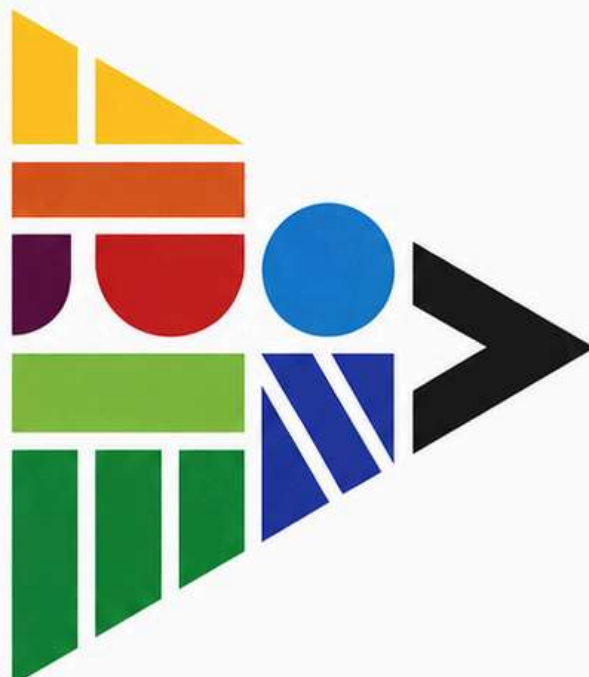




SUBSTITUTE TEACHER & NURSE HANDBOOK



RESPECT

We treat each other with dignity and courtesy.



INTEGRITY

We act with honesty, transparency, and fairness.



COLLABORATION

We work together to support students and colleagues.



EXCELLENCE

We are committed to growth, high standards, and results.

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Welcome

Welcome to the Davenport Community School District!

Thank you for choosing to serve our students, staff, and schools. As a substitute teacher or substitute nurse, you play an essential role in ensuring continuity of learning, maintaining safe and supportive environments, and helping our schools operate smoothly when regular employees are absent.

Every day you step into one of our buildings, you have the opportunity to make a positive difference in the lives of students. Whether you are leading a classroom, providing health services, or supporting the overall school community, your professionalism, flexibility, and commitment help create an environment where students can continue to learn, grow, and thrive.

This handbook is designed to provide you with the information, expectations, and resources you need to be successful. It outlines district procedures, workplace expectations, safety protocols, and best practices to help you feel confident and prepared for each assignment. We encourage you to review this handbook carefully and refer to it whenever questions arise.

We are proud to have you as a part of our team. Thank you for your dedication to our students and for partnering with us as we work together to provide a safe, welcoming, and engaging learning environment for every child.

How to Use This Document

A Living Document: This document provides an overview of the district's current work rules, school board policies, and procedures. The district reserves the right to modify, amend, or revoke any policies, benefits, or terms of employment contained herein at any time, in accordance with state law and school board discretion.

Not an Employment Contract: This document is a general source of information and is not a legally binding employment contract. It does not alter the at-will employment status of non-contracted staff or the statutory contract rights of licensed employees under Iowa law.

Order of Precedence: If any provision in this handbook conflicts with formally adopted school board policy, state or federal law (such as the Iowa Code or Iowa Department of Education regulations), or an applicable collective bargaining agreement (Master Contract), the terms of the law, Board Policy, or Master Contract shall strictly govern.

Commitment to Equal Opportunity and Non-Discrimination

It is the policy of the Davenport Community School District not to discriminate in its employment practices on the basis of race, color, national origin, sex, disability, religion, creed, sexual orientation, or age. There is a grievance procedure for processing complaints of discrimination.

If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Jabari Woods, Director of Human Resources, 1702 N. Main Street, Davenport, IA 52803; Telephone (563) 336-7496; Fax (563) 445-5988; Email: woods@j@davenportschools.org.

Your Responsibilities

As a DCSD employee, you are entrusted with the safety, well-being, and education of our community's children. Therefore, all employees are expected to:

Read and Understand: Carefully review the contents of this document and reach out to your direct supervisor or the Human Resources Office if you have any questions or require clarification.

Act Professionally: Uphold the highest ethical standards of the profession, including those set forth by the Iowa Board of Educational Examiners (BOEE) where applicable to your licensure.

Prioritize Safety: Follow all mandated reporting laws, health and safety guidelines, and emergency procedures to ensure student and staff well-being.

Stay Compliant: Adhere to all district work rules, school board policies, and applicable local, state, and federal laws during the course of your duties.

Once again, thank you for your service, your professionalism, and your dedication to our students' success. We look forward to a fantastic school year!

MISSION STATEMENT

The Davenport Community School is dedicated to growing excellence in academics, the arts and athletics for every child by ensuring the highest-quality education an environment shaped by our student to be life-long and productive citizens.

VISION STATEMENT

Education that challenges, prepares all students to compete to a global society, and inspires, yomr inspires for our students, parents, staff, and community to answer the question. "What if?"

GUIDING PRINCIPLES



OPPORTUNITY

We provide abundant opportunities to empower students to reach their full potential academically, creatively and socially.



COLLABORATION

We foster an environment that allows students, families and community tre come together for betterment of our students' education and future.



