

Welcome

Welcome to the School District of Luck Senior Tax Exchange Program (STEP). The district is proud to offer this program and hopes you will enjoy your association with us.

Luck is excited about this win/ win opportunity to involve the school district’s seniors in the process of education and schooling while returning to the participants some monetary benefit. It is our belief that this program is one that can truly be beneficial to all parties involved.

Policy and Procedure

A variety of policies and procedures govern the work and employment of our school district. Some of these policies are described in this handbook. A full set of the district’s policies, procedures and regulations are available at every school and on our district’s website: **www.lucksd.k12.wi.us**.

Purpose of Program

This program is designed to benefit both the district resident and the school district. We anticipate that this program will be highly successful. STEP will:

- Assist students to become better learners due to the expertise of the participants
- Help students learn from the life experiences of the participant
- Increase community involvement in the school system
- Increase community awareness regarding the school system
- Provide a means for participants to become or stay involved with our school system
- Provide some monetary benefit to participants

Contact Person and Information

If you would like begin the process of becoming a STEP participant, or simply would like additional information, please contact **Amy Aguado at 715-472-2152 ext. 103** or email: **amya@lucksd.k12.wi.us**.

Eligibility

A person is eligible if they meet **all** of the following requirements:

- Age 55 or older
- Primary residence is in the School District of Luck
- Work must be done in a school setting unless otherwise approved by the STEP Coordinator
- Priority will be given to those who can serve longer term needs first
- Participants will be matched with their strengths and the district’s needs, with a priority for academic assistance
- The building principal will approve all requests for STEP participants

Reimbursement:

The following information pertains to payment:

- \$5.75 per hour
- Maximum of **\$575 per calendar year to be earned** (*Please note that any money earned is still considered taxable income*)
- A minimum of 20 hours must be worked to qualify for a Senior Tax Exchange Program credit.

Reimbursement cont.:

- Maximum of **100 hours per calendar year** to be worked. Once a person has met the limit, he/she may continue to participate, but this would be on a volunteer basis. This would be subject to the agreement of the supervisor and the building principal.
- Before any payment is made, a minimum of 20 hours must be accumulated
- Payments will be made on or near December 20 and June 20. Hours are to be submitted at least two weeks prior to these dates for payment to be processed.

Supervision and Evaluation of Participant

STEP participants are under the immediate supervision of the staff person who is assigned to work with them. The building principal, or designee, is also directed to assist in this supervision process. They are also available to facilitate if there are concerns or issues that arise during the time you are a STEP participant. The participant or supervisor can request that the principal, or designee, become involved in order to address concerns or issues. **Please note: The direct supervisor must sign the time sheet to verify hours worked.**

The Role of the STEP participant

STEP participants function as a support for regular staff. Duties and needs will vary by building and time of the year. If a child needs to be disciplined or redirected the STEP participant should refer the issue to the appropriate supervisor. If child abuse or neglect is suspected, the STEP participant must report the suspected abuse to their supervisor, a school nurse, social worker, another teacher, counselor or the building administration. **The responsibility of the STEP participant is to report not to investigate.** Under no circumstances is the STEP participant to be speaking publicly regarding a suspected case of abuse or neglect. Student privacy is paramount.

The Application and Hiring Process

The application process shall consist of the following:

- Please go to district's website: www.lucksd.k12.wi.us, please click on the "Community" tab. On that next page there will be a link to click. Please click on the "STEP program" link. This will lead you to a page of forms.
- If you are interested in applying, click on the application form. From there, a web page will open and you will be asked to provide some basic information. Please send that application form into the Community Education office. Once you have submitted your application, we will be in contact with you for a brief interview with the administrator of the building, and screening process.
- Should you be selected, you will be required to submit for a background check. The school district conducts background checks on all possible employees.
- Upon hire, you will be asked to attend a short orientation training session. This session will most likely be at the building in which you are assigned. You will also be asked to wear an I.D. badge while at your building.
- Upon completion of the session, you will be able to begin your assignment. However; the final decision of a start date and the time of day you will be working, is the decision of the building administrator.
- STEP participants will be asked to sign a STEP agreement as well.
- Please note: each school year current STEP participants will need to reapply and be interviewed. Please do not begin a position without the principal or Community Education director contacting you.
- Current STEP participants are not guaranteed a position from school year to school year.

Background Check

All potential employees and volunteers of the School District of Luck are required to fill out a background check form. This form provides us with the information necessary to conduct a background check on the applicant. Prior to any involvement with students in our district, the background check must come back satisfactorily. If a background check shows convictions or pending charges, a determination will be made whether or not to accept or reject the applicant based upon:

- The circumstances and nature of the conviction or pending charges
- Whether the circumstances of the conviction or pending charge substantially relate to the nature of the placement.

