



WRIGHTSVILLE BEACH ELEMENTARY

Staff Handbook

Jackson Norvell

Principal

Updated as of February 2021

THE HISTORY OF WRIGHTSVILLE BEACH ELEMENTARY



Nestled on a barrier island, surrounded by a tidal estuary in the town of Wrightsville Beach sits Wrightsville Beach Elementary, affectionately referred to many as WBS. Serving students in New Hanover County since 1954, WBS has deep historical roots and is a cherished landmark in the community.



What once was a small, antiquated facility that staff, students and teachers had grown accustomed to, WBS is now newly renovated and able to house all students under one roof. Part of the 2014 New Hanover County School bond, the WBS renovation not only provides additional space but has transformed WBS into a modern structure that brings in natural light, highlights its surrounding environment, and provides ample opportunity for our students to take advantage of our outdoor spaces.

Wrightsville Beach Elementary is a US Department of Education Blue Ribbon School serving 270 students in grades Kindergarten through 5th grade. WBS utilizes its natural surroundings to enhance student learning by providing authentic experiences through a strong Marine Science Program. The only one of its kind in the region, our Marine Science program plays a significant role in the culture of the school as life lessons of citizenship, team building, problem solving, and responsibility are embedded into the program. Integrating guidance and other contents engages as well as motivates our students. Plus, it provides a plethora of volunteer and community partnership opportunities. Together, we are committed to providing high quality and challenging education with a key focus on the marine environment.

MISSION STATEMENT

The mission of Wrightsville Beach Elementary 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 Elementary 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.

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SCHOOL ORGANIZATION

FACULTY & STAFF

ADMINISTRATION

Jackson Norvell	Principal	jackson.norvell@nhcs.net
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OFFICE STAFF

Jennifer Pridgen	Treasurer	jennifer.pridgen@nhcs.net
Erin Trask	Receptionist	erin.trask@nhcs.net
Charlotte Zurcher	Data Manager	charlotte.zurcher@nhcs.net

KINDERGARTEN TEACHERS

Meredith Collins	meredith.collins@nhcs.net
Kimberly Guthrie	kimberly.guthrie@nhcs.net

1ST GRADE TEACHERS

Sheri Green	sheri.green@nhcs.net
Madison Schaewe	madison.schaewe@nhcs.net
Kimberly Thompson	kimberly.thompson@nhcs.net

2ND GRADE TEACHERS

Hanna Barkley	hanna.barkley@nhcs.net
Kimberly Golder	kimberly.golder@nhcs.net

3RD GRADE TEACHERS

Lynn McGary	lynn.mcgary@nhcs.net
Sandra Roberts	sandra.roberts@nhcs.net

4TH GRADE TEACHERS

Meaghan Thomas	meaghan.thomas@nhcs.net
Woody Whittle	michael.whittle@nhcs.net

5TH GRADE TEACHERS

Danni Hayes	danielle.hayes@nhcs.net
Marguerite Martin	marguerite.martin@nhcs.net

VIRTUAL ACADEMY & REMOTE LEARNING

Jennifer Williams	jennifer.williams@nhcs.net
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SCHOOL ORGANIZATION

FACULTY & STAFF (CONTINUED)

TEACHER ASSISTANTS

Sarah Glossner	Kindergarten	sarah.glossner@nhcs.net
Heather Smith	Kindergarten	heather.smith@nhcs.net
Cindy Brayford	1st Grade	cindy.brayford@nhcs.net
Ginger Bass	2 nd & 3 rd Grade	ginger.bass@nhcs.net
Logan Brunner	4 th & 5 th Grade	logan.brunner@nhcs.net

SPECIALISTS

Jen Crafts	Art	jennifer.crafts@nhcs.net
Lucrece Medicott	Library/Media Technology	lucrece.medlicott@nhce.net
Cissie Brooks	Marine Science	ann.brooks@nhcs.net
Crystal Britton	Music	crystal.britton@nhcs.net
Vicente Delaroca	Physical Education	vicente.delaroca@nhcs.net

