



# SALEM•KEIZER PUBLIC SCHOOLS

## Student Teacher Handbook

Our Vision: All students graduate and are prepared for a successful life.

Updated 7/18/23

# Introduction to Student Teaching

## Contact Information

### ***Student Teacher Placement Coordinator***

Tara Baldrige

[baldrige\\_tara@salkeiz.k12.or.us](mailto:baldrige_tara@salkeiz.k12.or.us)

(503) 399-3061

-Teacher Liaison

-Placement Questions

### ***Recruitment Administrative Secretary***

Brenda Dixon

[dixon\\_brenda@salkeiz.k12.or.us](mailto:dixon_brenda@salkeiz.k12.or.us)

(503) 399-3061

-Policy Agreements

-background check verifications

### ***Recruiting***

(503) 399-3061

### ***Director of Recruitment***

Brian Turner

[turner\\_brian@salkeiz.k12.or.us](mailto:turner_brian@salkeiz.k12.or.us)

(503) 399-3061

## Student Teacher Checklist

We're happy to have you join our team of incredible educators and we are excited to help you navigate the process to become a teacher. Below is a checklist of several items you'll need to complete before joining your cooperating teacher in the classroom.

### Before Student Teaching

➤ Connect with Salem-Keizer Public Schools Human Resources Student Teacher Placement Coordinator, Tara Baldrige.

[baldrige\\_tara@salkeiz.k12.or.us](mailto:baldrige_tara@salkeiz.k12.or.us)  
(503) 399-3061

➤ The following items must be turned in before your student teaching experience with SKPS can begin.

*\*Complete Criminal History/Background Check at:*

You will receive an email as soon as we receive the form, and you will get another email when your criminal history check has been approved.

<https://volunteerapp.salkeiz.k12.or.us/>

*\*SKPS Policy Agreement:*

Read through the Student Teacher Policy Agreement.

Sign and scan just the **FIRST** page of the Student Teacher Policy agreement. Email signed copy to Brenda Dixon.

<https://salkeiz.k12.or.us/wp-content/uploads/employment/student-teaching/policy-agreement-2022-23.pdf>

Recruitment Administrative Secretary  
Brenda Dixon  
[dixon\\_brenda@salkeiz.k12.or.us](mailto:dixon_brenda@salkeiz.k12.or.us)  
(503) 399-3061

- Receive contact information for your cooperating teacher from Tara Baldrige or your university coordinator.
- Connect and meet with your cooperating teacher.
- Placement confirmed by Salem-Keizer Public Schools after initial meeting with cooperating teacher.
- Badging – Please wait to hear from your university supervisor before trying to attain a badge. Only after you have been confirmed will you be able to obtain an SKPS badge and will need to get one before your first day in a SKPS building. Between the hours of 8-3 go to the SKPS Technology department, ring the buzzer at the main door to be let in (with the stiped awning).

SKPS Technology Department  
1340 State St, Building C,  
Salem, Oregon 97301  
(503) 399-3031

### **During Student Teaching**

- Start in the classroom based on schedule set with cooperating teacher.

### **At the Conclusion of Student Teaching**

- Complete placement observations, letters of recommendation, and university requirements.
- Turn in your badge to either the school office manager, the Lancaster Professional Center (2450 Lancaster Dr NE), or Technology. If you were given classroom keys, please return them to your school office manager.
- Follow up with university coordinator for any other education requirements.
- Start application to become a teacher with Salem-Keizer Public Schools: <https://salkeiz.k12.or.us/employment-home/>

## Getting Started- Account Access

If you have a problem setting up your account or email contact Technology:  
503-399-5555

### Student Teacher SKPS account and Email Access

You will receive an email like this one from the SKPS Technology department with information on how to set up your district account and email.

**Note; the links below are not working links, you will need to wait for the email from the Technology department.**

Hello John Smith,

Welcome to Salem-Keizer Public Schools!

This welcome email contains important information regarding your student teacher account with Salem-Keizer Public Schools. Below is your username, password, and email address.

Your username is **smith\_john**  
(usernames have a 20 Character Limit)

Your temporary password is **123456**

Your district email address is [smith\\_john@salkeiz.k12.or.us](mailto:smith_john@salkeiz.k12.or.us)

You can set up your account and email from any computer with Internet access. If you are using your phone or other personal device inside of a school, you will need to turn off Wi-Fi until you have set up your account.

- To set-up your account navigate to <https://outlook.office.com/owa/>
- Enter your district email address and click next.
- Enter your temporary password and click Sign In.
- The next page will say "You must update your password because your password has expired." Type your temporary password in the Old Password box, then enter a new 16-character minimum password in the New Password box, then confirm your new password in the next box and click Submit.
- On the next page, enter your new password and click Sign In.
- When setting your password **remember new passwords MUST have at least 16-characters**. No complexity is needed. Consider using a passphrase, for example: "I love working with kids", but please don't use this example passphrase.
- Please register for Self-Service Password Reset. Self-Service password reset gives you the power to reset your password yourself when you forget it. There are a few resources on Insight 24J to help you register for the service. [Click here to register or verify your registration](#). If at least one of the options has a green check mark, you are good to go. Below is a link to video on how to register for Self-Service Password Reset.  
[Video Instructions](#)
- To access district resources, such as the [District's SharePoint page](#), login with your district email address and new password.

**Please call the Service Desk at 503-399-5555 or extension 555555 from a District phone if you have any questions.**

## **Grading and Attendance in Synergy**

Our schools use Synergy for grading and attendance. Access and use are determined by your cooperating teacher.

## **SKPS Google Drive**

Your google drive sign in will be the same information as your District Outlook account.

- Go to Google.com
- Click the Sign In button.
- Enter your email (lastname\_firstname@salkeiz.k12.or.us). \*Note: do not use @gmail.com, you will need to use your full Outlook address.
- Enter your password.
- Your cooperating teacher may need to share classroom drives with you. This is decided by your cooperating teacher.