

# Nicolet High School

## Senior Tax Exchange Program



### STEP HANDBOOK

Welcome to the Nicolet High School Senior Tax Exchange Program (STEP). The Senior Tax Exchange Program provides an opportunity for social security eligible senior citizens age 62 or older to work in the schools in exchange for a property tax credit.

STEP benefits extend beyond property tax relief for the senior citizen -- to students, school staff and into the community. In addition to providing senior citizens with tax relief, workers will have the opportunity to share their talents, gain an intergenerational experience, and make a difference in a student's life. Students will gain an appreciation for the valuable contributions that senior citizens make to the community, and have a chance to establish a relationship with a positive role model providing them with increased social and emotional support. Above and beyond another set of hands, teachers will appreciate the opportunity to demonstrate the many positive things happening in our schools on a day-to-day basis. Our school is very proud of this program and hopes you will enjoy your association with Nicolet High School.

STEP positions may be short-term or long-term based on need. Workers might tutor students during the school day or in after-school programs, read to or with a student, help prepare special projects, assist with computers, or chaperone field trips. Actually the list is endless based on the skills and talents of our workers.

Nicolet is excited about this opportunity to involve the school district seniors in the process of education and schooling while returning to them property tax relief.

The STEP coordinator, Principal Greg Kabara, can be called anytime at 414-351-7522. For a full set of policies and procedures that govern the work of the Nicolet School District, please refer to the district website: [www.nicolet.k12.wi.us](http://www.nicolet.k12.wi.us)

## **EMERGENCY CLOSINGS**

Local radio stations will relay announcements regarding school closings

## **SUPERVISION**

STEP workers are under the immediate supervision of the staff person assigned to work with them. The principal, or their designee, is on call to facilitate discussion or problem solve at the request of the worker or supervisor.

## **NICOLET HIGH SCHOOL SCHEDULE AND CALENDAR**

A current school calendar and bell schedule is included at the back of this document.

## **PAYMENT OF STEP WORKERS**

Pay is \$7.50 per hour. Compensation will be dispersed via a two-party check made out to the worker and appropriate treasurer typically during the third week of December of each year. Sixty-six hours is the maximum number for which pay can be earned, or a total of \$495. If the worker exceeds that number of hours, she/he is welcome to continue to volunteer in the schools but will only receive payment for the pre-established number of hours initially agreed to in the STEP contract. STEP workers are paid on the calendar year rather than according to the school calendar.

## **TIME SHEETS**

Each STEP worker is responsible for seeing that her/his time sheet is completed. The STEP worker is encouraged to make a personal copy of the time sheet on the school copier prior to turning it in to the principal's office. Time sheets can be found in the mail room.

## **EVALUATION**

The principal will periodically speak with STEP workers and job supervisors to discuss strengths and positive areas of improvement. Please feel free to bring comments and/or suggestions to the attention of the principal.

## **HIRING GUIDELINES**

The primary method of placing applicants is to match their job goals with the staff requests. All volunteers must submit to a background check.

## **ROLE OF STEP WORKERS**

STEP workers function as support for the regular staff. 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 is required by law to report the suspected situation to the school nurse, school psychologist, teacher, administrator, or counselor.

## **REPORTING ACCIDENTS AND INJURIES**

All workers shall immediately report any personal accident or injury occurring upon school property to her/his immediate supervisor. Also, any accident or injury to a student must be reported immediately by the STEP worker to the appropriate school staff.

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### APPLICATION

Name: \_\_\_\_\_ Date \_\_\_\_\_  
          First                          Middle                          Last

Maiden Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: Street \_\_\_\_\_ Phone \_\_\_\_\_

          City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

References: Please list three personal or professional references.

| Name | Address | Position | Phone |
|------|---------|----------|-------|
|      |         |          |       |
|      |         |          |       |
|      |         |          |       |

My career work experience \_\_\_\_\_

\_\_\_\_\_

Have you been found guilty of a felony? If so, explain \_\_\_\_\_

\_\_\_\_\_

(note: A criminal record does not constitute automatic bar from employment & will be considered only as it relates to the job in question.)

Eligibility: Age 62 or over, receive Social Security, and pay property tax within the Nicolet School District; including City of Glendale, Village of River Hills, Village of Fox Point, and the Village of Bayside.

**CERTIFICATION STATEMENT: (Read carefully before signing)**

I represent that all of the information provided on this form and to the District as part of this application is true and correct to the best of my knowledge. I understand that my application will not be given further consideration if I have provided any false statements, misrepresentations or omissions during the application process. I understand that false statements, misrepresentations or omissions may be cause for rejection or for subsequent dismissal as a volunteer. I agree that the District, its officers, employees, and agents shall not be held liable in any respect if my volunteer status is not considered or is terminated for that reason.

As a volunteer in the District, I acknowledged that if I hold a license or permit to carry a concealed weapon in Wisconsin or any other state that I will not carry such a weapon during the course of performing my volunteer activities with the District.

I voluntarily and knowingly authorize any person(s) or entity(ies), its officers, employees and agents to release any and all information regarding my personal or criminal history to the Nicolet Union High School District, its officers, employees and agents.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless the Nicolet Union High School District, its officers, agents, and employees, and such person(s) or entity(ies) from any and all claims, liability, demands, causes of action, damages or costs, including attorney fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to disclosure or release of information or the failure to release or use of such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am available (circle all that apply):

MONTHS: Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May

DAYS: Monday Tuesday Wednesday Thursday Friday

TIME available between 7:23am – 2:32pm \_\_\_\_\_

Look over the areas listed below and check those in which you can be of assistance:

**Assist student (s) with:**

- \_\_\_\_\_ Computers
- \_\_\_\_\_ Math
- \_\_\_\_\_ Reading
- \_\_\_\_\_ Science
- \_\_\_\_\_ Business/Marketing
- \_\_\_\_\_ Family & Consumer Ed. (cooking, childcare, fashion design)
- \_\_\_\_\_ Keyboarding
- \_\_\_\_\_ Writing
- \_\_\_\_\_ Music
- \_\_\_\_\_ Art
- \_\_\_\_\_ Physical Education

- \_\_\_\_\_ Technical Ed./Robotics/Engineering
- \_\_\_\_\_ Foreign language – specify language spoken \_\_\_\_\_
- \_\_\_\_\_ Social Studies
- \_\_\_\_\_ Organizational skills and study skills
- \_\_\_\_\_ Students with disabilities

**Assist with:**

- \_\_\_\_\_ Productions/Theatre
- \_\_\_\_\_ Music Performances
- \_\_\_\_\_ Library supervision and tasks
- \_\_\_\_\_ Sports
- \_\_\_\_\_ Other

Other talents, hobbies, interests or skills you would like to share:

\_\_\_\_\_

\_\_\_\_\_