

DINGESS ELEMENTARY PK-5
495 Messenger Branch
Dingess, WV 25671
Phone: 304-752-7036 Fax: 304-752-7351

2024-2025 Student Handbook



Principal: Tammy Salmons

Guidance Counselor: Candace Fletcher

Secretary: Holly Hoffman

DINGESS ELEMENTARY PK-5

Together, we can make a difference!

Core Beliefs

- 1. We establish and maintain learning environments that are safe, bullying free, nurturing, and structured to stimulate the creativity and innovation of each learner.**
- 2. We provide higher levels of rigor with differentiate instruction and interventions so that every child will reach his/her fullest potential.**
- 3. We provide strong instructional leadership which is supported by ongoing professional development, understanding College and Career Readiness Standards, pedagogy along with high student expectation.**

Mission

Providing Nurturing Environment...Producing Life Long Learners

Goals

- 1. By the end of 2024-2025 school year grades first-fifth will show at least a 2% improvement on Renaissance for ELA.**
- 2. By the end of 2024-2025 school year grades first-fifth will show at least a 2% improvement on Renaissance for Mathematics.**
- 3. By end of the 2024-2025 school year there will be an increase of 2% student generated and/or posed questions based upon Curriculum Instructional Review visits which will increase Depth of Knowledge levels.**

School Schedule

Students arrive at 8:00

Tardy bell at 8:15

Universal Breakfast begins at 8:05

Dismissal begins at 3:00 pm

**PLEASE DO NO DROP OFF STUDENTS
BEFORE 8:00 AM**

In order to provide supervision for your students in the morning

ATTENDANCE POLICY:

Mingo County's Student Attendance Policy 5200 is on line at: mingoschools.com

Policy Guidelines are subject to change due to recommendations of federal, state and/or local health, educational and/or governmental agencies.

Rationale

The Mingo County Board of Education recognizes that a direct relationship exists between daily school attendance and student performance, graduation, and good work habits. The purpose of this policy is to promote daily school attendance. Daily Attendance is necessary for students to meet their school's academic program standards as each day's learning builds on the work previously completed. The intent of the Board is to increase attendance by creating a positive, safe environment conducive to learning and committed to helping students develop responsibility, self-discipline and other good work habits.

Attendance Requirements

Compulsory school attendance shall begin with the school year in which the sixth birthday is reached prior to the first day of September of such year or upon enrolling in a publicly supported kindergarten program and continue to the sixteenth birthday or for as long as the student continues to be enrolled in the school system after the sixteenth birthday. Exemptions from attending school shall be granted only in accordance with the causes or conditions stated in Section 126-81-1 of the WVA Code. Students shall be required to attend school each day for the full instructional day. Mingo County attendance policy 5200 can be found on county website.

Policy Guidelines are subject to change due to recommendations of federal, state, and/or local health, educational and/or governmental agencies.

Excused Absences

In accordance with Section 126-81-1 of the WVA Code, absences from school may be excused for the following reasons:

1. Illness or injury of the student. This includes medical, dental, and/or other health appointments of which cannot be scheduled outside the school day. Verification by a health care provider will be required.
2. Personal illness or injury of the student's parent, guardian, custodian or family member, provided, that the excuse must provide a reasonable explanation of why the student's absence was necessary and caused by the illness or injury in the family.
3. Death in the immediate family.
4. School approved curricular, co-curricular or extra-curricular activities
5. Failure of the bus to run/hazardous conditions verified by the Principal.
6. Legal obligation with verification from attorney, judge, magistrate, or other juvenile authority.
7. Documented chronic medical condition and documented disability with a valid physician's note Verification approved and reviewed by SAT, IEP, or 504 team.

Unexcused Absence

Any absence not included in this policy shall be considered an unexcused absence. Students who miss 9 or more days are considered to be chronically absent.

