



Guest Teacher Handbook

2019-2020 School Year



THE SCHOOL DISTRICT OF LEE COUNTY

Gregory K. Adkins, Ed.D.

Superintendent

2855 Colonial Boulevard, Fort Myers, FL 33966 | O: 239.337.8300 | F: 239.337.8378

Dear Guest Teacher,

As the Superintendent for the School District of Lee County, it is a 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 during 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 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 your dedication and commitment. Thank you for assisting us in meeting the needs of our students, to ensure each student reaches his/her highest potential, every day. Your support of our students, staff and administration is vital to the success of the District.

We continue to make progress toward our vision 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



THE SCHOOL DISTRICT OF LEE COUNTY

Dear Guest Teachers:

On behalf of the School Board, it is a pleasure to welcome you to the 2019-2020 school year! Each of you, returning and new guest teachers, are very important to us.

In this large District, keeping our classrooms staffed can be a challenge. You provide a necessary and valuable contribution to the education of our students. The relationships and knowledge you share with our students will influence young lives for years to come. You are essential to our schools; we would not be able to function without you.

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

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

Respectfully,

Gwynetta S. Gittens
Chairman

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Our Mission

To ensure that each student achieves his/her highest personal potential

The School District of Lee County is the ninth-largest district in Florida and the 33rd-largest school district in the United States. We proudly educate over 90,000 students in grades K-12. Our District is a model for others in the state and nation - from our Microsoft Certified High School (Dunbar High) to our National Blue Ribbon School of Excellence (The Sanibel School) to one of the top IB High Schools in the world (Fort Myers High.)

Schools in Lee County play a key role in community life. With 12,000+ full- and part-time employees, the School District is one of the county's largest employers, and with the District's construction program, building new schools and renovating and expanding existing facilities, the District has been the area's largest developer.

Our Vision

To be a world-class school system

Overview of Schools and Student Enrollment

Schools (2018/19)*

Elementary	45
Middle	16
High	14
Special Education Centers & Vocational/Technical Colleges	17
K-8 th Grade Schools	4
Number of "Traditional Schools"	96
Charter Schools	24
Total Number of Schools	120

Student Enrollment (2018/19)*

Pre-K	2,039
Elementary	42,118
Middle	21,679
High	28,569
Total Enrollment	94,405
<i>*Information Based on Cycle 2 (October 2018) Enrollment Count and Includes Charter Schools</i>	

About the School Board

The Lee County School Board is comprised of seven School Board members with five elected from their District and two elected through a District-wide vote of the people. Board Members serve four-year terms on a staggered basis and reside in one of the five districts from which they are voted. The two elected through a District-wide vote reside in any district in Lee County. Members annually elect their Chair and Vice Chair.

The Lee County School Board sets policies and rules that govern the administration of the District. The Board operates according to Florida laws and Florida Department of Education regulations and it sets policy only when members meet in official session. The Board appoints the District's Superintendent, who administers the daily operations of the school system.

Gwynetta S. Gittens, District 5 (Chair)

Chris N. Patricca, District 3 (Vice Chair)

