

Welcome

Guest Teacher Orientation

Introductions

Morgan Speer

Human Resources Assistant Guest Teacher Coordinator Contact info:

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Brook CunninghamHuman Resources Director



Lakeland School District



Admin Asst.: Marlys Blagden Principal: Kathy Thomas



Admin Asst.: Sharon Schell Principal: Keri Murphy



Admin Asst.: Andrea Maddalone Principal: Lisa Hoffman



Admin Asst · Dawn Urhiha Principal: Chris McDougall



Admin Asst.: Amy Peterson Principal: Jake Massey



Admin Asst.: Martha Fuhriman Principal: Trent Derrick



Admin Asst.: Lorraine Rodda Principal: Shynne Price



Admin Asst.: Nicole Akins Principal: Ryne Eberlin



Admin Asst.: Pamela Davaz Principal: Tiffany Melton

Admin Asst.: Pam Katus Principal: Ana Schnepf



Moose Pride

Admin Asst.: Courtney Cragun Principal: Paul Uzzi



MOUNTAIN VIEW HIGH SCHOOL

Admin Asst.: Heidi Duchow Principal: Lesley Dunbar



Some things to know:

FAPE

Free Appropriate Public Education (FAPE) is an educational right of all children in the United States that is guaranteed by the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA).

FERPA

Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student").

Be Aware Of:

- Social Media
- Conduct with students
- Conduct with parents
- Conduct with coworkers
- Conduct in public



TITLE IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

EXAMPLES OF CURRENT TITLE IX ISSUES

- Sexual Harassment
- Retaliation
- Athletics
- Single Sex Classrooms
- Gender Identity and Gender Expression
- Pregnant & Parenting Students

Policies to Review

#<u>3280</u> - Equal Education, Non Discriminate, Sex Equity

#<u>3290</u> - Sexual Harassment

#<u>3295</u> - Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

Please report any potential Title IX violations to the Director of HR and Title IX Coordinator, Brook A. Cunningham

COVID-19

View our website for COVID-19 protocol

WEBSITE LINK

OPTIONAL ISOLATION GUIDE

Guest Teacher Website

Resources:

- Absent Management
- District Calendar
- Handbook (Logins)
- School Bell Schedules
- School Contacts
- Code of Ethics
- Feedback
- Tool for the Classroom

If you have questions:

Contact Morgan 208.687.0431 X1121

morgan.speer@lakeland272.org

Or

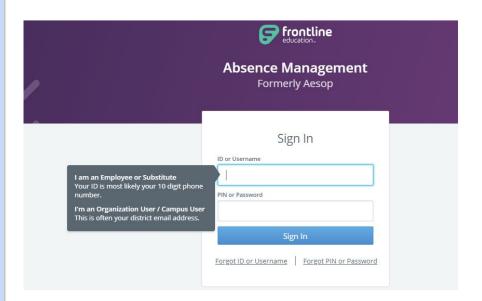
Admin Assistant at the school



AESOP/FRONTLINE



Check your email for an invitation link.
(Make sure to check your spam folder.)



 Your Pin: Last four digits of your phone number.

What does a normal day look like?

- You will arrive at the building and check in with the Admin Assistant.
- You will ask your Admin Assistant on how they would like to do attendance & lunch counts. (Each school will be different.)
- You will <u>login</u> to the computer and the guest teacher email.
- You will follow lesson plans to the best of your ability and make notes about your day for the teacher and for me.
- At the end of day you will leave a note for the teacher and fill out a feedback form for me.

Safety

Lockdown

- Locked Door
- Lights Off
- Out of Sight

Fire

- Gather safety binder and your students & go to designated safe location out of the building
- Take attendance If someone is missing you will notify your principal as they do row checks.
- Once the building is deemed safe you will proceed back to class.

Safety Hold

- You continue your day of learning.
- Students may leave classroom.
- You will not be able to go outside the building

Pay Information

- You will be paid the 28th of each month
- The pay cycle is the 16th through the 15th of each month
- You do not turn in a timesheet AESOP keeps track of your days worked
- Full day guest teaching jobs are paid at \$110.00 per day long term positions are \$120.00 per day after day 11.
- Aide positions are paid hourly at \$14.44 per hour.

Accessing Pay Stubs

- Visit <u>www.sd272.org</u> select staff links → Skyward Business/Employee Access
- Your username is **firstname.lastname** ie morgan.speer
- Temp password is changeme2022
- Ensure your popup blocker is disabled
- Once logged in visit Employee Info
- Check History

Questions?

You're teaching and notice a student is not participating or is showing no interest.

End of day, Grandma comes up to you and asks how Johnnie is doing in school.

One student shows signs of frustration and starts yelling in anger.

You walk in and there are no plans left for you.

You are on recess duty and two students start fighting.

A student in your classroom is leaning back in the chair and falls then hits his head.

You are on recess duty and you notice an adult on the fence line watching students.

Student leaves your classroom to use the bathroom. They are gone 10-15 minutes and when they return to class they start acting differently their eyes are not focusing.