****

**2020-2021**

**STAFF RESOURCE GUIDE**

**MISSION**

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

**VISION**

**Dillard Drive the Center for Global Studies and Spanish Immersion Magnet Middle School** fosters a nurturing, safe environment, global connections, and global citizenship through relevant and meaningful curriculum, world languages, 21st Century skills, and social and emotional learning.  Together with community stakeholders, we at Dillard Drive Magnet Middle School aim for all students to feel valued, challenged, and engaged in their communities and the world.  DDMMS staff will prepare students to be productive citizens and future leaders for our diverse world.

**CORE VALUES**



CORE BELIEFS

* Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
* Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
* Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
* The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
* The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
* The Wake County residents value a strong public-school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

|  |
| --- |
| **DAILY SCHEDULE** |
| 6th Grade | 7th Grade | 8th Grade | Electives |
| Announcements Students Check Email For Updates8:00 – 8:30 Office Hours |
| Core 18:35 - 9:35 | Core 18:35 - 9:35 | Core 18:35 - 9:35 | Planning  |
| Core 29:40 - 10:40 | Core 29:40 - 10:40 | Teacher Planning9:40 - 10:45 | 8th Grade ElectivesE1: 9:40 - 10:10E2: 10:15 - 10:45 |
| Core 310:45-11:45 | Teacher Planning10:45 - 11:55 | Core 210:50 - 11:50 | 7th Grade ElectivesE1: 10:50 - 11:20E2: 11:25 - 11:55 |
| Lunch   11:45 - 12:45 | Lunch11:55 - 12:55 | Lunch11:50 - 12:50 | Lunch 11:55 - 12:45 |
| Core 412:50 - 1:50 | Core 312:55 - 1:55 | Core 312:55 - 1:55 | Planning |
| Teacher Planning1:55 - 3:00 | Core 42:00 - 3:00 | Core 42:00 - 3:00 | 6th Grade ElectivesE1: 1:55 -2:25E2: 2:30 - 3:00 |
| Office Hours3:00 - 3:30 | Office Hours3:00 - 3:30 | Office Hours3:00 - 3:30 | Office Hours3:00 - 3:30 |

NOTE – Schedule will change and be updated when students return to the building.

|  |
| --- |
| **IMPORTANT PHONE NUMBERS** |
| **DEPARTMENT** | **PERSONNEL** | **PHONE NUMBER** |
| **6th GRADE ASSISTANT PRINCIPAL**  | Jan Mitchell | 24027 |
| **7th GRADE ASSISTANT PRINCIPAL**  | Johnthan McConico | 24026 |
| **8th GRADE ASSISTANT PRINCIPAL** | Colin Lowry | 24028 |
| **CAREER DEVELOPMENT COORDINATOR** | David Naab | 24040 |
| **DATA MANAGER** | Adrienne Williamson | 24021 |
| **6th GRADE COUNSELOR** | Laura Barnes | 24036 |
| **7th GRADE COUNSELOR** | Jill Peacher | 24038 |
| **8th GRADE COUNSELOR** | Jerrie Chiles | 24039 |
| **DDMS MAIN OFFICE / RECEPTIONIST** | Liz Williamson | 24019 |
| **DDMS SRO** | Renee Davis | 24044 |
| **INSTRUCTIONAL FACILITATOR** | Laura Fox | 24025 |
| **INTERVENTION COORDINATOR** | Erin Edwards | 24056 |
| **BOOKKEEPER** | Lori-Ann Foister | 24022 |
| **LEAD SECRETARY** | Denise Lucas | 24020 |
| **MAGNET COORDINATOR** | Jessica Nelson | 24054 |
| **MEDIA CENTER** | Erica Morgan | 24029 |
| **PRINCIPAL** | Margaret Feldman | 24024 |
| **PYSCHOLOGIST** | Erin Nasto | 24045 |
| **SCHOOL NURSE** | Trish McCoy-Best | 24037 |
| **SOCIAL WORKER** | Laurie VanOostrum Reed | 24046 |
| **STUDENT SERVICES** |  | 24034 |

**DDMMS SCHOOL IMPROVEMENT PLAN 2020-2021**

The School Improvement Plan provides a framework that supports the mission of a professional learning organization. The School Improvement Plan should be a self-renewing document that allows our school to become action-oriented and focused on results in its commitment to continuous improvement. Too often, School Improvement Plans have been developed, set on a shelf, and then forgotten until the next deadline. Sustained school improvement will only happen through an aligned, data-driven, carefully monitored process that starts within the professional learning organization. The State of North Carolina requires that every school participate in the school improvement process; however, school improvement planning must be more than a mandate if we are going to accomplish the goal of public education—learning for all.

**MISSION**

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators, and critical thinkers.

**VISION -** **Dillard Drive the Center for Global Studies and Spanish Immersion Magnet Middle School** fosters a nurturing, safe environment, global connections, and global citizenship through relevant and meaningful curriculum, world languages, 21st Century skills, and social and emotional learning.  Together with community stakeholders, we at Dillard Drive Magnet Middle School aim for all students to feel valued, challenged, and engaged in their communities and the world.  DDMMS staff will prepare students to be productive citizens and future leaders for our diverse world.

**CORE BELIEFS**

1. Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
2. Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
3. Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
4. The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
5. The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
6. The Wake County residents value a strong public-school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

**VALUE STATEMENTS**

We commit to our school’s mission, vision, and core beliefs for every Dillard Drive Magnet Middle School student. We believe that every student can learn and achieve. As a staff, we will honor the following commitments:

1. We will challenge and engage students in relevant, rigorous, and meaningful learning.
2. We will hold high expectations for all students and will support learning, growth, and success for all regardless of socioeconomic status, race, and ethnicity.
3. We will maintain a well-supported and highly effective staff that will work collaboratively to ensure the success of all students.
4. We will foster a learning environment focused on student achievement, promotes best practices, and supports continuous improvement, risk-taking, and innovation.
5. We will respect our diverse school community and provide an environment that is inviting, respectful, inclusive, flexible, and supportive.
6. We will collaborate with our families, businesses, and community partners to provide the support and resources needed to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

**DDMMS PROFESSIONAL STANDARDS OF EXCELLENCE**

The DDMMS Professional Standards of Excellence are a set of principles that all teachers are expected to honor and follow. Our students deserve an effective teacher. As educators, our first responsibility is to our students and to assuring that all students achieve at high levels. As professionals, we also have the responsibility for establishing high personal standards and monitoring our attainment of these standards. As members of school, district, and professional communities, we are responsible for working collaboratively with others to pursue collective goals. Parents and community members are also important partners in pursuing educational goals. The following standards contain core principles that govern the responsibilities and commitments of DDMMS teachers.

**I. CLASSROOM INSTRUCTION AND PLANNING**

Good lesson planning is essential to the process of teaching and learning. A teacher who is prepared is well on his/her way to a successful instructional experience. The development of interesting lessons takes a great deal of time and effort. All teachers must be committed to spending the necessary time to plan lessons that will promote success for all students. The following strategies will be implemented in each teacher’s classroom DAILY!

**THE DAILY 10**

1. **ESSENTIAL QUESTIONS**. Essential questions are designed to help students understand the intended goal of the lesson. What do you expect your students to know by the conclusion of the lesson?
2. **ACTIVATING STRATEGY.** An activating strategy is something that gets students actively thinking or making a connection with the material being presented for that day.
3. **RELEVANT VOCABULARY.** Keep your vocabulary limited to what your students are able to handle and make sure that it is actively used in context throughout the lesson. (Refer to and use the words frequently. Also have your students interactively use the words during the lesson.)
4. **LIMITED LECTURE.** Teachers will transition to an interactive activity after 12-15 minutes of lecture. Students should be engaged in some type of activity, even if it’s only for a few minutes.
5. **GRAPHIC ORGANIZERS**. Teachers will use graphic organizers that allow students to visually categorize new information or review old information.
6. **STUDENT MOVEMENT**. Students need to be mobile at some point during instruction to ensure *active* engagement. (Working in small groups, collaborative pairs, rotation stations, 4 corners, gallery walk, etc).
7. **HIGHER ORDER THINKING QUESTIONS*.*** Teachers will ask at least 3 higher order thinking questions (HOT Qs) during the lesson.
8. **SUMMARIZE*.*** Teachers will plan an appropriate summary activity to bring the lesson to a close. Use this activity to assess student’s ability to effectively answer the essential questions.
9. **RIGOR**. Teachers will ensure that all lessons arerigorous*.* The activities should be challenging and move at a “brisk-pace.” There should be no opportunities during the block where students get “bored’” or have nothing to do because the entire lesson is an ACTIVE LESSON!
10. **STUDENT-CENTERED**. The entire lesson should be student-centered. Teachers will do all the planning, and students will do all of the working! The use of technology is a critical component as a **tool**. Teachers will provide students with 21st Century skills that are both engaging and relevant to their real-world application.

**II. INFORMATION VS. COMMUNICATION**

We are committed to making a distinction between sharing information and communication. Sharing Information involves the distribution of information when a response is not necessary or expected. Communication is a 2-way exchange between the teacher and the parent that results in a plan of action. For school year 2020-2021 this has never been more important.

**SHARING INFORMATION**

Every teacher will:

* Share information through parent letters, syllabus, handbooks, PowerSchool, newsletters, website, phone calls, emails, letters, report cards, interims, and the phone messenger system.
* Send a parent letter that will include a positive greeting, teacher contact information, request for parent contact information, what the parent and student can expect from the teacher, and a syllabus that contains grading policies, course and classroom expectations.
* Collaborate with other teachers in the department/PLT to ensure that parent letters and policies are consistent within content area PLT’s.
* Distribute the parent letter during the first week of school to all students in each class or students on their case load.
* Post grades in PowerSchool every two weeks.
* Maintain accurate attendance and tardy information in PowerSchool.
* Post major assignments such as test and projects at least 2 weeks prior to the due date.
* Report grades that only include achievement and will exclude student behavior.
* Send interims/progress reports home with students halfway through the semester (Dates on Master Calendar)
* Provide parents and students with a copy of grade policies, expectations, and course requirements during the first week of school.
* Create and maintain an up-to-date teacher website that includes a calendar with assignment dates, test and project dates, policies, expectations, course requirements, and links to resources needed for class.

**COMMUNICATION**

Every teacher is required to communicate (2-way exchange that results in a plan of action) with a parent when:

* At the midpoint of each quarter if a student’s numerical average is below a C (70) average.
* A student has excessive absences and/or tardies in a class. If after you contact the parent and a student still is not attending class, then please report this to the grade level administrator.
* A student’s classroom behavior results in a discipline referral
* Communicate with parents when students develop a pattern of low performance or a pattern of not completing assignments.

**III. COLLABORATION**

Teachers who work together have seen significant improvements in student achievement, behavior, and attitudes. In schools where teacher collaboration is the norm, students can sense program coherence and consistency of expectations. All teachers will collaborate to review data and plan instructional activities to meet the needs of all students.

**PLT EXPECTATIONS**

Staff members will participate in the PLT process as defined by these vital behaviors:

* Establish essential learning outcomes—What do we want students to learn?
* Give formative assessments—How do we know when they have learned it?
* Respond to results and provide focused interventions—What will we do when they have not learned it?
* Provide enrichment and extensions—What will we do when they have learned it?
* Meet regularly plan, analyze results, and implement timely intervention strategies.
* Establish consistent grading policies.

**IV. CULTURE OF CONSISTENCY**

The most effective schools have a culture of consistency, where everyone is working collaboratively to help everyone be successful. Everyone is working toward a common goal, striving for constant improvement. DDMS will establish a set of procedures that must be consistent from classroom to classroom. This consistency makes life easier for the students and the teachers, as everyone knows what to do, what is happening, and what to expect. No one, especially the students, likes surprises. When everyone carries out these practices and procedures, there will be a Culture of Consistency.

Each teacher will:

* Stand outside his/her classroom door during all transitions and greet students in a positive manner as they enter the classroom.
* Perform all assigned duties.
* Implement and follow the school-wide tardy, BYODTL, and hall pass policies.
* Review the DDMMS Student Handbook with students.
* Use the first day of class to teach classroom procedures and routines.

**DDMMS STAFF EXPECTATIONS**

**Be Professional**

* Meet professional obligations by knowing and adhering to established policies and procedures.
* Read emails and memos to be aware of what’s going on and to respond accordingly.
* Represent DDMS with dignity and pride at all times and in all settings.
* Promote unity by communicating a shared vision to students, parents, and the community.
* Promote a culture of consistency by enforcing school and district policies.

**Be Prompt and Punctual**

* Arrive on time to work, meetings, and events.
* Enter by the front doors of the building for a temperature check and required COVID-19 questions.
* Respond to parents in a timely manner.
* Begin instruction promptly.
* Maintain a calendar with deadlines and due dates.

**Be Prepared**

* Plan lessons and class activities in advance.
* Plan for bell-to-bell instruction.
* Plan detailed lessons that include the Daily 10.
* Follow curriculum guides for each course and plan activities that are aligned with state and district curriculum guides.
* Plan instructional activities that are consistent with PLT goals and expectations.

**Be Present**

* Be engaged and actively participate in meetings.
* Complete paperwork, grading, emails, and other unrelated tasks outside of meetings.
* Leave sidebars and personal conversations outside of meetings.
* Be visible during transitions and supervise students as they change classes.

**CODE OF COLLABORATION**

**Communication**

We will maintain professional and honest communications that promote teamwork and collegiality.

**Dependability**

We will hold ourselves and each other accountable for meeting district, school and team expectations.