SUPPORT STAFF

Katherine Kochakji	AIG Specialist	katherine.kochakji@nhcs.net
Rachel Norfleet	EC Teacher	rachel.norfleet@nhcs.net
Danielle Barone	ESL Teacher	danielle.barone@nhcs.net
Jaime Conti	Instructional Coach	jaime.conti@nhcs.net
Amanda Morgan	Occupational Therapist	amanda.morgan@nhcs.net
Cathy Poulos	Physical Therapist	cathy.poulos@nhcs.net
Cissie Brooks	School Counselor	ann.brooks@nhcs.net
Jenn Wright	School Nurse	jenn.wright@nhcs.net
Jamie Burns	School Psychologist	Jamie.burns@nhcs.net
Elizabeth Warren	School Social Worker	ann.warren2@nhcs.net
Ashley DeGrootte	Speech Therapist	ashley.degrootte@nhcs.net
Quentin Hotton	Technology Coordinator	quentin.hotton@nhcs.net

CAFETERIA STAFF

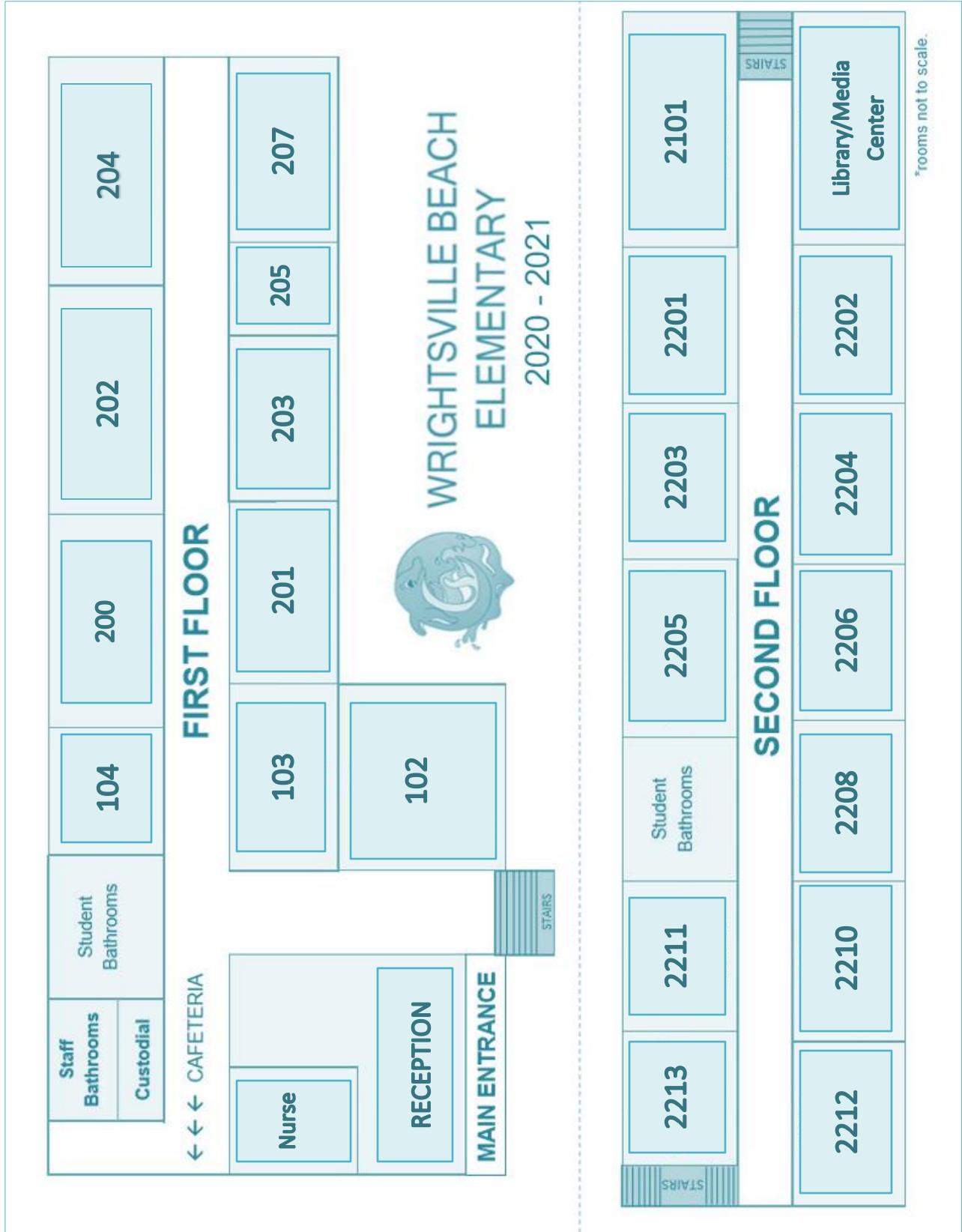
April Mason	Cafeteria Manager	april.mason@nhcs.net
Audree Hatchett	Cafeteria Helper	audree.hatchett@nhcs.net

