



DAVENPORT Community Schools

GROWING EXCELLENCE

www.davenportschools.org

DAVENPORT COMMUNITY SCHOOL DISTRICT OF

SCOTT AND MUSCATINE COUNTIES

DAVENPORT, IOWA

2024-25 GUEST TEACHER - GUEST NURSE HANDBOOK

www.davenportschools.org

HUMAN RESOURCE SERVICES DEPARTMENT

Shelli Godke, Guest Teacher Contact

1702 Main St., Davenport, IA 52803

Mon-Fri 7:00AM-3:30 PM

Phone (563) 336-7491

Fax (563) 445-5988

Email godkes@davenportschools.org

It is the policy of the Davenport Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programming 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:

Jabari Woods, DCSD Associate Director of Equity, 1702 Main St., Davenport, IA 52803

Telephone (563) 336-7496; Fax (563) 445-5988; Email: woods@j@davenportschools.org

Director of the Office for Civil Rights U.S. Department of Education

Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204; Telephone (312) 730-1560;

Fax (312) 730-1576; Email: OCR.Chicago@ed.gov

TABLE OF CONTENTS

	Page
Introduction	1
General Information	
Requirements to Substitute	2
Conditions of Employment	3
Licensing Restrictions	3
Removal from Guest Teacher List	4
Other District Services Available	4
AESOP	4
Salary	
Rates of Pay	5-6
Pay Schedule	6
Payroll Corrections	7
2024-25 Schedule of Pay Dates	7
Procedures for Guest Teachers	
Reporting for Duty	8
Staff Dress Code	9
Substitute Report Forms	10
Leaving the Assignment	10
Confidentiality	10
Guest Teacher Evaluation	10
Long-Term Assignment	11
Computer / Internet Usage	11
Guest Nurses	
Responsibilities	12
Staff Dress Code	12
Additional Suggestions	13
Resolution of Problems	14
Student Discipline Policy	14
DCSD Board Policies	15-22
Principal & Secretary Directory	23
Academic Calendar	24
Emergency School Closing	25
Guest Teacher Report Form	26
Guest Teacher Evaluation Form	27
Travel Reimbursement Form	28
Mileage Between Buildings Chart	29
Resignation form	30

INTRODUCTION

As guest teachers and nurses, you provide an invaluable service to the students of the Davenport Community Schools. You are a vital part of the professional team. You are called upon to fill a challenging and demanding role in our schools. In the absence of the regular teacher or nurse, you are asked to continue the prescribed programs of the Davenport Schools. It is our hope that with the assistance of the Principal, other staff members, and this handbook, this can be achieved.

Your willingness to assist in providing quality education to the students of the Davenport Community School District each day of the school year is greatly appreciated.

It is the policy of the Davenport Community School District not to discriminate on the basis of: sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. Inquiries regarding compliance with Section 504 may be directed to: Lisa Baxter, Program Director of School Climate Transformation, Davenport Community Schools, 1702 Main Street, Davenport, Iowa 52803, Telephone (563) 33. Inquiries regarding compliance with Title IX or Title VI may be directed to: Jabari Woods, Associate Director of Equity, Davenport Community Schools, 1702 Main Street, Davenport, Iowa 52803, Telephone (563) 336-7496 or to the Director of the Iowa Civil Rights Commission in Des Moines, Iowa or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

**An Affirmative Action and Equal Opportunity Employer
Applications from Minorities are Encouraged
Minorities/Disabled/Female**

II. GENERAL INFORMATION

REQUIREMENTS

To be eligible for placement on the Davenport Community School District's Guest Teacher/Nurse list, the following items and training documentation must be current and on file with the Human Resource Services Department.

- Online Application www.davenportschools.org → Employment → Online applications/current openings → View our open positions → View types and apply
- Copy of Iowa Teaching/Substituting License or Substitute Authorization License
- Personal Data Sheet
- Employment Eligibility Verification Form (I-9) – and two forms of acceptable documentation
- W-4 Tax Forms (State and Federal)
- Criminal History Verification
- IPERS Membership
- Right To Know Act—Iowa Hazardous Chemicals Training
- Blood Borne Pathogens Training
- *Confidentiality Training
- *A.L.I.C.E Training
- Suicide Prevention and Postvention Training
- Bullying Prevention
- Mandatory Child & Dependent Adult Abuse Training
- ACEs (Adverse Childhood Experiences)
- Other trainings as required

All returning guest teachers/nurses are required to complete annual trainings prior to working.

CONDITIONS OF EMPLOYMENT

A guest teacher is a temporary employee assigned by the Department of Human Resource Services on a day-to-day basis.

The State allows the district to place a guest teacher wherever necessary (as long as not in conflict with licensing requirements); however, every effort will be made to place the guest teacher in a position for which he/she is most qualified.



LICENSING RESTRICTIONS

Iowa Teaching or Substitute License: No Restrictions to assignments except:

- ✓ Permission will be required from State if a guest teacher is doing a long-term assignment for 90 days or longer and not properly endorsed.
- ✓ Guest teachers holding a Conditional Teaching License will be restricted to assignments in their endorsement area.

Substitute Authorization: Substitute teach for a contracted teacher out on leave in any subject PK-12. Cannot serve as a long-term substitute. Limited to 10 days in a row in a 30-day period in the same assignment. Cannot fill open positions.

Para-Educator Authorization: A para-educator of the district assigned to a special education classroom and holding this certification may sub for the regular teacher of that classroom. Placement of the para-educator in as the guest teacher when the teacher is absent will be at the discretion of the building principal.



Process on Notification to Parents of Students in Title I Buildings that Student Taught by Inadequately Licensed Teacher/Guest Teacher for Four (4) or More Consecutive Weeks

Guest Teacher Dispatcher/HR Generalist will review assignments of long-term guest teachers on a monthly basis looking for any guest teacher not properly licensed/endorsed for the grade level/content area he/she is covering who have or will be projected to fulfill assignment four (4) or more consecutive weeks in duration.

Once a guest teacher is identified, HR will notify the building principal of such information.



REMOVAL FROM GUEST TEACHER LIST

- A guest teacher who wishes to remove his/her name from the guest teacher list and discontinue service to the Davenport Community School District is requested to submit a letter of resignation and complete the resignation form included in the Appendix of this handbook (Schedule I).
- At the end of each school year a letter of assurance will be mailed. This provides you with an opportunity to indicate your desire to continue to be a guest teacher for the following school year. If the form is not returned, you will be removed from the list.
- A guest teacher receiving three (3) or more unsatisfactory performance reports from different principals, or a single major incident of poor or inappropriate performance, will automatically be removed from the guest teacher list pending further investigation.
- If the guest teacher performs unsatisfactory service or is in noncompliance with the guest teacher dispatch procedures, a guest teacher may be removed from the guest teacher list for the remainder of the current school year or permanently.
- The guest teacher will be notified in writing if the above takes place. Reinstatement to a school and/or the district's guest teacher list requires that the guest teacher take remedial actions. Appointments need to be arranged with an administrator in the Human Resource Services Department.

