

2017-18  
2855 Colonial Boulevard  
Fort Myers, Florida 33966  
[www.leeschools.net](http://www.leeschools.net)

# GUEST TEACHER HANDBOOK

This handbook was developed for guest teachers serving Lee County District Schools through a joint effort of the Lee County Association of Professional Substitute Teachers (LCAPST) and District staff. We hope it will introduce you to your role as a guest teacher and provide information on how to utilize resources that are available to you as a District employee.

Please address your questions about procedures for a specific school to that school's guest teacher contact, usually the principal's secretary or an assistant principal. This handbook lists District contacts who are available to assist you with questions related to the Leave Management System (LMS), the source of your teaching assignments. Other District contacts are listed as well.

We are undergoing a change in "branding," transitioning from the "substitute" teacher job title to "guest" teacher. Until the transition is complete, you will encounter both designations at schools, on websites, and in communications from the District.

The School Board of Lee County, Florida

**Mary Fischer**, District 1 (Chairman)  
**Jane E. Kuckel, PhD**, District 6 (Vice Chairman)

**Melisa W. Giovannelli**, District 2  
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Dr. Gregory K. Adkins  
Superintendent

[www.leeschools.net](http://www.leeschools.net)

The School Board of Lee County, Florida, prohibits discrimination on the basis of age, color, disability, gender, national origin, marital status, religion, or sexual orientation.

Lee County Association  
of Professional Substitute Teachers  
[WWW.LCAPST.ORG](http://WWW.LCAPST.ORG)



**Simplee the Best**  
The Right Talent  
in the Right Place

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# THE SCHOOL DISTRICT OF LEE COUNTY

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2855 COLONIAL BLVD. ♦ FORT MYERS, FLORIDA 33966 ♦ WWW.LEESCHOOLS.NET

MARY FISCHER  
CHAIRMAN, DISTRICT 1  
JANE E. KUCKEL, PHD  
VICE CHAIRMAN, DISTRICT 6  
MELISA W. GIOVANNELLI  
DISTRICT 2  
CHRIS N. PATRICCA  
DISTRICT 3  
STEVEN K. TEUBER  
DISTRICT 4  
PAMELA H. LARIVIERE  
DISTRICT 5  
CATHLEEN O'DANIEL MORGAN  
DISTRICT 7  
GREGORY K. ADKINS, ED. D.  
SUPERINTENDENT  
KEITH B. MARTIN, ESQ.  
BOARD ATTORNEY

Dear Guest Teachers:

On behalf of the School Board, it is such a pleasure to welcome you to the 2017-18 school year! Each of you, returning and new teachers, is very important to us!

In this large District, keeping our classrooms staffed is sometimes a challenge! You play a necessary and valuable role in the education of our students, getting to know, teach and influence young lives. You are essential to our schools; we wouldn't be able to function without you.

As our guest teachers, you are the ones who ensure continuity of learning while contract teachers are out of school because of illness, meetings, professional development or personal business. You care and you are dedicated to helping our children to meet their maximum potential.

For this, I say THANK YOU and look forward to your continued success.

Respectfully,

Mary Fischer  
Chairman



## THE SCHOOL DISTRICT OF LEE COUNTY

2855 COLONIAL BLVD. ♦ FORT MYERS, FLORIDA 33966 ♦ WWW.LEESCHOOLS.NET

GREGORY K. ADKINS, ED. D.  
SUPERINTENDENT  
(239) 337-8300 FAX (239) 337-8378

MARY FISCHER  
CHAIRMAN, DISTRICT 1  
JANE E. KUCKEL, PHD  
VICE CHAIRMAN, DISTRICT 6  
MELISA W. GIOVANNELLI  
DISTRICT 2  
CHRIS N. PATRICCA  
DISTRICT 3  
STEVEN K. TEUBER  
DISTRICT 4  
PAMELA H. LARIVIERE  
DISTRICT 5  
CATHLEEN O'DANIEL MORGAN  
DISTRICT 7  
GREGORY K. ADKINS, ED.D.  
SUPERINTENDENT  
KEITH B. MARTIN, ESQ.  
BOARD ATTORNEY

Dear Guest Teachers:

As the Superintendent for the School District of Lee County, it is my special privilege to welcome you as a new or returning guest teacher to our District.

Over the years, I have had the opportunity to work with many of you to include my days as a teacher, principal and district administrator. I quickly came to realize and appreciate the hard work and dedication exemplified by our guest teachers as they daily take on the sometimes daunting task of walking into a new classroom to forward the learning of our students. We had many exciting and productive days during those times but they cannot compare to what lies ahead.

I am encouraged by your interest in the District and I am appreciative of the dedication and commitment from each of you. Thank you for assisting us in meeting the needs of our students, every day. Your support of our students, staff and administration is vital to the success our District.

We continue to make progress toward our goal to be A World Class School System. There are great things yet to come and I am glad you are here to be a part of it.

Sincerely,

Gregory K. Adkins, Ed.D.  
Superintendent

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VISION: TO BE A WORLD-CLASS SCHOOL SYSTEM

THE SCHOOL DISTRICT OF LEE COUNTY  
FAST FACTS

<b>VISION</b>
To be a world-class school system
<b>MISSION</b>
To ensure that each student achieves his/her highest personal potential

The School District of Lee County is the 9<sup>th</sup> largest school system in Florida and the 34<sup>th</sup> largest school system in the United States. It is growing at a rate of around 2,000 students each year, or the equivalent of a large high school. The student population is very diverse, with approximately 43% white students, 35% Hispanic/Latino, 15% Black/African American, 5% multi-racial, and 2% other.

The District is the second largest employer of full and part time personnel in Lee County. Of the over 11,000 full and part time employees, approximately 5,500 are teachers. With a budget of \$1.33 billion, the daily cost to run the schools is approximately \$3.4 million.

For the 2016-17 school year, the District consists of 121 schools:

Level	Number of Schools
<b>Elementary Schools</b>	45
<b>Middle Schools</b>	16
<b>High Schools</b>	13
<b>K – 8<sup>th</sup> Grade Schools</b>	4
<b>Special Education Centers and Community Schools</b>	17
<b>Charter Schools</b>	26

Grade Level	Enrollment (Latest Figures)
<b>Pre-Kindergarten</b>	1,833
<b>Kindergarten through 5</b>	42,278
<b>Six through 8</b>	20,552
<b>Nine through 12</b>	27,927
<b>Total Pre-K through 12</b>	91,590

## IMPORTANT TECHNOLOGY NOTES

As with any school district these days, technology plays a major role in instruction and communication. The vast majority of District employees have computer network credentials and use District e-mail and digitally stored documents in their daily duties. Guest teachers also receive network credentials consisting of a username and password. Contact the Help Desk at 239-337-8221 to receive your login credentials for District e-mail and network access. The District's website URL is

<http://leeschools.net>

The District uses a **single sign-on** system whereby the District username and password are used to access various online resources, eliminating the need to develop different usernames and passwords for different websites. The same username and password is used for District resources such as e-mail and *PeopleSoft*, the District's database. Additionally, the District partners with some outside agencies and contractors who also require secure sign-on using your District credentials.

For security reasons, passwords **must be changed every three months** or access will be terminated until the employee re-establishes access. The link to reset a lapsed account is

<https://selfservice.leeschools.net/>

**E-mail** communications made or received by District staff are considered public records that must be retained and, upon request, made available to the public and media. There should be no expectation of privacy. Remember to check your e-mail daily, preferably before students enter, during lunch, and before leaving the building. There may be information you need to disseminate to students before the end of the day.

**Staff cell phones** are not to be used during class time or when you are in direct supervision of students. Staff phones need to be placed in a secured place on the silent setting. Some schools request that personal phones are not visible to students. Personal phone calls to or from school staff are not permitted when students are present. Personal electronic mobile devices will operate on the District's guest network, not the school's instructional network. All use of personal devices on school grounds must adhere to the Acceptable Use Policy. See "Required Training" for the Acceptable Use Policy.

Please refer to the section in this handbook entitled "Internet Links and Resources" to acquaint yourself with services and information resources provided by the District. Your ability to access them is tied to the single sign-on system.





# LEE COUNTY SCHOOL DISTRICT CONTACTS

## Questions about...

## Contact:

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### ***Leave Management System***

- Adding schools or subjects
- Not receiving jobs
- Locked out of system

Christine Blanchard, Payroll  
239-335-1445  
[ChristineABL@LeeSchools.net](mailto:ChristineABL@LeeSchools.net)

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### ***Professional Development***

- Course availability for guest teachers
- Course completion status

Dr. Helen Martin, Human Resources  
239-337-8660  
[HelenJMa@LeeSchools.net](mailto:HelenJMa@LeeSchools.net)

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### ***General Questions***

- Paperwork
- Changing personal information
- Ending employment

Heather Cook, Staffing & Talent Management  
239-461-8486  
[HeatherCo@LeeSchools.net](mailto:HeatherCo@LeeSchools.net)

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### ***PeopleSoft ELM Module***

- Inservice Credit
- Course Registration

Julie Holcomb, Curriculum & Staff Development  
239-337-8370  
[Help.ELM-PeopleSoft@LeeSchools.net](mailto:Help.ELM-PeopleSoft@LeeSchools.net)  
[JulieAH@LeeSchools.net](mailto:JulieAH@LeeSchools.net)

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### ***Safety Training Program Glitches***

- Frozen screen
- Unable to click on correct answer
- Unable to log in\*

Scenario Learning, LLC  
800-434-0154  
\*Reminder: Log in capability is activated 30 days after hire date. If it has been more than 30 days and you are still unable to log in, contact Heather Tyndall at 461-8486 to confirm your employee ID number.

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### ***Username and Password***

- Username and password
- School district E-mail
- Acceptable Use of Internet Training

IT HELP DESK  
239-337-8221

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### ***BENCOR (FICA Alternative)***

- Distribution of funds following termination of employment

Stephanie Manning, Staffing & Talent Mgt.  
239-337-8394  
[StephanieSM@LeeSchools.net](mailto:StephanieSM@LeeSchools.net)

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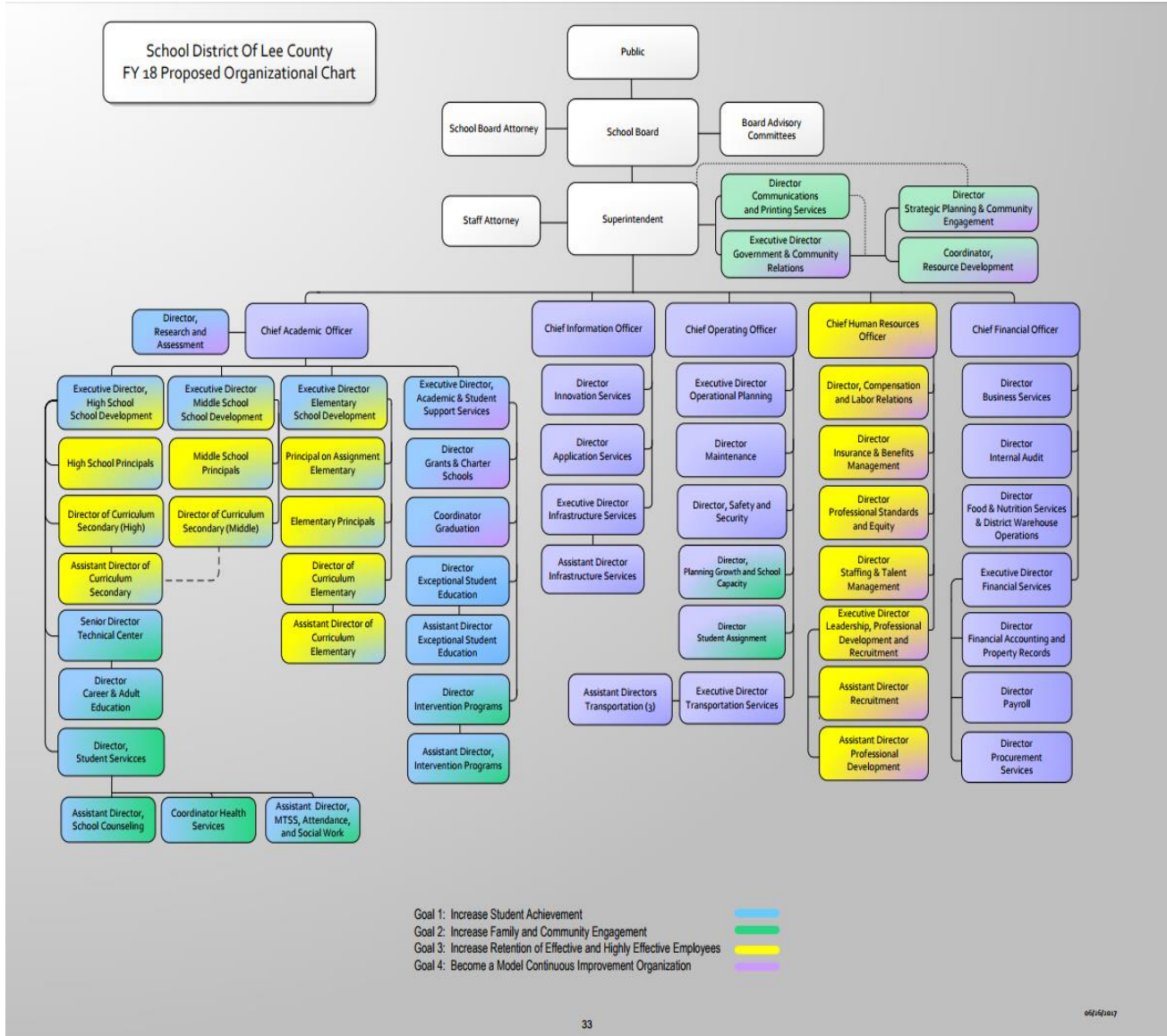
### ***BENCOR***

