

Wrightsville Beach Elementary School Staff Handbook



Jackson Norvell
Principal

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Introduction

Mission Statement

The mission of Wrightsville Beach Elementary School is to provide a high quality and challenging education that encourages our students to understand and appreciate the environment, with a focus on the marine environment, and to demonstrate good citizenship.

Vision Statement

The Wrightsville Beach School staff is committed to protecting the learning environment so that all students succeed and are challenged to their maximum potential. Reflecting on our knowledge about child development, best teaching practices, and learning styles, this environment will be cooperative, interactive, rigorous, hands-on, safe and caring, and responsive to the needs of diverse learners.

Wrightsville Beach Staff

Admin Staff - Click to Email		
Jackson Norvell		Principal
Ed Dominowski		Assistant Principal
Office Staff - Click to Email		
Jennifer Pridgen		Treasurer
Sue Hunley		Secretary
Charlotte Zurcher		Data Manager
Kindergarten Teacher Websites		Assistants
113	Kimberly Guthrie	Maria Thompson
111	Debra Sewell	Brittany Coate
107	Meredith Collins	Heather Smith
1st Grade Teacher Websites		Assistants
112	Kristal Saporito	Heather Smith
110	Kimberly Thompson	Lisa Baxley
112	Jennifer Williams	Cindy Brayford
2nd Grade Teacher Websites		
MC6	Hanna McMurry	
MC7	Kim Golder	
115	Sheri Green	
3rd Grade Teacher Websites		
MC8	Adam Pittman	
MC9	Meaghan Thomas	
MC4	Woody Whittle	
4th/5th Grade Teacher Websites		
MC1	Margaret Martin	4th Grade
MC5	Sandra Roberts	4th Grade
MC2	Dani Hayes	4th Grade
Church Campus	Lynn McGary	5th Grade
Church Campus	Kate Carpenter	5th Grade

Church Campu	Ginger Bass	5th Grade Assistant
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Support Personnel - Click name for Website

AIG - MC3	Katherine Kochakji	
Instructional Coach	Meghan Grossclose	
ESL	Nea Farr	
Art	Jen Crafts	
Cafeteria Manager	April Mason	
Counselor	Cissie Brooks	
Head Custodian	Charles Hewett	Tim Kroll and Andre Smith
Media Coordinator	Lucrece Medicott	
Music	David Dimuro	
Nurse	Jennifer Wiseman, Samantha Jones	
OT		
P. E.	Joelle Newman	
Physical Therapist		
Psychologist	Ann Milkes	
EC Resource Teacher	Cara Foucht	
ESL Parent Liaison	Sylvia Ryan	
Speech Therapist	Ashley DeGroot	

