The purpose of the Nampa School District Guest Teacher Handbook is to provide vital information that will help pave the way for a successful year. The information in the Guest Teacher Handbook is an overview and is not intended to supersede district policy and/or federal or state law.

Guest Teachers are responsible for reading and abiding with all Nampa School District policies, procedures, and guidelines including those contained in the Guest Teacher Handbook. Failure to do so may result in adverse employment action up to, and including, termination and permanent removal from the NSD Guest Teacher System and may affect future employment opportunities with the District. Guest Teachers are not guaranteed employment or continued employment with the Nampa School District. Questions or comments may be directed to the Human Resources Guest Teacher Office.
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I. Guest Teachers General Information
A. QUALIFICATIONS

All Guest Teachers must hold a minimum of a high school diploma or equivalent. Based on the current needs of the district, certification may also be required. Non-certified Guest Teachers may be utilized, on an as-needed basis, upon approval by the district. The district may give preference to the employment of Guest Teachers who hold a valid teaching certificate. Individuals holding a foreign degree must have degree transcripts evaluated by an accredited international degree equivalency evaluator acceptable to the district and meet the current criteria for Guest Teachers.

B. EMPLOYMENT

Employment of a Guest Teacher occurs according to the current needs of the Nampa School District and the qualifications of the applicant.

Individuals desiring employment as a Guest Teacher in the Nampa School District are required to complete an online application for substituting. Applications will be reviewed on an as-needed basis. Based on the review, applicants may be asked to submit additional information, such as college transcripts and references, for further consideration. Background checks (fingerprinting) and drug testing will be completed on all Guest Teacher applicants. Guest Teacher applicants selected for employment will be notified regarding their orientation meeting. Additional forms and appropriate processing will be required before employment.

Guest Teachers may work up to 1121 hours from August 2019 – June 2020. Once 1121 hours is reached, a Guest Teacher is ineligible to work until August 2020.

In order to remain active as a Guest Teacher within Nampa School District, each Guest Teacher must work at least five days each school year. Guest Teachers that do not meet the above requirement will be removed from the Nampa School District Guest Teacher system after the completion of a school year and will be required to reapply.

C. RETIRED EMPLOYEES

An employee retired from an Idaho school district, currently drawing pay from PERSI, may teach as many days as the district allows. Guest Teacher compensation for retired Idaho school district employees will be the usual and customary pay established for Guest Teachers in the District. For PERSI purposes, a Guest Teacher is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, the retiree is not a Guest Teacher for PERSI purposes.

Individuals are responsible for contacting PERSI to identify any ramifications, such as loss of benefits that may occur due to employment as a Guest Teacher.

D. GUEST TEACHER STANDARDS OF CONDUCT

All individuals serving as a Guest Teacher for the district shall comply with all Nampa School District Board Policies.
E. DRESS CODE

All Guest Teachers are required to dress in a manner that reflects a professional appearance while appropriate for the position for the employee’s specific job assignment. Questions should be referred to the building administrator.

All Guest Teachers shall observe modesty, appropriateness and neatness in clothing and personal appearance. Guest Teachers are professionals and should dress and behave accordingly.

Guest Teachers that are not appropriately dressed can be asked to leave if the Guest Teacher is a disrupting influence in class or school because of the mode of dress. Guest Teachers shall be expected to serve as models for students in their dress.

The district shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear. The district has the right to ask Guest Teachers to leave the campus or change their attire if it is of such nature that it provokes unfavorable comment.

F. PROHIBITED ITEMS ON SCHOOL PROPERTY

Smoking, vaping or using tobacco products on district premises, in district vehicles or school-related activities is prohibited. Possession or use of illegal drugs and/or alcoholic beverages is prohibited.

G. TECHNOLOGY

Use of technology for personal reasons, (e.g., e-mail, word-processing, Internet) is not permitted. Please note that attempts to use the district’s technology for personal reasons may result in removal as a Guest Teacher.

H. EVALUATION REPORTS

The regular teacher may complete an evaluation report of a Guest Teacher’s performance through the Frontline Education system.

