

SUBSTITUTE 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.

Table of Contents

1. [Knowledge of Policies and Regulations](#)
2. [Assignments](#)
3. [Line of Authority](#)
4. [Former Alumni](#)
5. [Dress Code](#)
6. [Cell Phone Usage](#)
7. [Working Hours](#)
8. [Substitute Duties and Responsibilities](#)
9. [Classroom Teacher Responsibilities](#)
10. [Student Discipline](#)
11. [Keeping Students After School](#)
12. [Teacher/Student Conduct](#)
13. [Ethics](#)
14. [Student Accidents](#)
15. [Clerical Duties](#)
16. [Controversial Issues](#)
17. [Excusing Students](#)
18. [Supervision of Students](#)
19. [Keys](#)
20. [Gifts](#)
21. [Pay Rate](#)
22. [Time Record](#)
23. [Payroll](#)
24. [Drug-Free Workplace](#)
25. [Sexual Harassment](#)
26. [FERPA Compliance](#)
27. [Discipline Protocol](#)
28. [Resignation](#)
29. [Substitute Teacher Job Description and Policy](#)
30. [Lockdown Procedures](#)
31. [Computer Logins](#)
32. [District Facilities](#)
33. [Board of Trustees & Administration](#)
34. [Contact Information](#)
35. [School Calendar](#)
36. [Bell Schedules](#)

Welcome to Lakeland Joint School District!

The Board of Trustees and the Lakeland Joint School District are committed to providing students with an educational program of the highest possible standards. Achieving this goal depends on the dedication, competency, and commitment of every employee, as well as a shared desire for excellence.

At Lakeland, we recognize that Substitute Teachers play an important role in maintaining a safe, supportive, and high-quality learning environment when our regular teachers are absent. Your willingness to step into the classroom and support our students makes you a valued member of the Lakeland education team. We encourage you to approach your role with enthusiasm, professionalism, and pride.

Lakeland Joint School District is committed to providing you with the guidance and resources necessary to help you be successful in your role as a Substitute Teacher. This handbook has been designed to serve as a convenient reference and provide you with important information, expectations, procedures, and resources to support you throughout your time with the district.

Thank you for your dedication, flexibility, and willingness to serve our students. We are grateful to have you as part of the Lakeland team and appreciate the important role you play in supporting student success.

Welcome to Lakeland Joint School District!

1. Knowledge of Policies and Regulations

All personnel are responsible for knowing and complying with district policies and regulations. Policies are available at www.sd272.org. Violation of policies may result in disciplinary action. When in conflict, federal and state laws take precedence over district policy.

2. Assignments

Substitute Teachers must work at least once per month to remain active. Reapplication is required for reactivation if an account is deactivated due to inactivity.

Accounts may also be deactivated without notice if there are more than seven cancellations in a year. Frequent patterns of accepting and then canceling assignments may result in permanent removal from the system.

3. Line of Authority

Substitute Teachers report to the building principal and are expected to follow the directions of both the principal and the classroom teacher. Principals may exclude any Substitute Teacher from their building at their discretion. Should an issue arise with the Substitute Teacher, the principal shall contact the Substitute Teacher coordinator, and appropriate action shall be taken.

4. Former Alumni

For the protection of our staff and students, graduates of Lakeland Joint School District high schools must be at least four years post-graduation to be eligible to work at the high school level. In addition, Substitute Teachers must be at least 21 years old to receive assignments at the high school level, per policy [5700](#).

5. Dress Code

Substitute Teachers must follow the district's business casual dress code, per policy [5360](#). Clothing must be professional, free from holes, tears, or offensive content, and should not reference drugs or alcohol.

Substitute Teachers should also dress appropriately for the assignment and duties they are performing. While business casual attire is generally expected, some assignments may require more practical or activity-appropriate clothing. For example, a Substitute Teacher assigned to Physical Education, shop, or another position requiring physical activity should wear appropriate clothing and footwear that allows them to safely and effectively perform the duties of the position.

6. Cell Phone Usage

Substitute 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. Use is permitted during breaks when students are not present.

7. Working Hours

Working hours for Substitute Teachers are determined by the position being covered. Substitute Teachers are expected to report to their respective schools at the "substitute times" listed on AESOP.

8. Substitute Teacher Duties and Responsibilities

- Check in at the school office and wear your badge.
- Review lesson plans and classroom information in the teacher's folder.
- Follow the teacher's plans and leave a detailed summary for their return.
- Contact the office if plans are missing. Do not improvise without principal approval.
- Perform all assigned duties.
- Check out with the office when finished

9. Classroom Teacher Responsibilities

Classroom teachers will provide:

- Clear lesson plans
- Seating charts
- Attendance and lunch count procedures
- Schedules and duty assignments
- Discipline plans and medical info
- Emergency procedures

10. Student Discipline

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

1. Give a verbal warning.
2. Speak privately with the student.
3. Refer continued misbehavior to the office and notify them as the student leaves.