Mary Fischer, District 1

Melisa W. Giovannelli, District 2

Debbie Jordan, District 4

Betsy Vaughn, District 6

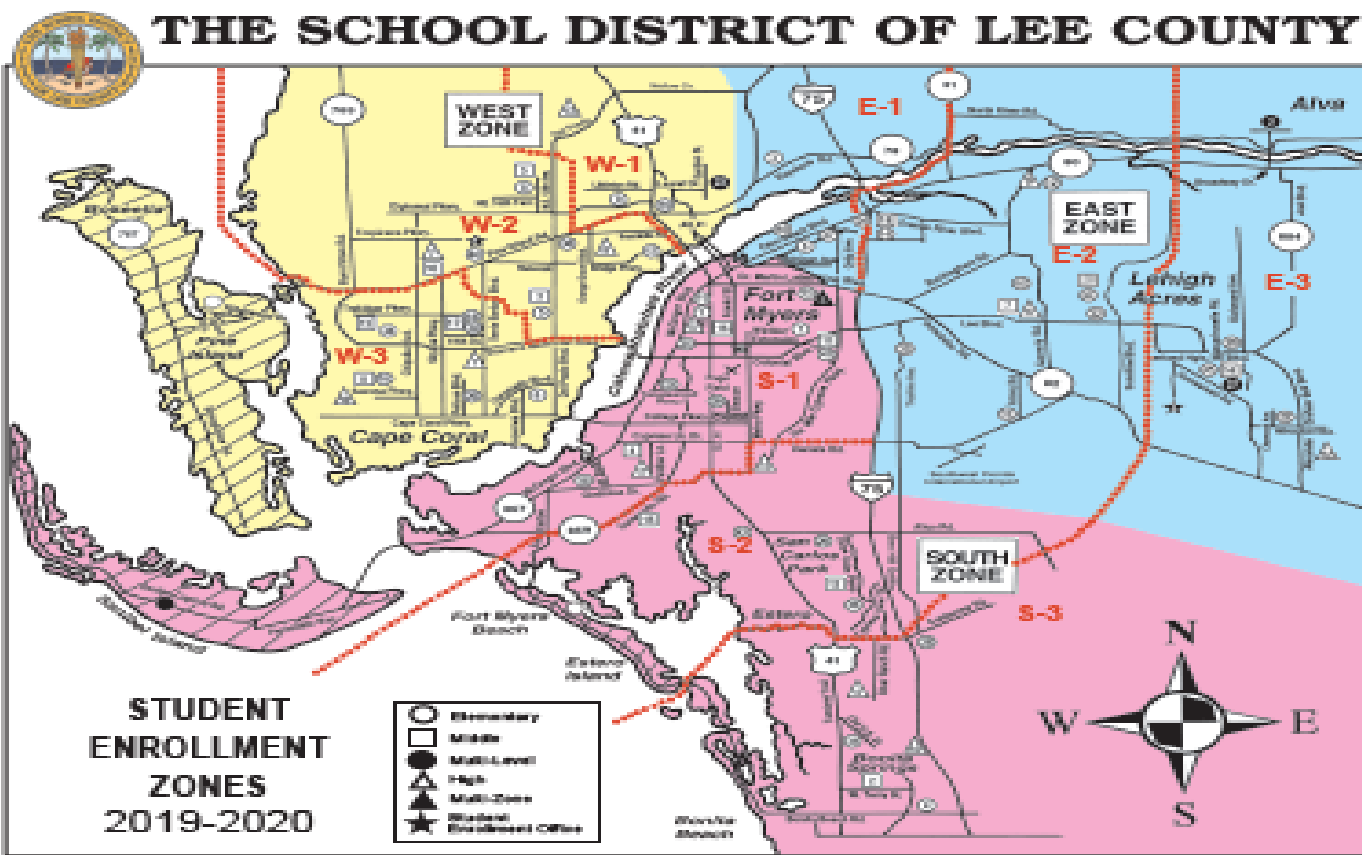
Cathleen O'Daniel Morgan, District 7

General Board Office Correspondence

BoardOffice@leeschools.net



Student Enrollment Zones



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		SOUTH ZONE		EAST ZONE	
Elementary Schools		Elementary Schools		Elementary Schools	
Caloosa (U)	5	Allen Park	1	Alta (K-8)	2
Cape	6	Bonita Springs (A) (U)	4	Bayshore (U)	3
Diplomat (U)	8	Colonia (U)	7	Bridgwood Academy (A) (U)	10
Gulf	16	Solomon Park (A)	11	G. Weaver Hippie	45
Hancock Creek	17	Presidents Park (U)	13	Gatorway	15
Hector A. Callenista, Jr. (U)	40	Heights (H)	18	Harris Marsh	43
J. Colin English (HS) (U)	19	Orangebrook	25	Jessie Stephens Academy (U)	6
Littlesun (U)	9	Pinebrook	28	Lehigh	20
HPM Academy for the Arts (K-8) (A) (U)	23	Ray V. Potter	41	Mazette (U)	14
Patriot	44	Rayna C. Page (U)	42	Minor Lakes (U)	22
Pelican	26	San Carlos Park (A) (U)	29	Orange River (U)	24
Skyline	30	Spring Creek (U)	31	River Hall (U)	12
Tridodge (U)	34	Tanglewood	33	Sunshine	22
Tropic Isles	38	Three Oaks	35	Tee (PL)	27
Middle Schools		Middle Schools		Middle Schools	
Caloosa (CA)	3	Bonita Springs (A) (CA)	2	Alta (K-8)	2
Challenger	17	Cypress Lake (A)	4	Harris Marsh (CA) (A) (U)	26
Diplomat	5	Fort Myers Middle Academy (U)	16	Lehigh Acres (CA) (STRAM) (U)	14
Gulf	8	Laudington (H)	15	Oak Hammock (A) (U)	16
Mariner (HS)	10	Paul Lawrence Dunbar	11	Varsity Lakes (U)	7
HPM Academy for the Arts (K-8) (A) (U)	23	Three Oaks (U)	12	Veterans Park (K-8) (A) (U)	27
Tridodge	13	High Schools		High Schools	
High Schools		Bonita Springs (HS, 10th, & 11th grades only) (PC) SS & SS Only	14	Dunbar (HS/HS)	3
Cape Coral (HS)	1	Cypress Lake (A) (CAHS)	2	East Lee County (C) (CA)	12
Ma S. Baker (CAHS)	10	Dunbar Zone Magnet (HS/HS)	3	Lehigh Senior (A) (CA)	6
Island Coast (CAHS)	13	Batons (CA)	4	Rivertide (HS)	9
Mariner (CAHS)	7	Fort Myers (HS)	5		
North Fort Myers (A) (CA)	8	South Fort Myers (C) (CAHS)	11		