OTHER DISTRICT SERVICES AVAILABLE

- The guest teacher is eligible to participate in the district's In-Services. Attendance would be without pay and any participation costs would be at the guest teacher's own expense. Guest teachers working long-terms will be paid with pre-approval from the Principal and HR Director.
- Liability for guest teachers is equivalent to that of contracted employees of the Davenport Community School District.

AESOP (Automated Educational Substitute Operator) SYSTEM

- Website to access AESOP: www.aesoponline.com
- Phone number to access AESOP: (800) 942-3767
- Please make sure to update the Guest Teacher Dispatcher in Human Resources any time you have a change your phone number.



III. SALARY

RATES OF PAY

- **DCSD** Retired teachers will receive \$177.00 for each full day (\$88.50 for each half day). Retired teachers from other schools districts will receive the same rate upon confirmation of retiring in good standing.
- Teachers of the Davenport Community School District who are willing to sub on non-contract time will be paid \$177.00 for each full day (\$88.50 for each half day). This would include half-time (or less) teachers picking up sub assignments in addition to their normal work schedule.
- Guest nurses will receive \$177.00 for each full day (\$88.50 for each half day).
- Guest teachers with a Substitute Authorization will receive \$132.00 for each full day (\$66.000 for each half day). Per Licensing restrictions, may not work long term assignments. Cannot serve as a long-term substitute. Limited to 10 days in a row in a 30-day period in the same assignment.
- Para-Educators with Para-Educator Sub Authorization will be paid \$132.00 for each full day (\$66.00 for each half day).
- Guest teachers not listed above will receive the following rate of pay:
 - ✓ Base Rate: \$132.00 for each full day (\$66.00 for each half day)
 - ✓ Long-Term Rate: Any guest teacher (with an Iowa Teaching license or Substitute license) in the same classroom assignment for more than 20 consecutive days will receive \$177.00 (long-term rate) for each full day (\$88.50 for each half day). Once 20 consecutive days have been worked, the long-term pay will begin and retro pay from the first day of the assignment will be paid. A guest teacher doing a half-time, long-term assignment will receive \$88.50 for any other half-day subbing assignment also taken in coordination with the long-term assignment.
- Guest Teachers will be paid for either a half-day or full-day assignment only per day
- A guest teacher who reports for an assignment as scheduled and finds that the assignment is not necessary **MUST** call the guest teacher dispatch as soon as possible. The guest teacher will receive appropriate pay if he/she agrees to an alternative assignment, including working at the Administration Center, if needed. If the guest teacher wishes to decline or return home, he/she will forego pay.

Guest teachers will receive a half-day of pay when the assignment is cancelled with less than 12 hours prior notice and no other assignments are available. [Note: The guest teacher must report in a timely manner to the Human Resource Service Department for an alternative assignment.] Should the guest teacher refuse an alternative assignment and choose to go home, no pay will be given for the initial cancellation.

- Guest teachers will not report to work or receive pay if there is an announcement on the approved radio or TV stations for district wide closing. See Appendix – Schedule E, for the approved radio and TV Stations.



PAY SCHEDULE

- Guest teachers are paid every two (2) weeks. The pay periods are shown in the chart listed on page 8 of this handbook. (Exception: contracted teachers will have pay for sub assignments added to their monthly paychecks.)
- Paycheck stubs will be available for view or print on-line through the [DCSD Employee Online.](#)
- Deductions will be made for State and Federal Withholding Tax and Social Security.
- IPERS; When an individual earns \$1000.00 per quarter in two consecutive quarters, in a calendar year, an IPERS deduction will be withheld in the following quarter(s).
2023-24 Rates: Member 6.29%
Employer 9.44%
Total = 15.73%



PAYROLL CORRECTIONS

- **Please do not call the Payroll Department.** Concerns regarding payroll discrepancies should be addressed to the Guest Teacher Dispatcher in the Human Resources Department at 563-336-7491. A message may be left on the voice mail with the following information: your name, assignment not included in payment, whether assignment was for a full or partial day, teacher and school for whom you subbed, or whether you feel the rate of pay is incorrect.
- An effort will be made to have all corrections reflected on the guest teacher's next paycheck. If the District has overpaid the guest teacher, a deduction for the amount of the error will be made from the next paycheck.



GUEST TEACHER PAY SCHEDULE
2024-25

Pay Period	Pay Period	Pay Date	
beginning	ending	(EFT)	Notes
8/12/2024	8/23/2024	9/6/2024	Discrepancies should be reported to Shelli Godke in the Human Resource Service Department at (563) 336-7491.
8/26/2024	9/6/2024	9/20/2024	
9/9/2024	9/20/2024	10/4/2024	
9/23/2024	10/4/2024	10/18/2024	
10/7/2024	10/18/2024	11/1/2024	
10/21/2024	11/1/2024	11/15/2024	The check date (pay date) or pay stub is labeled as EFT
11/4/2024	11/15/2024	11/29/2024	
11/18/2024	11/29/2024	12/13/2024	
12/2/2024	12/13/2024	12/27/2024	
12/16/2024	12/27/2024	1/10/2025	
12/30/2024	1/10/2025	1/24/2025	
1/13/2025	1/24/2025	2/7/2025	
1/27/2025	2/7/2025	2/21/2025	
2/10/2025	2/21/2025	3/7/2025	
2/24/2025	3/7/2025	3/21/2025	
3/10/2025	3/21/2025	4/4/2025	
3/24/2025	4/4/2025	4/18/2025	
4/7/2025	4/18/2025	5/2/2025	
4/21/2025	5/2/2025	5/16/2025	
5/5/2025	5/16/2025	5/30/2025	
5/19/2025	5/30/2025	6/13/2025	
6/2/2025	6/13/2025	6/27/2025	

IV. PROCEDURES FOR GUEST TEACHERS

REPORTING FOR DUTY

The guest teacher is to wear their identification badge when entering any school building.

The guest teacher is to report to the school office immediately upon arrival at the school building, check in, and indicate for whom he/she is substituting.

Guest teachers are required to adhere to the same arrival/departure times at the scheduled assignment as those required of teachers (see Appendix-Schedule B). Early arrival helps not only you, the guest teacher, but it relieves the concern of the school secretary and principal. Guest teachers are to stay until the teacher's regular quitting time, regardless of the teacher's scheduled prep period.

The principal, or his/her designee, will show the guest teacher the location of the room, fire exits, etc, and will enable the guest teacher to find the cafeteria, restrooms, other rooms, and teachers in the building.

Also, the principal or his/her designee will assist the guest teacher by locating lesson plans, class lists, seating charts, building procedures, schedules, and any other information needed and requested.

It is important that the guest teacher follow the lesson plan carefully in order that their work fits into the total educational plan for the students. Occasionally, in an emergency, a lesson plan may not be available. The guest teacher should be prepared in such cases to go ahead on their own. Guest teachers should be prepared for such emergencies by preplanning activities, which might fit in at various levels.

The principal has the option of reassigning the guest teacher if a more pressing need arises in the building. When reassigning, the principal will use the same standards as used with any contracted teacher at that instructional level.