CUSTODIAL STAFF

Charles Hewitt	Head Custodian	charles.hewitt@nhcs.net
Tim Kroll	Custodian	timothy.kroll@nhcs.net
Andre Smith	Custodian	andre.smith@nhcs.net

SCHOOL ORGANIZATION

WBS SCHOOL MAP



SCHOOL ORGANIZATION

WHO DO I GO TO FOR HELP?

I need help with....	Please contact....
504 Plans	Jaime Conti
AIG	Katherine Kochakji
Calendars (Main Office/Google)	Lucrece Medicott
Child Nutrition	April Mason
Classroom Inventories (Furniture)	Jennifer Pridgen
Classroom Inventories (Teaching resources)	Jaime Conti
Copiers (Login Numbers)	Jennifer Pridgen/Charlotte Zurcher
Copiers (Toner)	Erin Trask
Cumulative Folders	Charlotte Zurcher
Custodial Work Orders	Charles Hewitt/Charlotte Zurcher
Discipline	Jackson Norvell
EC Support and IEPs	Rachel Norfleet
Field Trips	Jennifer Pridgen
Financial Matters & Receipt Books	Jennifer Pridgen
First Responders & Crisis Team	Jackson Norvell
Fixed Assets Inventory	Lucrece Medicott
I-Ready (Reading & Math)	Jaime Conti
Kayaks & Marine Science	Cissie Brooks
Keys	Jennifer Pridgen
Laminators	Charlotte Zurcher or Jennifer Pridgen
Leave (professional/sick/personal)	Jackson Norvell (approval)/Jennifer Pridgen
Medical Needs/Health	Nurse Jenn Wright
MTSS	Jaime Conti
Observations/Evaluations & PDPs	Jackson Norvell
Ordering Supplies	Jackson Norvell (approval)/Jennifer Pridgen
Payroll	Jennifer Pridgen
Powerschool	Charlotte Zurcher
Technology Support	Quentin Hotton
Testing Coordinator	Jaime Conti
Time Clock	Office Staff
Transportation	Erin Trask
Webpage	Lucrece Medicott

PROCEDURES

BUILDING MAINTENANCE & CUSTODIAL PROCEDURES

- Staff members should report all needs for repairs, etc. to the Head Custodian as soon as possible.
- Cleaning forms in classroom areas must be completed daily to monitor cleanliness and maintenance needs

EMERGENCY DRILLS

EARTHQUAKE

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.

- Principal/Designee will call 911 and Central Office.
- Staff will alert Principal/Designee of any injuries and administer emergency first aid if necessary.
- Encourage all students and to remain calm and stay close to the ground.

If you are INSIDE	If you are OUTSIDE
Initiate Drop, Cover and Hold	Move quickly away from building and electrical wires
If no cover is available, get against inside doorway or crouch against inside wall and cover head	Account for all students – Notify principal/designee if a child is missing or assistance is needed in your group.
Stay away from outside walls, windows or other expanses of glass, potential falling objects	Lie flat, face down, and wait for shocks to subside
Leave door open to minimize jamming if building shifts	Do not attempt to enter building until authorized to do so.
Do not attempt to run through building or outside due to risk of falling objects	Do not touch fallen wires or fires
After initial shock, the office will announce an earthquake evaluation	Be alert from instructions from principal/designee
Evacuate to far back field and remain seated or lie flat until given all clear	

Assembly Areas: Earthquake safe areas will be away from the building and overhead power lines. DO NOT reenter the building until instructed to do so.