**Integrity**

We will act with integrity and align our work with our school’s mission, vision, and values.

**Productivity**

We will maintain productivity by planning and executing meetings based on clearly defined goals and outcomes.

**Respect**

We will respect and value the contributions of others.

GENERAL POLICIES & PROCEDURES

ANNOUNCEMENTS

* All general announcements will be displayed on TV monitors throughout the school. Announcements should be submitted to Ms. Morgan emorgan@wcpss.net by Friday of each week.
* Principal Weekly Email will be sent electronically on a weekly basis. Items to be included in the staff email must be submitted by 12:00 noon every Friday to mfeldman@wcpss.net
* Please submit information for the website to Mrs. Feldman mfeldman@wcpss.net by noon every Friday.

ARRIVAL AND DEPARTURE (Updates will be provided Due to COVID 19)

To provide for the proper supervision of students, please follow the following guidelines:

* Staff arrive by 7:45am.
* Students enter school at 7:45 and travel to their homerooms.
* Teachers should stand in their doorways and hallways to help supervise students during arrival and dismissal. Be sure to greet students with a smile!
* Instructional Day officially begins at 8:15. There will be quick morning announcements. (8:30 – Starting 8/31 – until students return to building).
* Dismissal starts at 3:00. ALL Students should remain in bus room and dismiss as indicated on TV screen – including carpool and walkers.
* We will strive to have all students out of bus room by 3:20.
* Faculty may leave after the completion of their workday.

ASSEMBLY PROCEDURES – Due to Covid 19, the auditorium will be used as the COVID CARE CENTER when students return. This will change as circumstances change

Assemblies are an important extension of the classroom experience. They are varied in nature and require special planning, attention to detail, and cooperation. Class meetings, election speeches, cultural arts experiences, awards presentations, and other special events may necessitate an assembly. Due to Social Distancing guidelines, the current occupancy of the auditorium is 66.

* Assembly proposals must be submitted to the principal early in the school year to avoid scheduling conflicts with space. Mrs. Feldman will check with Mr. Page and Mr. Wilson to see if the auditorium is available.
* Upon approval, the event will be posted on the master calendar. Mr. Wilson will manage the master schedule for the auditorium.
* List of participants must be made available to the staff at 2 days prior to the assembly.
* Appropriate arrangements for seating and monitoring of students must be made available to staff prior to the assembly.
* Facilities must be clean and orderly after the assembly.

ATTENDANCE PROCEDURES

**Homeroom Attendance Reports**

* State law requires that attendance records be maintained daily. Each teacher has an attendance/grade book to keep records.
* Homeroom teachers must enter attendance into Power School daily **no later than 9:30 a.m**. It is recommended that a hard copy of attendance be kept also. This policy is in place during remote learning.

**Classroom Attendance/Admit Slips**

* Student will be given either EXCUSED or UNEXCUSED class admits slips by the attendance office. The admit slip will indicate the date and time of the absence.
* Student will continue to report to a teacher when they have to miss a class for an appointment or for any reason during remote learning.
* If the student is absent the prior day, they must obtain an admit slip BEFORE reporting to their first period. Teachers should request the admit slip before allowing students to attend class. During Remote Learning, a note must also be sent to teacher or Ms. Williamson awilliamson5@wcpss.net.
* Late students (students arriving on campus after 8:15 a.m.) should report to the attendance office. Do not allow tardy students to enter your classroom without a tardy slip from the attendance office. If this slip is coded unexcused, it should count as an official tardy to first period.
* Students who have been on campus before 8:15 and are late to class should be given a classroom tardy from the teacher.
* Students arriving late from the bus will be given a bus pass from the front office.

**Students Early Dismissal**

* Any student leaving school before the normal dismissal time is considered as an early departure.
* The receptionist will call the student out of class via the intercom when the parent arrives to pick up his/her child. Please DO NOT send the student to the office to wait for his/her parent.
* Students will not be released unless the parent provides proper identification.

BOARD POLICIES

The WCPSS Employee Handbook is designed to address questions you may have throughout your career in Wake County. Please take time to read the handbook. As an employee, you are responsible for familiarizing yourself with the printed policies of the Wake County Board of Education and for compliance with them. Copies of policies, regulations, and procedures are also available on the WCPSS web site at [www.wcpss.net/policy-files/index.html](http://www.wcpss.net/policy-files/index.html).

BUS ROOMS – Update will be provided when Students Return

* 6th grade-students should be in bus room by 3 pm. They should be released from electives at 2:58pm. Teachers should take attendance at the beginning of bus room each day to prevent skipping.
* 7th and 8th graders stay in their last period class for their bus room.
* Students may only leave when their posted transportation means comes up on the TV or announced. (example: walkers dismissed, bus number, etc.).
* While in bus room, students should be seated, and behavior should be monitored. Students may use electronic devices if they have the PBIS Phone Wristband.
* Passes are required for students to leave room (for example to use restroom, water, etc.).
* Toward the end of bus room, teachers may, if they desire, combine bus rooms to allow some teachers to leave or fulfill other commitments prior to 3:30.
* Administration usually makes an announcement calling for all remaining students to report to the front of the building at around 3:30pm. Teachers are required to remain with their students until all students have left the bus room

CALENDAR OF EVENTS

A calendar of events can be found on the website at [www.wcpss.net/dillarddrivems](http://www.wcpss.net/dillarddrivems). Please remember that prior approval is needed before scheduling calendar events. All facility use requests, and calendar requests must be submitted to the principal least 30 days prior to the event or activity. All requests must be approved prior to advertising events and activities.

**CARPOOL UPDATE WILL BE PROVIDED WHEN STUDENTS RETURN**

Carpool students are released from their bus room by announcement. They are to exit out the front door and watch for their ride to pull up to the front curb. Students will receive a carpool pass from their bus room teacher to identify them as a carpool rider. **All teachers should have a list** of their bus riders, carpool riders, walkers, and those who ride both carpool/bus on the wall near the door. Staff with carpool duty, please keep the flow of traffic moving. All students will have a luggage tag indicating what form of transportation they use.

**CLASS COVERAGE – When students return**

DDMMS understands the value of planning time for teachers. We know that advanced preparation is essential for good instruction. For this reason, we will make every effort not to call on teachers to cover classes during their planning. Unfortunately, there will be times when a substitute teacher is not available, and a teacher will be needed to cover classes. Coverage will be based on the planning period and teacher availability. Teachers who do not have teaching responsibilities will be called first.

* Class coverage for meetings - 1) approval by administrator, 2) arrange your own coverage and let teammates/neighbors and office staff know who is covering.
* Class coverage for emergency -(self or family emergency) 1st - contact administrator, 2nd notify Denise Lucas to find coverage.
* Class coverage for personal leave during the day - 1) approval by administrator, 2) arrange your own coverage and let teammates/neighbors and office staff know who is covering.

COPY CENTER

Two copiers for staff use are in the mailroom and teacher’s lounge. These are the only copiers on campus. Due to the amount of copied materials needed daily, and the expense involved for repairs and maintenance, the following procedures must be observed:

* Each staff member will be responsible for copying materials for his/her individual classes.
* Students should not be allowed to use staff copiers.
* Remember the copyright rules when you are copying materials. Only one-tenth of a book may be legally copied.
* Workbook pages and music cannot be legally copied unless copyright permission has been granted.
* Staff members should only make enough copies for the number of students enrolled in the class. Handouts and worksheets should provide quality learning experiences for students.
* The copier is programmed to require access codes. Each staff member will be assigned a code at the beginning of the school. This code should be used when making copies. Each staff member should be conservative and avoid unnecessary waste. Excessive use that results in outrageous costs will result in more restrictive privileges.
* Our copiers also scan the printed page to USB and USB file to print. Use technology 1st; paper 2nd!
* Print single copies to networked printer located in teacher work area.
* Use copier for multiple copies of the same form.
* Notify main office immediately if the copier is jammed or needs maintenance.
* Please do not ask the front office to make your copies.

DRESS CODE

All faculty and employees of the Wake County Public School System serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional considering the environment in which they work, the duties of their jobs, and the impressionable youth they serve. This same policy is in place for staff who are remotely teaching from home also.

**ELECTRONIC DEVICES – NEW FOR 2020-2021**

All students must follow the [WCPSS Policy/Technology Responsible Use](http://www.wcpss.net/Page/13046) Policy. Wireless communication devices or laser pointers may be used by students for instructional purposes with the permission and under the supervision of the teacher. Penalties for violation of this policy are set at the discretion of the principal.

* Dillard Drive Magnet Middle School BYODTL Vision - Information and opportunities surround today’s learners at all times. BYODTL will allow all our students to access those opportunities instantly. Furthermore, BYODTL will allow teachers to create instructional experiences that prepare students to be more productive as learners, creators, and contributors in a digital world.
* BYODTL Overview Dillard Drive Magnet Middle School defines “devices” as any personal electronic devices students may bring from home for educational use, including smartphones, iPods, tablets/iPads, Chromebooks, netbooks, laptops, and dedicated e-readers (like Nook and Kindle).
* Participation and Student/Parent Contract - Students are not required to participate in the BYODTL program; however, students (and their parents) intending to participate in BYODTL must review, initial, and sign the BYODTL contract found on the next page. Students not participating will still be allowed to bring phones to school but will not be allowed to have them out in class. To opt out, they simply do not return this form to school. Students who do not bring devices will not miss out on any educational activities or opportunities. School-owned devices may be available as needed.
* Security and Damages - Dillard Drive Magnet Middle School principals, teachers, and/or staff are not liable for any device that is stolen or damaged. Each student is individually responsible for keeping his or her device secure. For more information, please read our full F.A.Q. on the DDMS Website. By initialing and signing the contract on the following page, parents/guardians grant consent to allow their child to use personal devices for instructional purposes ONLY in the classroom.
* BYOD is gone. **It is BYODTL – Bring your own device to learn**. Devices will not be used for communication, social media, and texting. They are for learning purposes only. After 8:15am DDMMS becomes a red zone - all phones and ear buds in book bags or lockers. They are not allowed in pockets.
* Remote Learning – Any violation of policy or disruptive behavior in Google Meet or Google Classroom should be reported to the grade level administrator. If a student from another school enters your Google Meet, please write down the name and school of the offending student and what they said or did so it can be reported to the administration of the other school. REMINDER – only WCPSS email accounts should be admitted.
* If you are going to use your device to learn, you and your parent/guardian must have signed the STUDENT PERSONAL TECHNOLOGY DEVICE RESPONSIBILITIES AND CONTRACT. When you return the contract, you will get a PBIS PHONE WRISTBAND. This band allows you to use your phone at lunch and in bus room. If you break the contract, your band is taken, and you have lost your privilege to use your phone during lunch and bus room for 30 days.

Failure to comply with your teacher results in an automatic referral (non-compliance)

**Failure to follow BYODTL Polices:**

* First Offense - Staff member will ask student to turn phone off, then collect the phone and turn into the main office. Student will lose device until end of day and if they have a PBIS WRISTBAND they lose privilege of using the phone at lunch or in bus room for 30 days. Student will not be able to use a phone for learning but will be provided a school device if needed.
* Second Offense- Student will lose phone for 1 night (pick up end of second school day). Student will lose device until end of day and if they have a PBIS WRISTBAND they lose privilege of using the phone at lunch or in bus room for 30 days. Student will not be able to use a phone for learning but will be provided a school device if needed.
* Third Offense – Students will lose BYODTL privilege and will only be allowed to use a WCPSS device for learning.

EMAIL PROTOCOL

When emailing anything that includes a student name and/or personal or sensitive information, you must designate the email as confidential by writing “Confidential” in the subject line as well as checking off the box at the top of the email that designates the email as confidential. It is the expectation that teachers will respond to parent emails within 24 hours of the initial email.

EMPLOYEE INTERNET AND ELECTRONIC MAIL POLICY

WCPSS offers Internet access and electronic mail (e-mail) for employee use. Access to the Internet will enable employees to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Employees are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. It is our intent to make Internet access available to further educational goals, to use for valid business purposes, and to provide for efficient communication. Employee use of the Internet shall not interfere with the timely performance of job duties. In addition, employees are expected to act responsibly when using media and information sources. Within these limits, the Wake County Board of Education supports and respects each employee’s right to decide whether to apply for access. An employee account agreement form has been developed by the school system and must be signed by employees before access is permitted and e-mail accounts are assigned.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. Refer to policy: 2313/3013/4013.Inappropriate use is any violation of this policy and includes, but is not limited to, using another person’s ID or password; giving out one’s user ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; displaying email taglines or signature additions; and accessing material advocating illegal acts of violence, including hate literature.

**EMPLOYEE SELF SERVICE**

Employee Self Service allows all WCPSS employees to make changes and corrections to personal information. This is especially important for mailing insurance and tax information. To make changes, go to the WakeConnect - Departments→ Human Resources→ Employee Self Service.

FINANCIAL PROCEDURES

* All funds received by a school employee (for deposit to the school’s Fund 6 account) must be receipted daily and delivered to the School Bookkeeper; the Bookkeeper will receipt and deposit funds according to WCPSS Policy, procedure, and State Law.
* The collector of the funds must be a current WCPSS employee
* NOTE: Funds collected for purposes outside of Fund Used Revised 6 (or another approved fund from WCPSS) must be recorded by a booster organization or PTA; your Bookkeeper will advise you in those instances
* COLLECTOR should be a teacher, teacher assistant or other WCPSS employee.