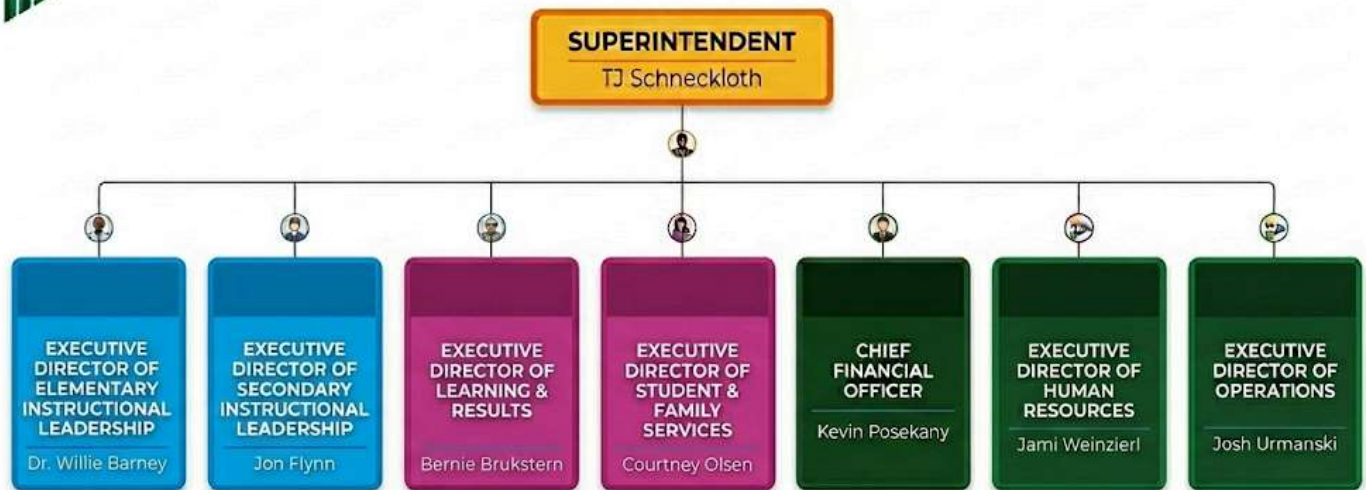
TRANSPARENCY

We share relevant and important information and community to maintain open and productive communication.