Tardiness

Tardiness causes a distraction not just to the tardy child but also for the entire classroom. Please be considerate of your child's education. Instruction begins at the first bell and if your child is not in the classroom, they miss valuable instruction.

Attendance Incentive Program

Dingess Elementary PK-5 will once again be implementing an attendance incentive program.

Field Trips

During the year, several extra/co-curricular trips are planned for the students. Because these trips are usually in unfamiliar surroundings to the children, it is imperative that children are willing to listen, follow the rules, and follow directions. Children who cannot follow rules will not be able to attend these trips unless accompanied by their parent or guardian. Also there may be a time when the student is not permitted to attend. This precaution will insure the safety of all.

Notification

In order to notify students and their parent/guardians of this attendance policy and their responsibility and accountability for regular school attendance, the Principal or designee, during the first week of each school year shall meet with the students, class by class, and advise them of the policy set forth herein. Questions will be encouraged as a means of assuring the understanding of the policy. Information concerning this policy shall be sent home for review by the parent/guardian.

Absence Reporting

1. Absences will be recorded daily and will be listed on the student's report card at the end of each grading period. For statistical purposes, attendance will be reported and aggregated to the nearest half day as follow: full-day attendance is being present at least .74 of the school day and half day is being present at least .26 of the school day.
2. All documentation relating to absences shall be provided to the school not later than three instructional days after the first day the student returns to school, which indicates the reason for and date(s) of the absence. Students who fail to bring a statement shall automatically receive an unexcused absence and shall be given (1) day to bring the statement to the designated school official. The unexcused absence may be changed if a proper statement is submitted within the time limit.
Parents: You may have 10 parent notes for illness for a school year.
3. If a student has accumulated five unexcused absences the principal or designee shall contact the parent or guardian in writing and conduct a conference with the parent and student. The Attendance Director shall be provided a copy of this written notice. In addition the Principal or designee shall begin monitoring the student's attendance and

academic progress. If necessary, the Principal or designee may refer the student to the Student Assistance Team, counselor and/or to the Attendance Director.

4. The Principal or designee shall report any additional unexcused absences or excessive absences to the Attendance Director so appropriate action may be taken.
5. The Attendance Director may file a complaint before a Magistrate or Judge of the county against any parent, student or guardian who does not comply with this policy.

Accelerated Reader

The Accelerated Reader Program has been in place at Dingess Elementary PK-5 for several years. Each student will have an individualized goal, but all students will be expected to maintain an 85% or above comprehension goal. Students will be expected to read books on their level. Older students will be expected to read chapter books or longer books. Teachers will send a letter home explaining the goals for each student during the first 9 weeks of school. In order to become a better reader, students must read!

Library

The library will be open to students, teachers, staff and parents the entire school year. Classes will be scheduled in the library once a week to allow students to participate in the accelerated reading program. Times will also be allotted each day for students who have finished their book to be able to come to the library to check out another one. Checking out more than one book at a time will be evaluated on an individual basis. Books must be returned in order to check out any more materials. Volunteers are needed for the library to be a success. If interested, please contact the school office. Lost or stolen books are the responsibility of the student who has checked out the book.

Homework

Homework is an essential part of education. It reinforces classroom learning and contributes to school success. Parental involvement in homework leads to greater achievement. The following are tips on helping children with their homework:

1. Instruct your child to write down homework assignments
2. Set a consistent study time.
3. Provide a quiet study area.
4. Round up supplies ahead of time.
5. Assist your child to be organized in bring home required materials.

Electronic Devices and Toys

In order to provide a distraction-free learning environment Ipods, cell phones, DS's, Ipads, and toys will not be permitted at school. Students may not use personal communication devices on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school. If these electronic devices are brought to school, they will be confiscated and turned into the office.

Computer Use

Computers are available to all students. A student user policy agreement must be read and signed by students and parents each year before students are allowed to use computers.