PLEASE DO NOT LOCK UP MONEY IN YOUR DESK. DO NOT LEAVE MONEY IN THE CLASSROOMS OR ANYWHERE IN THE SCHOOL BUILDING. You are responsible to make good on any money taken from a classroom. Under no circumstances should money be kept without receipting it first. Pre-numbered receipt books, forms and a money bag will be issued to teachers who are receipting $1.00 and over. The receipt book numbers will be recorded in the office. When a receipt book is full, turn it into Mrs. Foister. All receipts books will be turned in at the end of the school year to Mrs. Foister even if you have not written any receipts. If you are receipting UNDER $10.00 use Form 1823 & 1814. You must keep a copy of both forms for your records. It is still recommended to use a receipt book in all instances. In the event a student needs a refund, you must turn in those forms along with Form1808 signed by a parent. We must also have in writing that a parent is requesting a refund. To cut down on cash collections, it is recommended to set up the online payment system.

**Deadline to turn in money each day to Ms. Foister is 1:00 pm**.

**Steps before delivering money to the Bookkeeper:**

* Collect money from payee (student, parent, etc.) and collect the exact amount – we do not have change available in the main office.
* Complete receipt from teacher receipt book; make sure you include purpose of money, whether cash or check (& check number), and sign each receipt.
* Give white copy of receipt to payee and retain duplicate (yellow copy) in receipt book as a record of transaction; if you use Form 1823, please check cash or check.
* Fill out Form 1814 for both receipt book and Form 1823.
* Verify totals (Money = receipt totals = Form 1814 total).
* Money, receipt book, and form 1814 should be placed in a money bag and blue folder and kept in a secure location before delivering as soon as possible to the Ms. Foister.
* Bookkeeper will verify totals of money and receipts in the presence of the Collector.

 **Important notes:**

* All receipts must be written in INK; DO NOT USE PENCIL
* Receipts must be written in sequence (Do not skip one and then go back to it another day)
* If a receipt is voided, both copies must be retained in receipt book; VOID should be written across receipt and you should never make corrections on the yellow receipt – you must have both copies to make corrections
* If Ms. Foister is unavailable, please turn in your receipted items to the Back-Up Bookkeeper Ms. Lucas who will e-mail you, the Lead Secretary and the Principal to let them know there is money to be counted; Ms. Foister will then contact you to set up a time that is convenient to balance the sealed money that you turned in
* If the back-up bookkeeper is also unavailable, please turn in money in a sealed brown, clasp envelop. Sign back across seal and give to an Administrator to lock up and e-mail the Bookkeeper & Principal.
* Students or other staff members may not bring receipted items to the main office; the person collecting the money must personally deliver it to the Bookkeeper.
* Teachers cannot share Receipt Books

Request for Refund and Form 1808 must be given and signed by parent to receive a refund. The forms are located in the forms box in the mailroom.

**Checks, Direct Pay, & Purchasing Cards:**

**Checks:** The school checking account is limited in funds, so any requests for checks (reimbursement for field trip expenses, reimbursements for class projects or service projects should be given to Bookkeeper with a 10-day notice for processing. Although you may have given the Bookkeeper $3,000 for a field trip, WCPSS only allows each school to keep a limited small amount in checking. Any money over the limit is transferred to a saving account. Therefore, the funds are not resting in the checking account waiting for you to claim them. You must give a 10-day notice in order to allow time for WCPSS to process your check request. It is best to collect and write check in the same month.

**Direct Pay:** It takes several days (10-14) to process a Direct Pay through Central Office, so make sure there is ample time for processing your requests.

**Purchasing Card:** Dillard Drive Middle has a “Purchasing (Visa) Card,” to be used for purchases under $2,500. Prior approval must be received from the principal in order to use the card. The Purchasing Card Agreement form must be completed before using the card. Note: Please contact the Principal before making purchases to be sure that there is enough money in the school accounts. All purchase orders, packing slips, invoices, and receipts must be turned into Ms. Foister.

**FOOD POLICY**

1. Students eat in cafeteria only. Except for teacher sponsored event. During transition plan B and until all students return to school, social distancing will be enforced, and students will be seated facing the same direction with no across table conversations.
2. All food must be finished before leaving classroom or cafeteria.
3. No food in the hallways.

**GIFTS TO THE SYSTEM**

All gifts of substantial value must be reported to the WCPSS Board of Education. Please use the forms provided in the office if you know of someone who would like to donate or “gift” to your classroom or our school. Please see Lori-Ann Foister for assistance. For more information, refer to the Finance Manual which can be found on the Intranet.

# **GUEST SPEAKERS GUIDELINES – At this time, we will have all guest visit virtually.**

To maintain a clear focus on our core business – teaching and learning, the environment of schools and classrooms should be maintained, and care must be exercised to respect the diverse views and values of all students. The speaker and the school or district representative agree to the following terms and conditions for speaking to students.

1. A legitimate and reasonable connection between the adopted curriculum and the guest’s presentation must be documented on the Request for Prior Approval for a Guest Speaker. In addition, the presentation must be appropriate to the age and maturity level of the student audience.
2. Except for school-sponsored fund-raising events, promotion of a business, distribution of advertising, or collection of students’ names, addresses, or phone numbers is not permitted.
3. The role of any speaker is education and explanation. Materials and presentations must not denigrate any culture, race, gender, national origin, or religion. Also, while factual information on politics, religion, culture, or ethnicity may be presented, proselytizing is not permitted.
4. Information presented must be accurate and factual.
5. Appropriate attire, language, and behavior are required.
6. School officials have the right and the responsibility to interrupt the presentation with a warning and/or to stop the presentation for any violation of this agreement.
7. Speakers must read and agree to abide by the guidelines on the Agreement for Guest Speaker form, which should be faxed to our school prior to the visit.

**HALL PASSES – DURING PLAN B TRANSITION**S – **COMING SOON**

**HALL PASSES**

* Each hallway bathroom/fountain will be given a color.
* Each teacher will be issued colored passes that correspond to the bathroom/fountain in their hallway.
* Students will use school authorized blue hall passes if they are going anywhere other than the bathroom. The hall pass is for individual student movement. As needed, a written hall pass can be used for group travel.
* If Covid 19 is suspected, students but be escorted to the office. Please call the front office. We will address this more when student return to school.

Students will not be allowed to leave class during the first 10 minutes or the last 10 minutes of class. Teachers will follow the hall pass policy when a student is excused to go to the restroom. Students are encouraged to use the bathroom during transitions, between classes, and during lunch. Students who are ill should not remain in the restrooms but should report immediately to the Health Room for assistance. Failure to do so will be considered skipping. Parents should notify the principal if there is a medical condition that requires frequent restroom breaks.

**HOMEBASE/POWERSCHOOL**

All teachers are required to update grades in PowerSchool every week.

**IDENTIFICATION BADGES**

All employees will be supplied with a picture identification badge. These identification badges are always required to be worn and displayed when on any WCPSS property. System wide identifications may be utilized as an athletic pass in accordance with the following policies:

1. Can be used at all middle and high school regular season games in Wake County during the 2020-2021 school year if WCPSS resumes their Athletic season (currently suspended).
2. Is not transferable.
3. Admits only one.
4. Does not guarantee admission (in case of sold-out games).
5. Is not applicable for playoffs or championship games.
6. Is the only WCPSS identification badge that will admit an employee to an athletic event. Note: As has been done in past years, each middle and high school may allow its employees free admission into home athletic events without the ID.
7. If misused, the employee’s privilege will be revoked.
8. Please see Ms. Lucas if you have misplaced or broken your WCPSS ID badge so that a replacement badge can be ordered.

INCLEMENT WEATHER

Each year there is the possibility of severe weather creating unsafe traffic conditions. When such conditions exist, Wake County Public Schools may be closed for one or more days. Announcements regarding school closings will be made on local radio and televisions stations. There will also be a message on the WCPSS web site ([www.wcpss.net](http://www.wcpss.net)). Information will also be shared via email and Remind when possible. Staff members are expected check emails for specific instructions.

Any school day missed due to inclement weather is considered a teachers’ workday. If road conditions are too hazardous to open the building, the following options are available for making up the missed workday:

* Take annual leave
* Take a non-paid leave day
* Use accumulated comp time (Nonexempt Employees Only)
* Make up the day

You may choose one or more of these options to make up the missed day. If these options are not sufficient, please see the principal who will work with you individually to develop a plan that will best suit your needs.

Each staff member will receive a Make-Up Day Form to document how he/she will account for the missed day. The completed form must be attached to a leave form and submitted by the specified deadline.

Anyone choosing to make up the missed day must do so in one-hour increments starting at 3:30pm following a regular school day. You may also make up the day by working any Saturday or Sunday that the building is scheduled to be open. Make-up time cannot be accumulated prior to a missed workday.

ISS PROCEDURES

**Grade level administrator will:**

* Assign ISS to the student
* Notify Mr. Davis (ISS staff)

**ISS staff will:**

* Email the ISS list to Team and elective teachers by the end of each day for the following day.
* Check students in, check for work, call teachers for additional work, and return work to teacher's box at the end of the day.

**Teachers will:**

* Check email daily to receive list of students in ISS.
* May give GOOGLE MEET Code to student and Mr. Davis, so student can participate in learning
* Send meaningful, relevant, clearly labeled work to ISS room or a digital assignment by 8:15 am each day for students to complete in ISS.  Be mindful that students must have work that they are able to complete (with necessary resources and materials, etc.) and students tend to complete work more quickly in ISS because they have more sustained seat time. Be sure to send ample work and feel free to send missing work along with the day’s assignment.

**Students will:**

* Report to ISS in the morning before 8:15 am.
* Follow ISS rules and complete class work during the day in ISS.
* Complete a reflection sheet.

**ISS FYI**

* If no work is received by the start of 2nd period, Mr. Davis will call the teacher, and the teacher will need to bring the work to ISS.
* 12 students maximum in ISS this school year due to occupancy guidelines.
* ISS staff will email administration when ISS is full for the day or the following day.

**ITEMS LEFT IN FRONT OFFICE**

To minimize disruptions to your classroom, the only items that students will be called to the office to pick up are - lunch, lunch money, and house keys. If a parent drops off any other item (gym clothes, project, binder, etc) the student will not be called. The student may come by the office with your permission to see if the parent has brought the item, or you may call the office to see if item has arrived. This policy encourages our students to be responsible and think ahead to bring needed items to school.

KEYS

Keys will be distributed to staff members at the beginning of each school year and must be returned at the end of year during check out procedures. Staff members are responsible for properly securing classrooms during the school day and before leaving for the day. Staff members are responsible for their keys at all times. Keys should not be given to students to hold or use. All staff members will be issued keys to the facilities for which they are responsible and are expected to take all necessary measures to keep them secure while in their possession. Duplication of keys is prohibited. Lost and stolen keys must be reported to the principal immediately.

LEAVE POLICIES

The Board recognizes the importance of having a low absentee rate among school personnel to provide consistent services and instruction to students. Regular attendance is a duty of employment and an essential function of the job for all school system employees.

Policies governing leave can be found in the *2020-2021 Employee Handbook* (ONLINE).

* All absences must be documented on Leave Form 1500.
* If sick leave is requested for absences of more than three (3) days duration, a physician’s statement or other acceptable proof that the employee was unable to work due to personal illness, medical appointment, illness, death in the immediate family, or adoption will be required.
* Staff must also be familiar with the return to work policies as outlined by Human Resources with regards to Covid-19 leave and extended leave options.
* Any leave that is scheduled prior to an absence must have prior approval. A leave form must be submitted to the principal in advance.
* Failure to turn in leave forms in a timely manner can result in leave without pay.
* Leave will be keyed as non-paid if a leave form is not received within 3 days following an unplanned absence.
* Teachers, counselors, and teacher assistants must also report their absences through the Aesop.
* Leave forms must be turned in with the Aesop job number to avoid the absence being keyed as non-paid leave.

**LOCKERS**

**The use of all lockers is prohibited under current Covid-19 safety guidelines.**

**LOST AND FOUND**

Each team keeps a box near team area. Items found in general areas are taken to the cafeteria and placed in the LOST AND FOUND BIN. Office staff periodically donates unclaimed items to community organizations.

**LUNCH PROCEDURES – MORE TO COME WHEN STUDENT RETURN**

Review the guidelines with your students before the first lunch period.

* Enter and leave in an orderly manner. Students should not take up the entire hall when going or leaving the cafeteria.
* Teachers are to walk with their students into the lunchroom each day – (7th grade teachers will meet their students there) Elective teachers will walk 7th Grade students to the lunchroom.
* Students with bag lunches are to go directly to the assigned area and practice social distancing with two seats between each student facing the courtyard.
* Classes will sit in a designated area of the cafeteria.
* Core teachers will monitor students in the cafeteria during lunch. After the first complete week of school, core staff will implement a rotation schedule to monitor students.
* Students are responsible for leaving their eating areas clean and free of trash. Food or trash dropped on the floor or left on tables must be cleaned before exiting the cafeteria.
* Food and beverages must be consumed in the cafeteria. Food items will be confiscated if they are brought out of the cafeteria.
* Students should refrain from throwing food or other items while in the cafeteria.
* Students should refrain from entering a serving line ahead of students already in line.
* Students who receive lunch detention as a disciplinary consequence, must eat lunch in the designated detention areas.
* Using another student’s lunch number is prohibited and will be treated as theft.
* Students must follow procedures for food disposal.
* Students must make the best use of their mealtimes and avoid lingering. CNS staff members are not allowed to serve meals after cashiers log off and shut down registers. Students who arrive late to school or lunch, without notice, will not be served if they arrive after the registers have closed
* One staff member on duty will dismiss the students on their team by table.
* Staff members not on duty should return to the cafeteria on time to walk students back to class.
* Once a student is seated, stay seated, unless an emergency arises.
* Students will throw paper and food items away after the staff member on duty dismisses them from the table; or once students have finished eating, they can dispose of their trash. Students are to pick up after themselves before leaving the table. This is a team effort.
* A staff member is responsible for the direct supervision of students that are assigned to the lunchroom for clean-up. Cleaning of the cafeteria includes the tables and floor area.
* Grade 6 students will enter and leave through the courtyard.
* Grade 7 & 8 students will enter from the sunburst area doors of the cafeteria and exit through the courtyard

**MAIL**

Staff mailboxes are in copier room. Current occupancy is seven. Please check and remove all mail daily. Staff mailboxes should not be used for storage. Staff can bring mail to the front office to be mailed. WCPSS courier box is in the front office. Ms. Lucas has envelopes. Please return empty envelopes for reuse. Courier mail is picked up in the main office each morning.