- All other BENCOR questions

239-283-8884

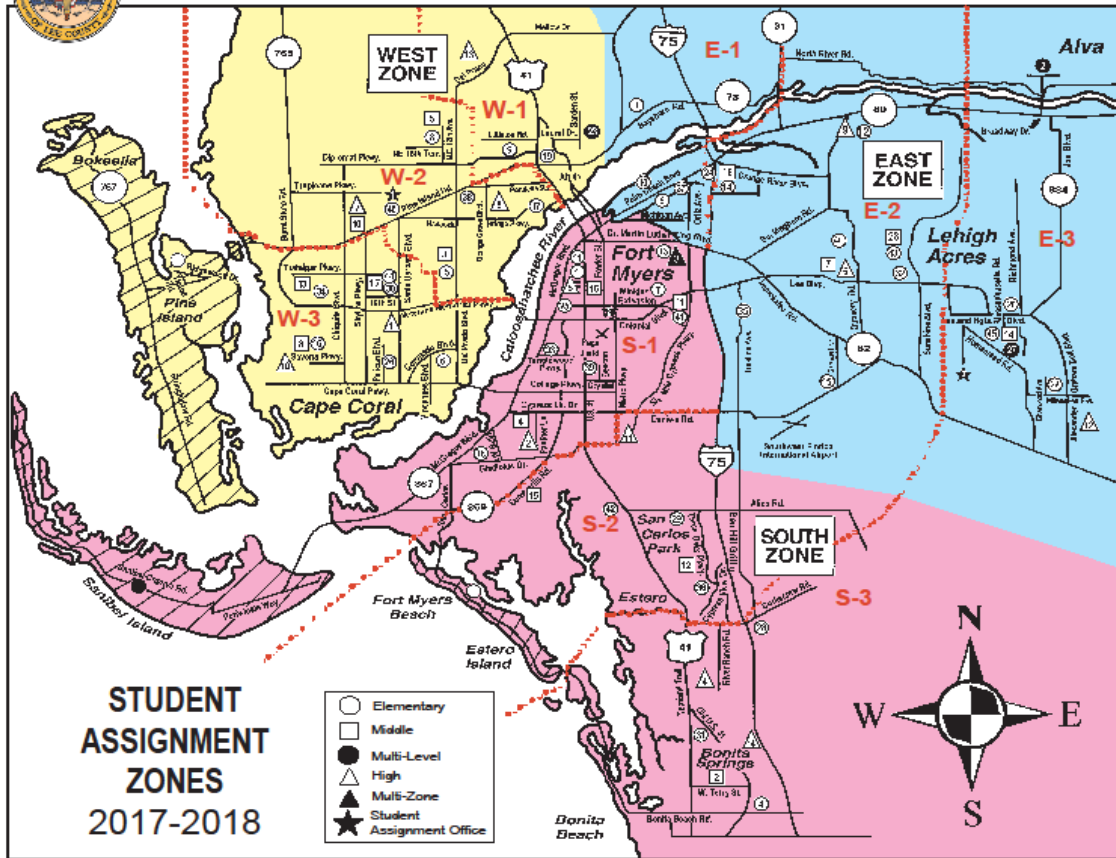
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# FY 2017 ORGANIZATIONAL CHART





# THE SCHOOL DISTRICT OF LEE COUNTY



Free school bus transportation is provided for students who live beyond two miles from their assigned school. Students residing in barrier island boundary areas of Fort Myers Beach, and Pine Island will attend their barrier island elementary school. Students residing in barrier island boundary area of Sanibel Island will attend their barrier island elementary and middle school.

WEST ZONE Student Assignment Office	
Cape Coral	1
Elementary Schools	
Caloosa (U)	5
Cape	6
Diplomat (U)	8
Gulf	16
Hancock Creek	17
Hector A. Cafferata, Jr. (U)	40
J. Colin English (U) (IB)	19
Littleton (U)	9
NFM Academy for the Arts (K-8) (A) (U)	23
Patriot	44
Pelican	26
Skyline	30
Trafalgar (U)	34
Tropic Isles	38
Middle Schools	
Caloosa	3
Challenger	17
Diplomat	5
Gulf	8
Mariner (IB)	10
NFM Academy for the Arts (K-8) (A) (U)	23
Trafalgar	13
High Schools	
Cape Coral (IB)	1
Ida S. Baker (C)	10
Island Coast	13
Mariner	7
North Fort Myers (A) (CA)	8

SOUTH ZONE Student Assignment Office	
Fort Myers	2
Elementary Schools	
Allen Park	1
Bonita Springs (U) (A)	4
Colonial (U)	7
Edison Park (A)	11
Franklin Park (U)	13
Heights (IB)	18
Orangewood	25
Pinewoods	28
Ray V. Pottorf	41
Rayma C. Page (U)	42
San Carlos Park (U) (A)	29
Spring Creek (U)	31
Tanglewood	33
Three Oaks	36
Villas	39
Middle Schools	
Bonita Springs (A)	2
Cypress Lake (A)	4
Fort Myers Middle Academy (U) (T)	16
Lexington (IB)	15
Paul Laurence Dunbar	11
Three Oaks (U)	12
High Schools	
Bonita Springs (9th grade only)	14
Cypress Lake (A)	2
Dunbar Zone Magnet (IB STEM)	3
Estero (CA)	4
Fort Myers (IB)	5
South Fort Myers (C)	11

EAST ZONE Student Assignment Office	
Lehigh Acres	3
Elementary Schools	
Alva (K-8)	2
Bayshore (U)	3
Edgewood Academy (A) (U)	10
G. Weaver Hipps	45
Gateway	15
Harns Marsh	43
James Stephens Academy (U)	6
Lehigh	20
Manatee (U)	14
Mirror Lakes (U)	22
Orange River (U)	24
River Hall (U)	12
Sunshine	32
Tice (FL)	37
Tortuga Preserve (U)	46
Treeline (U)	35
Veterans Park (K-8) (A) (U)	27
Middle Schools	
Alva (K-8)	2
Harns Marsh (STEM) (U)	28
Lehigh Acres (U)	14
Oak Hammock (A) (U)	18
Varsity Lakes (U)	7
Veterans Park (K-8) (A) (U)	27
High Schools	
Dunbar (IB STEM)	3
East Lee County (C) (CA)	12
Lehigh Senior (A) (CA)	6
Riverdale (IB)	9

(A) Arts Program; (C) Comprehensive Program; (IB) International Baccalaureate; (CA) Cambridge Program; (T) Technology Program; (STEM) Science, Technology, Engineering, Math; (FL) Foreign Language; (U) this school has a uniform clothing policy

## **BELL TIMES(DRAFT)**

The District sets times for each school's day, but each school establishes its own class period schedule. Make sure you understand your class period bell schedule, especially for schools with alternating day block schedules or elementary schools with common times for reading and math.

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<u>Elementary Schools</u>	<u>Approved 04/05/16</u>	<u>Bell Times 2016/17</u>	
Allen Park Elementary School	<a href="#">Principal: Lisa Eastridge</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-936-1459
Bayshore Elementary School	<a href="#">Principal: Lynn Herrell</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-543-3663
Bonita Springs Elementary School	<a href="#">Principal: Susan Caputo</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-992-0801
Caloosa Elementary School	<a href="#">Principal: Shelley Markgraf</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-574-3113
Cape Elementary School	<a href="#">Principal: Nicole Osterholm</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-542-3551
Colonial Elementary School	<a href="#">Principal: Dr. Marsha Bur</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-939-2242
Diplomat Elementary School	<a href="#">Principal: Mara Vertrees</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-458-0033
Dr. Carrie D. Robinson Littleton Elementary School	<a href="#">Principal: Monica Broughton</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-995-3800
Edgewood Academy	<a href="#">Principal: Robert Mazzoli</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-334-6205
Edison Park Creative and Expressive Arts School	<a href="#">Principal: Cherise Trent</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-334-6232
Fort Myers Beach Elementary School	<a href="#">Principal: Jeff Dobbins</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-463-6356
Franklin Park Elementary School	<a href="#">Principal: Dr. Bethany Quisenberry</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-332-1969
G. Weaver Hipps Elementary School	<a href="#">Principal: Aida Saldivar</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-368-7042
Gateway Elementary School	<a href="#">Principal: Christine Siebenaler</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-768-3737
Gulf Elementary School	<a href="#">Principal: Kim Verblauw</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-549-2726
Hancock Creek Elementary School	<a href="#">Principal: Dr. Cynthia Phillips-Luster</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-995-3600
Harns Marsh Elementary School	<a href="#">Principal: Tracey Zenoniani</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-690-1249
Hector A. Cafferata, Jr. Elementary School	<a href="#">Principal: James Moreland</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-458-7391
Heights Elementary School	<a href="#">Principal: Douglas Palow</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-481-1761
J. Colin English Elementary School	<a href="#">Principal: Joe Williams, III</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-995-2258
James Stephens International Academy	<a href="#">Principal: Kenneth Savage</a>	7:55 a.m. - 4:15 p.m.	Phone: 239-337-1333
Lehigh Elementary School	<a href="#">Principal: Sherri Wipf</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-369-2477
Manatee Elementary School	<a href="#">Principal: Ashley LaMar</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-694-2097
Mirror Lakes Elementary School	<a href="#">Principal: Robert Cooper</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-369-2200
Orange River Elementary School	<a href="#">Principal: Karen Manzi</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-694-1258
Orangewood Elementary School	<a href="#">Principal: Angela Nader</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-936-2950
Patriot Elementary School	<a href="#">Principal: Jami Browder</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-242-1023
Pelican Elementary School	<a href="#">Principal: Edwin Carter</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-549-4966
Pine Island Elementary School	<a href="#">Principal: Steven Hook</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-283-0505
Pinewoods Elementary School	<a href="#">Principal: Leslie Gunderson</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-947-7500
Ray V. Pottorf Elementary School	<a href="#">Principal: Dorothy Whittaker</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-274-3932
Rayma C. Page Elementary School	<a href="#">Principal: Valerie Sheckler</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-432-2737
River Hall Elementary School	<a href="#">Principal: Alice Barfield</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-693-0349

San Carlos Park Elementary School	<a href="#">Principal: Christy Kutz</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-267-7177
Skyline Elementary School	<a href="#">Principal: Laura Trombetti</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-772-3223
Spring Creek Elementary School	<a href="#">Principal: Diane Sherman</a>	8:55 a.m. - 3:10 p.m.	Phone: 239- 947-0001
Sunshine Elementary School	<a href="#">Principal: Benjamin Ausman</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-369-5836
Tanglewood Elementary School	<a href="#">Principal: Linda Buckley</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-936-0891
Three Oaks Elementary School	<a href="#">Principal: Jody Moorhead</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-267-8020
Tice Elementary School	<a href="#">Principal: Ronda Amaya</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-694-1257
Tortuga Preserve Elementary School	<a href="#">Principal: Dr. Scott LeMaster</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-693-5023
Trafalgar Elementary School	<a href="#">Principal: Ann Fainer</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-283-3043
Treeline Elementary School	<a href="#">Principal: Kelly Thornton</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-768-5208
Tropic Isles Elementary School	<a href="#">Principal: Alane Adams</a>	8:55 a.m. - 3:10 p.m.	Phone: 239-995-4704
Villas Elementary School	<a href="#">Principal: Shane Musich</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-936-3776
<u>Middle Schools</u>	<u>Approved 04/05/16</u>	<u>Bell Times 2016/17</u>	
Bonita Springs Middle Center for the Arts	<a href="#">Principal: Melissa Layner</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-992-4422
Caloosa Middle School	<a href="#">Principal: Dr. Ann F. Cole</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-574-3232
Challenger Middle School	<a href="#">Principal: Teri Carnady</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-242-4341
Cypress Lake Middle School	<a href="#">Principal: Kelly Mariscalco</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-481-1533
Diplomat Middle School	<a href="#">Principal: Maura Bennington</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-574-5257
Fort Myers Middle Academy	<a href="#">Principal: Ron Schuyler</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-936-1759
Gulf Middle School	<a href="#">Principal: Dr. Michelle Cort-Mora</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-549-0606
Harns Marsh Middle School	<a href="#">Principal: Linda Maere</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-690-2025
Lehigh Acres Middle School	<a href="#">Principal: Neketa Watson</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-369-6108
Lexington Middle School	<a href="#">Principal: Linda Berry</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-454-6130
Mariner Middle School	<a href="#">Principal: Rachel Gould</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-772-1848
Oak Hammock Middle School	<a href="#">Principal: Jennifer Sneddon</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-693-0469
Paul Laurence Dunbar Middle School	<a href="#">Principal: Dr. Nathan Shaker</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-334-1357
Three Oaks Middle School	<a href="#">Principal: Mike Carson</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-267-5757
Trafalgar Middle School	<a href="#">Principal: Dr. Michael Galbreath</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-283-2001
Varsity Lakes Middle School	<a href="#">Principal: Daman Essert</a>	9:45 a.m. - 4:00 p.m.	Phone: 239-694-3464
<u>Combination Schools (K-8)</u>	<u>Approved 04/05/16</u>	<u>Bell Times 2016/17</u>	
North Fort Myers Academy for the Arts	<a href="#">Principal: Thomas Millins</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-997-2131
The Alva School	<a href="#">Principal: Lynn Edward</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-728-2494
The Sanibel School	<a href="#">Principal: Charles Vilardf</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-472-1617
Veterans Park Academy for the Arts	<a href="#">Principal: Laura Stanford</a>	7:55 a.m. - 2:10 p.m.	Phone: 239-303-3003