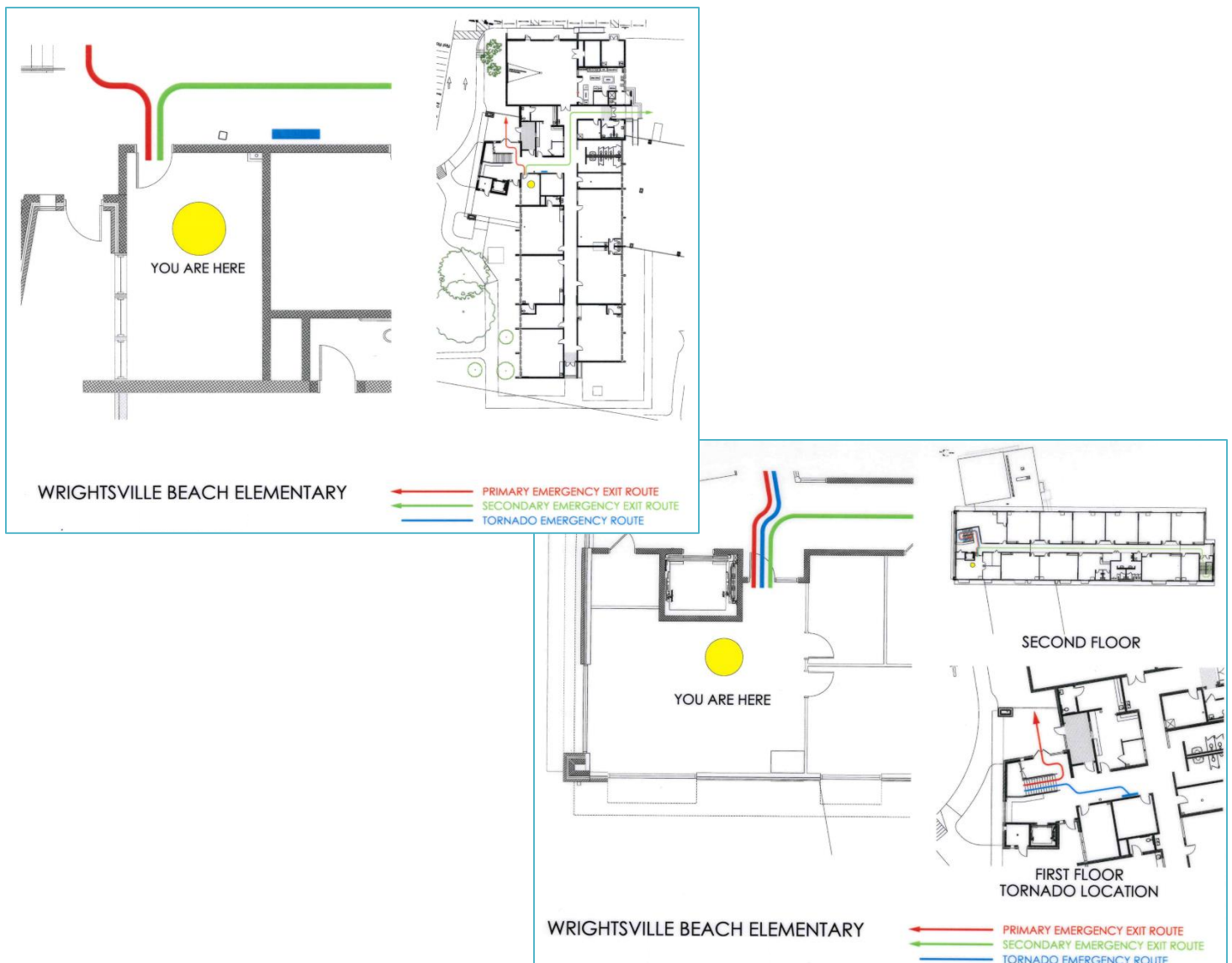
PROCEDURES

EMERGENCY DRILLS (CONTINUED)

FIRES & FIRE DRILLS

In case of fire, or during a fire drill, the Fire Signal will continuously repeat to alert all students and staff (flashing lights and evacuation announcement).