**MAINTENANCE REQUESTS** - All maintenance requests should be sent to Mr. Caldwell and Mr. McConico.

**MATERIAL SAFETY DATA SHEETS (MSDS)**

* The MSDS notebook is in the office and contains MSDS on every chemical/product allowed in classrooms/offices.
* Any item that says “To be kept out of the reach of children” must have a MSDS sheet in the notebook, secured and out of reach of students.
* Only use the brand-named items on the MSDS List. If there is a product you need but is not included on the list, you are responsible for getting the MSDS information. Please submit to Denise Lucas.
* Periodic classroom checks will be conducted.
* OSHA fines schools that are out of compliance.

**MEDIA CENTER**

The Media Center is an integral part of DDMS’s instructional program. The media center specialist schedules specific times for classes to visit. Current occupancy is forty.

* Students may come to the media center to return and check out books before and after school with a hall pass from the teacher.
* To use media center computers, students must have a hall pass and a teacher note outlining the purpose of computer-usage. The computers in the media center may be reserved by a teacher, so students wishing to use the computers may be turned away.
* Students may be sent in small groups to the media center for circulation with a hall pass from the teacher.
* Teams will decide on what class to be on a rotating circulation schedule.

MESSAGES

Phone messages received in the front office will be emailed to the appropriate staff member. Staff members should check email on a regular basis.

**MEDICATION RULES AND PROCEDURES**

Review information located in the WCPSS Handbook. Remember:

* Teachers may not administer medication, personal or otherwise, to students.
* Students may not share medications with other students.
* Students can carry over the counter medications if *they are in the original container*. It is suggested that students bring only the dose for the day in the original container.
* Students needing to use prescription medications during the school day must bring to the office the 1702 Form, completed and signed by the physician and parent, along with the medication in the original container.
* Our school nurse will share Emergency Care Plans for identified students as they arise.
* ONLY SOAP AND WATER is allowed if a student has a cut, etc.
* Always allow a student to come to the office if not feeling well or complaining of breathing difficulty, etc. Please call the office to prior to sending the student. The student may require an escort.
* Please assist the receptionist with the completion of th**e Health Room Referral Form** for documentation purposes.
* **ICE** is not to be given to students unless advised in the NC Emergency Guidelines book located in the office due to liability. **Must follow guidelines**.

NEWSLETTER - Each Hall Leader is expected to share items that parents need to know about each grade level or area to Mrs. Feldman by 3:00pm each Friday. .

PARKING

There are no assigned parking spots this year. Please do not park in reserved spaces or in spaces designated for visitors.

Please do not park in any fire lanes.

PARENT CONFERENCE - DURING REMOTE AND PLAN B TRANSITIONAL – CONFERENCES CAN BE DONE THROUGH GOOGLE MEET

It is expected that all teachers (as a team or as an individual) honor requests for parent conferences as well as initiate parent conferences as an intervention for academic and/or behavior concerns. Procedures for requesting conferences should be shared with parents via weekly newsletters.

Tips for Parent Conferences:

* Prepare for the parent conference by planning roles (facilitator, timekeeper, recorder of minutes, etc.) and by bringing necessary documentation (grade book, student work samples, etc.).
* Avoid scheduling parent conferences on PLT meeting days.
* Have a finite amount of time scheduled with an agenda to follow.
* Record minutes from the meeting and get signatures of everyone involved. Be sure to provide the parent with a copy of the minutes.
* Provide families with HomeBase passwords by asking Student Support Services or Data Manager.
* Request a translator for non-English-speaking families at <http://www2.wcpss.net/departments/academics/translation-interpretation/>.

PARENT CONTACT EXPECTATION

Teachers are expected to contact their homeroom parents within the first two weeks of school to introduce themselves and welcome the family to the academic year at Dillard Drive MS. It’s important that we have a positive first impression with our school families. Please be prepared to share team information (newsletters, website links) and to invite parents to ask questions. Advisory teachers should also contact parents of their advisory students.

PBIS

Positive Behavior Intervention Support/Character Education is aimed at improving school climate and creating systems that support academic and social success for all students. This is achieved through school-wide behavior support planning, professional development on best behavioral practices, supporting teachers to master strategies, and developing systems of intervention for small groups of students and for specific students.

PLEDGE OF ALLEGIANCE

Before morning announcements, we will recite the Pledge of Allegiance to the flag. The school shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance, but each person shall maintain proper decorum while others participate.

PROGRESS REPORTS/INTERIMS

Teachers are expected to communicate the academic progress of students with parents in a timely manner. Early notification and parental involvement will increase a student’s chance of success. Interims should be issued every other week. Report cards will be distributed on a nine-week basis. Teachers are required to communicate with parents at the midpoint of each quarter if a student is performing below a C (70) average. All teachers are required to update grades in PowerSchool on a weekly basis.

**RED CRISIS BAGS**

* Keep Crisis Bags in your classroom by exit door in the event of an emergency.
* If you use an item from your bag, request a replacement.
* Check flashlight and batteries periodically.
* Take with you during drills and emergencies.
* Antimicrobial/antibacterial wipes are for cleaning contaminated surfaces and teacher use only.
* Have a copy of your class lists- Student information is confidential.

**SCHOOL SECURITY**

* Doors will be unlocked by 6:45AM each morning.
* Staff members should wear WCPSS ID badge daily.
* ID Badge will be needed to enter building.
* The Main Office is DDMMS’s Check in/out for students, parents, visitors, and guests. Make sure your visitors and volunteers have a badge from the office.
* Be aware of people in hallways without a visitor badge. Address visitors who do not have badges. Please direct them to the main office to sign in and obtain a badge.
* DO NOT PROP OPEN OUTSIDE DOORS!
* Do not open outside doors to people under any circumstances. Anyone entering the building must only enter the front door and are required a temperature check and Covid-19 screening questions.
* Lock your classroom doors when you leave each day. Secure laptops and iPad/laptop carts.
* Secure personal belongings.

SCHOOL VOLUNTEERS

All volunteer applicants will complete an on-line application at a school and must receive clearance from the Human Resources Department/Employee Relations before beginning work in a school as a volunteer. WCPSS employees do not need to register as volunteers.

A volunteer applicant who will transport students in a vehicle must hold a valid driver' license and have proof of insurance. In addition, the applicant must receive specific prior authorization to drive from the Human Resources Department /Employee Relations. Volunteer applicants with a prior driving record that demonstrates a risk to the safety or well-being of students will not be approved for transporting students.

Volunteers who are transporting students for school-sponsored activities or field trips will be held responsible for injuries to students and others. Before transporting any student in a privately-owned vehicle, a volunteer must complete Form 1713b, Notice to Drivers on School Field Trips, which certifies that his/her vehicle is covered by insurance as required by North Carolina state law.

Volunteers must comply with all policies of the Board of Education. In addition, all volunteers must understand the expectations of the school program, the issue of confidentiality, and any special procedures required by a school.

Under current transition plan B and the State of North Carolina Phase 2 reopening most activities with volunteers are currently prohibited. Please check with your grade level administrator before permitting any volunteer to come to the school, as there are very few exceptions.

SIGNS/POSTERS

Only signs or posters pertaining to school-related and approved activities will be posted on campus. Students must present all signs, posters, and/or decorations to their sponsor/advisor/coach, who will, in turn, present them to administration for final approval before posting. All signs/posters must be displayed on the designated bulletin boards. Signs/posters will not be allowed on glass surfaces, doors, or painted surfaces unless permitted by DDMMS Magnet Team. Please ensure the official new Dragon logo is on teacher made posters being displayed in the building. During school year 2020-2021 expect more guests in the building once it safe for them to tour our building. All items must be removed immediately following the event.

STAFF/PROFESSIONAL DEVELOPMENT

Professional Leave may be either short-term or long-term. Short-term leave may not exceed three days for in-state meetings or five days for out-of-state meetings. There is a limit of ten days per school year. Payment for substitutes is by salary deduction unless funding is provided by a budget manager. Long-term professional leave is available to tenured employees for periods of up to one year. This is non-paid leave, and application must be made well in advance (by May 15 for subsequent school year). Due to funding, any teacher requesting leave or reimbursement for professional development must meet with the principal to secure approval prior to registering. Failure to secure approval prior to registration may result in leave without pay and no reimbursement. Each teacher will be required to use Wake Learns to document professional development activities. The IF, Ms. Fox will be designated as the Staff Development Contact (SDC) to support staff in using Wake Learns and tracking their CEUs. She will be responsible for managing courses in Wake Learns and will act as a liaison for information about professional development activities and standards.

**STAFF WORK AREA**

* Keep work area neat.
* DESTROY Boxes – Use paper boxes with lids for confidential student information, test information, student work of a personal nature, anything with ID#’s, etc. When boxes are full, put the lid on and label with the DESTROY label (colored paper), tape closed, and bring to the main office for pick up.
* Recycle boxes – for other paper – not confidential. Wrapper from bond paper is not recyclable.
* Paper Supply – Reduce, Recycle and Reuse!
* Refrigerator – Food and drink items only. Please keep neat and clean. Remove personal items each Friday.
* Do not send students to get papers off printers or make copies.
* There should not be students in faculty room or copy room.
* Students should not be sent to make coffee.

SUBSTITUTE PLANS

Teachers are expected to maintain a substitute teacher folder with specific information regarding classes. Teachers will be given two folders to use for substitute plans. The yellow folder should be kept in the classroom and must be visible for the substitute. The red folder should be used for emergency absences and should be turned in Sub plans will be uploaded to DDMMS SUB PLANS CLASSROOM – Please join 25qacik and upload by August 26, 2020. There should be plans for 3 days. Emergency plans should be updated as needed. Emergency lessons should be planned activities that are worthwhile and educational, not busy work. Please be sure to have safety plans in the folder

In addition, it is suggested that current lesson plans be downloaded onto AESOP, which allows the sub to print and review the lesson prior to arriving at DDMS. As applicable, substitute plans should include the following information for each class:

* Attendance Procedures
* Class Lists
* Seating Charts
* Appropriate, easy-to-implement plans/back-up plans
* Texts, guides, manuals, answer sheets, equipment, etc
* Necessary forms for students and teachers
* Maps and locations of rooms, bathrooms, workrooms, etc.
* Directions for SMARTBLOCK – Not needed until we resume normal instructional conditions.
* Emergency routes/procedures and numbers
* Daily bell and class schedule for students and teachers
* Discipline/ management procedures and blank discipline referral forms
* Names of designated student helpers
* Names of designated teachers, assistants, and administrators who can assist
* Medical or physical problems and accident procedures
* Hall pass procedures
* Instructions on where to leave students’ work
* Lunch schedule and procedures
* Duties, expectations for assistant, student teacher, and substitute teacher, including extra duties
* Phone number of the absent teacher
* Substitute teacher report/evaluation form

**ALL** teachers must register with the Aesop (<http://www.frontlineplacement.com/education/>) by Friday September 11th, 2020 in order to report absences and secure a substitute teacher. In the case of an emergency, the teacher **must** report the absence to Aesop **and** call the school main line (919-233-4228) to report the absence even if a substitute is not required. A leave form must be submitted to Ms. Lucas immediately upon the employee’s return to school. **All absences must be documented on a leave form**. Failure to submit a leave form will result in non-paid leave.

SUPERVISION OF STUDENTS

Supervision of students is a shared responsibility among administrators, teachers, teacher assistants, and non-teaching staff. We will be successful in providing a safe and orderly school climate if we all work together to reinforce the same policies outlined in the discipline section of this resource guide and in the Code of Student Conduct section of the student agenda. Please refer to the Duty Assignment Roster for specific assignments. This school year team teachers are required to walk students to electives and elective teachers are required to walk students back to their next class. (We will review procedures before students return)

SUPPLY REQUEST

General instructional supplies are available in the supply closet. Due to a tight budget and to ensure equity for all, staff members will be provided a Supply Shopping List. Please complete and return to Ms. Foister. Requests for special items or instructional materials should be submitted to Lori-Ann Foister. Please complete a purchase order request form with information and details and submit for approval.

Teachers should **NOT** purchase items with personal funds and expect reimbursement without prior approval. ORIGINAL RECEIPTS must include a description of item(s) purchased, price, date, company, how it was paid. Personal purchases must be separate, and nothing written, taped, highlighted, etc. on receipt. *Receipts submitted with personal purchases will not be reimbursed per the accounting department.* Ringing food and non-food items on separate receipts is preferable due to the different codes used in the accounting department.