(A) Arts Program; (C) Comprehensive Program; (CA) Cambridge Program; (CAHS) AP Capstone; (PC) PGCU Collegiate; (PL) Foreign Language; (HS) International Baccalaureate; (HS/HS) HS/STEM; (STRAM) Science, Technology, Engineering, Arts, Math; (STRAM) Science, Technology, Engineering, Math; (U) This school has a uniform clothing policy

Instructional School Calendar



The School District of Lee County 2019 -2020 School Calendar

July 2019							January 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	JUL 4 Independence Day	5	6	7	8	9	10
14	15	16	17	18	19	20		12	13	14	15	16	17
21	22	23	24	25	26	27		18	19	20	21	22	23
28	29	30	31					26	27	28	29	30	31
August 2019							February 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	AUG 5 Teachers First Day	2	3	4	5	6	7
11	12	13	14	15	16	17	AUG 5, 6, 9 Pre-School Days	9	10	11	12	13	14
18	19	20	21	22	23	24	AUG 6,7 Teacher In-Service Days	16	17	18	19	20	21
25	26	27	28	29	30	31	AUG 12 First Day Students	23	24	25	26	27	28
September 2019							March 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	SEP 2 Labor Day	1	2	3	4	5	6
8	9	10	11	12	13	14		8	9	10	11	12	13
15	16	17	18	19	20	21		15	16	17	18	19	20
22	23	24	25	26	27	28		22	23	24	25	26	27
29	30						SEP 29-30 Rosh Hashanah	29	30	31			
October 2019							April 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	4
6	7	8	9	10	11	12	OCT 9 Yom Kippur	5	6	7	8	9	10
13	14	15	16	17	18	19	OCT 11 End of Quarter 1	12	13	14	15	16	17
20	21	22	23	24	25	26	OCT 14 Professional Duty Day	19	20	21	22	23	24
27	28	29	30	31				26	27	28	29	30	
November 2019							May 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2
3	4	5	6	7	8	9		3	4	5	6	7	8
10	11	12	13	14	15	16	NOV 11 Veterans Day	10	11	12	13	14	15
17	18	19	20	21	22	23	NOV 25-29 Thanksgiving Break	17	18	19	20	21	22
24	25	26	27	28	29	30	NOV 28 Thanksgiving Day	24	25	26	27	28	29
								31					
December 2019							June 2020						
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
8	9	10	11	12	13	14	DEC 15, 19, 20 Early Dismissal Days	7	8	9	10	11	12
15	16	17	18	19	20	21	DEC 20 End of Quarter 2	14	15	16	17	18	19
22	23	24	25	26	27	28	DEC 23-JAN 3 Winter Break	21	22	23	24	25	26
29	30	31					DEC 25 Christmas Day	28	29	30			

- 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
- Pre-School Days
- 8/6 Elementary District In-Service Day/Secondary Pre-School Day
- 8/7 Secondary District In-Service Day/Elementary Pre-School Day

Special Notes

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

Board Approved 10-23-18

School Bell Times

Elementary Schools

7:55 a.m. - 2:10 p.m.

- Bayshore Elementary School
- Caloosa Elementary School
- Cape Elementary School
- Dr. Carrie D. Robinson Littleton Elementary School
- Edison Park Creative and Expressive Arts School
- Fort Myers Beach Elementary School
- G. Weaver Hipps Elementary School
- Hancock Creek Elementary School
- Hector A. Cafferata, Jr. Elementary School
- Heights Elementary School
- Pelican Elementary School
- Pinewoods Elementary School
- San Carlos Park Elementary School
- Skyline Elementary School
- Tanglewood Elementary School
- Three Oaks Elementary School
- Tortuga Preserve Elementary School
- Trafalgar Elementary School
- Villas Elementary School

7:55 a.m. - 2:40 p.m.

- Colonial Elementary School
- Edgewood Academy
- Franklin Park Elementary School
- James Stephens International Academy
- Manatee Elementary School
- Mirror Lakes Elementary School
- Tice Elementary School

8:55 a.m. - 3:10 p.m.

- Allen Park Elementary School
- Bonita Springs Elementary School
- Diplomat Elementary School
- Gateway Elementary School
- Gulf Elementary School
- Harns Marsh Elementary School
- J. Colin English Elementary School
- Lehigh Elementary School
- Orangetown Elementary School
- Patriot Elementary School
- Pine Island Elementary School
- Rayma C. Page Elementary School
- River Hall Elementary School
- Spring Creek Elementary School
- Sunshine Elementary School
- Treeline Elementary School
- Tropic Isles Elementary School

8:55 a.m. - 3:40 p.m.

