

GUEST TEACHER HANDBOOK

LAKELAND JOINT SCHOOL DISTRICT NO.272



MISSION STATEMENT

The mission of Lakeland Joint School District
is to maximize student learning in all
environments every day.

This Handbook does not create a contract of employment. Lakeland Joint School District No. 272 reserves the right, in the district's sole discretion, to interpret, follow, deviate from, and revise the policies in this handbook at any time, with or without notice.

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Introduction

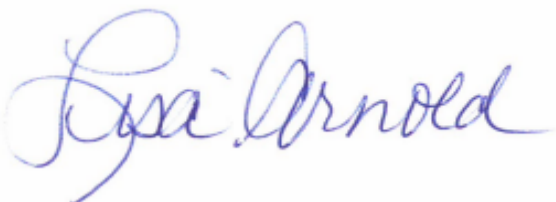
Dear Guest Teacher:

Welcome to Lakeland Joint School District! The goal of the Board of Trustees and all associated with the district is to provide an educational program of the highest possible standards. Success in attaining this goal is dependent upon the competency of the professional and classified employees and a strong desire for excellence among all. The Lakeland Administration feels that Guest teachers play a very important role in providing a safe, efficient, and high-quality educational program and as such, consider you a significant member of our professional staff. We urge you to assume your duties as a part of the Lakeland education team with energy and pride.

Lakeland Joint School District acknowledges its responsibility to provide you with the kind of guidance that will help you gain satisfaction in your work as a Guest teacher. This handbook has been designed to provide you with a ready source of information.

Thank you for your dedication and willingness to be a part of the Lakeland professional staff.

Sincerely,



Lisa Arnold
Superintendent
(208) 687-0431

1. Knowledge of Policies and Regulations

It shall be the duty of all school district personnel to keep informed concerning the rules, policies, and regulations of the Board of Trustees. School Board policies are available on the District's website. Violation of any school district policy could result in discipline, up to, and including termination of employment. Although the Board makes every effort to keep policies updated with current state and federal laws, some may be outdated; state and federal laws supersede board policy.

All of Lakeland Joint School District policies can be found on the district website:

<https://www.sd272.org/>

2. Line of Authority

Guest teachers shall be directly responsible to the principals of their respective buildings. They shall promptly and consistently carry out the instructions of the regular teacher and principal. Should an issue arise with the guest teacher the principal shall contact the guest teacher coordinator and appropriate action shall be taken.

3. Former Alumni

For the protection of our staff and students graduates of Lakeland Joint School District High Schools will not be offered assignments at the High School level until 4 years post-graduation and until the guest teacher is 21 years of age, per policy [5700](#).

4. Dress Code

Lakeland Joint School District has a business casual dress code that is to be followed by guest teachers, per policy [5360](#). As a role model for students, your attire shall represent a positive and professional image. Clothing should not have holes, tears, offensive language/graphics, or references to drugs and alcohol.

5. Cell Phones

Guest Teachers shall not use their cell phones during the day. Cell phone usage including calls, texting, or internet usage is prohibited during times of student instruction or supervision during the day. Cell phone usage is limited to breaks where students are not present.

6. Working Hours

Working hours for guest teachers are determined by the position being covered. Guest teachers are expected to report to their respective schools at the “substitute times” listed on AESOP.

7. Guest Teacher Duties and Responsibilities

- Report to the scheduled school at the time listed on “substitute times” in AESOP.
- Check-in with the admin assistant in the office, and make sure you are wearing your badge.
- The guest teacher's primary responsibility is to prepare for and teach classes using lesson plans prepared by the regular teacher. The guest teacher will obtain the teacher's folder that contains lesson plans, seating information, duty schedule, emergency information, and classroom procedures.
- In the event lesson plans can not be obtained the guest teacher shall contact the building's admin assistant for further instructions. Prior authorization from the building principal must be given before any teaching or procedures not specified by the regular teacher's lesson plans.
- The guest teacher will follow the teacher's lesson plans as closely as possible and leave a detailed summary note of what was covered during the day as well as anything that was not covered.
- Guest teachers shall perform all duties and responsibilities as outlined in the job description for guest teachers.
- The guest teacher's day is complete once all their students have left school grounds, a detailed summary note is left for the teacher, and the guest teacher feedback form has been submitted.
- The guest teacher shall check out of the building with the administrative assistant upon completion of their duties for the day.

8. Guest Teacher Feedback Form

The guest teacher feedback form shall be submitted at the end of each day. Guest Teacher Feedback Forms are found on the website Staff links>> Forms>> +Guest Teacher Forms>> Guest Teacher Feedback Form, or the guest teacher portion of the district's website. Please complete this quick questionnaire before you leave at the end of the day. The feedback form is for the guest teacher coordinator and the administrator to ensure the smoothest transition on guest teaching days.

