Welcome Elementary School Handbook
Staff Expectations and Guidelines
2017-2018



5701 Old Hwy. 52
Lexington, NC 27295
http://wes.davidson.k12.nc.us/

Phone: (336) 731-3361 Fax: (336) 731-2799

SCHOOL ORGANIZATION

The Vision and Mission of Davidson County Schools

The vision of Davidson County Schools is to graduate ALL students future-ready and globally competitive.

The mission of Davidson County Schools is……

- to empower students to achieve high academic goals.
- to challenge educators to uphold high professional standards.

Welcome Elementary Faculty Handbook

This handbook is designed to provide you with information on Welcome Elementary School's policies and procedures. Hopefully, the information in this book will assist you in the many activities that you will be confronted with on a daily basis.

An Opening Thought from the Administration

A common vision of where we want our students to be is extremely important. In our leadership roles, it is our hope that teachers find themselves in an environment that is conducive to growth that helps maximize their potential. We need to concentrate on the positive. If we think more about the obstacles than about doing what we need to do, we will not succeed. Your leadership style is the most important factor in creating a positive classroom environment.

What we envision at Welcome Elementary is a strong team spirit where site management is a reality and opinions are valued. We believe that good decisions can be made when knowledge is sought from all staff members. We believe that all staff members are important and have knowledge that must be tapped. There can be no growth without risks and no progress made without mistakes. An atmosphere of risk taking will be encouraged and mistakes seen as an integral part of the process. This may involve changing the way we do things, to building on to what we currently do; which results in a new approach.

As administrators, it is our duty to encourage your growth and development and find ways to offer staff opportunities for such growth and development. Please continue to do everything you are doing better, spend more time communicating with co-workers, serving on committees, and launching new projects. Together, we must wholeheartedly believe that we will make Welcome Elementary a **School of Excellence**. We need to believe in one another, support each other with positive interactions, keep communication lines open, and take risks. Together, all doing our part, we maximize our potential.

Discipline

A safe, orderly, and well-managed school is a prerequisite to learning and achieving our goals. We all bear the responsibility for school discipline. Students will not be allowed to do the following:

1. Keep a teacher from teaching.
2. Keep other students from learning.

To understand this, we need to understand the difference between **preference** and **principle.**

Preference and Principle

Preference *- this is what you would like for students to do. Their behavior at this time has nothing to do with your instruction or other students learning. You may prefer students sit up straight, have pencils sharp, not have long (or short) hair, finish their homework, love to write, and the list can go on for miles. However, to*

have an atmosphere where students can and will learn, preference is not the issue - the issue is: "Is what the student doing keeping me from teaching and preventing the other students from learning?" If it is not, then you are dealing with a matter of personal preference; not a classroom disruption or barrier to education. Very often preference can be detrimental to student achievement. When carried to an extreme, students may be so busy worrying about the atmosphere of the classroom, their learning falls by the wayside. Students learn best in an atmosphere that is comfortable for them and the teacher.

Principle – the action the student is doing actually keeps you from instructing the other students or is keeping them from learning. The student is now in the area of principle and the action must be dealt with then. When you work in the area of principle, order is maintained and disagreements are minimized.

To avoid a game of "gotcha," students must be aware of the rules. Each teacher is responsible for developing and implementing a discipline plan for their classroom. Part of this plan should be the dissemination of the rules and principles of the classroom. These plans should focus on issues of principle. The guiding purpose of this plan should be to avert discipline problems before they begin. Frequent and early contacts with parents about student behavior are encouraged. Do not forget to reward good behavior with notes of praise to parents, and/or kind words to the student. These students are our future, treat them well and our future becomes better. As part of your discipline plan, situations may arise that require extreme measures. Contact the office immediately in these circumstances.

We have a firm belief that teachers should be supported in discipline matters. However, you must position yourself in areas of principle and not allow yourself to function in the world of preference. To better support you in your discipline plan we must be made aware of your rules and their rationale. Your discipline plan is a covenant between you and your students, when you are upholding your side of the covenant; we are moved into the realm of principle. We do not function effectively in the world of - "He said, she said" or "They should know better...." When the situation becomes "They had fair warning" - we are in the realm of principle.

Staff Expectations

- Your attitude towards work, this community, your profession, and this school will determine to a large extent the attitude the public holds for the profession and the school. During the school year we all will be faced with something we do not like. Dwelling on the negative creates more negatives. Focus on finding good things and you will find they greatly outnumber the bad.
- At times we all need help. It is part of being human; none of us has the entire package. Support and help each other. Do not wait for something to happen that needs attention. If you need help, ask.
- **Gossip is a killer. Our students play the game of "he said, she said" We do not have to do so. Treat others the way you wish to be treated. None of us enjoys the thought of people speaking behind our backs, which means we should not do it about others. If the issue is a concern, go to the person, not to the grapevine. The vine will eventually grow back and strangle you.**
- Constructive criticism is to be made directly to the particular school employee who has the administrative authority to improve the situation, and then to the superintendent, if necessary. Demonstrate integrity, respect and commitment to the truth through attitudes, behavior and dress.
- Address or appropriately direct any complaints concerning the school, the school program or school operation.
- Support and encourage good school-community relations in all interactions with students, parents and members of the community.
    - Legal Reference: G.S. 115C-47, -307, -308

STAFF ATTENDANCE EXPECTATIONS:

- **The "official" length of the teacher's day will be from 7:45 am until 3:15 pm. Teachers have permission to come early and stay late!** ***Our belief is that doing the job when it needs to be done should be the priority.*** **Students will need assistance during the year before and after school. Please plan to be "on the job" during the above stated times. It is important that you be in your room by 7:45 am. If we expect students to be on time and ready, we must set the example. You should be in your assigned duty location during those times you have duties assigned to you and be responsible for finding a substitute when necessary.**
- **Instructional Teacher Assistants** are a valuable asset to the educational environment of the classroom. You are an influence in a child's education and when you are absent, it is felt. Please make all efforts to be consistent in your attendance as it does affect the learning environment of the classroom. The 'official' length of a teacher assistant's day is 7:30 am to 3:00 pm.
- **Upon arrival and before leaving each day, all classified staff must clock in and clock out of TimeKeeper. Certified teachers must clock in on TimeKeeper only but do not sign out.** All teachers should be in their classrooms **no later than** 7:45 am (not clocking in). Do not go to your classroom and then clock in later in the day. If you are running late, call the front desk to let us know. If you are unable to clock in upon arrival or forget at departure, please complete a pink form and turn in to Sherri so that your time can be adjusted to reflect hours worked. Staff must clock themselves in and out, not other family members, i.e. students.