<u>High Schools</u>	<u>Approved 04/05/16</u>	<u>Bell Times 2016/17</u>	
Cape Coral High School	<a href="#">Principal: Dr. Jeff Spiro</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-574-6766
Cypress Lake High School	<a href="#">Principal: Angela Roles</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-481-2233
Dunbar High School	Principal: Carl Burnside	7:05 a.m. - 1:35 p.m.	Phone: 239-461-5322
East Lee County High School	<a href="#">Principal: Susan Zellers</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-369-2932
Estero High School	<a href="#">Principal: Clayton Simmons</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-947-9400
Fort Myers High School	<a href="#">Principal: David LaRosa</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-334-2167
Ida S. Baker High School	<a href="#">Principal: Jami Covert</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-458-6690
Island Coast High School	<a href="#">Principal: Kristin Bueno</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-458-0362
Lehigh Senior High School	<a href="#">Principal: Jackie Corey</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-693-5353
Mariner High School	<a href="#">Principal: Dr. Robert Butz</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-772-3324
North Fort Myers High School	<a href="#">Principal: Debbie Diggs</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-995-2117
Riverdale High School	<a href="#">Principal: Scott Cook</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-694-4141
South Fort Myers High School	<a href="#">Principal: Edward Mathews</a>	7:05 a.m. - 1:35 p.m.	Phone: 239-561-0060
<u>Special Centers</u>	<u>Approved 04/05/16</u>	<u>Bell Times 2016/17</u>	
Adult and Community Education	<a href="#">Director: Rita Effing</a>	8:00 a.m. - 4:30 p.m.	Phone: 239-939-6310
AMikids Southwest Florida	<a href="#">Principal: Herman Williams</a>	8:00 a.m. - 6:00 p.m.	Phone: 239-765-9696
Buckingham Exceptional Center	<a href="#">Principal: Dr. Ruthie Lohmeyer</a>	9:30 a.m. - 4:00 p.m.	Phone: 239-693-1233
Cape Coral Technical College	Director: Judy Johnson	8:00 a.m. - 2:30 p.m.	Phone: 239-574-4440
Dunbar Community School	<a href="#">Principal: Ken Burns</a>	8:00 a.m. - 4:30 p.m.	Phone: 239-334-2941
Early Childhood Learning Services	<a href="#">Director: Maggie Stevens</a>	8:30 a.m. - 2:30 p.m.	Phone: 239-332-2512
Fort Myers Technical College	<a href="#">Director: Brian Mangan</a>	8:00 a.m. - 2:30 p.m.	Phone: 239-334-4544
Lee Adolescent Mothers Program (LAMP)	<a href="#">Principal: Maggie Stevens</a>	9:35 a.m. - 4:05 p.m.	Phone: 239-332-2526
Lee Virtual Instruction Program	<a href="#">Principal: Al Shilling</a>	8:00 a.m. - 4:30 p.m.	Phone: 239-337-8178
Royal Palm Exceptional Center	<a href="#">Principal: Robert Moretti</a>	7:45 a.m. - 2:15 p.m.	Phone: 239-337-3511
Success Academy	<a href="#">Principal: Dr. Marti Iovine</a>	9:35 a.m. - 4:05 p.m.	Phone: 239-334-3416
S.W. Florida Detention Center	<a href="#">Principal: Herman Williams</a>	8:00 a.m. - 4:30 p.m.	Phone: 239-332-6927
S.W. Florida Public Service Academy	<a href="#">Principal: Todd Everly</a>	8:00 a.m. - 4:30 p.m.	Phone: 239-334-3897
Vince Smith Center	<a href="#">Principal: Herman Williams</a>	8:00 a.m. - 4:30 p.m.	Phone: 239-338-2306



# The School District of Lee County 2017-2018 School Calendar

July 2017							January 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1								
2	3	4	5	6	7	8	JUL 4 Independence Day	7	8	9	10	11	12	13
9	10	11	12	13	14	15		14	15	16	17	18	19	20
16	17	18	19	20	21	22		21	22	23	24	25	26	27
23	24	25	26	27	28	29		28	29	30	31			
30	31													
August 2017							February 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	3
6	7	8	9	10	11	12	AUG 3 Teachers' First Day	4	5	6	7	8	9	10
13	14	15	16	17	18	19	AUG 3, 4, 9 Professional Duty Days	11	12	13	14	15	16	17
20	21	22	23	24	25	26	AUG 7, 8 Teacher In-Service Days	18	19	20	21	22	23	24
27	28	29	30	31			AUG 10 Students' First Day	25	26	27	28			
September 2017							March 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						1	2	3
3	4	5	6	7	8	9	SEPT 4 Labor Day	4	5	6	7	8	9	10
10	11	12	13	14	15	16		11	12	13	14	15	16	17
17	18	19	20	21	22	23	SEPT 21 - 22 Rosh Hashanah	18	19	20	21	22	23	24
24	25	26	27	28	29	30	SEPT 30 Yom Kippur	25	26	27	28	29	30	31
October 2017							April 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7		1	2	3	4	5	6	7
8	9	10	11	12	13	14	OCT 13 End of 1 <sup>st</sup> Quarter - 45 Days	8	9	10	11	12	13	14
15	16	17	18	19	20	21	OCT 16 Professional Duty Day	15	16	17	18	19	20	21
22	23	24	25	26	27	28		22	23	24	25	26	27	28
29	30	31						29	30					
November 2017							May 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4				1	2	3	4	5
5	6	7	8	9	10	11	NOV 11 Veterans Day	6	7	8	9	10	11	12
12	13	14	15	16	17	18		13	14	15	16	17	18	19
19	20	21	22	23	24	25	NOV 22 - 24 Thanksgiving Break	20	21	22	23	24	25	26
26	27	28	29	30				27	28	29	30	31		
December 2017							June 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	DEC 12 - 20 Hanukkah						1	2
3	4	5	6	7	8	9	DEC 19 - 21 Early Dismissal Days	3	4	5	6	7	8	9
10	11	12	13	14	15	16	DEC 21 End of 2 <sup>nd</sup> Quarter - 45 Days	10	11	12	13	14	15	16
17	18	19	20	21	22	23	DEC 22 Professional Duty Day	17	18	19	20	21	22	23
24	25	26	27	28	29	30	DEC 25 Christmas Day	24	25	26	27	28	29	30
31							DEC 25 - JAN 5 Winter Break							

- Holiday - schools closed
- Professional Duty Day - no school for students
- Teacher In-Service Day - no school for students
- First and Last Student Day
- Early Dismissal Days - students
- Hurricane Make-Up Day

Board Approved 11/22/2016

*Special Notes*

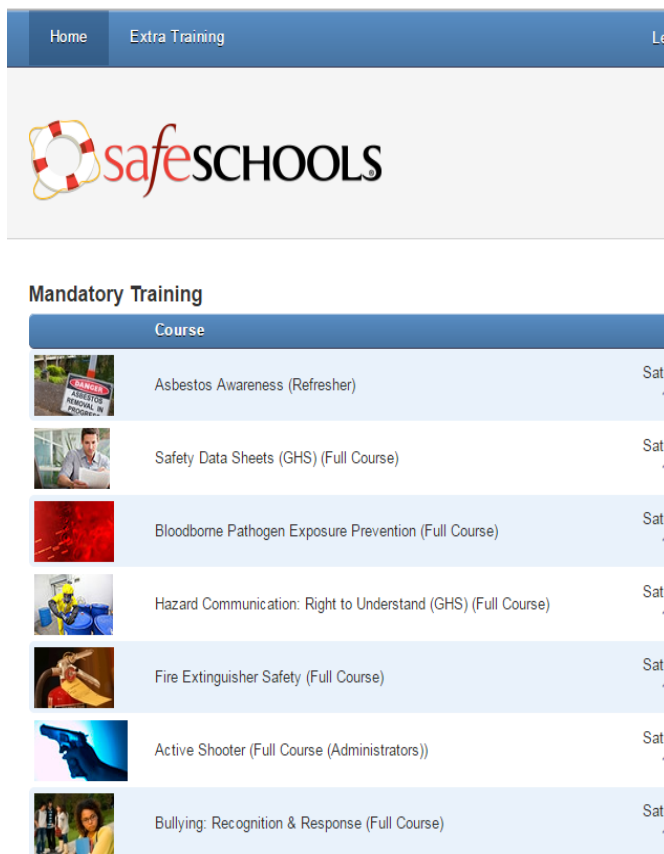
- All Jewish holidays begin at sundown the day before they are listed








## REQUIRED TRAINING

The Guest Teacher Welcome Packet lists several training requirements. In addition to the Safe Schools training (see below), guest teachers are also required to complete “Acceptable Use of Internet and Technology Training” as well as “Identifying and Reporting Child Abuse and Neglect” training.

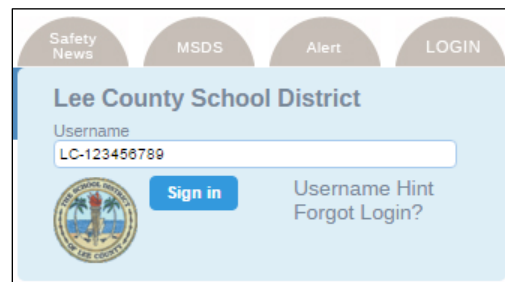
**Required Safe Schools Training** Within 60 days of your hire date (30 days from activation date), you are **required** to complete Occupational Safety and Health Administration (OSHA) Safety Training. Once your employee ID number is activated, approximately 30 days after your hire date, you will be able to access the seven (7) mandatory online OSHA training modules. All District employees are required to repeat the OSHA training annually, between August 1 and October 31. Other training opportunities are available for guest teachers, either online or through the Staff Development Department. Training link: <http://lee.fl.safeschools.com/login>



The screenshot shows the 'safeSCHOOLS' website interface. At the top, there are navigation tabs for 'Home' and 'Extra Training'. Below the logo, the 'Mandatory Training' section is displayed as a table with the following courses:

Course	Start Date
 Asbestos Awareness (Refresher)	Satu 11
 Safety Data Sheets (GHS) (Full Course)	Satu 11
 Bloodborne Pathogen Exposure Prevention (Full Course)	Satu 11
 Hazard Communication: Right to Understand (GHS) (Full Course)	Satu 11
 Fire Extinguisher Safety (Full Course)	Satu 11
 Active Shooter (Full Course (Administrators))	Satu 11
 Bullying: Recognition & Response (Full Course)	Satu 11

To log on to Safe Schools Training at <http://lee.fl.safeschools.com/login>, use the letters “LC” followed by a hyphen and your 9-digit employee ID (DID). Ex. LC-123456789. Once on the site you will be asked to confirm your identity. You will then see the homepage that has a list of



The screenshot shows the login page for the Lee County School District. It features a navigation bar with 'Safety News', 'MSDS', 'Alert', and 'LOGIN' buttons. The main content area includes the district name, a 'Username' field with the example 'LC-123456789', a 'Sign in' button, and links for 'Username Hint' and 'Forgot Login?'. The Lee County School District logo is also visible.

Once on the Safe Schools training page, either click on the “**Extra Training**” menu at the top of the page or on the “**View more courses**” button at the bottom of the page to locate this component.

Interested in Extra Training?

[View more courses](#)

**Required Abuse Reporting Training** Within 30 days of your hire date you are **required** to complete the Florida Mandatory Report of Child Abuse, Abandonment, or Neglect training.

Section 39.201(1)(a), F.S., requires that “**any person** who knows or has reasonable cause to suspect that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare... shall report such knowledge or suspicion” to the Department of Children and Families (DCF). Employees have immunity from liability if they report such cases in good faith. The principal should be apprised of any such necessary action by a staff member. There are three (3) ways to report abuse:

Abuse Hotline: **800-96-ABUSE** (22873)

Fax: 800-914-0004

Online: <http://www.dcf.state.fl.us/abuse/report/>

The **required** training component that describes the Florida Mandatory Reporting of Child Abuse, Abandonment, or Neglect can be accessed at <http://www3.fl-dcf.org/RCAAN>.

Follow the instructions in the District **Welcome Packet** to log on to the training site. Your completion form must be on file with the District. The best way to submit it is via e-mail to Jennifer Zengel — [JenniferMZ@leeschools.net](mailto:JenniferMZ@leeschools.net). If necessary, make a copy and send the copy via District Pony mail to the Department of Student Welfare and Attendance or via USPS to Jennifer Zengel, Student Welfare and Attendance, School District of Lee County, 2855 Colonial Blvd., Fort Myers, FL 33966.

**Required Technology Training** As a guest teacher you will be using District technology. Training on “Acceptable Use of Internet and Technology is required within 60 days of your hire date. To access the training site, see next page.



## Acceptable Use of Technology Resources Online Training

This course is required to be completed by all District employees annually. The training program was developed to familiarize all District employees with the policies and procedures for acceptable use of internet and technology resources. The goal of the program is to ensure employees use these resources appropriately and reduce the number of incidents of inappropriate use.

- Go to the Acceptable Use training site:  
<http://acceptableuse.leeschools.net/>
- Complete the training by clicking through the slide show.
- Complete the Quiz.
- You **do not** need to send a certificate as your passing score is automatically recorded.

Your **Login Credentials for District E-mail** must be used for this training.

**Forgot your username and password?**

Go to: <https://selfservice.leeschools.net>

**\*Note: The initial password for substitute teachers is their 9-digit Emp ID # (D.I.D)**

**If you do not know your password or it has expired beyond 90 days and have not yet registered for Self Service, please contact the Help Desk at (239) 337-8221, Mon-Fri, 7am-4:30pm for a password reset.**

## VOLUNTARY TRAINING

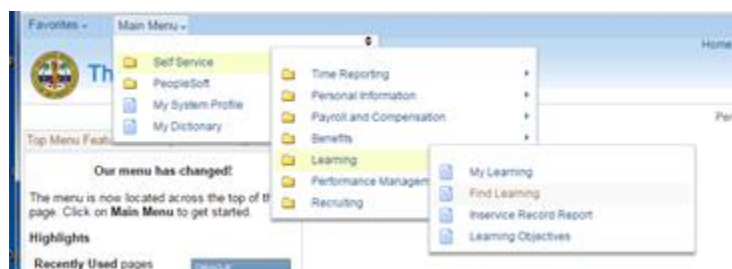
All other training is voluntary, but some components are recommended. For example, you may find it easier to communicate with school or District staff if you are comfortable using Microsoft *Outlook* or webmail using the *Outlook Web App*. The LCAPST webpage has a topic entitled “Substitute Training Information.” This will take you to a page with a list of available training as well as training documentation. If you scroll down the page, you will find link to a document that describes using *Outlook* for e-mail.



Another recommended training is for SMART Board technology, a digital, interactive white board that connects to the teacher’s computer. All classrooms are equipped with this technology, as well as a document camera. Training documents for both are on [www.lcapst.org/TrainingInfo.html](http://www.lcapst.org/TrainingInfo.html).

**Guest Teachers Professional Development Opportunities** are listed in the PeopleSoft Learning link. Once you sign in to PeopleSoft, use this path to search for District professional development opportunities in various areas that are open to guest teachers: Search using the keyword “substitute.” Scroll through the list to find courses of interest.