[FEEDBACK FORM](#)

9. Classroom Teacher Responsibilities

The classroom teacher shall have the following information and directions available:

- Complete lesson plans: clear directions for the current week with sufficient details that are easily understood;
- Seating chart: with first and last names of students;
- Instructions for reporting attendance;
- Daily program and bell schedule;
- Duty schedule;
- Discipline plan with name(s) of student(s) with behavior plans and copies of plans;
- List of students with physical, medical, or special problems along with directions for treatment and handling;
- Fire drill and lockdown procedures; and
- Any other items required by the regular teacher and principal.

10. Student Discipline

It is suggested that you use a three-step discipline plan in dealing with individual misbehavior.

1. Provide a warning to the student.
2. If the student continues to misbehave, provide a second warning and conference with the student in private, if possible.
3. If the behavior continues yet again, you will refer the student to the office for disciplinary action.

Seriously disruptive students are to be referred to the office immediately. If a student is sent from the classroom, the guest teacher is to make personal contact with the office as the student leaves the class. A brief written description of the problem should be forwarded to the building administration with a copy retained for the regular classroom teacher. Do not seat students out in the hallway, or leave students unsupervised at any time.

Any student who is removed from a class by a guest teacher will be processed through the building administration according to building and classroom discipline policies. Depending on the student's previous discipline record, this may involve noon detention, in-school suspension, out-of-school suspension, etc.

11. Keeping Students After School

Students shall not be retained after the close of the regular school day unless approval has been granted by the principal and other transportation has been arranged.

12. Teacher/Student Conduct

Guest teachers shall not conduct themselves in such a manner that would humiliate the student, either individually or as a part of a group. Guest teachers are to be positive and professional at all times. Student's boundaries and personal space shall be respected. Guest teachers shall not touch students as this could place the guest teacher at legal and professional risk.

13. Ethics

Ethics are standards of personal integrity that we expect of others and others expect of us. The following points are required of all district employees:

- Personal opinions and actions of co-workers shall not be a source of conversation among employees.
- Discussion of school policy, administrative decisions, students, or parents shall only be conducted in a confidential meeting and/or administrative-employee conference. All conversations about these subjects are expected to be confidential.
- All school personnel are expected to adhere to the ethical standards outlined in the "Code of Ethics" published by the Idaho State Department of Education.
<http://www.sde.idaho.gov>

14. Student Accidents

In the event of an injury to a student, administer first aid and notify the admin assistant as soon as possible. If at any time a student notifies a guest teacher that he/she sustained a head injury the student is immediately taken to the office to be checked for signs of concussion.

All accidents that occur on school property are to be reported immediately. A detailed accident report shall be completed if the injured student was under the supervision of the guest teacher at the time of the incident.

15. Clerical Duties

A part of a guest teacher's responsibility includes certain clerical duties such as grading papers, preparation of teaching materials, and writing reports to the regular teacher at the end of each day about work completed and student achievement. However, time during class periods shall be used specifically for the instruction of students and not for clerical duties. Clerical duties shall be carried out during preparation times. To stay compliant with FERPA students shall not grade papers.

16. Controversial Issues

Discussion of controversial issues must be on an informative, nonpartisan level. Guest teachers shall not bias the minds of students with their personal preferences. Guest teachers shall not inflict their personal views in the instruction of issues such as religion, politics, and social beliefs. No sectarian doctrine shall be taught in the Lakeland Joint School District.

17. Excusing Students

Excusing students from school to go home, or giving early dismissal, shall be done only with the knowledge and consent of the principal. Sending students on errands during school hours may be done only for urgent school business and only with the permission of the principal. School shall not be dismissed early except when authorized by the Superintendent.

18. Supervision of Students

Under no circumstances are students to be left unsupervised. Classrooms are to be locked when the guest teacher is not available.

19. Keys

School keys are not to be in the possession of students at any time under any circumstances. Guest teachers are responsible for keys they are loaned and must immediately report the loss or theft of any key(s) to the building Principal. Guest teachers are to turn in keys when checking out with the admin assistant at the end of the day.

20. Gifts

Exchanging gifts between students and a guest teacher is not allowed. Guest teachers are not to buy presents or give food to students.

21. Pay Rate

The rate of pay for guest teachers will be \$110.00 per day. A guest teacher assignment that involves eleven (11) or more consecutive days for the same teacher will pay \$120.00 per day, beginning on the eleventh day. If you are a guest teacher for a paraprofessional your rate of pay is \$16.22 per hour. If you are a guest teacher for noon duty your rate of pay is \$14.85 per hour.