- All students and staff will exit following the routes posted in their classroom/office.
- Close all doors as you leave
- Teachers will take attendance once gathered at designated location away from the building.
- Report any missing students immediately to Principal/Designee
- Remain at designated location until given additional directions
- Do not return to the building until directed to do so.



PROCEDURES

EMERGENCY DRILLS (CONTINUED)

TORNADOS & TORNADO DRILLS

In case of a tornado, or during a tornado drill, an announcement will be made alerting all students and staff.

- All students and staff will **stand** in the hallways, away from windows and doors.
- If outside, all students and staff will enter the building through the areas noted below.

AREA	SAFETY ZONE
1 st Floor	Hallway
2 nd Floor	Hallway
Cafeteria	Against hallway wall
Playground/Track/Field Area – Enter through doors by cafeteria or at far end of building	1 st Floor Hallway
Front of Building – Enter through front doors	Main Office Hallway
Kayaks/Dock & Parking Lot – Enter through Cafeteria doors	Cafeteria – against hallway wall

EVACUATIONS

GENERAL EVACUATIONS FROM WBS

In the event of an evacuation - teachers will take attendance **before** and **after** walking their class to WRIGHTSVILLE BEACH BAPTIST CHURCH on the left-hand corner of Coral Drive and Causeway Drive.

WEATHER-RELATED EVACUATIONS

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

PROCEDURES

FIRST AID & ACCIDENTS

- A list of First Responders who can assist with medical situations is located in the Nurse's Office.
- If you require assistance, call the Nurse or 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 (i.e. broken limbs, head/neck injuries).
- 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 on rubber gloves first.
- Do not move as it may intensify the bleeding.
- Pressure on the wound with the cleanest material available is the best alternative at such times.

FIRE CODES

At least twice a year, our building will be inspected by the fire marshal. It is imperative to follow all fire codes. This includes:

- The use of extension cords
- Keeping areas around 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 a dedicated electrical line. This includes refrigerators, microwaves, coffeepots, hot plates, space heaters, etc.

PROCEDURES

LOCKDOWNS & SHELTER-IN-PLACE

In case of a school lockdown or during a lockdown drill, an announcement will be made alerting all students and staff.

- Remain calm and quiet
- Move away from windows and doors
- All doors must be closed and locked – no one is allowed to leave or enter the building or rooms they are currently in
- Windows on classroom doors and any other windows to the hallways must be covered.
- Teachers and staff will send email to Principal/Designee reporting
 - Students in the room
 - Additional students and/or staff
 - Missing students
 - Injuries if any

The same procedures will be followed for a shelter-in-place situation, however, a shelter-in-place allows for normal instruction and activities to continue.

LUNCHROOM PROCEDURES

The lunch period is part of the Health Education Program at WBS. The atmosphere should be relaxed and enjoyable.

- Children must be supervised in the cafeteria at all times.
- Classes will have assigned tables
- Teachers must inform students of school rules for the cafeteria:
 - Sit at your assigned table
 - Talk quietly
 - Eat your own food
 - Use your best manners
 - WALK! Do not run in the cafeteria
 - Put all trash in the garbage cans and leave your area clean

PROCEDURES

MEDICATION & OTHER HEALTH CONCERNS

MEDICATION POLICY:

Wrightsville Beach has a written policy to ensure the safe administration of medication to students.

In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma or students subject to anaphylactic reactions, or both may possess and self-administer medication.

