

# 2014-2015 Substitute Teacher Handbook



[www.mpsaz.org/hr/subs/](http://www.mpsaz.org/hr/subs/)



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# **2014-2015 SUBSTITUTE TEACHER HANDBOOK**

Mesa Public Schools is committed to providing unprecedented excellence in education. We believe in holding all students to high academic expectations and providing the resources and support to ensure that each student is equipped with the skills, attitudes and values necessary for success in life. Our outstanding staff members are dedicated to providing the best educational programs and support services.

Mesa Public Schools has 82 schools: 50 elementary, 9 junior high schools, 6 comprehensive high schools and 17 choice and success schools. Enrollment in the 200-square-mile district is expected to exceed 63,000 students in the 2014-15 school year.

A community that cares about education, a quality staff and exceptional students make Mesa Public Schools one of the finest public school districts in the nation.

Adhering to the same high standards as regular teachers, our substitute teachers are considered an important part of the educational program. They contribute much to the children of this community.

We ask that while you are with us, you assume the same responsibilities as the regular members of our faculty.

# *Welcome to Mesa Public Schools*

The contents of this handbook are for general information and guidance only and may be modified at any time by the district depending on the particular circumstances of any given situation. It is expressly understood that the contents of this handbook **do not constitute the terms of a contract of employment.**

Nothing contained in this handbook shall be construed as a guarantee of continued employment.

The employment of any substitute is on an “at will” basis. This means that the employment relationship may be terminated at any time by either the employee, or the district for any reason not prohibited by law.

**Employment of any individual as a substitute is solely at the discretion of the District. Placement of an individual on the substitute list does not assure employment. Once called as a substitute for a day or partial day, the individual has no expectation of continued employment. The individual has no right to notice of a hearing in connection with the District’s decision not to call or to no longer call the individual as a substitute.**

Any oral or written representations to the contrary of the above statements are invalid and should not be relied upon by any substitute.



## **Our vision...**

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Unprecedented Excellence in Education

## **Our mission...**

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To develop a highly educated and productive community, one student at a time

## **Our core values...**

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At Mesa Public Schools

- each child is important
- learning is our focus
- collaboration and innovation are indispensable
- sound fiscal stewardship is essential
- diversity increases opportunities
- success is expected and celebrated



## *Professional Responsibilities of a Substitute Teacher*

The substitute teacher/nurse is responsible for:

- ◆ Assuming normal duties and responsibilities of the classroom teacher/nurse.
- ◆ Reporting to the office of the principal upon arrival at the assigned school.
- ◆ Maintaining high professional standards in contacts with students, other teachers/nurses, and parents or guardians.
- ◆ Adhering to rules and regulations which pertain to a specific assignment.
- ◆ Implementing the program of the certificated classroom teacher/nurse as outlined in the list of duties.
- ◆ Adhering to the established professional working hours of the school.
- ◆ Seeking guidance in any unusual situation from appropriate school personnel.
- ◆ Reporting, in summary form, progress and activities of the day for the benefit of the regular classroom teacher/nurse.



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# GENERAL CONTACT INFORMATION

Arizona Department of Education.....	(602) 542-4367 <a href="http://www.ade.az.gov">www.ade.az.gov</a>
Arizona Department of Public Safety.....	(602) 223-2279 <a href="http://www.azdps.gov">www.azdps.gov</a>
Arizona State Board of Nursing.....	(602) 889-5150 <a href="http://www.azbn.gov">www.azbn.gov</a>
Arizona State Retirement.....	(602) 240-2000 <a href="http://www.azasrs.gov">www.azasrs.gov</a>

## WITHIN MESA PUBLIC SCHOOLS

Creative Arts.....	(480) 308-7350 <a href="http://www.mpsaz.org/arts">www.mpsaz.org/arts</a>
Elementary P.E. ....	(480) 472-0250 <a href="http://www.mpsaz.org/elempe">www.mpsaz.org/elempe</a>
Health Services.....	(480) 472-0562 <a href="http://www.mpsaz.org/health">www.mpsaz.org/health</a>
Human Resources.....	(480) 472-0400 <a href="http://www.mpsaz.org/hr">www.mpsaz.org/hr</a>
Music Education .....	(480) 308-7350 <a href="http://www.mpsaz.org/arts/music">www.mpsaz.org/arts/music</a>
Payroll .....	(480) 472-0444 <a href="http://www.mpsaz.org/payroll">www.mpsaz.org/payroll</a>
Professional Development.....	(480) 472-0388 <a href="http://www.mpsaz.org/profdev">www.mpsaz.org/profdev</a>
SmartFindExpress (SFE).....	(480) 655-9009 <a href="https://sems.mpsaz.org">https://sems.mpsaz.org</a>

### **Substitute Services**

Michelle Gardner.....	(480) 472-0434
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# Welcome to Mesa Public Schools

A large, light gray sunburst graphic with many rays emanating from a central point at the bottom, positioned behind the title and above the main content area.

