

Schleswig Community School District

Substitute/Volunteer Handbook Revision 4-8-2019

Welcome, Substitutes and/or Volunteers!

The staff and administration wish to express their appreciation to you for assuming an active role in our schools. Your interest, time, and energies will enhance the services your schools can provide for our students. In your work as a substitute and/or volunteer, it is important to know that our students look to you as role models. Because of this we have established a handbook that better explains the important role you play. We hope you will find personal satisfaction in giving back to our students. Thank you for giving of your time and talents!

Becoming a Substitute

- Contact the District Office and indicate your area(s) of interest
- Complete necessary paperwork at the District Office
 - provide two forms of ID
 - complete payroll information
 - background check
 - proof of licensure and mandatory reporter training

Becoming a School Volunteer

- Contact the School Building Office and indicate your area(s) of interest
- May be required to complete a background check (ISFIS Background Screening) at the District Office (see volunteer screening levels below):
 - Volunteer position takes place under direct supervision of school personnel and involves little to no student contact. Example: volunteer at a home sporting event, school hosted contest, resource speaker, fundraising activities, etc... If this is the case, then no background check will be completed.
 - Volunteer position takes place under supervision in a classroom or group setting. Example: classroom tutors, lunch buddies, reading buddies, classroom helpers, concession stands, etc...If this is the case, then no background check will be completed.
 - Volunteer position involves direct contact with students under limited to little supervision by a school employee. Example: volunteer coach, small group work with students, individual tutoring with students, working with school money of any sort, etc...Then a complete background check

must be completed prior to engaging in any volunteer activity for Schleswig Community Schools.

Background Check

Once a background check is completed and returned, the Superintendent or Superintendent's Designee will review any criminal convictions contained on the background check report and compare them to the Iowa Board of Educational Examiners criminal conviction disqualification list for teacher licensure. If a volunteer applicant has a criminal conviction on his/her background check report that is contained within the Iowa Board of Educational Examiners criminal convictions disqualification list, the volunteer applicant will be disqualified from volunteering. Any convictions not on the Iowa Board of Educational Examiners criminal convictions disqualification list, will be reviewed by the Superintendent or Superintendent's Designee for a decision about whether or not the applicant can volunteer. The District will cover the complete cost of the background check.

Substitute Overview

You are a vital part of the successful operation of our school.

- Substitute Teachers will be paid on the 20th of the following month.
- You must have a valid Iowa Teaching Certificate or an Iowa Substitute Teaching Certificate.
- Remember all records and student information are confidential. According to FERPA legislation, all employees, substitutes, and/or volunteers should protect student confidentiality and tell others outside the school nothing about the students.
- Have a genuine interest in helping students
- Be committed to your temporary assignment
- Be flexible
- Upon arrival, and departure, check in/out at the building office
- Always: wear name tag, sign-in and sign-out of School Office, and follow school procedures
- Follow the guidance of the person you are substituting for at the time and the procedures of the school
- If you would like to eat breakfast or lunch, you may should pay for those at the beginning of the day in the school office.
- Please check the teacher's mailbox at least once in the morning and then again before dismissal.
- It is never appropriate to touch or lay a hand on a student unless they are in danger or they are endangering the safety of others.
- Arrival and Departure-The building secretary who schedules your substitute days will provide you with the appropriate arrival time. At the end of the day, please remain at school until all buses have left before checking out at the school office.

- Emergency Kit: The kit should be carried with you in the event we must evacuate the building. You will find the Crisis Intervention Plan Procedures and components stored in the Emergency Kit. The Emergency Kit is labeled and the teacher has specified its location in the substitute folder.
- In case of emergency, or when you have concerns for student safety, immediately report this information to school personnel.
- If you need more information or help in order to perform a task, just ask.
- Be yourself!
- Accept students in terms of their background, values, manners and vocabulary as theirs may be different from yours.
- By giving of yourself, by sharing time, by caring . . . you are making a difference.
- Always remember that you are appreciated. Sometimes we get caught up in the numerous tasks of the day and may forget to say “thanks!” However, we truly value the time you give to our schools!

Volunteer Overview

Volunteers have specific duties assigned to them and work under the supervision of school staff.