22. Time Record

Each guest teacher's time is recorded in AESOP management system. The guest teacher shall be responsible for ensuring that the information reflected in their AESOP account is a true record of time worked. Time from AESOP will be pulled on the 16th of each month and submitted to payroll for the pay period.

Aesop is your timesheet. Please make sure to check your Aesop for any discrepancies. If a change needs to be made, call the admin assistant for that school, as they are the ones to approve any changes to AESOP.

23. Payroll

Lakeland Joint School District's pay period begins on the 16th of the month and ends on the 15th of the month. All employees will be paid on the 28th day of each month. If the 28th falls on a Saturday, Sunday, or a holiday, checks will be available the Friday before the 28th.

24. Drug-Free Workplace

Lakeland Joint School District is committed to a safe working environment free from illegal drugs, alcohol, and the misuse of prescription drugs per policy [5320](#). The unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance or alcohol is prohibited on all school premises, or at any school-sanctioned event. Employees found violating this policy, or convicted under any criminal drug or alcohol violation occurring on or off the workplace will be subject to disciplinary action up to and including dismissal.

25. Sexual Harassment

It is the policy of the Lakeland Joint School District to maintain a learning and working environment that is free from sexual harassment per policy [5240](#). Sexual harassment is illegal and against the policies of Lakeland Joint School District #272.

26. Federal Education Right to Privacy Act (FERPA)

A guest teacher shall not share a student's scores or grades with other students. Students shall not grade each other's work and do not have the right to see or hear the scores of their peers including a show of hands indicating performance.

All questions from an adult about a child's school performance will be referred to the student's regular teacher. Any information obtained during a teaching assignment is to remain confidential.

27. Guest Teacher Job Description and Policy

- [Guest Teacher Job Description](#)
- [Policy 5700- Substitutes](#)

28. Common Questions

How do I take attendance and lunch counts?

- Please see the Admin Assistant at your building for directions on how to report attendance and lunch counts.

How do I cancel a job (within a 24-hour window)?

- Step 1 Cancel your Job in AESOP.
- Step 2 Email the Guest Teacher Coordinator and the Admin Assistant for the school you are canceling at.
- Step 3 Call the admin at the building and leave a message.
- Step 4 Call the Guest Teacher Coordinator if you don't get ahold of the Admin Assistant.

How do I continue to be a Guest Teacher for Lakeland Joint School District the following school year?

- Fill out the intent to return form that will be sent at the end of the school year for the following year

29. Lockdown

1. Please follow the Lock-down protocol inside the classroom.
2. Students Outside the School Building: Consider retreating to an offsite location for safety. Example locations may be businesses, residences, or churches. Notify first responders of the location by phoning 911.
3. Gymnasium: Move to the equipment room, lock doors, and find a “safe area.”
4. Cafeteria: Move to the nearest classroom or kitchen area, lock doors, and find a “safe area.”
5. Library: Lock the doors and move out of line of sight. Also, consider moving to a back room within the library and locking that door as well. If none of these are available, consider assuming a dropped position near an exterior wall close to an exterior door for possible escape, or hiding behind a table that can be dropped on its side and used as a barrier.
6. Restrooms: Close-proximity teachers conduct a cursory sweep of restroom areas for students and staff when possible and move them to a secure classroom. If there is no time to move to a classroom, students and staff, move to a stall, lock it, stay quiet, and stand on the toilet.
7. Hallways: move into the closest classroom.
8. Ignore all fire alarms and/or bells during a lockdown.
9. All parent volunteers remain in the classroom and follow the lock-down protocol.
10. Police officers must show a badge in order to open classroom doors and evacuate students. DO NOT open the door until this occurs.

30. Computer Login

Athol Elementary

username: aegt
password: eagles2024
aegt@lakeland272.org

Betty Kiefer Elementary

username: bkegt
password: bobcats2024
bkegt@lakeland272.org

Garwood Elementary

username: gegt
password: grizzlies2024
gegt@lakeland272.org

John Brown Elementary

username: jbegt
password: cougars2024
jbegt@lakeland272.org

Spirit Lake Elementary

username: slegt
password: wolves2024
slegt@lakeland272.org

Twin Lakes Elementary

username: tlegt
password: moose2024
tlegt@lakeland272.org

Lakeland Middle

username: lmsgt
password: hawks2024
ljhsqt@lakeland272.org

Timberlake Middle

username: tmsgt
password: tigers2024
tjhsqt@lakeland272.org

Mountain View High

username: mvgt
password: moose2024
mvgt@lakeland272.org

Lakeland High

username: lhsqt
password: hawks2024
lhsqt@lakeland272.org

Timberlake High

username: thsqt
password: 2024tigerz
thsqt@lakeland272.org

31. District Facilities

The district maintains six elementary schools and five secondary schools, plus maintenance, transportation, food service, and administrative facilities.