**Main Menu → Self Service → Learning → Find Learning**



**School-Based Professional Development** Some schools are able to invite guest teachers to participate in professional development opportunities at their schools. You are encouraged to take advantage of these opportunities because your skill sets will be more valuable to the students. Many times, funding source restrict participation to the permanent school staff, so do not take offense if a school you visit frequently is unable to have you join their training.

## GUEST TEACHER CHECKLIST

	<b>A. Before the Phone Call</b>
	1. Keep a notepad and pencil by the phone to record the job number.
	2. Become familiar with the assigned school.
	3. Organize appropriate attire for your day(s) in the classroom.
	4. Assemble your "Super Sub Pack."
	5. Decide on a "signal" to use with students to get their attention.
	6. Leave home early enough to arrive at least 20 - 30 minutes before students are to arrive in the classroom.

	<b>B. Arrival at School</b>
	1. Sign in on the District Lee Clock and locate the guest teacher contact.
	2. Introduce yourself to the guest teacher contact and provide the job number.
	3. Request a map of the school and locate your assigned classroom, the teacher's lounge, restrooms, clinic, library, and cafeteria. If you are at an elementary school, locate special area classrooms that you may need to take the students to (Art, PE, Music, etc.)
	4. Inquire about procedures for discipline referrals should the need arise.
	5. Obtain keys.

	<b>C. Prior to Students Entering Classroom</b>
	1. Introduce yourself to the teacher in the nearest classroom(s).
	2. Write your name on the board.
	3. Review classroom rules.
	4. Locate and review emergency response procedures.
	5. Locate and review evacuation map.
	6. Read lesson plans.
	7. Locate everything needed for lesson plans.
	8. Seek answers to any questions about planned activities.
	9. Study seating chart. If you cannot find one, be ready to make one.
	10. Review special duties assigned to your teacher.
	11. Put an assignment on the board for students to begin upon entering the room.
	12. Stand in the doorway to greet students as they walk into the classroom.
	13. Be sure you understand dismissal procedures for the location.

*(Continued on next page)*

*(Continued from previous page)*

## **GUEST TEACHER CHECKLIST**

<b>D. To Start the Day and Throughout the Day</b>	
	1. Greet the students at the door and get the students involved in learning activities quickly with a bell ringer or morning work assignment.
	2. Be positive and respectful in your interactions with students and school personnel
	3. Introduce yourself as the teacher.
	4. Explain your attention signal.
	5. Follow the school's attendance procedures.
	6. Review emergency procedures.
	7. Carry out lesson plans and assigned duties to the best of your ability
	8. If needed, use materials in your "Super Sub Pack" to fill extra time, enhance activities, or supplement lesson plans.
	9. Be on time to deliver and pick up your students
	10. Be fair and consistent; carry out rewards and consequences you establish.

<b>E. At the End of the Day or Period</b>	
	1. Make sure all classroom sets, electronic devices, and other materials are accounted for.
	2. Review learned concepts, activities, etc.
	3. Remind students of homework.
	4. Have students straighten and clean area around their desks.
	5. Complete "Guest Teacher Report" and/or write notes pertaining to the day's lessons, student management problems, positive student behavior, etc. and leave them in the guest teacher folder.
	6. Neatly organize papers turned in by students.
	7. Turn off lights and equipment; make sure room is in good order before locking the door.
	8. Go to duty station.
	9. Turn in keys to the office.
	10. Check to see if you are needed tomorrow.

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## School District of Lee County – “The Lee Clock”

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### The Lee Clock

#### Step by Step Instruction

1. Log into your District computer or Open the Kiosk provided at your school site.
2. Click on the The Clock Icon.



You will need your Network/E-mail account username and password to clock in and out.

The below clock will pop up when opening:



3. Enter your User Name



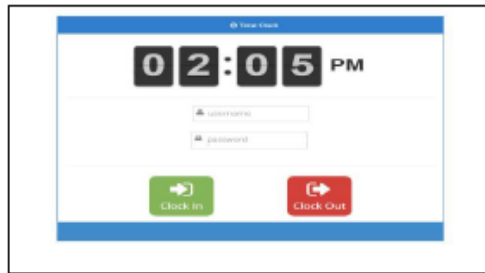
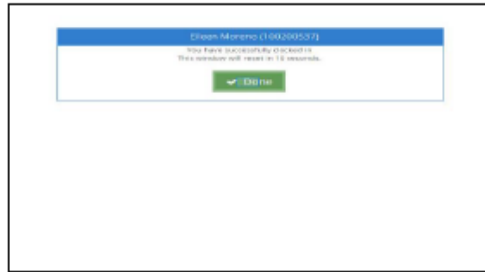
4. Enter your Password.



## School District of Lee County - "The Lee Clock"

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8. The following page will pop up after choosing your position to clock for.
9. You can click done or the system will automatically re-cycle to the clock for the next person to clock in.



10. You have completed your clock in/out process.



## HELPFUL HINTS FOR SUCCESS

- Dress professionally and avoid extremes in clothing, grooming, make up. All employees should dress and act in a professional manner. All attire and hair should be kept neat, clean, and in good condition at all times, in a style that is not a distraction to education. Administrators reserve the right to address questionable dress and appearance on an individual basis. Each school has its own standards for staff attire, casual Fridays, school spirit days, etc. It is best to avoid athletic wear (unless it relates to the content area), shorts, tank tops, spaghetti straps, low cut or midriff tops, bare back dresses, miniskirts, flip-flops, and form-fitting clothing.
- Arrive early, not just at the required time. Each school provides its own guest teacher arrival and end times via the Leave Management System. These times are provided when the guest teacher accepts a job. A teacher or administrator may override the established time for special circumstances like half-day jobs. Park in the area designated for staff, and not in the area designated for visitors. When in doubt, check with the guest teacher contact. Some schools have security checkpoints, sprawling campuses, and long walks from the parking lot, so be sure to arrive in ample time to get your bearings and take up the absent teacher's morning duties.
- Familiarize yourself with locations of fire extinguishers, emergency exit routes, etc.
- Keep a sense of humor. It helps the digestive system and the climate in the classroom.
- Expect to be challenged. It comes with the territory at all grade levels.
- Have some "emergency plans" in case lesson plans are either missing or inadequate.
- Let the teacher know specifically what lessons weren't completed in your detailed note that you leave at the end of the day. Explain why, if needed.
- Don't feel threatened or uncomfortable when administrators visit the classroom. They can be a great help in maintaining discipline.
- Make sure the students know your name, but don't let them call you by your first name. To allow that diminishes the respect you want to establish and maintain.
- Immediately familiarize yourself with "student helpers" identified by the teacher or others familiar with the class. Mention their helpfulness in your note to the teacher.
- Expect interruptions. Fire drills, visits from other teachers, students being "pulled out" for other programs and services are common happenings.
- When in doubt, confused, or otherwise unable to carry out your duties, seek help from another teacher at the same grade level or subject area.
- Do more than is required. Your extra effort will be noted and appreciated.

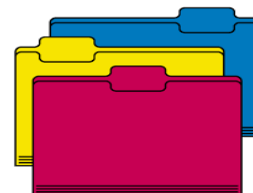


## WORKING WITH SCHOOL STAFF

Wear your District badge while on campus so that the school staff knows you are authorized to be in the building. Some schools provide tags or badges covering the day(s) the guest teacher is on campus. Refer to the Welcome Packet to request your badge.

Guest teachers interact with a variety of school personnel. Ascertain the name and position of the designated guest teacher contact in the main office and direct your questions and comments to that individual. The ability to communicate positively and effectively with school personnel affects the quality of instruction that students receive.

Many exceptional education and primary grade classes use the services of instructional assistants or teacher assistants. Most instructional assistants demonstrate knowledge and skill regarding student instruction in their assigned areas. They know the daily routines, schedules, classroom rules, and most importantly, the students. They are often the best source of information and assistance when teaching in these classes. If a class has an instructional assistant, discuss teaching responsibilities and roles with the assistant prior to the beginning of the class. Each person can mutually assist the other one in delivering quality instruction to the students.



### GENERAL DUTIES

#### Reporting to the School Site

- Arrive at least 20 minutes prior to the regularly scheduled time to allow for finding a parking spot, locating the office, opening the classroom, and reviewing the schedule and lesson plans. Park in the area designated for staff and not in the area designated for visitors. When in doubt, check with guest teacher contact at location.
- If you received a late call, provide the school with your estimated time of arrival.
- Report to the front office and record your name on the appropriate sign-in sheet.
- Locate the guest teacher contact and provide the job number.
- Each teacher has a guest teacher folder that contains essential information about the teacher's schedule and support for the guest teacher. Review it before leaving the office and clarify whom to contact about questions, before and after school duties, lunch schedule, specials, recess, etc.
- Inquire about end-of-day responsibilities and procedures, including safeguarding the teacher's materials.

#### Before Students Arrive

- Introduce yourself to the grade level or department chair, and to a teacher in an adjacent classroom so that you will have someone to call on if you have questions or problems.
- Organize materials to be used during the day and check any equipment that will be used to ensure that it is working properly.
- Locate the class seating chart(s). Keep in mind that many teachers use flexible seating to

**Guest  
Teacher  
Folder**

facilitate specific activities.

- Familiarize yourself with fire drill and other emergency procedures as well as fire extinguisher locations.
- Locate the faculty lounge, workrooms, cafeteria, rest rooms, and team meeting rooms.
- Check the school's procedure for reporting attendance and absences.

### **Breakfast**

- Breakfast is available for students in the cafeteria. Some elementary schools hold students in the cafeteria until the first bell while others have students take their meals to the classroom to be eaten there before the first bell. Secondary students do not take their meals to the classroom unless there is a late bus situation.

### **Planning Period and Lunch Break**

- Follow the school's procedures for moving students to and from the cafeteria area.
- Lock the classroom when you leave it.
- Do not leave handbags or valuables unattended.
- Do not leave school during your planning period or lunch. Guest teachers are expected to remain on campus for the entire work day. If an emergency arises, consult the principal or the designee.
- All schools have different cafeteria procedures. It is important that you drop off and pick up your students on time. Elementary and middle school teachers escort students to the cafeteria. At some schools, students are seated at their assigned tables or assigned seats and wait to be called to the food line. At other schools, students enter the cafeteria and join the food line before proceeding to their assigned tables. Most elementary and middle schools ask teachers to appoint a student to help clean the table at the end of the lunch period. At many elementary and middle schools, classes are dismissed from their tables by an assigned person. At others, their teacher dismisses them. At the high school level, students are dismissed to the cafeteria at the scheduled time, walk there on their own in an orderly fashion, and usually sit where they want. They are to return to class at the scheduled time.
- All schools have a staff dining area adjacent to the cafeteria. Most schools also have other spaces where staff members may take meals. Adult cafeteria meal prices are breakfast - \$1.40, and lunch - \$3.10. Schools have refrigerators for staff use. Be sure to clearly mark your food items with your name. This includes beverages, salad dressings, etc.



### **End of the Day**

- Leave a note for the teacher in the plan book describing how the day went. Be honest and note specific problems and student commendations.
- Leave the teacher's materials and students' work in the classroom or in the office.
- Return the guest teacher folder and keys to your office contact.

## CLASSROOMS WITH COMPUTER EQUIPMENT

**Supervision is Imperative** Students using the internet are to be supervised by a teacher or paraprofessional, even when using their own personal devices. Teachers are to circulate around the classroom or lab so that students' screens can be closely monitored at frequent intervals.

- Teachers' passwords should not be shared with anyone, including students, guest teachers, and other faculty members.
- In some schools, students keep possession of District-owned Chromebooks.
- School Board Policy 2.202 states: "It is voluntary for students to bring their own personal electronic mobile devices to school. Students may utilize personal electronic mobile devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel."
- Be aware of the proper treatment of District-owned equipment.
  - Printers are supplied with paper.
  - Keyboards and cables are connected.
  - Computers are shut down as instructed.
  - Peripherals, including headphones, and other materials are accounted for.
  - Equipment is turned off at the end of the day.
- Do not assume that someone else will secure the room and equipment for you.



# TEACHING DUTIES

## Before the First Bell

- Write your name on the board or use the document camera to display your name.
- Update the common board configuration.
- Familiarize yourself with lesson plans, materials needed for lessons, and teacher editions of textbooks.
  - As time permits, make notes on the lesson in your own words so that you'll be more comfortable with the materials and better organized in your presentation.
  - Write down key concepts, definitions, examples, etc.
  - Write down questions that you will ask the students.
  - Anticipate students' questions about the material and be prepared to answer them.
- Familiarize yourself with the teacher's schedule. At the elementary level, allow sufficient travel time for specials (PE, art, music, etc.) to make sure you drop off and pick up students at the scheduled times. At a secondary school with an alternating block schedule, make sure you know which "day" it is.
- In elementary schools, where there are not breaks between classes, quickly review plans and organize materials for the next lesson while the students are completing the current work.



## During Each Class

- Once you are familiar with the school routine, remain close to the classroom door in the hallways during class changes so you can greet students and bring their attention to opening (bell ringer) activities.
- Take attendance following the school's procedures for guest teachers. Attendance records are required legal documents.
- Begin class as soon as the bell rings. A prompt, organized beginning will project an "in charge" image.
- If there is a bell ringer activity, allow students to complete it while you take roll.
- Greet the class and introduce yourself.
- Follow the furnished lesson plan or note any changes you implemented.



Present an overview of the day's lesson; review the previous lesson if you are returning to a class for a second day, introduce the activity by including the following:

- \* Title/type of lesson
- \* Instructional objectives in student friendly language
- \* Students' roles – taking notes, reading, writing, etc.
- \* Time allotted for the activity
- \* Related activities – discussion groups, homework, etc.
- \* Evaluation (project, composition, test, etc.)