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## REQUIREMENTS OF A SUBSTITUTE TEACHER

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There are five general requirements for substituting in this district.

- You must maintain a valid Arizona teaching or substitute certificate. For information on certificate requirements, contact the Arizona Department of Education, Teacher Certification.
- *For nurses*, you must have a valid Arizona nursing license. For information on requirements for nursing certification, contact the Arizona State Board of Nursing.
- You must maintain a valid Arizona fingerprint clearance card. Fingerprint Clearance Cards issued after January 2008 must be Arizona IVP fingerprint clearance card.
- You must have attended the two hour orientation for new substitutes.
- You must register with the automated calling system, SmartFind*Express*, to activate your profile and call record.
- You must accept a reasonable number of substitute assignments each year.

It is the substitute's responsibility to provide Mesa Public Schools with a current copy of his/her fingerprint clearance card and certificate.

In accordance with the Arizona Revised Statutes and Administration Code and the Arizona Department of Education, substitute teachers are subject to the following limitations.

- A person holding **only a substitute certificate** shall be limited to teach 120 days in the same school each school year.
- If a person subbing in a vacant position and they are **not highly qualified**, they shall be limited to 120 days in that assignment.

*A person holding a teaching certificate subbing for a teacher on a leave of absence will not be limited.*

If at anytime during the school year you are unable to accept assignments for a period of six weeks or longer, you must notify Substitute Services. This is in addition to updating your unavailable dates in SmartFindExpress.

# SMARTFINDEXPRESS OVERVIEW

## SMARTFINDEXPRESS OVERVIEW

Mesa Public Schools uses an automated system, SmartFindExpress (SFE), to assign substitutes.

As a substitute, you must be registered with the system in order to be called for an assignment.

SmartFindExpress activates when the teacher/nurse either calls the system or enters an absence on the internet. This call creates a job number/order for each absence. SFE searches its listings and finds the appropriate substitute for the job. During the morning and evening calling period, SFE places a call to the substitutes to match absences with the best-qualified subs.

You, the substitute, enter your access ID number (unique employee identification number: EIN) and your pin (chosen when you register into the system) on the keypad of a tone-generating phone. The SFE narrator recites the job information, and you accept or decline the job. If you accept the job assignment, a job number is assigned to you to use when reporting to the location.



You can also search for available jobs using the internet. You can access SmartFindExpress online at <https://sems.mpsaz.org>. You will enter the same access ID and PIN as you do over the phone. SFE allows you to view jobs for which you are eligible.

SmartFindExpress begins calling for current day assignments at 5:00 a.m. until all assignments are filled. The system calls for future assignments up to 60 days in advance at 4:30 p.m. until 10:30 p.m. on weekdays. The system will continue to call on weekends for future assignments from 12:00 p.m. until 10:00 p.m. As a substitute, you have the capability of setting up a permanent “Do Not Call” time, if these call parameters do not meet your needs. You also have the ability to search for jobs online during these call times.

As a substitute, you may register for teaching on certain days of the week only and/or in certain grades or schools. SFE allows you to specify schools where you prefer to work and to indicate your availability in half-day increments, by day of the week. You can modify your profile, which includes callback number, period of unavailability and daily availability by phone or through the internet.

Take notice that if you accept any verbal requests for a pre-arranged job from a teacher-friend, a regular teacher or anyone other than SmartFindExpress, which assigns a job number for each absence, you must call SFE or log on to the internet to review your assignment and receive the job number. **Without the job number you cannot be authorized officially to be placed on the payroll.**

Should you be unable to report for work when expected, call SFE (480) 655-9009 immediately to cancel your assignment. You can also cancel via the internet.

**Do not rely on SFE to notify you when teachers cancel their absences and, therefore, the job assignment.** Review your assigned job information prior to leaving for the school site to verify that the job is still assigned to you and has not been canceled.

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# YOUR DAY IN A MPS SCHOOL

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## ARRIVING AT SCHOOL

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Veteran substitute teachers suggest that you familiarize yourself with the district before taking your first assignment. Included in this handbook is a district map showing the locations of all the schools. A drive through the area will save a lot of early morning confusion on the day you go to work.

**You should be on duty at the designated school at least 30 minutes prior to the first class.** Schools start between 7:45 and 9:05 a.m., but you will be informed of the specific time when called. **The school starting and ending times are listed on pages 20-22 of this handbook.**

**Upon your arrival at the school, check in with the principal's secretary.**

This is where you will receive the necessary information concerning lesson plans, general procedures, hall duties, lunchroom duties, students' restroom privileges, location of restrooms and staff lounge and procedures to be followed in case of emergency.

This is also where you will obtain the necessary keys, information concerning the method of reporting absences, a schedule of classes, a substitute feedback form and a map of the campus. In addition, you will be notified about any departures from the usual daily schedule. You will also be introduced to a neighboring teacher who can help you during the day.

If you have any questions, the principal and school secretary will be pleased to help you. They are listed in this directory on pages 20-22.