- Orange River Elementary School
- Ray V. Pottorf Elementary School

Combination Schools (K-8)

7:55 a.m. - 2:10 p.m.

- North Fort Myers Academy for the Arts
- The Alva School
- The Sanibel School
- Veterans Park Academy for the Arts

Middle Schools

9:45 a.m. - 4:00 p.m.

- Bonita Springs Middle Center for the Arts
- Caloosa Middle School
- Challenger Middle School
- Cypress Lake Middle School
- Diplomat Middle School
- Fort Myers Middle Academy
- Gulf Middle School
- Harns Marsh Middle School
- Lehigh Acres Middle School
- Lexington Middle School
- Mariner Middle School
- Oak Hammock Middle School

- Paul Laurence Dunbar Middle School
- Three Oaks Middle School
- Trafalgar Middle School
- Varsity Lakes Middle School

High Schools

7:05 a.m. - 1:35 p.m.

- Bonita Springs High School
- Cape Coral High School
- Cypress Lake High School
- Dunbar High School
- East Lee County High School
- Estero High School
- Fort Myers High School
- Ida S. Baker High School
- Island Coast High School
- Lehigh Senior High School
- Mariner High School
- North Fort Myers High School
- Riverdale High School
- South Fort Myers High School

Special Centers

8:00 a.m. - 4:30 p.m.

- Adult and Community Education
- Dunbar Community School
- Lee Virtual Instruction Program
- S.W. Florida Detention Center
- S.W. Florida Public Service Academy
- Vince Smith Center

8:00 a.m. - 6:00 p.m.

- AMIkids Southwest Florida

9:30 a.m. - 4:00 p.m.

- Buckingham Exceptional Center
- Success Academy

8:00 a.m. - 2:30 p.m.

- Cape Coral Technical College
- Fort Myers Technical College

8:30 a.m. - 2:30 p.m.

- Early Childhood Learning Services

8:40 a.m. - 3:10 p.m.

- Lee Adolescent Mothers Program (LAMP)

7:45 a.m. - 2:15 p.m.

- Royal Palm Exceptional Center

Getting Started

District Username and Password Information

As with any school district these days, technology plays a major role in instruction and communication. 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 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 are 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 sent 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.

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.

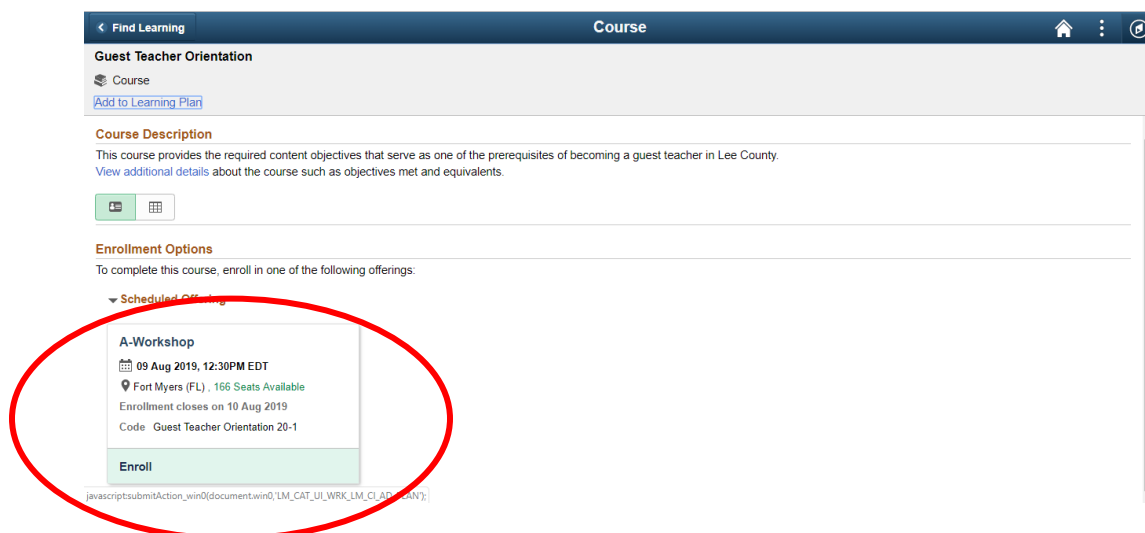
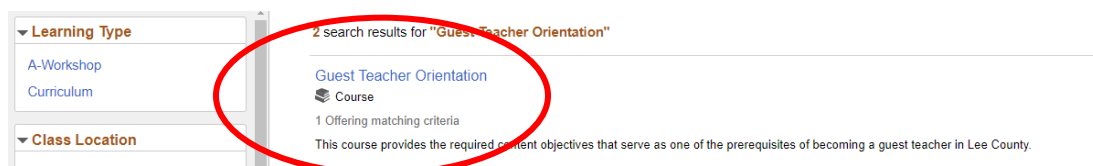
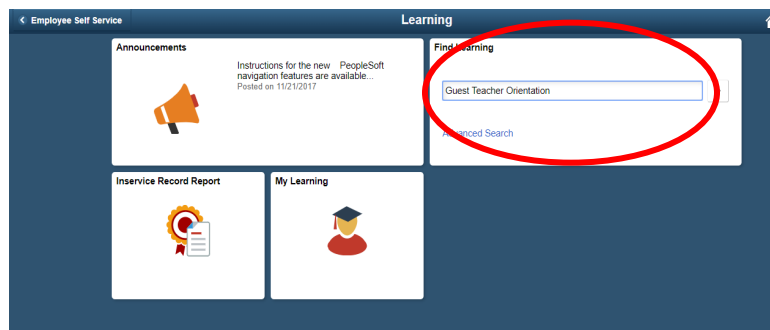
Required Training