Seriously disruptive students must be referred to the office immediately. If a student is sent out of the classroom, the Substitute Teacher must contact the office directly as the student leaves. A brief written summary of the incident should be submitted to the building administration, with a copy left for the regular classroom teacher. Students should never be left unsupervised or seated in hallways under any circumstances

11. Keeping Students After School

Students may not be kept after school without principal approval and alternate transportation arrangements.

12. Teacher/Student Conduct

Substitute Teachers are expected to maintain a high level of professionalism at all times. They must treat all students with respect and avoid any behavior that could embarrass, humiliate, or single out a student, whether individually or as part of a group.

Respecting students' personal space and boundaries is essential. Physical contact with students should be avoided, as it may lead to legal and professional consequences for the Substitute Teacher.

13. Ethics

Ethical behavior reflects the standards of personal integrity we expect from ourselves and others. All district employees are required to demonstrate professionalism and confidentiality in all interactions.

Staff should not engage in conversations about colleagues' personal opinions or actions. Discussions involving school policy, administrative decisions, students, or parents must be limited to confidential meetings or authorized administrative conferences. All employees are expected to adhere to the professional standards outlined in the Idaho State Department of Education's Code of Ethics: <http://www.sde.idaho.gov>

14. Student Accidents

Provide first aid and notify the office immediately. Head injuries require immediate office referral. Complete an accident report for any injury occurring under your supervision.

15. Clerical Duties

A part of a Substitute Teacher's responsibility includes certain clerical duties such as grading papers, preparing 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. To stay compliant with FERPA, students shall not grade papers.

16. Controversial Issues

Discussion of controversial issues must be on an informative, nonpartisan level. Substitute Teachers shall not bias the minds of students with their personal preferences. Substitute Teachers shall not impose their personal views in the instruction of issues such as religion, politics, and social beliefs.

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 Substitute Teacher is not available.

19. Keys

School keys are not to be in the possession of students at any time under any circumstances. Substitute Teachers are responsible for the keys they are loaned and must immediately report the loss or theft of any key(s) to the building Principal. Substitute 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 Substitute Teacher is not allowed. Substitute Teachers are not to buy presents or give food to students.

21. Pay Rate

- Daily rate: \$110
- Long-term rate (11+ days): \$120/day
- Retired teachers: \$130/day
- Paraprofessional sub rate: \$16.22/hour
- Noon duty sub rate: \$14.85/hour

22. Time Record

Each Substitute Teacher's time is recorded in the AESOP management system and serves as their official timesheet. It is the responsibility of the Substitute Teacher to ensure that the information recorded accurately reflects the hours worked.

Payroll pulls time records from AESOP on the 16th of each month for the current pay period. Please review your AESOP entries regularly. If you notice any discrepancies, contact the administrative assistant at the school where the issue occurred, as they are responsible for approving and making corrections in AESOP.

23. Payroll

Lakeland Joint School District's pay period runs from the 16th of each month through the 15th of the following month. Employees are paid on the 28th of each month. If the 28th falls on a weekend or holiday, paychecks will be issued on the preceding Friday.

24. Drug-Free Workplace

Lakeland Joint School District is committed to maintaining a safe, healthy, and productive working environment. In accordance with Policy [5320](#), the unlawful manufacture, distribution, possession, or use of controlled substances or alcohol is strictly prohibited on all school premises and at any school-sanctioned event.

Employees found to be in violation of this policy, or convicted of any drug- or alcohol-related offense on or off school grounds, may be subject to disciplinary action up to and including termination.

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 strictly prohibited by district policy.

26. Federal Education Right to Privacy Act (FERPA)

A Substitute Teacher shall not share a student's scores or grades with other students. Students shall not grade each other's work, nor do they have the right to see or hear their peers' scores, including through informal measures like a show of hands.

All inquiries from adults regarding a student's academic performance must be referred to the student's regular classroom teacher. Any student information encountered during an assignment is to remain confidential in accordance with FERPA regulations.

27. Discipline Protocol

Substitute Teachers who are blocked from three schools will be removed from the AESOP system and will no longer be eligible to receive assignments in the Lakeland Joint School District. If a Substitute Teacher is blocked from two schools, a meeting with Human Resources will be arranged to address concerns and discuss opportunities for improvement. It is the responsibility of each building principal to inform a Substitute Teacher if they are no longer permitted to receive assignments at their school.