The principal may ask a guest teacher to cover another class during their prep period. The guest teacher is expected to comply. If the guest teacher is in a long-term assignment, they may not be expected to cover during their prep.

The principal will make every effort to visit the guest teacher in the classroom.

If you report to your assigned building and find you are not needed, you MUST contact the Human Resource Services Department immediately.



STAFF DRESS CODE

The purpose of the DCSD staff dress code is to ensure that employees dress in a professional and appropriate manner to establish and project a professional image expected by all constituents (students, parents, community at large) of an educational institution. No dress code policy or supporting rules and regulations can cover all possible contingencies, therefore, employees are expected to exercise good judgment within the guidelines set forth herein in their choice of what to wear to work. Where doubts exist regarding choice of work attire, ask your supervisor.

"Business casual" not casual, dress is the expectation for professional staff. The following list, while not all inclusive, provides examples of what would not be acceptable in a business casual work environment.

- Jeans, sweatpants, shorts
- **Tights, leggings, or other types of hosiery must be accompanied by a fingertip length or longer top or dress.**
- Flip flops (rubber, shower shoes)
- Tank tops, tube tops, halter tops
- Clothing that reveals too much cleavage, back, chest, stomach, or underwear
- Short, tight skirts
- Tee Shirts (exception those appropriate for wear under another blouse, shirt, jacket, or dress)
- Hats
- Clothing with inappropriate words, pictures or slogans

Fridays may be designated as spirit days where spirit themed clothing may be worn. Jeans may also be worn on Fridays only, during the 2024-25 school year.

The dress code and regulations apply to all contracted workdays.

In all cases, the employee's supervisor and/or the Director of Human Resources shall determine if an employee's clothing meets the intent of the dress code policy and regulations. In cases where clothing fails to meet standards the employee will be asked to refrain from wearing inappropriate clothing in the future. In cases where an employee continues to disregard expected standards of dress, the employee will be sent home to change clothes and be subject to progressive disciplinary action.

Exceptions may be made by administrators/supervisors based upon employee assignment and/or responsibilities.

SUBSTITUTE REPORT FORMS

Each guest teacher will turn in a completed "Guest Teacher Report Form" to the principal's office prior to leaving at the end of the day. (See Schedule G for an example) The purpose of this form is to inform the classroom teacher of the day's events and the progress in the classroom.

LEAVING THE ASSIGNMENT

Before leaving the building, the guest teacher is **required to check with the principal's office** to determine if he/she will be needed for the next day. To give the students consistency, a guest teacher is expected to accept the retained assignment even if they have been scheduled for a different assignment for the Davenport Community Schools. [Note: The guest teacher will need to cancel the conflicting assignment so that the building secretary can make the appropriate AESOP entry. Contact either the building secretary, at the building the cancellation is being requested, or the Guest Teacher Dispatcher as soon as possible.]



CONFIDENTIALITY

Guest teachers are expected to hold in confidence any information about pupils and parents, which might be gained while substituting.

GUEST TEACHER EVALUATION

****OPTIONAL ONLY FOR NEW GUEST TEACHERS****

- New Guest teachers have the option to be evaluated during the first ten (10) substitute teaching assignments. An evaluation form will be given at the time of processing for use during the first ten (10) assignments.
- Guest teachers can be evaluated informally by the principals.
- Guest teachers may request an evaluation at any time.
- The principal will make every attempt to meet with the guest teacher and present evaluation. If this is not possible, the report will be mailed to the guest teacher. Guest teachers are advised to arrange a meeting with the principal if there are further questions regarding the evaluation.

LONG-TERM ASSIGNMENTS

A long-term guest teacher assignment occurs when the guest teacher has subbed twenty (20) consecutive days in the same teaching assignment without a break in service. At the discretion of the district, one of the following will occur:

- A long-term assignment due to teacher's illness with an undetermined length of absence shall have the same guest teacher remain unless the teacher goes on extended leave of absence without pay or on long-term disability.
- Long term leave replacement—teachers on leave for less than one semester will have the same guest teacher unless the district chooses to hire a teacher for the position.
- In the event of a termination of employment of a teacher (death, resignation, retirement, etc.) a guest teacher will only be retained long enough to enable the district to hire a replacement or finish a school year.

In certain circumstances, on-site training is available for long-term guest teachers. The building principal must make a recommendation to this effect to the Human Resources Department.

Prior approval must be obtained from the Human Resources Department if a long-term guest teacher is requested to attend in-service activities. The principal is responsible for emailing the Director of Human Resources to request this approval.

COMPUTER/ INTERNET USAGE

- All users of District communications systems are responsible for using communications systems and resources in a professional, ethical, and lawful manner in accordance with Board Policy 103.01 (<http://www.davenportschools.org/schoolboard/bpolicy/103.asp#103.1>) and the Internet Use Agreement. The Internet Use Agreement (see schedule L in this handbook) should be reviewed and followed at all times.
- Any misuse of district computers and/or email may result in removal from the guest teacher list.

V. PROCEDURES FOR GUEST NURSES

RESPONSIBILITIES

- Administer medication, treatments, or procedures (tube feedings, catheterization, breathing treatments, etc.), which must be given at school.
- Provide first aid for students or staff who are injured or become ill at school.
- Notify parents of students who are ill or injured at school.
- Document children seen and actions taken on the daily log. Record medication and treatments given on proper forms. Be familiar with and follow health service policy and procedures as stated in the School Nurses Handbook.

STAFF DRESS CODE

The purpose of the DCSD staff dress code is to ensure that employees dress in a professional and appropriate manner to establish and project a professional image expected by all constituents (students, parents, community at large) of an educational institution. No dress code policy or supporting rules and regulations can cover all possible contingencies, therefore, employees are expected to exercise good judgment within the guidelines set forth herein in their choice of what to wear to work. Where doubts exist regarding choice of work attire, ask your supervisor.

"Business casual" not casual, dress is the expectation for professional staff. The following list, while not all inclusive, provides examples of what would not be acceptable in a business casual work environment.

- Jeans (except on Friday) sweatpants, shorts
- **Tights, leggings, or other types of hosiery must be accompanied by a fingertip length or longer top or dress.**
- Flip flops (rubber, shower shoes)
- Tank tops, tube tops, halter tops
- Clothing that reveals too much cleavage, back, chest, stomach, or underwear
- Short, tight skirts
- Tee Shirts (exception those appropriate for wear under another blouse, shirt, jacket, or dress)
- Hats
- Clothing with inappropriate words, pictures or slogans

Fridays may be designated as spirit days where spirit themed clothing may be worn but is not a "dress down" or casual day.

The dress code and regulations apply to all contracted workdays.

In all cases, the employee's supervisor and/or the Director of Human Resources shall determine if an employee's clothing meets the intent of the dress code policy and regulations. In cases where clothing fails to meet standards the employee will be asked to refrain from wearing inappropriate clothing in the future. In cases where an employee continues to disregard expected standards of dress, the employee will be sent home to change clothes and be subject to progressive disciplinary action.