SUPERINTENDENT'S EXECUTIVE LEADERSHIP TEAM

DAVENPORT COMMUNITY SCHOOL DISTRICT



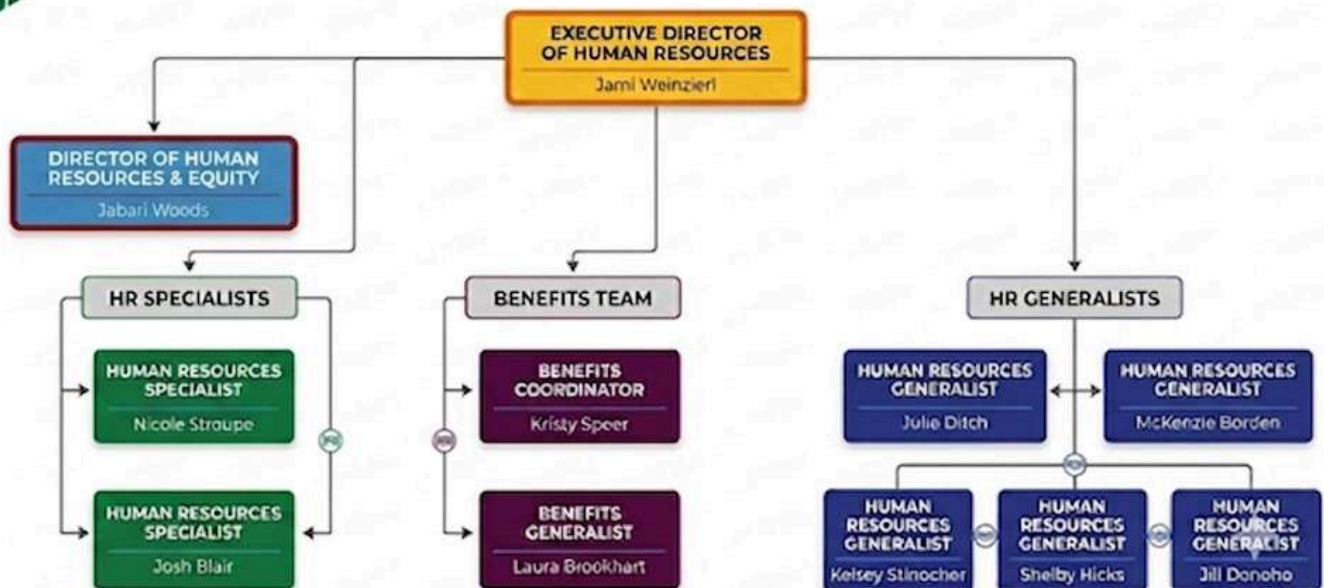
Updated: June 2026

www.davenportschools.org



HUMAN RESOURCES ORGANIZATIONAL CHART

DAVENPORT COMMUNITY SCHOOL DISTRICT



Updated: June 2026

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 DAVENPORT Community Schools GROWING EXCELLENCE	Human Resources Office 1702 N Main Street Davenport, IA 52803 563-445-5000	Jami Weinzierl - Executive Director of Human Resources Nicole Stroupe - Human Resources Specialist Kelsey Stinocher - Human Resources Generalist
 PRESCHOOL CHILDREN'S VILLAGE	Children's Village - Hoover 1002 Spring Street Davenport, IA 52803 563-336-7850	Tiffany Stalcup - Principal Amy Rossi - Building Secretary
 PRESCHOOL CHILDREN'S VILLAGE	Children's Village - West 1757 W 12th Street Davenport, IA 52804 563-336-7800	Tiffany Stalcup - Principal Mary Sammon - Building Secretary
 ADAMS Elementary School	Adams Elementary School 3029 N Division Street Davenport, IA 52804 563-723-6100	Laura Finn - Principal Michelle Korver - Building Secretary
 BLUE GRASS Elementary School	Blue Grass Elementary School 226 Sycamore Street Blue Grass, IA 52726 563-723-6200	Sara Gott - Principal Dawn Moellenbeck - Building Secretary
 BUFFALO Elementary School	Buffalo Elementary 1000 Jefferson Street Buffalo, IA 52728 563-723-6300	Heidi Gilliland - Principal Sarah Peek - Building Secretary
 EISENHOWER Elementary School	Eisenhower Elementary 2827 Jersey Ridge Davenport, IA 52807 563-723-6350	Dave Martin - Principal Belinda Kirkman - Building Secretary
 FILLMORE Elementary School	Fillmore Elementary 7307 N. Pacific Street Davenport, IA 52806 563-723-6400	Mandie Bollman - Principal Denise Smith - Building Secretary
 GARFIELD Elementary School	Garfield Elementary 902 E 29th Street Davenport, IA 52803 563-723-6450	Beth Evans - Principal Tammy Barnes - Building Secretary
 HARRISON Elementary School	Harrison Elementary 1032 W 53rd Street Davenport, IA 52806 563-723-6500	Dr. Tia Stevens-Hicks - Principal Stevie Chavarria - Building Secretary
 HAYES Elementary School	Hayes Elementary 622 S Concord Street Davenport, IA 52802 563-723-6600	James Goddard - Principal Mary Ray - Building Secretary

 JACKSON Elementary School	Jackson Elementary 1307 Wisconsin Avenue Davenport, IA 52804 563-723-6650	Corri Guy - Principal Kimberly Stephens - Building Secretary
 JEFFERSON Elementary School	Jefferson Elementary 1027 Marquette Street Davenport, IA 52804 563- 723-6700	Martin Schiltz - Principal Nuchelle Robertson - Building Secretary
 MADISON Elementary School	Madison Elementary 116 E Locust Street Davenport, IA 52803 563-723-6750	Brianne Barr - Principal Andrea Brown - Building Secretary
 MCKINLEY Elementary School	McKinley Elementary 1716 Kenwood Avenue Davenport, IA 52803 563-723-6800	Nick Proud - Principal Amy Long - Building Secretary
 TRUMAN Elementary School	Truman Elementary 5506 N Pine Street Davenport, IA 52806 563-723-6900	Alec Clark - Principal Terri Smith - Building Secretary
 WALCOTT K-8 School	Walcott K-8 545 E James Street Walcott, IA 52773 563-445-5200	Mike Garnica - Principal Heather Firrell - Building Secretary
 WILSON Elementary School	Wilson Elementary 2002 N Clark Street Davenport, IA 52804 563-723-6950	Shari Larsen - Principal Denel Cooper - Building Secretary
 SMART Middle School	Smart Middle School 1934 W 5th Street Davenport, IA 52802 563-445-5100	Cory VanDeWalle - Principal Sharita Lacy - Building Secretary
 SUDLOW Middle School	Sudlow Middle School 1414 E Locust Street Davenport, IA 52803 563-445-5150	Aaron Vincent - Principal Dominique Nuci - Building Secretary
 WILLIAMS Middle School	Williams Middle School 3040 N Division Street Davenport, IA 52804 563-445-5250	Ellen Weishaar - Principal Mary Killian-Meier - Building Secretary
 WOOD Middle School	Wood Middle School 5701 N Division Street Davenport, IA 52806 563-445-5300	Katie Lacina - Principal Dani Wiebler - Building Secretary

	Central High School 1120 Main Street Davenport, IA 52803 563-723-5400	Brian Ehlinger - Principal Cari Klemme - Building Secretary
	Mid City High School 3801 Marquette Street Davenport, Iowa 52806 563-336-7600	Breelyn Seifert - Principal Tara Bruce - Building Secretary
	North High School 626 W 53rd Street Davenport, IA 52806 563-723-5500	Eric Johnson - Principal Jodi Teel - Building Secretary
	West High School 3505 W Locust Street Davenport, IA 52804 563-723-5600	Mike Orfitelli - Principal Claire Stichter - Building Secretary

Substitute Rate of Pay

Substitute Type	Daily Rate	Half Day Rate
Substitute Authorization	\$175.00	\$87.50
Substitute License or Iowa Teaching License	\$175.00	\$87.50
Retired Teacher	\$200.00	\$100.00
Long Term Assignment <i>20+ consecutive days in the same classroom</i>	\$220.00	\$110.00
Substitute Nurse	\$200.00	\$100.00

Substitute Authorization Assignments

Guest teachers with a substitute authorization are limited to ten (10) days in a row in a thirty (30) day period in the same assignment, unless otherwise approved by the Iowa Board of Educational Examiners.

Substitute License or Iowa Teaching License Assignments

Guest teachers assigned to the same classroom for more than twenty (20) consecutive days will receive the long term assignment rate. The long term rate will take effect once the twenty (20) consecutive days have been worked and will be retroactive to the first day of the assignment.

Retired Teachers

Retired teachers from other school districts will receive the retired teacher rate upon confirmation of retiring in good standing.