The principal/campus administrator will be responsible for evaluating the overall performance of the Guest Teacher. The principal/campus administrator may use the report submitted by the regular teacher to assist in the evaluation or he/she may choose to complete a separate evaluation.

An evaluation report may be completed and sent to the Guest Teacher office for the Guest Teacher to be placed on a “campus block.” The Guest Teacher will not be eligible to return to the campus requesting the block.

Guest Teachers who receive three (3) negative evaluation reports, for any reason, within a calendar or school year or five (5) within a five-year period will be removed from the Guest Teacher system.
I. GUEST TEACHER REPORT

Guest Teachers who wish to evaluate a teacher or assignment may do so through the Absence Management system. The report will be sent to the principal/campus administrator.

J. REMOVAL AS A GUEST TEACHER

Failure to comply with district policies, the guidelines established in the Guest Teacher handbook, and/or the expectations of the Guest Teacher’s supervisor may result in adverse employment action against the Guest Teacher including, but not limited to, termination and/or removal from the district as a Guest Teacher.

K. GUEST TEACHER PAY RATES

Guest Teacher Daily Rate:

Any Assignment - $80.00 per day

Long Term Assignment (Certified) - (6 days or longer) - $95.00 per day

You must be a current substitute or a qualified candidate to work a long-term assignment. The school site and Human Resources will approve your long-term assignment.

Note: The pay rate for half-day assignment, which is any assignment four hours and under, is one-half the daily rate.

L. PAYROLL SCHEDULE

Note: Guest Teacher pay is by direct deposit only and statements are available online at the following link: https://nsdivp.nsd131.org/visions/

The Nampa School District processes payroll for Guest Teachers every two weeks. Please see pay day schedule for more information.

It is the responsibility of the Guest Teacher to keep a personal record of each job number and dates worked at each building. If there are discrepancies in the amount of the pay and the number of days worked, the Guest Teacher should contact the Guest Teacher Coordinator to be sure the number of days worked has been correctly reported. It is the Guest Teacher’s responsibility to review his/her pay stub for any discrepancies in the amount of the pay or number of days worked. All questions pertaining to Guest Teacher pay are to be addressed to the Guest Teacher office at (208) 468-4634.

M. WEATHER

The following information is provided to help Guest Teachers understand how the district determines, whether to hold school or delay opening school on bad weather days and the notification procedures, which are in place. Please note that student and staff safety is our first priority. The decision to cancel school is a very important one and is made only after thorough consideration. Our process to make this determination begins early in the morning.
• 3:30 a.m. District and Brown Bus officials observe weather
• 4:00 a.m. Brown Bus representatives drive bus routes to evaluate road conditions
• 4:30 a.m. District officials collects/monitors information as it becomes available (i.e. current weather forecasts, contacts with neighboring districts, city/county road conditions, Police Department, etc.)
• 5:30 to 6 a.m. District administration makes the decision to open or cancel school; notifications begin - Facebook, district website, media, email to parents and staff

*** If school is cancelled then immediate contact is initiated with local media to begin notifying parents and patrons.

Check with one of the following sources of information to obtain accurate information:

**Nampa School District Facebook page**

**Major television stations including:**
KBOI – Channel 2;
KIVI - Channel 6;
KTRV- Channel 12;
KTVB Channel 7.

**Major radio stations including**
KIDO (580 AM);
WOW (104.1 FM);
KRVB (94.9 FM); and
KIIS (103.3 FM)

Inclement weather that may exist in this area includes:

**Heavy Snow and Freezing Rain**

Guest Teachers, who have job assignments on school days that have been cancelled due to inclement weather, **will not be paid**. However, the consecutive day count will continue after the missed day for Guest Teachers in long-term assignments.
II. Nampa School District General Information
A. DISTRICT'S SIZE AND GROWTH

As one of the largest districts in Idaho, the Nampa School District offers a well-rounded progressive educational program for its students. The district operates 24 schools for a student population of approximately 14,200.

B. GRADE ALIGNMENTS

The Nampa School District school system is structured as a three-phase educational experience, with lower grade levels feeding into one of three senior high schools.