Exceptions may be made by administrators/supervisors based upon employee assignment and/or responsibilities.

ADDITIONAL SUGGESTIONS

When accepting an assignment, the guest nurse will need to verify what time to report at the school. The principals or building secretaries are good resources for such questions. Check the nurse's guidelines for treatment sheet. Review the Health Care Plans for students with special health needs. Review the medication to be given and procedures to correspond. Accurately record the students being seen and treatment administered. If there are further questions, contact the building administrator.

VI. RESOLUTION OF PROBLEMS

Concerns (other than evaluations) should be addressed to the proper administrator:

- Concerns regarding students or teachers should be addressed to the principal.
- Concerns regarding notification of assignments should be addressed to the Director of Human Resource Services.

If problems are not resolved informally with the administrator mentioned above, a written statement of the concern should be submitted to the Director of Human Resource Services. Every effort will be made to resolve the problem through this procedure.

VII. DAVENPORT COMMUNITY SCHOOLS STUDENT DISCIPLINE POLICY

The handbook regarding the student discipline policy of the Davenport Community School District is available in the principal's office of each school. It is important that guest teachers familiarize themselves with the content of this policy.

DAVENPORT SCHOOL DISTRICT BOARD POLICIES

As we begin a new school year, the District's Board of Education and Superintendent wish to remind District students, parents/guardians, staff, and volunteers that harassment and bullying of students is against the law and District policy. The District will not tolerate harassment or bullying of students based on the student's actual or perceived traits or characteristics, including: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status, or any other trait or characteristic protected by law.

Any student who believes he or she has been subject to harassment, bullying or a hostile environment based on one or more of the characteristics noted above—whether such harassment, bullying or hostile environment is created by a fellow student, school employee, parent/guardian, or volunteer—is encouraged to report the conduct to school personnel. The District has a policy in place (Board Policy 504.10) to address complaints regarding harassment, bullying and hostile environment. The District is committed to conducting a prompt investigation into any complaints it receives. If a student is found to have engaged in acts of bullying, harassment or other acts that create a hostile environment, the student may be subject to discipline, up to and including suspension, exclusion or expulsion.

Please see Board Policy 504.01 for the District's complete Anti-Bullying/Anti-Harassment Policy for its students. The District asks that everyone—students, parents, staff, volunteers, and others in the District community—work together to prevent acts of bullying or harassment of any kind.

401.40

PERSONNEL

Review of Personnel Records

The law provides an employee access to his or her personnel file. This includes access to performance evaluations and discipline records and may include access to employment references.

To review the personnel file an employee should make written request to the Director of Human Resources. Files must be reviewed in the Human Resources Office, and materials may not be removed from the file by the employee. Copies may be made for the employee at a reasonable charge determined by the administration.

- Cross Reference: Board Policy #306.05 Public Examination of School District Records; Board Policy #401.06 Personnel Records

PERSONNEL – GENERAL

Anti-Bullying/Anti-Harassment Policy

The Davenport Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning: "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the individual in reasonable fear of harm to the individual's person or property.
2. Has a substantial detrimental effect on the individual's physical or mental health.
3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity,

physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

"Volunteer" means an individual who has regular, significant contact with students.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
 - Inclusion in the employee work rules
 - Inclusion in the registration materials
 - Inclusion on the school or school district's web site,
-
- Legal References: 20 U.S.C. §§ 1221-1234i; 29 U.S.C. § 794; 42 U.S.C. §§ 2000d-2000d-7; 42 U.S.C. §§ 12101 2et. seq.
 - Iowa Code §§ 216.9; 280.28; 280.3.
 - 281 I.A.C. 12.3(6). *Morse v. Frederick*, 551 U.S. 393 (2007)
 - Cross References: 102 Equal Educational Opportunity

401.43

PERSONNEL-GENERAL

Verification of Criminal Conviction Records

In the interest of safety and the security of students, employees, and the property of the District, the Human Resource Department will take the necessary steps to obtain required criminal conviction checks from each and every jurisdiction in which an individual recommended for employment has resided during the last five years, or a longer period of time if required by law.

The administration will develop procedures for conducting the required background inquiries necessary to determine any criminal convictions or sexual offenses on record. The Human Resource Department may be allowed to request or perform additional background inquiries, if necessary, to determine all criminal convictions of an individual recommended for employment.

Information regarding convictions if any shall be reviewed and used to verify an applicant's report of criminal conviction on his other application form, prior to any individuals beginning employment.

School Districts are now required to conduct background investigations on school employees who are not already required to be checked elsewhere in the Iowa Code every (5) years. This includes all members of the following groups:

- Non-licensed Administrators, Secretaries, Food Service, Maintenance, Custodian, Para-Professionals, Non-Bargaining, and Temp-at-Will Employees.

Employees who must undergo a new background check must sign an authorization form in order for the district to conduct the DHS registry check and the Iowa Criminal Records.

Any cost for obtaining a criminal "conviction check" shall be the responsibility of the District.

- Legal References: Code of Iowa 279.13, 235A.15, 235B.6321
 - Cross References: Board Policy 401.06 Personnel Records; 401.08 New Staff Positions; 401.09 Required Forms; Administrative Regulation 401.43A
-

401.44

PERSONNEL

Employee Substance Abuse Policy

I. Definitions

For the purpose of this policy, terms are defined as follows:

- A. Alcohol: Any beverage containing more than one-half of one percent of alcohol by volume including liquor, wine, and beer.
- B. Controlled Substance: A drug, substance, or immediate precursor in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.
- C. Counterfeit Controlled Substance: A controlled substance that, or the container or labeling of which, without authorization, bears the trademark, trade name, or other identifying mark, imprint, number, or device, or any likeness thereof of a manufacturer, distributor, or dispenser other than the person who in fact manufactured, distributed, or dispensed the substance.
- D. Reasonable Suspicion: Includes but is not limited to observable phenomena while at work, abnormal or erratic behavior while at work, a report of alcohol or drug use from a credible source, evidence that an employee caused an accident while at work causing sufficient injury or damage to require a report to OSHA, or evidence that an employee has made, sold, possessed, or used drugs while at work.
- E. Substance Abuse: The use of drugs or alcohol in violation of state or federal law or in violation of school policy.
- F. Under the Influence: Can be measured by the employee's impaired job performance resulting from substance abuse.

II. Drug and Alcohol Use or Possession

- A. The use, possession, sale, transfer, distribution, manufacture, purchase, or being under the influence of alcohol, controlled substances, counterfeit controlled substance, or other intoxicant by an employee at any time on district premises or while on district business is absolutely prohibited. An employee engaging in this behavior (based on direct knowledge/observation or reasonable suspicion) is subject to disciplinary action up to and including termination.
- B. Drugs prescribed by a certified doctor for a specific individual may be possessed and used as prescribed as long as the drug does not impair the individual or the individual's ability to perform his or her job safely.
- C. Employees who report for duty, who are on District property, or who are on District business while under the influence of any alcoholic beverage, illegal controlled substance, counterfeit controlled substance, or other legal substance improperly obtained or improperly used are subject to disciplinary action up to and including termination.