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## NOW YOU'RE IN CLASS

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Most of the information you need to carry on the regular classroom program is usually kept in one place by the regular teacher. The school secretary or department head will be informed where these materials are kept.

There are many things you are going to need and should be looking for: **lesson plans, accurate seating charts, schedules for specials, lists of students who may study in various groups, lists of student helpers together with their assigned duties, recess schedule, discipline procedures, special seating for assemblies, fire drill and civil defense instructions, instructions to follow in case of accident or illness of pupils.** This information will be found in a folder especially prepared by the teacher for the substitute. The school secretary will inform you where this folder can be found.

You will find that your teaching duties in an unfamiliar classroom will go a lot more smoothly if you review this material before the class arrives. **If there is no seating chart, you may want to make one.** This way you can call the student by name, thus helping to prevent discipline problems from developing.

Of course, the amount and kind of information you will need will depend on the school at which you are substituting. The requirements are different for elementary, junior high and high schools. Your own good judgment will tell you what things you need. If you have any questions, don't hesitate to call on the administration.

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# YOUR DAY IN A MPS SCHOOL

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SMILE :)

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When the class arrives, introduce yourself, write your name on the board and smile. Your day with the students has begun.

As a professional teacher replacing the regular teacher who is absent, you should fulfill your obligation to make the school day of value to the students. We regard you as a professional substitute teacher.

Rapport with the students should be established quickly. A pleasant, sincere, but firm approach and adherence to the established routine of the classroom will help ensure a relationship of mutual respect with the pupils. Students should be under your supervision at all times. The district expects all students to do the work assigned and to observe all the requirements of good department. You must accept no other standard.

You are responsible, as are regular teachers, for upholding school rules and regulations and maintaining daily attendance records. If you are in doubt about the methods of keeping this record, information may be secured from the school secretary, the department head, the nearest classroom teacher or the principal.

In most classes there will be a **lesson plan for the day to which you will be expected to adhere**. However, it is not always possible for adequate plans to have been made by the regular teacher ahead of time. In these instances, you will need to consult with other teachers in the grade level or department and be resourceful in planning the day's activities that are free of political or religious slant.

The development of your own teaching "**survival kit**" will serve you well during your career as a substitute. This kit should include activities in which you can involve the students when your day doesn't go according to plan. When the video does not work, the library is too full for your students, or you need a few minutes just to get your bearings, your "survival kit" will be a welcome tool.

**Each substitute should assume the same responsibilities and duties as the regular teacher. If the teacher whom you are replacing is responsible for extra duties, consult the school secretary for direction.** If the substitution is of long duration, you should attend departmental and/or full faculty meetings, unless excused by the principal. This is one of the ways you can keep informed about recent developments in school procedures.

If you are substituting on a long term basis, you are not expected to participate in special district workshops or in-service days when children are not in school. However, you may arrange to attend such events by seeking permission from your principal.

At lunchtime, you are invited to purchase your lunch in the school cafeteria, or bring food from home, and join the rest of the faculty in the staff dining room.

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# YOUR DAY IN A MPS SCHOOL

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## SURVIVAL KIT IDEAS

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A Survival Kit is like an emergency preparedness kit for the classroom. Do not use your survival kit to replace the teachers' lesson plans. Use your survival kit to enhance the plans left by the teacher. When gathering your material, keep it age appropriate. Check the kit at the end of every day, refill it with what is necessary, and have it by the door or in the car ready for the next day.

### Personal Items - FOR YOUR USE ONLY

- A coffee mug or water bottle
- Snacks
- A small bag or coin purse for keys, driver's license, money
- A small package of tissues
- Clipboard
- Small sewing kit with safety pins
- Current year Sub Handbook
- A whistle (useful for P.E. and playground duty)
- Hat (for P.E. classes, playground duty, or other outdoor activities)
- Band-Aids
- Headache medicine - **for your use only**
- Sunscreen

### Activity Materials

- Bookmarks
- Picture books and brainteasers
- Timer
- Storybooks
- Estimation jar
- A number cube or dice for games
- One class set of a short activity
- Five minute filler activities
- Lesson plans - **only to be used if no other plans are available**

### Everyday Stuff

- Crayons
- An individualized Hall Pass
- Rubber bands
- Colored markers
- Pencils and pencil sharpener
- Transparent and masking tape
- Scissors
- Glue Sticks
- Paper clips
- Post-it notes
- Ruler
- File Folders
- Calculator
- Lined and blank paper
- Name tag materials
- Dry erase markers – **do not use on SmartBoards**
- Stickers and other small rewards – **no candy or money**

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## CLASSROOM ACTIVITIES

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Classroom materials and supplies should be used with discretion. There are many instances in which the regular teacher has planned ahead for their use. All teaching materials, library materials, audio-visual aids, etc. should be properly cared for and left in an orderly fashion.

You should complete all reports required concerning attendance, lunch, rental, etc.

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# YOUR DAY IN A MPS SCHOOL

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All money that is collected for any purpose should be turned over to the school secretary at the end of the day, along with an accurate report of who paid what...for what. No money is left in classrooms overnight in our schools.

