with reasonable speed.
- 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.
- 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.
- 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.
- If the lights are on in the building, DO NOT TURN THEM OFF.
- If one exit is closed or blocked, students should go immediately, quietly, and in an orderly manner to the nearest available exit.
- 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,

COMMUNITIES IN SCHOOLS (CIS)

Philip Barbour High School Complex partners with Communities In Schools (CIS) to provide additional academic, social-emotional, and basic needs support for students and families. CIS Site Coordinators are available to connect students with school and community resources, provide individual and small-group support, and help remove barriers to student success.

CIS Site Coordinators

Paula Daniels – paula.daniels@k12.wv.us

Kelsey Pardon – kelsey.pardon@k12.wv.us

Students may be referred to the CIS Site Coordinator by parents/guardians, teachers, school staff, administrators, or through self-referral. Some services require parent/guardian permission.

Additional information about Communities In Schools, available services, and the referral process is provided to families separately and is available from the CIS Site Coordinators.

CHILD NUTRITION

All students in Barbour County will receive free breakfast and free lunch during the 2026 -2027 school year. Barbour County Schools offer these meals through participation in the Federal Child Nutrition Program and the Community Eligibility Provision (CEP).

Meals, foods, and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutritional needs of students.

Teachers, staff, adults, and visitors may purchase meals through the Child Nutrition Department. Full-time teachers and staff may charge for their meals and will be invoiced at the conclusion of each calendar month. All invoices should be paid by the due date printed on the invoice.

Meal Cost (Teachers, Staff, Adults, and Visitors)

Breakfast - \$2.35

Lunch - \$3.50

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

WELLNESS POLICY

Philip Barbour High School Complex promotes nutrition education and physical activity through implementation of Barbour County Schools Wellness Policy – Policy 4200. Our Wellness Committee is incorporated within our Local School Improvement Council (LSIC). Part of our commitment to providing a healthy environment, therefore all foods that are part of fundraising, rewards, and celebrations must meet the requirements of WVDE Policy 4321.1

Click on this link to see our most recent assessment of the Wellness Policy – Barbour County Schools Wellness Triennial Assessment 2024.

OFFER VS. SERVE

Offer vs Serve (OVS) is a system to provide students with more autonomy and choice in their meal selections while reducing food waste. Under OVS, students are offered a variety of food components at mealtime, but are allowed to decline certain items they do not wish to consume, while still being provided a complete meal.

Complete Meal Components: Each meal served in

the school's nutrition program consists of food components: fruits, vegetables, grains, proteins, and milk.

Student Choice: Students are encouraged to choose the foods they want to eat from the available components. Students must have three separate food items at breakfast and 3 of 5 food components at lunch.

SHARE TABLES

All Barbour County Schools will be offering a share table. The purpose of the share table is to further reduce food waste and to reduce food insecurity for students. Students may place unopened food on the share table and may pick up food from the table as needed. The share table will follow the Barbour County Schools Guidelines for Share Tables.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

Nondiscrimination Statement:

The policy of Barbour County Schools is that there will be no discrimination made on the basis of race, religion, sex, sexual orientation, national origin, age, disability, or handicap in the educational services or activities which it supports. Barbour County Schools does not discriminate on the basis of sex, disability or handicap in admission or access to, or treatment or employment in, its programs and activities. Barbour County Schools will comply with Section 504 of the Rehabilitation Act of 1973("Section 504"), 29 U.S.C. §794, and its implementing regulations at 34 C.F.R. Part 104, Title II of the Americans with Disabilities Act of 1990 ("Title II"), 42 U.S.C. §§ 12131-12134, and its implementing regulations at 28 C.F.R. Part 35, or Title IX of the Education Amendments Act of 1972 in the operation of its schools and facilities. Questions regarding implementation of this policy or regarding 504, Title II or Title IX should be directed to the Barbour County Schools Title IX Coordinator.

For Students and Employees please contact:

Rick Daugherty, Title IX Coordinator
Barbour County Schools
45 School Street Philippi, WV 26416
Telephone: (304) 457-3030 ext. 1027

PESTICIDE APPLICATION NOTIFICATION

The pesticide application for notification will be sent home with your child on the first day of school. Please sign this form and return.

STUDENT CODE OF CONDUCT

Behavioral Expectation Standards for Philip Barbour High School Complex

All disciplinary infractions will be handled in accordance with

BCS Policy 8400 "Student Code of Conduct." and W VDE Policy 4373

Responsible student conduct plays a major role in creating a positive school climate, which is conducive to learning. The Barbour County Student Code of Conduct is available for review by students, parents, school personnel, and community citizens through the Barbour County Schools website. (BC Policy 8400)

PBHSC has adopted a positive behavior support program that provides optimum learning conditions for both students and staff. Safety and order are the foundations of a positive school

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

climate that supports student academic achievement and personal social development. This program establishes disciplinary guidelines for student conduct and outlines behaviors prohibited in West Virginia schools in order to assure the orderly, safe, drug -free, violence - and harassment -free learning environment. (See 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.

Insubordination - Refusal to comply with directions or instruction given by school staff.

Disruptive /Disrespectful Behavior - 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 – Use of cell phones, smart watches, or any electronic device not provided to the student by Barbour County Schools.