<table>
<thead>
<tr>
<th>Level</th>
<th>Grade</th>
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<tr>
<td>Elementary Schools</td>
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<td>Early Start 8:00 AM – 3:00 PM</td>
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<td></td>
<td>Late Start 8:30 AM - 4:00 PM</td>
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<tr>
<td>Nampa Early Child Learning Center</td>
<td>Preschool</td>
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<td></td>
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<tr>
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<td>6-8</td>
<td>7:15 AM - 3:00 PM</td>
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<tr>
<td>High Schools</td>
<td>9-12</td>
<td>7:15 AM – 3:00 PM</td>
</tr>
<tr>
<td>Union High School</td>
<td>9-12</td>
<td>7:30 AM – 3:30 PM</td>
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</tbody>
</table>

NOTE: Guest Teacher hours may be different from student hours. Guest Teachers are required to meet the specific hours for the job assigned. Specific beginning and ending hours for assignments are stated online or during the automated call out system when the position is offered and accepted.

C. SCHOOL FACILITIES

Our attractive air-conditioned schools are complete with cafeterias, media centers and physical education facilities, and updated technology including media centers.

D. ACCREDITATION

Our high schools are accredited through the Association of Accredited Schools Northwest.
E. THE SCHOOL BOARD AND SUPERINTENDENT

Board of Trustees

Local control of public education is one of the cornerstones of a free society. The Trustees of the Nampa School District are your elected representatives. They establish the policies that govern the school district and appoint the District Superintendent. Individual members have no authority to act on their own. Instead, Board action is made during formal sessions.

A board of trustees elected by the community guides our district. While they may come from different experiences, our trustees share a common commitment to improving public education and children succeeding in Nampa’s classrooms.

The board meets at least once a month and several trustees serve on committees. These dedicated volunteers establish policy, approve the district budget, manage tax rates, hire the superintendent, and supervise the general governance of our district. Each of the five trustees are elected to a four-year term. The terms expire at different times to allow for continuity in leadership.

The Board is composed of five (5) citizens, each representing a different geographic region of the district. They serve without pay in overlapping terms of four (4) years.

Regular Meetings

Regular meetings are held once a month, on the second Tuesday, beginning at 6:30 p.m., at the Ted J. Comstock Administration Building, 619 S. Canyon Street, Nampa, Idaho. Special meetings are called when necessary. All meetings are open to the public.

State law permits the Board to go into executive session to discuss personnel, negotiations, property, or legal matters. No vote, on any issue can be taken in executive session.

Board agendas are posted online at least 48 hours before a regular meeting and 24 hours before a special meeting. Agendas will also be posted on this website at least 48 hours prior to the scheduled meeting click on the ‘Agenda’ link on the right.

Superintendent

Dr. Paula Kellerer, Superintendent of Schools, is a professional educator appointed by the School Board. She is responsible for the administration and operation of the school district.

F. DISTRICT’S SPECIAL PROGRAMS

Nampa School District provides many opportunities for all students, with a variety of programs and activities. Nampa School District schools operate special education programs to aid students who have difficulties caused by a learning disorder and/or language disability, mental retardation, emotional disturbance or a speech/physical disability. Nampa schools have a strong parent volunteer partnership with our students on various campuses. Nampa School District offers a variety of activities that are recognized locally as well as nationally.
III. Guest Teacher Duties and Responsibilities
DUTIES AND RESPONSIBILITIES OF GUEST TEACHER / ASSISTANT

Goal: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

A. GENERAL

The Guest Teacher /assistant is expected to be attentive and on duty the entire day, as defined for each campus, facility, and/or position and to perform the duties, both curricular and extra-curricular, of the regular teacher or teacher assistant. The Guest Teacher will preserve the regular routine and follow the lesson plans left by the regular teacher, unless otherwise instructed by the team leader or campus administrator.

Never leave students unattended.

Due to the needs of a campus, a Guest Teacher may be asked to work a different assignment than the one that he/she was originally assigned.

