



LAKELAND JOINT SCHOOL DISTRICT

Committed to Academic Excellence ... Dedicated to Student Success

Welcome

Guest Teacher Orientation

Introductions

Olivia Jones

Human Resources Assistant
Guest Teacher Coordinator

Contact info:

olivia.jones@lakeland272.org

208.687.0431 X1121



Brook Cunningham

Human Resources Director

Contact info:

bcunningham@lakeland272.org

208.687.0431 X1104



Lakeland School District



ATHOL ELEMENTARY
Eagle Pride

Admin Asst.: Michele Carhart
Principal: Kathy Thomas



LAKELAND MIDDLE SCHOOL
Hawk Pride

Admin Asst.: Sharon Schell
Principal: Amber Williams



BETTY KIEFER ELEMENTARY
Bobcat Pride

Admin Asst.: Andrea Maddalone
Principal: Lisa Hoffman



TIMBERLAKE MIDDLE SCHOOL
Tiger Pride

Admin Asst.: Dawn Urbiha
Principal: Chris McDougall



GARWOOD ELEMENTARY
Home of the Grizzlies

Admin Asst.: Amy Peterson
Principal: Jake Massey



LAKELAND SENIOR HIGH
Hawk Pride

Admin Asst.: Martha Fuhriman
Principal: Jimmy Hoffman



SPIRIT LAKE ELEMENTARY
Timberwolves Pride

Admin Asst.: Lorraine Rodda
Principal: Shynne Price



TIMBERLAKE SENIOR HIGH
Tiger Pride

Admin Asst.: Nicole Akins
Principal: Ryne Eberlin



JOHN BROWN ELEMENTARY
Cougar Pride

Admin Asst.: Lindsey Sindt
Principal: Ana Schnepf



MOUNTAIN VIEW HIGH SCHOOL
Moose Pride

Admin Asst.: Courtney Cragun
Principal: Paul Uzzi



TWIN LAKES ELEMENTARY
Moose Pride

Admin Asst.: Pamela Davaz
Principal: Tiffany Melton

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").

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

#[3280](#) - *Equal Education, Non Discriminate, Sex Equity*

#[3290](#) - *Sexual Harassment*

#[3295](#) - *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

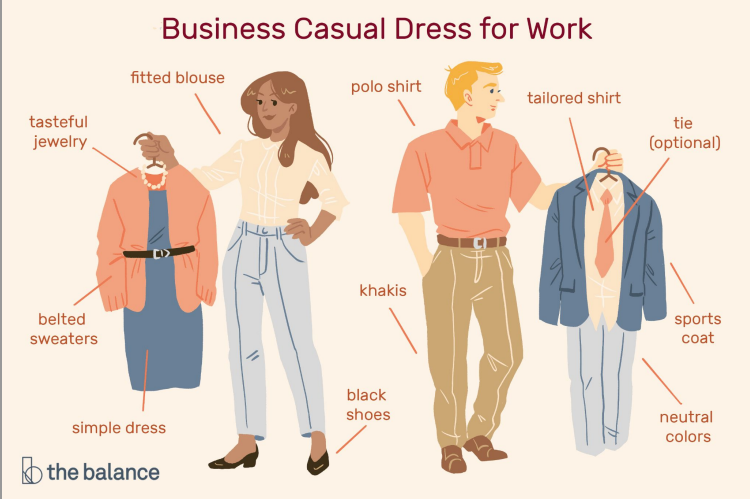
Be Aware Of:

- Social Media
- Conduct with students
 - Don't touch students
- Conduct with parents
 - Direct parents to student's teacher
- Conduct with coworkers
- Conduct in public



Dress Code

Staff Dress Code



Guest Teacher Website

Resources:

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

[WEBSITE LINK](#)

If you have questions:

Contact Olivia
208.687.0431 X1121
olivia.jones@lakeland272.org

Or

Admin Assistant at the school
[Admin Asst Contact Information](#)

AESOP / FRONTLINE

The interface includes a navigation bar with the following tabs: Home, Available Jobs, History, Feedback, Preferences, and Frontline Support. Below the navigation bar are three calendar views for November 2018, December 2018, and January 2019. The available jobs table is as follows:

Date	Time	Duration	Location
Aide Vacancy	Aide		
Mon, 11/12/2018 - Fri, 11/16/2018	10:45 AM - 1:15 PM	02:30	Spirit Lake Elementary


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

The login page features the Frontline Education logo and the title "Absence Management Formerly Aesop". The "Sign In" form includes the following fields and options:

- ID or Username:** A text input field with a tooltip that reads: "I am an Employee or Substitute Your ID is most likely your 10 digit phone number." and "I'm an Organization User / Campus User This is often your district email address."
- PIN or Password:** A text input field.
- Sign In:** A blue button.
- Forgot ID or Username** and **Forgot PIN or Password:** Links below the sign in button.

- 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 [login](#) 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 \$16.22 per hour.

Accessing Pay Stubs

- Visit www.sd272.org select staff links → Skyward Business/Employee Access
- Your username is **firstname.lastname** ie olivia.jones
- Temp password is **changeme2024**
- Ensure your popup blocker is disabled
- Once logged in visit Employee Info
- Check History

Frequently Asked Questions

- What do I do if I need to cancel a job I've accepted?
 - Call the admin assistant at the school and let them know as soon as you can. Send a follow up email to me to let me know.
- How do I sub for the next school year as well? Do I need to reapply?
 - At the end of each year, I send an "Intent to Return" form to all active guest teachers. Please fill it out so I know that you want to be on next year's list.

Scenarios

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

What do you do?



Scenarios

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

What do you do?



Scenarios

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

What do you do?



Scenarios

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

What do you do?



Scenarios

You are on recess duty and two students start fighting.

What do you do?



Scenarios

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

What do you do?



Scenarios

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

What do you do?



Scenarios

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.

What do you do?