ELEMENTARY SCHOOLS:

Athol Elementary	6333E. Menser Avenue, Athol, Idaho
Betty Kiefer Elementary	13898 N. Schooner Street, Rathdrum, Idaho.
John Brown Elementary	15574 N. Washington Street, Rathdrum, Idaho.
Garwood Elementary	17506 N. Ramsey Road, Rathdrum, Idaho.
Spirit Lake Elementary	32605 N. 5th Avenue, Spirit Lake, Idaho.
Twin Lakes Elementary	5326 W. Rice Road, Rathdrum, Idaho.

SECONDARY SCHOOLS:

Lakeland Middle School	15601 N. Highway 41, Rathdrum, Idaho.
Lakeland Senior High School	7006 W. Highway 53, Rathdrum, Idaho.
Timberlake Middle School	5830 W. Blackwell Blvd., Spirit Lake, Idaho.
Timberlake Senior High School	5973 W. Highway 54, Spirit Lake, Idaho.
Mountain View Alternative High School	7802 W. Main Street, Rathdrum, Idaho.

32. Board of Trustees/Administration

Board of Trustees

Randi Bain	Zone 1
Ramona Grissom	Zone 2
Michelle Thompson	Zone 3
David Quimby	Zone 4
Bob Jones	Zone 5

Lakeland District Office 208.687.0431

Lisa Arnold, *Superintendent of Schools*
Lynn Paslay, *Assistant Superintendent*
Jessica Grantham, *CFO, Director of Op.*
Chad Parson, *IT Director*
Brook Cunningham, *HR Director*
Olivia Jones, *Guest Teacher Coordinator/HR Asst.*

33. Contacts

Guest Teacher Coordinator:

Olivia Jones (208) 687-0431 ext. 1121
olivia.jones@lakeland272.org

Admin Assistants

Athol Elementary: Kelty Fuentes (208) 683-2231 ext. 4101

kelty.fuentes@lakeland272.org

Betty Kiefer Elementary: Andrea Mddalone (208) 687-5206 ext. 4201

amaddalone@lakeland272.org

Garwood Elementary: Amy Peterson (208) 687-1265 ext. 4401

apeterson@lakeland272.org

John Brown Elementary: Lindsey Sindt (208) 687-0551 ext. 4301

lindsey.sindt@lakeland272.org

Spirit Lake Elementary: Lorraine Rodda (208) 623-2501 ext. 4501

lorraine.rodde@lakeland272.org

Twin Lakes Elementary: Heather Mossburgh (208) 687-5870 ext. 4601

heather.mossburgh@lakeland272.org

Lakeland Middle School: Jenel Vasquez (208) 687-0661 ext. 3101

jenel.vasquez@lakeland272.org

Timberlake Middle School: Dawn Urbiha (208) 623-2582 ext. 3201

dawn.urbiha@lakeland272.org

Mountain View High School: Courtney Cragun (208) 687-0025 ext. 2301

courtney.cragun@lakeland272.org

Lakeland High School: Marti Fuhriman (208) 687-0181 ext. 2101

mfuhriman@lakeland272.org

Timberlake High School: Nicole Akins (208) 623-6303 ext. 2201

nicole.akers@lakeland272.org

34. School Calendar

July 2024							August 2024							September 2024						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
												1	2	3	4	5	6	7	8	9
	1	2	3	4	5	6	4	5	6	7	8	9	10	8	9	10	11	12	13	14
7	8	9	10	11	12	13	11	12	13	14	15	16	17	15	16	17	18	19	20	21
14	15	16	17	18	19	20	18	19	20	21	22	23	24	22	23	24	25	26	27	28
21	22	23	24	25	26	27	25	26	27	28	29	30	31	29	30					
28	29	30	31																	
July 4 - Holiday							August 26 - All Teachers Report							September 2 - Labor Day						
							August 27 - No Students - Curriculum Day for Teachers							September 3 - First Day of School						
							August 30 - No Contract Day for Teachers (Everyone else works)													

35. [Bell Schedules](#)

The graphic features a photograph of a school building with a large American flag flying on a pole. A blue semi-transparent box is overlaid on the left side of the image, containing the title and schedule information. The building has a sign that reads 'Lakeland Jt. School District' and 'District Office'.

**Lakeland Jt. School District
Bell Schedules 2024/25**

All Elementary Schools: 8:55am - 3:15pm
Lakeland Middle School: 7:45am - 1:56pm
Timberlake Middle School: 7:37am - 1:58pm
Lakeland High School: 7:35am - 2:10pm*
Timberlake High School: 7:35pm - 2:10pm*
Mountain View High School: 8:05am - 1:40pm*

*Does not reflect zero-hour times