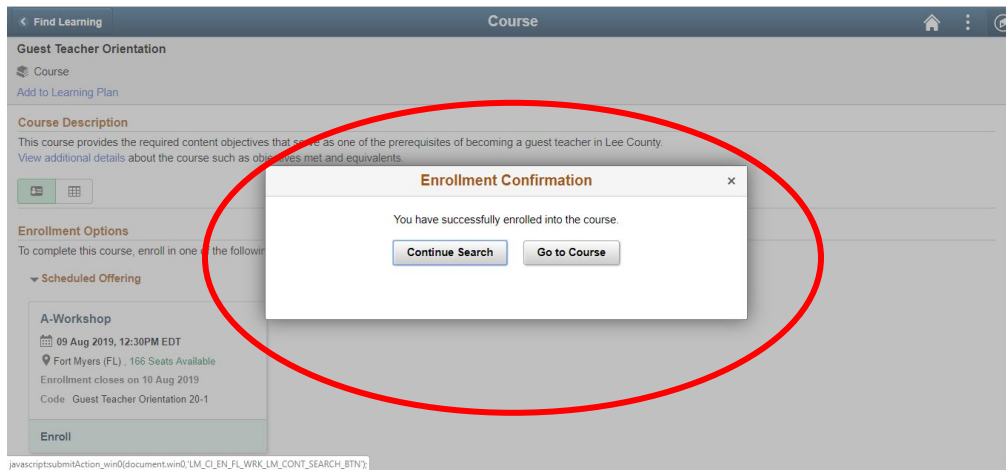
The Guest Teacher Welcome Packet lists several training requirements.

Guest Teacher Orientation

You are required to complete guest teacher orientation within your first 30 days of guest teaching. You may register for guest teacher orientation in [PeopleSoft](#). You will need to use your District username and password to log into [PeopleSoft](#). Please see below for instruction on how to register.

PeopleSoft Login → Employee Self Service → Learning → Find Learning

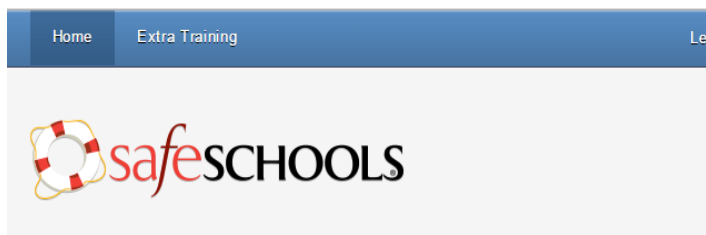




Safe Schools

Within 60 days of your hire date (30 days from activation date), you are required to complete the following courses outlined in Safe Schools. Once your employee ID number is activated, approximately 30 days after your hire date, you will be able to access the mandatory online training modules. All District employees are required to repeat the Safe Schools online training annually, between August 1 and October 31.

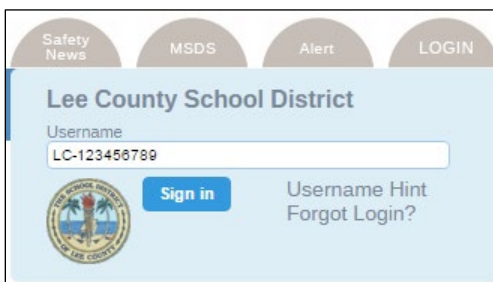
- Bullying: Recognition and Response
- Bloodborne Pathogen Exposure Prevention
- Diversity Awareness: Staff –to –Student
- Hazard Communication: Right to Understand
- Child Abuse: Mandatory Reporting
- Safety Data Sheets
- Fire Extinguisher Safety
- Active Shooter
- Asbestos Awareness



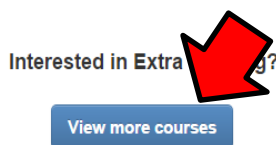
To log on to Safe Schools Training at <https://lee-fl.safeschools.com/login>, use the letters "LC" followed by a hyphen and your 9-digit employee ID (DID). Ex. LC-123456789. Once on the site you will be asked to confirm your identity. You will then see the homepage that has a list of

Mandatory Training

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



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.