ABSENCES:

Types of leave:

- ***Sick leave*** **may be used for your personal need or a member of your immediate family.**
- *Vacation days* may be used by teachers only on days that students are not in attendance (10-month staff).
- *Personal days for certified staff* may be used when/as the need arises - Please notify the administration at least five days in advance of a personal leave so we may process the request with the county office.
- Once an employee has met 10 days of absences for whatever reason or combination of reasons (sick, vacation, without pay, etc. Donna Gibson will be notified to assist in a plan for that employee. These do not have to be consecutive days, rather when an employee has met 10 days absent.

- ***Family Leave*** **may be used for anyone who is out for personal illness, birth of a child, adoption of a child, illness of children, spouse, or parents for more than 10 days (even if sporadic). Call Donna Gibson in Human Resources to discuss whether you qualify for FMLA benefits.**
- **If an employee is out on FMLA, they will not do lesson plans, grade papers, and may not come into the building to check on things or prepare for their return.**
- *Extended Sick Leave* requires prior approval with a doctor's written statement of illness. If you are planning on taking any sort of medical leave at anytime during the year, please call Donna Gibson for an appointment to complete the required forms. It is important that this information is communicated as early as possible. This will have to be submitted to Julie Hamilton for approval before the use of EXSL appears on the turnaround. Only licensed personnel are eligible for Extended Sick Leave.
- **Substitute teachers**: The most important individuals in the daily operation of the school are teachers. When you are absent, little will occur in your room as it relates to your curriculum and student learning (a lot of other stuff may go on though)! Detailed information regarding the daily schedule, cafeteria procedures, restroom procedures, etc. should be made available to the substitute. Substitute teachers will perform their best when left with instructions that are your best.
- In order for a substitute to come and carry on effectively, prepare the following *substitute folder:*
    - Have lesson plans in writing
    - Include in your plans additional assignments such as class projects, group responsibilities, text used, and special instructions
    - Have a class roster with any special information (i.e. - Susie has permission to go to the bathroom, Billy takes medicine at such a time, Tommy goes to Guidance on Wednesday, etc.)
    - Have attendance sheets available or notify where they may be located
    - List students that may be of assistance to the sub

NOTIFICATION OF SUBSTITUTES WILL BE HANDLED BY THE STAFF MEMBER

- **When absent, please contact teachers and TA whom you work with (or vise versa) to make them aware. Also please, notify Sherri and Mrs. Rich by text when you will be absent. If you are a bus driver, please notify Loryn. This is for all staff.**
- ***When a teacher knows that he/she must be absent, he or she is responsible for obtaining his or her own substitute teacher.*** A list of available substitutes will be provided for each teacher. For emergency absences, call or text Sherri Dry **after 6:00 am on her cell and at school after 7:00 am.**
- If you should become ill while at work, please contact Sherri if you are unable to find a sub.
- A *Request for Leave Form* must be completed and turned in to Sherri each time you are at a conference or take a personal day. If you are aware of an absence in advance, please contact your substitute, fill out the form and turn it in to Sherri in advance. **If you have to be absent and have no advance notice, please contact your substitute and then contact Sherri at school to notify her of your absence and of who will be your substitute.** ***If you have been unable to find a substitute by the date of your absence, contact Sherri with a list of people you have called so she can contact potential subs for you before relying upon teacher-coverage.***

- Please aid the substitute with anything necessary to enable him or her to carry out the instructional program. Recognize the importance of substitutes and give words of encouragement and support. The principal/teacher should make the substitute aware of discipline procedures and policies. Actively recruit substitute personnel.

SCHOOL BOARD POLICY CHANGES

THE COMPULSORY ATTENDANCE LAW FOR STUDENTS

Attendance in school and participation in class are an in integral part of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: "Every parent, guardian or other person in this state having charge or control of a child between the ages of seven (7) and sixteen (16) years (or) under age seven (7) who is enrolled in a public school in grades K-2... shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session..." (Public Schools Laws of N.C.: G.S. 115-C- 378)

(NC STATE LAW - HOUSE BILL 558)

Requires the parent to send a written excuse for every absence within 3 school days.Failure to submit appropriate documentation as to the reason for the absence(s) within three (3) days of returning to school will result in the absence being coded as unexcused. an absence may be excused for any of the following reasons with a written excuse from the parent or guardian:

1. Personal illness or injury occurs that makes the student physically unable to attend school
2. Isolation ordered by the State Board of Health
3. When there is a death in the immediate family (including but not limited to the grandparents, parents, brothers and sisters) of the student
4. When the absence is due to a medical or dental appointment, appropriate documentation is required. Appropriate medical documentation if presented by the student can include:
    a. Dated doctor's statement on letterhead
    b. Diagnosis by physician - clarifying whether illness is a prolonged illness contributing to, or which could be contributed to, a pattern of absences requiring a student to be out of school and further clarifying when a student should be able to return to school.
    c. Dated parent's note stating clearly the reasoning for the student's absence and/or referencing a previous diagnosis rendered by a medical professional and submitted to the principal
5. Participation under a subpoena as a wirness in a court proceeding
6. A minimum of two days each year for observance of an event required or suggested by the religion of the student or the student's parent(s). The student's parents must give the principal written notice of the request for an excused absence at least three (3) days prior to the scheduled religious observance. The student shall be given the opportunity to make up any tests or other work missed due to such an absence for a religious observance;
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page with prior approval from the principal/designee.
8. Pregnancy and related conditions or parenting, when medically necessary.

9. Visitation with the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy, 6.39.6, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

****Absences due to extended illnesses generally require a statement from a doctor. After 12 absences, a doctor's note will be required for all future absences.****

A child must be in attendance in the classroom for a minimum of one half of the school day to be counted present for a day. This means a child must be in the classroom a total of three hours and fifteen minutes (3 1/4) hours per day. The mid-point in our school day is 11:15 a.m.

Attendance policy**. Updated: August 7, 2017**

6.36 HEAD/NIT CONTROL (Adopted/Revised 6/29/17) (Formerly Head Lice Control)

Any student identified with head lice will be sent home at the time live bugs are found for treatment of the lice and removal of nits (eggs) from the hair. A packet containing lice and nit removal instructions will be sent home for the parents. It should be counted as an excused absence if a student is sent home prior to having been at school long enough to get counted present for the day. Students should return to school no later than the following day. Returning students should be accompanied by an adult and report to the school office to be screened again by the school designee for any remaining live lice. If live lice are found after being checked, the student should return home for an oil treatment or other alternative non-chemical treatment. It will be treated as the same occurrence. A student will be excused no more than two (2) back-to-back days for three (3) occurrences due to the presence of live lice. The family will be referred to the school nurse and/or student services (social worker or school counselor) for assistance as needed to review treatment and removal efforts, give suggestions to remedy the problem, and assist the family with a plan. All unexcused absences are subject to the consequences as set forth in the Davidson County Schools' attendance policy. Every effort should be made to keep the child in attendance to remain on track academically.