School's Right to Search

Desks and/or storage furniture placed in classrooms are provided for student use are, and remain at all times, property of the Mingo County Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is a reasonable cause to believe that a student may be in possession of evidence that a law or school rule has been violated. In addition, the contents of a cell phone and/or camera may be searched if a reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.

Dress Code

Student dress should not cause a distraction in the classroom. Clothes should contain no advertisements for or reference to drugs. This includes alcohol and tobacco. Profanity on clothing will not be tolerated. Wrestling shirts and other wrestling gear are discouraged due to the violence and profanity related to this activity. Flip Flops, gloved toe shoes, thongs, wheelie shoes, and high platform shoes, etc. are not recommended footwear for school. Sneakers must be worn for Physical Education Classes. If students do not participate in PE due to footwear, it may be reflected in their final grade.

See Mingo County Policy for violations/consequences

Clothing exposing the midriff, cleavage, bare shoulders or underarm area, including tank tops, halter tops, cropped tops, etc...shall not be worn exclusively. Sleeveless blouses and shirts are permissible if under garments are not exposed.

Buses

Riding the bus is a privilege. Proper behavior is expected at all times. In the event of misconduct, the driver fills out a bus conduct form and parents are notified. The driver can remove a student from the bus at his discretion. State Board Policy 4336 gives the regulations for pupils transported in school buses. It states:

OUTSIDE THE BUS

- Walk on left side of road, facing traffic.
- Be at the designated bus stop at the scheduled time for bus arrival.
- Parents shall instruct students to wait for the bus on the proper side of the roadway, except where such would compromise their safety. (Proper side of roadway shall mean on the right for the direction in which the bus is traveling.)
- Never stand or play on the roadway while waiting for the bus.
- Line up orderly, safely away from the traffic lane until the bus has completely stopped.
- Board the bus in a safe, orderly manner without pushing and shoving.
- Follow the bus operator's instruction carefully by proceeding safely and alertly when getting off the bus and/or crossing the roadway.
- Go home promptly after exiting from the bus at the end of the school day.

ON THE BUS

- Go immediately to assigned seat and courteously share seats with others boarding the bus.
 - Promptly report any damage or vandalism to seats. Pupils can be held responsible.
 - Change seats only with bus operator's permission, and only when bus is not in motion.
 - Get on or off bus only when it is completely stopped.
 - Cooperate with any monitor on duty.
 - Cooperate with the bus operator to keep the bus clean. Except when medically necessary, eating and/or drinking on the bus is prohibited.
 - Observe classroom conduct, except for ordinary conversation, to enable the bus operator to give attention to safe driving.
 - Avoid unnecessary conversation with the bus operator.
 - Keep head and limbs inside bus windows at all times.
 - Immediately report any open exit or released latch to the bus operator.
 - Provide enrollment information to the bus operator as requested
 - No riding in stairwell.
 - No standing while bus is in motion any time a seat is available.
 - No use of tobacco, alcohol, or controlled substances.
 - No use of profane or obscene language.
 - Do not throw or pass any object of any nature into or from the bus through a door or window.
 - Unless directed by the bus operator, do not open emergency exits, except during emergencies.
1. Two pupils may be appointed to assist at the emergency door exit during emergency exits, practice drills or demonstrations for such exits. More mature passengers should be assigned such responsibility.
 2. The bus operator is in complete charge of the bus and passengers. Passengers must follow directions from the operator promptly and respectfully.
 3. If any passenger should persist in violating these regulations, proper procedures will be followed by the bus operator and school administrative personnel. This is necessary in order to establish control and maintain safety. Written notice of any action being taken shall be furnished to the parent. Such notice need not precede action by the bus operator in an emergency.

Buses load and unload in the designated bus loop therefore parents should not park in this area. After school, all children riding the bus home are walked to the buses. If your child normally rides the bus, please send a note to the teachers or telephone the office when he/she is not to ride the bus home. We will not take phone calls except if a child is to remain at school instead of riding the bus. Please make sure that students are picked up as soon as school is dismissed. Supervision is limited after school.