Workbook material should be assigned carefully, taking into consideration the usual length of the assignment by the regular teacher. If you are on a long assignment, consultation with the regular teacher should be arranged where practical and possible. The decision regarding a consultation will be made by the school principal.

Mesa Public Schools has extensive electronics information systems—internet, intranet, e-mail—and other computer-accessible sources of information. Electronic information systems must be used only to conduct official school business and to further the district's educational goals.

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## BEFORE LEAVING FOR THE DAY

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All Mesa teachers, including substitutes, work an **EIGHT-HOUR DAY** inclusive of lunch. The arrival and departure times for teachers vary from school to school, and you will be expected to observe the rules of the district and the school at which you are substituting regarding the length of your day. On a normally scheduled school day, your work day will begin at least 30 minutes before class starts and end at least 30 minutes after students are released.

At the end of your assignment, be sure to fill out the Substitute Feedback to Teacher form for the regular teacher. This report should indicate the work that you covered, the homework that was assigned, any student behavior problems encountered and notations regarding any departure from the lesson plans of the regular teacher.

Before leaving school, you should complete the following things with the school secretary.

1. Return keys (after closing and locking the classroom doors and windows).
2. Turn in any school materials which have been given to you during your period of substitution.
3. Let them know where you have left your Substitute Feedback to Teacher report for the regular teacher.

The communication you leave for regular teachers is as important to them as the guidelines they leave for you to follow. Without cooperation between both teachers, the students and the educational program will suffer.

**Assignments that are initiated by you as well as those requested by the regular teacher should be corrected prior to the end of your substitute assignment unless you have other instructions.**

Substitute teacher assignments are automatically terminated at the end of the school day unless otherwise notified.



# POLICIES, PROCEDURES, & INFORMATION

## ASSIGNMENT

As a MPS substitute, you will be assigned to the school where your services are most needed. In some instances, we may find it necessary to reassign a substitute. Should this become necessary when you are working for us, we'll let you know. We hope you will not be assigned mistakenly where there is no vacancy. If you arrive at a school where there is no assignment, please call Substitute Services immediately. If you cannot be reassigned, you'll receive a half day's pay to make up for the inconvenience this causes you.

## BADGES

Beginning with the 2014-2015 school year, badges will be reprinted on an annual basis. The new badge template will display the school year for which the badge is valid. Substitutes are required to wear their MPS substitute badge when they are on school property. In the event a substitute loses their badge, they must complete and sign a badge replacement form to request a new badge. The first lost badge is replaced at a fee of \$5.00 and the second is replaced at a fee of \$20.00. The fee is deducted through payroll deduction.

## CELL PHONE USE

Substitutes should not be using cell phones during the time they are with students. If during the course of the day you need to use your phone, we advise it be done during a break away from students. The district is not responsible for cell phones and other electronic devices that may be lost stolen, or damaged.

## CHILD ABUSE REPORTING

All employees who, when acting in the scope of their employment, develop a reasonable belief that a child is or has been a victim of child abuse must immediately report or cause a report to be made to Child Protective Services (CPS) or police. Each school has a child abuse reporting team for processing suspected cases of physical abuse, neglect or sexual abuse. School employees who need information about their child abuse reporting obligations or who suspect that a student may be a child abuse victim should consult with the principal or other team member. Reports of child abuse are confidential records.

**Remember that you are a mandated report. If you suspect child abuse: DO NOT INVESTIGATE. You do not have to establish the validity of the case. This is the sole responsibility of the authorities. The Child Abuse Team is the principal, nurse, counselor and/or psychologist.**

## COMPUTER USE

Substitutes should not be using the teacher's computer unless it is part of the lesson plans. At the time a substitute uses a district computer, they must adhere to the policies and regulations of the district.

Employees use district technology resources to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff. Technology resources include the Web and Internet services, networks, circuits, databases, email and other computer-assessable information, and the devices and accounts provided for access.

## POLICIES, PROCEDURES, & INFORMATION

The use of technology resources is governed by applicable state and federal laws and district policies. Failure to comply with these laws and policies may result in loss of access and disciplinary action.

Employees should have no expectation of privacy in their use of district technology resources. The district may review files and emails and monitor utilization. Information created on or transmitted through district technology resources is subject to the provisions of the applicable public records statutes.

For additional information refer to Governing Board policy GBSA and the associated regulation.

### DISCIPLINE

If you follow the three F's—friendly, fair and firm—there should be little problem with discipline.

If the students are kept busy with worthwhile material, discipline problems usually will not develop. If you know the subject being taught and present it in an appropriate manner, students will be more likely to be attentive.

Naturally, there are exceptions and occasionally problems do arise. If a discipline problem occurs which you are unable to handle, consult the principal or the person in charge.