Title IX and Student Grievances

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 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).

Title IX coordinator: Julie Hamilton, Assistant Superintendent of Human Resources
Section 504 Coordinator: Tamera Holcomb
ADA coordinator: Dr. Emily Lipe
Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8182

DCS ELEMENTARY NON-NEGOTIABLES:

- PLCs will meet weekly, produce and submit documentation weekly, create common formative assessments, and analyze data
- Build a master schedule that ensures time allotments for the content blocks and two RIME blocks (reading and math). RIME: Remediation, Intervention, Maintenance, and Enrichment.
- Adhere to the DCS Pacing guide and utilize the curriculum guidebooks as a resource for lesson planning.
- Post learning targets that are aligned with the NC Common Core/Essential Standards in student friendly language and reference during the lesson.
- Provide targeted instruction based off of common formative and summative assessment data.
- Align targeted instruction so that students may achieve or improve content mastery through remediation, intervention, maintenance, and/or enrichment activities (RIME)
- Administrators conduct a minimum of 16 documented walkthrough observations for each teacher
- Adhere to DCS 3-12 Grading Guidelines

WELCOME ELEMENTARY GENERAL AND INSTRUCTIONAL EXPECTATIONS:

- "It shall be the duty of all teachers to help maintain good order and discipline in the school to encourage temperance, morality, industry, and neatness; to promote the health of all students, especially to ascertain the cause of non-attendance and report all violations of compulsory school law to the principal; and to enter actively in the plans of the superintendent and principal for the professional growth of the teachers." (NC Statute 11 5C-390, 11 5c-1 46)
- Adhere to the Common Core and the North Carolina State Essential Standards and use appropriate pacing. Units should follow this content rather than holidays or seasons.
- Provide collaborative experiences (PLC's) within the school that reinforce the curriculum by meeting weekly with grade level teachers.
- Create collaborative writing experiences that enrich a child's learning experience.
- Incorporate PBIS, literacy strategies, PBL's, Critical Thinking Skills (Revised Bloom's Taxonomy), and the DCS Writing Plan.
- Limit the use of worksheets. **Multiple methodologies should be used to ascertain student progress.** Word searches and crossword puzzles are busy work and should not be used. They do not encourage higher order thinking.
- Create a classroom environment that encourages effective learning and is appropriate to the maturity, ability, and interest of the students while being intellectually challenged.
- Lessons should be engaging, interactive, and focus on students' needs. Time on task should be a focus, with teacher talk monitored. Beware of teacher talk vs. student talk.
- Use a variety of instructional techniques and instructional technology. Utilize digital resources, such as Discovery Streaming, Homebase/SchoolNet, ClassWorks, Kahn Academy, and others.
- Keep appropriate up-to-date records on student progress in all areas, If we do not track progress, or lack thereof, we cannot grow our students effectively.
- Please have lesson plans completed weekly and available for administrative review in an specific location in your classroom. These may be viewed during walk throughs, observations, and/or post conferences.
- Utilize class time wisely. Start instruction by 8:10 am. Minimize time lost in transition between subjects by prior preparation, organization, and focus.
- Keep learning targets current with daily lessons. Review these before and after lessons to ensure mastery.
- Fully implement exceptional children and 504 plans. **This is a federal mandate and failure to comply can have serious financial repercussions.**
- Monitor playground and outside activities closely. If a child is injured in any way at school, fill out an incident report. Teachers should call the parents and inform them of the injury, as you are the eyewitness. Call for assistance if a serious injury is suspected. **Do not permit running on the mulch on the playground.**

- Limit personal cell phone use at school. This includes the playground and cafeteria. Radios should be used to contact the office or custodians. Cell phones should not be out during instruction by teachers or Instructional Assistants.
- Students should be active participants in their own learning for all subjects (communicating, collaborating, thinking critically)
- Instructional time is a precious commodity. Please use time effectively. Time should not be scheduled for class bathroom breaks. Snacks should be eaten while students are actively engaged in a lesson. Time for afternoon packing up should be limited.
- Utilize the resources in the book room.
- Videos and movies should not be shown during the school day. Discovery Streaming should not be utilized to show full-length shows, videos, or movies.
- **Instructional assistants should be scheduled to work with students. Time should be spent with small groups or individuals. While sorting and distributing papers is necessary, this should not be the primary use of a TA's time. Time spent making copies should be limited. Tanda will continue to laminate once a week and print copies as needed. Please provide them in advance of the day you need them.**
- The administrative team will conduct informal and formal walk-throughs throughout the school year to gain a better of understanding of how to provide support for students and teachers.
- Public School Works online safety training is required for each employee on an annual basis. The time taken for the completion of these courses is recorded. It is imperative that each employee fully participate in each assigned class so that all safety expectations are understood.

COMMUNICATION EXPECTATIONS:

- Be proactive and establish open lines of communication with parents.
- Document conversations with parents on the Parents Contact/Good News Call form in your packet. You may document contact with a parent from the Annual Public Meeting and/or Grade Level Night. Any parent not attending either of these two nights must be called within the first 3 weeks of school.
- Continue to make Good News phone calls to parents throughout the school year. Log these calls on your parent contact log sheet.Each teacher will maintain a parent contact/remediation log (notebook supplied) on all their students. This log should be accessible to administration at all times. It must be kept up to date to be used for parent/teacher conferences. The Classroom Parent Communication Log, Intervention Action Plan, and/or other DCS Student Accountability Forms should be housed in this notebook. Keep these books placed by the telephone in your classroom. Please throw away all old forms and replace with new ones each year.
- Agendas/Folders should be sent home daily. Teachers and parents should sign the agenda daily. (Grades 3-5)
- Websites should be kept up-to-date. Newsletters will be posted on your website weekly.
- Schedule at least 3 conferences with families of at-risk students during the school year.
- All student information is confidential. Please be mindful of what you say, where you say it, and who you say it around.
- Use a positive tone with students. Students are more likely to respond in a positive manner, when that tone is used with them.
- Never speak to or e-mail a parent/co-worker when you feel upset. Give yourself time to collect yourself and gather your thoughts.

- If you have scheduled a special event with your class or grade level where parents and/or other visitors will be attending during the instructional day, please notify the office beforehand so that proper directions and communication can occur.
- Electronic communication (Facebook, emails, texting, etc.) should not occur with any student for any reason.