TEACHER ABSENCES

* All absences must be registered with Aesop, even if a substitute is not required. A leave form must be submitted to Ms. Lucas for each absence, including unprotected workdays.
* All requests for class coverage must be arranged within departments.
* Please adhere to WCPSS leave policies when requesting leave. These policies can be found in the Employee Handbook in the back of the resource guide, or on the intranet (www2.wcpss.net).
* Please do not tell the substitute the time of your planning period. The substitute may be needed to cover another class during that time.

TECHNOLOGY

* Go to the home page of <http://dillarddrivems.wcpss.net> and at the bottom of the list of "Quick Links" is the Technology Issue form. Fill in the blanks - it's a Google form - and someone will respond to your issue. This form is for hardware, software, and web ware issues.
* A cheat sheet in the handbook giving simple directions on what a staff person should do with common tech issues. Our 2020-2021 admin tech contact is Ms. Mitchell. Ms. Morgan will handle media center and technology distribution. Mr. Naab will focus on help desk tickets and support requests.

TEN-DAY HEAD COUNT

During the first twenty days of school, it is crucial that we have an accurate count of students who are in membership at DDMMS. The official count date for the state and the system is usually the tenth day of school. This school year it will be the twentieth day. Teaching positions as well as all other per-pupil allotted resources are tied to this date.

We will use **FIRST PERIOD** during the first twenty days of school to assure a correct count for enrollment. Resources are tied to this count. It is therefore essential that we count correctly.

**TEXTBOOKS /NOVELS**

Textbooks and novels are a valuable tool for instruction, remediation, and enrichment. They are also very expensive. All textbooks and novels (new, used, or undistributed) must be clearly labeled for inventory and identification purposes.

It is the responsibility of each staff member to catalog, issue, assess, and collect all textbooks and fees for their classes and to record this information in our electronic system. Please be extremely conscientious in accounting for books assigned to you. Take time to make book reports accurate. A list of book prices can be obtained from your department chairto aid in the proper assessment of fees for lost and/or damaged books. English Language Arts novels have all been downloaded digitally. Students may request a hard copy of the novel. If you receive such a request, please make your grade level administrator aware to arrange the safe distribution of the novels.

Each year, new books more than a teacher’s student count will be housed in the bookroom. Requests for additional books should be submitted to Mr. Lowry.

**VISITORS AND FAMILY INVOLVEMENT**

All visitors must report to the main office and sign in. Visitors will be given a visitor’s badge that must be worn while on campus. Students are not allowed to bring other students as “visitors” to the school. Families are encouraged to participate in the DDMMS instructional program. All visitors to campus will be very limited until Covid-19 restrictions are eased and should be approved by administration. Designated times will be posted for special assemblies and events to encourage family attendance during the school day. Families interested in visiting during the school day for events other than school-wide events should contact the principal for approval prior to arriving on campus.

As our school continues to grow, space in the cafeteria is limited. Although we welcome parental involvement, we do not have the space to accommodate visitors during lunch. Any parent who arrives and requests to eat lunch in the cafeteria will be denied.

Board Policy 2524: The Wake County Public School System believes while parent and community involvement should be encouraged in our schools, student and staff safety and protection of instructional time must also be maintained.

Parents and other citizens shall be encouraged to visit schools under normal circumstance; however, this school year will be extremely limited due to Covid-19 restrictions. Parent conferences, volunteer activities, and visits shall be by appointment. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or other form of conduct cause the disruption of any lawful function, mission, or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges.

**Visitor Guidelines – For when students return to school at full capacity.**

Planned, organized visits may support instruction and help ensure the safety of all students and staff.

* All parents, volunteers, and visitors shall enter the school through the main administrative entrance and gain permission from the office before proceeding to their destinations. All parents, volunteers, and visitors shall always wear school-issued identification badges during visits.
* All conferences, volunteer activities, and visits shall be scheduled at a mutually agreeable time and when instructional time is not compromised.
* Staff may suspend conferences that are deemed by staff to be unproductive.
* The principal or designee may place reasonable limits on the frequency or conditions of school visits or communication by parents or other visitors to avoid disruptions and to ensure that a positive, safe, and constructive educational environment is maintained.

**VOLUNTEERS – Currently volunteers are not encouraged in the building except with permission from Mrs. Feldman.**

Families may be asked to volunteer to assist DDMMS teachers and staff with special projects. All volunteers must complete the WCPSS Volunteer Registration Process at any WCPSS school through our online registration process. No date for the deadline or any other information is available currently. Volunteer registration has been suspended. Current volunteers must re-activate their volunteer registration annually when it is safe to do so. Volunteers will receive notification from DDDMS faculty/staff members that explains their specific responsibility prior to their arrival on campus. Parents must register as a volunteer to chaperone trips after field trips are permitted again (all Field Trips are suspended until further notice) or assist students during the year. Registration can be at any WCPSS school campus.

Upon arrival on campus during the school day, families should:

1. Sign-in at the DDMMS main office.

2. Wear a visitor badge prominently throughout the visit.

3. Sign-out in the office upon leaving.

**WAKE LEARNS**

Wake Learns is an internet-based registration and transcript tracking software. It empowers all WCPSS employees to track their own professional development. It is the official software used to track all credits earned by certified staff who renew their licenses every 5 years.

**WALKERS**

The dismissal screen indicates when walkers are to leave. Walkers walk through the carpool area and down the sidewalk beside the school. Walkers will need to wait to be dismissed. They will also have a luggage tag. They need to make sure they use the cross walk.

**WALKIE TALKIES**

Walkie Talkies radios have been distributed throughout the campus to allow staff members to contact administrators and front office staff for emergency purposes only. Teachers should use the wall phones to call the front office when an administrator is needed. If you take your class outside, please leave a cell number with the front office so you can be reached.

**DDMS GRADING PLAN**

DDMS is committed to maintaining rigorous performance and achievement standards for all students. We provide a fair and consistent process for evaluating and reporting student progress that is relevant and understandable. Grades are an essential way to communicate student achievement. Grades will reflect a student’s achievement regarding the learning objectives defined for the class.

For the 2020-2021 School Year, we will follow the [WCPSS Grading Guidelines.](https://docs.google.com/document/d/1fODKtdxU1pGq-qFAkxOzk1cyt2Nf2e1QQWMsnzkU4eg/edit#heading=h.ia5w28qz6sb2)

Here is the document that was shared on August 13, [2020 DDMS GRADING PLAN](https://drive.google.com/file/d/1zb8VqwUuSd21Uhj-VaGQ_JFz6Z88bkDw/view?usp=sharing)

**GRADING PERIODS/INTERIMS/REPORT CARDS**

Grades are computed and reported to parents once every nine weeks. WCPSS requires teachers to issue interim reports to all students at the midpoint of each nine-week grading period. These special reports are designed to help parents monitor their child’s progress before official grades are assigned. They must be signed by a parent and returned to school within three days or student will receive a lunch detention. Distribution dates will be posted on our website calendar. Parents are encouraged to contact teachers directly if they are not receiving interim reports.

Teachers will record student grades on PowerSchool’s electronic grade book. Grades will be updated at least on a bi-weekly basis so that students and parents will have a current indicator of a student’s progress and achievement.

Report cards will be sent home on the following dates:

* December 4th, 2020
* February 19th, 2021
* May 7th, 2021
* June 11th,2021

**DDMMS HOMEWORK POLICY**

**DURING REMOTE LEARNING AND PLAN B TRANSITIONAL –** Follow District guidelines mentioned above. Please remember the purpose of homework.

**PURPOSE**

Homework is an important part of our educational program and should be assigned on a regular basis. Homework assignments should be purposeful and continuations or extensions of the instructional program and an integral part of the total evaluation. Inasmuch as the term "homework" refers to school-related instruction that is to be completed outside the classroom, it should be appropriate to the student’s development level and should fulfill the following purposes:

* To enrich and extend school experiences through related home activities.
* To reinforce learning by providing practice and application.

**HOMEWORK**

Each teacher shall follow **the DDMMS Homework** Policy regarding the amount of homework assigned and the length of time required for completion. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in a student’s grade calculation. BOARD POLICY 3135-R&P Homework.

**EVALUATION**

Teachers shall provide specific and timely feedback on homework assignments. Homework for practice (formative) should NOT be considered in reporting a student's progress or academic grade to parents. Homework that is assigned to evaluate previous learning (summative) may be included in grade calculations and should not exceed fifteen percent (15%) of a student's academic grade for a marking period. To evaluate the effectiveness of a homework assignment, the following questions might be applied:

* Does the student possess the skills needed to complete the assignment?
* Does the assignment extend and enrich class work?
* Does the assignment meet a real need in the student's learning experience?
* Does the student clearly understand the purpose of the assignment?
* Can the assignment be completed within the suggested time limits?
* Do some assignments provide opportunities for the development of initiative, creativity, and responsibility?

MANAGING STUDENT BEHAVIOR

We are committed to providing a safe and orderly learning environment that promotes academic and social growth for all students. Students, parents, and all school personnel share in the responsibility of maintaining a positive school climate.

Many problems with student behavior can be prevented. The major goal of this section is to help you prepare by implementing classroom procedures and routines that will teach students behaviors that are needed to be successful in your classroom. By using some of the suggestions in this section, you can significantly reduce inappropriate behavior.

**PREVENTING PROBLEMS**

* Create a physical environment that is warm and inviting. Arrange student desks to encourage collaboration as well as independent work.
* Establish and clearly communicate rules and procedures that students are expected to follow.
* Plan instructional lessons that will keep students actively engaged the entire block.
* The first ten minutes of every class are crucial in getting students off to a constructive start. Set the tone of the class by providing a predictable routine/activity to get students focused on learning.

**DEALING WITH PROBLEMS ONCE THEY OCCUR**

* Address the problem quickly to gain control of the situation -during remote learning or in your classroom.
* Contact parents or guardians as soon as possible.
* Use available resources to assist in dealing with the problem. Resources include teacher intervention, counselor intervention, or administrative intervention.
* Reflect. What procedures or routines can be put in place to prevent future behaviors?
* Refrain from lecturing, arguing, fussing, threatening, and giving undue attention to rule-breakers. Enforce the rule.
* Choose your words carefully. Avoid using “why questions”, and the words “you”, “no” and “don’t”.

**HARMFUL PRACTICES TO AVOID**

* Having a student copy and recopy sentences or definitions
* Corporal punishment – prohibited by Board Policy
* Making a student stand in a corner
* Teacher temper tantrums—screaming or shouting
* Insulting a student and his/her work
* Slamming doors, books, anything
* Calling a student’s names
* Cursing at a student
* Forcing a student to stay after school with nothing to do but sit
* Throwing a student out of class
* Taking points from a grade
* Daring or threatening a student
* Playing favorites
* Confronting a student in front of the entire class
* Punishing the entire class/group for the misbehaviors of some
* Touching an angry student
* Wasting time to prove that you are right, and the student is wrong
* Assigning work as punishment

**ADMINISTRATIVE REFERRAL PROCEDURE**

In cases of severe or persistent violation of school or classroom rules, the student should be referred to an administrator. When a student is referred to the office for discipline, the teacher should submit a referral. An administrator will process the referral and write a brief description of the action taken.

* Once it has been determined that a referral is needed, prevent a bad situation from becoming worse by maintaining the student’s dignity and privacy in front of classmates.
* When talking with a student about an infraction, don’t threaten or bully the student even if you are angry. Calmly state the policy and the consequences for misbehavior.
* Calm down before writing the referral. Language should be professional and as objective as possible. Write the referral in language that is behavior-oriented and factual. Avoid stating opinions about the student’s behavior or sinking to name-calling.
* Call the student’s parents or guardian by the end of the day to inform them of the incident and of the referral to an administrator.
* Make sure the student is also told about the referral.
* Once a student has been referred to the office, let go of it emotionally. By submitting a referral, the matter has been put into someone else’s hands. Administrators may take a different approach to solving the problem than the teacher. Please don’t second-guess administrators when they need to make decisions about the best course of action to take.
* Administrators will follow-up with the teacher to make them aware of the outcome.
* Go back and examine the actions that led to the referral. Was there anything that could have been done early in the student-teacher relationship to prevent this misbehavior from reaching the final point?

**BEHAVIORS THAT SHOULD BE REFERRED TO AN ADMINISTRATOR**

* Habitual tardiness
* Persistent disruptions
* Skipping
* Violent or aggressive behavior
* Threats
* Substance abuse
* Weapons
* Deliberate profanity toward staff member
* Vandalism

**BEHAVIORS THAT SHOULD BE HANDLED BY A TEACHER BEFORE INVOLVING AN ADMINISTRATOR**

* Talking
* Not working
* Poor work habits
* Inattention
* Cheating

**Infractions that can result in out of school suspension (OSS) should be referred to an administrator immediately.**

**WHAT IS PBIS?**

PBIS is a team-based, systematic approach in teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes students who can model these behaviors and has systems in place to support students who have a difficult time or may present with more challenging behaviors. The team approach is what truly makes this system work. DDMMS Core Values – Be Present, Believe, Show Kindness, Own It, and Persevere are expected from students, staff and parents.

Instead of using a patchwork of individual behavioral management plans, we will use a school-wide discipline system that addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, offices, cafeteria, playground/school grounds etc.).

Every person who works in the school needs to be aware of the behavioral expectations and will be expected to ensure students are consistently getting the same message, regardless of the setting they are in or the adult with whom they come in contact.

