

# Philippi Middle School Student/Parent Handbook



**2022-2023**

611 Cherry Hill Road  
Philippi, WV 26416  
Phone: 304-457-2999

Student Name \_\_\_\_\_

Bulldog Time Teacher \_\_\_\_\_ Grade \_\_\_\_\_

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. Inquires may be referred to David Neff, Title IX and Julie Bibey Section 504 ADA Coordinator, Barbour County Board of Education, 45 School Street, Philippi, WV 26416, telephone number 304-457-3030, or the Department of Education's Director of the Office for Civil Rights.

## **Please Sign and Return**

### **REQUIRED SIGNATURE FORM**

My child and I have reviewed the Student Handbook/Policy Manual from Philippi Middle School for the 2022-2023 school year.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_



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NOTICE TO PARENTS  
Right to Review Teacher Qualifications

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To: **ALL PARENTS**

From: Connie Mundy, Title 1 Director

Date: August 17, 2022

As a parent of a student enrolled in a school in Barbour County, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Whether the student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive any of this information, please call Connie Mundy at 304-457-3030.

# Commitment to Learning for Each through *Pride Motivation and Success*

## **West Virginia Board of Education Mission**

The West Virginia Board of Education establishes policies and rules to assure implementation of West Virginia's Education goals and to ensure the general supervision, oversight and monitoring of a thorough and efficient educational system.

## **West Virginia Board of Education Goal**

The West Virginia Board of Education will provide a statewide system of education that ensures all students graduate from high school prepared for success in high-quality postsecondary opportunities in college and/or careers.

## **WEST VIRGINIA STUDENT CODE OF CONDUCT**

1. All students enrolled in West Virginia public schools shall behave in a manner that promotes a school environment that is nurturing, orderly, safe and conducive to learning and personal-social development.
2. Students will help create an atmosphere free from bullying, intimidation and harassment.
3. Students will demonstrate honesty and trustworthiness.
4. Students will treat others with respect, deal peacefully with anger, use good manners and be considerate of the feelings of others.
5. Students will demonstrate responsibility, use self-control and be self-disciplined.
6. Students will demonstrate fairness, play by the rules, and will not take advantage of others.
7. Students will demonstrate compassion and caring.
8. Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

**West Virginia Department of Education Policies are found in their entirety at the following web site:**

<http://wvde.state.wv.us/policies/>

**Barbour County School Policies are found in their entirety at the following web site:**

<http://www.wvschools.com/barbourcountyschools/Policies.html>

**Philippi Middle School website:**

<https://sites.google.com/a/bcww.us/philippi-middle-school/>

## **A LIST OF PUPIL POLICIES AVAILABLE ARE LISTED BELOW**

8100 Equal Educational Opportunities	8600 Student Insurance Program
8200 School Attendance Areas	8700 Communicable Disease
8210 Attendance	8710 Medication Administration
8220 Early Entrance into Kindergarten	8800 Student Gifts and Solicitations
8230 Drop Out Prevention Program	8810 Student Imaging
8240 Closed Campus	8820 Student Fees, Fines, and Charges
8300 Student Rights and Responsibilities	8830 Student Fundraising Activities
8310 Student Council	8900 Procedures for the Collection, Maintenance, and Disclosure of Student Data
8400 Student Code of Conduct	9100 Parental Involvement Policy
8410 Cell Phone Use in Schools or on Work Time	<b><u>Printed copies of all policies are available upon request.</u></b>
8420 Bullying, Harassment, and Intimidation	
8500 Emergency Preparedness	
8510 Search and Seizure	

**Arrival**

- Students should not arrive at school before 7:10 a.m.
- Parent Drop Off for students is at door #5. This is the door by the cafeteria. However, the drop off point will be at the back corner of the gym. Enter at the top of the hill and exit via Jenny Street. Students must be dropped off prior to 7:41 a.m. Do not drop off students in the front of the building. Please plan to arrive on time!
- All students **must** be in school by 7:41 a.m. as this is when first period class begins and is the start of the instructional day. Students arriving after this time will be counted tardy, which also goes on record as an absence. **Students arriving late must be signed in at the office by a parent/adult before going to class. NO EXCEPTIONS!**