III. Due Process

Disciplinary action taken against an employee for a violation of this policy shall be subject to Iowa law and procedures set forth in any applicable collective bargaining agreement. At the employee's request, representation in accordance with the applicable labor agreement may be in attendance.

- Cross Reference: Policy 401.47 Employee Substance Abuse Testing Policy

401.46

PERSONNEL

Student Abuse By Employees

Any school employee committing acts of physical or sexual abuse toward students, which includes inappropriate and intentional sexual behavior, is subject to disciplinary sanctions up to and including discharge.

It is the policy of the District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation shall be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested, to provide information, and to maintain the confidentiality of the reporting and investigation process.

The Superintendent or superintendent's designee shall prescribe procedures and regulations in accordance with the rules adopted by the State Board of Education to carry out this policy. To report student abuse by an employee, complaint forms are available on-line are available at each school and at the Achievement Service Center. Additional information may be obtained by contacting the school or the Achievement Service Center.

LEVEL I & II INVESTIGATORS

To investigate allegations of abuse of students by school employees, the District shall appoint a Level I Investigator and an alternate, and shall arrange for a trained, experienced professional to serve as the Level II Investigator (a non-school employee). The Level I Investigator and alternate shall be provided training, at the District's expense, in conducting an investigation.

The Level I Investigator and alternate appointment(s) and the list of Level II Investigators will be approved annually by the Board. The names and telephone numbers or other contact information of the Level I Investigator and alternate will be published annually in student handbooks, a local newspaper, and posted in each attendance center.

- Cross References: Administrative Regulation 401.46A, Administrative Regulation 401.46B
- Legal References: Iowa Code § 19B.12 (Sexual Harassment Prohibited), § 280.17 (Procedures for Handling Child Abuse Reports), § 709.15 (Sexual Exploitation by a School Employee); 281 Iowa Administrative Code 102

PERSONNEL

Employee Substance Abuse Testing Policy

It is the intent of the District to comply fully with U.S. Department of Transportation regulations implementing the Omnibus Transportation Employee Testing Act of 1991 (including subsequent revisions or additions) and the laws of the State of Iowa as they may pertain to this area. Any employee covered by this Act shall be subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up alcohol and drug testing pursuant to procedures set out in relevant federal and state law and regulations.

The District contracts with a private service provider to provide transportation services to its students. Such service provider has a drug and alcohol testing program compliant with federal regulations and state law, if applicable.

Those individuals who are employees of the District and operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports 16 or more persons including the driver or the school vehicle weighs 26,001 pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing. An employee operating a school vehicle will not perform a safety-sensitive function within four hours of using alcohol.

Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function. Employees with questions about the drug and alcohol testing program may contact Human Resources.

Employees who violate the terms of this policy are subject to discipline, up to and including termination. A violation includes, but is not limited to, a positive drug test result or refusing to test.

If an employee is not terminated for a violation of this policy, as a condition of continued employment, the employee may be required to successfully participate in a substance abuse evaluation and any substance abuse treatment program recommended by the substance abuse professional. The employee may be responsible for the cost of the evaluation and/or treatment. Employees required to participate but who refuse or fail to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

It is the responsibility of the Superintendent to develop an administrative regulation to implement this policy in compliance with the law. The District will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment when applicable. The District will also be responsible for publication and dissemination of this policy and supporting administrative regulation and forms to employees operating school vehicles as defined above.

The District will oversee the establishment of a drug-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

Legal Reference: American Trucking Association, Inc., v.
Federal Highway Administration, 51 Fed. 3rd 405 Cir. (4th 1995).
49 U.S.C. §§ 5331 et seq. (2012).
42 U.S.C. §§ 12101 (2012).
41 U.S.C. §§ 81 (2012).
49 C.F.R. Pt. 40; 382; 391 (2012).
34 C.F.R. Pt. 85 (2012).
Local 301, Internat'l Assoc. of Fire Fighters,
AFL-CIO, and City of Burlington, PERB No. 3876 (3-26-91).
Iowa Code §§ 124; 279.8; 321.375(2); 730.5
(2013).

- Cross Reference: Policy 401.44 Employee Substance Abuse Policy; Administrative Regulation 401.47A

401.48

PERSONNEL

Drug Free Workplace Policy

The Board expects the school district and its employees to remain drug free. No employee, while in the workplace, will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal or state law (unless prescribed to the employee and being used by the employee specifically as prescribed) or alcoholic beverage.

"Workplace" includes school district facilities, school district premises, or school district vehicles, and also includes non-school property if the employee is at a school-sponsored, school-approved, or school-related activity, event, or function (such as field trips or athletic events) where students are under the control of the school district or where the employee is engaged in school business.

A. As a condition of employment, if the employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee must notify Human Resources in writing no later than five calendar days after such conviction.

B. Within 30 calendar days of receiving notice under the preceding paragraph "A," Human Resources will take one of the following actions with respect to the employee who is so convicted:

1. Take appropriate disciplinary action against such employee, which may include termination; or
2. Require such employee to successfully participate in a substance abuse treatment or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The Superintendent or his or her designee is responsible for publication and dissemination of this policy to each employee. It is the responsibility of the Superintendent to develop administrative regulations to implement this policy.

The District will oversee the establishment of a drug-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

- Legal Reference: 41 U.S.C. § 81 (2012); 42 U.S.C. §§ 12101 et seq. (2012); 34 C.F.R. Pt. 85 (2012).; Iowa Code §§ 123.46; 124 (2013).
-

401.49

PERSONNEL Violence in the Workplace

The District is committed to providing a safe, professional work environment that is free of violence, either by employee against employee or by third parties against employees. Workplace violence, in any form and includes, but is not limited to, the following when such conduct is committed on District property, at a school activity or event, or in connection with a school activity or event:

1. The offensive and/or unlawful touching by one person against another;
2. Threats or bodily harm to another;
3. The use of abusive language, threatening, or intimidating comments;
4. The possession of unauthorized firearms or weapons while on school district property;
5. Conduct detrimental to District personnel, which may cause undue disruption of work or endanger the safety of persons or property;
6. Stalking;
7. Causing or encouraging another to commit conduct as listed above.

Such conduct will be subject to disciplinary action, up to and including termination of employment. Acts deemed violent, even if not specifically covered in board policies, may incur discipline including termination. Employees who believe they have been subjected to violence in the workplace as defined in this policy should immediately terminate all contact and communication with the offending party and file a written complaint with the immediate supervisor or other appropriate administrator. Allegations of workplace violence shall be investigated and if substantiated, disciplinary action shall be taken. Initiating a complaint under this policy shall not cause any negative impact on complainants nor shall it affect their employment, compensation, or work assignments.

Legal References: (Code of Iowa) §708.6, 708.11, 724.