**KEY ELEMENTS**

* PBIS is a research-based, school-wide systems approach to improve school climate and create safer and more effective schools.
* PBIS IS a process. PBIS IS NOT a program or a curriculum.
* The process focuses on improving a school’s ability to teach expectations and support positive behavior for all students.
* PBIS provides systems for schools to design, implement, and evaluate effective schoolwide, classroom, non-classroom, and student-specific discipline plans.
* PBIS is a team-based process for data review, data-based problem solving and intervention, ongoing planning, and monitoring of interventions.
* PBIS implementation includes school-wide procedures and processes intended for: ALL students, ALL staff and in ALL settings. This includes individual classrooms and teachers AND non-classroom settings and related staff.

.

**WHAT DOES PBIS LOOK LIKE AT SCHOOL?**

* Discipline DATA are used to help track progress and identify areas to target for intervention.
* CONSISTENT discipline referral PROCESSES & PROCEDURES exist throughout the school.
* Use of school-wide EXPECTATIONS & RULES in specific settings to TEACH students appropriate behavior (DRAGON DAYS and DO THE RIGHT THING TALKS).
* A REWARD SYSTEM to encourage appropriate behavior and EFFECTIVE CONSEQUENCES to discourage inappropriate behavior - DO THE RIGHT THING Tickets will continue to be submitted.
* This year when students return to school, our teachers will get blank reward cards ahead of time as our students like immediate rewards.
* Our Core Values needs to be a common language and staff are asked to integrate it, praise it, track it, model it, and name it when it is seen either in the building or during remote learning.

**CLASSROOM MANAGEMENT SYSTEM**

DDMMS practices a school wide discipline plan, which is based on communicating clear behavioral expectations to students and following up with defined consequences. The result is a proactive, student-centered behavioral management plan that creates a safe and caring environment for the students and staff. Our school wide discipline plan is intended to protect the rights of our students and allows our teachers to focus on learning.

#### When students choose behaviors that are not consistent with a positive learning environment, they are subject to disciplinary consequences. The following proactive system has been established to provide an opportunity for students to adjust in behaviors and prevent administrative intervention.

|  |
| --- |
| **MINOR CLASSROOM DISRUPTIONS PROCEDURES** |
| INFRACTION | WARNING | **EXPLANATION** |
| 1st Disruption | Warning | First warning for inappropriate behavior |
| 2nd Disruption | Warning | Second and final warning  |
| 3rd Disruption | Administrative Intervention | Teacher may call for assistance. Repeated disruptions will result in removal from class. |
| Severe Infraction | Immediate referral to administrator for immediate discipline action. |

**GUIDELINES FOR ISSUING WARNINGS**

Giving a non-verbal or a mild verbal warning when a student is disruptive will usually end the disruption. When giving warnings, move closer to the student and be businesslike and firm. Try to be positive instead of negative. “Open your book and begin working” will be more effective than a negative command such as “Stop playing around this instant.” Don’t allow the student to argue with you or to engage you further to seek inappropriate attention. Be firm and friendly when redirecting students.

* Use positive and respectful ways to lead students into displaying appropriate behavior.
* Use non-verbal techniques, such as eye contact or hand movements, to express disapproval of behavior. This technique seems most useful for mildly inappropriate behaviors.
* Use proximity control. The physical presence of the teacher acts as a source of control for student. This presence may range from teacher standing near student to actual touching of student on shoulder or arm. This technique allows intervention without verbal identification of student having trouble and permits saving face.
* Choose your words carefully. Avoid using “why questions”, the words “you”, “no” and “don’t”. Use “I message” when possible.

**SCHOOLWIDE EXPECTATIONS**

* Every student has the right to learn and teachers have the right to teach!
* Follow directions and respond to a request.
* Be on time and be prepared to learn.
* Be in your designated area.
* Use appropriate and respectful language.
* Respect self, respect others, and respect school.

**STANDARD OF CLASSROOM BEHAVIOR**

* Be in class on time and prepared to work.
* Bring the needed materials to complete your work in the classroom.
* Respect everyone’s right to learn, and the teacher’s right to instruct.
* Respect all rights and property of others.

**STUDENT EXPECTATIONS**

* Students will refrain from disrupting class to discuss why the warning has been issued.
* If the student wants to discuss the warning, the student may wait until after class and ask the teacher to discuss the matter privately.
* Students will not challenge or confront the teacher about a warning. An administrator will be alerted, and the student will be removed if the student challenges or confronts the teacher about a warning.
* Students who receive a third warning will be removed from class.

**TEACHER EXPECTATIONS**

* Teachers will develop and communicate a set of clear, specific, classroom rules and procedures.
* Teachers will issue warnings for disruptive classroom behavior. Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior.
* Teachers will give students an opportunity to comply and behave appropriately after issuing a warning**.**
* Teachers will issue warnings in a positive, non-disruptive, and non-confrontational manner. Teachers will not lecture, argue, fuss, or give undue attention to disruptive students.
* Teachers will be fair and consistent when issuing warnings. Teachers will not ignore behaviors. All students will be treated the same way.
* Teachers will call the main office when a student needs to be removed.
* Teachers will contact a parent/guardian each time a student has to be removed from the classroom for disruptive behavior.
* Teachers will enter a discipline referral each time a student has to be removed by an administrator. The referral must describe the behavior that resulted in each warning. The referral must be submitted by the end of the day of the incident.
* Teachers will only use the warning system for minor disruptive classroom behavior.
* Teachers will alert administrators immediately for severe violations.

**REMINDERS**

* It is always the student’s choice. Students can always choose behavior that will not lead to removal from class.
* The warning is for the entire period.
* Every day is a new day, a new beginning.

# **CONSEQUENCES FOR RECEIVING DISRUPTIONS REFERRALS**

# Students who need to be removed from a classroom for disruptions will be escorted to ISS by an administrator and will stay for the remainder of the class period. Teachers should not send students to ISS without calling first. Administrators will document and monitor frequency of disruption referrals per semester. Additional administrative consequences will be issued for repeated removals due to disruptive behavior.

**DETENTION PROCEDURES**

Lunch Detentions (LD) and In-School Suspension (ISS) are disciplinary measures used for disruptive students and less severe infractions. These programs are on-campus alternatives to out-of-school suspension (OSS). Students who are assigned LD, ISS, or ALC must abide by the following rules and procedures:

* Students must sign-in and remain in LD/ISS/for the remainder of the period or assigned duration.
* Students must stay on task and complete all assignments provided by his/her teacher. Students who arrive without assignments will be given an alternative assignment to complete. Sleeping is prohibited.
* Students must report promptly and on time.
* Students must remain quiet while in LD/ISS. Talking is prohibited.
* Students will be given two warnings upon breaking any LD/ISS rules. A third warning may result in OSS.
* Students will only be allowed to consume food or drinks during designated lunch time.

**LUNCH DETENTION – (To Be Discussed and Revisited When Student Return to Building)**

Room 406 is now available to host lunch detention. Administration will release a plan of who will staff this room prior to students returning to the building. This room is primarily the classroom to address tardies. Students cannot be assigned to lunch detention in Room 406 without the parent being called by the teacher. Students who get a school lunch must be allowed to go through the lunch line and then report promptly to Room 406. Students should report directly to the designated lunch detention room. Students who arrive late will be given an additional day of lunch detention. Students who do not report will receive additional consequences. Please note, if teachers assign a lunch detention, the students need to serve it with the teacher in their room and must have a pass to leave the cafeteria.

**TARDY POLICY**

Regular and punctual school attendance is one of the most critical factors in a student’s academic success. Punctuality is essential to promoting a learning environment that is free of classroom interruptions. Students are expected to arrive to school and all classes on time. A tardy will be recorded for each student who arrives after the official start time for each class period. Students are required to monitor transition time between classes. The chart below details the tardy policy that will be implemented to avoid classroom disruptions, maximize student learning, and to instill the basic principle of responsibility and common courtesy.

The following procedures will be used to record and document tardies:

* Teachers will stand outside classroom doors to monitor transitions.
* Classroom doors will close at the official start time for class.
* Any student who enters the classroom after the door closes will be considered tardy.
* Teachers will record tardies using one of the school approved systems. This is a tight!
	+ Team Behavior Card
	+ QR Reader Tracking System
	+ Tardy Roster Sign in Sheet
	+ Class Dojo
* Teachers will **communicate** with parents for every tardy after the 3rd tardy. However, **it is highly recommended** that you send a text to the parent that day. It will be shared with parents that they may receive these texts. Please use the standard DDMS text script:

Good afternoon. This is a notification from Dillard Drive Magnet Middle School to let you know that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_was tardy for Core \_\_\_\_today. As we prepare our students to college and career ready, we emphasize punctuality and attendance. Thank you for your support.

* Teachers will submit a referral after communicating with parents. Referrals will be submitted for any student who has 4 or more tardies.
* Tardies will be documented per class period each quarter. Students will begin each nine weeks with zero tardies.
* Excessive tardies and absences will result in the loss of privileges.

|  |
| --- |
| **TARDY CONSEQUENCES** |
| **INFRACTION** | **TEACHER ACTION** | **ADMINSTRATIVE ACTION** |
| 1st Tardy | Warning Notification and Documented | NA |
| 2nd Tardy | Warning Notification and Documented | NA |
| 3rd Tardy | Call Parent and Document Tardy | NA |
| 4th Tardy | Call parent, document, and then submit referral | Lunch Detention |
| 5th Tardy | Call parent, document, and then submit referral | Lunch Detention or Other Action |

|  |
| --- |
| INFRACTIONS AND POSSIBLE CONSEQUENCES |
| The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence. |
| LEVEL I INFRACTIONS | FIRST OFFENSE | MULTIPLE OFFENSES |
| I-1 | NONCOMPLIANCE | PD/LD/ISS | ISS (1-2 Days) |
| I-2 | DISRESPECT | PD/LD/ISS | ISS (1-2 Days) |
| I-3 | SCHOOL/CLASS ATTENDANCE | PD/LD/ISS | ISS (1-2 Days) |
| I-4 | INAPPROPRIATE LANGUAGE | PD/LD/ISS | ISS (1-2 Days) |
| I-5 | INAPPROPRIATE DRESS | PD/LD/ISS | ISS (1-2 Days) |
| I-6 | ELECTRONIC DEVICES | PD/LD/ISS | ISS (1-2 Days) |
| I-7 | TRESPASSING | PD/LD/ISS | ISS (1-2 Days) |
| I-8 | TOBACCO | PD/LD/ISS | ISS (1-2 Days) |
| I-9 | GAMBLING | PD/LD/ISS | ISS (1-2 Days) |
| I-10 | MISCONDUCT ON SCHOOL VEHICLE | PD/LD/ISS | ISS (1-2 Days) |
| LEVEL II INFRACTIONS | FIRST OFFENSE | MULTIPLE OFFENSES |
| II-1 | INTREGRITY (CHEATING, PLAGIARISM, FALSIFICATION, COPYRIGHT) | ISS/OSS | OSS (3-5 Days) |
| II-2 | INAPPROPRIATE LITERATURE, ILLUSTRATIONS, OR IMAGES | ISS/OSS | OSS (3-5 Days) |
| II-3 | VIOLATION OF COMPUTER ACCESS | ISS/OSS | OSS (3-5 Days) |
| II-4 | CLASS/ACTIVITY DISTURBANCE | ISS/OSS | OSS (3-5 Days) |
| II-5 | SCHOOL DISTURBANCE | ISS/OSS | OSS-5 Days/LT |
| II-6 | SCHOOL TRANSPORTATION DISTURBANCE | ISS/OSS | OSS (3-5 Days)/LT |
| II-7 | DISRUPTIVE PROTEST | ISS/OSS | OSS (3-5 Days) |
| II-8 | FALSE FIRE ALARM | OSS | OSS-5 Days |
| II-9 | FIRE SETTING/INCENDIARY MATERIAL | OSS-5 Days/LT | OSS-5 Days/LT |
| II-10 | PROPERTY DAMAGE | Restitution/OSS | OSS (3-5 Days) |
| II-11 | THEFT | OSS | OSS-5 Days |
| II-12 | EXTORTION | OSS | OSS (3-5 Days) |
| II-13 | INDECENT EXPOSURE/SEXUAL BEHAVIOR | OSS | OSS-5 Days |
| II-14 | HARASSMENT/BULLYING | OSS | OSS-5 Days/LT |
| II-15 | SEXUAL HARASSMENT | OSS | OSS-5 Days/LT |
| II-16 | THREAT/FALSE THREAT | OSS | OSS-5 Days/LT |
| II-17 | PHYSICAL AGGRESSION/FIGHTING | OSS | OSS-5 Days/LT |
| II-18 | FAILURE TO REPORT FIREARM | OSS | OSS-5 Days/LT |
| II-19 | HAZING | OSS | OSS (3-5 Days) |
| II-20 | SEARCH AND SEIZURE | OSS | OSS (3-5 Days) |
| II-21 | AIDING AND ABETTING | OSS | OSS (3-5 Days)/LT |
| All Level II violations may result in a recommendation for long-term suspension based on aggravating factors regarding the severity of the violation. |
| LEVEL III INFRACTIONS | FIRST OFFENSE | MULTIPLE OFFENSES |
| III-1 | NARCOTICS, ALCOHOL, CONTROLLED SUBSTANCE | OSS | LT |
| III-2 | GANG AND GANG RELATED ACTIVITY | OSS /LT | LT |
| III-3 | WEAPONS/DANGEROUS INSTRUMENTS/SUBSTANCES | LT | LT |
| III-4 | ASSAULT ON STUDENT | LT | LT |
| III-5 | ASSAULT ON SCHOOL PERSONNEL OR OTHER ADULT | LT | LT |
| III-6 | ASSAULT INVOLVING WEAPON/DANGEROUS INSTRUMENT | LT | LT |
| III-7 | BOMB THREAT | LT | LT |
| III-8 | BOMB THREAT: AIDING/ABETTING | LT | LT |
| III-9 | ACTS OF TERROR | LT | LT |
| LEVEL IV INFRACTIONS |
| IV-1 | FIREARM/DESTRUCTIVE DEVICE | 365 DAYS |
| LEVEL V |
| Level V allows for expulsion of a student if the student’s behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender may be expelled. |

**ATTENDANCE INTERVENTION PLAN**

Attendance in school is central to educational achievement and school success. School attendance is required by state law for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend and remain in school daily. The principal must assure adherence to attendance rules and regulations and notify parents of their responsibility under the compulsory attendance law. The teacher must monitor and report student absences on a daily and class basis and follow all rules and regulations concerning attendance.