**Departure**

- Student dismissal is at 3:10 p.m.
- A student who must leave during the day must be signed out in the office by a parent/adult who is legally responsible for them and listed on the emergency card. Be prepared to provide proper identification. Allow for ample time for the student to be released from class and to get their belongings.
- Parent Pick Up for students is behind the gym beginning at 3:10 p.m. The pick up point will be at the back corner of the gym. Enter at the top of the hill and exit via Jenny Street. Please provide a note if your child is parent pick up all year. Please keep to the left in your lane so that you are not blocking any part of the opposite lane. Always yield for the buses.
- For the safety of our students, walkers will be dismissed after the buses have exited from the front of the building.
- If your child is to go home by a different manner than established at the start of school, a written note must be provided that day giving specific instructions. For the safety of our students, we cannot accept bus notes over the phone.
- All students must leave the school grounds by 3:20 p.m. unless under the direct supervision of an activity sponsor.

**Visitors**

- All visitors must report to the office upon arrival. No one is permitted to enter the building through any other entrance. Visitors must sign in and out of the school when present. Credentials shall be worn by all adults in the building at all times to identify themselves as part of the safe schools plan.

**School Attendance – see also Barbour County Policy 8210**

- All students are required to submit written excuses for each day absent.
- All tardies (late arrivals/early departures) will be kept track of in WVEIS and require a written excuse.
- Any absence not meeting the state’s requirements shall be considered an unexcused absence for the purpose of this policy.
- Students have **three** school days to turn in excuses for absences and tardies. They can be hand-written and sent with your child. Additionally, they can be emailed to [rgrose@k12.wv.us](mailto:rgrose@k12.wv.us) If you do not receive an email confirmation that it was received, please follow up with a phone call to the secretary at (304)457-2999.
- Up to five parent excuses can be written each semester. Excuses from a doctor are not limited.
- Excused absences include illness, death or serious illness in the family, calamity, failure of a bus to run, extra-curricular activities, or school approved educational leave.
- If you do not attend school, you may not attend after school activities such as tutoring, clubs, dances, lock ins, ball games, or practice.
- See sample below to help assure accurate record keeping.

Today’s Date
( <u>First and Last name of student</u> ) was absent on ( <u>Date of Absence[s]</u> ) due to the following
( <u>Please state the specific reason</u> ).
Parent Signature

### Make Up Work Policy

- When a student is absent, it is his/her responsibility to get the make-up work from the teachers. A student will be given the same number of school days to complete the make-up work as he/she was absent. (Example: 1 day absence = 1 day to complete make up work, 2 days absence = 2 days to complete make up work, etc.)
- Make up work will be sent home by the school upon request if a student has been absent for 3 or more days.
- If a student has been absent near the end of a grading period, the student will be given an "I" (incomplete) until the work is completed by the due date. When completed the grade will then be averaged and officially changed.
- Students are encouraged to check their Google Classrooms for work that may be posted.

### Bus Transportation

- The bus driver has authority over the students on the school bus. He/She expects each student to be safe, polite, orderly and respectful and to follow the rules posted on the bus by the State Department of Education.
- Each student is required to be at the bus stop on time. The bus driver cannot wait for students. If it necessary to get off the bus at another stop, students must bring a note from home signed by the parent or guardian stating this request clearly. The principal or designee must sign this note. However, when buses are running at capacity, bus notes may not be approved due to overcrowding.
- **Bus notes will not be able to be faxed or called in.** Please make those arrangements prior to the school day.
- When a bus does not run and student is absent, a note must be turned in.

### Food Service and Child Nutrition Program

- Students are encouraged to take advantage of school breakfast and lunch.
- Meals are provided at no cost.
- No food sharing at any time including items brought from home.
- Due to county policy, we do not allow outside food to be brought in or delivered to students during the school day. You may pack your students lunch and send it with them in the mornings. Drinks must be in a closed container. In case they forget their lunch, please remember they may eat in the cafeteria free of charge.
- Students are encouraged to bring a re-fillable water bottle to have with them throughout the school day.
- NO energy drinks (Monster, Red Bull, etc...) permitted.