Pay Schedule

- Guest teachers and nurses are paid every two (2) weeks. The pay schedule is reflected in the chart below.
- Deductions will be made for State and Federal Withholding Tax and Social Security.
- When a substitute teacher or nurse earns \$1,000 per quarter in two consecutive quarters within a calendar year, an IPERS deduction will be withheld in the following quarter(s).
 - **2026-27 Rates:** Employee 6.29%
 Employer 9.44%
 Total = 15.73%
- Paycheck stubs are available for viewing or printing through [Employee Online](#).

GUEST TEACHER PAY SCHEDULE 2026-27			
Pay Period Beginning	Pay Period Ending	Pay Date (EFT)	
8/9/2026	8/22/2026	9/4/2026	Discrepancies should be reported to Kelsey Stinocher in the Human Resources at (563) 336-7491.
8/23/2026	9/5/2026	9/18/2026	
9/6/2026	9/19/2026	10/2/2026	
9/20/2026	10/3/2026	10/16/2026	
10/4/2026	10/17/2026	10/30/2026	
10/18/2026	10/31/2026	11/13/2026	Exception: teachers who also sub will receive sub pay on their normal monthly paycheck. The check date (pay date) on your pay stub is labeled as EFT.
11/1/2026	11/14/2026	11/27/2026	
11/15/2026	11/28/2026	12/11/2026	
11/29/2026	12/12/2026	12/25/2026	
12/13/2026	12/26/2026	1/8/2027	
12/27/2026	1/9/2027	1/22/2027	
1/10/2027	1/23/2027	2/5/2027	
1/24/2027	2/6/2027	2/19/2027	
2/7/2027	2/20/2027	3/5/2027	
2/21/2027	3/6/2027	3/19/2027	
3/7/2027	3/20/2027	4/2/2027	
3/21/2027	4/3/2027	4/16/2027	
4/4/2027	4/17/2027	4/30/2027	
4/18/2027	5/1/2027	5/14/2027	
5/2/2027	5/15/2027	5/28/2027	
5/16/2027	5/29/2027	6/11/2027	
5/30/2027	6/12/2027	6/25/2027	

Payroll Corrections

If you have concerns regarding your paycheck or potential discrepancies **do not call the Payroll Department**, please reach out to:

Kelsey Stinocher (Human Resources Generalist)

Phone: 563-336-7491 **Email:** stinocherk@davenportschools.org

Make sure you include your name, the assignment in question, whether the assignment was for a full day or half day, the name of the teacher and building you subbed for and the details of your concern.

An effort will be made to have the corrections reflected on the next paycheck. In the event a guest teacher/nurse was overpaid by the district, a deduction for the amount of the error will be made on the next paycheck.

Work Expectations and Procedures

AESOP (Automated Educational Substitute Operator) System

AESOP is the software used to track our teachers' absences, for the district to find guest teachers/nurses and for guest teachers/nurses to select assignments.

- Website to access AESOP: www.aesoponline.com
- Phone number to access AESOP: (800) 942-3767
- Please make sure to notify **Kelsey Stinocher (Human Resources Generalist)** any time you change your phone number.

Assignment Requirements

To be eligible for DCSD guest teacher or nurse assignments, all of the following items and training documents must be current and on file with Human Resources.

- Online employment application
- Copy of your Iowa Teaching License, Substitute License or Substitute Authorization
- Personal Data Sheet
- Employment Eligibility Verification (I-9)
- W-4 Tax Forms (State and Federal)
- Background Check
- IPERS Membership
- Training
 - Mandatory Reporter - Child
 - Adverse Childhood Experiences
 - Bloodborne Pathogens
 - Chapter 103: Seclusion & Restraint
 - Suicide Prevention/Postvention
 - Right to Know
 - ALICE
 - McKinney Vento
 - Stop the Bleed
 - Seizures for School Personnel

All returning guest teachers or nurses are required to complete all annual training prior to taking any new assignments.

Assignment Cancellations

If a guest teacher/nurse reports for a scheduled assignment and is informed upon arrival that their services are no longer required, they must contact the Human Resources Department immediately.

- **Alternative Placements:** To receive standard compensation for the day, the guest teacher/nurse must accept an alternative assignment. This may include reassignment to another building or providing administrative support at the District Administration Center.
- **Declining Reassignment:** If a guest teacher/nurse chooses to decline the alternative placement and returns home, they forfeit all compensation for that day.

Late Cancellation Compensation: Guest teachers/nurses will receive a half-day of pay if an assignment is cancelled with less than twelve (12) hours of notice, provided no other placements are available.

***Important:** To qualify for this partial compensation, the guest teacher/nurse must promptly report to the Human Resources Department for potential reassignment. Refusing an alternative assignment to return home will result in a forfeiture of the late-cancellation pay.*

Emergency School Closures: In the event of a district-wide closure, guest teachers/nurses should not report to work and will not receive compensation. Official closure announcements will be broadcast via approved local radio and television stations.

Assignment - Check-in/Reporting to Work

- **Arrival:** Guest teachers and guest nurses are required to adhere to the same contractual arrival and departure times as the teaching staff. Punctual arrival ensures a smooth transition and provides essential reassurance to building administration. Additionally, guest teachers and guest nurses must remain on site until the standard staff departure time, regardless of whether the final period of the day is a scheduled preparation period.
- **ID Badge:** Guest teachers and guest nurses are required to always wear their identification badge, including when entering the school building.
- **Check-In:** The guest teacher or guest nurse is to report to the school office immediately upon arrival at the school building to check in and indicate for whom they are substituting for.
- **Building Support:** The principal, or their designee, will show the guest teacher or guest nurse the location of the room, fire exits, cafeteria, restrooms, other rooms, and other teachers in the building.
 - The principal or their designee will assist the guest teacher by locating lesson plans, class lists, seating charts, building procedures, schedules, and any other information needed and requested.
 - The principal or their designee will assist the guest nurse by locating health office procedures, the School Nurse Handbook, and any other information needed and requested.
 - The principal or their designee will make every effort to visit the guest teacher or guest nurse.
 -
- **Lesson Plans:** It is important that the guest teacher follows the lesson plan carefully in order so 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.
- **Prep Periods:** 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.