Schools shall establish and communicate to students and parents their procedures for making up work following an unexcused absence. Make-up work shall be graded at a standard consistent with the original work. Credit equivalent to not less than 70% of the original value of the work shall be awarded for make-up work completed within the school's established procedures. In making final determinations about credit, the procedures should consider the following:

1. The past performance of the student,
2. Circumstances that may have made the unexcused absence unavoidable,
3. Unusual family circumstances,
4. Nature of the specific learning activity,
5. Other issues that the teacher determines to be relevant to the situation.

Absences resulting from out-of-school suspensions are considered unexcused, and the same policy for make-up work applies. Full credit must be given for quarter, semester or grading period examinations in the case of short-term suspensions.

The DDMMS Attendance Intervention plan is designed to improve student attendance when a student’s cumulative absences are considered excessive. The following chart explains the required action steps for staff, students, and parents based on the total number of cumulative absences for each block.

|  |  |  |  |
| --- | --- | --- | --- |
| **Total**  | **School Actions & Responses** | **Student Actions & Responses** | **Parent Actions & Responses** |
| **3** | * Mail attendance notification letters to parents
 | * Submit proper documentation for excused absences
 | * Monitor absences and provide proper documentation for excused absences
 |
| **6** | * Mail attendance notification letters to parents
* Communicate with student and parent to develop an attendance agreement
 | * Submit proper documentation for excused absences Communicate with school social worker to develop an attendance agreement
 | * Monitor absences and provide proper documentation for excused absences
* Communicate with school social worker to develop an attendance agreement
 |
| **10** | * Mail attendance notification letters and Invitation to Conference letters to parents
* Schedule mandatory parent conferences to review and modify attendance agreements
* Revoke student privileges (after school activities, parking, off campus lunch, athletic and other school events
* Reinstate privileges after 10 consecutive days without tardies or absences
 | * Submit proper documentation for excused absences
* Attend mandatory attendance conference to revise attendance agreement
* Implement improvement strategies and complete all recommended attendance recovery requirements
 | * Monitor absences and provide proper documentation for excused absences
* Attend mandatory attendance conference to develop attendance agreement
* Monitor the implementation of improvement strategies and the completion of attendance recovery requirements
 |
| **11 or more** | * Notify parents and students of potential loss of academic credit
* Inform parents of the Attendance Appeal Process
* Schedule an Attendance Appeal Hearings
* Withdraw students with 10 consecutive absences
* Make referral to social worker or file court petitions for truancy
* Monitor attendance and compliance with appeal panel recommendations
 | * Review the attendance appeal procedures and submit the request for an attendance hearing
* Provide supporting documentation
* Provide a student statement explaining absences and corrective actions
 | * Review the attendance appeal procedures and submit the request for an attendance hearing
* Provide supporting documentation
* Provide a statement of support explaining student absences and corrective actions
 |
| **All**  | * Send daily phone messenger calls to report absences and tardies
* Identify student who had excessive absences during the previous semester/year and send letters to review attendance policies and procedures
 | * Monitor attendance and submit all notes documenting excused absences in a timely manner
* Monitor academic progress and submit make-up work in a timely manner
* Alert teachers when errors are made
* Maximize instructional time but limiting tardies and absences
 | * Monitor attendance and provide proper documentation for excused absences in a timely manner
* Monitor academic progress and make sure missing assignments are submitted in a timely manner
* Contact teachers and counselors with concerns
 |

**FIELD TRIPS**

School Trips are an extension of the curriculum and the total school program. They should be used to support and enhance the educational progress of all children. All school trips must be approved by the board or school administration.

Currently all Field Trips are suspended by WCPSS.

**BOARD POLICY**

5430 SCHOOL TRIPS

School trips designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development can be appropriate extensions of the classroom. To the extent that a school trip provides a highly effective means for accomplishing the objectives of the curriculum and that disruption of other classes is kept to a minimum, it may be considered for approval. Additional criteria for assessing the advisability of a proposed trip are the amount of school time lost, issues of student safety and supervision, and any additional demands placed upon student time to raise funds to finance the trip.

The following list is a few of the guidelines for school trips (refer to Board Policy 5430).

* If field trips are permitted at any time during school year 2020-2021.
* Assessment for approval of school trips by the Leadership Team will be based on their effectiveness of meeting the curriculum, amount of school time lost, safety and supervision, cost, and transportation. Additional criteria may also be used.
* No school trips will be approved during the two weeks prior to or during End-Year-Testing
* The teacher/sponsor of a proposed school trip must complete a “School Trip Request” for each proposed school trip and submit it with an itinerary, chaperone guidelines, and safety plan.
* The teacher/sponsor of a proposed school trip must complete a “School Trip Cost Estimate” form for each proposed trip. This form is available on the shared folder. Please complete online, print, and submit with the School Trip Request form. A copy of the “School Trip Cost Estimate” form is in the back of the Resource Guide.
* Completed transportation requests must be submitted to Colin Lowry four weeks before the trip. All field trips that require yellow school bus transportation must take place between 9:00am and 1:00pm. Please see Mr. Lowry for any exceptions.
* Parental Consent forms accompanied with itineraries must be sent home at least two weeks prior to the trip.
* All forms can be found on the Intranet.
* All monies collected for field trips must be receipted and turned-in daily. Provisions must be made for students unable to pay. Please refer to the section on collecting monies in the Resource Guide.
* Requests for funds to pay for approved school trips must be made to Mr. Lowry at least **three (3) weeks** prior to when funds are needed. Requests for funds usually cannot be granted in one day.
* Notify the cafeteria manager at least three weeks in advance if a school trip will result in students missing lunch. Also requests for bag lunches should be made to the cafeteria manager in writing three weeks prior to the school trip.
* New transportation regulations require that bus evacuation drills be held prior to each school trip. Please account for this in your time.
* CTE teachers need prior approval for field trips before securing county funding.

#### **TECHNOLOGY AND MEDIA SERVICES**

# **WEB PAGES**

* All staff members will be required to create a teacher web page.
* Web pages may include course assignments, expectations and policies, and grading procedures.
* Web pages should be updated regularly and provide current information.

# **HOMEBASE/POWERSCHOOL**

PowerSchool provides teachers with an easy way to communicate and share information with parents and students via the Internet. Individual, password-protected accounts let students and parents view classroom information. Detailed summary of student progress includes grades, attendance, and discipline referrals. By using the PowerSchool grade book, parents can monitor student progress regularly, which can result in improved student achievement and allow for early intervention.

* All teachers are required to maintain and publish grades to PowerTeacher two weeks
* A printed interim must be provided for parents halfway through the quarter.
* At the end of each semester a complete grade book report must be submitted to the principal. This report must include all grades (tests, quizzes, homework, final grades, exam grade, etc.).

**MEDIA SERVICES**

Building an effective Library Media program at Dillard Drive Magnet Middle School is supported by a strong and collaborative staff who live by the following beliefs:

* Reading is the window to the world
* Inquiry provides a framework for learning
* Ethical behavior in the use of information must be taught.
* Technology skills are crucial for future employment needs.
* Equitable access is a key component for education.

Through collaboration and teamwork, we strive to ensure student growth.  As we expand and grow as a school, we will continue to embrace these beliefs for student success.

**OPERATIIONS**

Media Specialist:  Erica Morgan

The hours of operation once students reenter the building are Monday - Friday:  7:45 am – 3:30 pm. The current occupancy of the media center is 40.

Morning: All students must have a pass to the Media Center.

After school: Any students wishing to stay after school to work on an assignment need to get permission from Ms.Morgan and have parental permission and an arranged ride home.

**CLASS USE**

Please arrange time to bring your classes to the media center by contacting Ms. Morgan.

**MEDIA SPECIALIST as COLLABORATOR**

Our media specialist collaborates with teachers to facilitate instruction which encourages students to use 21st century skills to discover how to learn and communicate ideas. She is available to meet with teachers before projects begin to help integrate information and technology skills and resources into the curriculum goals.  Please email her with upcoming projects.

**BOOK CHECK-OUT**

Books will circulate to students for 2-week periods and can be renewed as needed.

**LAPTOP & iPADs -** Ms. Morgan will handle media center and technology distribution.

**EQUIPMENT CHECKOUT**

All teachers will be able to check out a laptop for instructional use. Other equipment assigned to you includes cart, document camera, projector, speakers (or AV cord) and SMART boards/accessories should be kept in your classroom. You are responsible for keeping your equipment clean and secured against falling from carts and all equipment will be inventoried at the end of each school year.  Equipment available for check-out from the media center includes teacher iPads, digital cameras, tripod, Apple TV’s (one per grade level), SMART responders, and adapters for iPad to connect to projectors.

**EQUIPMENT TROUBLESHOOTING**

Please email Mr. Naab to report any problems. Include details of problem and location of equipment.  Steps will be taken to make sure that teaching and learning are not disrupted.

**CLUBS AND ORGANIZATIONS**

Currently all clubs and organizations are not meeting in person. Virtual clubs are still permitted and encouraged to support student connectiveness to the school.

Please take the time to read all information contained in this section. It is important to note that this information is both selective and general in its coverage of school system policies and procedures. All club advisors are responsible for being familiar with the printed policies of the Wake County Board of Education and for compliance with them. Copies of the *Wake County Board Of Education Policies, Regulation and Procedures* are available on the Wake County Public Schools web page.

**EXPECTIONS FOR ADVISORS & COACHES**

1. All clubs’ advisors are required to comply with policies established by the Wake County Board of Education and DDMMS.
2. Advisors are responsible for keeping parents, students, staff, and administration informed about club policies and guidelines, fees, requirements, meetings, projects, and events.
3. Advisors are responsible for securing administrative approval for any activity or event that involves or expects student participation and/or the use of facilities.
4. Advisors are responsible for following proper procedures for collecting and receipting money.
5. Advisors are expected to submit copies of the following items to the administrator responsible for monitoring clubs and organizations:
* Membership roster
* Rules, policies, or bylaws (local and national)
* Schedule of meetings (time, date, location)
* List of activities, projects, events, competitions, etc.
* Membership criteria, selection and elimination procedures
1. Advisors are required to report violations, misconduct, conflicts, or problems to the administration as soon as possible.
2. Advisors are responsible for informing the administrators of any special honors and/or rewards so the school and the media can properly recognize students.
3. Advisors are responsible for making sure that members have paid all school fines or debts before they are allowed to participate in club activities.
4. Advisors are expected to remain and supervise all students at the conclusion of a club-sponsored event or activity. Advisors are relieved of duty only when all students have left campus.

EMERGENCY AND SAFETY PROCEDURES

STUDENT INJURY

A student accident or illness that occurs at school during school hours should be reported to the main office. If the accident or illness occurs during a school-sponsored event report it to an administrator. Extreme caution should be used if it becomes necessary to move an injured student.

When there is a critical injury or illness, the person in charge must act in a reasonable manner and must render whatever aid or assistance is necessary in order to preserve the wellbeing of the student. Parents or guardians will be notified as soon as possible.

**PROCEDURES FOR REPORTING A STUDENT WHO HAS SYMPTOMS OF COVID-19**

* Call the front office privately and immediately and ask for Ms. Lucas.
* Specific directions will be given to you about the immediate isolation of that student.
* The Auditorium will be set up as the Covid-19 isolation room where students will be separated from other sick students (non-Covid related).
* Ms. Mitchell has been designated DDMMS Covid-19 Safety Administrator and more details will be sent prior to students arriving on campus.

# **PROCEDURES FOR SERIOUS MEDICAL EMERGENCIES/INJURIES**

Notify the main office of a medical emergency via the intercom phone, if applicable. Otherwise, a teacher’s designee should go to the office to notify the principal or designee and the school nurse, if applicable. Contact off site emergency services (9-911). If possible, have the following information ready:

* Location of the incident or the injured parties
* Nature of the injury, cause and severity
* Victim’s age and name, if possible
* Any known medical information (allergies, medications, etc.)

The principal or designee and the school nurse should promptly respond to the location of the incident and communicate relative information to the office by radio or cell phone, if available.

* All personnel should remain calm and composed; hysteria is contagious.
* Keep all non-essential personnel away from the scene.
* Take appropriate actions to care for the injured. Use your red emergency bag!

Do not move the injured individual(s) unless they are in a life-threatening situation. Keep the victim(s) calm and reassure that help is on the way. Office personnel can begin to attempt to notify the parents/guardians and inform them of the incident. Office personnel should also maintain telephone communication with emergency responders. **Have an administrator or faculty member meet the emergency responders to lead them to the scene of the emergency.** The following notifications should be made by Mrs. Feldman or the Grade Level Administrator.