*Continued from the previous page*

- During the lesson introduction, motivate student interest by emphasizing the value of the lesson to them academically or personally.
- Throughout the class, ensure that students understand the lesson.
- Give clear, concise directions and explanations.
  - Use the board or provide verbal clues to emphasize points or clarify complicated directions
  - Probe for understanding and clarify as needed. Watch for signs from the students indicating confusion, an inability to hear or keep up with the lesson, and adjust pacing and presentation accordingly.
- Handle materials in an orderly manner. Have everything organized
- If students are doing seatwork or group work, circulate to assist as necessary. Praise students who are progressing through the activity and give corrective feedback and encouragement to those who are having difficulty.
- Maintain instructional momentum. Quickly transition from one activity to the next.
  - Handle materials in an orderly manner. Have everything organized so that you don't waste time looking for books, lesson plans, etc. while students remain idle.
  - Ask responsible students to assist you in passing out and collecting papers, books, etc. Check for lists of "suggested helpers."
- As much as the lesson plan allows, vary the students' roles during the class. For example, rather than have them be listeners for an entire hour, provide activities that will require them to alternatively listen, write, and discuss. Younger students in particular have short attention spans so plan a variety of activities to prevent restlessness.
- Vary the order in which you call on students.
- Avoid confusing students by jumping abruptly from one activity to the next. Make the transition between activities systematically, as follows:
  - Step 1: Summarize the first activity.
  - Step 2: Pause for questions and comments.
  - Step 3: Introduce the next activity.
- Casually deflect off-topic questions that detract from the planned lesson.
- When taking the class out of the classroom (library, technology lab, etc.), notify the front office of the change in location and post a note on the door stating where your class can be found for the period.



### At the End of Class

- Collect students' work
  - Immediately secure papers with a paper clip or rubber band to ensure nothing is misplaced.
  - Label the papers with a cover sheet indicating the class period, subject, and activity name.
  - Verify with students that all papers have been turned in. Note the names of students who did not turn in the assignment.
- Review important points of the lesson following these steps:
  - Summarize the lesson, emphasizing the purpose of the day's activities.
  - Answer and ask specific questions about the lesson. Example: Why are whales classified as mammals rather than fish?
  - Review overall objectives. Example: A lesson on using an encyclopedia or webpage to identify types of whales could be related to the overall objectives of developing research skills, using descriptive language, writing reports on endangered species, and/or improving environmental awareness.
- Preview the next class. Example: Tomorrow you will view a video on various types of whales and work in cooperative groups to brainstorm methods for protecting endangered species.
- Go over homework assignment with the class.
  - Explain the assignment, ensuring students ask questions about any aspect of the assignment that they do not understand.
  - Give directions on how the work is to be done and when the assignment is due.
  - Go over examples from the exercises to ensure that students know how to do the assignment.
  - Give directions for the next class meeting (bring textbooks, complete worksheets, etc.
- Give the students specific directions for end-of-class housekeeping chores. For example, rather than asking the class to put everything away, request the first person in each row collect the dictionaries; and ask all students to dispose of trash. Students should place chairs on top of the desk.
- Compliment the students on their performance and thank them for their good behavior and work. Let them know that you will inform their teacher of what took place in the classroom.
- Dismissal procedures vary by school and level. Hold students in the classroom until you receive dismissal instructions during the afternoon announcements. The announcements provide direction for dismissal and bus changes.



### After Class

- Organize and label the students' work.
- If you were unable to complete the lesson, leave a note for the teacher indicating how much you were able to cover.
- Leave student work in the designated area.
- Return the keys and the guest teacher folder to the office contact.



## AVOIDING PROBLEMS

Primary among many guest teachers' concerns is protecting their students from harm and themselves from lawsuits. While not all accidents can be avoided, liability for them can be if the teacher has provided adequate supervision. The following guidelines may help you prevent injuries to students under your supervision, act responsibly in the event of accidents, avoid performance concerns, and stay on the right side of legal problems should mishaps occur.

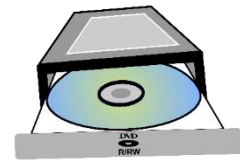


1. **NEVER LEAVE STUDENTS UNATTENDED.** As a teacher, you are responsible for student safety and for anything that transpires while students are in your classroom. If you must leave the classroom or need assistance in the classroom, use the classroom intercom or send a student with a message if you need to contact administration or another teacher.
2. **NEVER USE CORPORAL PUNISHMENT WITH STUDENTS.** Corporal punishment includes hitting, pushing, pinching, forcing a child to stand up for long periods of time, making a student do pushups, or using any physical force.
3. **NEVER GIVE STUDENTS MEDICINE OF ANY KIND, INCLUDING ASPIRIN.** All medications are administered through the clinic. If you see medication (prescription or over-the-counter) in a student's possession, contact the clinic immediately and send the student to the clinic.
4. **DO NOT ORDER A DISRUPTIVE STUDENT TO LEAVE CLASS UNSUPERVISED.** Instead, request assistance over the intercom, by asking a student to take a note to the office for you, or ask another teacher to supervise your class while you escort the student to the office.
5. Maintain a neat, orderly, and safe environment for students.
6. Know how to quickly contact school personnel who can assist you with an emergency.
7. **REPORT ACCIDENTS OR INJURIES TO THE OFFICE IMMEDIATELY.** Notify administration immediately of any accident or injury sustained on school property or in connection with a school sponsored activity. Complete and sign necessary forms and keep a copy for yourself.
  - Student – Send to clinic following a minor accident or injury. If the accident is serious, do not move the student and call the office immediately. Use gloves when in contact with blood or other bodily fluids.
  - Staff – Report all accidents or injuries to the principal's secretary, even if you feel it is minor. Complete the necessary forms that will be provided by the secretary. If needed, arrangements will be made for you receive medical care through Workers' Compensation.
8. If a student appears to be ill, send the student to the clinic or call for assistance. If the student



does not return to class, check with the office to verify his/her status (dismissal, waiting for parent, etc.)

9. Follow school procedures for allowing students to leave campus early. If someone comes to the classroom to pick up a child, refer him/her to the office. The student should not leave your class unless administrator approves the early dismissal.
10. All secondary schools and many elementary schools require a written pass for students who are in the hallways. Some schools substitute the student planner for a written pass. Hall passes typically include the date, time, student's name, destination, expected return time, and teacher's signature. All passes are to be completed in ink.
11. **DO NOT KEEP STUDENTS AFTER CLASS OR AFTER SCHOOL.**
12. No persons from outside the school are permitted to question or interview a student except in the presence of an administrator or designee.
13. Obtain permission from the principal before sending notes or other communication home to parents.
14. Avoid introducing controversial subjects or materials (information on the occult, questionable cartoons, etc.) to classes.
15. Do not advertise products or services during class.
16. Do not date students or socialize with them after school, or invite them to use social media with you.
17. Avoid being left alone with a student for extended periods of time.
18. Safeguard equipment and materials against abuse or theft.
19. If a student teacher is assigned to your class, remain on duty in the classroom, assisting the student teacher as necessary.
20. Preview all films or videotapes for content prior to using them in the classroom and have them approved by administration if the teacher has not already done so. The previewing requirement does not apply to resources and materials available from District and school sources.
21. Observe copyright law. Copyright is the exclusive legal right to a work product, given to an originator or assignee, to print, publish, perform, etc. said work. "Fair use" is the right to use portions of copyrighted materials without permission of the copyright holder for purposes of education, commentary, or parody. Copyrighted materials, whether published or not, such as books, magazine articles, television programs, audio/visual recordings, etc., may be used for direct face-to-face instruction as part of an organized unit of instruction. The copyright law does not permit the use of off-air programs or rental movies or shows for entertainment purposes in schools.
22. Some schools designate a staff member to operate specialized production equipment such as a RISO, poster maker, die cut machine, or laminator. Check with school staff on how to use production equipment. Some schools require teachers to enter a code to use the copy machine.



## GUEST TEACHER “TO DO” LIST

- Be on time. Report at least 20 minutes early.
- Be interested and enthusiastic.
- Introduce yourself and check in with the building secretary.
- Seek information as needed from other teachers and school administration.
- Read and follow instructions in the sub folder.
- Contact the regular teacher when possible if the assignment is for a long-term basis.
- Enrich the instructional program with information that is pertinent to the subject.
- See that the room and equipment are left in good order.
- Leave your name, phone number, and a brief report for the regular teacher.
- Remember that all personally identifiable information about students obtained in the course of professional service is **confidential**, unless disclosure serves professional purposes or is required by law.
- Remember that you are employed to continue the educational climate in the classroom.
- Maintain good discipline.
- Remain at school until the end of the duty day, or at least 15 minutes after student dismissal.
- Return keys and records to the school office.



## STUDENT CODE OF CONDUCT

Teachers are expected to be familiar with the District Code of Conduct (K – 5 and 6 – 12). They may be accessed at

<http://www.leeschools.net/code-of-conduct>

Each school has its own discipline procedures, including how to report infractions of the Code of Conduct, what to do if a student’s behavior threatens the safety of others, and how and when consequences are administered. Direct questions about discipline procedures to your guest teacher contact or to the designated administrator. At the secondary level notify the Student Services Office.

Again, each school has its own procedures for guest teachers when it comes to writing discipline referrals. Most schools expect guest teachers to attempt interventions or strategies to improve student behavior prior to writing a discipline referral except in cases where a student may be posing a dangerous threat to himself and/or others. Documentation of minor misbehaviors is advisable through notations on your report to the teacher. Some teachers have arrangements with other teachers in close proximity to provide “time out” for students.

Any adult who knows or suspects a problem in his/her classroom (rumors of fighting, drugs, etc.) or among students at the school are to report that knowledge or suspicion to the office **IMMEDIATELY**. Do **NOT** use e-mail since it may be several hours before the e-mail is read and e-mail is public record. If you cannot discuss the problem over the phone, please ask the front office

to send an administrator to your room.

## **TIPS ON CLASSROOM MANAGEMENT & MAINTAINING DISCIPLINE**

A majority of student behavior issues can and should be handled within the classroom. Provide interventions to avoid escalating negative behavior. Check the guest teacher folder to see if the teacher provided information on classroom management strategies, including intervention strategies and positive reinforcers for specific students with behavior challenges.

Some schools have adopted a schoolwide program called “Positive Behavior Support,” which is designed to increase academic performance, increase safety, decrease problem behaviors, and establish positive school cultures through the use of evidence-based strategies and interventions (Florida’s PBS Project, University of South Florida).

- Allow “wait time” for a student’s response. Neither demand nor expect instant responses.
- Have a good reason for what you ask a student to do and, when possible, take time to give the reason.
- Be honest in what you say and do.
- Be fair.
- Be friendly.
- Look for good qualities—all students have them. Commend good qualities and actions.
- Try to be constructive, not repressive, in all dealings with students.
- Remember that a sense of humor is extremely valuable.
- Remain composure at all times-Do not lose your temper.
- Listen for suggestions and complaints from the students.
- Be sincere in your work.
- Think faster than the students do!
- Respect the student's right as an individual to have opinions and personal convictions, as long as they are courteously expressed.



## CANCELLATIONS, SCHEDULING ERRORS & PLANNING TIME

**Cancellations by Guest Teacher** Refer to the “Substitute Quick Reference” on the Payroll SharePoint or the “SmartFindExpress” at <http://lms.leeschools.net> regarding assignment cancellations. Canceling an assignment on the day of the job will result in being disqualified from other job offers that day.

**Scheduling Errors** There will be times when guest teachers are erroneously assigned to a job. If you arrive at a school only to find out there is no assignment, you will be given three (3) choices:

1. Contact the LMS Help Desk to see if any other job assignments are available.
2. You can stay at the school and perform assigned duties, in which case you will be paid for a half day.
3. If there is nothing at the school to do, the school can let sub go home and sub will be paid for half days pay.



**Planning Time** If you have a full day assignment where you have “free” periods, you may be asked to cover classes or the library during this time since you are paid for a full day. If you are asked to cover a class for another teacher during your “free” period, you will be paid extra for that time. The secretary will have you sign a compensation form for the extra period.

FY2017-18 awaiting approval

# SUBSTITUTE TEACHER PAY SCHEDULE FOR STUDENT DAYS IN FISCAL YEAR FY2016/2017

PR #	DAYS TO PAY		# DAYS	CUT OFF	CHECKS DATED
	FIRST	LAST			
4	8/10/2016	8/15/2016	4.0	8/15/2016	8/31/2016
5	8/16/2016	8/31/2016	12.0	8/31/2016	9/15/2016
6	9/1/2016	9/15/2016	10.0	9/15/2016	9/30/2016
7	9/16/2016	9/30/2016	11.0	9/30/2016	10/14/2016
8	10/3/2016	10/14/2016	9.0	10/14/2016	10/31/2016
9	10/17/2016	10/31/2016	10.0	10/31/2016	11/15/2016
10	11/1/2016	11/15/2016	10.0	11/15/2016	11/30/2016
11	11/16/2016	11/30/2016	8.0	11/30/2016	12/15/2016
12	12/1/2016	12/8/2016	5.0	12/8/2016	12/22/2016
13	12/9/2016	12/22/2016	10.0	12/23/2016	1/13/2017
14	12/23/2016	1/13/2017	6.0	1/13/2017	1/31/2017
15	1/17/2017	1/31/2017	11.0	1/31/2017	2/15/2017
16	2/1/2017	2/15/2017	11.0	2/15/2017	2/28/2017
17	2/16/2017	2/28/2017	7.0	2/28/2017	3/15/2017
18	3/1/2017	3/15/2017	11.0	3/15/2017	3/31/2017
19	3/16/2017	3/29/2017	9.0	3/29/2017	4/7/2017
20	3/30/2017	4/13/2017	7.0	4/13/2017	4/28/2017
21	4/17/2017	4/28/2017	9.0	4/28/2017	5/15/2017
22	5/1/2017	5/15/2017	11.0	5/15/2017	5/31/2017
23	5/16/2017	5/30/2017	9.0	5/31/2017	6/15/2017

180.0

3.75 hours or less is paid at a half day (3.75 hours)  
 Greater than 3.75 hours is paid as a full day (7.5 hours)

Manatee Elementary, Franklin Park Elementary and James Stephens International Academy  
 If you work 4 hours or less at the elementary schools above you will be paid 4 hours.  
 If you work greater than 4 hours at the elementary schools above you will be paid for 8 hours.