### Illness and Injury

- A student who becomes injured will be sent to the office by his/her teacher. An assessment of student needs will be made in the office. The school nurse may be contacted to evaluate the injury and response.
- Any student who becomes ill will be sent to the office by his/her teacher. A student should never go to a restroom and stay there when he/she is ill. Parents need to be contacted by the office staff or nurse and not called by the student to make arrangements to go home. In case of illness or injury, every attempt will be made to contact the parent to arrange transportation home.
- The school cannot give any type of medication to a student without a doctor's prescription – **this includes Tylenol and cough drops.** All medications must be brought in by the parent **in the original container and doctor's note (The Barbour County BOE Medical Form must be filled out and signed by the doctor.)** For the safety of your child, parents should make the school aware of any health problems of your child. Students are not to give medicines of any kind to other students. This includes over the counter products. This is a very serious issue and may result in suspension or law enforcement notification.

### Academic Information – see also Barbour County Policies 7200 & 7400

- **Report cards** will be issued to students at the end of each nine-week grading period. The report card is the primary report to the parent concerning the student's academic progress and should be studied carefully by the parent.
- **Midterm Progress Reports** will be sent home at the mid-point of each nine weeks. However, you may check LiveGrades at any time. Student grades are updated on a weekly basis. You can also send communications to the teacher through LiveGrades.
- **Homework** is generally defined as content-related activity assigned to be completed outside of the school. The student must take responsibility for completion of the homework assignment. It is encouraged that you set aside a time for completion during your evening routine. Math help is available most mornings prior to first period.
- **Honor Roll** lists will be completed at the end of each nine-week grading period to recognize those students who have performed above average academically. The **Principal's Honor Roll** is for all students that have a 4.0 for the nine weeks. For the **"high" honor roll**, a student must have a 3.6-3.99 grade point average. To be eligible for the **"regular" honor roll**, at student must have a 3.0-3.59 grade point average. Students with an "F" in any subject are not eligible for honor roll status.

- **Retention** of students will be based upon county policy.
- **Scholars Club** – Membership in this club represents high academic achievement at Philippi Middle School. Membership is based on a student earning the “A” honor roll eight times. Once a student meets admission standards, he/she stays a member until being promoted to high school.
- **Academic Hall of Fame** – Membership in this club represents the highest academic honor a student can receive at Philippi Middle School. Membership is based on a student earning “A” honor roll status during each grading period in grades 5-8. Each member will receive a lamp of learning medal and will have their picture displayed.

### Daily Classroom Expected Student Materials and Chromebooks

Free books and Chromebooks are issued to all students. The students are expected to keep these items in good condition. Students are responsible for textbooks, workbooks, and Chromebook until the end of school. They must be returned in good condition. Otherwise, parents may be required to pay for lost or damaged items. Additionally, students are expected to utilize a planner in their classes. The planner is provided free of charge. However, if lost it must be replaced at a cost of \$4.00. Please bring the necessary materials from your student learning packets provided at **No Cost** to you at the beginning of the year (ex: pencils, paper, etc...).

### Discipline

Students are expected to follow the rules. In-school and out-of-school suspensions are disciplinary actions assigned only by an administrator. Both the administration and teachers have the ability to assign lunch detention. A partial list of school rules is in the student planner. Administrative judgment will be used based on severity and repetition of rule violation.

### Cell Phones & Electronic Devices

- The office phone is a business phone. Only when a child is sick will the student be allowed to use the office phone. Parents may leave important messages with the secretary, but students will not be called out of class to receive a phone call.
- **Cellphones & Electronic Devices** are not to be in use during the school day from 7:10 – 3:20. Any cellphone that rings, dings or vibrates during a class will be considered in use. Violations will result in disciplinary consequences.
- If a student uses their phone to contact a parent when sick instead of going through the appropriate office procedure, the cell phone will be considered “in use” and in violation of the cell phone policy.
- It is best to leave valued items at home. The school will not be responsible for items that are lost or broken.
- Students need to seek permission from the teacher to wear headphones. Headphones should not be worn in the hall or other common areas.