- **Reassignment:** 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.

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

Assignment - Check Out/Departure

- **Check-Out:** Before leaving the building, the guest teacher or guest nurse is **required to check with the principal's office** to:
 - turn in any building badge(s) or key(s)
 - complete and turn-in a "Guest Teacher Report Form"
 - and confirm if there is a need for a longer term sub
 - To give the students consistency, it is desired to have the same guest teacher in an extended absence situation. If a guest teacher is asked to retain the assignment in which they just worked, the guest teacher can cancel the different assignments that are scheduled 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 where the cancellation is being requested, or Kelsey Stinocher as soon as possible.]

Assignment - Long Term

A long-term guest teacher assignment is established once a guest teacher serves twenty (20) consecutive instructional days in the same placement without a break in service. At the discretion of the district administration, long-term assignments will be managed under one of the following provisions:

- **Extended Sick Leave:** For absences of undetermined length due to a contracted teacher's illness, the assigned guest teacher will generally remain in the position. This continuity is maintained unless the permanent teacher transitions to an extended unpaid leave of absence or long-term disability.
- **Defined Leave Replacements:** For teachers on an approved leave of absence lasting less than one full semester, the district will utilize the same guest teacher for the duration of the leave, unless the district determines it is in the best interest of the students to contract a permanent teacher for the position.
- **Immediate Vacancies:** In the event of a sudden vacancy due to a permanent teacher's separation from employment (e.g., resignation, retirement, or death), a guest teacher will be retained only as an interim measure until a permanent replacement is hired or the current school year concludes.

Climate & Culture

A positive workplace culture and school climate are foundational to providing an exceptional educational experience for our students and a supportive professional environment for our staff. Every employee shares the responsibility of actively cultivating, modeling, and sustaining a healthy, respectful, and collaborative organizational culture.

To maintain a high standard of professionalism and ensure an inclusive environment, all personnel are expected to adhere to the following behavioral guidelines:

- **Promote Mutual Respect:** Recognize and honor the inherent dignity and value of every student, colleague, and community member.

- **Demonstrate Empathy:** Approach interpersonal interactions with empathy, consideration, and understanding for the diverse situations and backgrounds of others.
- **Value Collaboration:** Actively listen to, encourage, and respect the professional insights, opinions, and input of team members.
- **Recognize Contributions:** Validate and appreciate the unique efforts, skills, and achievements of colleagues.
- **Maintain Professional Conduct:** Refrain from engaging in workplace gossip, utilizing derogatory or demeaning language, teasing, or participating in any behavior that compromises professional standards or disrupts the workplace.

Computer Use

All computers, hardware, software, and associated technological infrastructure provided by the District remain the exclusive property of the District. These resources are dedicated solely to supporting District-related educational and administrative activities. The use of District-issued technology for personal use or external business ventures is strictly prohibited.

Privacy and Inspection: Guest teachers and guest nurses should have no expectation of privacy regarding any data created, sent, received, or stored on District-owned equipment or networks. To ensure security and compliance, all District technology resources are subject to monitoring, auditing, and inspection by authorized administration at any time, without prior notice.

Social Media and Professional Discretion: Guest teachers and guest nurses are expected to exercise a high degree of care, caution, and professional judgment when utilizing social media and digital networking platforms (such as Facebook, X, and other online networks). Online conduct, even on personal accounts, should align with the professional standards expected of guest teachers and guest nurses.

Policy Enforcement and Misuse: The misuse of District technology compromises network security and can negatively impact an employee's ability to perform their essential job functions. Any unlawful use of District technology or network resources will be reported to law enforcement and dealt with to the full extent of the law. Any misuse of district computers and/or email may result in removal from the guest teacher or guest nurse list.

Board Policy: [103.01](#), [713](#)

Conditions of Employment

In Iowa, substitute (guest) teachers are classified as temporary, at-will employees. Unless you are explicitly transitioned into a long-term contract, your employment is strictly on an as-needed, day-to-day basis.

Confidentiality

Guest teachers and guest nurses are regularly entrusted with sensitive and confidential information regarding students and families. Maintaining the absolute confidentiality of this data is a core professional obligation, a legal requirement, and vital to sustaining public trust.

Dress Code & Hygiene

As representatives of the Davenport Community School District and role models for our student body, all employees are expected to maintain exemplary standards of personal hygiene, grooming, and professional attire. This ensures a businesslike, safe, and respectful environment conducive to the educational process.