A Guest Teacher, serving in a long-term assignment, may be asked to assume the role and responsibilities of the regular teacher. These duties may include, but are not limited to, planning lessons, attending team meetings, entering grades, conducting parent conferences, etc.

All multi-day assignments are at-will. A campus reserves the right to end any multi-day substituting assignment, including long-term assignments, at any time with or without cause if the campus determines the removal is in the District’s best interest.

The Guest Teacher or assistant will not receive money from children unless instructed to do so by the building principal. If money is collected, the Guest Teacher will deposit it with the school secretary before leaving the building. Guest Teacher teachers or assistants will not lend pupils money for any purpose.

The Guest Teacher or assistant will not leave the building during the day without notifying the team leader or office secretary.

A short summary of the day's activities should be emailed the regular teacher.

Use of personal items such as a book, newspaper, cell phone, or other personal electronic devices while supervising students is prohibited. Children must have full-time supervision.

Cell phones and personal electronic devices must be off during the day.

Guest Teachers should not bring any outside materials to class for the lessons. The teacher will provide all information and materials necessary to conduct the lessons.

Guest Teachers should be cautious in accepting assignments that are beyond their realm of qualification; such as, accepting a Spanish bilingual assignment when Guest Teacher cannot speak or understand Spanish.
Arriving late to the campus without first securing permission from the office manager/principal may result in removal from the job assignment.

Guest Teachers, who are assigned on school days that have been cancelled due to unforeseen conditions, will not be paid.

**B. Professional Ethics**

As previously stated, all individuals serving as a Guest Teacher for the district shall comply with all Nampa School District Board Policies.

A Guest Teacher shall be subject to all duties of a regular classroom teacher or assistant. The school exists for the students. The first obligation of the teacher and assistant is to the students.

The Guest Teacher must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act).

The Guest Teacher will use extra caution in expressing personal opinions and reactions about any subject. Under no circumstances will a Guest Teacher criticize a staff member, parent, or a student in the presence of other teachers, assistants, volunteers, or students.

The Guest Teacher will not use the campus as a platform to promote their personal businesses.

The Guest Teacher must avoid comparing one school with another or comparing the students on one campus with those on another campus.

The Guest Teacher will be prompt and professional in making and keeping his/her agreement to work.

**It is not appropriate for Guest Teachers to provide students or staff members with personal information or receive personal information from students or staff members. This may result in removal from the Guest Teacher system.** This includes but is not limited to e-mail, web site, phone number, address, as well as personal materials such as photos and videos.

Questions, comments and/or complaints, should be directed to the principal/campus administrator.

**C. SCHOOL DAY HOURS**

Guest Teacher hours may be different from student hours. Specific beginning and ending hours for assignments are stated online or during the automated call out system when the position is offered and accepted.
D. Guest Teacher Procedures

- **Sign in at the front office** and record the job number you received from the
  - Guest Teacher system.
- **Always Wear the school/district Guest Teacher badge while at work.** Each campus reserves the right to ask a Guest Teacher to leave if they do not wear an ID badge.
- **Arrive on time** get organized and prepared for class.
- Check with front office the team teachers for schedule of duties.
- Greet the students as they enter the room.
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher’s absence.
- Check the attendance and complete other routine matters (lunch count, before or after school duties, etc.).
- Begin lesson plans as quickly as possible.
- Move among students while they are working. Let them understand that they are expected to finish their work. For filler activities, see team leader or other staff members.
- Help students check their own work if possible.
- Use free time to check some of the work (e.g. math or spelling tests). Simply check answers right or wrong.
- Leave collected papers on the teacher’s desk. Attach a note if some are missing and include an explanation regarding why the papers are missing.
- Indicate which lesson plans have been completed. Make a note of plans that have not been completed.
- Make a note of anything unusual that may have happened.
- Be sure the classroom is left in the same condition as was found at the beginning of the day.

E. ILLNESS OR ACCIDENTS

If a child becomes ill while at school or has an accident, the child should be sent to the nurse/campus administrator’s office. In the case of a serious illness, accident or injury, do not move student; send for the school nurse or administrator immediately. In addition, Guest Teachers should not withhold a student from going to the nurse or restroom for any reason.