CLASSROOM ENVIRONMENT:

- Classrooms should be safe, orderly, friendly and inviting.
- Limit the use of commercial products.
- There should be no more than 1 teacher desk in a classroom, preferably none.
- Classroom/hallway displays should be of authentic student work.
- Cookie cutter artwork and worksheets should not be displayed.
- Limit the display of seasonal art in the classroom and hallway.
- Students should be seated in groups for collaboration.
- Each subject should be represented in the classroom.
- Word walls should be posted and display academic content in view of all students. Please keep these current and add words as needed. If it is not an active instructional tool, it has no purpose.
- Keep your classrooms and all storage areas neat, organized and clutter-free.
- We should NOT subject children to embarrassment by:
    1. Isolating children in the hallways for extended periods
    2. **Yelling at students**
    3. **Arguing with students**
    4. Fussing at students in front of their peers
    5. Using mass punishment
    6. Asking children to take names for you
    7. Breaking our own rules of conduct
    8. **Using sarcasm**

HOMEWORK:

- Teachers will ensure that homework is a part of student success. This may require differentiation for some students in your class.
- All homework assignments should reflect current instructional standards and age/grade appropriate in length of time.
- Grading homework is not advised due to the fact that some students have help and some students do not. Checking/reviewing homework is expected.
- Always follow the DCS homework policy. The Davidson County Schools homework policy which sets the following time guidelines for homework: students in 1st , 2nd , and 3rd grades – no more than 30 minutes nightly, students in 4th and 5th grades- no more than 50 minutes of homework nightly.

ADDITIONAL EXPECTATIONS:

1. Teachers will implement PBIS and appropriate effective discipline, which is clear, fair, and consistent. Rules, rewards, and consequences will be clearly posted in the classroom and communicated to parents in writing within the first three weeks of school. Please keep documentation of this on file. Students will not be placed in the hall for time-out.

2. **Teachers are to model desired student behavior; therefore, yelling and sarcasm are never appropriate behaviors from a staff member.**
3. Due to the parent portal access, grades should be kept up-to-date and entered on a weekly basis.
4. Teachers will maintain complete and current student writing portfolios. The Principal and Assistant Principal will conduct periodic checks of portfolios.
5. Teachers will complete assessments on each student in accordance with Davidson County/NC Policy.
6. Teachers will have all field trips approved by the Principal three weeks in advance of the trip and follow DCS policy related to field trips. Teachers will take 1 field trip in the fall and 1 in the spring. The Assistant Principal will handle field trips after initial approval is given and dates are cleared with the Principal. When you call for dates, get several so that we can work with the school calendar. We cannot overcharge for field trips and use the money for other classroom needs or end of the year parties. Travel Tracker is an online program that will be used to manage field trips. This will be the program that teachers, treasurers, and administrators use for all field trip requests and items.
7. Staff Meetings and staff development are mandatory meetings. Please keep **the last Thursday of the month** clear of appointments for monthly faculty and professional development meetings. The first Thursday of the month should be reserved for SIT meetings. The second Thursday of the month is reserved for Beginning Teachers' meetings. Do not schedule parent conferences for these days.
8. Teachers will be prompt in all of their regular duties including homeroom, enrichment classes, duty assignments, paperwork deadlines, lunch times, etc. The classroom teacher/assistant is expected to walk students to enrichment classes and pick them up. Students should never be unescorted in the hallways.
9. Teachers will keep students under their direct supervision at all times- **this includes the playground**. If you need to leave your classroom, please ask another teacher or staff member to supervise your class.
10. Teachers will post class schedules outside their classrooms before the first day of school and turn in one copy to the principal, one copy to the assistant principal, and one copy to Frances. Class schedules should also be on each teacher website.
11. Teachers will take attendance by 9:00 each morning. No one other than the teacher should take attendance.
12. Teachers will obtain approval from the Principal before leaving the building during a school day (for emergencies only). Staff will clock in and out of Time Keeper should this be approved.
13. Classified staff members are not allowed to receive comp time for any reason.
14. Per OSHA, no upholstered furniture is permitted in classrooms. All flags must be dipped.
15. Due to insurance issues, teachers will not be able to have electrical appliances in their classrooms. (lamps, coffee makers, microwaves, refrigerators, Christmas lights, etc.) Christmas trees are no longer permitted in the classrooms. One tree will be decorated in the lobby.
16. Teachers will post a copy of the fire escape plan and tornado plan by the hall door. Hang your safety plan in the same area for easy location. Emergency bags should be taken with classes at all times due to the chance of an emergency. Please notify the Assistant Principal if you cannot locate yours.
17. **Children of employees should remain in the employee's classroom before and after school.**
18. Vending machines are to be used by adults only or with adult supervision.
19. All staff members should wear their identification badges <u>at</u> <u>all</u> <u>times</u> to ensure safety in the event of an emergency. This is a Davidson County Schools Policy.

<u>INSTRUCTIONAL ASSISTANTS:</u>

1. Assistants will actively support the educational philosophy and goals of Davidson County Board of Education.

2. Assistants will actively support and implement the mission, vision, and objectives of Welcome Elementary School and our School Improvement Plan.
3. Assistants will participate in the development of school policies and procedures and work within the guidelines established. Instructional assistants' classroom assignments will be based upon the needs of our students and the school and may change from year to year as our needs change.
4. Assistants will be **prompt** in attendance for classes and duty assignments. Please pay particular attention to being prompt to morning duty and class after morning duty. You are expected to be at your morning duty at 7:30 am rather than on the way to your morning duty.
5. Assistants will set an example as caring, instructional professionals in meaningful ways, which will enhance the lives of students. **Yelling and sarcasm are never appropriate adult behaviors**.
6. Assistants will be in the classroom at all times while students are under your supervision.
7. Assistants will notify all the teachers they work with if they are to be absent from school and call the office.
8. Assistants will be available, as needed, from 7:30 am to 3:00 pm as employees of Davidson County Schools. This may include covering other classes at times.
9. The Assistant's primary role is to assist classroom teachers with **instruction** in individual, small, and large group settings.
11. Assistants may use the copiers **during their daily enrichment time or after school**.
12. Assistants will prepare two car rider name tags per student. This tag should be printed on 8 ½ by 11 inch paper (lamination not necessary). The tag will be placed in the front windshield of each vehicle used to pick up the child. **Grade Level colors for 2017-2018 will be: K - pink, 1st - green, 2nd - orange, 3rd - white, 4th - yellow, 5th - purple.**
14. The principal and assistant principal will conduct all classified personnel evaluations in conjunction with the assigned classroom teacher.