Background Check, continued:

Should we determine that the conviction or pending charges do substantially relate to the nature of the placement, a copy of the report shall be provided to the applicant upon request.

Please keep in mind, that the district is the sole determiner of what constitutes a substantial relationship.

Training

The school district (at the respective work site) shall provide training on such topics as:

- Filling out of time sheets
- District policies
- Confidentiality
- Emergency Procedures
- Training for Blood Borne Pathogens
- Mandatory reporting

Who to Call:

In the event you are unable to make a work assignment, please call the office of the building in which you are assigned. Please leave a message for the person to whom you are assigned.

Confidentiality

A public school is considered a protective environment for our children. As such information about specific students is considered confidential and not to be shared with anyone. We ask that all employees and volunteers for our district respect the confidentiality of our students. It is fine to tell your friends, family and neighbors what you are doing in our schools, but please do not talk about individual students in a manner that may identify them. Should someone ask about a particular student, the correct response is “That information is confidential. Sorry, I am not allowed to talk about that.” We also ask that if you have a question about something that is happening in school, or if you disagree with what you see that you speak to us in private. Quite often there is a logical explanation. Also, there may be something happening that we need to know about so we can make improvements as well. Should a STEP worker find it difficult to work in a particular setting or with a particular teacher, student or class, we ask that the worker contact the building principal to try to work out the difficulty. If this does not work, we ask that the STEP coordinator be involved to try to find a more suitable placement.

With the inclusion of children with special needs in our school, there is a need to be extra sensitive to the privacy rights of all students. Special needs students have specifically designed accommodations for them in the classroom. While on the surface this may seem unfair, there are many challenges that these children must overcome. A STEP participant may address concerns about a particular student or a teacher’s style or routine to the teacher involved; however, keep in mind that some things cannot be legally discussed.

Transportation

It is the responsibility of the STEP participant to be able to get to and from their assigned worksite. A STEP participant is **not** to transport children in their vehicle.

Appropriate Dress

Neat, clean, comfortable, and professional clothing is recommended. Please be aware of weather if your assignment has time outside.

Where to Report

We ask all participants to report to the HS / District office upon arrival. **You will have a badge provided.** We ask that you wear this badge at all times when on school property during the performance of your duties. Upon the completion of your assignment, you will be asked to return the badge.

Time Sheets

Each STEP participant is responsible for seeing that his/her time sheet is completed. The STEP participant is encouraged to make a copy of their timesheet for their own records. Copies may be made in the school office. Time sheets should be

turned in at the end of each month or at the end of an assignment, or during the first week of December or June. The time sheet should be signed by the STEP participant's supervisor. After the time sheet is signed, the STEP participant will be responsible for turning the time sheet into the Community Education office.

Miscellaneous Work Items

Accidents or Injuries: Please report any that may occur to you as a participant or to a student. Your immediate supervisor will be able to help you through the process of filling out the report. Any accident or injury that may occur to you, must be reported immediately to the Human Resources office. Loss of personal items are not the responsibility of the school district.

Illness: Should you be ill and unable to report to your assignment, please call the office of the building in which you are assigned. Ask the office to let your immediate supervisor know.

Emergency Drills: When an alarm sounds, please follow the directions posted in the room in which you are working. If you have any questions, please ask your immediate supervisor on the first day you are working.

Emergency Closings: If school is to be closed due to weather or some other uncontrollable circumstance, this will be announced on most local radio stations, our web site, and area television stations. Even if school is open, if you do not feel comfortable driving in the weather conditions, please contact the school office and inform them that you will not be coming in that day.

Emergency Contacts: In the event of a medical emergency or other concern, we will ask that you provide us with the contact information for the nearest relative/friend/neighbor whom we can contact if a concern arises.

School Calendar: A copy of the school calendar can be found on the districts website. You may also ask for a copy in the school office.

Personal Safety and Cleanliness: No setting, including that of a school, is risk free. However; adhering to some simple prevention recommendation will minimize the risk.

- Wash hands after using the restroom, before eating, after handling any bodily secretions (IE: helping a student with a runny nose).
- Use proper technique and approach when addressing bodily fluids of another person. **Consult your immediate supervisor before addressing this. Know where gloves are and use them correctly before proceeding.**
- Use proper footwear. Open toed shoes, etc. are not as conducive to everyday functions as a comfortable casual shoe.
- We would also ask that you be sensitive to the food allergies that may exist in the building in which you work. Please ask your supervisor for items to be aware of.

Program Evaluation

As it is the goal to have a program that is beneficial to all involved, we will periodically be speaking with STEP participants to gauge how we might make changes to have a better program. Please feel free to bring comments, suggestions to the attention of the immediate supervisor, the building principal or the STEP coordinator. You may also be asked to complete a program evaluation sheet upon completion of your assignment.

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