First day for students: Wednesday, August 10, 2016 Last day for students: Friday, May 26, 2017	
<u>HOLIDAYS AND NON-STUDENT DAYS:</u>	
Monday, September 05, 2016	= (Holiday) Labor Day
Monday, October 03, 2016	= (Holiday) Rosh Hashanah
Monday, October 17, 2016	= Professional Duty Day
Friday, November 11, 2016	= Veterans Day / Hurricane Make-Up Day
Wednesday, November 23, 2016 through Friday, November 25, 2016	= (Holiday) Thanksgiving Break
Friday, December 23, 2016	= Professional Duty Day
Monday, December 26, 2016 through Friday, January 06, 2017	= (Holiday) Winter Break
Monday, January 16, 2017	= (Holiday) Martin Luther King, Jr.
Monday, February 20, 2017	= (Holiday) President's Day
Tuesday, February 21, 2017	= Teacher In-Service Day
Friday, March 17, 2017	= Professional Duty Day
Monday, April 10, 2017 through Monday, April 17, 2017	= (Holiday) Spring Break
Monday, May 29, 2017	= (Holiday) Memorial Day
Tuesday, May 30, 2017	= Professional Duty Day
<b>Substitute Teacher Pay Rates:</b>	
	Hourly
<b>TIER 1</b>	\$10.99 = High School Diploma (appropriate for those employed prior to 8/11/09)
<b>TIER 2</b>	\$12.36 = Less than a bachelor's degree, with 60 semester hours of college credit or greater
<b>TIER 3</b>	\$14.14 = Bachelor's degree or higher
<b>TIER 4</b>	\$14.83 = Bachelor's degree or higher and ten years of verified work experience in a public education in either an administrative or instructional position.

**Long Term Substitute Teachers:** Substitute Teachers working in a position for a specific teacher absence, vacancy, or in a specific assignment for a period of thirty consecutive work days on the teacher work schedule in FY16 shall be considered a long-term substitute teacher. A long term substitute shall be paid \$18.54 per hour based on the number of hours worked.

Substitutes/long term subs are not eligible to receive the additional paid thirty minutes per week of planning time.

## View and print your paycheck through Self Service in PeopleSoft

PeopleSoft website: <https://peoplesoft.leeschools.net>

Forgot your username and password? Go to <https://selfservice.leeschools.net>

**\*Note:** The initial password for substitute teachers is their 9-digit Emp ID # (D.I.D)

If you do not know your password or it has expired beyond 90 days and have not yet registered for Self Service, please contact the Help Desk at (239) 337-8221, Mon-Fri, 7am-4:30pm for a password reset.

Log into **PeopleSoft**  
Click on **Self Service**  
Click on **Payroll and Compensation**  
Click on **View Paycheck**

The screenshot displays the Oracle PeopleSoft Self Service interface. At the top, the Oracle logo is visible, followed by navigation links for 'Favorites' and 'Main Menu'. Below this, there are links for 'Personalize', 'Content', and 'Layout'. The 'Enterprise Menu' is shown, with 'Self Service' highlighted by a red circle and a red arrow pointing to it. The main content area is titled 'Self Service' and contains several sections: 'Time Reporting' (with links for 'Report Time' and 'View Time'), 'Performance Management' (with links for 'My Performance Documents', 'My Development Documents', and 'Classroom Observation History'), 'Payroll and Compensation' (with links for 'View Paycheck', 'W-4 Tax Information', and 'View W-2/W-2c Forms'), and 'Recruiting Activities' (with a link for 'Careers'). The 'View Paycheck' link is circled in red.

## **EMERGENCY DRILL PROCEDURES**

Each teacher has an Emergency Folder, which is to be located near the primary exit door. The teacher must have this folder in hand during emergency drills or actual emergencies. During **evacuation** drills, students leave all book bags, purses, and other belongings in the classroom. Staff members take only those personal belonging in their immediate possession. See that all students leave the room and adjacent restrooms in a calm and orderly way, turn off the lights, close (do NOT lock) the classroom door, and have the class safety folder or binder in hand. Accompany and remain with students in the designated areas. Once there, take attendance and account for all students under your supervision. Everyone remains in the designated area until the “all clear” signal is given.

A laminated map showing the evacuation route for each classroom must be posted in a prominent place near the primary exit door. Also posted should be signs for Code Red and Code Yellow; updated Code Red Protocol; and Statement of Non-Discrimination Policy. Be familiar with the evacuation route for your classroom.

Some emergencies call for remaining in the classroom, away from windows. Refer to the Emergency Folder.

## **INCLEMENT WEATHER AND WEATHER EMERGENCIES**

Administration will make a school-wide announcement if there is a schedule change due to inclement weather. This primarily applies to schools with portable classrooms; however, dismissal procedures may be altered depending on the weather.

## **SECURITY**

- Usually the Assistant Principal for Administration has the responsibility of school security. Direct questions or comments about security to your guest teacher contact, who will either make note of your concerns or direct you to an administrator.
- Report any breach of security immediately to the front office. This includes unexpected visitors to your classroom who have not gained permission through the front office.
- Do not allow students to possess or use school keys under any circumstances.
- Certain items of equipment are subject to theft because they are valuable, portable, personally useful, or easy to dispose of. Make sure these items are secured.
- Secure your personal belongings as there is no insurance against loss and the school does not accept responsibility for lost or stolen personal items.
- Automobiles must be locked daily.
- Teachers may be requested to sign for special items of equipment to be used for instruction.
- Report missing items to the office immediately.

## EMERGENCY LOCKDOWN PROCEDURES

NOTE: Guest teachers should check with each school on the school's emergency procedures.

### OFFICE STAFF

1. General alarm statement via intercom specific to the situation.
2. Call 911 - stay on the line until assistance arrives.
3. Call the Central Administration Building at 837-7000.
4. When possible, provide updates via the building communication plan.
5. If there is a bomb threat, - TURN OFF cell phones, radios, and pagers.



### TEACHERS/BUILDING STAFF

When in the classroom, ALL personnel will:

1. Quickly check halls and get all students, staff, and volunteers into the classrooms.
2. Close and lock all doors.
3. Close all window coverings (cover door windows).
4. Turn off lights.
5. Keep everyone inside room and away from windows and doors.
6. Direct everyone to move to an area of the room away from windows or behind barriers.
7. Do not allow anyone into the room.
8. Stay calm and keep everyone else calm.

Each building should also develop a plan to handle the following situations outside the regular classroom:

- Special programs
- Bus arrival and departures
- Lunch and recess
- Specialty areas, such as playgrounds, outdoor athletic areas, locker rooms, music areas, parking lots, etc.
- Special staff assignments need to be considered, such as custodians, secretaries, nurses, food service personnel, E.A/s, counselors, parent volunteers, student volunteers, etc.
- Dismissal procedures after the incident

Further Precautions:

- Do not move in front of the weapon
- Do not try to forcibly disarm an intruder
- Do not back an intruder into a corner - always provide a way out
- Talk quietly and calmly
- Allow yourself an escape route

~ KEEP THIS PLAN AVAILABLE FOR QUICK - BUT CONFIDENTIAL REFERENCE ~



## **DISTRICT EMERGENCY PREPAREDNESS TERMS**

### **EVACUATION:**

- \*The building is not safe to be in. The fire alarm will sound loudly indicating we need to leave the building. Or, we will here an announcement over the PA system telling us to leave.
- \*All students and teachers will leave the building, moving quickly to a safe place outside the school and be accounted for.
- \*If we cannot return to the building quickly, we will be moved to safe location.

### **LOCKDOWN:**

- \*A situation is occurring in or around the school that could cause harm to those inside.
- \*An announcement will be made over the PA system with specific directions. This message will be repeated.
- \*In order to protect the students and teachers, we will make sure the classroom door is locked and shut. The lights will be turned off and we will move to a place in the room so we can't be seen from the window in the door. We will all be very quiet and stay like this until told we can come out. \*If we are to do something different, I will tell you what we are going to do and you must follow my instructions without question.

### **SHELTER-IN-PLACE:**

- \*An unsafe incident has occurred outside the school and we must stay inside until it is safe for us to go outside.
- \*An announcement will be made with specific directions.
- \*We will remain in our room until given further instructions from the principal.

### **SEVERE WEATHER:**

- \*The weather conditions outside have increased in strength, with lightning, loud thunder, heavy rain and maybe hail.
- \*An announcement will be made telling us severe weather is approaching the school. We [will either move to a different area in the building or stay in our room (use whichever is appropriate)] to take cover. We will stay here until told it is safe to come out or will be told to leave the building.
- \*Demonstrate the duck and cover position to students. Maybe have them practice from their desk.

### **ALL CLEAR:**

- \*An announcement will be made over the speakers telling us the emergency has ended. We will return to our normal activities.

## GUEST TEACHER EMERGENCY RESPONSE PROTOCOL SHEET - 2017-18

FIRE – BUILDING EVACUATION	BOMB – BUILDING EVACUATION															
<p><b>SIGNAL:</b> <u>audible alarm sounds, clear strobes on wall flash, or visible signs of fire.</u></p> <p><b>PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Remain Calm. Account for all students and keep under direct Supervision.</li> <li>2) Pick up emergency folder/kit, attendance/grade book &amp; cell phone to take with you.</li> <li>3) Utilize the “Buddy System”.</li> <li>4) Instruct line leader to hold open exit door until all students have exited.</li> <li>5) Begin orderly evacuation as quickly and quietly as possible.</li> <li>6) Ensure all students have exited classroom &amp; adjoining bathrooms.</li> <li>7) Once outside the building, proceed to pre-planned staging area and conduct a head count to account for all students. Report any missing or sick persons to the campus command post.</li> <li>8) Remain in place until instructed to move.</li> </ol>	<p><b>SIGNAL:</b> <u>announcement over PA system.</u></p> <p><b>PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Remain Calm. Account for all students and keep under direct supervision.</li> <li>2) Pick up emergency folder/kit, attendance/grade book &amp; cell phone to take with you.</li> <li>3) Utilize the “Buddy System”.</li> <li>4) Instruct line leader to hold open exit door until all students have exited.</li> <li>5) Begin orderly evacuation as quickly and quietly as possible.</li> <li>6) Ensure all students have exited classroom &amp; adjoining bathrooms.</li> <li>7) Once outside the building, proceed to pre-planned staging area and conduct a head count to account of all students. Report any missing or sick persons to the campus command post.</li> <li>8) Remain in place until instructed to move.</li> </ol>															
LIMITED/PARTIAL LOCK DOWN	MEDICAL EMERGENCY IN THE CLASSROOM															
<p><b>SIGNAL:</b> <u>announcement over PA system.</u></p> <p><b>PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Lock all doors &amp; windows (outside classes go to inside to designated area).</li> <li>2) Do not allow students to leave the classroom.</li> <li>3) Continue with lesson plan.</li> <li>4) Stay vigilant.</li> <li>5) Follow directions given by administrative staff.</li> </ol>	<p><b>PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Dial 911 if necessary.</li> <li>2) Instruct all students to remain in their seats. Ask students closest to the sick person to move away.</li> <li>3) Do rapid assessment of person to see if he or she is breathing.</li> <li>4) Assign a student to go to main office for help.</li> <li>5) Stay with person until help arrives.</li> </ol>															
LOCK DOWN	SHELTER-IN-PLACE (HAZARDOUS MATERIALS ACCIDENT)															
<p><b>SIGNAL:</b> <u>announcement over PA system or visible threat.</u></p> <p><b>PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Lock all doors (outside classes lockdown or evacuate based on the situation).</li> <li>2) Turn off all lights.</li> <li>3) Close all windows.</li> <li>4) Display Red or Green card in door window.</li> <li>5) Line students so they are unobservable from the door and if possible windows as well.</li> <li>6) Remain as quiet as possible.</li> <li>7) Follow directions given by administration.</li> </ol>	<p><b>SIGNAL:</b> <u>announcement over PA system or visible threat of a hazardous materials spill/release.</u></p> <p><b>PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Follow partial Lockdown procedures.</li> <li>2) Shut off all air conditioning systems to avoid contamination of internal air system.</li> <li>3) Follow specific directions provided by administration.</li> </ol>															
SEVERE WEATHER/TORNADO	HOW TO COMMUNICATE															
<p><b>SIGNAL:</b> <u>announcement over PA system or visible signs of severe weather (high wind, tornado).</u></p> <p><b>PROCESS:</b></p> <ol style="list-style-type: none"> <li>1) Escort students to pre-designated area away from windows (interior of building is best).</li> <li>2) Take a class roster and account for all students.</li> <li>3) Evacuate portable classrooms and take shelter in permanent facilities if instructed.</li> <li>4) If tornado is visible or instructed by administration, ensure students assume the “Drop and Tuck” position until all clear signal is given over PA system.</li> </ol> <p style="text-align: center;"><b><u>Drop and Tuck</u></b></p> <ul style="list-style-type: none"> <li>▪ Protect Yourself</li> <li>▪ Lie Face Down</li> <li>▪ Draw Your Knees Up Under You</li> <li>▪ Cover The Back of Your Head with Your Hands</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Full Lockdown</th> <th style="text-align: left; border-bottom: 1px solid black;">Limited/Partial Lockdown</th> <th style="text-align: left; border-bottom: 1px solid black;">Evacuation</th> </tr> </thead> <tbody> <tr> <td>Emergency Folder</td> <td>Emergency Folder</td> <td>Emergency Folder</td> </tr> <tr> <td>Telephone/Intercom</td> <td>Telephone/Intercom</td> <td>In Person (outside)</td> </tr> <tr> <td>E-mail</td> <td>E-mail</td> <td>Cell Phone (except</td> </tr> <tr> <td>Cell Phone</td> <td>Cell Phone</td> <td>Bomb Threat)</td> </tr> </tbody> </table> <p>RED CARD: MEDICAL EMERGENCY/INJURED PERSON GREEN CARD: ROOM IS SECURE/ALL IS FINE</p>	Full Lockdown	Limited/Partial Lockdown	Evacuation	Emergency Folder	Emergency Folder	Emergency Folder	Telephone/Intercom	Telephone/Intercom	In Person (outside)	E-mail	E-mail	Cell Phone (except	Cell Phone	Cell Phone	Bomb Threat)
Full Lockdown	Limited/Partial Lockdown	Evacuation														
Emergency Folder	Emergency Folder	Emergency Folder														
Telephone/Intercom	Telephone/Intercom	In Person (outside)														
E-mail	E-mail	Cell Phone (except														
Cell Phone	Cell Phone	Bomb Threat)														
FOR ALL EMERGENCIES	<p style="text-align: center;"><b>FOR ALL EMERGENCIES</b></p> <ul style="list-style-type: none"> <li>▪ <b>Remain Calm</b></li> <li>▪ <b>Alert Authorities</b></li> <li>▪ <b>Account for all students, staff and visitors</b></li> <li>▪ <b>Plan for those with Special Needs</b></li> <li>▪ <b>Be ALERT for suspicious or unusual activity, people, packages, or events.</b></li> </ul> <p style="text-align: center;">-----</p> <p style="text-align: center;"><b>IMPORTANT PHONE NUMBERS</b></p> <p><b>Main Office:</b> _____</p> <p><b>School Nurse's Office:</b> _____</p> <p><b>Principal:</b> _____</p>															

## INTERNET LINKS AND RESOURCES

**IMPORTANT NOTE ABOUT YOUR DISTRICT NETWORK PASSWORD:** Refer to page 7 for the discussion on the importance of the District single sign-on system. To utilize District online resources, you must change your password every three (3) months or you will be locked out. If that occurs, you may miss important communication from the District, a school administrator, or a teacher.