**AT NO TIME ARE YOU TO TOUCH A STUDENT IN ANY WAY OR ADMINISTER CORPORAL PUNISHMENT.**

### DRESS CODE

Stringent dress regulations for substitutes of MPS have not been written by the administration or the Governing Board. It is felt that professional adults know without being told how to dress neatly and appropriately for the working day. Keep in mind that students will react to the model you present. More formal dress will usually help establish a mood of respect and discipline among the students. Shorts, mini-skirts and jeans **are not recommended.**

### DRUG-FREE WORKPLACE

Any property or location at which the work, activities and/or business of the district is conducted is declared to be a drug-free workplace. This means:

All employees are absolutely prohibited from unlawfully manufacturing, distributing, selling, possessing or using alcohol or drugs in the workplace.

“Drugs” include narcotic drugs (including cocaine), dangerous drugs (including hallucinogenic substances, stimulants, depressants and anabolic steroids), opiates (including heroin and morphine), marijuana, peyote, vapor-releasing substances containing a toxic substance, and prescription-only drugs except if used as prescribed by a licensed physician.

No employee will use alcohol within four hours of reporting to the job. No employee will use drugs (without medical authorization) within such time prior to reporting to the job that any effect or evidence of such use remains or can be detected.



# POLICIES, PROCEDURES, & INFORMATION

The district has an alcohol/drug-testing program for all employees. For more detailed information, refer to Governing Board Policy GBKB and accompanying regulations.

Each employee will abide by the district's drug-free workplace policy as a condition of employment.

Any employee arrested, cited or charged with a drug- and/or alcohol-related criminal offense (e.g., a DUI), whether a felony or a misdemeanor, must notify his or her immediate supervisor no later than 48 hours after such event. The term "charge" includes a charge, indictment, information or complaint. Any conviction for a drug- and/or alcohol-related criminal offense must be reported to the district, in writing, no later than five days after the conviction. Any employee arrested, cited, charged with, or convicted of any such offense who fails to notify his or her immediate supervisor will be subject to disciplinary action, including termination. For details, refer to Governing Board policy GBKB and accompanying regulations.

## EMERGENCY AND SAFETY PROCEDURES

Emergencies can arise at any time and you should be prepared to handle them with minimal confusion.

The district has in place standard district wide Evacuation Protocol as well as district wide Lock-Down Protocol and Procedures.

### **Evacuation Protocol**

1. The follow protocol shall be followed by every school site to ensure a unified response in the event of an emergency.
2. Administrators are encouraged to develop specific site based protocols, in consultation with the District Security Director. Site based protocols should deal with variables that would be site specific, such as building layout, accessibility, and neighborhood resources. These site based protocols should not conflict with this protocol.
3. Site based evacuation plans should include a primary and at least one secondary route in the event a hazard exists in the primary route. Plans should also include split evacuation routes in the event a hazard exists in the middle of school grounds.
4. Each classroom should have an Emergency Folder by the exit door and should include an exit map showing primary and secondary evacuation routes.
5. Exterior doors should be locked when room is emptied.
6. Accountability plans should be developed for easy attendance at the safe zone.
7. Reunification plans should be made in the event the evacuation goes past dismissal times.
8. For substitute teachers, develop a packet for each classroom. The packet should include a checklist and keys for their classroom.
9. Law Enforcement or District Security will conduct random drills without notice, at the approval of the principal.
10. Frequency of Drills –
  - It is recommended that each school site conduct at least one/semester, preferably at the beginning of the semester.
  - Record of the drills will be kept by Risk Management.

# POLICIES, PROCEDURES, & INFORMATION

Drill procedures differ throughout the district, depending on whether you are serving at an elementary, junior high or high school.

Drills are preceded by a siren or announcement over the school intercom.

When a drill is announced you should:

1. Remain calm.
2. Inform the students of the drill, while demanding their silence and cooperation.
3. Take the class list and the Emergency Folder while exiting the classroom
4. Lock the exterior door.
5. Conduct your class to the evacuation point in an orderly manner.
6. Permit students to re-enter only upon administrative clearance.

## **Controlled Releases**

1. During a lock-down or evacuation, we may request, at the discretion of the Police, to release our students to their parents/guardians for a legitimate reason, i.e., it is past the end of the school day, it may be safer to release them as opposed to keeping them on campus or evacuation site.
2. Careful consideration should be given to the type of threat and the proximity of the threat to the campus.
3. The release should be done opposite the side of campus or evacuation site the threat is facing.
4. The release should be limited to bused students or where parents/guardians are awaiting.
5. Students should never be allowed to walk away from a campus or evacuation site during a lockdown.
6. Attendance during a controlled release should include a Synergy Binder with the profile sheets of each student (except high schools). This will allow staff to have all emergency contact information and custody alerts.