Universal precautions will be observed to prevent contact with blood or other potentially infectious materials. All blood and body fluids or other potentially infectious materials are considered infectious regardless of the perceived status of the source or individual. Personal Protective Equipment (PPE) supplied by the district will be used as necessary. Examples may include but not limited to, latex or vinyl gloves, sharps containers. If you need additional information or training, please contact the school nurse.

If the Guest Teacher is involved in an accident on campus, report it to the office manager immediately.
Under no circumstances should a Guest Teacher administer medicine to a student.
F. DISCRIMINATION, HARASSMENT, AND RETALIATION

There are various types of harassment such as physical, verbal, or non-verbal conduct based on an employee’s race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. This includes sexual harassment which is defined as a form of discrimination in which unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature. The District prohibits conduct related to discrimination, including harassment, against any employee based on race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint or investigation process is a violation of District policy. Prohibited conduct includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

This above information applies, but is not limited to, interaction between staff members, students, or any combination thereof. In addition, this includes interaction of any stakeholder on district property.

G. EMERGENCY PROCEDURES

Immediately upon arrival at a campus, the Guest Teacher must familiarize himself or herself with the emergency procedures at that campus. Specifically, the Guest Teacher must be familiar with the procedures for, and the teacher’s responsibilities during:

1. Lockdown or Lockout
2. Evacuation of the building (fire, fire drills, other emergencies requiring evacuation)
3. Movement of students to tornado/weather-safe locations in the building

The Guest Teacher must know how the above events are signaled by the campus, and the evacuation routes to be followed. Guest Teacher who report for their first assignment at a campus should discuss the above listed events with a campus administrator and/or teacher(s) in the area where the Guest Teacher will be working.

H. CLASSROOM INSTRUCTION

Guest Teachers are responsible for students, equipment and materials assigned to his/her care.

The Guest Teacher shall make every effort to carry on the regular work of the classroom teacher and complete the lessons as planned.

The Guest Teacher should not assign written work and leave it to be graded, except by request of the regular teacher. (On long-term assignments, work should be graded and recorded in the proper place unless otherwise directed.)

The Guest Teacher should not enter grades in the grade book.

The Guest Teacher/assistant should not have physical contact with students.

The Guest Teacher will not bring any personal videos or other materials to class.
The Guest Teacher will not have access to students or associate with students except during class time unless it is part of the assignment and is stated in the lesson plans. Being alone with students, eating lunch with students, or providing students with a pass to return to the class are examples of inappropriate situations that may result in removal from the Guest Teacher system.

In addition to the **general information** given above, the Guest Teacher will comply with all Nampa School District Board Policies; all instructions given by the principal/campus administrator and any and all applicable information contained in the campus/facility handbooks.

**I. CLASSROOM MANAGEMENT**

The Guest Teacher should always be appropriate when communicating with students. Remember to speak kindly and politely when addressing students and use language for an educational setting. Language of a profane nature will not be tolerated.

The Guest Teacher must never administer corporal punishment to any child. The use of corporal punishment in any form is cause for dismissal of the Guest Teacher.

The Guest Teacher is expected to maintain a level of discipline in the classroom, which is conducive to good learning. The Guest Teacher must follow the classroom, campus, and district disciplinary guidelines. The Guest Teacher or assistant should never leave the classroom unattended.

If a student needs to be removed from a class, the Guest Teacher should call for assistance from the campus administration. A Guest Teacher should never physically remove a student from a classroom.

Consequences for discipline issues will be determined by campus administration. Guidelines regarding discipline issues should be addressed with the office manager or secretary at the time of signing in for the day.

Firm, fair treatment of all students, combined with explicit explanation and direction, will preclude many disciplinary problems.

The Guest Teacher is always expected to maintain professionalism.

**J. EXTRA DUTIES**

The Guest Teacher will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher/assistant. These duties may include bus duty, lunch and hall duty, or other special assignments. Guest Teachers may also attend faculty or grade level meetings in place of the regular teacher.