Attire Expectations: The standard baseline for staff is **business casual**. Attire must be clean, neat, in good repair, and fit appropriately. While not exhaustive, the following guidelines define unacceptable attire within the District's business casual environment:

- **Inappropriate Tops:** Tank tops, tube tops, halter tops, sleeveless shirts, and t-shirts (unless worn as an undergarment beneath a blouse, shirt, jacket, or dress).
- **Inappropriate Bottoms:** Sweatpants, athletic shorts, short or tight skirts, and jeans (except on designated days).
- **Footwear and Accessories:** Hats or head coverings (unless worn for religious or medical purposes) and casual beach footwear, such as rubber flip-flops or shower shoes.
- **Revealing or Inappropriate Clothing:** Any apparel that exposes excessive cleavage, the back, chest, stomach, or undergarments. Clothing featuring inappropriate language, graphics, slogans, or imagery is strictly prohibited.
- **Hosiery Guidance:** Tights, leggings, or other form-fitting hosiery must be worn with a top, tunic, or dress that extends to fingertip length or longer.

Designated Spirit Days: Fridays or other days explicitly designated by the building Principal may be observed as school spirit days. Staff may wear Davenport school spirit apparel, including appropriate t-shirts, sweatshirts, and clean jeans. Spirit days are intended to celebrate District pride and are not considered unstructured "dress down" or casual days.

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.

Inclement Weather & Cancellations

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 the start of the 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 and para-educators will not report to work.
- **After the start of the 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 the start of the day** – All efforts will be made to notify students and parents before the scheduled start time.
- **After the start of the 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.

Injuries or Accidents in the Workplace

Workplace Incident/Injury Reporting: The safety and well-being of our staff is a primary priority. All on-the-job injuries, illnesses, or workplace accidents must be reported to the building principal (or the principal's secretary) or Human Resources **within 24 hours of the incident.** [2026 Worker's Compensation Instructions](#)

This mandatory reporting requirement applies to all workplace incidents, regardless of the severity of the injury or whether immediate medical attention is required. Prompt reporting ensures the District can provide necessary support, maintain accurate safety records, and process worker's compensation claims in accordance with state law.

Licensing Restrictions

Iowa Teaching License or Substitute License

- Permission is required from the BOEE if a guest teacher is needed to do a long term assignment for ninety (90) days or more and is not properly endorsed.
- Guest teachers holding a Conditional Teaching License will be restricted to assignments in their endorsement area.

Substitute Authorization

- May substitute teach for a contracted teacher in any PK-12 subject.
- Limited to ten (10) days in a row in a thirty (30) day period in the same assignment.
- Cannot serve as a long term substitute without proper approval from the BOEE.

All restrictions are subject to change with authorization through the Board of Educational Examiners.

Notification to Parents of Students in Title Buildings

To satisfy federal Title I requirements, the district must notify parents if a student is instructed for four (4) or more consecutive weeks by a guest teacher who is not fully licensed or endorsed for that specific grade level or subject matter.

- **Audit:** On a monthly basis, the Guest Teacher Dispatcher and HR Generalist will review all long-term assignments to identify guest teachers lacking the required credentials for their current placement (including active or projected assignments of 4+ weeks).
- **Escalation:** Once an assignment is flagged, HR will promptly notify the building principal so that formal parental notifications can be issued.

Offensive or Abusive Language

The District is committed to fostering a safe, respectful, and inclusive environment for all employees, students, and community members. The District maintains a zero-tolerance policy for any form of hostile, threatening, or abusive behavior in the workplace.

Guest teachers and guest nurses are strictly prohibited from engaging in the following misconduct:

- **Verbal or Written Abuse:** Using profane, offensive, derogatory, or abusive language.
- **Discrimination and Hate Speech:** Utilizing ethnic, racial, religious, or gender-based slurs, or any language that targets protected characteristics under federal, state, or local law.
- **Intimidation:** Threatening, intimidating, harassing, or coercing colleagues, students, or visitors.
- **Interference:** Deliberately interfering with or obstructing another employee's performance of their official duties.

Participating in Conferences or In-Services

Guest teachers who are working long term assignments will be paid for their time working conferences or participating in in-services with pre approval from the Principal and the Executive Director of Human Resources.

Phone & Electronic Communications

To maintain an environment focused on instruction and student safety, personal cell phones, smartwatches, messaging devices, and other personal communication equipment must be used responsibly.

- **Permissible Use:** Personal phone calls, texting, and digital messaging must be confined strictly to designated breaks and lunch periods, in accordance with specific building rules.
- **Student Areas:** Employees are strictly prohibited from utilizing personal cell phones or mobile devices in student-occupied areas (such as classrooms, hallways, and cafeterias) during instructional or school hours, except in emergency situations.

District-owned landlines and communication systems are reserved exclusively for official school business.

- **Emergency Communications:** In the event of an urgent personal matter, emergency incoming messages may be received, or brief outgoing calls made. Such emergency calls must be limited to a maximum of five (5) minutes.
- **Workday Restrictions:** To minimize instructional disruptions, employees will not be routed personal phone calls during the contracted workday except in a verifiable emergency.

Employees must be aware that conducting District business or transmitting District information on personal electronic devices carries significant legal implications.

- **No Expectation of Privacy:** No employee should expect privacy regarding District-related business conducted on a personal device.
- **Public Records Requests:** Any communications, text messages, or emails concerning District operations, student data, or official business sent or received via personal cell phones are legally considered public records. Consequently, this information may be subject to mandatory submittal and public disclosure under the Freedom of Information Act (FOIA) and Iowa Code Chapter 22 (Open Records).

Relationship with Students

The District encourages guest teachers and guest nurses to establish healthy, supportive, and professional relationships with students to facilitate their academic growth and personal development. As individuals in positions of public trust, employees bear a strict responsibility to maintain clear, appropriate professional boundaries at all times. The District maintains a zero-tolerance policy for any inappropriate, exploitative, grooming, or non-professional relationships between adult employees and students, regardless of the student's consent.