### **Lee County Association of Professional Substitute Teachers (LCAPST)**

The Lee County Association of Professional Substitute Teachers (LCAPST) provides a webpage with links to many of the essential resources guest teachers may need to access from time to time.

**<http://www.LCAPST.org>**

It is much easier to use the association webpage than to try to figure out how to access websites on your own. We strongly urge you to explore the LCAPST webpage and the provided links because they will make it easier for you to manage your employment. Some of the links have additional links to other areas, so take time to explore each area. The primary links include:

- **Lee Schools Webmail Logon** This is the Microsoft Outlook Web App that is used for District e-mail when you are using a computer that is NOT on the District network. Its appearance is different from the Outlook program you see when you are using a computer on the District's network, but it will have all of your sent and received e-mail and the directory.
- **PeopleSoft Logon** The key to accessing many of the services and information sources provided by the District is your ability to access *PeopleSoft*, the District database.
- **Leave Management System (LMS)** Using your 9-digit Employee ID number (Access ID#) and your 6-digit PIN, you will be able to access the LMS.
- **Lee County District Website** This is the full District website that is publicly accessible.
- **School Listing and Locations** In addition to getting the address and phone number of a school, you can also check out the bell times for the student day.
- **FAQ Safe School Requirements** This link answers some frequently asked questions about MANDATORY ANNUAL TRAINING. More importantly, this webpage has a link to the safety training website along with instructions on how to log on the training modules.

Other currently available links on [www.LCAPST.org](http://www.LCAPST.org) include:

- **District Time Reporting**
- **2017-2018 Bell Times** If you already know the school you are going to, you can check the bell times directly using this link.
- **Self Service Subs – Password Reset Instructions**
- **Password Reset – LCSD**
- **LCAPST Information**

- **Substitute Training Information – Handouts, Presentations**
- **Substitute Information 2017 – 2018**
- **Substitute Forms**
- **NSTA** This is a link to information about the National Substitute Teachers Alliance.
- **Substitute Podcast** This site may have a podcast to update guest teachers on new District developments.
- **Information Links** The links on this webpage will connect you to education websites.
- **Chromebook Information** The District is in the process of implementing the 1:1 technology mandate. Students in some schools have the use of a Chromebook in the classroom; they may take them home as well. Student instructional activities may require their use.
- **LCSD Policy 5.08\_Guest Teachers**

### PeopleSoft Sign In

The key to accessing many of the services and information sources provided by the District is your ability to access *PeopleSoft*, the District database. Follow these steps to sign in to *PeopleSoft*.

1. From your browser, go to the Lee County Association of Professional Substitute Teachers at [www.lcapst.org](http://www.lcapst.org).
2. Select the link to *PeopleSoft* by clicking on the words “PeopleSoft Logon.”

The screenshot shows the navigation menu of the Lee County Association of Professional Substitute Teachers website. The menu is displayed on a green background with white text. The 'People Soft Logon' link is circled in red. Other links include Lee Schools Webmail Logon, Lee County District Website, Leave Management System (LMS), School Links and Locations, District Time Reporting, 2015-2016 Belltimes, Self Service Subs- Password Reset instructions, Password Reset - LCSD, and FAQ (Safe Schools Requirements).

3. Enter your User Id, which is your DISTRICT e-mail address WITHOUT “LeeSchools.net.”

Sign In to PeopleSoft:

User Id:   
Password:

SIGN IN

**Please note that your PeopleSoft User ID and Password are the same as your Network / SDLC Web Mail User Name and Password.**

All questions related to PeopleSoft functionality should be directed to the specific department responsible for that particular area.

If you are having issues signing onto PeopleSoft and have reviewed the [Troubleshooting PeopleSoft Sign-on Errors](#) document, please [CLICK HERE](#) to E-Mail [Help.Security.PeopleSoft](#) for assistance.

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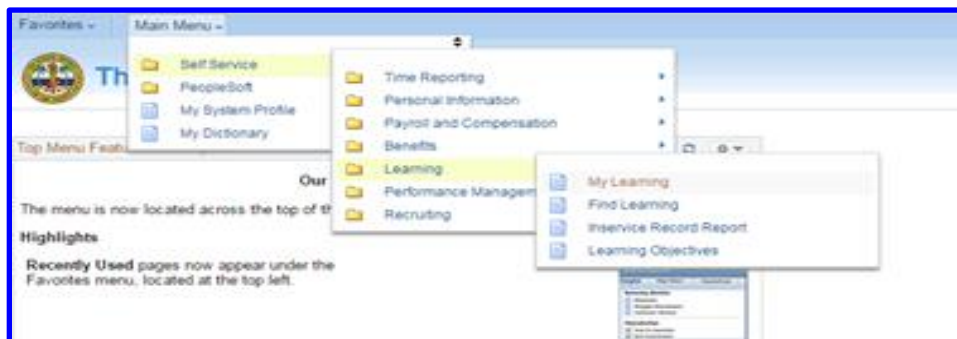
4. Enter the password you use with your DISTRICT e-mail account.

# PROFESSIONAL DEVELOPMENT RECORDS

## Required Evaluation of Professional Development Course

To receive inservice points for a completed course, Employees must complete the required course evaluation. You will likely receive an e-mail reminding you to complete the evaluation. Follow these instructions to do so:

1. Sign in to PeopleSoft using your District username and password.
2. Use this path to search for your District professional development courses:



**Main Menu → Self Service → Learning → My Learning**

3. Find the completed course(s) on the list of professional development activities. You may need to scroll through the list to find the completed courses.
4. Click on the title of the course you completed to display the Activity Progress.
5. To the right of the Post Course Evaluation column, click the “Launch” link.
6. Do not enter anything in the search field. Click Search. This displays the evaluation questions.
7. Complete all of the evaluation questions.
8. Click “Save” and “Submit.”.

## Verifying Completion of a Course Evaluation while in PeopleSoft

1. Follow the path to the “My Learning” Link (see previous page).
2. Click the “Date” column heading twice to sort the data chronologically, from most recent to oldest. A newly completed course should appear at the top of the list.
3. Enrollment status will display as “Complete”.

The screenshot shows the 'My Learning' page for The School District of Lee County, Florida. The page includes a navigation bar with 'Favorites', 'Main Menu', 'Self Service', 'Learning', and 'My Learning'. Below the navigation bar, there are links for 'View Calendar', 'Request New Learning', 'Learning Home', and 'Contact Us'. A 'Your Name' dropdown menu is set to 'View All Learning' with a 'Go' button. The main content is a table titled 'My Learning' with columns: Title, Activity Title, Type, Status, Date, Action, Print Certificate, and Delete. The table is sorted by Date in descending order. The first row is 'Bringing Words to Life' with a status of 'Dropped'. The second row is 'Safety Training' with a status of 'Completed'. The third row is 'Compass Learning' with a status of 'Completed'. The fourth row is 'TEACH Training: Techniques for Effective Adolescent & Child Handling (Educational Settings)-Ref' with a status of 'Completed'. The fifth row is 'Classroom Goal Setting & Data Analysis' with a status of 'Completed'. A red arrow points to the 'Date' column header, and another red arrow points to the printer icon in the 'Print Certificate' column for the 'Safety Training' row.

Title	Activity Title	Type	Status	Date	Action	Print Certificate	Delete
Bringing Words to Life	9451-Bringing Words to Life	B-Electronic, Interactive	Dropped	04/24/2017			
Safety Training	0571-Active Shooter	A-Workshop	Completed	04/05/2017			
Compass Learning	0571-Compass Learning	A-Workshop	Completed	03/27/2017			
TEACH Training: Techniques for Effective Adolescent & Child Handling (Educational Settings)-Ref	TEACH Refresher - 17-17	A-Workshop	Completed	02/28/2017			
Classroom Goal Setting & Data Analysis	0571-Admin Team PLC	D-Learning Community/Lesson Study Group	Completed	02/24/2017			

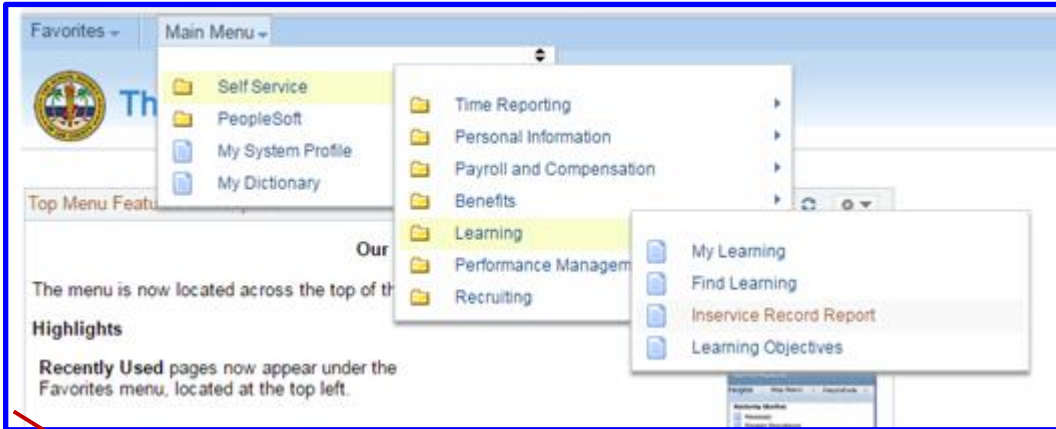
**Printing Your Completed Inservice Certificates** From the “My Learning” screen, for each completed course, click the printer icon that appears under the “Print Certificate” column.



## Printing Your Inservice Record

It is recommended that you print your inservice record at the end of each school year. To print your inservice record you must first select it.

**Main Menu → Self Service → Learning → Inservice Record Report**



Once you select the Inservice Record Report, you need to **scroll UP** to find the “Print” command. Use arrows to access additional pages.

A screenshot of the 'Inservice Record Report for Certification Renewal' page. The page title is 'The School District of Lee County, Florida'. The page content includes a 'Print' button circled in red. Below the text, there is a summary of inservice points and hours. At the bottom, there is a table with columns for Title, Type, Date, Inservice Points, Banked Points, ESE Hours, and SPALC Incentive Hours. The table has two rows of data. A red box highlights the 'Print' button and the table. A red arrow points from the 'Print' button in the first screenshot to the 'Print' button in this screenshot.

**Inservice Record Report for Certification Renewal**

The purpose of this report is to provide an efficient means for employees of TH to review personal inservice records that can be used towards renewal of the Certificate. The Certification Report provides information on points earned with period only.

To obtain additional information on using inservice credit to renew a teaching inservice, please go to the Staff Development website and click on Certification

To obtain information on the SPALC Incentive (Support Employees only), please go to the Staff Development website and click on the Support link.

Charter School Employees - Validity period data is not available in ELM. Therefore, this Inservice Record Report contains five (5) years of inservice history data and the totals for inservice points and banked points are not accurate for certificate renewal purposes.

Validity Period: 07/01/2011 06/30/2016

Total Inservice Points 157.00  
ESE Hours 65.00 (\*\*20 Hours Required per Florida Senate Bill 1108)  
Total Banked Points 188.00  
Total SPALC Incentive Hours

Title	Type	Date	Inservice Points	Banked Points	ESE Hours	ESE Hours Used	SPALC Incentive Used Hours	Print Cer
Leadership	A- Workshop	2015-12-11	3.00	0.00	0.00	0.00	0.00	
Acceptable Use of Internet & Technology	C- Electronic, Non- Interactive	2015-10-31	1.00	0.00	0.00	0.00	0.00	

## Printing Your Inservice Record for Recertification

If you plan to recertify, you will need a copy of your inservice record for the five-year certification period. In that case, you need to print all the pages if you have more than 15 completed courses. You may either print each page of 15 courses or you may select “View All” to print the entire record.

**The School District of Lee County, Florida**

**Inservice Record Report for Certification Renewal**

The purpose of this report is to provide an efficient means for employees of The School District of Lee County to review personal inservice records that can be used towards renewal of the Florida Professional Educator Certificate. The Certification Report provides information on points earned within the recertification validity period only.

To obtain additional information on using inservice credit to renew a teaching certificate and Banked inservice, please go to the Staff Development website and click on Certification Information.

To obtain information on the SPALC Incentive (Support Employees only), please go to the Staff Development website and click on the Support link.

Charter School Employees - Validity period data is not available in ELM. Therefore, this Inservice Record Report contains five (5) years of inservice history data and the totals for inservice points and banked points are not accurate for certificate renewal purposes.

