



**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:

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208.687.0431 X1121



## **Brook Cunningham**

Human Resources Director

Contact info:

[bcunningham@lakeland272.org](mailto:bcunningham@lakeland272.org)

208.687.0431 X1104



# Lakeland School District



**ATHOL ELEMENTARY**  
Eagle Pride

Admin Asst.: Kely Fuentes  
Principal: Kathy Thomas



**LAKELAND MIDDLE SCHOOL**  
Hawk Pride

Admin Asst.: Jenel Vasquez  
Principal: Matt Ziegenfuss



**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.: Heather Mossburgh  
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*

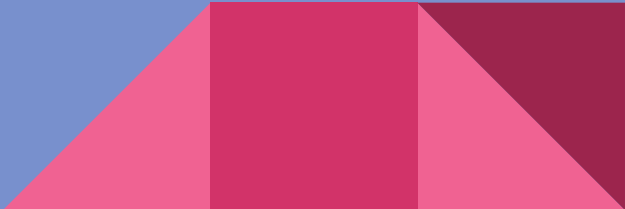
#[3290](#) - *Sexual Harassment*

#[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

# Civil Rights for Frontline Staff

Civil rights training upholds compliance, enforcement, and prohibition of discrimination in USDA-funded Child Nutrition Programs, like the School Breakfast Program operating in the classroom. Training all frontline staff and volunteers in Civil Rights ensures that program recipients are given equal access and treated without discrimination while participating in the USDA Meal programs. Civil rights training must occur before staff and volunteers assume their duties in USDA Meal programs, and annually thereafter.

- Discrimination
  - Protected Classes
  - Public Notification System
  - Collection & Use of Data
  - Language Assistance
  - Reasonable Accommodations
  - Compliance Review Techniques & Resolution of Non-Compliance
  - Conflict Resolution & Customer Service
  - Civil Rights Complaint Procedure
- 

# Represent the Lakeland Community

## PERSONAL CONDUCT POLICY #5270

- Always represent Lakeland well
  - Behavior on School District Property
  - Behavior in Public
  - Social Media Accounts - Policy #5325
- Conduct with Students
  - Professionalism - You are the adult
  - Do not touch students
- Conduct with Parents
  - Professionalism
  - Never get escalated with a parent
- Conduct with Co-Workers
  - Professionalism
  - Dating and Nepotism #5271
  - Politics, Religion, & Life Choices
- DO NOT VIOLATE THE CODE OF ETHICS!



# NO PHONE ZONE

- Phones are not allowed when you are in the classroom, even if the students are having free time, or independent learning time.





## Staff Dress Code

# Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.



## Tips for Success in Any Business Situation

- 1 When in doubt, dress conservatively.
- 2 A suit (suit & tie for males) will suffice in most situations
- 3 Make sure your outfit is wrinkle-free.
- 4 Stick with solid colors and tighter-woven fabrics or simple patterns.
- 5 Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.
- 6 Wear a belt and a watch.
- 7 Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.
- 8 Shirts with lettering or graphics should not be worn.
- 9 Check your outfit for missing buttons, lint, or a crooked tie.
- 10 A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).

\*Always wear your name badge

# Guest Teacher Website

## Resources:

- Absent Management (AESOP)
- District Calendar
- Handbook (Logins)
- School Bell Schedules
- School Contacts
- Code of Ethics
- Feedback

[WEBSITE LINK](#)

## If you have questions:

Contact Olivia  
208.687.0431 X1121  
[olivia.jones@lakeland272.org](mailto:olivia.jones@lakeland272.org)

Or

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

# AESOP / FRONTLINE

The screenshot shows the AESOP/FRONTLINE interface. At the top, there are navigation tabs: Home, Available Jobs, History, Feedback, Preferences, and Frontline Support. Below the tabs are three calendar views for November 2018, December 2018, and January 2019. The November 2018 calendar shows dates 11 through 16 highlighted in green. Below the calendars are four tabs: Available Jobs (1), Scheduled Jobs (0), Past Jobs (0), and Non Work Days (0). A table of available jobs is shown below the tabs.

Date	Time	Duration	Location
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 screenshot shows the Frontline Absence Management sign-in page. The page has a dark purple header with the Frontline Education logo and the text "Absence Management Formerly Aesop". Below the header is a white sign-in form with the following fields and buttons:

- Sign In** (Section Header)
- ID or Username** (Text input field)
- PIN or Password** (Text input field)
- Sign In** (Blue button)
- [Forgot ID or Username](#) | [Forgot PIN or Password](#)

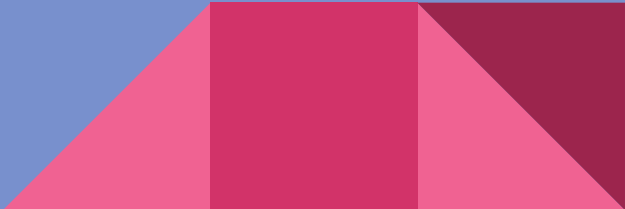
A dark grey tooltip box is overlaid on the ID or Username field, containing the following text:

- I am an Employee or Substitute**  
Your ID is most likely your 10 digit phone number.
- I'm an Organization User / Campus User**  
This is often your district email address.


- Your Pin: Last four digits of your phone number.

# Job Cancelling Procedure on Short Notice

Cancelling a job with short or no notice causes the school a hardship to try and find coverage. We understand that emergencies and sickness happens, but if this becomes a pattern you will be notified of not being asked back.

- Cancel your job in AESOP so it can be reassigned to another Guest Teacher
  - Call the Admin Assistant at the school
  - If it is not school hours send the Admin Assistant an email
  - Send a follow up email to me
- 

# 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 for any protocols they need you to follow
  - 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
  - At the end of day you will leave a note for the teacher
  - Fill out a [feedback](#) form for me if you had any issues or had an amazing day
- 

# Safety

## Lockdown

- Locked Door
- Lights Off
- Out of Sight

## Fire

- Go into Lockdown until cleared from Administration
- 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 (4.5 hours or more)
- Half day guest teaching are paid at \$55.00 per day (Less than 4.5 hours)
- Long term positions are \$120.00 per day on day 11
- Aide positions are paid hourly at \$16.22 per hour

## Accessing Pay Stubs

- Visit [www.sd272.org](http://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

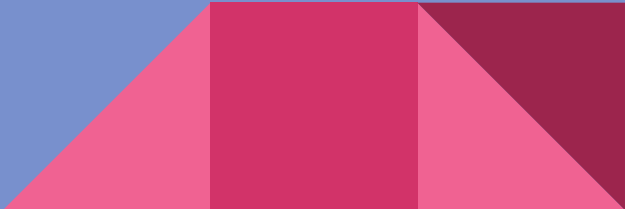
# Communication

- Emails are my main form of communication. If you are asked a question then please respond.
- You can always email or call me with any questions or concerns.
- Remaining on the Guest Teacher List:
  - If you have not been in the building for longer than 6 months you will be taken off the Guest Teacher list.
  - 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.



# Classroom Management

## DE-ESCALATION VIDEO

- Stay calm
  - Do not get into a power struggle
  - If you have exhausted all your tools in your belt call the office
- 

# Scenarios

You're teaching and 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?



# Feedback

