

Wallburg Elementary School

Staff Handbook

2025-2026



Principal: John DiBonaventura

Assistant Principal: Meredith morales

School Mission Statement:

Wallburg Elementary is a nurturing and collaborative community that uses data-driven instruction and high standards to prepare students to become life-long learners in a global society.

School Vision Statement:

Showing Quality In All We Do

School Motto:

Wallburg Lions Show R.O.A.R.S. Behavior!

Rise to the Challenge Own Your Actions Always Work Together Respect Self and Others Safety First

Welcome!

Welcome to Wallburg Elementary! This handbook is designed for your information and regular use. It is in alphabetical order according to topics and should be considered a working document. Materials may be added and/or amended throughout the school year.

As a staff member of Wallburg Elementary School, you are responsible for knowing and adhering to the policies and procedures contained in this handbook. The information it contains is vital to the effective and efficient operation of our school.

While an effort will be made to review and discuss new policies at the beginning of the school year, time does not permit the coverage of the entire handbook. As a staff member, it is your responsibility to read this handbook in its entirety before the start of school.

Should you have any questions about the contents of this handbook, please feel free to contact me for clarification.

Thank you for your commitment to the students and staff of Wallburg Elementary!

~ John

Accidents

Please report all accidents immediately. This is particularly important in the case of student injury. Each classroom teacher will be issued a first-aid kit to take care of minor injuries. For serious injury, the teacher or assistant should accompany the child to the office. Although we must try to prevent students from using sickness as an excuse to go home, we are not in a position to diagnose; therefore, we must give the child the benefit of the doubt. Please alert administration to any patterns that you notice with student absences or illness.

It is imperative that you notify parents whenever an accident has occurred during the school day. This is required no matter how minor you feel the injury may be. Teachers must also complete an accident report and turn it into the office on the same day as the incident. The staff member who actually witnessed the accident should fill out the report. Any accidents involving blood or head injury are to be treated by our First Responders. Any accident requiring an ice pack also needs to have an accident report filled out. Staff accidents should also be reported to the office immediately so that Workman's Compensation papers can be completed.

Announcements

Daily announcements will be created and shared out by our media specialist and our student team. All classroom teachers should share announcements daily with your students. During the instructional day, the office will attempt not to disturb your daily instruction - No "All Calls" will be made during the instructional day unless absolutely necessary.

Arrival Procedures

Students may be dropped off starting at 7:20am each morning. The car rider line remains on the gravel until 7:20am. Students riding a bus will not be allowed off the bus until 7:30am. Students who wish to attend breakfast may go anytime between 7:30-8:00am. All other students will report to their individual classrooms starting at 7:30am to participate in soft starts or morning routines.

Attendance Expectations for Staff

Educational research indicates that the instructional program suffers tremendously when the regular teacher and/or assistant are not in the classroom. Thus, your daily attendance is the foundation of quality instruction. All employees are expected to be present during all working hours. I certainly understand situations may arise that cause you to be absent, but this should be sparingly throughout the year. If you need to leave early one afternoon when students leave or just before in order to get to an appointment, I would much prefer you do that than take an entire day or a half day. I will be happy to work with you in those situations. ***You should never leave the building during working hours without the administration knowing.***

Once a staff member misses 10 days (either consecutively or sporadically), the county office will be contacted by administration in order to discuss attendance concerns and options for FMLA eligibility, if applicable.

Please remember this - When our students are absent 10 days or more, they are eligible for truancy court which could result in imprisonment. We must hold ourselves to the same standard we hold our students and parents. They deserve the best we can give them, every day. We have to be here to give that to them!

Board Policy Manual

Everything we do is guided by the Davidson County Schools Board Policy Manual. Employees who wish to review current DCS Board Policies can view the complete policy manual online on the DCS website. Please carefully review the board policies included at the end of this handbook.

Cell Phones + Telephone Usage

It is very important that the instructional day is uninterrupted. Staff cell phone use is very distracting for students and takes away valuable learning time. Cell phones should not be out while you are teaching. ***Staff should not leave their classroom to make a call, take a call on their cell phone, or text during the school day unless an emergency situation arises, which administration should be notified about.*** If you are expecting a call from someone, please let administration know in advance. *If you are continuously on your cell phone throughout the school day for non educational purposes, disciplinary action may be taken. Please be respectful of our limited instructional time.*

To preserve the instructional day, when a staff member receives a call during the school day (8:00am-2:35pm), the call will be sent to the person's voicemail or a message will be taken and left in the individual's box. Of course, in the case of an emergency or a call about one's sick child, a staff member's call will be sent through.

Voice Mail – With the exception of student transportation arrangements and emergencies, the office will not take or deliver messages to classrooms. All calls will be routed to the voicemail of the respective staff member. To assure prompt response to our community members, please check your voicemail each morning and afternoon. Every effort should be made to follow up with parents in a timely and appropriate manner.

Child Abuse/Neglect Reporting

§7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment. *Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as a result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found.* This law applies to all school employees, not just counselors and social workers. It is expected that you notify administration, and we will involve our school counselor and social worker when abuse or neglect is suspected.

Class Parties

School Board policy permits two (2) class parties per year. These will be arranged by administration. **Only food or treats in accordance with the "Food Policy" can be allowed.** Any food products must be commercially prepared rather than home prepared. This would include prepackaged food and food which is purchased at a bakery and brought to school. Treats brought by parents should be dropped off at the office and teachers will be notified upon their arrival to be distributed at your discretion. Treats should be consistent with the federal healthy children act.