STAFF DRESS AND APPEARANCE

The Board of Education believes that the appearance and the conduct of its employees are of supreme importance in establishing a positive image for education in the community. All employees of the Davidson County Schools serve as role models for the students with whom they work. It is the expectation of the Davidson County Board of Education that all employees dress professionally and appropriately relative to their specific job duties and responsibilities. The Board desires that employees respect and adhere to the guidelines for employee dress and appearance established by this policy because they are representatives of Davidson County Schools.

Reasonable accommodation will be made by the school principal or principal's designee for those employees who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance.

Teachers and instructional assistants will dress in a professional manner, which limits jeans to casual Fridays and field trips if appropriate. Shorts are not permitted, appropriate length skirts and dresses should be worn, and proper foot wear should be considered before coming to school.

Supervisors and school level administrators are authorized to interpret and enforce this policy. Any employee in violation of this policy may be asked by his or her supervisor to go home and change clothes and/or refrain from wearing such clothing in the future. Repeated problems with an employee's inappropriate dress or appearance may result in disciplinary action, up to and including dismissal.

INAPPROPRIATE DRESS OR APPEARANCE

An employee's dress or appearance may not be so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities or presents a safety issue. The following attire is considered inappropriate for school employees while performing their assigned duties:

- Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow.
- Clothing that is disruptive, provocative, or revealing.
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols.
- Clothing that contains profanity or nudity, depicts violence, or is sexual in nature by words or symbols.
- Flip flops or shoes that present a safety or health concern.
- Undergarments that are visible or any see-through clothing.
- Sweatbands, bandannas, or sunglasses worn inside school buildings.

SPECIFIC EXPECTATIONS FOR WELCOME:

- At Welcome, professional attire, as it relates to your teaching assignment, is the expectation, not the exception. For example, only the PE teachers should wear shorts, wind suits, sweats, etc. Exceptions can be made for teachers on certain field trips or school-related activities. **Welcome will have "dress-down" Fridays on which teachers and instructional assistants may wear appropropriate jeans with a Welcome, NDHS or college apparel shirt.**
    - The superintendent has the right to develop in Administrative Procedures, guidelines which address the specifics related to this policy.
    - Legal Reference: G.S. 14-234 –236; G.S. 115C-36, -47, -288, -308, -391(a).
- When wearing leggings, please wear a top that is at least to your mid-thighs. We are a role model to the students for appropriate dress and should look professional at all times.
- No flip flops may be worn by any staff. This is school board policy for safety reasons. 4.11.2B

VISITORS IN THE BUILDING

Parents and visitors in the school will be asked to enter through the front door to be buzzed into the office. They will sign in upon arrival and be given an ID sticker in order for them to be easily identified. If you see someone without an ID speak politely to that person, direct him or her to the office, and notify the office immediately, if necessary. All outside doors will be locked from 8:00 am through the end of the school day. The car rider/cafeteria hallway door will be opened at 7:00 am and locked when morning car rider duty is complete. Do not open a locked door for someone you don't know. Keep your classroom doors closed for everyone's safety**. Family members should not come to your back doors**. **All parents should report through the front office for conferences, not enter into classrooms directly from the outside.**

BUILDING

1. The hall lights will be turned off at 6:00 pm each day. The alarm will be set at 6:00 pm. At that time, should any teachers be in the building, they must then leave through their back outside door.
2. It is all of our responsibility to keep our building looking good. First impressions create a perception whether good or bad.
3. To help save on energy costs, please turn off lights and lock the door to your classrooms whenever you leave. **Secure your personal belongings at all times.**
4. Do not prop open your outside doors for safety and financial reasons.

TELEPHONE USE

When answering the phone in your room, identify yourself by first and last name. This could be an outside call and you need to identify yourself**.** Teachers may use the telephone during their planning periods to take care of personal business. All long distance calls not related to school must take place on the employee's' cell phone.

Classroom phones are to be used for the following purposes **ONLY**:

- Call room to room
- Making teacher contact with parents.
- Personal use only during planning time or before/after school.
- All phones are to move with the teacher.
- Texting is prohibited when students are present.
- **When you ask a parent to call you, please let the front office know to be expecting a call.**
- If the office is not notified, all calls will go to voicemail.
- **Do not allow students to call parents or answer the phone in the classroom.**

PERSONNEL INTERNET USE/EMPLOYEE USE OF SOCIAL MEDIA:

The following is an excerpt from DCS Board Policy 4.28. Please see the entire board policy for more information:

As role models for the school system's students, employees are responsible for their public conduct when when they are not performing their job duties as employees of the school system. Employees are responsible for the content on their social media sites, including content added by the employee, employee's friends, or members of the public who can access the employee's site, and for Web links on the employee's site.

School employees are prohibited from accessing social networking websites for personal use during instructional time.

MAILBOX

Teachers should check their mailbox each morning upon arrival to school. All afternoon messages, change of transportation notes, and items to go home with students will be in your boxes by **1:00 pm**. Do NOT send students to check your mailbox. Only Teachers or Instructional Assistants should check mail boxes.

PARKING

Staff and substitutes must park in the back parking lot. You may use any space not designated by a reserved marking. It is suggested that teachers use the back parking lot (between the soccer field and the trailer bordering the soccer field). This will allow for easier early departures in the afternoons. **Staff parking in the front lot will be asked to move to the back lot.**

CAFETERIA PROGRAM

We will need to impress upon the students from the very first day the importance of good manners and acceptable behavior in the cafeteria. Loud, boisterous talking and visiting other students while in the cafeteria is not acceptable cafeteria behavior. **Adult supervision is a must.**

All students must eat in the cafeteria even if they bring their lunch from home. Encourage your students to carefully select food items they wish to purchase as they go through the line the first time. Students are not allowed to go back through the lunch line for seconds. By the end of the food line, each student should have the appropriate amount of money ready to hand to the cashier. **An adult will need to remain with the students until all students have been served and are seated.**

Each class should leave tables and the area around them clean. Teachers need to assign two students to help in the cleaning of tables and sweeping the floor. Careful teacher/assistant attention and supervision of this process will be needed daily. Teachers or assistants are responsible for making sure the serving line floor remains free of straws, napkins etc. Use the tables you are assigned on the lunch schedule. Lunch count should be turned in to the cafeteria by 9:00 am.

CHECKING AGENDAS

Agendas are very effective if used properly. This is a valuable communication tool for students, teachers, and parents. **It is required that teachers initial agendas each day to monitor communications from home.** Each child will be issued an agenda and must maintain it as a textbook. If a student misplaces or defaces his/her agenda or folder, they must purchase another agenda for $5.00 and/or a folder for $1.00. This will be purchased through the front office. **Please be cautious when writing private information in a student's agenda. Sensitive information is better to be discussed over the phone or in person.**

PURCHASING PROCEDURES

It is state law that all school systems follow the same procedures when making purchases from vendors. This applies to County and Local Purchase Orders.