### Expectations for Students:

1. Students must have their **charged** chrome book and planner in class every day.
2. Walk at all times.
3. Keep your hands, feet and belongings to yourself.
4. Use appropriate language and voice levels. Use an inside voice in large areas such as the cafeteria, hallways and in the classroom.
5. With the exception of breakfast, no food is allowed in the classroom. No food sharing is permitted at any time. Water with no additives is the only drink allowed in classrooms. No energy drinks at any time.
6. Follow all the classroom expectations of your teachers. Display good manners. Say “please” and “thank you” and clean up after yourself!
7. Conduct yourself with dignity and Bulldog Pride. Treat your friends and teachers with respect and treat OTHERS the way that YOU want to be treated.
8. Fighting is NEVER an acceptable behavior for ANY reason. NEVER bully or harass others.
9. Choose a healthy lifestyle! Keep our school drug, alcohol and tobacco free.

## **Dress and Appearance**

We ask that student dress appropriately for school to maintain an environment conducive to learning.

- Students are not permitted to wear hats/caps or any type of head gear in the building.
- Shorts and skirts are permitted as long as they reach mid-thigh.
- Clothing should be worn in a manner that does not expose one's undergarments.
- Shirts with no sides or that show the midriff are not acceptable.
- Clothing which promotes or depicts drugs, alcohol, tobacco, or other inappropriate products and/or foul or suggestive language or slogans are not permitted.
- Shoes must be worn at all times. Steel-toed boots or boots with metal tips are not allowed.

**The administration reserves the right to determine if a student does not meet proper dress requirements. Students will be asked to change clothes or call home for appropriate attire. Habitual violations will result in disciplinary consequences.**

## **Attendance, Academic and Behavior Expectations**

We, the faculty and staff of Philippi Middle School, recognize that behavior is intrinsic to how we are treated as human beings; therefore, we feel that positive support begins with recognition of good behaviors. At Philippi Middle School good behavior will be recognized within different areas of the student's daily activities by giving positive acknowledgements and supports.

At the end of each mid-term and nine-week grading period, students will be identified for intervention during the school day if they have two or more Fs in core subjects. Intervention will continue until the next grading period (nine weeks or mid-term) and grades are passing. We further recognize that each teacher has his/her own means for providing positive support and interventions within his/her classrooms. Behavior support and intervention will be provided during intervention time as needed.

Each nine weeks at Philippi Middle School we will hold a behavior incentive activity. This is a day of activities or a field trip which students earn by meeting the following high expectations during each nine weeks. Students are encouraged to keep track of where they stand for earning the incentive in order to help self-regulate their behavior. To qualify for the incentive students must:

- Have no Fs in any classes when the incentive is determined as recorded in LiveGrades or on their report card.
- Be assigned no more than three detentions.
- Have zero days of ISS or OSS.
- Have zero bus suspensions.

Have no more than **three** unexcused absences. Please note that three unexcused tardies (leaving early or arriving late) will count as one unexcused absence for the purpose of the incentive

Philippi Middle School will recognize students that are meeting/exceeding academic and behavior expectations at the end of nine weeks. Students will earn positive acknowledgements such as Bulldog Bucks for each of the following:

- No D's or Fs in any classes as determined by the nine weeks report card.
- No behavior referrals/infractions in a nine-week grading period.

## **Lockers**

- Lockers will be assigned after the start of the school year.
- Students are responsible for maintaining their locker in as neat a manner as possible.
- Students will be responsible for damage to lockers and/or combination locks. Lockers and locks are not to be tampered with in any manner. Students are not to put stickers or pictures on lockers. Damages will be billed to parents/guardians and the students' privilege to use a locker may be suspended. Furthermore, actions may warrant discipline action at a level to be determined by administration.
- Lockers may be searched at any time by the principal or other school personnel for contraband items or for safety concerns.