Student birthdays will be acknowledged during the morning announcements. If parents bring birthday goodies, the treat can be dispensed immediately following lunch or at the very end of the school day. Classroom time should not be disrupted for birthdays. Flowers, bears, or balloons sent to school for students will be kept in the office during the day and are not allowed on the bus.

Communication Protocol

ANY and ALL questions, concerns, and comments about anything happening in our school should come to administration first. This applies to parent concerns, student issues, staff issues, etc. Administration will contact the county office if follow-up is necessary. **Please know that 99% of your conversations outside of school about school-related issues are reported to me by other parties.** It always comes back to me, so please make sure you are always representing our school in a positive light in public (including social media).

Confidentiality

All information about students/parents/families is confidential and should be handled in a professional manner. This includes grades, behavior, etc. This information should only be shared with appropriate school staff on a need to know basis, Social Services for a referral, or referral to law enforcement to report a crime or potential crime. Staff members should also refrain from discussing students in the hallway, workroom, and in the community. Failure to respect confidentiality may result in disciplinary action or dismissal.

Please be sure you make all volunteers (including parents and grandparents) aware of the above information. Anything they observe while volunteering is confidential (i.e. Johnny was sent to the office today, Mary goes to special classes, Billy is having trouble with subtraction, etc.).

Custody orders often give a noncustodial parent access to school records when visitation with the child is limited. **Information about a child should not be shared with aunts/uncles, grandparents, etc., without written parental consent.** Grandparents, step-parents, etc., cannot sign legal papers such as field trip forms, report cards, IEPs, 504s, etc. Written parental consent is required for sharing information with Mental Health, doctors, etc.

Crisis Plan + Emergency Situations

In the event of a crisis, emergency, or lockdown, follow all procedures as explained in the Wallburg Elementary Crisis Plan. ***A copy of the crisis plan must be posted in every room beside the hall door before the first day of school for students. An extra classroom key must also be placed with the crisis plan in the event that a substitute teacher needs to go into lockdown.*** We will practice a Lockdown Drill during the first 10 days of the school year, and a Evacuate Drill during the first month of school. If at any time you have a concern or see a need to go to lockdown (ex. someone on campus with a weapon, child abduction, etc.), contact the office immediately. Additional drills will be practiced quarterly. If a code is called and we have not announced that it is a drill, please consider it a real emergency and immediately go into action.

As part of the crisis plan, it is expected that all staff members have the following items displayed in your classroom: Fire Drill Map, Tornado Drill Map, Evacuation Drill Map

Please see the Wallburg Elementary Crisis Plan for more detailed explanations and expectations for staying safe in the event of a crisis. ***Most importantly, note that in an emergency situation, staff should NOT make the first contact with parents. All communication will come from administration as soon as we can provide it to you and to our families.**

Cumulative Records

Cumulative folders are part of each child's permanent educational record. The information contained in the folder is confidential. The classroom teacher of record is responsible for maintaining accurate and up-to-date information as required by the North Carolina Department of Public Instruction. In addition, these records may be audited at any time by DPI. Should you have any questions or concerns, please address them as soon as you notice a problem.

Cumulative records are to be housed in the office and be locked up at all times. Folders may be taken from this location to update information or review. Please sign out any records when taking them and sign them back in again upon return. ***These records should not be kept in your classrooms.***

Please adhere to the following guidelines when handling cumulative records:

These records must never be removed from the building.

Do not allow students to handle records.

As you are looking through the cumulative folder to familiarize yourself with your students, check for the correct address, telephone number, etc. If out-of-date information is still in use, please update all necessary information. There may be several of the same changes to be made on different forms.

The office will transfer and copy cumulative folders and portfolios as needed.

Please see guidance if the folder is missing any information or if you have questions regarding the sequencing of cumulative information.

Curriculum + Instruction

The most important thing in a school is the curriculum that is taught to the students and the manner in which it is delivered. Differentiation is necessary to meet the needs of all students. Instruction should involve continual assessment and re-teaching for students who do not master concepts. Students need to be engaged in meaningful activities involving higher order thinking skills. Ideas and information gained at workshops need to be incorporated in teaching practices and shared with faculty and staff. **Lesson plans**

Custody Issues

This is very important. In a time of increasing custody conflicts, everyone must be very careful about noncustodial parents trying to pick up children. If anyone is aware of any children who are not to be picked up by one or both parents, please inform the custodial parent/guardian that they will need to bring custody papers signed by a judge to the office. This information is usually obtained in the office upon enrollment of a new student. *At the beginning of the year, check the cumulative record for any custody papers to note if any of your students have someone who should not pick them up.* If a noncustodial parent tries to pick up a child, walk the parent and child to the office and/or call for assistance immediately. Administration will handle the situation. Law enforcement officers will be called if necessary, and the custodial parent will be notified. Please be sure to make all resource teachers aware of custody issues as well. ***It is also important to ALWAYS check with the office when dismissing students to someone without a green card in the afternoons. Sometimes custody changes and teachers may not be immediately notified.**

Daily Schedule

Our school day runs from 8:00am to 2:35pm. **The workday for ALL staff will run from 7:30am-3:00pm.** Morning duties are from 7:30-8:00 am. **All staff will have morning duty from 7:30-8:00 am in your classrooms or as otherwise assigned.** Afternoon duties are from 2:35-3:00pm. During the school day, each teacher is expected to follow the master schedule. This will be monitored during observations and walkthroughs. A copy of your individual classroom schedule (that follows the master schedule) should be posted outside of the classroom door at all times. If you need to make an adjustment to your schedule due to a speaker, project, etc. please inform both administrators via email at least one day in advance.