## **Lock-Down Protocol**

1. The following protocol shall be followed by every school site to ensure a unified response from law enforcement and emergency personnel.
2. Administrators are encouraged to develop specific site based protocols, approved by the Director of School Safety and Security. Site based protocols should deal with variables that would be site specific, such as building layout, accessibility, etc, and should not conflict with this protocol.
3. When announcing a lock-down, the standard terminology that shall be used is, "We are going into a modified lock-down" or "We are going into a full lock-down." The purpose of this standard terminology is to prevent confusion for teachers/staff that are new or visiting from other schools.
4. Each classroom should have an Emergency Folder by the exit door and should include emergency procedures and rosters. Rosters should be updated quarterly. Go-kits/orange buckets should be readily available and the contents updated. A list of the contents are found on the Security website.
5. Exterior doors should be locked when room is empty at all times, including routine day to day operations. This will prevent an intruder from gaining access to multiple classrooms through adjoining doors.

# POLICIES, PROCEDURES, & INFORMATION

6. Notification of a lock-down must be made immediately to Security Dispatch and your Area Assistant Superintendent.
7. Reunification plans should be made for controlled evacuation of schools for either modified and/or full lock-downs in the event the lock-down goes past dismissal times. This should be coordinated with law enforcement and/or the Office of School Safety and Security.
8. For substitute teachers, develop a packet for each classroom. The packet shall include a checklist and keys for their classroom.
9. For controlled releases during a lock-down, see “Evacuation Protocol.”
10. Law Enforcement or the Office of School Safety and Security will conduct random drills without notice.
11. Frequency of Drills – At least 1 per semester within the first two weeks of the start of classes (It is highly recommended that you practice a lock-down drill for ten minutes prior to the mandated monthly fire drills).
  - The Office of School Safety and Security shall be notified prior to each drill.
  - Record of lock-down drills will be kept by District Security. The form shall be filled out by the school/site or a member of the Office of School Safety and Security.

\*Note: The use of any cards (red, green or medical) during lock-downs have been eliminated. Cards are still used during fire drills only.

## **Full Lock-Down Procedures**

*(Inside Problem, active shooter, or neighborhood issue close to campus)*

1. Announcement of “**Full Lock-down**” will be made to the entire campus (In most cases we will go into a “full” lock-down until we know what the situation is, then we can downgrade it to a “modified” lock-down).
2. Teachers will keep students in their classrooms with the lights on. If safe to do so, make a complete sweep of hallways and bathrooms located close to your room. Note: do not include adults with this sweep unless they are staff or a registered visitor.
3. **Lock** all classroom entry doors. **Do not open doors for anyone.**
4. **All perimeter and interior gates and exterior doors will remain unlocked if locking would delay the process or place school personnel in jeopardy.**
5. If your class is outside of the building at the beginning of a lock-down, consider proceeding to a safe site located away from the building(s) in an area that is out of the line of sight of any danger (this is ONLY applicable if you hear shots inside the campus and you are too far away from the building to seek shelter safely). In this case, do not return to the school until told to do so by law enforcement or Security.
6. Teachers should have a classroom roster in hand.
7. Direct students away from windows, out of sight.
8. Make sure **exterior** windows are covered or blinds have been closed. Interior windows uncovered (only enough to see inside room hazards if this is possible).
9. Everyone should remain absolutely quiet throughout the lock-down.
10. All cell phones must be turned **off** (except staff). Place cell phones on silent mode.

# POLICIES, PROCEDURES, & INFORMATION

11. Access Go-kits/buckets only when needed.
12. Wait for further instructions to be given by police, security or administration.
13. If the fire alarm is activated, remain in lock-down until directed by Law Enforcement, due to the fact it could have been activated by a hostile.
14. A public announcement will be made when lock-down is over.

## **Modified Lock-Down**

*(Neighborhood Problem)*

1. Announcement of "**Modified Lock-down**" will be made to the entire campus.
2. Tell your class to **remain calm**.
3. Listen for special instructions, if given.
4. Take roll. Teachers should have a classroom roster in hand obtained from the emergency folder.
5. Lock all classroom doors. **All perimeter and interior gates and exterior doors will remain unlocked if locking would delay the process or place school personnel in jeopardy.**
6. Leave lights on.
7. Students are to remain in the building(s). **No** recess or outdoor P.E.
8. Keep students inside until advised otherwise.
9. Access Go-kits/buckets only when needed.
10. If you need assistance in your classroom, communicate with the front office.
11. Be prepared for **Full Lock-Down**.
12. A public announcement will be made when modified lock-down is over.

## SAFETY AND HEALTH

### **HIV and Other Communicable Diseases**

Because of increases in the general population of HIV and other communicable diseases, the district has instituted "universal precautions," which are recommended by the Centers for Disease Control.

To safeguard students and staff, employees are instructed to regard all body fluids as potentially infectious; to avoid direct contact if possible; to wear gloves if necessary; to wash hands thoroughly; and to report injuries to the nurse.

The district provides, free of charge, hepatitis B vaccinations (three-shot series) to employees who, according to the OSHA blood born pathogens standard, may have occupational exposure. For more information, contact Risk Management at (480) 472-0366.

Whenever in a position to do so, employees will not allow students to touch blood or body fluids. When handling blood and other body fluids, employees will follow precautionary measures consistent with the "universal precautions" set forth in the district Health Services Procedures book under Communicable Disease. Parents may review educational materials on communicable diseases and "universal precautions."