MONEY HANDLING PROCEDURES

***Never ask or allow anyone that is not a staff member to count money for you.**

All money should be receipted and listed on the green money envelope. Student fees should be receipted on the small receipt book and all other money can be receipted on the long receipt book that Sherri provides you with. Please list all monies on a separate line, example: field trip, and student fees, etc. Please turn your green envelope in by 9:30 am.

Procedures For Tardiness, Early Dismissal, Morning Attendance, Change Of Transportation, And Power School

Late Notes

Students arriving after 8:00 am should report to the office. If a student reports to class late, the teacher should immediately send the student to the office. Students will be given a note of admittance to your classroom.

Changes In Transportation Notes, Early Dismissal Notes, Any Notes Changing Normal Procedures

All of the above notes should be received by the teacher and placed in the blue office communications folder and sent to the office by 9:30 am Teachers should make sure notes include:

- Student's full name (first and **last**)

- Current date
- Teacher's name
- Change in transportation

The office will collect the notes and inform the faculty and staff of changes.

DATA MANAGER

When a student returns to school after an absence and brings in an excuse note, send the note to Frances Griffith's Office to be coded. *ALL CODES WILL BE RECORDED BY THE DATA MANAGER.* Early Dismissals will be recorded by the Data Manager and a report will be provided to you for use on your report cards.

STAFF DEVELOPMENT/WORKSHOPS/CLASSES PROCEDURES:

- **The following is a list of procedures during normal fiscal years.**
- Any staff member wanting to attend a workshop or conference must get approval from the Principal
- Complete leave form (get from Sherri)
- Secure a substitute
- When the class/conference is completed, turn in a copy of the completion certificate to the Staff Development Coordinator, the Assistant Principal.
- In order to receive one (1) CEU you must have ten (10) contact hours

PBIS at Welcome Elementary:

PBIS Website: http://welcomepbis.jimdo.com/

Our School Motto:

WWW.Welcome

W = We respect ourselves and others.
W = We are responsible citizens.
W = We are lifelong learners.

Our PBIS Matrix:

Please review the PBIS Matrix and expectations with all students at the beginning of the year. Spend an appropriate amount of time teaching, re-teaching, and practicing classroom, hallway, cafeteria, playground, library, etc. expectations. There are videos provided on our PBIS website to support you in this effort. Additionally, be sure to practice cafeteria expectations.

Expectations	**Hallways**	**Cafeteria**	**Bus**	**Arrival & Dismissal**	**Playground**
We respect ourselves and others.	Keep hands, feet, and objects to yourself.	Keep hands, feet, and objects to yourself. Use level 1 voices in line and level 2 voices at the table.	Keep hands, feet, and objects to yourself. Obey your driver. Use a level 1 voice.	Walk in a straight line. Use level 0 voices when exiting. Use level 1 voices while waiting in the gym.	Be friendly to all.
We are responsible citizens.	Face the front of the line. Walk on the right side.	Clean up after yourself.	Stay seated. Keep the aisles clear. Be accountable for your actions.	Be kind.	Be accountable for your actions. Use equipment correctly.
We are lifelong learners.	Use level 0 or 1 voices at all times in the hall.	Follow directions. Use good manners.	Follow bus safety rules.	Arrive at and leave school with homework and personal belongings.	Follow playground safety rules.

Voice Levels:

· Level 0 is silence and is used to ensure student safety during safety drills, assemblies, and dismissal when exiting the building.

· Level 1 is a whisper or quiet voice used in the hallways (other than dismissal), lunch line, bus, and gym (morning and dismissal).

· Level 2 in an inside conversation voice used at the lunch table and in the classroom when teachers give permission to talk.

Gold Coin Incentive System:
Each classroom will begin each month with an empty treasure chest to fill with "gold coins." This treasure chest will be displayed on the outside wall of each classroom. Classrooms can receive "gold coins" that will go in their treasure chest each time a class is recognized for "above and beyond" respectful and responsible behavior. Every staff member can reward a class with a gold coin. At the end of each month, each teacher should put his/her name/initials on the back of each gold coin earned. They will be all gathered into a monthly raffle box located at the Timekeeper computer.

An administrator will draw a coin for PreK-2 and 3-5 out of the raffle at the end of each month, each class will win a reward, and it will be announced on morning or afternoon announcements. The more gold coins the class has, the greater chance the class has to earn the reward!

Classroom rewards are determined by the teacher but can be one of the following (or something else with prior administrator approval):
· Extra 20 minutes of recess
· Special clothing day (e.g. team jersey, color, pajamas, etc.)
· Change seats for a day
· Computer time (free time in computer lab)

We will begin this incentive program in September and the students will learn about this on the morning announcements. Please join us in celebrating the positive behavior throughout Welcome by noticing and naming the great choices students make!

Raiders of the Week:
Each classroom teacher will name a Raider of the Week on a rotating basis every other week. The students who are chosen should be examples to the rest of the class for consistent respect and responsibility. Their photos will be taken and will be posted on our bulletin board. Students can receive this award more than once and should not be chosen based on who has not had a turn yet.

Raider Coupons (end of 1st Quarter, end 3rd Quarter):
· At the end of 1st and 3rd quarter, teachers will award each student who has exhibited consistent respect and responsibility for 90% of the time in their classroom and other school settings. Teachers will complete a certificate for each student in their class who deserves this recognition. Teachers will sign up for a time for an administrator will come to each classroom and award these certificates (3-5 teachers will do this in conjunction with honor roll recognition).
· Students who receive a major office referral from a classroom or the bus will not be allowed to receive a certificate

Raider Celebrations (end of 2nd Quarter, end of 4th Quarter) :
Staff and district feedback has shared a need for opportunities for all students to earn a reward for consistently good behavior. This year, we will have two celebrations where they will receive an award and have a party with an instructional focus! There will be one at the end of second quarter (mid-January) and the end of fourth quarter (early June). We will have a Raider Celebration for the following students:

· Students who exhibit consistent respect and responsibility for 90% of the time in their classroom and other school settings for that quarter. For example, out of a week that's 4.5 out of 5 days, for a month, that's 18 out of 20 days (a typical school month), for 90 days (half a year) that's 81 days. This can be measured using your own behavior systems in your classroom (green cards, points, tickets, etc.). Teachers will turn in a list of names to administration and the party structure will be determined based on the number of students participating.
· Students who receive a major office referral from a classroom or the bus will not be allowed to attend.