Discipline + Student Code of Conduct

Good discipline is a cooperative effort and requires foresight, good planning, consistency, common sense, fairness, and many other facets too numerous to mention. The way a class is handled the first few weeks of school will, to a large degree, set the tone for the entire year.

Wallburg Elementary is a PBIS school. Review expectations using the matrix with the students the first days of school and revisit as necessary throughout the school year. Make sure to cover all common areas. Always look for the **POSITIVE** and utilize incentives and recognition of students demonstrating the qualities of good behavior. Start out the year being firm and fair. It is important to be kind and nurturing while consistently maintaining high expectations for student behavior. **Students can tell if they are not liked or respected.**

Formulate class rules, keep in mind what is developmentally appropriate for the students, and be consistent in the enforcement of rules. Every classroom needs to have a discipline system that is POSITIVE in nature. A student should not be allowed to misbehave for a number of days and then suddenly be punished for the thing he/she has been permitted to do in the past. Being fair, consistent, caring, and having a sense of humor will result in a minimum of discipline problems throughout the year.

Proper and complete preparation for class will increase interest and keep students busy. Always show students respect. **Whole class punishment for the actions of a few students is never appropriate.** All suspensions of students must come from the Principal or Assistant Principal. Students should not be placed in the hall outside a room as punishment. **No child should ever, under any circumstances, be yelled at or screamed at, embarrassed, or humiliated.** Additionally, please note that the State Board of Education policy deems that **recess cannot be taken away** from a child. They must have daily physical activity.

Disciplinary measures taken should be documented and kept on file in classrooms using the Minor Incident Report or other forms of documentation. This is especially important when dealing with students who consistently misbehave. Notify parents as soon as a problem develops. Parents would rather hear about problems first from the teacher instead of the Principal or Assistant Principal.

During enrichment and resource classes, the responsibility for discipline will remain with the enrichment and resource teachers. Therefore, enrichment and resource teachers should establish guidelines, procedures, and classroom discipline plans that will provide orderly instruction. Students should not be sent back to the regular classroom during enrichment and resource classes due to inappropriate behavior.

Student Restraint -- Students can only be physically restrained if they are a danger to themselves, other students, or staff (examples: fighting, biting, out of control behavior, threat of escape). ***It is not acceptable to place your hands on a student for any disciplinary reason.*** Please follow our Student In Crisis procedures and call the office for the CPI team if you feel restraint may need to be used. Only CPI trained team members should initiate student restraint unless a student is in severe danger of hurting himself, someone else, or is attempting to escape the building.

Dismissal Procedures

Bus Riders:

It is vital that teachers walk their students all the way to their bus each day. The teacher is responsible for them until they are on that bus. If the student gets on the wrong bus, etc., that will ultimately fall back on the teacher to handle the parent. Students should not be permitted to run in the bus lot and should never be ahead of the adult.

Car Riders:

We will begin using green car rider signs for student pick-up in the car rider line. If parents do not have a sign, they must be directed to the front of the circle to a staff member who will be checking IDs. The office must be radioed to check and make sure the person picking up the child is on the student pick-up list. It is imperative that we follow this procedure even if we know the person in the vehicle.

Staff Children:

If your own children stay after school with you, they should remain in your own classroom until you leave for the day. Staff children will not be permitted to roam the building or to sit in the office.

Dress Code

All staff are expected to exude professionalism in the way they dress and present themselves at school each day. It should be obvious to anyone who enters our school building who the teachers are, and who the parents/volunteers are. To accomplish this, please adhere to the following:

No jeans, shorts, or yoga pants are to be worn on instructional days. Shorts may be worn only on teacher workdays. Leggings may be worn with a dress or long shirt that comes down to the knees. Leggings may not be worn as pants. Excessively tight or revealing attire should not be worn. This also applies when attending a meeting or workshop where you represent this school whether in county or out of county.

Wallburg Spirit Day will be Friday of each week. You may wear your jeans on these days, and you must also wear a school t-shirt. All staff will have opportunities to earn additional 'Jean Coupons' throughout the year.

Exceptional Children (EC + 504)

It is every teacher's responsibility to be aware of and provide appropriate student modifications and instructional and/or testing accommodations as specified in an IEP or a 504 plan. These plans are legal documents and will be reviewed with you. Please keep in mind that we are ALL EC teachers and that we are all legally obligated to follow IEPs exactly as they are written, **no exceptions.**

Staff members should never indicate or suggest to a parent that their child needs or should be placed on an IEP or 504 plan. If a parent requests testing or a 504 plan for their child, please educate them about our PST and MTSS process. This ensures that all students receive interventions throughout the process. If a parent request is made verbally and/or in writing, please report this information promptly to the Instructional Coach.

Email

Email is one of the major lines of communication within the school and between school employees and parents. Please make sure you check your email daily and respond in an appropriate time frame. Sometimes emails concerning meetings, changes in procedures or schedules, or other important information may be sent out during the school day. Please be sure to check your email before school starts, throughout the day, and in the afternoon. Davidson County School email is not to be used for personal/non-educational reasons at any time. Depending on subject lines and words within the body of the email, some emails may be flagged for review by the Central Office. It is highly recommended you have a separate, personal email account to use as an alternative to your DCS account. **Your DCS email account is public domain and can be seen and reviewed by DCS staff at all times.**

Field Trips

Each grade level is allowed to take two field trips during the school year: One (1) field trip fall semester and one (1) spring semester. This does not include any whole school trips (Charity League, etc.). All field trips must be scheduled between **September 23, 2024 and May 2, 2025. No trips may be scheduled on April 4, 2025 or April 10, 2025.** No exceptions. Teachers will be given a ***Field Trip Checklist*** packet that includes steps for planning and scheduling field trips as well as forms that will be required for each field trip.