Bus Drivers

Tameca DeVone	Bill Dungan	Latonya Grady
Rosemarie Long		

Who to Go To for Help

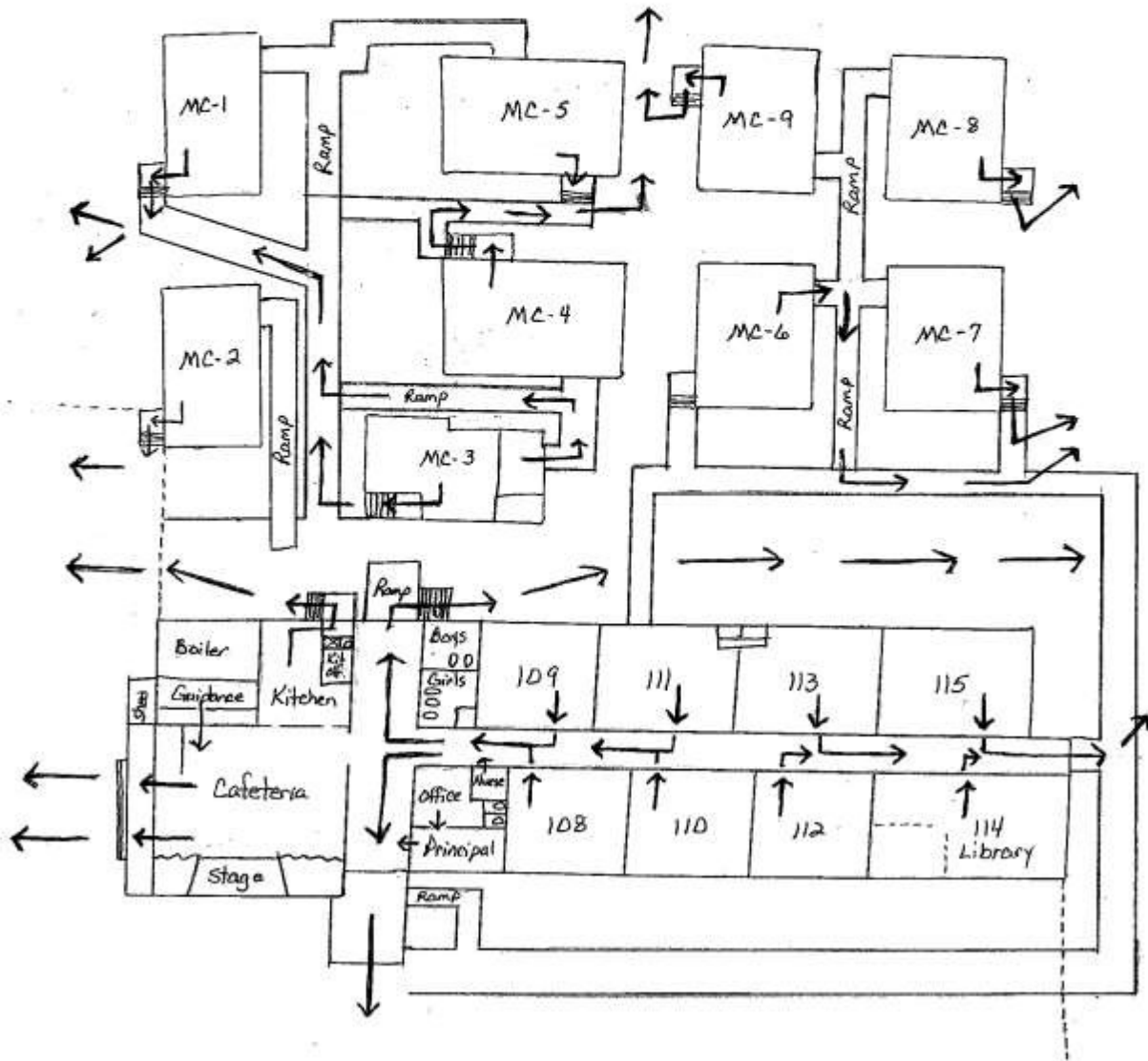
I need help with...	Contact/See for help
504s	Ed Dominowski
ALG information or Support	Katherine Kochakji
Calendars (Main office and Google)	Lucrece Medicott
Child Nutrition	April Mason
Copiers	Sue Hunley
Classroom Inventories/Furniture	Jennifer Pridgen
Cumulative Folders	Charlotte Zurcher
Custodial Work Orders	Ed Dominowski/Main Office/Custodial Staff
DIBELS and TRC	Meghan Grossclose
Discovery Education	Meghan Grossclose
Discipline	Ed Dominowski
EC Support	Samantha Kraszeski
Field Trip Information	Jennifer Pridgen
Financial Matters	Jennifer Pridgen
First Responders	Ed Dominowski
Fixed Assets Inventory	Lucrece Medicott
IEPs	Samantha Kraszeski
Kayaks	Cissie Brooks
Keys	Ed Dominowski
Laminators (hot or cold)	Charlotte Zurcher
Leave (professional, sick or personal)	Jackson Norvell for approval and Jennifer Pridgen
mClass (passwords and support)	Meghan Grossclose
Marine Science	Cissie Brooks
Medical/Health	Nurse or office staff
MTSS (PSM)	Meghan Grossclose
Ordering Supplies	Jackson Norvell for approval and Jennifer Pridgen
Observations and Evaluations	Jackson Norvell and Ed Dominowski
Paddle Boards and kayaks	Cissie Brooks
Payroll	Jennifer Pridgen
PDPs	Jackson Norvell and Ed Dominowski
Powerschool (teacher and student passwords and support)	Charlotte Zurcher (passwords and support) Beth Harkcom (support only)
Receipt Books	Jennifer Pridgen
School Improvement	Jackson Norvell
Social Committee	Joelle Newman
Technology Support	
Textbooks	Ed Dominowski
Time Clock	Office Staff
Transportation	Sue Hunley

Fire/Fire Drill Procedures

Fire Drill

--- Signal ---

continuous ringing of fire alarm bell



Tornado Procedures

TORNADO DRILL

~ Signal – Intercom or Siren ~

Students will **stand** in the hall between the **Georgie painting** and near the end of the hall where the **wall juts out** into the hall

Room #	Safety Zone	Enter the building
MC-1	cafeteria	come in side parking lot door
MC-2	(crouch along hall wall)	
MC-3	hallway	come in back door
MC-4		
MC-5		
MC-6	hallway	come in end doors by library
MC-7		
MC-8		
MC-9		
Playground		
Main building	hallway	
Cafeteria		

Earthquake Procedures

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. If persons are protected from falling objects, the rolling motion of the earth may be frightening but may not be dangerous.