PRINCIPAL / SECRETARY DIRECTORY					Effective July 2024
DAVENPORT COMMUNITY SCHOOL DISTRICT			2024-25 School Year		
SCHOOL	HR REP	PRINCIPAL	ADDRESS	PHONE	SECRETARY
High Schools:		TEACHER/PARA			
Central	Jill/Shelli	Brian Ehlinger	1120 Main St	723-5400	Cari Klemme
Mid City High	Jill/Shelli	Breelyn Seifert	3801 Marquette	336-7600	Tara Bruce
North	Jill/Shelli	Jay Chelf	626 W 53rd St	723-5500	Terra DeGeeter
West	Jill/Shelli	Cory Williams	3505 W Locust St	723-5600	Claire Stichter
Intermediate Schools:					
Smart	Jill/Shelli	Cory Vandewalle	1934 W 5th St	445-5100	Ashley Bull
Sudlow	Jill/Shelli	Tonya Wilkins	1414 E Locust St	445-5150	Jennifer Wendland
Walcott	Jill/Shelli	Mike Garnica	545 James St., Walcott	445-5200	Heather Firrell
Williams	Jill/Shelli	Eric Johnson	3040 N Division	445-5250	Mary Killian Meier
Wood	Jill/Shelli	Kathleen Lacina	5701 N Division	445-5300	Dani Wiebler
Elementary Schools:					
Adams	Shelby/Layla	Laura Finn	3029 N Division	723-6100	Michelle Korver
Blue Grass	Shelby/Layla	Sara Gott	226 Sycamore, Blue Grass	723-6200	Dawn Moellenbeck
Buffalo	Shelby/Layla	Heidi Gilliland	1000 Jefferson St, Buffalo	723-6300	Sarah Peek
Eisenhower	Shelby/Layla	Dave Martin	2827 Jersey Ridge Rd	723-6350	Jennifer DeSmith
Fillmore	Shelby/Layla	Mandie Bollman	7307 N Pacific St	723-6400	Denise Smith
Garfield	Shelby/Layla	Beth Evans	902 E 29th St	723-6450	Tammy Barnes
Harrison	Shelby/Layla	Tom Green	1032 W 53rd St	723-6500	TBD
Hayes	Shelby/Layla	James Goddard	622 S Concord	723-6600	Mary Ray
Children's Village Hayes	Shelby/Layla	Tiffany Stalcup	622 S Concord	723-6550	Mary Sammon
Children's Village Hoover	Shelby/Layla	Tiffany Stalcup	1002 Spring St	336-7850	Amy Rossi
Children's Village West	Shelby/Layla	Tiffany Stalcup	1757 W 12th St	336-7800	Mary Sammon
Jackson	Shelby/Layla	Corri Guy	1307 Wisconsin Ave	723-6650	Saterica Westerfield
Jefferson	Shelby/Layla	Martin Schiltz	1027 Marquette St	723-6700	Jauna Huizar
Madison	Shelby/Layla	Brianne Barr	116 E Locust St	723-6750	Andrea Brown
McKinley	Shelby/Layla	Aaron Vincent	1716 Kenwood Ave	723-6800	Kristyn Rose
Truman	Shelby/Layla	Christine Willis	5506 N Pine St	723-6900	Terri Smith
Walcott	Jill/Shelli	Mike Garnica	545 James St, Walcott	445-5200	Heather Firrell
Wilson	Shelby/Layla	Shari Larsen	2002 Clark St	723-6950	Darsey Fondell
High Schools Associates:					
Central		Guy Heller	Lisa Reid	Kevin Petersen (AD)	
		Alissa Hansel			
North		Brian Heller	Julie Heller	Jeremy Mosier (AD)	
		Ed Veasey			
West		Nicole Talbot	Matt Hassig	Michelle Lillis(AD)	
		Mike Orfitelli			
Intermediate Schools Associates:					
Smart		Matthew Stroupe			
Sudlow		Scott Berg			
Walcott		Tammy Conrad			
Williams		Ellen Weishaar			
Wood		Kristin Speer			
TEACHERS		Shelby Hicks - 336-7494 (PK & ELEM)		Jill Donoho - 336-7489 (JR & SR HIGH)	
PARAS		Layla Estlund - 336-7501 (PK & ELEM)		Shelli Godke - 336-7491 (JR & SR HIGH)	

DISTRICT 2024-2025 ACADEMIC CALENDAR

Summary of Calendar

Days/Hours in classroom:

Annual Hours: 1108 hrs.

First Semester 87 days

Second Semester 86 days

Quarters:

Q1: Aug 23 – Oct 25....43 days

Q2: Oct 28 – Jan 15....44 days

Q3: Jan 16 – March 28 ...43 days

Q4: March 31 – May 3043 days

CONFERENCE DAYS:

*Count as student attendance days.

ES: week of 11/04-11/08

JH: 9/25, 12/4, 2/19, 4/30

SH: 9/25, 12/4, 2/19, 4/30

TOTAL DAYS:

Days: 173 Students

185 Teachers

CALENDAR LEGEND

Sem Start

Inservice

Quarter End

Conferences

Holidays

Vacation Days

2 HR Early

Last updated: 2/12/2024

August					Student Days
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	1
26	27	28	29	30	6
SEPTEMBER					
2	3	4	5	6	10
9	10	11	12	13	15
16	17	18	19	20	19
23	24	25	26	27	24
30					25
OCTOBER					
	1	2	3	4	29
7	8	9	10	11	34
14	15	16	17	18	38
21	22	23	24	25	43
28	29	30	31		47
NOVEMBER					
				1	48
4	5	6	7	8	53
11	12	13	14	15	57
18	19	20	21	22	62
25	26	27	28	29	64
DECEMBER					
2	3	4	5	6	69
9	10	11	12	13	74
16	17	18	19	20	79
23	24	25	26	27	79
30	31				79
JANUARY					
		1	2	3	79
6	7	8	9	10	84
13	14	15	16	17	89
20	21	22	23	24	93
27	28	29	30	31	98
FEBRUARY					
3	4	5	6	7	102
10	11	12	13	14	107
17	18	19	20	21	111
24	25	26	27	28	116
MARCH					
3	4	5	6	7	120
10	11	12	13	14	125
17	18	19	20	21	125
24	25	26	27	28	130
31					131
APRIL					
	1	2	3	4	135
7	8	9	10	11	140
14	15	16	17	18	144
21	22	23	24	25	149
28	29	30			152
MAY					
			1	2	154
5	6	7	8	9	159
12	13	14	15	16	164
19	20	21	22	23	169
26	27	28	29	30	173
JUNE					
2	3	4	5	6	173