**Validity Period:** 07/01/2011 06/30/2016

**Total Inservice Points** 157.00  
**ESE Hours** 65.00 (\*\*20 Hours Required per Florida Senate Bill 1108)  
**Total Banked Points** 188.00  
**Total SPALC Incentive Hours**

Personalize | Find | **View All** | First | 1-15 of 37 | Last

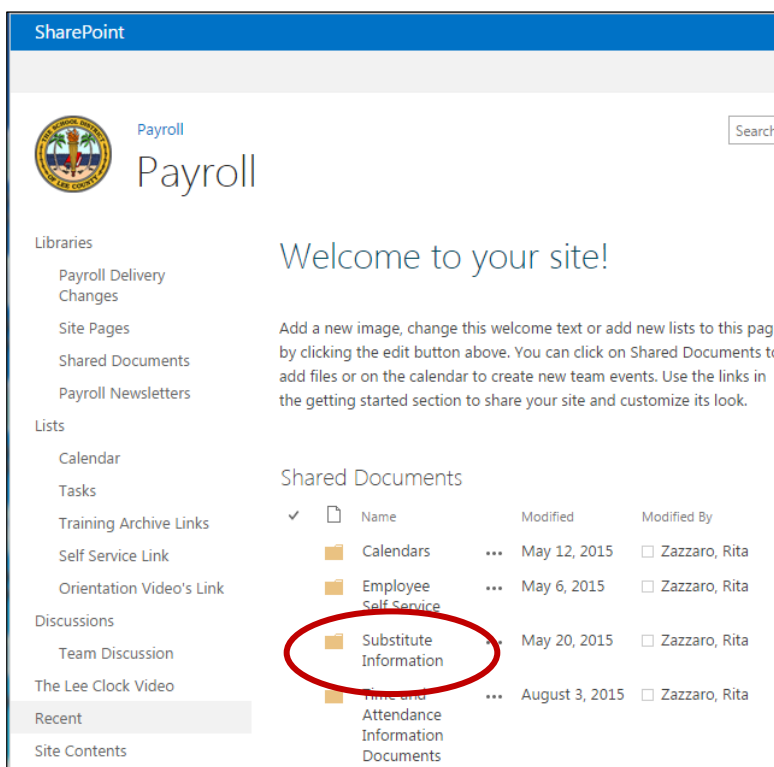
Title	Type	Date	Inservice Points	Banked Points	ESE Hours	ESE Hours Used	SPALC Incentive Hours	Print Certificate
Leadership	A-Workshop	2015-12-11	3.00	0.00	0.00	0.00	0.00	
Acceptable Use of Internet & Technology	C-Electronic, Non-Interactive	2015-10-31	1.00	0.00	0.00	0.00	0.00	

## PAYROLL DEPARTMENT SHAREPOINT SITE & LEAVE MANAGEMENT SYSTEM (LMS)

The Payroll Department maintains a folder especially for guest teachers on its SharePoint site. Once on the Payroll Department SharePoint site, select the folder labeled “Substitute Information.” If you are using a District computer, you will gain access to the site by entering this url into your browser:

<http://sharepoint.leeschools.net/dept/pay>

If you are using a non-District computer, the next screen will request your login information, which is your District username and password, the same ones you use for District e-mail and *PeopleSoft*.



The Payroll Department SharePoint’s Substitute Information folder contains a myriad of documents and resources for guest teachers such as:

- Training
- Automatic Payroll Deposit Form
- Ending Substitute Teacher Employment Form
- How to Change W-4 Status Online
- Intent Letter
- PeopleSoft – Updating E-mail Address
- PeopleSoft – Update Home Address
- PeopleSoft – View and print your paycheck through Self Service in PeopleSoft
- Self Service Subs
- Substitute Teacher Pay Schedule – FY 2016-2017
- Substitute Teacher Profile Form
- Substitute Teacher Quick Reference Booklet (LMS-SmartFindExpress)

## **GUEST TEACHER HANDBOOK ACKNOWLEDGEMENT**

My signature below confirms that I have received a copy of the 2017-2018 Guest Teacher Handbook, either in electronic format or as a hard copy. I understand that as a guest teacher, I am expected to be familiar with the contents of this handbook. I also understand that all policies and procedures outlined within the handbook are to be followed by me as an employee of the School District of Lee County.

Any questions I have regarding the information in the Lee County Guest Teacher Handbook should be directed to Heather Cook, HR Department.

I received  an electronic version OR  hard copy of the handbook.

---

**Guest Teacher Signature**

---

**Date**

---

**Print Guest Teacher Name**

This form is to be returned via e-mail attachment, District Pony mail, or U.S. Mail:

**Heather Cook**

**HeatherCo@leeschools.net**

**Human Resources Department**

**2855 Colonial Blvd  
Fort Myers, Florida 33966**

## DISTRICT POLICIES AND GUIDELINES

The following District policies or guidelines are listed in the Guest Teacher Handbook for your review.

Title	#	Length
Complaint Procedures for Sexual Harassment and Discrimination by Employees	5.32	5 pp
Bullying and Harassment	4.14	9 pp
Guest Teachers	5.08	2 pp
Alcohol Drugs and Tobacco-free Workplace	5.37	5 pp
Complaints Relating to Employees	5.31	3 pp
Fingerprinting and Background Screening	5.04	5 pp
Acceptable Use Policy Governing Internet and Technology Access	2.20	3 pp
Professional Standards	5.26	1 pp

# Social Media Guidelines

## The School District of Lee County, FL

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Blogs, social networks and Web sites such as Facebook, Flickr, LinkedIn, Vine, Instagram, Twitter, Google Plus, YouTube, Internet social sites and other emerging sites are exciting new channels for people to share knowledge, express creativity and connect with others who share similar interests.

While some employees are familiar with social media channels, others are new to this area. The following "best practice" guidelines are being provided to help you effectively use these forums, protect your personal and professional reputation and follow state and/or District rules and policies.

### Using these sites as a District Professional

First and foremost, it's vital that when participating in Internet social media in a professional capacity that you are honest about who you are, you're thoughtful before you post and you respect the purpose of the community where you are posting. For business/District related use of such resources, remember:

- If you are participating on a social networking site and/or electronic message board for business, it must be done with the approval of your supervisor.
- Accessing inappropriate Web sites during work hours or using your District E-mail or resources inappropriately can result in disciplinary action. It is important to remember that your email is a public record that can be requested by any individual. Do not write something you would be embarrassed to have any member of the public see.
- You must identify yourself and your position with the District – always use your name (never create an alias and never be anonymous.)
- Misidentifying yourself or providing false information may result in disciplinary action.
- The leeschools.net address attached to your name and/or E-mail implies that you are acting on behalf of the District and as such, you are expected to conduct yourself as a professional.

When using a District E-mail address and/or equipment to participate in any social media or professional social networking activity (such as LinkedIn and others), your actions are public and employees will be held fully responsible for any and all activities.

# Social Media Guidelines

## The School District of Lee County, FL

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- Any information shared via social networking sites and/or blogs regarding the business of the District, whether using personal or District equipment, is considered public record and are subject to Florida Public Record Laws. This includes any private messages you receive during the use of these accounts.
- What does this mean? It means any citizen could request the activity of your account and it must be provided as a result of the public record request.
- Avoid posting confidential or proprietary information about the District, its students, alumni or employees. Use good ethical judgment and follow state and/or District rules and policies and federal requirements.
- By their very nature, social media Web sites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems save information even if you delete a post.
- If you feel angry or passionate about a subject, it may not be the time to share your thoughts in a post – you should delay posting until you are calm and clear-headed.
- Please thoroughly spell and grammar check your content before you post. Citizens expect that education employees set a good example when they write and speak in public. Content never disappears entirely once it is posted, so it's important you correct any errors as soon as you can. Since transparency is important, admit your mistake, apologize if necessary, correct it and move on.
- Remember that you are writing for publication, even if it's just for a social networking Web site. Refrain from making unsubstantiated statements and avoid careless comments, such as "research shows" unless you also provide full citations of the research.

**Special note** – *Employees of the School District of Lee County are not permitted to participate in the publishing of blogs utilizing their District credentials.*



# Social Media Guidelines

## The School District of Lee County, FL

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### Social Networking Sites & Blogs for Personal Use

The personal use of social networking sites or blogs creates the risk of affecting your professional career whether you want it to or not. To that end, it is vital that you conduct yourself in such a way that it doesn't adversely affect your position with the District. Below are suggested guidelines to follow when using social networking sites and/or blogs for personal use:

- If you participate in a social networking site for personal use, you may identify yourself as an employee of the District. If you do, you must state that you are expressing your own opinion, not that of the District.
  - If you identify yourself as a District employee, remember, your actions will reflect not only on you but on the District as well.
  - If you identify yourself as a District employee, readers will associate you with the District, even with the disclaimer that your views are your own.
- Never pretend to be someone else and post information about the District. Tracking tools enable supposedly anonymous posts to be traced back to their authors.
- Do not use the District's Official Seal or individual school logos, athletic logos, mascots or any other such graphic representations or images – including photographs – during your personal online activities (Web site, blogs, etc.) or on any personal sites.
- If you post information or comments that are not related to the District, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to:
  - Posting of photographs, regardless of the content, which could be considered offensive to other parties and be a violation of state and/or District rules and policies;
  - Posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) may be a violation of state and/or District rules and policies.

# Social Media Guidelines

## The School District of Lee County, FL

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- You do not have control of what others may post on social networking sites; therefore, be aware that your conduct in your private life may affect your professional life.
  - Be vigilant about what others post about you or on your page and, if necessary, take steps to remove comments that pose a risk to you or the District.
- It could be viewed as inappropriate for District employees to communicate with current students enrolled in the District on any public social networking site (Facebook, Twitter, etc.). This includes becoming “friends” or allowing students to access your personal page to communicate.
  - Employees should refrain from creating “personal” Web pages and social media accounts that permit social interaction with current students enrolled in the District.
  - Employees, especially teachers and coaches, should not ask or expect parents or students to visit personally created websites or social media sites to gather information about homework, class activity, practice schedules, etc.
  - The District utilizes parent and student communication systems called ParentLink and Focus. Aside from District email and personal phone calls, these are the only approved electronic communication systems for employees to utilize with parents and students.
- Employees should refrain from providing their personal E-mail address to students currently enrolled in the District.
  - Employees should only provide their official District E-mail address (this address can be accessed via computers at work, at home and on personal digital assistants and smartphones) as a way to communicate with students or parents regarding District and/or school related business.
- During the work day, employees should refrain from participating on any social networking Web site for personal reasons, even from personal equipment (i.e. their own Blackberry, iPhone, laptop, netbook, etc.)

# Social Media Guidelines

## The School District of Lee County, FL

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- Employees should avoid posting personal comments – on their page or someone else’s page – no matter whose equipment it is during lunch time and/or breaks since such activities will leave time-stamps that could be misinterpreted by others.

The very nature of the Internet and social networking sites are that they are ever- changing. The above guidelines are intended to provide direction if you choose to use social networking sites and/or blogs for either personal or professional reasons.

While the use of these sites is becoming commonplace, it is important that you remember to conduct yourself in an appropriate manner to avoid any unintended situations that could adversely affect your professional standing with the District. These guidelines are not intended to restrict your participation but rather to provide some protection if you choose to engage in online activities.

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### Frequently Asked Questions

#### ***I am a teacher or coach, can I open a Twitter or Facebook Account?***

Any account that you open should be a personal account attached to a personal email address. It should be opened for your own personal use and not for the purpose of posting announcements or communicating with students or parents.

Professionals are encouraged to keep their account settings private and/or avoid following or interacting with students and parents on social media accounts.

#### ***Does that mean we shouldn't mention our work or school on our accounts?***

Every employee of the District has the potential to be a digital ambassador. You can brag about your school, your students (without their names or faces) and even share special events on your personal social media accounts. You simply should not imply that your social media accounts are where parents and students should be gathering important announcements about your class.

#### ***Can I post pictures of my students on my social media accounts?***

The District media permissions signed by parents do not extend to the posting of student images or names on individually owned social media accounts. Pictures of students should be forwarded to the individual managing the official school accounts

# Social Media Guidelines

## The School District of Lee County, FL

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for distribution and sharing. You are permitted to “share” or “retweet” official District or school posts.

***I have a video I want my students to view that is on my personal You Tube Account. Can I direct them to the link?***

Students should only access You Tube videos from the District or School accounts. See your school administrator or IT specialist to move your video to the school account.

I have identified an APP that may be valuable to my classroom teaching. Can I encourage my students to download it?

All APPS must be vetted and approved by the IT Department.

***A student or parent somehow got a hold of my cell number and text me a very simple question. Can I respond back?***

This is strongly discouraged. When you text a student or parent, you are creating a public record you must maintain. Additionally, you create an expectation that this is how parents and students can communicate with you.

---

**Important to remember:**

All work and communication that is completed in your official capacity as a District employee, whether it is on your personal or work accounts, during or after regular work hours, is considered public record.

In that vein, it is recommended that you do work related activities on your work accounts and use your personal accounts for only personal activities.

**Important to remember:**

Images of your students should not appear on your personal social media accounts (Twitter, Facebook, Instagram, You Tube, etc.)

Exceptions to this include drama performances and athletic events that are considered public events.



## Principles of Professional Conduct for the Education Profession in Florida

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6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.

3. Shall not unreasonably deny a student access to diverse points of view.

4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

6. Shall not intentionally violate or deny a student's legal rights.

7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

8. Shall not exploit a relationship with a student for personal gain or advantage.

9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

3. Shall not use institutional privileges for personal gain or advantage.

4. Shall accept no gratuity, gift, or favor that might influence professional judgment.

5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.



2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.
16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

*Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History--New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.*

# FORMS

Several forms are available for use by guest teachers to communicate with the classroom teacher who is absent or to leave feedback on your teaching experience. Use of these forms is optional. Photocopy them or print them from the LCAPST webpage.



## Substitute Forms

All forms are in PDF format. Please use them as needed. If you need them modified please contact the webmaster for assistance. If you have a form you would like to share with other substitute teachers please email the webmaster.

[Substitute Teachers Report Form General](#)

[Substitute Teachers Report Form Blank](#)

[Substitute Feedback Form](#)

[Substitute Teacher Daily Report](#)

[Substitute Teacher Daily Report 2](#)

[Gradebook Sheets with Student # N/A](#)

[11.11 Student Discipline Referral](#)

[Elementary - School Homework/Classwork slip](#)

[Middle School - Homework/Classwork slip](#)

[High School - Homework/Classwork slip](#)

[General - School Homework/Classwork slip](#)

[Substitute Teacher School - Name Tag - Blank](#)