Acceptable Use of Technology Resources

As a guest teacher, you will be using District technology and must complete the Acceptable Use of Technology Resources training within 60 days of your hire date. Maintaining the integrity of our technology infrastructure and protecting our students are top priorities.

Training Link: [Acceptable Use of Technology Resources](#)

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.

Guest Teacher Emergency Response Protocol Information

All guest teachers should check with their assigned school/s for information regarding emergency response protocols.

Guest Teacher Emergency Response Protocol Sheet

GUEST TEACHER EMERGENCY RESPONSE PROTOCOL SHEET – 2019-2020	
FIRE – BUILDING EVACUATION	BOMB – BUILDING EVACUATION
SIGNAL – Audible alarm sounds, clear strobes on wall flash, or visible signs of fire Process: (1) Remain calm. Account for all students and keep under direct supervision. (2) Pick up emergency folder/kit, attendance/grade book and cell phone to take with you. (3) Utilize the “buddy” system. (4) Instruct line leader to hold open exit door until all students have exited. (5) Begin orderly evacuation as quickly and quietly as possible. (6) Ensure all students have exited classroom and adjoining bathrooms. (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. (8) Remain in place until instructed to move.	SIGNAL: Announcement over PA system Process: (1) Remain calm. Account for all students and keep under direct supervision. (2) Pick up emergency folder/kit, attendance/grade book and cell phone to take with you. (3) Utilize the “buddy” system. (4) Instruct line leader to hold open exit door until all students have exited. (5) Begin orderly evacuation as quickly and quietly as possible. (6) Ensure all students have exited classroom and adjoining bathrooms. (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. (8) Remain in place until instructed to move.
SHELTER	MEDICAL EMERGENCY IN THE CLASSROOM
SIGNAL – Announcement over the PA system Process: (1) Lock all doors (outside classes lockdown or evacuate based on the situation). (2) Do not allow students to leave classroom. (3) Continue with lesson plan. (4) Stay vigilant. (5) Follow directions given by administration.	Process: (1) Dial 911 if necessary. (2) Instruct all students to remain in their seats. (3) Ask students closest to the sick person to move away. (4) Do rapid assessment of person to see if they are breathing. (5) Assign a student to go to the main office for help. (6) Stay with person until help arrives.
LOCKDOWN	SHELTER-IN-PLACE (HAZARDOUS MATERIALS ACCIDENT)
SIGNAL: Announcement over the PA system Process: (1) Lock all doors (outside classes lockdown or evacuate based on the situation). (2) Do not allow students to leave classroom. (3) Turn off all lights. (4) Close all windows. (5) Display red or green card in door window. (6) Line students so they are unobservable from the door and if possible windows as well. (7) Remain as quiet as possible. (8) Follow directions given by administration.	SIGNAL: Announcement over PA system or visible threat of a hazardous materials spill/release. Process: (1) Follow shelter procedures. (2) Shut off all air conditioning systems to avoid contamination of internal air system. (3) Follow specific directions provided by administration.
SEVERE WEATHER/TORNADO	FOR ALL EMERGENCIES
SIGNAL: Announcement over PA system or visible signs of severe weather (high wind, tornado) Process: (1) Escort students to pre-designated area away from the windows (interior of building is best). (2) Take class roster and account for all students. (3) Evacuate portable classrooms and take shelter in permanent facilities if instructed. (4) If tornado is visible or instructed by administration, ensure students assume the “drop and tuck” position until the all clear signal is given over the PA system. “Drop and Tuck” (1) Protect yourself (2) Lie face down (3) Draw your knees up under you (4) Cover the back of your head with your hands	▪ Remain calm ▪ Alert Authorities ▪ Account for all students, staff and trainers ▪ Plan for those with special needs ▪ Be ALERT for suspicious or unusual activity, people, packages or events. IMPORTANT PHONE NUMBERS Main office: _____ School nurse’s office: _____ Principal’s office: _____
HOW TO COMMUNICATE	
Full Lockdown and Shelter ▪ Emergency Folder ▪ Telephone/Intercom ▪ Email ▪ Cellphone Red Card: Medical Emergency/Injured Person Green Card: Room is Secure/All is fine	Evacuation ▪ Emergency Folder ▪ In person (outside) ▪ Cellphone (except bomb threat)

Lee Clock

All employees are required to use the Lee Clock. Guest teachers should clock in and out each day at their designated school site.

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.