### Extracurricular Activities

- All students participating in extracurricular activities must meet eligibility requirements as determined by the WVSSAC. Typically, all athletes must maintain a 2.0 grade point average from the previous semester period in order to maintain their eligibility. Athletes should always strive to do their best and complete all of their work in the classroom and not put their eligibility at risk.
- All students and parents will be required to attend a mandatory meeting to go review all extracurricular policies. Sign off on the athletic handbook and other requirements such as concussion and cardiac arrest information must be completed for the athlete to be able to participate.

### After School Activities and Tutoring

- All after-school activities are a privilege and need to be treated as such.
- All school rules apply to all activities and events that are during or after school hours.
- Various social activities (dances, lock-ins, ball games, etc...) may be held after school during the school year. These are activities that students enjoy and provide a meaningful experience they will long remember. Only Philippi Middle School students are permitted to attend. Any student who has received an in school or out of school suspension the day of the activity will be ineligible to attend. Additionally, on the day of the activity you must have been present in school to be able to attend.
- After school tutoring and math mornings for tutoring are for help on school assignments.
- If a student attends tutoring, he or she will be expected to have work to complete, or they will work on skills assigned in IXL or iready as assigned by the tutors.
- Tutoring is not to be used for socializing or “gaming” or a holding place for students.

### Volunteers and Chaperones

- Barbour County Board of Education promotes and encourages school volunteers in order to expand and enhance parental and community involvement with schools while ensuring the maintenance of an adequate and appropriate level of safety and security in each school.
- The principal shall determine the need for school volunteers. The principal is the sole decision maker regarding the need for a volunteer(s) in the school. An individual who wishes to volunteer at a school shall be interviewed and approved by the principal prior to serving as volunteer at the school. A rejected volunteer applicant may appeal the principal’s decision to the Superintendent, whose decision shall be final. Prospective school volunteers, as defined above shall complete all volunteer forms provided to schools including a volunteer application form, a background investigation authorization and release and a volunteer release form.
- All Chaperones must be approved by the Principal and approved by the Barbour County Board of Education.
- Volunteers may be suspended during the Covid-19 crisis.

### Pesticide Application Notification/Asbestos Management Plan

Barbour County Schools is asbestos free. The pesticide notification letter will be sent at the beginning of the school year, and it needs returned with your child. In the event that pesticides are used in the schools a notification letter will be sent home.

### Parent-Educator Resource Center

The Barbour County Schools’ Parent-Educator Resource Center is located in the Activity Wing at Belington Middle School. The center provides direct assistance and information on education and parenting issues. A lending library of books and videos on topics such as homework, discipline, self-esteem, and various disabilities are available. All services are free and confidential. For more information call the school office.

### Technology Usage

The student and parent/guardian must sign the County Acceptable Use Policy (AUP) prior to the student using the school’s computer facilities. Violations of this AUP will be dealt with according to state, county and school procedures.

All students will be issued a Chrome Book at the beginning of the year. Students must take the chrome book home each evening to charge it and to complete homework as assigned. Students will be responsible for having their device charged and ready to use in all of their classes each day. Failure to do so will result in disciplinary consequences. **Chargers are to be left at home.**

### **Safety Drills**

Fire drills are conducted ten times during the school year for the protection and safety of the students and staff members. Fire drill procedures for individual classrooms will be explained by the teacher. Fire drill regulations and escape route maps are posted in each classroom.

Procedure:

1. When the alarm sounds, quickly fall in line and exit following the established route.
2. Stay with your group. Maintain order and silence. Walk at all times.
3. The teacher will be the last person leaving the room with the class roll book making sure the doors and windows are closed.
4. Teachers will take roll before students will be re-admitted to the building. Students temporarily away from their regular classroom are to join the nearest line in making an exit and once outside should rejoin their class so their teacher may take an accurate roll.
5. All students must be clear of the driveway and pavement in front of the building to allow emergency vehicles room to reach the building.

Philippi Middle School practices other safety drills throughout the year. These include, but are not limited to weather drills, bomb threats and lockdown drills. If parents or visitors are present in the building, they will be required to participate.