Field trips must be submitted at least 30 days prior to the trip date, and field trips that require charter buses must be approved and submitted at least 60 days prior to the trip date.

The grade level chair (or the person who planned the trip) will complete the ***DCS School Trip Proposal*** form and give it to Mr. DiBonaventura to approve. Once approved, Mr. DiBonaventura will give the form to Mrs. Donithan to enter in TravelTracker. Once everything is arranged and confirmed through Travel Tracker, Mrs. Donithan will email the staff with details about who will be going on the trip and the various forms you will need for the trip. (See ***Field Trip Checklist*** for examples of each of these items). Teachers will need to "personalize" the permission slip for your class to include the cost of the trip and any additional details before they are printed to send home.

It is your responsibility to make sure that all aspects of your trip have been taken care of, including lunches (lunch counts are due to the cafeteria manager at least 3 weeks in advance of the trip), permission slips, cost, etc., as outlined in the ***Field Trip Checklist***. Also, a pre-trip emergency bus evacuation lesson must be conducted before EVERY trip when you load the bus. Drivers are familiar with this but it is the responsibility of the person scheduling the trip to make certain it is completed on each bus. Please make sure a copy of permission slips are given to Mrs. Donithan before your trip.

You must plan trips that correlate with the curriculum and that will be worthwhile to justify the cost. All students should be included, even if they cannot pay. Administrators will help you project the cost for these trips and this will be collected through School Cash Online. ***Supervision is critical when taking students off campus. Parents may not serve as chaperones on field trips. Parents may not transport students to field trips. Parents may only sign students out from a field trip with proper identification, an approved sign-out sheet from the office, and prior approval from administration. This should NOT be a standard practice.***

Fire Drills

We are required to have at least 1 fire drill per month, including 2 during the first 10 days of school. Please practice fire drill procedures with students on numerous occasions throughout the school year. We will make an announcement before the drill. We will vary the times of the drills each month spanning anywhere from first thing in the morning to last thing before dismissal. Please prepare your students early. Please also be prepared for certain parts of the building to be 'closed off' or 'on fire' during a drill so we can practice alternative routes on a whim. ***Do not line up for the drill before you hear the alarm. If the fire alarm goes off unscheduled and unannounced, teachers should check the hallways before exiting the building to be sure it is safe to do so.***

Fire Regulations

Fire regulations do not allow anything to be hung from or attached to the ceiling and/or traffic areas (especially to doors), and nothing can be hung on blinds. No drop cords are allowed. Stringing power strips together is not allowed. No lamps, coffee pots, or microwaves are allowed in classrooms. *Also, no plug-in deodorizers or essential oils are allowed in classrooms.* No paper is allowed on door windows, and please keep things posted on doors to a minimum. *Air condition units should remain clear on top (no stacking papers or placing baskets, books, etc. on shelf). *No fabric or upholstered furniture is to be used in classrooms unless the original manufacturer's label is attached saying the fabric or upholstered piece is fire resistant and fire retardant.

Food Guidelines

Student Breakfast= \$1.50

Student Lunch= \$2.75

Adult Lunch= A la carte prices

If serving food to students in the classroom, the food must be commercially prepared or cooked by the cafeteria staff. Food from other sources such as restaurants, licensed caterers, and/or grocery stores is acceptable.

If a class is not going through the lunch line, the teacher must notify the cafeteria a week in advance. For field trips, there should be a **THREE** week advance notice. Parents can donate canned or commercially prepared food (not money for food) for a special event (i.e., Thanksgiving feast) as long as it is strictly voluntary and the food is commercially prepared or prepared in the cafeteria.

Food items cannot be sold in the school until after the last child has been served lunch. Due to healthy child guidelines, students are not allowed to buy sodas at school. Students may wish to bring their lunch from home. Their lunches from home may not include sodas or packaging from restaurants (ex. McDonald's nuggets box). They should not bring glass containers, items that need refrigerating, or items that need to be heated. Teachers are not to put items in refrigerators or heat items for students. This includes their children's lunches. Students who pack their lunch may also purchase additional items in the cafeteria.

Free and Reduced Lunch

A form offering free or reduced lunch and/or breakfast will be given out to families at the start of the school year and as students enroll. This year, lunch and breakfast will NOT be free for all students; therefore, families will need to complete the F&R form for lunch assistance. We will also give parents an opportunity to fill out the online form during Open House. If a parent should return the form back to the school instead of mailing the form back to the County Office, please send the form to the office or the cafeteria. If the parents request a free and reduced form, extras are in the office. ***Please encourage your parents to fill out these forms. Let them know that their participation helps our school!***

Grading Policy

The numerical grading scale for Grades 3-5 is as follows:

A (90-100)	D (60-69)
B (80-89)	F (59 & below)
C (70-79)	

Homework

Homework should be limited to essential review of daily class work. Please follow the Davidson County recommended time limits for homework:

Kindergarten- 10 minutes
First grade- 10 minutes
Second grade- 20 minutes
Third grade- 30 minutes
Fourth grade- 40 minutes
Fifth grade- 50 minutes

Students should know and understand how to complete assignments and should need minimal assistance at home. Many of our students do not have the support system at home to give major help on assignments. Pages of homework that take hours or busy work are not appropriate.