For the purposes of this policy, the term "student" is not limited to those currently enrolled in the Davenport Community School District. In accordance with Iowa law, "student" pertains to **any minor child** (as defined by the Iowa Code), regardless of their enrollment status, attendance center, or school district.

Any behavior that violates established professional boundaries, compromises student safety, or violates Iowa law will result in immediate administrative investigation and severe disciplinary action, up to and including termination of employment and referral to local law enforcement.

For licensed personnel (including administrators, classroom teachers, and counselors), such misconduct may constitute a violation of the **Iowa Board of Educational Examiners (BOEE) Code of Professional Conduct and Ethics**. In all such instances, the District is legally obligated to report the behavior to the BOEE .

Student Abuse Reporting: Employees have the obligation to promptly report suspected cases of **physical abuse, sexual abuse, or prostitution** involving a student by a school employee, volunteer, or contractor, in accordance with state and federal law.

- **Reporting Internally:** Any employee who has reasonable cause to believe that a child has been physically or

sexually abused, or that prostitution has occurred must **immediately** notify their building administrator or human resources.

- **Reporting to Iowa DHHS:** Any employee who has reasonable cause to believe that a child has been physically or sexually abused, or that prostitution has occurred, must make an **oral report** to the Iowa Department of Health & Human Services (DHHS) **within 24 hours**. DHHS Student Abuse Hotline is 800-362-2178.

Removal from Guest Teacher or Nurse List

Resignation

1. **Letter of Assurance:** At the end of each school year a letter of assurance will be provided. This provides you with an opportunity to indicate your desire to continue to be a guest teacher or guest nurse for the following school year. The letter is not required to be returned unless you wish to resign from your guest teacher or guest nurse position.
2. **Letter of Resignation:** A guest teacher or guest teacher who wishes to remove their name from the guest teacher or guest nurse list and discontinue service to the Davenport Community School District is requested to submit a letter of resignation and complete a resignation form.

Termination

1. A guest teacher or guest nurse 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 or guest nurse list.
2. If the guest teacher or guest nurse performs unsatisfactory service or is in noncompliance with the guest teacher or guest nurse dispatch procedures, a guest teacher or guest may be removed from the guest teacher or guest nurse list for the remainder of the current school year or permanently.

Social Media

As representatives of the Davenport Community School District (DCSD), guest teachers and guest nurses bear a professional responsibility to ensure their online postings do not disrupt the educational environment, adversely affect school relationships, or compromise their professional effectiveness. All digital communications must remain thoughtful, respectful, and aligned with District standards.

Professional Best Practices and Guidelines

When utilizing social media, guest teachers and guest nurses must adhere to the following standards:

- **Student and Family Boundaries:** Refrain from communicating with minors in a non-professional or non-educational capacity. Do not accept current DCSD students or their family members as "friends" or connections on personal social media platforms, and do not share personal contact information with them.
- **Privacy and Data Security:** Be aware that connection networks (e.g., "friends" or "followers") have the ability to download, screenshot, and disseminate your information. Do not create aliases, false identities, or anonymous profiles on any social media platform.
- **Public Records and Permanence:** Recognize that content posted online may remain accessible permanently. Under the **Freedom of Information Act (FOIA)** and public records laws, digital content may be subject to disclosure requests by the public.
- **Confidentiality:** Do not use social media platforms to discuss students, families, or colleagues. Furthermore, do not post images or videos of students without verified parent/guardian media release forms on file with the District.

- **Mandatory Reporting:** In accordance with state and federal law, any information discovered on social media that triggers mandatory reporting guidelines (e.g., suspected abuse, neglect, or threats to safety) must be reported immediately through the appropriate channels.
- **Workplace Usage:** The use of personal social media during contract hours is strictly prohibited, except during scheduled, non-compensable lunch periods or authorized breaks.

Guest teachers or guest nurses who require clarification regarding the application of this policy should consult their immediate supervisor or the Human Resources Department.

Substance Free Workplace

DCSD is committed to maintaining a safe, healthy, and productive learning and working environment. To achieve this, the DCSD maintains a strict drug- and alcohol-free workplace.

Guest teachers and guest nurses are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, utilizing, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage, as defined by federal or state law, while on duty or within the workplace.

Workplace: For the purposes of this policy, the "workplace" is broadly defined to ensure student and staff safety. It encompasses any location where District business is conducted or where employees operate within their professional capacity. This includes, but is not limited to:

- All District-owned or operated buildings, facilities, and surrounding campus premises.
- Any District-owned, leased, or sanctioned vehicle utilized for school transit.
- Non-school property or external venues during any school-sponsored, school-approved, or school-related activity, event, or function (such as field trips, academic competitions, or athletic events) where students are under the care of the District or where the employee is actively engaged in District business.

Board Policy: [401.44](#), [403.05](#)

Tobacco & Nicotine Free Environment

To promote a healthy, safe, and clean learning and working environment, the Davenport Community School District maintains a strict tobacco-, vape-, and nicotine-free policy. The use, possession, or distribution of tobacco products, electronic smoking devices (including vaporizers, e-cigarettes, and vapes), and nicotine-delivery products is strictly prohibited.

This prohibition applies universally to all:

- **Individuals:** Students, employees, contractors, volunteers, and visitors.
- **Locations:** All District-owned or operated buildings, facilities, athletic fields, outdoor campus grounds, and District vehicles.
- **Times:** At all times, 24 hours a day, 365 days a year, regardless of whether school is in session or the event is school-sponsored or non-school-sponsored.