If inside:

- Initiate Drop, Cover and Hold
- If no cover is available, get against inside doorway or crouch against inside wall and cover head; stay away from outside walls, windows or other expanses of glass, potential falling objects
- Leave door open to minimize jamming if the building shifts
- Do not attempt to run through building or outside due to risk of falling objects
- If in a room with no desks or furniture, get against inside wall or inside doorway and crouch
- After initial shock the office will announce an earthquake evacuation.
 - o Evacuate to far back field and remain seated or lie flat until given all clear

If outside:

- Move quickly away from building and overhead electrical wires
- Lie flat, face down, and wait for shocks to subside
- Account for all students
- Notify principal/designee if a child is missing or assistance is needed with your group
- Do not attempt to enter building until authorized to do so
- Do not light fires or touch fallen wires
- Be alert for instructions from principal

Assembly Areas:

- Earthquake safe areas will be away from the building and overhead powerlines
- Keep everyone away from underground gas and sewer lines
- Call 911 and Central Office
- In the event of aftershocks, students shall be encouraged to remain calm and stay sitting close to the ground
- Administer emergency first aid as needed
- Do not re-enter building until given "all clear" from person in charge

Lockdown Procedures

NEW HANOVER COUNTY SCHOOLS LOCKDOWN PROCEDURES

LOCKDOWN STATUS DIRECTIONS:

- A PA announcement will indicate that this is a LOCKDOWN FOR ALL OCCUPANTS move quickly to the nearest classroom and "STAY PUT". Please disregard any alarm that may go off at this time because the status is LOCKDOWN.
- Teachers clear students from the hallway immediately. Students should report to the nearest available class.
- Keep students in classrooms, cafeteria, gym, and auditorium without exception (Make sure those doors can be secured.)
- Close and lock all doors and windows.
- Lower blinds and cut off the lights. Please leave one blind open if it can be accomplished without compromising the safety of students and staff.
- Have students sit on the floor away from doors and windows.
- Do not allow anyone to leave the room/secure location.
- Do not allow anyone to enter the room without the appropriate identification.
- Take attendance and record missing and or additional students. If you have large groups in a cafeteria, gym or auditorium separate by homeroom and take the attendance.
- Maintain calm and wait for further directions from the administration or the responding emergency agency.
- Resume activities when "All Clear" announcement is made.
- Use the Red and Green Cards to communicate with law enforcement officials and emergency responders. (If everything is safe in the class post a green card in the exterior window and slide a second green card under the door. If emergency assistance is needed as soon as possible the teacher should display the Red Card using the same procedures that you would use for the green card. No Card if no cards are displayed the responders will assume that the intruder may be in the classroom and law enforcement will enter the classroom. See Appendix I for samples of the card system.
- If the intruder enters the classroom and begin shooting the teacher should instruct the students to leave the classroom if it appear to be the safest alternative.

(Revised 9/16/09)

Evacuation Procedures

In the event of
EVACUATION

Each classroom teacher will take attendance *before* and *after* walking their class to the parking lot of WRIGHTSVILLE BEACH BAPTIST CHURCH on the left-hand corner of Coral Drive and Causeway Drive

(take the pouch in the hot file on your door)



Tropical Storm and Hurricane Procedures

In the event of a Tropical Storm or Hurricane, specific instructions will be sent out to the staff via email.

First Aid/Accidents

- A list of First Responders who can assist with medical situations is located in the Nurse's office. If you require any assistance, call the Nurse or the front office.
- All accidents should be reported immediately to the nurse, principal, and/or office staff. An incident report **must** be completed for any accident requiring more than a Band-Aid. Parents should be notified of any injury. If a child is seriously injured, do not move him/her. Call for the first responders and they will make the decision to call 911.
- If a staff member must come into contact with blood be sure to put rubber gloves on first. (In most cases, serious injuries should not be moved – broken limbs, etc. This may apply to severe wounds as well, since movement may intensify the bleeding. Pressure on the wound with the cleanest material available is the best alternative at such times.)

Medication, Allergies, and Health Concerns

Possession and Self-Administration of Medication by Students

Information regarding students with asthma or students subject to an anaphylactic reaction:

Beginning with the 2005-2006 school year, the General Assembly of NC enacted the NC Article 26A Chapter 115C requiring local school boards to adopt policies permitting students with asthma or students subject to anaphylactic reactions, or both to possess and self-administer medication.

These policies are in effect at Wrightsville Beach School. Please contact our school nurse for information or questions.

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Students with Diabetes

North Carolina law (G.S. 115C-47) was changed in 2002 to strengthen support for students with diabetes attending NC public schools. The law requires development of a Diabetes Care Plan and staff training relative to students with diabetes. If a child has diabetes he/she will need an Emergency Action Plan.