**K. PLANNING PREP**

Typically, the Guest Teacher will follow the daily schedule of a teacher, which includes a planning prep. A Guest Teacher may be asked to cover/perform other duties and responsibilities as needed by the campus during the day. **Guest Teachers are required to assist in any capacity asked during the assignment, which may include working in another room during the conference or planning period. Conference/planning periods are not guaranteed to Guest Teachers.**
L. USEFUL TIPS

In order to be successful as a Nampa School District Guest Teacher:

- SMILE!
- Start the day promptly, firmly and concisely.
- Follow the general guidelines of the team/department.
- Be pleasant, but confident.
- Get the students busy at the beginning of the day – keep them busy.
- Show lots of enthusiasm.
- Remain calm and relaxed. Never “lose your cool.”
- Be firm, rather than issuing ultimatums. Give students appropriate choices.
- Compliment the classroom and inquire about things around the room.
- Communicate in a way that it is on the students’ level. Involve all students during the lesson.
- Be positive! Give students lots of praise or an appreciative smile.
- Students need constant supervision. Use of personal items such as a book, newspaper, cell phone or other personal electronic devices while supervising students is prohibited.
- Never leave the students unattended.
- Do not have physical contact with students.
- BE PATIENT!
DUTIES AND RESPONSIBILITIES OF GUEST TEACHER NURSE

GOAL: To meet the health needs of students and staff in a timely and professional manner in the absence of the regular school nurse.

A. GENERAL

- Assessment of the health needs of students and staff in a professional manner.
- Review and implementation of clinical Guest Teacher manual.
- Knowledge of communicable diseases and reporting requirements according to state and local policies in collaboration with the principal and/or coordinator of district health.
- Contact with a student’s parent or legal guardian will be made regarding a student’s health concern when deemed necessary and according to Nampa School District guidelines.
- Knowledge and understanding of the health needs of the assigned campus, and ability to perform the functions of the school nurse.
- Communication with the campus nurse regarding any long-term health issues that were brought to his/her attention and any unusual situations or emergencies that occurred while on duty.
- All clinical activity and any recommendations that are made to the student and/or parent are expected to be accurately documented per district guidelines.
- Confidentiality of all student information including medical records will be maintained.
- Compliance with Nampa School District Board policies regarding the treatment of students is expected.
- Compliance with all Nampa School District Board policies and procedures.
- Adherence to universal precautions, infection control, and emergency medical protocols.
- Unless the district has provided certification training, the Guest Teacher nurse is not expected to do scheduled school health screenings such as vision, hearing.
- Communicate with the building principal or office manager regarding all emergencies and significant health related issues.
- Willingness to accept assignments at all grade levels including special education assignments.
- The assigned school nurse, the principal or office manager may assign additional duties.
- Dress in professional attire related to duties assigned.

B. EDUCATION AND PROFESSIONAL LICENSE

- Graduate of an accredited professional nursing education program.
- Valid registered nurse license to practice professional nursing in Idaho from the State Board of
  - Nurse Examiners.
- Current Basic Life Support for Health Care Providers CPR certification.

C. GUEST TEACHER NURSE PROCEDURES

- **Sign in at the front office** and record the job number you received from the Guest Teacher system.
- **Always wear the school/district Guest Teacher badge while at work**. Each campus reserves the right to ask a Guest Teacher to leave if they do not come with a valid ID badge.
DUTIES AND RESPONSIBILITIES OF GUEST TEACHER SECRETARIES

GOAL: To perform the responsibilities of receiving visitors and answering the telephone in the absence of the regular clerical staff.

A. SECURITY PROCEDURES

Check with campus administrator for specific instructions on campus security, including emergency procedures. All visitors and employees must have a picture ID badge.

Access to Campus
- After buzzer sounds, respond “May I help you?”
- Grant access only after positively identifying the person.
- Ask the visitor to identify himself and state his reason for entering the building.
- Ensure each visitor has on identification picture ID badge issued by the front office.

B. TELEPHONE PROCEDURES

Check with campus administrator for specific instructions on campus telephone procedures. Below are general procedures for handling phone calls.

