



STEP HANDBOOK

Welcome to **Webster School District's Senior Tax Exchange Program (STEP)**. We are very proud of this program and hope you will enjoy your association with the Webster Schools.

Senior Tax Exchange Program allows social security eligible senior citizens, 62 years of age and older, whose primary residences are in the district and who pay property tax on these residences, to work in the district in exchange for property tax credit. Pay is \$5.50 per hour. Two (but not more than two) eligible residents of the same property may share work to meet the \$429 maximum amount for each primary residence, but combined pay cannot exceed \$429. This \$429 amounts to a maximum of 78 work hours/household.

SUPERVISION

STEP workers are under the immediate supervision of the staff person who requested them and should primarily consult with them regarding day to day matters. The coordinator is on call to facilitate discussion or problem solve at the request of the worker or supervisor.

ROLE OF STEP WORKERS

In today's complex society, students often enter school with needs much greater than the primary purpose of education. Many of the children who walk through the school doors each morning live in an environment that, at best, puts them at risk for school failure. Often these special needs, whether they are physical, social or emotional, must be met before any academic learning takes place. The STEP worker assumes the role and responsibility of helping in the team effort to meet the needs of all students. A comment of warm praise may be remembered for a lifetime, a judgment or criticism may leave a lasting scar. Sensitivity to the dignity and self-worth of every student is a crucial part of a STEP worker's job. Modeling the behavior that is expected from all students sets the standard for everyone involved in school. If a child needs to be disciplined, the STEP person should refer the issue to the appropriate supervisor. If child abuse or neglect is suspected, the STEP person must report the suspected situation to a nurse, social worker, teacher, administrator or counselor.

LOCATION OF STEP WORKERS

An attempt will be made to place STEP workers within the two school buildings, but this will depend upon job requests of teachers and job goals of applicants.

TRANSPORTATION

STEP workers are responsible for their own transportation to and from school. STEP workers are not to transport children in their vehicles.

APPROPRIATE DRESS

Neat and comfortable dress is recommended.

VISITORS TO THE SCHOOL

STEP workers need to report to their school office prior to working and to wear their STEP button for identification.

CONFIDENTIALITY

Each teacher sets standards for her/his classroom as defined by school policy. A STEP worker must understand that each time she/he goes into a school, only fragments of a whole year of learning and growing are observed. Communication between a STEP worker and her/his supervisor is the key to providing a good learning atmosphere for the students and a good working atmosphere for the STEP worker and supervisor.

A STEP Worker is asked to adhere to the same code of ethics that is expected of all school personnel. State of Wisconsin guidelines maintain that all students' personal matters and records be kept confidential. While working in our schools, one may overhear or observe confidential information. Included is anything that happens during the course of the school day, such as a particular student getting in trouble on the playground or a student needing special help. Something perceived as positive by one person may be perceived as negative by another. The rights of children, their families and the STEP worker are respected when information that might be detrimental is kept private. When asked about a particular student or circumstance, the correct response is: **“That information is confidential;”** **“Sorry I can’t discuss it with you;”** or **“Please check with the child’s teacher.”**

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

If a STEP worker finds it difficult to work with a particular teacher, student, or class, she/he should please contact the STEP coordinator who will try to find a more appropriate work situation.

REPORTING ILLNESSES, ACCIDENTS AND INJURIES

If a STEP worker is ill or an emergency prevents work as scheduled, they should contact their direct supervisor. All workers shall immediately report any personal accident or injury occurring on school property to their immediate supervisor. Loss and/or damage to personal belongings is not the responsibility of the school.

INFECTION CONTROL GUIDELINES FOR STEP WORKERS

No setting, including the school environment, can be totally risk free. However, adherence to prevention recommendations will optimize the safety of all students and staff and minimize transmission of infectious diseases.

HAND WASHING

Hand washing is the single most important means of preventing the spread of disease. Hands should be washed:

- *at the start of the school day
- *before serving or eating food
- *after going to the bathroom
- *after assisting a child with toileting
- *after handling any body secretions (i.e., wiping a child's runny nose)
- *after handling any items contaminated with body secretions (tissue, etc.)

EFFECTIVE HAND WASHING TECHNIQUES

- *use soap and warm running water
- *rub hands vigorously for 10 seconds
- *wash all skin surfaces, including backs of hand, wrists, between fingers, under fingernails and rings
- *dry hands with a paper towel
- *turn off water with a paper towel, not with your bare hands

There are alternatives to hand washing when soap and water are not available. These are temporary measures, not meant to replace hand washing, but to be done in the interim until soap and water are available.

- *“wet ones” – i.e., this would be good for bus drivers
- *antiseptic products which primarily have an alcohol base (Clastate, Septisol Foam Alcare, Hibistat)

MOST IMPORTANTLY . . .

1. Do not touch the body fluids of another person, if at all possible.
2. Know where gloves are available in your particular workplace and put them on before touching the body fluids of another person.
3. If you do come in contact with the body fluids of another person, wash as directed above, and let the school nurse know within 24 hours.

DRILLS FOR EMERGENCIES

Please consult your direct supervisor for proper emergency drill techniques for the particular building in which you are working.

EMERGENCY CLOSINGS

Announcements about school closings can be heard on the following stations:

TV	Radio
(4) WCCO - Minneapolis/St. Paul	WCMP (100.9 FM)
(5) KSTP - Minneapolis/St. Paul	WJMC (96.1 FM)
(6) KBJR - Duluth/Superior	WGMO (95.3 FM)
(9) KMSP - Minneapolis/St. Paul	WCCO (830 AM)
(11) KARE - Minneapolis/St. Paul	

WEBSTER SCHOOL DISTRICT SCHEDULE

A current year school calendar is included in Attachment 2.

PAYMENT OF STEP WORKERS

Pay is \$5.50 per hour. Compensation will be dispersed via a two-party check made out to the worker and appropriate treasurer the end of June.

The maximum number of hours for which pay can be earned is 78/school year. If the worker exceeds that number of hours, they will only receive payment for this pre-established number. The hourly rate and maximum hours will be published at the beginning of each budget year.

TIME SHEETS

Each STEP worker is responsible for seeing that their time sheet is completed and sent to the S.T.E.P Coordinator at the end of each school month of work. The STEP worker is encouraged to make a personal copy of the time sheet on the school copier prior to sending it to the S.T.E.P at the district office. Time sheets may be sent by interoffice mail.