Walk of Fame:
Any staff member may also make Walk of Fame referral. This referral is for students who have exhibited a positive character trait(s) considerably above and beyond their normal behaviors. Students who need or benefit from positive recognition/reinforcement will respond well to these. Their photo will be taken to be placed on the walk of fame board, will appear on the morning announcements on Friday, and will receive a coupon for Subway. This will not be a part of the criteria to attend the Raider Celebrations. The Walk of Fame forms are located in the hallway of the office.

Major and Minor Office Referrals:
Please familiarize yourself with the two different referral forms for Welcome Elementary. If a student receives three minor behavior referrals within one quarter, that becomes a major office referral. If a student is referred to the office, please provide an appropriate explanation (completed form if possible) and sufficient amount of work for the child to complete during their designated amount of time. This student will also complete a behavior reflection form. After two major office referrals, a parent conference with an administrator and the teacher will be required.

Behavior Intervention Plans:
After two major office referrals, or before if desired, students will receive another layer of intervention (Tier 2) through a behavior intervention plan or a check in/out buddy. These can be created by individual teachers, a team of teachers, through PST, a parent conference, or with administrator support. Please refer to the behavior support resources on our PBIS website. After an additional layer of intervention is provided and behavior continues to be a challenge for a particular student, this may warrant a PST referral for additional support.

PBIS and Bus Recognition:
o **Bus Of The Month:** At the end of each route (AM and PM), drivers will note an ✖ on a grid that will be kept with the sign in clipboard. Each day, at the end of each route, if the overall behavior on the bus was not good, please write an ✖. For each time the bus receives a good report, they will be given a point. At the end of each week, if a bus does not have any major office referrals, 5 points will be added to their total. At the end of the month, a bus of the month will be chosen. Students will receive a special reward and recognition. Students will be provided with an opportunity to provide input for their group reward.
o **Walk of Fame:** You may also make Walk of Fame referrals. These referrals are for students who have exhibited a positive character trait(s) considerably above their normal behaviors…they have gone above and beyond. Students who benefit from positive recognition/reinforcement will respond well to these. Their photo will be taken and they will be recognized on the morning announcements.
o **Discipline Procedures-** As a part of PBIS, we will use the Minor/Major incident expectations to guide the way behavior and office referrals will be handled this year. If a student has three minor incident

behaviors in a row within one week, that will also warrant major offense/ office referral. Driver managed behavior documentation will be in your notebook and office referral forms will be located in my office. *Students who receive a major bus office referral will not be allowed to attend any PBIS recognition celebration.

o Bus Behavior Intervention Plans: Students who receive three major office referrals will be placed on a bus behavior intervention plan. This plan will be created with the driver, Loryn Morrison, and the student.

Discipline

Teachers are expected to maintain appropriate discipline in their classroom. Classroom rules should be age/grade appropriate and worded in positive terms. In addition, specific classroom consequences should be attached to your classroom management plan. It is required that these rules/consequences be consistent across your grade level. Procedures should also be established, taught, practiced, and re-taught as necessary throughout the school year.

Teachers are encouraged to meet with an administrator if additional assistance is needed in developing appropriate rules and consequences. Teachers should spend time at the beginning of school discussing their classroom rules with students. **Parents should also be informed of the classroom discipline policy by signing and returning acknowledgement within the first three weeks of school.**

When a student's behavior does not improve with the use of various classroom behavior management techniques (chronic misbehavior), your administrators will gladly assist you in stressing the importance of good behavior and good character. Either of the Office Referral forms should be **completely** filled out and given to the office. The assistant principal or principal will then call the student to the office to handle the situation and notify parents of the disciplinary action taken. A follow up will be made with the teacher. Do not send students to the office without adult supervision, as administrators may not be in the office. Please call the office on your classroom phones to check to see if an administrator is in the office or to request immediate help. The principal and assistant principal will carry walkie-talkies when out in the building.

If a student must be removed from the classroom immediately due to a serious misbehavior, teachers should call the office for assistance or ask that another teacher watch his/her class while he/she accompanies the student to the office. The administrators will then deal with the issue and consult with the teacher concerning the disciplinary action to be taken.

Students In The Halls

Students are **NOT** permitted to be in the halls during class time without a hall pass (even if they are called to the office). **Students should never be placed in the hallway for discipline reasons.** Instead, teachers are encouraged to employ alternative disciplinary actions or contact your administrators for serious problems. One suggestion is to partner up with a colleague if you need to remove a student for a short period of time. Students are expected to travel through the halls in a quiet and orderly manner. This includes dismissal.

Guidance

The duties of the Guidance Department will be as follows:

Full Time: 504 Coordinator, CIS Liason, Classroom Visits, PST team member, Attendance Committee.

Part Time: Classroom Visits, 504 Assistance, Testing Assistance.

Social Worker: DSS Referrals, and Home visits.

MORNING AND AFTERNOON DUTY

Students must be supervised when arriving to and departing from school. If you have a planned absence then it is your responsibility to **make sure that your duty is covered**. If you are asked to be a sub bus driver then it is your responsibility to make sure that your duty is covered. If you become ill in the middle of the night then call the office at 7:00 am and let them know your duty needs to be covered.

Supervision of students in the morning will be concentrated in the Kindergarten classrooms, media center, multipurpose room, hallways and cafeteria. Teachers will follow the Welcome Elementary School Morning and Afternoon Duty Schedule. (Included in the handbook)

When students arrive in the morning (7:30 or after), they will go directly to the areas listed below:

- K will report to Kindergarten Story Time. Notated with Chart Stand.
- 1-2 will report to the Media Center- **Staff will read to students.**
- 3-5 will report to the Multi-Purpose Room- Students are encouraged to take out a book and read.
- At 7:30 am students may begin going to the cafeteria for breakfast. As students finish eating breakfast they should report to their appropriate assigned areas.

INCLEMENT WEATHER PROCEDURES

1. All directions will be given by intercom.
2. Teachers are to keep their students quiet and seated.
3. Rely on information reported on the Student Profile Sheet (that you have kept updated throughout the year) as to how students are to travel for inclement weather.
4. Students will be released by intercom.
5. All staff members are on bus and car rider duty in the event of early dismissal due to inclement weather.
6. An announcement on staff dismissal will be made when all buses and students are gone, if directed by the district office.
7. If there is a delay in the morning for students, all staff members are to report to school at the regular time **(as safety will allow)** unless otherwise announced.
8. Please call the school office by 8:00 am if you are going to be late or taking a leave day.
9. Any shuttle buses will run.