Students with Asthma

If a child has been diagnosed with asthma, parents are asked to complete an Emergency Action Plan. If medication has been prescribed (see Medication Policy) the child must have a Medication Authorization form, completed by his/her physician. : In accordance with G.S. 115C-375.2 and G.S.115C-47, students requiring medication for asthma may self-medicate with a Request for Medication Administration in School form and a Student Agreement for Self-Carried Medication form

Medication Policy

Wrightsville Beach School has a written policy to assure the safe administration of medication to students. If a child must have medication of any type, including over-the-counter drugs given during school hours, parents have the following options:

- 1) Parents may come to school and give the medication to the child at the appropriate time.
- 2) Parents may obtain a copy of a Request for Medication Administration In School form from the school nurse or secretary for the child's physician to complete and sign. This form must be completed by the physician for both prescription and over-the counter medications. Prescription medications must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter medications must be received in the original container and will be administered according to the physician's written instructions.
- 3) Self-medication: In accordance with G.S. 115C-375.2 and G.S.115C-47, students requiring medication for asthma, anaphylactic reactions, or both, and diabetes may self-medicate with a Request for Medication Administration in School form and a Student Agreement for Self-Carried Medication form.

If you have any questions about the policy, or other issues related to the administration of medication in school, please contact the school nurse.

Student Attendance

- Teachers are responsible for contacting parents when a student is absent for more than 2 consecutive days.
- When a student has more than 6 unexcused absences, it is the teacher's responsibility to contact the school guidance counselor to follow up with parents.

Lunchroom Procedures

The lunch period is part of the health education program in the school and the atmosphere should be relaxed and enjoyable. Children must be adequately supervised while in the cafeteria. Classes have assigned tables. Teachers should inform students of the school rules for the cafeteria:

1. Sit at your assigned tables
2. Speak softly
3. Eat your own food
4. Use your best manners
5. WALK!!! Don't run.
6. Leave your eating area clean.

Custodial/Maintenance

Staff members should report all needs for repairs, etc. to the Assistant Principal or Senior Custodian as soon as possible. Teachers please remember to complete the form in your classrooms to monitor the cleanliness of the building.

Fire Codes

At least twice a year our building will be inspected by the fire marshal. It is imperative for you to follow all fire codes. This includes the use of extension cords, and keeping the areas around all doorways and fire extinguishers clear. We must also follow the 80/20 rule – which means only 20% of the room can be covered with posters, student work, etc. In addition, NHCS policy specifically states that staff members may not have electrical appliances in a classroom, unless it is on a dedicated electrical line. This includes refrigerators, microwaves, coffeepots, hot plates, etc.

Transportation Services

Bus transportation is a privilege not a right. We expect our students to follow all safety rules when riding the bus. This will be discussed further in the student discipline section.

It is important for each student who rides the bus to have a completed bus information form. The drivers will retain these forms so that they have the basic information about each student. Teachers should turn these forms in to the office once the new school year begins. After the tenth day any new student should take the completed pass to the driver at the end of the day or whenever they begin to ride the bus.

Bus students must have written permission signed by the principal or office staff to ride any bus other than the one to which he is assigned or to get off at a different stop. The student will give the approved note to the driver.

PERSONNEL

NHCS Employee Handbook

The NHCS System has compiled a comprehensive Personnel Handbook, online at: <http://www.nhcs.net/humanresources/handbook/Personnel%20Handbook.pdf>. Included in this handbook is information about the school system, emergency contacts and directories, employment information, personnel policies, pay, benefits, leave, retirement, hiring and evaluation procedures, certification, instruction, and related organizations.

Work Hours

Teachers: 7:30 a.m. to 3:30 p.m. workdays: 7:30 a.m. to 3:30 p.m.

Teacher Assistants: 7:30 a.m. to 3:30 p.m.

Do not schedule appointments, dates, meetings, conferences, surgery, trips, house closings, or anything else for **Wednesday afternoons**. We will have staff meetings, SIT meetings, and Professional Development on Wednesdays.

Morning, Afternoon and Lunch Duty Schedules

Duty schedules will be updated yearly and distributed to all staff members at the beginning of each school year. Staff members are responsible for finding coverage when necessary.

EMPLOYEE DRESS CODE

Staff members should follow NHCS Policy 6435 found online: <http://www.nhcs.net/policies/series6000/6435.pdf>

Benefits

If you wish to participate in the Flexible Benefits Plan (pre-taxed medical reimbursement, dental, childcare, accident plan, etc.) you must sign up annually. Even if you sign up for the plan one year, to continue over the next year, you must sign up again for the following year. Dates for the renewal of these plans will be advertised when scheduled.

Salary Information

Salary information for all employees may be found through the following link: <http://www.nhcs.net/finance/salarieschedules.htm>

Our local board of education provides a local supplement to employees. This information is located on the NHCS web page: http://www.nhcs.net/finance/forms/Supplement_Schedules_2014-15_Base_Salary.pdf