- Have a genuine interest in helping students
- Be committed to your volunteer activity
- Be flexible
- Always: wear name tag, sign-in and sign-out of School Office, and follow school procedures
- Helpful hints while working with students: use the child’s name at every opportunity, listen attentively, encourage and praise, be receptive and interested, be patient, encourage the student’s abilities and successes, and inquire about any special concerns or needs, if they relate to your assistance
- You may not bring children who are not registered in the school when volunteering unless approved by school administration.
- It is never appropriate to touch or lay a hand on a student unless they are in danger or they are endangering the safety of others. If you are a volunteer, it is the teacher’s responsibility to discipline the students. If you have difficulty with a student, contact school personnel immediately.
- If you need to be absent from your regular volunteer assignment, please call the school as soon as possible.
- In case of emergency, or when you have concerns for student safety, immediately report this information to school personnel.
- If you need more information or help in order to perform a task, just ask.
- Be yourself!

- Accept students in terms of their background, values, manners and vocabulary as theirs may be different from yours.
- By giving of yourself, by sharing time, by caring . . . you are making a difference.
- Always remember that you are appreciated. Sometimes we get caught up in the numerous tasks of the day and may forget to say “thanks!” However, we truly value the time you give to our schools!

Use of Cellphones, email, text messaging, technology, social media etc...

Please only take personal phone calls and messages during appropriate times. You may not use these communication tools when you are directly responsible for supervision of students or similar situations.

Confidentiality of e-mail content cannot be guaranteed. Unacceptable uses of e-mail or other computing and networking resources and facilities shall include, but are not limited to: Misrepresentation of identity or source in the use of e-mail is unacceptable. However, as an e-mail recipient, it is important to realize that authenticity of an e-mail message cannot be assured and the authorship or source of an e-mail message may not be as indicated in the message. Using e-mail or other computing or networking resources or facilities for any purpose that violates federal or state laws. Using e-mail or other computing or networking resources or facilities for commercial purposes. Sending harassing, intimidating, abusive or offensive material to or about others. Intercepting, disrupting or altering electronic communications. Using the identity and password of someone else for access or otherwise attempting to evade, disable, or “crack” password or other security provisions. Causing congestion on the network by such things as the propagation of “chain letters”, “broadcasting” inappropriate messages to lists or individuals, or excessive use of shared data store such as an electronic mail post office. Reproducing or distributing copyrighted materials without appropriate authorization. Accessing, copying or modifying e-mail or other files without authorization.

Usage of all electronic devices and cell phones are strictly forbidden in restrooms and locker room areas.

At Schleswig Community Schools, we understand that social media can be fun and a rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees, substitutes and/or volunteers who work for Schleswig Community Schools.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log, journal or diary, personal web site, social networking or website, web bulletin board or a chat room, whether or not associated or affiliated with Schleswig Community Schools, as well as any other form of electronic communication.

The same principles and guidelines found in Schleswig Community Schools policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow co-workers, students, families, businesses, and legitimate interests of the district may result in disciplinary action up to and including termination.

- Know and follow the rules:

Carefully read these guidelines, the Schleswig Community School board policies, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

- Be respectful:

Always be fair and courteous to fellow co-workers, students, families, businesses, or people who work on behalf of Schleswig Community Schools. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers, by visiting with administration rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage co-workers, students, families, businesses, and any other legitimate interest of the District, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or district policy.

- Be honest and accurate:

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posting can be searched. Never post any information or rumors that you know to be false about Schleswig Community Schools, fellow co-workers, students, families, businesses or others working on behalf of Schleswig Community Schools.

- Post only appropriate and respectful content:

Maintain the confidentiality of Schleswig Community Schools and/or confidential information of the district, employees, students, and families. Do not post confidential communications. Express only your personal opinions. Never represent yourself as a spokesperson for Schleswig Community Schools. If Schleswig Community Schools are a subject of the content you are creating, be clear and open about the fact your relationship with Schleswig Community Schools and make it clear that your views do not represent those of Schleswig Community Schools, fellow co-workers, students, families, or others working on behalf of Schleswig Community Schools. If you publish a blog or post online related to the work you do or subjects associated with Schleswig Community Schools, make it clear that you are not speaking on behalf of Schleswig Community Schools. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of Schleswig Community Schools."

- Using social media at work:

Refrain from using social media while on school time or on equipment the District provides, unless it is work related as authorized by school administration or consistent with District policies and procedures. Do not use Schleswig Community School email address to register on social networks, blogs, or other online tools utilized for personal use.