Please make sure you always check homework. Sometimes you can walk around and put a check on it to indicate that you saw it. Parents and students will not understand the necessity for homework if accountability is not attached to it. **Homework will be graded based on completion only. One MINOR grade may be given each quarter to represent all homework completion for the quarter.**

Housekeeping

Classrooms should be clean, clutter-free, safe, orderly, and inviting places. Our custodial staff works hard, and it is important that everyone does their part to help. Following are some general guidelines:

1. Teachers and students should strive at all times to keep the classroom as neat and clean as possible.
2. All chairs need to be put up when leaving for lunch or after school (depending on the custodians schedule for when your room will be cleaned).
3. Students should keep their desks neat and be responsible for the area around them. The floor around their desks should be picked up before they leave in the afternoons.
4. Before leaving each day teachers need to: **secure all windows**, unplug all AV equipment, turn off lights, turn off fans, and close blinds (inside edge up).
5. Notify administration if rooms are not being properly cleaned by the custodial staff.
6. Cleaning supplies must be kept locked up and out of the reach of children and away from food stored in cabinets (per Health Inspector). **Clorox and Lysol wipes are NOT allowed in your classroom.**

7. Notify a custodian or the office if a spill occurs on the carpet so the spot can be treated immediately.
8. When hanging items on the wall, you must use the DCS approved 'Mavalus Tape' -- see the office if you need more.

Grade Level Meetings

In order to stay more informed about our students, plan instruction and instructional timelines, exchange ideas, and discuss problems pertaining to your grade level, each grade level will meet weekly during your enrichment time. Some of these meetings may include the principal and instructional coach. ***The team should be using the standards and the Davidson County Pacing Guides during each planning session.*** If the grade level is unable to complete your planning for the week, it may be necessary to schedule additional time beyond the grade level planning time.

Inclement Weather

Listen to the radio or television announcements or sign up for Davidson County Text Alerts by texting "YES" to 68453.

In the event that inclement weather occurs, and it appears school opening might be delayed or canceled, local stations will carry the news. You should also receive a call from the Davidson County central office. If for some reason you do not receive these messages, please notify the office.

Staff members are expected to report to school at **regular time** if school is on a **delayed schedule** due to inclement weather conditions, unless told differently according to DCS. Assistants may use comp time to come in late on these mornings by emailing administration and the treasurer. If you do not feel that conditions are safe for you to travel, please call the school and speak with administration or the treasurer. On days when students are not to report and teachers have a workday (optional or required) due to weather conditions, teachers should report to work at regular time. **However, use your good judgment for safety in traveling to school. You may choose to use a vacation day for an absence on a teacher workday due to weather conditions.**

When school is dismissed early due to snow or ice, *staff will be permitted to leave only after all students have left the building and according to directions from the superintendent.*

Leave

****Anytime you are planning to be absent or are absent, you must notify John, Tonia, and Melanie.**** You are responsible for entering your absence into Frontline and securing your own sub through Frontline. This is non-negotiable. Absences must be entered before 6:30am on the day of in order to secure a substitute.

Annual leave, personal leave, advanced sick leave, and "no pay" days ***require prior approval by administration through Frontline. Failure to receive prior approval by the principal may result in a day without pay.***

Sick leave should only be used for illness, illness of an immediate family member, medical appointments for self or immediate family members, etc.

It is your responsibility to get coverage for your duties if you are going to be out. Teacher Assistants, please inform the teachers you work with if you are going to be out.

Lesson Plans

One of the keys to being a successful teacher lies in the area of planning and preparation. This is very time consuming, but there is no substitute for effective planning. Lesson plans will be checked periodically by administrators and must be shared weekly with administration through whatever lesson planning template your

grade level uses(planbook.com). These plans will be used when conducting walkthroughs and formal observations.

EMERGENCY LESSON PLANS

You will need to keep a file with forms and materials that a substitute would need. This should include: class rolls, password for voicemail, seating charts, lunch schedule, procedures for going to lunch, class rules & procedures, fire and tornado drill information, code procedures, list of students who need to be given medication and/or care plan, students who leave the classroom for other types of instruction.

In addition to the folder and plans that you have ready for a substitute, please make arrangements with your grade level teams to help facilitate lesson plans during an emergency situation. Please show your instructional assistant where you keep these materials.

Lice Policy

If you are conducting a lice check, please check the student out of sight of other children and be sensitive. If you have a child with live head lice, please notify the office and follow the Davidson County guidelines. **You will need to call for someone to pick up the child from school. Inform the parents that they must bring the child to the office for a lice check before the child will be allowed to return to class.** When a child is being sent home for lice, please inform the office of any sibling(s) so we may check them as well.

**It is imperative that you document dates and times that students are sent home for Lice. This information should be logged on the Lice Spreadsheet in google drive for your grade level. Each date that the student returns to be re-checked should also be documented on the spreadsheet, including whether they stayed or not. This information is pertinent to end of year attendance decisions and truancy court trials.

Mailboxes

Teachers are asked to please check their box in the office **every morning and after lunch**. This will save a great deal of time in making announcements on the intercom that will interfere with your classroom work. **Please do not send students to check your mailbox (this information could be confidential).**

Medication

School officials may administer medication to students if one of the following criteria is met:

The Parent Request and Physician Order for Medication Form is completed and in the possession of school officials.

Children may need to take short-term (2 weeks or less) medication after an acute illness. If a child is symptom free and a doctor recommends they can return to school, they may do so and have the medication administered as indicated on the pharmacist's label. The medicine bottle with the pharmacist's label and a medication form completed by the child's physician must be present.