In the event of an evacuation or other emergency situation, parents/guardians will be asked to stay clear of the area while students are under the school supervision. No student will be released until the situation is deemed safe to do so. Please be patient! When practical and student safety is assured, you will be permitted to claim students from a designated location with proper identification and only if listed on the emergency card of the student.

### **Regular Bell Schedule**

7:20	<b>All Staff on Duty</b>
7:20	Doors Open/1 <sup>st</sup> Bus Arrives
7:20 – 7:41	Students Report to Gym or Homework Help Room
7:41 – 7:45	Students to Lockers
7:45 – 8:32	First Period
8:34 – 9:22	Breakfast/Second Period
9:24 – 10:11	Third Period
10:13 – 11:00	Fourth Period
11:02 – 11:32	Fifth Period / Lunch / Intramurals
11:34 – 12:04	Sixth Period / Lunch / Intramurals
12:06 – 12:36	Seventh Period / Lunch / Intramurals
12:38 – 1:25	Eighth Period
1:27 – 2:14	Ninth Period
2:18 – 3:10	Tenth Period
3:20	Late Bus

## 2 Hour Delay Schedule

9:20	<b>All Staff on Duty</b>
9:20	Doors Open/1 <sup>st</sup> Bus Arrives
9:20 – 9:41	Students Report to Gym or Homework Help Room
9:41 – 9:45	Students to Lockers
9:45 – 10:15	First Period
10:17 – 10:48	Breakfast/Second Period
10:50 – 11:20	Third Period
11:22 – 11:52	Fourth Period
11:54 – 12:24	Fifth Period /Lunch/Intramurals
12:26 – 12:56	Sixth Period /Lunch/Intramurals
12:58 – 1:28	Seventh /Lunch/Intramurals
1:30 – 2:00	Eighth Period
2:02 – 2:32	Ninth Period
2:35 – 3:10	Tenth Period
3:20	Late Bus

## 2 Hour Early Dismissal Schedule

7:20	<b>All Staff on Duty</b>
7:20	Doors Open/1 <sup>st</sup> Bus Arrives
7:20 – 7:41	Students Report to Gym or Homework Help Room
7:41 – 7:45	Students to Lockers
7:45 – 8:15	First Period
8:17 – 8:48	Breakfast/Second Period
8:50 – 9:20	Third Period
9:22 – 9:52	Fourth Period
9:54 – 10:24	Fifth Period / Lunch / Intramurals
10:26 – 10:56	Sixth Period / Lunch / Intramurals
10:58 – 11:28	Seventh Period / Lunch / Intramurals
11:30 – 12:00	Eighth Period
12:02 – 12:32	Ninth Period
12:35 – 1:10	Tenth Period
1:20	Late Bus

**BARBOUR COUNTY SCHOOLS**

Title I Survey  
2022-2023

Dear Parents,

School: **Philippi Middle**

We would like to know what you think about the Title I program services offered to your child. We would also like information about the parent involvement part of the program. Please take a few minutes to complete this survey. The responses will be used to improve the Title I program at your child's school. Please return the completed survey to your child's teacher by October 2, 2021.

1. Are you familiar with the Title I Program at your child's school?  
 Yes     No
2. Do you receive information about events and activities at your child's school?  
 Yes     No
3. Does the Title I school-parent compact remind you about things you can do to help your child do better in school?  
 Yes     No
4. Does your school encourage you to be involved in your child's education?  
 Yes     No
5. If needed, are you provided assistance in understanding your child's report cards and GSA scores?  
 Yes     No
6. Does your school encourage you to work with your child at home?  
 Yes     No
7. Has the school staff been supportive and willing to help you and your child?  
 Yes     No
8. Do you feel the teachers in the school are interested and cooperative when you discuss your child's academic progress and/or other concerns?  
 Yes     No
9. Do you feel welcome at your child's school?  
 Yes     No
10. Would you like information or training to help you more effectively work with your child at home?  
 Yes     No
11. What would be the best time to schedule Title I activities for you to attend?  
\_\_\_\_\_
12. Please list some topics you would like to know more about in helping your child to be more successful in school.  
\_\_\_\_\_
13. Do you have any additional comments about the school?  
\_\_\_\_\_