Excessive Tardies - When the tardy bell rings, students are expected to 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 rules. The teacher's higher expectations must be discussed with students, posted in advance, and followed consistently.

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, Chromebook, or 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. Students who are more than ten minutes late to class.

Levels of disciplinary action:

1. Lunch Detention - Assigned for tardies and/or lack of materials (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. (Abusive language, skipping) Level 1, 2 & 3 violations.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

3. Out-of-School Suspension - assigned for major violations or for habitual violations of the Student Code of Conduct. Level 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 -8-1 Compulsory School Attendance).
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 4 violations, or those which would be considered felonious for an adult.)

SOCIAL RELATIONSHIPS

Inappropriate Display of Affection - Students will not engage in inappropriate displays of intimate affection, such as kissing or embracing.
Reference to Barbour County Schools Policy 8400

ARRIVING LATE

Students need to be in class consistently 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.

Late Arrival Penalties

First and Second – Warning.

Third through Sixth – One day of detention for each late arrival.

Seventh through Tenth – Two days of detention for each late arrival.

Tenth (Additional) – Revocation of driving privileges without refund.

Eleventh and beyond – One day of In-School Suspension for each late arrival.

Students arriving late to school must be signed in by a parent/guardian, present a written note from a parent/guardian, or have a parent/guardian call and speak with a school administrator prior to the student's arrival.

All tardy students must report to the office to sign in and obtain an e-hall pass before proceeding to class.

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

Students who do not ride a bus may be dropped off between 7:00 am -7:40 am at Door 33 in the rear of the building. Parent/legal guardian pick up after school will take place at the same location after 3:00 pm at the same location.

TARDY FOR CLASS

Students need to be in class in a timely fashion for them not to disrupt the learning environment. When the tardy bell rings, students are expected to be out of the hallway and in their assigned classroom area.

Penalties for Tardiness

First and Second – Warning.

Third through Sixth – One day of detention for each late arrival to class.

Seventh through Tenth – Two days of detention for each late arrival to class.

Eleventh and Beyond – One day of in-school suspension for each late arrival to class.

DRESS CODE

Barbour County Schools Policy 8400

“A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others. A student will not dress in a manner that is distractive or indecent, to the extent that it interferes with the teaching and learning process, including wearing any apparel that displays or promotes behavior and/or items prohibited by this policy.”

- Students may not wear sunglasses inside the school.
- Students will always wear footwear.
- 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 -top straps must be a minimum of one inch wide across the shoulder area.
- No mesh or "see -through" clothing

Philip Barbour High School Complex Administration reserves the right to edit the handbook as needed with BOE approval.

- 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 shirts are prohibited.

- 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.

- Exposing any type of undergarment is deemed indecent. Undergarments must always be covered.

- Hats and/or hoods are NOT allowed during the school day.

- 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. This excludes a mask (medical) worn to deter the spread of contagious diseases.

- Accommodations for religious requirements or medical conditions will be considered upon parental request.

Staff members reserve the right to make decisions on inappropriate clothing or articles at any time.

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.

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 Physical Education 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.

STUDENTS IN DESIGNATED AREAS

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

- All 9th-12th graders are prohibited from going on the 2nd floor for any reason until the dismissal bell at the end of the day has rung.
- Stairwell A (closest to the main office) is to be used exclusively by 6th-8th grade students. Stairwell B (closest to the CTE center) is to be used exclusively by 9th-12th grade students.
- Students will not be permitted to use the elevator without a doctor's note on file in the office. (A pass will be provided from the office specifying dates a student is permitted to ride the elevator.)
- Students will be permitted to use only the restroom closest to their scheduled class.
- Students will not be permitted to use their lockers during instructional time.
- Unassigned students are not permitted at the ALC/ISS.
- Students are to remain in their grade level designated area before the morning bell and during lunchtime.
- Students are not permitted in the auditorium, gymnasium, weight room, or LGI without adult supervision.
- No students are permitted 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 considered off limits once the buses depart.

ATTENDANCE

Philip Barbour High School Complex recognizes that a direct relationship exists between daily school attendance and student academic performance, graduation, and good work habits. The school believes that good attendance establishes the opportunity to meet the individual needs of students to help them reach their potential. Programs of study are planned such that content standards build upon work previously completed. All students are expected to attend class regularly and be on time for class.

Reference Barbour County Schools Policies 8210

Suicide Prevention

[Suicide Prevention Lifeline](https://www.suicidepreventionlifeline.org/): 1-800-273-8255

Schools are a key setting for suicide prevention. Teachers, mental health providers, and all other school personnel who interact with students can play an important role in keeping them safe. By passing [House Bill 2535](#), West Virginia established requirements for that state's middle and high schools to distribute and discuss suicide prevention awareness information to its students.

- [Suicide Prevention Resource Center](#)
- [School Resources](#)
 - [Middle School Resources](#)
 - [High School Resources](#)
- [Preventing Youth Suicide: Information for Administrators and Crisis Teams](#)
- [Tips for Teens to Prevent Suicide](#)
- [Tips for Parents & Educators](#)
- [The Jason Foundation](#)
- [The Jed Foundation](#)