Cafeteria Information

Universal Meal for ALL STUDENTS

Extra Milk=.30

ADULTS

Breakfast=\$2.50

Lunch=\$3.25

Menus are distributed on a monthly basis. Menu item substitutions are made as necessary. Breakfast will be served to ALL STUDENTS. Please do not send items to school that need to be microwaved. We do not have the equipment or the personnel available to microwave.

Nutrition

Students are discouraged from sharing food or beverages during meal or snack time given concerns regarding allergies and other restrictions on diets for specific students. Due to special dietary needs and food safety concerns, foods, and beverages brought or delivered from outside sources may be consumed ONLY by the individual students for which they were brought or delivered, and not by the general populations. Parents may bring food for their child/children ONLY!

The state site for Office of Child Nutrition and information may be found at <http://wvde.state.wv.us/child-nutrition/>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USEA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-23027) found online

at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:

**US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue SW
Washington, DC 20250-9410
fax: (202) 690-7442, or
email: program.intake@usda.gov**

Communication

It is imperative that communication is frequent from school to home and vice versa. We welcome conferences between the school and home but ask that an appointment be made prior to your visit. The conference needs to be scheduled during planning periods, before

school, or after school and if more than one teacher is needed, we must find a teacher to cover at least one class while the conference is being held. If a conference is requested with the Principal, please call for an appointment at 304-752-7036.

Dingess Elementary PK-5 has a telephone system which is used to send out messages to the students. The messages may include such things as early dismissal, picture day, etc. The county has a telephone system which will contact you for early dismissal, school cancellation and delays. Therefore, it is imperative that any changes to your telephone number be submitted to the office in order update your information.

School Closing

All students will be called by a system if schools are being closed due to weather. It is important that we have your correct phone number. If you have changed your phone number or address please send to office as soon as possible.

DISMISSAL

- Students that are parent pick-up/walkers will come out from the gym door.
- Parents will pull up to gym door and teacher on duty will bring your child to your car. Parents should remain in their car.
- *If your child must ride a different bus or have a different stop, you must send a note verifying this to his teacher and/or the bus driver.*
- *A student must have a note to be picked up or the child will be place on the school bus.*
- *Also a note is necessary if you usually pick up a student and want the student to ride a bus.*

Faculty Senate Day

- August 25, 2024
- October 11, 2024
- December 20, 2024
- February 14, 2025
- April 4, 2025
- June 5, 2025

Report Cards

Report cards are distributed four times a year after each nine weeks grading period. The report card is given out five days after the end of each nine weeks grading period. The student is to return the signed card the next school day after it is issued.

Midterm Progress

- 1st Midterm ends 09/25/2024--Progress Report distributed by 9/27/2024
- 2nd Midterm ends 12/6/2024-Progress Reports distributed by 01/24/2024
- 3rd Midterm ends 3/21/2025-Progress Reports distributed by 4/03/2025

- 4th Midterm ends 6/5/2025--Progress Reports distributes by 6/65/2025

End of Nine Weeks and Report Card Distribution

- 1st ends 10/25/2024--Report Cards distributed 11/1/2024
- 2nd ends 1/17/2025--Report Cards distributed 1/24/2025
- 3rd ends 3/21/2025--Reports Cards distributed 4/3/2025
- 4th ends on JUNE 5, 2025- --Final Report Card distributed JUNE 5, 2025

Lost and Found

Articles that are found are to be taken to the office. Lost articles are to be claimed in the office. Please mark all personal belongings with the child's name. This includes jackets, lunch boxes or bags, umbrellas, gloves, sweaters, coats, etc. When something is lost and has a child's name in it, we return it to them. Any item not picked up within a reasonable amount of time will be given to charity.

Medications

The school/teacher is not permitted to administer medication, including Tylenol, aspirin, etc., at the student's or parent's request. The school/teacher can only administer medications to a child after receiving written authorization from a physician and parent for prescription or non-prescription medications. This authorization must be documented each year on an Administration of Medication Form of which can be furnished through the office.