PERSONNEL INTERNET USE

The Davidson County School System encourages its employees to use the Internet and email services that are available. It is expected that staff members should maintain the highest ethical behavior in the use of these services and limit the use to instructional purposes and professional communication. All employees are required to use the Davidson County School's district network when creating websites for any and all educational and work related positions or communications with students. Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of

direct communication with students. Employees are encouraged to block students from viewing any material or profiles that are not age appropriate. Any employee found to have created and/or posted inappropriate content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students will be subject to discipline, up to and including dismissal. This section applies to all employees, volunteers and student teachers working for or in the Davidson County School System. It is understood that employees providing contracted services must also adhere to this policy. 1. Employee Use of Social Media The board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students and parents engaging, learning, collaborating and sharing in digital environments as part of 21st century learning. The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. The board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All school employees, including student teachers and independent contractors shall comply with the requirements of this policy when using electronic social media for personal purposes. For the purposes of this policy, "social media" includes, but is not limited to: personal websites, web logs (blogs), wikis, social network sites, online forums, virtual worlds, video-sharing websites and any other social media generally available to the public or consumers that does not fall within the board's technologies network (e.g., Web 2.0 tools, MySpace, Facebook, Twitter, LinkedIn, Flickr, YouTube). A. Social Media Communications Involving Students Employees are to maintain professional relationships with students at all times in accordance with policies 4.11, Staff Responsibilities. All electronic communications with students who are currently enrolled in the school system must be school-related and within the scope of the employees' professional responsibilities, unless otherwise authorized by this policy. School personnel may use only school-controlled technological resources and social media tools to communicate directly with students or to comment on student matters through use of the Internet. An employee seeking to establish a social DCS Page 136 of 167 3/9/2017 networking website for school-related purposes must have prior written approval from the superintendent or designee and principal and meet the requirements of policies 4.30, Web Page Development, and 7.6 Acceptable Computer and Internet Use. The use of electronic media for communicating with students and parents is an extension of the employee's workplace responsibilities. Accordingly, the board expects employees to use professional judgment when using social media or other electronic communications. Employees are prohibited from knowingly communicating with current students through a personal social network page. An internet posting on a personal social media website intended for a particular student will be considered a form of direct communication with that student in violation of this policy. However, an employee may communicate with a student using personal social media networks to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, sport or religious organization. B. Employee Personal Use of Social Media The board respects the right of employees to use social media as a medium of self-expression on their personal time. As role models for the school system's students, however, employees are responsible for their public conduct even when they are not performing their job duties as employees of the school system. Employees will be held to the same professional standards in their public use of social media and other electronic communications as they are for any other public conduct. Further, school employees remain subject to applicable state and federal laws, board policies, administrative regulations and the Code of Ethics for North Carolina Educators, even if communicating with others concerning personal and private matters. If an employee's use of social media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to

disciplinary action, up to and including termination of employment. Employees are responsible for the content on their social media sites, including content added by the employee, the employee's friends or members of the public who can access the employee's site, and for Web links on the employee's site. Employees shall take reasonable precautions, such as using available security settings, to restrict students from viewing their personal information on social media websites and to prevent students from accessing materials that are not age-appropriate. School employees are prohibited from accessing social networking websites for personal use during instructional time or with school system technological resources. C. Posting to Social Media Sites Employees who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Employees shall observe the following principles when communicating through social networking sites: 1. Employees shall not post confidential information about students, employees or school system DCS Page 137 of 167 3/9/2017 business. 2. Employees shall not accept current students as "friends" or "followers" or otherwise connect with students on social media sites, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. 3. Employees shall not knowingly allow students access to their personal social networking sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school. 4. Employees may not knowingly grant students access to any portions of their personal social networking sites that are not accessible to the general public, unless the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. 5. Employees shall be professional in all internet postings related to or referencing the school system, students and other employees. 6. Employees shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment. 7. Employees shall not use the school system's logo or other copyrighted material of the system without express, written consent from the board. 8. Employees shall not post identifiable images of a student or student's family without permission from the student and the student's parent or legal guardian. 9. Employees shall not use internet postings to libel or defame the board, individual board members, students or other school employees. 10. Employees shall not use internet postings to harass, bully or intimidate other employees or students in violation of policy 1.7, Prohibition Against Discrimination, Harassment and Bullying, or state and federal laws. 11. Employees shall not post inappropriate content that negatively impacts their ability to perform their jobs. 12. Employees shall not use internet postings to engage in any other conduct that violates board policy and administrative procedures or state and federal laws. D. Consequences School system personnel shall monitor online activities of employees who access the Internet using school technological resources. Additionally, the superintendent or designee may periodically conduct public internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal. The superintendent shall establish and communicate to employees guidelines that are consistent with this policy. DCS Page 138 of 167 3/9/2017 2. Email Administrators may review email logs and/or messages as a part of the standard maintenance and security schedule. Employees should not consider email private. 3. Other Prohibited Actions The following actions are specifically prohibited: • Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or suggestive language or images. • Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature. • Harassing, insulting, or attacking others. • Plagiarizing or infringing copyrights of works found on the Internet. • Using the Internet and email system for commercial purposes. • Sending email to multiple parties that is not of an educational/professional content. • Using the Internet and email systems for political lobbying. • • Using the Internet for entertainment activities, which include video and audio streaming. Such use severely slows

access to the Internet for the entire district. It is the responsibility of instructional staff to: • Ensure that each student user has on file a signed Internet Use form before he or she is allowed to access the Internet. • Supervise students using the Internet, pointing them toward worthwhile sites and restricting their access to questionable materials as much as is practical. • Ensure that student users are reminded annually of the guidelines in the Internet Use Policy for Davidson County Schools. • • Follow the same criteria for instructional use of Internet resources as are applicable to all instructional materials. • Follow the guidelines in Board Policy 7.6 Acceptable Computer and Internet Use Policy. Use of the Internet and email systems is a privilege, not a right. Inappropriate use may result in disciplinary action up to and including dismissal. Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C325(e); 16 N.C.A.C. 6C .0601, .0602; State Board of Education Policy TCP-C-014 Adopted/Revised: March 5, 2001; January 2, 2006, February 2, 2009 Adopted/Revised: March 5, 2001; January 2, 2006; February 2, 2009; June 28, 2012; June 26, 2014

POWERSCHOOL PASSWORD AND WORKSTATION ACCEPTABLE USE POLICY

The Davidson County Board of Education has the legal and ethical responsibility to collect, use and disseminate appropriate student information as one of its most important priorities. The legal aspects of the use of public school data are based upon several state and federal laws including the Uniform Education Reporting System (UERS) umbrella as required by GS 115C-12. Additionally, the Family Rights and Privacy Act (FERPA) as amended in 1996, mandates procedures for protecting the privacy of student data while acknowledging the necessity to collect it. North Carolina further defines the situations in which both student and education student data can (and cannot) be disclosed in GS 115C and State Board of Education Policy EEO-C-017