28. Resignation

If you choose to resign from substitute teaching, please email Olivia Jones at olivia.jones@lakeland272.org

29. Substitute Teacher Job Description and Policy

- [Substitute Teacher Job Description](#)
- [Policy 5700- Substitute](#)

30. Lockdown

1. Remain in your classroom and follow the district's established lockdown procedures.
2. Students Outside the Building: If students are outside during a lockdown, consider guiding them to a safe off-site location such as a nearby business, residence, or church. Notify first responders by calling 911 and provide the location.
3. Gymnasium: Move students and staff into the equipment room. Lock the doors and find a secure area within the room.
4. Cafeteria: Relocate to the nearest classroom or kitchen area. Lock the doors and remain out of sight in a safe location.
5. Library: Lock the library doors and move out of the line of sight. If possible, retreat to a back room and lock that door as well. If no secure rooms are available, crouch near an exterior wall or use overturned tables as barriers while remaining hidden.
6. Restrooms: If possible, teachers nearby should quickly check restrooms and escort any students to a secure classroom. If evacuation is not possible, students and staff should enter a stall, lock it, remain silent, and stand on the toilet to stay hidden.
7. Hallways: Quickly move into the closest secure classroom.
8. Disregard fire alarms or bells during a lockdown unless instructed otherwise by law enforcement.
9. Parent Volunteers: Stay in the classroom and follow the same lockdown protocols as staff and students.
10. Law Enforcement Entry: Only open classroom doors when a uniformed police officer shows official identification. Do not unlock or open doors until this verification occurs.

31. Computer Login

Athol Elementary

username: aegt
password: eagles2025
aegt@lakeland272.org

Betty Kiefer Elementary

username: bkegt
password: bobcats2025
bkegt@lakeland272.org

Garwood Elementary

username: gegt
password: grizzlies2025
gegt@lakeland272.org

John Brown Elementary

username: jbegt
password: cougars2025
jbegt@lakeland272.org

Spirit Lake Elementary

username: slegt
password: wolves2025
slegt@lakeland272.org

Twin Lakes Elementary

username: tlegt
password: moose2025
tlegt@lakeland272.org

Lakeland Middle

username: lmsgt
password: hawks2025
ljhsigt@lakeland272.org

Timberlake Middle

username: tmsgt
password: tigers2025
tjhsigt@lakeland272.org

Mountain View High

username: mvgt
password: moose2025
mvgt@lakeland272.org

Lakeland High

username: lhsigt
password: hawks2025
lhsigt@lakeland272.org

Timberlake High

username: thsigt
password: 2025tigerz
thsigt@lakeland272.org

32. 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 High School	7802 W. Main Street, Rathdrum, Idaho

33. Board of Trustees/Administration

Board of Trustees

Randi Bain	Zone 1
Ramona Grissom	Zone 2
Michelle Thompson	Zone 3
David Quimby	Zone 4
Jeffrey Brodhead	Zone 5

Lakeland District Office 208.687.0431

Jake Massey, *Superintendent of Schools*
Shannon LaFountaine, *Curriculum*
Jessica Grantham, *CFO, Director of Op.*
Chad Parson, *IT Director*
Brook Cunningham, *HR Director*
Olivia Jones, *Substitute Teacher*
Coordinator/ HR Asst.

34. Contacts

Substitute Teacher Coordinator:

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

Admin Assistants

Athol Elementary: Leana Kelley (208) 683-2231 ext. 4102

leana.kelley@lakeland272.org

Betty Kiefer Elementary: Lexi Gelz (208) 687-5206 ext. 4201

alexis.gelz@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: Tenille Grant (208) 623-2501 ext. 4501

tenille.grant@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.akins@lakeland272.org

35. School Calendar

2026-27						
July 2026						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2026						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2026						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
September 7 - Labor Day No School						
September 8 - First Day of School						
October 2026						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
October 2 - No School for Students K-12						
November 2026						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
November 3 - No School for Students K-12						
November 6 - End of 1st Quarter - Secondary						
November 19 - End of the First Trimester Elementary						
November 20 - No School for Students K-12						
November 23 - 27 - Thanksgiving Break - No School						
December 2026						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
December 21 - January 1st - Christmas Break - No School						
December 25 - Christmas Holiday						
January 2027						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January 4 - School Resumes						
January 18 - MLK Holiday - No School						
January 28 - End of the 2nd quarter						
January 29 - Professional Day No School for Grades 6-12 only						
February 2027						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
February 15 - President's Day - No School						
February 25 - End of the 2nd Trimester						
February 26 - Professional Day - No School for K-5 only						
March 2027						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
March 25 - End of the 3rd quarter Secondary						
March 26 - No School for Students K-12						
March 29 - April 2nd - Spring Break - No School						

April 2027						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
April 5 - School Resumes						
May 2027						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
May 21 - No School for Students K-12						
May 27 - Mountain View Seniors Last Day						
May 28 - K - 5 Only - No Regular Session - Conferences						
May 31st - Memorial Day - No School						
June 2027						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
June 4 - Mountain View Graduation						
June 7 - Senior's Last Day						
June 8 - Timberlake High School Graduation						
June 9 - Lakeland High School Graduation						
June 11 - End of the 4th Quarter and 3rd Trimester						
June 11 - Last Day for Students						

36. [Bell Schedules](#)



**Lakeland Jt. School District
Bell Schedules 2026/27**

All Elementary Schools: 8:55am - 3:15pm
Lakeland Middle School: 7:45am - 1:56pm
Timberlake Middle School: 7:35am - 2pm
Lakeland High School: 7:35am - 2:15pm
Timberlake High School: 7:35am - 2:15pm*
Mountain View High School: 8:05am - 1:40pm*
*Does not reflect zero-hour times