A school official will give no medications unless it is in a container dispensed by a pharmacy with the student's name, name of medication, and the date the prescription was filled and directions clearly marked. If the doctor on a medication form orders a non-prescription medicine, the parent must label the container as noted above. The principal will determine whether non-prescription drugs not prescribed by the physician will be dispensed in their school. In addition, it is also the policy of Wallburg Elementary to require that school buses transport **NO** medication to school. The medication must be brought to the school by the parent. Additionally, **NO** medications will be returned home via bus. Parents must come to the school to pick up the medication.

Medications must be kept in a locked or secure place. The teacher must keep a log of the medication administered. This log should be kept with the medication for the duration of the school year. Emergency medications (inhalers, epi pens, etc.) must be kept with the teacher at all times and should not be locked up. We have one (1) AED machine on campus across from the main office. Only trained first responders should use these unless an extreme emergency arises.

Money Collection + Daily Folders

Money collection will be strictly done through our online payment system School Cash Online (SCO). Parents will receive a notice about how to sign up for an account and all school fees and monies (excluding cafeteria fees) should now be paid online through SCO. If money is sent in via the student folder, please send it to the office in your clear folder to be receipted, and then contact should be made to the parent to get them signed up online. Daily folders needing to come to the office should be placed outside your classroom door by 10:00am each day.

Observations, Evaluations, Walkthroughs

Certified staff will be assigned to an observation/evaluation group according to the year your license expires. All BT and probationary teachers must have four observations plus a summative evaluation. One of these observations will be a peer observation. Career teachers whose license expires this year will have three observations and a summative. All other career teachers will have two shorter observations on specific standards and a summative. All teachers must complete a Self-Assessment and PDP each year.

Each teacher will be required to have at least 8 documented walkthroughs using the DCS Walkthrough Tool. These walkthroughs will be completed by administration at various times of the day over the course of many days. You will receive email notification when these are completed.

Classified staff will receive an evaluation in the spring and will be trained on your evaluation tool at that time.

Office

The front office is often the first place observed by parents, visitors and guests. The office tends to be very busy. Help us to keep it a place that is well organized and pleasant. We want Wallburg Elementary to be a warm and inviting place to everyone.

We must assure that it is professionally operated at all times. The office staff have the responsibility of assuring that the office area is neat and well operated. Please assist them in their job by:

- Using the office telephones only when absolutely necessary.
- Making office visits brief and maintaining low voice levels.
- *Making sure students are supervised at all times. Make certain that someone in the office is aware of the student and why he/she is being referred to the office by calling, sending an adult with the child, or sending a note with the child.*
- Making sure you do not openly discuss students in front of visitors or guests.
- Be respectful to all office employees when discussing any and all matters,
- Be patient and understanding when asking for documents or assistance from office staff as they are juggling many daily responsibilities.

Parent Communication + Parent Conferences

Communication with parents is essential. **ClassDojo is schoolwide.** Please establish a routine for communication with parents, including weekly newsletters, E-mail, web page, agenda notes and phone calls. Please proofread everything for mistakes! Communication between parents and teachers during the school day is sometimes necessary. To receive messages, **please check your mailboxes, email, and voicemail at the beginning and end of each school day.**

When something happens in your room that could result in a call from a parent please prepare the administration and provide a brief description of the circumstances. We can best support each other when we know the details.

Classroom newsletters are a requirement for all grades – at least monthly, preferably weekly. Please have newsletters readily available for administration to see upon request; it is not necessary to give them to administration weekly. Parents can be given an electronic or paper copy. Please make sure to supply a paper copy to parents who do not have access to the internet. Remember these documents represent the school and the school system. Always be conscious of spelling and grammar as well as content and clarity.

Documentation is key for everything related to parent communication! Always document, document, document -- this will keep you out of a bind in touchy situations. Documentation can/should include: notes sent home/returned, minutes from parent conferences, parent phone logs, emails communication, etc.

All parents should be invited and encouraged to attend a parent conference after the first quarter of school. Parents of at-risk students should be invited to follow-up conferences throughout the year. We will hold several 'late night conference' nights on the calendar throughout the year to accommodate working parent schedules.

Politics in the Workplace

Board Policy 4.11.6 - Speech Pursuant to Official Duties

You do not have rights to speak as a “private citizen” on what you are paid to say.

Official duties: teacher teaches students, administrators interpret/direct/evaluate curriculum, etc. Therefore, there are no free speech rights while acting in these specific capacities.

- School employees can EDUCATE but not ADVOCATE.
- School employees should help students develop the critical thinking skills needed to form their own opinions about social and political issues. They cannot use their position to influence students or other employees into adopting particular positions or supporting particular candidates.
- If political discussions happen when students are captive audiences, employees should remain respectfully neutral.
- Employees can engage in political discussion with one another unless their speech interferes with workplace efficiency and harmony and those disruptions outweigh the employee's interest in free expression.

Professionalism

Remember that you always represent yourself, Wallburg Elementary, and Davidson County Schools.

Professionalism refers to how we act and what we say. Gossip and stories are never considered professional. Unfortunately, gossip does take place at ball games, the pool, online, and at community gathering places. Please be an ambassador for Wallburg Elementary School and make positive remarks about our school, our students, and your colleagues. If you are put on the spot about something going on at school, encourage the person to call an administrator. Please let us know to expect their phone call.

Professionalism also means being aware of your actions in hallways, playgrounds, the cafeteria, at dismissal, and on field trips. As educators, we are always on stage, particularly with the number of visitors we have in our school. Please be aware of your voice level and tone both in and out of the classroom. You may only “lose it

once” during the entire school year, but if a visitor sees you - that is the perception of you that will remain with that person. Remember, perception is reality.