For more information, call your school nurse or the district's Health Services Department. Phone (480) 472-0562.

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# POLICIES, PROCEDURES, & INFORMATION

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## EQUAL OPPORTUNITY

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Federal law prohibits discrimination in employment based on race, color, religion, sex, national origin, disability or age.

It is the policy of the district to provide equal opportunities in employment regardless of national origin, race, religion, age, sex, handicap/disability or color.

Federal law also protects students from discrimination in any educational program or activity on the basis of race, color, national origin, sex or handicap. An employee who witnesses discriminatory behavior toward a student or who receives a complaint of discrimination from a student must report the discriminatory behavior or complaint in accordance with Governing Board Policy JB.

The Assistant Superintendent for Human Resources is the district's compliance officer with respect to Title IX (gender-based discrimination), Title VI (race, color, ethnicity and national origin-based discrimination), Title VII (race, color, religion, sex and national origin-based discrimination in the workplace), Section 504 of the Rehabilitation Act (handicap-based discrimination) and the Americans With Disabilities Act (disability-based discrimination) regarding substitutes. If an employee feels that he or she has been discriminated against on the basis of gender, race, color, ethnicity, national origin, handicap or disability, or if an employee has questions that can't be answered at his or her school or department, the employee should contact Human Resources at 63 E. Main Street, 2nd Floor. Phone (480) 472-0412.

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## INJURIES ON THE JOB

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Substitutes are insured under Workers' Compensation benefits. Any injury sustained on school property while in the normal course of duties as a substitute teacher should be reported immediately to the school nurse. This is done in order to establish a record of the injury and where to receive medical treatment. If it becomes necessary for the substitute to have medical treatment, **an injury report must be completed by the nurse.**

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## IN-SERVICE CLASSES

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MPS offers in-service classes for substitute teachers. Currently, active substitute teachers are welcome to participate at no cost. Class information is sent via the MPS Sub Newsfeed. Registration is done through Professional Development Department at <http://www.mpsaz.org/profdev/classes/>.

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## LETTER OF ASSURANCE

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The Letter of Assurance is a form that is distributed to eligible substitutes and at the end of the school year. This form provides substitutes reasonable assurance of continued employment for the following school year. In order to remain on the substitute list, substitutes must have returned their form by the last day of school.

# POLICIES, PROCEDURES, & INFORMATION

## LONG-TERM ASSIGNMENTS

After a substitute replaces the same teacher or nurse continuously for more than 20 consecutive teaching days, on a long-term assignment, the substitute is eligible for a daily pay increase based upon the type of certificate held. **It is the responsibility of the substitute to inform Substitute Services of any changes regarding the type(s) of certificates held** (i.e., substitute certificate changed to teaching certificate).

Depending on the length of the long-term assignment, the sub may be expected to prepare lesson plans, grade, and attend meetings and trainings.

### Long-Term Sub Absence

In the event a long-term sub is absent, the absence will need to be called into the substitute office. The district will then arrange to have the system find a sub for the sub. It is the long-term substitute's responsibility to notify the school when they are absent.

## NAME & OTHER CHANGES

Changes in name, address, phone number, email, and emergency contact should be reported immediately to Substitute Services so that district records are current. It is required that you show an updated Social Security card before a name change can be made. This is to ensure that your contributions to Social Security will be properly credited to your record with the Social Security Administration. The Personal Data Change form is available to download from the Substitute website.

## PAYCHECKS

The Payroll Department issues paychecks in compliance with the provisions of the Arizona Revised Statutes. Substitutes are paid one week behind. The pay period begins on Fridays and ends on Thursdays. Paychecks are distributed every two weeks. Those that do not have direct deposit will receive a live check in the mail. **Keeping accurate records yourself of where and when you work will help you keep track of the number of days you will be paid.** (See page 30). Substitutes have the responsibility to let the substitute office know if their paycheck has errors. If there are any questions or concerns, contact Substitute Services.

Paystubs and W-2's are accessible online at <https://mps-eo.mpsaz.org>. If you need assistance logging in to view your paystubs, contact the Payroll Department at (480) 472-0444.

### Arizona State Retirement

As an Arizona State Retirement System (ASRS) employer, MPS is required by law to track eligibility for membership in the ASRS. Once an employee meets the eligibility threshold, both the employee and the employer are required to make contributions to the ASRS. The amount of the contribution is determined each fiscal year. The employee and employer contribution will occur on each paycheck.

Eligibility is based upon the number hours worked and the number of weeks worked in a fiscal year. Any employee who works 20 hours a week for 20 weeks during a fiscal year or has the expectation of working such time is required to make contributions and begin active membership in the ASRS.

# POLICIES, PROCEDURES, & INFORMATION

## **Federal & State Taxes**

Each substitute completes a Withholding Exemptions Certificate, or W-4 form, when stating work for the district. This determines the amount of federal taxes to be deducted from gross pay. The state A-4 Withholding Election form must also be completed when starting to work for the district. This determines the amount of state tax that will be deducted. Contact the Payroll Department when any changes occur in either withholding.