POSSESSION AND SELF-ADMINISTRATION OF MEDICATION BY STUDENTS

If a child must have any type of medication, including over-the-counter medications, given during school hours, parents have the following options:

- Parents may come to school and give the medication to the child at the appropriate time.
- Parents may obtain a copy of the **Request for Medication in School Form** from the school nurse for the child's physician to sign.
 - This form must be completed by a physician for prescriptions and over-the-counter medications and given to the school nurse.
- Prescriptions 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 in original container and will be administered by the physician's written instructions.

STUDENTS WITH ASTHMA

If a child has been diagnosed with Asthma, parents are asked to complete and **Emergency Action Plan (EAP)**.

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**.

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 (EAP)**. Please contact the school nurse for more information or questions.

PROCEDURES

STUDENT ATTENDANCE

Student attendance will be taken every day and put into Powerschool.

- 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 Social Worker/Guidance Counselor to follow up with the parents.

TRANSPORTATION

Bus transportation is a privilege not a right. We expect our students to follow all safety rules when riding the bus.

It is important for each student who rides the bus to have completed a bus information form. The drivers will retain these forms so that they have the basic information about each student. Teachers should submit these forms to the main office once the new school year begins.

- After the tenth (10) day of school, any new student should take the completed pass to the driver at the end of the day or the day 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/she is assigned to or to get off at a different stop. The student must give the approved note to the bus driver.

All transportation changes must be sent to the receptionist daily.

PERSONNEL

NHCS PERSONNEL HANDBOOK

The NHCS System has compiled a comprehensive Personnel Handbook online at:

https://docs.google.com/document/d/1L_LMII-exDe-2IE2umAlVdBkNCEkXJPSPQZX-ZrDqAU/edit

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.

EMPLOYEE BENEFITS

NHCS offers medical, dental and vision benefits.

If you wish to participate in the Flexible Benefits Plan (pre-tax medical reimbursement, dental, child care, 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 during the annual enrollment time the following year. Dates for the renewal of these plans will be advertised when scheduled.

EMPLOYEE DRESS CODE

All WBS Staff members are expected to follow the NHCS Policy 6435 regarding employee dress code. It can be found online: https://boardpolicyonline.com/bl/?b=hanover_county_old#&&hs=856447

EMPLOYEE WORK HOURS

Teachers	7:30 – 3:30 p.m.
Teacher Assistants	7:30 – 3:30 p.m.

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

EMPLOYEE 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.

PERSONNEL

INVENTORIES

Classroom furniture and personal inventories are required. Please keep an updated inventory for audit purposes.

KEYS & ACCESS CARDS

Every staff member at Wrightsville Beach Elementary will be issued an Access Card. This card can be swiped on the exterior doors Monday through Friday from 6:30am until 6:30pm. Certain staff members will be issued keys to classrooms and offices.

If you discover that either your key or card are missing, contact the Treasurer immediately. There may be charges to re-secure an area.

Per Board Policies, all staff are required to wear ID Badges on all NHCS sites.

RECEIPTING MONEY

A receipt must be issued for money collected. Pre-numbered receipt books are issued to staff for this purpose. The payer, date, amount, method of payment, purpose and employee's signature must be on the receipts. Total amount of receipts written and money collected will need to be turn in to the Treasurer the day it is received. NEVER write yourself a receipt.

Exceptions are as follows: Lunch money, PTA Dues, School Pictures, etc.

Procedures:

- Teachers or Assistants count money
- Receipt each student's money in the book
- Complete the Receipt Log and turn in to the Treasurer

Do not alter or write over carbon copies of receipts. If an error is made, void the receipt and write another one. The voided receipt must be attached to the carbon for internal control purposes.

*Annual audits reveal violations of this policy.

PROCEDURES

SALARY INFORMATION

NHCS employees can access salary information through the following link:

https://resources.finalsite.net/images/v1573154820/nhcsk12ncus/gtr5jsu5fezmfazln8lu/NHCS_Salary_Schedules_2019-20_CO_Admin.pdf

Our local board of education provides a local supplement to employees. This information is located on the NHCS webpage:

<https://www.nhcs.net/divisions/finance/finance-department/local-supplement-and-stipend-schedule>



WRIGHTSVILLE BEACH ELEMENTARY

Home of the Mighty WBS Dolphins