- Retaliation is prohibited:

- Schleswig Community Schools prohibit taking negative action against any employee or others who work for Schleswig Community Schools for reporting a possible deviation from this policy or for cooperating in an investigation.

- Media contacts:

Substitutes and/or volunteers should not speak to the media on Schleswig Community Schools behalf without contacting school administration and following appropriate District procedures.

The posting of any private or confidential District data is strictly prohibited. Staff, substitutes, volunteers, and/or students may not post video or photographs of staff or students that may negatively impact or disrupt the educational environment in the school.

Nothing in this regulation prohibits students, substitutes, volunteers and/or staff from the use of approved educational websites if such sites are used solely for educational purposes. Access for social networking websites for individual use at school is prohibited.

Nothing in this policy shall prohibit people from exercising their right to speak on matters of public concern.

Schleswig Community School District Confidentiality Rights and Responsibilities

As an substitute and/or volunteer of the Schleswig Community School District, understand that it is your responsibility to treat information about students, staff, and other situations of a professional nature as confidential. The information that should be shared only with others directly involved in each situation includes:

- Assessment data, attendance, and discipline records or any other information found in the students' files, which are protected by FERPA.
- Personal health information as defined by the HIPAA Act. This includes information about a student or staff member's health care history, genetic information, illnesses or treatment of illnesses, provision of health care to coworkers, families, students, or payment of health care information.

Understand that the use of district technology services such as the Internet and e-mail is not confidential, private, nor secure. Further, understand that it is your responsibility to adhere to all Schleswig School Board Policies.

Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information.

Understand that the transmission, either intentionally or unintentionally, of confidential information should be avoided unless it is done as part of your specific job responsibilities. Understand that any violation of confidentiality laws, policies, or procedures could lead to action against you by the district. Understand that if you have any questions or concerns about the sharing of confidential information you should speak with school administration.

Workplace Dress

All substitutes and/or volunteers are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe and/or inappropriate will result in a request the item not be worn at school.

Harassment and/or Abusive Language

Harassment and bullying of students, employees, co-workers, administration, volunteers and visitors are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with

students will not be tolerated in the school or school district. Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated.

Neglect of Duties

All substitutes and/or volunteers are mindful that students are not to be left unattended and substitutes and/or volunteers should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. substitutes and/or volunteers, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies and/or procedures without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

Notice of Nondiscrimination

It is the policy of the Schleswig Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Julia Mogensen, Equity Coordinator Schleswig Community School PO Box 250 Schleswig, IA 51461 juliamogensen@schleswig.k12.ia.us



Acknowledgement of Receipt of Substitute/Volunteer Handbook and Code of Conduct

I acknowledge that I have received a copy of the Schleswig Community School District Substitute/Volunteer Handbook. I understand the handbook contains important information about the district and my role, responsibilities, and duties as a substitute and/or volunteer. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult school administration with any questions I have about the contents of the handbook or any questions that I feel were not addressed.

I understand in the course of my association as a substitute and/or volunteer with Schleswig Community Schools I share the responsibility of maintaining the confidentiality of any student or employee information that may be available to me. I understand that it is my responsibility to assure rights and confidentiality of information both written and verbal. As a substitute and/or volunteer, I will work with the highest standards, committed to the idea that my work will benefit students. I promise to take to my work an attitude of open-mindedness, willingness to learn, as well as interest and commitment. I understand that in the performance of my duties, I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and if substantiated could result in termination of substitute and/or volunteer involvement with Schleswig Community Schools.

I understand that the handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the handbook is not intended, and does not constitute a contract between the district and any one or all of its substitutes or volunteers.

Have you ever been convicted of a violation of law other than a minor traffic violation? (The term "conviction" includes any conviction, a guilty plea, a plea of no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)

_____ yes _____ no

Have you ever been terminated or discharged, or resigned at the request of someone else from any job related to this position?

_____ yes _____ no

In connection with your substitute/volunteer responsibilities, have you ever been the subject of a complaint or been disciplined by a court of any state?

_____ yes _____ no

Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?

_____ yes _____ no

Has there been any incident that could negatively affect your ability to work in this district?

_____ yes _____ no

Have you been told the essential functions of position and can you perform these essential functions with or without reasonable accommodation?

_____ yes _____ no

Substitute/Volunteer Signature

Date

Substitute/Volunteer Name (Printed)