Illness or Accidents During School Hours

If a child needs to leave school before the regular dismissal time, a parent or authorized person must come to the school for the student and sign him/her out of school at the office. A check-out authorization form will be sent home to be completed for each child. This will be kept on record at the school to show which individuals are authorized to pick up which children.

Parents will not be contacted if a minor accident happens. If you would like to be contacted regardless of the severity of an accident, please contact the teacher or principal and inform them.

Opening Procedures

All students are to enter through the main entrance. The building opens at 8:00AM. No child is allowed at school before the first bus arrives. If you bring your child to school before the first bus, you must stay with your child until 8:00AM; Tardy bell is at 8:15AM and Universal Breakfast begins at 8:05.

Snack Time

Dingess Elementary PK-5 participates in a Fruit and Vegetable grant. Fresh fruits and vegetables are available to the children several times during the school week.

Textbooks belong to the Mingo County Board of Education. Unreasonable damage to textbooks will result in financial responsibility for a new book by the parent. Lost textbooks must be paid for before being replaced.

Volunteers

Volunteers are welcome at Dingess Elementary PK-5. They assist in a variety of ways, from clerical work to academic assistance. Interested persons are to contact the school office. **A BACKGROUND CHECK** is required for all potential volunteers.

Visitors

To insure a smooth running and safe school, anyone entering the building for any reason must report to the office and sign in. Parents should not disturb the teachers and students by going to the classrooms unless a visit has been prearranged with the principal and the teacher. All visitors are to use the main entrance and sign in at the office. Cell phones are to be put on silent or turned off when in the building. In order to ensure safety of all students NO pictures or recording using a cell phone are permitted unless it is your child.

Safety is our number one priority and as parents, I'm sure you will agree that you don't want people roaming the school at will. Also, at this age, children are very curious and distracted easily. If your child forgets his/her lunch or other item, please drop it off at the office with the child's name and room number written on it and we will be sure it is properly delivered. Visitors must have permission from the office before entering any classroom and will not be allowed in the hallways without a pass.

Mingo County Re-Entry plan

An electronic copy of Mingo County Schools Health and Safety Plan for 2024-2025 School year plan can be found at: <https://www.mingoschools.com/> and <https://www.mingoschools.com/cms/lib/WV02215465/Centricity/Domain/4/Health%20and%20Safety%202021%2022.pdf>

NOTICE OF NON-DISCRIMINATION

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment (See Mingo County Board policy 2266). Furthermore, the Board does not discriminate on the basis of race, religion, color, national origin, ethnicity, ancestry, sex (including gender status, change of sex, or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability

or any other characteristic protected by law (collectively, "Protected Classes"), or any other legally protected category in its programs and activities including employment practices (See West Virginia State Board of Education policy 4373). Please report any concerns to the Title IX Coordinators: Rocky Hall or Leah Wireman, Mingo County Schools 110 Cinderella Road Williamson, WV 25661 Phone: 304-235-3333 Email: Rocky Hall-rahall@k12.wv.us or Leah Wireman:-lwireman@k12.wv.us (The coordinators also serve as Compliance Officers for non-sexual harassment, 504/ADA). If you have web accessibility issues, please contact: Virginia Lee Taylor-Mounts @ vmounts@k12.wv.us or 304-235-3333.,

EXPECTED BEHAVIORS IN SAFE AND SUPPORTIVE SCHOOLS

Mingo County Schools has adopted the West Virginia Board of Education's Policy 4373 *Expected Behavior in Safe and Supportive Schools* (<http://wvde.state.wv.us/policies/>).

An electronic copy of Mingo County policy in its entirety can be found at:

Policy 5500 Student Code of Conduct

<https://go.boarddocs.com/wv/mingo/Board.nsf/Public?open&id=policies#>