Progress Reports + Report Cards

Report Cards are issued at the end of every nine weeks. In addition, you are expected to use the “Interim Progress Report” to inform parents about unsatisfactory work during the grading period or to recognize significant improvement in the quality of work being done. Please send work samples home on a weekly basis so that parents are informed of their child’s progress. It is also important for parents to know their child’s behavior.

Progress Reports should be sent home the weeks of:

- 1st Quarter – September 22, 2025
- 2nd Quarter – November 17, 2025
- 3rd Quarter – February 9, 2026
- 4th Quarter – April 27, 2026

Report Cards will be issued on the following dates:

- 1st Quarter – November 4, 2025
- 2nd Quarter – January 20, 2026
- 3rd Quarter – March 31, 2026
- 4th Quarter – June 17, 2026 (mailed)

PTO Requests

We have an incredibly supportive PTO here at Wallburg that is more than willing to purchase resources and materials for your classrooms when needed. To request items for purchase, please submit a Purchase Order Request Form to Tracy Cox in the office and it will be discussed with and approved by administration. Personal requests to PTO for items should not be made unless approved by administration. This will ensure that we keep accurate documentation of items purchased, for who, when, and why.

Public Relations

Wallburg Elementary School has had good relationships with its various stakeholders. Parents generally support what we are doing and we can see a growing interest from the public in what is going on in school. We want to help that interest continue and expand. The best way to do that is to be united, to depend upon each other, and to work cooperatively. If dissatisfied with any phase of the total school operation, the Principal requests these concerns are brought to an administrator. Through open communication, helpful solutions can be reached. Teamwork is greatly valued.

Safety

All main entrance, outside doors, and classroom doors are to be kept locked at all times. **Do not ever put rocks, boards, etc. in doors to prop them open. Always be sure that doors are completely closed and locked as your class is going in and out of the building.** Be sure your windows are closed and locked when you leave your classroom and at the end of the day.

Anytime a student needs to travel between buildings, please call the front office to let them know they are on their way. The office will watch the student on the cameras and/or send someone to meet them. **NO student should be allowed to travel alone outside the school buildings during the school day.**

All parents and other visitors must sign in at the office and get badges before going to classrooms. All employees need to wear their badges at all times. **If someone is in the building without a badge (including parents), please direct them to the office to sign in.** If you ever feel unsafe or see something concerning, please contact the office immediately. *Please instruct your students NOT to open a door for any adult, EVEN IF they have a DCS name badge. Students should find a staff member if they see someone without a DCS badge knocking or attempting to enter a building.*

Sick Children

If a student becomes ill it is the responsibility of the teacher/teacher assistant to call for someone to pick up the child and to bring the child to the office/sick room. **Please do NOT leave a student in the sick room without notifying someone in the office that they are there.** If a child is hurt or you have a question regarding rashes, fevers, etc., don't hesitate to contact the office. We will be glad to assist you. If a parent is called from the classroom about a sick child, please notify the office so they can be aware should the parent call back to school.

Staff Development Credits / Licensure Renewal

You will sign a Staff Development attendance login sheet each time there is PD **at the school**. If you attend, you must fill it out **AND** sign the attendance login sheet while at the training. You will be responsible for entering your PD attendance on the digital **2024-2025 Wallburg CEU Umbrella Form**. Ms. Donithan will not go back and check behind every attendance login sheet, so make sure you enter your information on the digital umbrella form. All links and directions are included on the **Wallburg CEU Staff Development Google Form Process** form that has been shared with all staff. Please give Ms. Donithan a copy of your certificate from any PD/workshop that takes place somewhere other than at Wallburg or in DCS that is not a DCS-sponsored PD/workshop. Ms. Donithan will use the certificate you turn in to enter your off-campus out of district workshops, and any online PD you do as well. If you sign in at another campus or building in DCS, you will NOT need to turn in those certificates. If you attend training at any other DCS location, you will sign their log sheet and it will be sent straight to the CO. Keep track of the session, date, location and hours. If you are renewing your license this year, make sure that you have gone to the DPI site and created an account. Links and complete information are included in the **Wallburg CEU Staff Development Google Form Process** form. If you have any questions about Staff Development Credits or Licensure Renewal, please see Ms. Donithan.

Staff Meetings

Most meetings with staff members will be scheduled outside the instructional day. You should keep Tuesday afternoons open for the following monthly meetings:

First Tuesday	SIT Meeting
Second Tuesday	Teacher Advisory
Third Tuesday	ALL Staff Meeting
Fourth Tuesday	Professional Development

Please do not plan appointments (doctor, dentist, hair), conferences (IEP meetings, parent conferences), etc., or plan to leave early on Tuesdays because any Tuesday could change to a whole staff meeting.

Student Supervision

The supervision of students is the responsibility of the entire Wallburg Elementary School staff. **This is the most important thing we do.** Our responsibility for supervision begins when we arrive at school and ends when we leave in the evening. Supervision includes monitoring students during their arrival, departure, and in the halls during transitions. Our responsibility is to ensure student safety and confront inappropriate behaviors when they are observed.

In addition, staff members are legally responsible for the students assigned to them for the entire school day. Please note the following guidelines:

- Never leave a class unsupervised or unattended.
- Students are to remain in the classroom until the bell rings or a staff member dismisses them. Students should travel on the right side of the hallway to minimize traffic.
- Students must be escorted to lunch, buses, and the car rider line.
- To limit unsupervised students in the morning, buses will not release students and the front doors will remain closed until 7:30am.
- Students should be supervised at all times on the playground/during recess. We have the most student injuries and fights on the playground most often due to lack of supervision.
- Teachers should not leave class to escort students to the office for discipline reasons unless asked to do so by administration. An office staff will report to your room for severe disruptions.