* Contact the WCPSS Risk Management Department.
* Contact the WCPSS Communications Department.
* Notify school Crisis Team leader regarding any needs for intervention for student witnesses.
* Contact the school psychologist or the lead psychologist for backup, if needed.

**In the event of an injury, the supervising teacher must complete a Student Accident Report Form (Form 2903). There is an electronic version of this form on Wake Connect and should be turned in to the lead secretary when completed.**

**FIRE DRILLS**

Each classroom and office space has an emergency evaluation plan posted near the exit. Staff members should check each assigned area, including teacher workrooms and locate the evacuation route. Please contact either Ms. Lucas or Mr. Lowry immediately if your space does not have a posted evacuation route. During fire drills and in the event of an actual fire,

Teachers will…

* Direct students to leave the classroom, shut the door and turn out the lights.
* Escort students from the room to the designated location safe area.
* The door to the room will be closed, but not locked.
* Bring WCPSS Red Emergency Bag with all of the students’ names, phone numbers and parent names.
* Students will exit the building and be orderly and quiet for the duration of the drill.
* Take attendance to be certain that all students are accounted for and in the designated safe area.
* Listen for the cue to return to class and escort back to the classroom.

Students will…

* Exit the building quietly and remain quiet during the entire drill.
* Not use elevators during emergencies.
* Listen carefully and follow directions of staff members.
* Walk to the designated safe area in an orderly manner.
* Listen for the signal to return to class.
* Return to class promptly following the drill and refocus on instructional tasks.

**RED BAGS**

The following emergency procedures are in the “WCPSS Emergency/Crisis Guide” flip guide, which is provided to every teacher in their red emergency bag:

1. Lockdown Codes
2. General Emergency Plan for Teachers
3. Threats of Violence
4. Out of Control Students
5. Death in Student’s Immediate Family
6. Media Procedures
7. Threat of Runaway or Confirmed Runaway
8. Suicide Attempt at School
9. Hazardous Material Spills
10. Gas Leaks
11. Severe Weather
12. Evacuation Procedures
13. School Bus Accident
14. Missing Students
15. Basic Procedures for Taking Cover
16. Bomb Threat Response Plan
17. Bomb Threat Information
18. Hostage Situation
19. Reported Student/Staff Death(s)
20. Dangerous Intruder on Campus/Police Emergencies
21. Suicide Threats
22. Fire
23. Serious Medical Emergencies/Injuries
24. Requirements for Contacting Law Enforcement

**BOMB THREAT PLAN**

* Immediately record the call ID number located on the Caller Identification screen (if applicable).
* The person receiving the call should obtain as much information as possible from the caller (bomb location, detonation time, group taking responsibility, reason, etc.). Record this information on the Bomb Threat Information sheet.
* The person receiving the call should immediately notify the principal or designee.
* The principal or designee should immediately call the applicable law enforcement officials **(9-911)** and the WCPSS Security Department.
* **DO NOT UTILIZE ANY OF THE TWO-WAY RADIOS THAT HAVE BEEN ISSUED TO EACH SCHOOL.**
* If there is any indication of imminent danger, evacuate immediately.
* If a decision is made to evacuate, standard fire drill procedures will be followed. If time allows, staff should be notified to utilize the red and green card procedure for bomb threat. Be sure occupants are evacuated to a safe distance away from the building.
* Notification to staff will need to be made by an administrator, **NOT** by an announcement.
* If a suspicious parcel is observed, **DO NOT TOUCH.** Evacuate immediately andnotify appropriate law enforcement personnel.
* If the building is evacuated, WCPSS Security, school personnel, school administrators, and law enforcement officials will then conduct a search.
* Occupants should return to the building only when directed by WCPSS Security staff.
* WCPSS Security staff will notify the appropriate cabinet members of the situation.

**LOCKDOWN CODES AND PROCEDURES**

There will be a mandatory training video to watch prior to students entering the building.

WCPSS will notify school administration when the appropriate train activities will occur.

***CODE RED – “Students and staff, we are in a code red.  Please lockdown now.”***

**This means there is an immediate threat to the school.   This is a complete classroom and school lockdown.**

* Move all students, staff and identified visitors into the nearest classroom, office or secure room.
* Lock all interior doors.
* Turn off all lights.
* Move students away from windows and doors.
* Have students crouch down and remain quiet.  Students who are physically unable to crouch down may use a low chair.
* Students who use wheelchairs should remain in their wheelchairs.  If a student is out of the wheelchair at the time of lockdown, efforts should be made to assist the student back into the wheelchair unless doing so jeopardizes safety.
* Staff members who are working with students away from their usual classroom should remain or go to the closest safe location.
* Moveable furniture can be used as a buffer between students and doors/windows
* Utilize the Emergency Red Card, if needed.

**If necessary, use one of the following response options if you cannot lockdown:**

* + **Hide**:  If you cannot reach a secure room OR you are unable to secure your door. Enter the closest safe location and remain out of sight.
	+ **Run**:  When instructed by law enforcement or in extreme cases with no other option and you face an imminent threat. Provide clear instruction and utilize the closest exit to remove yourself from the threat.
	+ **Fight**:  As a last resort and only if your life or the lives around you are in imminent danger. Use objects to attack or distract an intruder and utilize the run option.

***CODE YELLOW – “Students and staff, we are in a code yellow, community lockdown.”***

This means there is something in the community that poses a threat to the school, i.e., bank robbery, shots fired, police chase, etc.  All outside activities should cease, and students/staff should move into the building.  All outer doors must be locked, and lockdown signs hung on entrance doors.  Students can move within a building if needed.  Movement from building to building is prohibited.

***CODE GREEN – “Students and staff, we are now back to code green.  Please return to your normal activities.”***

The lockdown is over and normal school activities are resumed.  A mandatory staff meeting will be held at the close of the school day after a Code Red incident.  A staff meeting after a Code Yellow incident will be at the principal’s discretion.

**EMERGENCY RED CARD UTILIZATION**

If injuries are present, immediate medical care is needed, or the threat is in a room, a **Red Card** should be used to indicate the status of the room.

* Display the card at any time during the lockdown, if needed.
* This card should be placed on the door and in an exterior window.
* **No other colored cards should be displayed at any time.**
* Emergency Red Card use during evacuations: Each time the Fire Alarm activates, you should complete a quick search of your classroom.  If you notice a suspicious item/object in your classroom, place the Emergency Red Card in the window of the door upon leaving the room.

**MAJOR CRISIS EVENT/CRITICAL INCIDENT RESPONSE PLAN**

In the event of a critical incident and the lockdown plan is initiated, the plans incorporated in the Major Crisis Plan shall be implemented by each school’s crisis team. The plan consists of:

1. School Responsibilities
2. WCPSS Security Department Responsibilities
3. Cabinet Responsibilities During Incidents
4. Communications Department Crisis Communication Plan
5. Transportation Responsibilities
6. Student Support Services Counseling Responsibilities

**SEVERE WEATHER**

The Governor of North Carolina generally designates the month of March as Severe Weather Awareness Month and there will be a school wide drill which will be announced.

* **Weather Watch\*-** Weather conditions are favorable for severe weather to develop during the next 24-36 hours. No severe weather currently exists within the county; therefore, no action other than preparation is required at this time.
* **Weather Warning\* -** Weather conditions have produced severe weather within Wake County. Actions should be taken to protect lives and property.

\* *As issued by the National Weather Service, Raleigh, NC Forecast Office*

Types of Severe Weather and Recommended Protective Actions When a “Warning” Has Been Broadcast:

**TORNADO WARNING:**

1. If outside, return to the building and shelter in predetermined safe areas of the building.
2. If inside, stay away from windows and skylights. Shelter in predetermined areas of the building.
3. Use “head tuck” position when appropriate to protect from flying objects.
4. Avoid gyms, auditoriums, cafeterias, or any other area with wide roof spans. These are dangerous areas during this type of weather activity.

**SEVERE THUNDERSTORM WARNING**

* 1. If outside, return to the building for protection and shelter.
	2. If inside, stay away from windows in case high gusty winds occur with the storm, which may cause windows to implode into the room.

**WINTER STORM WARNING**

Issuance of a Winter Storm Warning indicates some form of frozen precipitation (snow, sleet, freezing rain, etc.) is occurring within Wake County, which will provide significant accumulation of frozen precipitation on the ground. Remain indoors and calm students. The WCPSS Transportation Department will work with the school administrators to provide direction on handling of students and/or transport of students to their homes.

**NOTE:** Information regarding severe weather will be broadcast on the Nextel emergency radio system; therefore, it is imperative that all users be familiar with the operation of these radio units.

**REPORTS OF SUICIDE THREATS**

Please refer to the Safety Awareness training documents provided by our Student Services Department and have that information printed out and easily accessible in your classroom or office.

* Take **ALL** threats seriously.
* Notify the principal or designee.
* Suicide screening of the student by appropriate school personnel, i.e., school counselor, psychologist, social worker, or nurse
* Take necessary steps to keep student safe in school:
	+ Confiscate pills/weapons.
	+ **Do not leave student alone at any time.**
	+ **Do not permit student to leave campus without adult supervision.**
* Take appropriate action based on results of suicide screening, i.e.:
	+ Conference with parent at school.
	+ Link parent with appropriate community resources, i.e., mental health, medical, etc.
	+ Sign release of information to talk with child’s therapist.
	+ Accompany student and parent to or communicate with appropriate community services for suicide assessment for hospitalization or other needed services.
	+ If safety issues are involved, notify the WCPSS Security Department and/or law enforcement (**9-911**).
	+ Appropriate school personnel, i.e., counselor, psychologist, social worker, teachers should monitor the student after his/her return to school.
	+ Document all actions taken, noting time and names of those individuals involved in actions taken.

**EVACUATION PROCEDURES**

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire, gas leak, or other type of emergency requiring the evacuation of the building.

**The following evacuation procedures should be discussed with your classes:**

* Occupants should remain silent. Directions and important instructions cannot be heard if teachers and students are talking.
* Occupants should clear the building immediately through a predetermined exit and report to predetermined area. Teachers should take WCPSS Red Emergency Bag with them.
* Relocate as far from the building and the emergency vehicle access area as possible to the previously designated area. Attendance should be taken to account for all students.
* The principal or designee will give a verbal or manual “all clear” to return to the building after all areas have been determined safe.
* If an area is barricaded, the next nearest exit should be used.
* If relocation to another site in necessary, the relocation will be facilitated by the Principal and/or the WCPSS Security Department.

**FIRE AND LIFE SAFETY VIOLATIONS**

The following information is from the ***Wake County Fire/Rescue Services*** and should be maintained at all times.

# Evacuation - Upon notification of any fire or hazardous situation in a school building, the fire alarm system shall be activated by the first available staff member. All occupants shall immediately evacuate. Upon any fire alarm activation or other possible hazardous emergency, the fire department shall be immediately notified by calling 9-911. No one can re-enter the building until authorized by the responding fire department.

# Exits - Every exit in classrooms, corridors, and other areas must remain completely free of obstruction at least the width of the doorway. Aisles or passageways to exits must remain unobstructed as well. In addition, classrooms without a secondary exit door directly to the exterior shall have an operable window maintained free and clear of all obstructions for emergency escape and rescue.

# Rated Doors, Fire/Smoke Doors - Doors to corridors and between building sections, designed to be closed, must not be blocked or held in the open position by the use of wedges or another non-approved device. (Rated doors can be easily recognized by the installation of a self-closing device attached to the door, wire located inside the glass of the door and by a label attached to the hinged edge of the door and frame.)

# Extension Cords -Extension cords may serve only one portable device. However, extension cords are for temporary use only. Extension cords are under no circumstances to be used as a replacement for permanent wiring, such as for refrigerators, computers, or other non-portable electrical appliances. Cords shall not pass through or be attached to doorways, ceilings, walls or floors.

# Multi-Plug Adapters -The use of multi-plug adapters is prohibited. The use of approved type “Power-Strips” providing over-current protection is permitted. Each “Power-Strip” used shall be plugged directly into a receptacle outlet. “Power-Strips” shall not be run in series or plugged into another “Power-Strip”.

# Combustible Materials on Walls and Windows -Walls of corridors shall not be covered with greater than 20% coverage of paper or other combustible materials. Combustible materials should not be hung on windows and blinds. Curtains or other fabrics may be removed or treated with an approved flame-retardant chemical solution. If treated, accurate and current records shall be kept on hand and available to the Fire Official upon request for his review. Records of treatment shall include the following information:

* Locations of materials treated,
* Chemical solution used,
* Dates of last treatment and
* Person(s) responsible for treatment.

# Items Suspended from Ceilings -No items shall be suspended from classroom ceilings. Non-combustible items may be allowed in other areas at the approval of the Fire Official.

# Evacuation Plans -Fire evacuation plans are required to be posted in all usually occupied areas and should be conspicuously located near the entrance to the area.

# Storage of Combustible Materials -Storage of combustible materials must be orderly, not be excessive, and is not permitted within twenty-four inches of the ceiling. Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.

# Obstruction of Electrical Panels -All electrical panels, regardless of location, must remain unobstructed at all times. A minimum of 36 inches clear space must be maintained in front of the panel.

# Portable Heaters -The use of portable heaters is prohibited.

# Fire Extinguishers -Fire extinguishers shall be inspected monthly throughout the school.

**We Are Anchored in Our Core Values**

****