Weapons

The board believes weapons, other dangerous objects and look-a-likes in school district facilities and at school district-approved events cause material and substantial disruption to the school environment or present a threat to the

health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

All weapons, dangerous objects and look-a-likes are prohibited to be carried, possessed, transported or otherwise stored on school district property and to school district-approved events. Exceptions to this policy include weapons carried by the following individuals in performance of their official duties:

- law enforcement;
- military personnel;
- corrections officers;
- individuals approved in writing by the Superintendent,
- students and individuals approved in writing by the Superintendent who are actively engaging in a school district approved firearms safety course, hunter education course or shooting sports activity; and
- school resource officers in accordance with all applicable laws.

Individuals found to be in violation of this district policy will be required to immediately remove the weapon, dangerous object or look-a-likes from the school district property or event.

DAVENPORT COMMUNITY SCHOOL DISTRICT 2026-2027 ACADEMIC CALENDAR

Summary of Calendar

Days/Hours in classroom:

Annual Hours: 1102 hrs.

First Semester 87 days

Second Semester 85 days

Quarters:

Q1: Aug 24 – Oct 30....46 days

Q2: Nov 2 – Jan 15....41 days

Q3: Jan 19 – March 26 ...42 days

Q4: March 29 – May 28 43 days

CONFERENCE DAYS:

*Count as student attendance days.

ES: week of 10/12-10/16

MS: 9/23, 12/2, 2/17, 4/21

HS: 9/23, 12/2, 2/17, 4/21

TOTAL DAYS:

Days: 172 Students

184 Teachers

Extended Teacher Days add 1 day

CALENDAR LEGEND

Sem Start	
Inservice	
Quarter End	
Conferences	
Holidays	
Vacation Days	
2 HR Early	
Teacher Extended	

Last updated: 2/2/2026

August					Student Days
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	5
31					6
SEPTEMBER					
	1	2	3	4	10
7	8	9	10	11	14
14	15	16	17	18	18
21	22	23	24	25	23
28	29	30			26
OCTOBER					
			1	2	28
5	6	7	8	9	32
12	13	14	15	16	37
19	20	21	22	23	41
26	27	28	29	30	46
NOVEMBER					
2	3	4	5	6	51
9	10	11	12	13	55
16	17	18	19	20	60
23	24	25	26	27	62
30					62
DECEMBER					
	1	2	3	4	66
7	8	9	10	11	71
14	15	16	17	18	76
21	22	23	24	25	78
28	29	30	31		78
JANUARY					
				1	78
4	5	6	7	8	82
11	12	13	14	15	87
18	19	20	21	22	91
25	26	27	28	29	96
FEBRUARY					
1	2	3	4	5	100
8	9	10	11	12	105
15	16	17	18	19	109
22	23	24	25	26	114
MARCH					
1	2	3	4	5	119
8	9	10	11	12	124
15	16	17	18	19	124
22	23	24	25	26	129
29	30	31			132
APRIL					
			1	2	134
5	6	7	8	9	138
12	13	14	15	16	143
19	20	21	22	23	147
26	27	28	29	30	152
MAY					
3	4	5	6	7	157
10	11	12	13	14	162
17	18	19	20	21	167
24	25	26	27	28	172
31					172
JUNE					
	1	2	3	4	172

172 Student Day Calendar

Date	Events
Aug 17-21	Inservice (No School)
Aug 24	Begin 1 st Semester / 1 st Qtr
Aug 24	Freshman Orientation- 2 HR Late Start 10 th /11 th /12 th only.
Aug 25	First Day for Kindergarten
Aug 26	First Day for Preschool
Sept 7	Labor Day (No School)
Sept 14	Inservice (No School)
Sept 25	2 hr. early out
Sept 30	Teacher Extended Day
Oct 5	Inservice (No School)
Oct 15-16	Teacher Conference Days (No School)
Oct 19	Fall Break (No School)
Oct 28	Teacher Extended Day
Oct 30	2 hr. Early Dismissal - End 1 st Quarter
Nov 2	Begin 2 nd Quarter
Nov 11	Veterans' Day (No School)
Nov 25-27	Thanksgiving Holiday (No School)
Nov 30	Inservice (No School)
Dec 9	Teacher Extended Day
Dec 22	2 hr. Early Dismissal
Dec 23-31	Winter Break (No School)
Jan 1	Winter Break (No School)
Jan 4	Inservice (No School)
Jan 15	2 hr. Early Dismissal – End 2 nd Quarter / 1 st Semester
Jan 18	Martin Luther King Day (No School)
Jan 19	Begin 2 nd Semester / 3 rd Quarter
Jan 20	Teacher Extended Day
Feb 1	Inservice (No School)
Feb 12	2 hr. early out
Feb 15	President's Day (No School)
Feb 24	Teacher Extended Day
Mar 15-19	Spring Break (No School)
Mar 24	Teacher Extended Day
Mar 26	2 hr. Early Dismissal - End 3 rd Quarter
Mar 29	Begin 4 th Quarter
Apr 5	Inservice (No School)
Apr 16	2 hr. early out
Apr 19	Spring Break #2 (No School) Potential Make-Up Day
Apr 28	Teacher Extended Day
May 28	2 hr. Early Dismissal – End 2 nd Semester / 4 th Quarter
May 31	Memorial Day (No School)
June 1	Inservice (No School)



DAVENPORT
Community Schools
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