173 Student Day Calendar

Date	Events
Aug 16-22	Inservice (No School)
Aug 23	Begin 1 st Semester / 1 st Qtr
Aug 23	Freshman Orientation- 2 HR Early Out 10th/11th/12th only.
Aug 26	First Day for Kindergarten
Sept 2	Labor Day (No School)
Sept 16	Inservice (No School)
Sept 27	2 hr. early out
Oct 14	Inservice (No School)
Oct 25	2 hr. Early Dismissal - End 1 st Quarter
Oct 28	Begin 2 nd Quarter
Nov 7-8	Teacher Conference Days (No School)
Nov 11	Veterans' Day (No School)
Nov 27-29	Thanksgiving Holiday (No School)
Dec 20	2 hr. Early Dismissal
Dec 23-31	Winter Break (No School)
Jan 1-2	Winter Break (No School)
Jan 3	Inservice (No School)
Jan 15	2 hr. Early Dismissal – End 2 nd Quarter / 1 st Semester
Jan 16	Begin 2 nd Semester / 3 rd Quarter
Jan 20	Martin Luther King Day (No School)
Feb 3	Inservice (No School)
Feb 14	2 hr. early out
Feb 17	President's Day (No School)
Mar 3 rd	Inservice (No School)
Mar 17-21	Spring Break (No School)
Mar 28	2 hr. Early Dismissal - End 3 rd Quarter
Mar 31	Begin 4 th Quarter
Apr 14	Inservice (No School)
Apr 25	2 hr. early out
May 26	Memorial Day (No School)
May 30	2 hr. Early Dismissal – End 2 nd Semester / 4 th Quarter
June 2	Inservice (No School)

SCHEDULE E

DAVENPORT COMMUNITY SCHOOLS EMERGENCY DELAYS, EARLY DISMISSALS & CANCELLATIONS Due to Inclement Weather

Schools & Programs District-wide:

- Decisions will be made by a team from the district's Administration Service and Operations centers.
- The primary consideration in making decisions will be based on the health and safety of students.
- **Before start of day** – Decisions made before the start of the day will be made by 5:45 a.m. and communicated through the news media. All administrative, secretarial, custodial and maintenance employees will report to their buildings as usual, unless otherwise notified. Instructional staff members, para-educators and food service employees will not report to work.
- **After start of day** – Decisions after the start of the day will be made by approximately 10:00 a.m. and communicated through calls directly to the schools and, again, through the news media.
- In some cases, decisions may be made to conduct classes, but not provide school district transportation for students in certain areas.

One or More Schools, But Not District-wide:

- **Before start of day** – All efforts will be made to notify students and parents before the scheduled start time.
- **After start of day** – All efforts will be made to notify parents as soon as possible.
- All employees, except co-op employees, will report for duty at their regular hours.

Athletic Events:

- When district schools are closed due to inclement weather, specified guidelines will be followed by the district director and principal of the involved schools for both home and away contests.
- **Home contests** – If opponents are unable to travel, attempts will be made to re-schedule. If opponents are able to travel, the feasibility of playing a contest will be determined.
- **Away contests** - If district buses are operating, the contest will be played. If district buses are not operating, attempts will be made to re-schedule contest out of the Quad-Cities and to use other means of transportation for contests that are determined feasible in the Quad-Cities.

For information on emergency delays, early dismissals and cancellations, tune into major television and radio stations. If you hear conflicting reports on the media, please contact the Administration Services Center at 563-445-5000 so a correction can be made.

SCHEDULE G

GUEST TEACHER REPORT FORM

Guest Teacher _____ Date(s) _____

Building _____ Grade / Subject _____

Teacher _____

Instruction Activities:

Pupil Behavior:

Referrals:

Comments:

SCHEDULE I

GUEST TEACHER EVALUATION

*Optional Evaluation for New Guest Teachers
(To be completed during first 10 assignments)

Guest Teacher's Name _____

Date of Assignment _____

Teacher's Name _____

	<u>SATISFACTORY</u>	<u>UNSATISFACTORY</u>
Follows Lesson Plans	_____	_____
Provides Report for Principal/Teacher	_____	_____
Student Discipline	_____	_____
Positive Student Relations	_____	_____
Positive Peer Relations	_____	_____
Carries Out Assigned Duties	_____	_____

COMMENTS: (Areas checked unsatisfactory are clarified under comments.)

Would you recommend this guest teacher remain on the calling list? Yes No

Would you recommend this guest teacher for long-term assignments? Yes No

Principal (Please print) Building

Principal Signature Conference Date

Guest Teacher Signature (Your signature does not signify agreement; it indicates a conference has been held.)