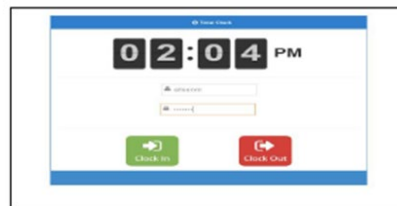
The below clock will pop up when opening:



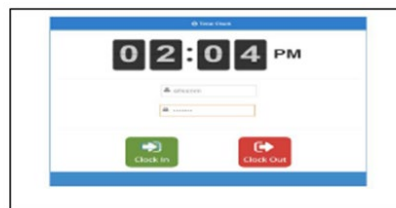
3. Enter your User Name



4. Enter your Password.



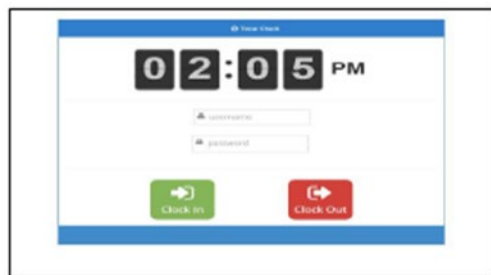
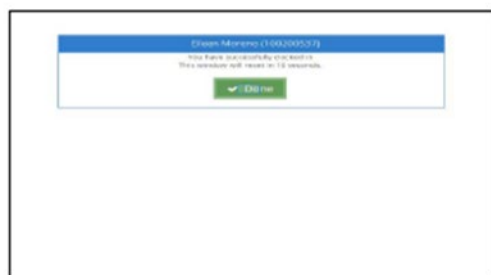
5. Click on Clock In / Out.



6. If you have more than one job within the District – The following page will pop up.
7. Select the job you are clocking for. If you only have one position, you will NOT see this page.



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.

Emergency Contact Information

This information will be used only by medical personnel in the event of an emergency when you are unable to speak for yourself. It will be kept in a sealed envelope to ensure your confidentiality. Please complete this form and return it to Principal's Office in a sealed envelope with your name and date on the outside.

School Year: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Home E-Mail: _____

Medical Conditions: _____

Allergies: _____

Medications: _____

For additional space, please continue on reverse.

IN CASE OF EMERGENCY NOTIFY:

Name: _____ Relationship: _____

Home Phone: _____ Alternate #: _____

Name: _____ Relationship: _____

Home Phone: _____ Alternate #: _____

Name: _____ Relationship: _____

Home Phone: _____ Alternate #: _____

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.
- 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.

Reporting to the School Site

- Arrive at least 30 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 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. 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

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 enough 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.)
- 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 may 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.

Guest Teacher Checklist

✓	A. Before the Phone Call
	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. Arrival at School
	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.

✓	C. Prior to Students Entering Classroom
	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.

✓	D.To Start the Day and Throughout the Day
	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.

✓	E. At the End of the Day or Period
	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.

Student Code of Conduct

Guest teachers are expected to be familiar with the District Code of Conduct. This document 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**.

Please 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.

Classroom Management and Maintaining Discipline Tips

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.

- 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 and 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 and Planning Time

Cancellations by Guest Teacher

Refer to the [“Guest Teacher Quick Reference”](#) or the [“SmartFindExpress”](#) 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

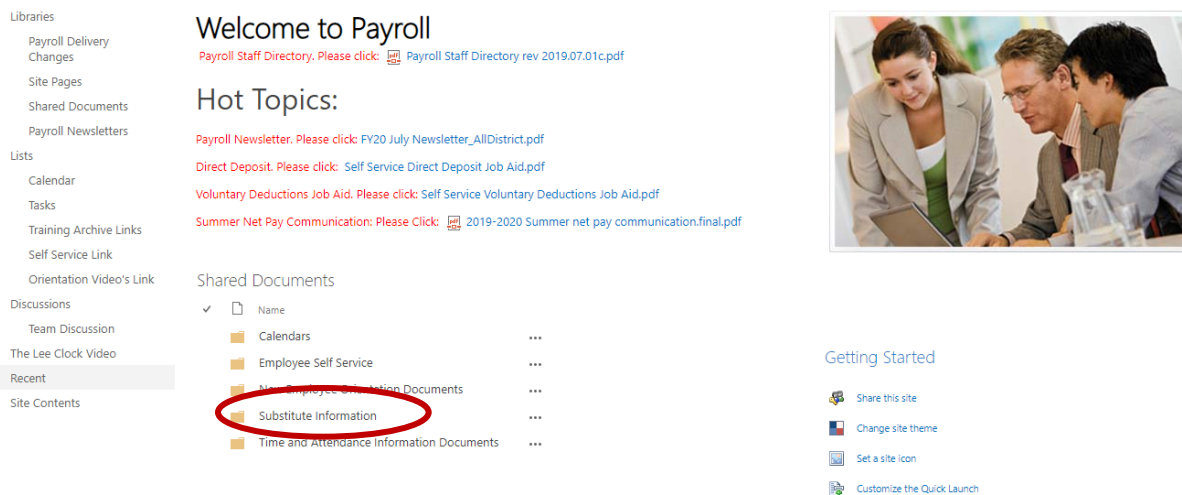
There will be times when guest teachers are erroneously assigned to a job. If you arrive at a school only to find out there is no assignment, you will be given three (3) choices:

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.