There are always children who arrive early or stay after dismissal for many different reasons, whether they are teachers' children, students for tutoring, enrichment, making up work, or students that we invited to help us in some way. **Remember that we must accept responsibility to supervise these children while on school grounds.** We cannot allow them the freedom to roam halls, be in the office, visit the teacher's lounge to get snacks, hang out around the school, etc. Most of all we cannot allow them to distract us from using our time wisely during working hours.

Employee's children should not be present in the school building on Required Workdays. While this presents many concerns including possible interference with job duties, it is also a supervision and liability issue when staff members are in training or PD sessions. Employee's children may be allowed in the building on Optional Workdays as long as they are not a distraction to other employees working in the building.

If you assume or are assigned responsibility for children in the afternoon, or if you are a parent and your children will be staying here with you, please talk with them about what is expected and make sure the rules are followed. Please adhere to the following guidelines:

- Students should report to the room of the supervising teacher *immediately* at dismissal. Children of Wallburg Elementary employees should go *directly* to their parent's room/area at dismissal.
- Children should not be in lounges, in and out of the office, or up and down the halls.
- Children should not interfere with other staff members as they do their jobs.
- Make plans to take care of their needs (restroom, snacks, etc.) soon after they arrive. Do not leave students unattended in classrooms, halls, lunchroom, or outside.
- **If you are called out of your room, ask someone to keep an eye on your students/children. Students may never be left unattended in your classroom.**

Title IX

The Davidson County Board of Education believes all students and employees should be free of unlawful discrimination, bullying and harassment, including sexual harassment as part of a safe, orderly, and inviting learning/working environments. The Board is committed to nondiscrimination in all educational and employment activities and expressly prohibits unlawful discrimination and harassment on the basis of race, color, national origin, sex, pregnancy, religion, veteran status, age, or disability. The Board prohibits retaliation against a student

or employee exercising rights made available through state or federal law, and also prohibits retaliation for reporting such violations. Policy violation is serious, appropriate action will be taken, up to and including suspension (for students) and termination (for employees).

For additional information contact, Title IX coordinator: Lydia Hedrick, Assistant Superintendent for Human Resources
Davidson County Schools, PO Box 2057, Lexington, NC 27293
336-249-8181

Grievance procedures are as follows:

Employees who desire to file a grievance concerning the decision of a principal or supervisor or report illegal or improper behavior including any form of illegal discrimination or harassment should follow policy 4.13 in the Teacher's Policy Manual. This is available in the school office or the personnel division of the central office. Students who desire to file a grievance or report of illegal discrimination or harassment should report the concern, in writing, to the school principal. If the student finds it inappropriate to file the grievance with the principal, he/she may submit the concern in writing to the Office of the Superintendent, Davidson County Schools, PO Box 2057, Lexington, NC 27293-2057

Tobacco + Vape Free Schools

Davidson County Schools are tobacco and vape free. According to Davidson County School Policy, all school employees shall not smoke, dip, chew, or otherwise use any form of tobacco products:

- In the presence of students or on school property at any time: this includes personal vehicles.
- On school sponsored transportation used to transport students.
- At school sponsored activities with students.

Any staff member found abusing this NO Tobacco Policy will receive a written reprimand and any additional offenses may result in dismissal.

Transportation Changes

All transportation notes MUST be sent to the office in your yellow transportation folder. Please make sure that the note includes the child's first and last name and the teacher's name before turning the note into the office. No child will be allowed to change transportation without a written note from a parent. We are not allowed to take transportation changes over the phone. Transportation changes WILL NOT be accepted after 1:30 - please be sure to reiterate this to parents at the start of the school year. It takes time to notify all parties of changes. We want all students to arrive safely at their destinations in the afternoons. Last minute changes impede this process and create safety concerns.

Early Dismissal: *Students who need to leave school early must be picked up by 2:00 p.m. No early dismissals will occur after this time as early dismissals after 2 pm create confusion and cause safety concerns.*

Volunteers + Background Checks

Any volunteers who wish to work in our school and within your classroom must complete the Wallburg Volunteer Contract with the office, as well as have a background check. ****You must check with the office to see if your parent has a clear background check on file. If not, it must be completed and passed before they can be around our students.*** Parents and community volunteers are NOT to be in your classrooms or accompanying your class on a field trip until the office verifies that we have both of these documents on file, and we give you approval to contact your volunteer and set up a work schedule. ***It is imperative that we know who is in our building at all times, and that they are here to help our students and to help you as teachers. Volunteers may be asked to step down from their duties at any time at the discretion of the principal.***

Working Hours / Timekeeper

The workday for Wallburg teachers is from 7:30 until 3:00 unless assigned duties require otherwise.

All CLASSIFIED staff must sign in and out via Timekeeper. All CERTIFIED staff must sign in using Timekeeper but will not need to sign out. Any staff member leaving school grounds before 3:00 pm must have **PRIOR approval of the Principal** and should sign out on the clipboard in the office. Under no condition should a class ever be left unsupervised. **It is imperative that everyone is here on time and in your room to begin the day no later than 7:30 am. If an emergency arises, please notify the office as soon as possible.**

When certified staff are absent, it is YOUR responsibility to provide sub plans for your class. This is not the responsibility of your grade level team members.