Answering Calls
- Answer call within three rings and identify campus and state your name.
- When taking messages be sure to include detailed information about the call.
- Get caller’s approval before placing them on hold. If requested information is not readily available, arrange to get back to caller.

Transferring Calls

To transfer a call to an individual’s phone line:
- Ask caller to hold while you transfer call.
- Press the Transfer button.
- Dial recipients’ number. Inform the recipient who is calling and why.
- Press the Transfer button again.
- Hang up.

To transfer a call to a voice mailbox:
- Ask caller to hold while you transfer call. Tell caller you are transferring to voice mail.
- Press the Transfer button.
- Dial recipient’s number.
- Press the Transfer button again.
- Hang up. The call will be transferred to recipient’s mailbox.

C. GUEST TEACHER SECRETARY PROCEDURES

- Sign in at the front office and record the job number you received from the Guest Teacher system.
- Always wear the school/district Guest Teacher badge while at work. Each campus reserves the right to ask a Guest Teacher to leave if they do not come with a valid ID badge.
IV. Emergency Procedures
NAMPA SCHOOL DISTRICT

Building Evacuation

1. Guest Teachers should take their go bag/clip board/binder and proceed as quickly as possible, following the predetermined route, to move their class out of the building. The go bag/clip board/binder should include up to date student rosters with emergency contact information for each student, a pen, and the nametags.

2. Guest Teachers should proceed to the predetermined rally point with their class. Rally points should be enough distance from the building to assure student safety.

3. All adults in charge of students at the time of an evacuation shall remove students from the building at the nearest safe exit.

4. Students out of the classroom at the time of the evacuation should leave the building at the nearest safe point.

5. Roll will be taken, and positive student accounting will be completed by the Guest teacher for their class, once students have reached the rally point. An 8 ½ x 11 red card will be displayed until all students are accounted for. At the point that all students in a class have been accounted for, the Guest Teacher shall display an 8 ½ x 11 green card. Additionally, an 8 ½ x 11 yellow card can be used to identify which Guest teachers have extra students. Campuses that have a single rally point can have students move and join their classes. Campuses with multiple rally points can accounted for.

6. The secretary/designee shall take the visitor and staff sign in logs and the go bag and proceed to the predetermined location.

7. All staff members shall direct all visitors to the secretary/designee at the predetermined location for positive identification.

8. Students/staff shall reoccupy the evacuated building only when declared safe by proper authority.

Building Reverse Evacuation

1. An audible alarm (whistle, horn, bell, etc. three short tones repeated three (3) times) will signal a reverse evacuation; in addition, the following message may be broadcast over the PA system. There will be no code phrase broadcasts.

   Return to the building........ Return to the building........ Return to the building.

2. All the unlocked doors entering the building need to be staffed by assigned school personnel.

3. Move all students/staff/visitors into the building as quickly as possible.

4. Students should return to their classroom. Visitors should report to the office.

5. Roll will be taken, and positive student accounting completed by the Guest teacher for their class once students have reached the classroom.

6. All staff members shall direct all visitors to the secretary/designee at the office for positive accounting.
Hall Check

1. The message to Hall Check will be broadcasted over the PA. There will be no code phrase broadcasts. The PA announcement will state **Hall Check…… Hall Check…… Hall Check**.
2. All staff should scan the hallway and direct all students into the nearest classroom before closing and locking the door.
3. Staff should report any suspicious activity or unauthorized person to the office by phone and or email.
4. Do not for any reason unlock your classroom door during a hall check. If police officer or other staff need to get into your room, they will announce themselves and open the door with a key.
5. Guest Teachers should, continue the normal educational process if it does not involve leaving the classroom. If alternate arrangements need to be made or assistance is needed, the Guest teacher should contact the front office.
6. If students need to use the restroom, the Guest teacher should call and check with the front office. The front office will advise on the next step.
7. The Hall Check will be terminated by the principal/ designee by broadcasting the phrase: **End Hall check…… End Hall Check…. End Hall Check.**