Payroll Department Sharepoint Site and 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." The site is located at <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 screenshot displays the Payroll Department SharePoint site. The left sidebar contains navigation links such as 'Libraries', 'Lists', 'Discussions', and 'Recent'. The main content area features a 'Welcome to Payroll' header, followed by 'Hot Topics' with links to documents like 'Payroll Staff Directory' and 'Payroll Newsletter'. Below this is a 'Shared Documents' section with a list of folders: 'Calendars', 'Employee Self Service', 'New Employee Orientation Documents', 'Substitute Information' (circled in red), and 'Time and Attendance Information Documents'. On the right side, there is a 'Getting Started' section with links to 'Share this site', 'Change site theme', 'Set a site icon', and 'Customize the Quick Launch'.

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

- 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 – Guest Teachers

Professional Development

Additional Training Opportunities

Additional professional development training opportunities are emailed to your District email address every Monday from Professional Development Notifications. Professional Development will also be hosting a series of courses for guest teachers only. The dates for these trainings are outlined below and detailed information will be provided as these dates approach.

Guest Teacher Professional Development Days	
Date	Location
October 14, 2019	Lee County Public Education Center
February 10, 2020	
March 13, 2020	

Requirements for In-service Credit

Sign-In: To receive in-service credit, you must sign in electronically @ conference.leeschools.net

Attendance Manager Conference Login

Please provide the following information.

username

password

pass key

Will be provided by the facilitator

You will receive an email receipt confirming your successful sign-in

Forgot Login Login

Course Evaluation: You must complete the course evaluation to receive credit.

- ❑ **Log into PeopleSoft @ <https://peoplesoft.leeschools.net>.**
 1. Click the **Learning** tile.
 2. Click the **My Learning** tile
 3. Click the title for the applicable course.
 4. When the Activity Progress page is displayed click the **Launch** link to the right of the Post-Course Evaluation; scroll down if necessary.
 5. Complete the evaluation and click **Submit**.

PeopleSoft Enterprise

Your BOSU Network ID

Password

Sign On

Click here for PeopleSoft Help

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.

- [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 your sent and received e-mail and the directory.
- [PeopleSoft](#): 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.
- District Time Reporting
- Self Service Guest Teachers – Password Reset Instructions
- LCAPST Information
- Guest Teacher Training Information – Handouts, Presentations
- Guest Teacher Forms
- [NSTA](#): This is a link to information about the National Substitute Teachers Alliance.
- Guest Teacher 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.
- [LCSD Policy 5.08 Guest Teachers](#)

Additional Resources

Social Media Guidelines

Social Media refers to the use of web-based and mobile technologies that enable the School District of Lee County stakeholders to connect, collaborate and form virtual communities. All employees are expected to serve as positive ambassadors for the District. It is vital that employees conduct themselves in such a way that does not adversely affect their employment and/or the District when using Social Media resources. Please refer to the [District's social media guidelines](#) for additional information.

Code of Ethics and Principles of Professional Conduct

All ethical expectations for educators are set forth in the "[Code of Ethics and the Principles of Professional Conduct of the Education Profession](#)".

District Contacts

Questions about...	Contact:
<i>Leave Management System</i> ▪ Adding schools or subjects ▪ Not receiving jobs ▪ Locked out of system	Christine Blanchard, Payroll 239-335-1445
<i>Professional Development</i> ▪ Course availability for guest teachers ▪ Course completion status	All available course information is emailed every Monday to all District employees at their District email address. Please refer to ELM in PeopleSoft to register for a course or to review your course completion status.
<i>General Questions</i> ▪ Paperwork ▪ Changing personal information ▪ Ending employment	Karen Quinn, Staffing & Talent Management 239-461-8486
<i>PeopleSoft ELM Module</i> ▪ Inservice Credit ▪ Course Registration	Help.ELM-PeopleSoft@LeeSchools.net

<i>Safety Training Program Glitches</i> ▪ 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.
<i>Username and Password</i> ▪ Username and password ▪ School district E-mail ▪ Acceptable Use of Internet Training	IT HELP DESK 239-337-8221
<i>BENCOR (FICA Alternative)</i> ▪ Distribution of funds following termination of employment	Stephanie Manning, Staffing & Talent Mgt. 239-337-8394
<i>BENCOR</i> ▪ All other BENCOR questions	239-283-8884

Guest Teacher Handbook Acknowledgement

My signature below confirms that I have received a copy of the 2019-2020 Guest Teacher Handbook in an electronic format. 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.

Guest Teacher Signature

Date

Print Guest Teacher Name

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

**The School District of Lee County
Attention: Professional Development Department
2855 Colonial Blvd.
Fort Myers, Florida 33966**