	CENT	NORT	WEST	MID	CITY	SMAR	SUDL	WALC	WILMS	WOOD	ASC	ADAM	BLUE	BUFF	EISEN	FILL	GARF	HARR	HAYE	HOOV	CVW	JACK	JEFF	LINC	MADIS	MCKIN	TRUM	WILS	
CENT		3.4	3.3	3.4	3.4	2.1	1.6	12.5	2.6	4.3	0.5	2.6	11.4	14.8	3.0	5.2	1.8	3.6	3.4	1.7	2.0	4.8	1.0	0.6	0.7	2.5	4.6	3.0	
NORT	3.4		5.0	2.6	4.8	3.8	12.1	2.8	1.5	2.9	2.8	14.1	17.4	3.5	2.5	2.8	0.4	6.1	4.4	4.2	6.6	3.7	3.9	2.9	4.6	1.6	4.6		
WEST	3.3	5.0		3.5	2.0	3.9	10.0	2.2	4.3	2.7	2.2	9.4	11.7	5.3	5.3	4.1	4.5	2.6	4.6	2.0	1.6	2.4	3.8	3.0	5.0	4.1	0.4		
MID	3.4	2.6	3.5		5.7	3.4	10.8	1.3	2.0	2.5	1.3	12.6	12.4	3.3	3.3	2.2	2.3	4.6	4.1	2.4	4.8	1.9	3.4	2.4	4.4	2.2	3.0		
CITY	2.1	4.8	2.0	5.7		3.6	11.8	2.1	4.2	2.4	2.1	9.6	11.9	4.8	5.4	3.9	4.4	1.5	3.2	0.7	3.3	1.3	2.1	2.8	4.2	4.4	1.9		
SMAR	1.6	3.8	3.9	3.4	3.6		13.1	3.2	4.7	1.3	3.2	12.7	13.4	1.4	5.7	1.1	4.0	4.8	0.8	3.0	5.5	2.3	1.5	1.1	1.1	5.0	3.7		
SUDL	12.5	12.1	10.0	10.8	11.8	13.1		10.6	11.2	12.0	10.7	5.4	11.7	13.7	10.7	12.7	11.7	12.3	13.9	11.5	9.9	11.7	13.1	12.2	14.2	10.8	10.1		
WALC	2.6	2.8	2.2	1.3	2.1	3.2	10.6		2.0	2.2	0.0	11.5	12.4	4.1	3.2	2.6	2.2	3.5	4.0	1.5	3.9	1.9	3.2	2.2	4.4	2.2	1.9		
WILMS	4.3	1.5	4.3	2.0	4.2	4.7	11.2	2.0		3.8	2.2	13.6	16.6	4.7	1.2	3.7	1.1	5.5	5.5	3.4	6.0	3.9	4.8	3.8	5.7	0.7	4.0		
WOOD	0.5	2.9	2.7	2.5	2.4	1.3	12.0	2.2	3.8		2.1	11.7	12.5	2.7	4.7	1.5	3.1	3.7	1.8	1.8	4.4	1.1	1.1	0.4	2.4	4.1	2.6		
ASC	2.6	2.8	2.2	1.3	2.1	3.2	10.7	0.0	2.2	2.1		11.5	12.3	4.1	3.2	2.6	2.3	3.5	3.9	1.4	3.9	1.9	3.2	2.1	4.3	2.2	1.9		
ADAM	11.4	14.1	9.4	12.6	9.6	12.7	5.4	11.5	13.6	11.7	11.5		5.0	14.0	14.5	13.2	13.7	8.2	12.4	10.8	8.2	10.6	11.4	12.0	13.4	13.2	9.8		
BLUE	11.7	17.4	11.7	12.4	11.9	13.4	11.7	12.4	16.6	12.5	12.3	5.0		14.5	17.4	14.0	17.0	8.6	13.3	10.6	10.3	11.0	12.1	12.7	13.9	16.0	9.9		
BUFF	3.0	3.5	5.3	3.3	4.8	1.4	13.7	4.1	4.7	2.7	4.1	14.0	14.5		5.6	1.5	3.9	6.0	1.6	4.4	6.9	3.7	2.9	2.3	1.1	4.9	5.0		
EISEN	5.2	2.5	5.3	3.3	5.4	5.7	10.7	3.2	1.2	4.7	3.2	4.7	3.2	14.5	17.4	5.6		4.6	2.0	6.7	6.4	4.7	6.7	5.1	5.7	4.7	6.7	1.3	5.1
FILL	1.8	2.8	4.1	2.2	3.9	1.1	12.7	2.6	3.7	1.5	2.6	13.2	14.0	1.5	4.6		2.9	5.1	1.9	3.4	5.7	2.5	1.9	1.2	2.2	3.9	3.7		
GARF	3.6	0.4	4.5	2.3	4.4	4.0	11.7	2.2	1.1	3.1	3.1	2.3	13.7	17.0	3.9	2.0	2.9		5.7	4.8	3.8	6.1	3.6	4.1	3.1	5.0	1.3	4.1	
HARR	3.4	6.1	2.6	4.6	1.5	4.8	12.3	3.5	5.6	3.7	3.5	8.2	8.6	6.0	6.7	5.1	5.7		4.4	2.5	2.5	2.7	3.4	4.1	5.4	5.7	2.5		
HAYE	1.7	4.4	4.6	4.1	3.2	0.8	13.9	4.0	5.5	1.8	3.9	12.4	13.3	1.6	6.4	1.9	4.8	4.4		3.8	6.2	2.6	1.4	1.8	1.0	5.8	4.4		
HOOV	2.0	4.2	2.0	2.4	0.7	3.0	11.5	1.5	3.4	1.8	1.4	10.8	10.6	4.4	4.7	3.4	3.8	2.5	3.8		3.5	0.8	2.2	2.0	4.1	3.8	1.8		
CVW	4.8	6.6	1.6	4.8	3.3	5.5	9.9	3.9	6.0	4.4	3.9	8.2	10.3	6.9	6.7	5.7	6.1	2.5	6.2	3.5		4.1	5.0	4.9	6.9	5.7	2.3		
JACK	1.0	3.7	2.4	1.9	1.3	2.3	11.7	1.9	3.9	1.1	1.9	10.6	11.0	3.7	5.1	2.5	3.6	2.7	2.6	0.8	4.1		1.4	1.6	3.4	4.2	2.3		
JEFF	0.6	3.9	3.8	3.4	2.1	1.5	13.1	3.2	4.8	1.1	3.2	11.4	12.1	2.9	5.7	1.9	4.1	3.4	1.4	2.2	5.0	1.4		1.1	2.3	5.1	3.5		
LINC	0.7	2.9	3.0	2.4	2.8	1.1	12.2	2.2	3.8	0.4	2.1	12.0	12.7	2.3	4.7	1.2	3.1	4.1	1.8	2.0	4.9	1.6	1.1		2.1	4.2	2.7		
MADI	2.5	4.6	5.0	4.4	4.2	1.1	14.2	4.4	5.7	2.4	4.3	13.4	13.9	1.1	6.7	2.2	5.0	5.4	1.0	4.1	6.9	3.4	2.3	2.1		6.0	4.8		
MCKIN	4.6	1.8	4.1	2.2	4.4	5.0	10.8	2.2	0.7	4.1	2.2	13.2	16.0	4.9	1.3	3.9	1.3	5.7	5.8	3.8	5.7	4.2	5.1	4.2	6.0		4.1		
TRUM	3.0	4.6	0.4	3.0	1.9	3.7	10.1	1.9	4.0	2.6	1.9	9.8	9.9	5.0	5.1	3.7	4.1	2.5	4.4	1.8	2.3	2.3	3.5	2.7	4.8	4.1			
WILS																													



NOTE: There is a six (6) month waiting period effective from the last date worked when resigning/retiring in good standing, before an individual may reapply for and/or be rehired with DCSD.

TERMINATION/ RESIGNATION FORM
PCN BEING VACATED: _____

SECTION I - COMPLETED BY EMPLOYEE

Soc. Sec. No.	Last Name	First Name	Middle
Building	Position (i. e. Teacher, Maintenance, etc.)	Assignment Being Vacated	Intended Last Day
REASONS FOR TERMINATION/RESIGNATION			
<u>RESIGNATION (Check One)</u> DISMISSALS Check One: <input type="checkbox"/> Medical <input type="checkbox"/> Relocation <input type="checkbox"/> Personal <input type="checkbox"/> Further Education <input type="checkbox"/> Retirement <input type="checkbox"/> Other Employment <input type="checkbox"/> Job Dissatisfaction <input type="checkbox"/> Other: _____		<u>DISMISSAL (Check One)</u> <input type="checkbox"/> Position Eliminated <input type="checkbox"/> Unauthorized Absence <input type="checkbox"/> Substantial Noncompliance <input type="checkbox"/> Other: _____ <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">DATE OF HIRE:</div>	
Forwarding Address		Permanent Address	
Employee Signature: By signing below, I acknowledge there is a six (6) month waiting period from the last date worked before I may reapply or be rehired with DCSD again if I am resigning/retiring in good standing.			Date

SECTION II- COMPLETED BY PRINCIPAL/SUPERVISOR --- THIS SECTION MUST BE COMPLETE

Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Time: _____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	LAST DAY ACTUALLY WORKED _____ Recommended for Rehire <input type="checkbox"/> Not Recommended for Rehire <input type="checkbox"/> Check One: Dismissal <input type="checkbox"/> Resignation <input type="checkbox"/>
Supervisor's Signature	
Date	

SECTION III- COMPLETED BY CENTRAL ADMINISTRATION

Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>	Eligible for Rehire <input type="checkbox"/> Not Eligible for Rehire <input type="checkbox"/>
Superintendent or Designee's Signature	
Date	
PROCESSED BY: Name _____ Date _____ Personnel Department: _____ Payroll Department: _____	BOARD ACTION: Approved <input type="checkbox"/> <u>Agenda Date:</u> _____ Not Approved <input type="checkbox"/>

NOTES