## **Social Security Taxes**

Social Security is a standard deduction for all MPS substitutes.

## PROFESSIONAL ETHICS

### **Confidentiality**

All school records and reports should be handled with discretion. Many records are of a confidential nature. They are maintained in order to provide information on child growth and development for the professional staff.

It is essential that, as a substitute teacher, you do not divulge any confidential information which has been received from contact with principal(s), students, parents and other teachers/staff in the profession.

### **Responsibilities**

Certificated substitutes are responsible for knowing the principles of child development, accepted teaching techniques, the educational program and specific policies and regulations of the Mesa Unified School District.

The two latter responsibilities can be fulfilled by familiarizing yourself with the information in this handbook and any other materials which are given to you by Human Resources and the individual schools.

### **Understanding**

As a substitute traveling from school to school, you will observe many school-related situations and styles of teaching and management. We hope you will keep in mind that teachers do not all teach and manage students in the same way.

Understanding, not criticism, will go far to make your teaching assignment more pleasant for you and the others around you. Instead of expressing comparisons among classrooms, teachers and schools, it is expected that you carry on the program of the regular teacher, to follow the lesson plans and to fit in with the existing schedule.

## RATE OF PAY

Substitute teachers are paid \$85.00 per day for a full day, substitute nurses are paid \$130.00 per day for a full day, contingent on available funding and subject to change. A work assignment that requires 4 1/2 hours or less is considered a half day's work.

### **Long-Term Rate of Pay**

Substitute teachers holding only a substitute certificate shall receive \$130 a day (\$65 for half days) beginning the 21st day in a long-term assignment. Substitute teachers holding a teaching certificate shall receive \$167 a day (\$83.50 for half days) beginning the 21st day in a long-term assignment. Substitute nurses shall receive \$167 a day in a long-term nurse assignments. Long-term assignments replacing the health assistant will remain at \$130 a day.

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# POLICIES, PROCEDURES, & INFORMATION

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## RELEASING A STUDENT

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If a person seeks information about a child, or permission to take the child from the room, refer that person directly to the principal. The principal will determine whether or not the child should be excused and will notify you of the decision.

**UNDER NO CIRCUMSTANCES SHOULD A CHILD BE RELEASED WITHOUT PERMISSION OF THE PRINCIPAL.**

## STAFF-STUDENT RELATIONS

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When exercising general supervision over the conduct of students, employees will treat students with dignity and respect. Employees also must observe and maintain professional boundaries between themselves and students. Please refer to Governing Board Policy GBH for more information.

## TOBACCO PRODUCTS

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Arizona law prohibits smoking and tobacco products on school grounds, including school buildings, parking lots, athletic fields, school vehicles, and school-sponsored events that occur off school grounds. Smoking, including electronic cigarettes, is permitted only in the designated areas of district facilities that are not located on school grounds.

## UNSATISFACTORY JOB PERFORMANCE

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When a substitute completes his or her assignment, the classroom teacher is asked to complete a “feedback” form regarding the substitute’s performance. The form is sent to Substitute Services where the information is entered and filed in the substitute’s personnel file, which can be reviewed by the substitute at any time.

### **Do Not Use Policy**

Based on the performance of the substitute and the feedback from the classroom teacher, the principal has the option to request not to use the substitute in the future. If a substitute is placed on a school’s Do Not Use list, the substitute is no longer eligible for placement at that particular school. The substitute will remain in the call rotation for the remaining schools. However, if a substitute has been placed on six or more school’s Do Not Use lists, the substitute will be moved to the second tier of the call rotation. In effect, the substitute will be called after the first tier has been exhausted resulting in less calls.

**Employment of any individual as a substitute is solely at the discretion of the District. Placement of an individual on the substitute list does not assure employment. Once called as a substitute for a day or partial day, the individual has no expectation of continued employment. The individual has no right to notice of a hearing in connection with the District’s decision not to call or to no longer call the individual as a substitute.**



# POLICIES, PROCEDURES, & INFORMATION

## WEAPONS

Governing Board policy prohibits any employee from using, displaying or knowingly carrying or possessing any dangerous instrument or deadly weapon on district property or at district functions.

It is not a violation of policy for an employee to have a firearm in a vehicle so long as the weapon is not loaded and is in a locked container within the vehicle and the vehicle is under the sole control of the employee.

## WORKPLACE HARASSMENT

The District strictly forbids workplace harassment of or by any employee. Workplace harassment includes sexual harassment or any other unwelcome verbal, written or physical conduct that denigrates or shows hostility or aversion towards an individual on the basis of race, color, national origin, age, sex, sexual orientation, religion, disability, marital status or pregnancy.

Any employee who causes workplace harassment on district property or while acting as a member of the school community will be subject to disciplinary action, which may include dismissal.

Any report of workplace harassment will be treated in a confidential manner to the extent possible. Any employee who is aware of workplace harassment must report such behavior. Please refer to Governing Board Policies GBCX and JFD for more information.

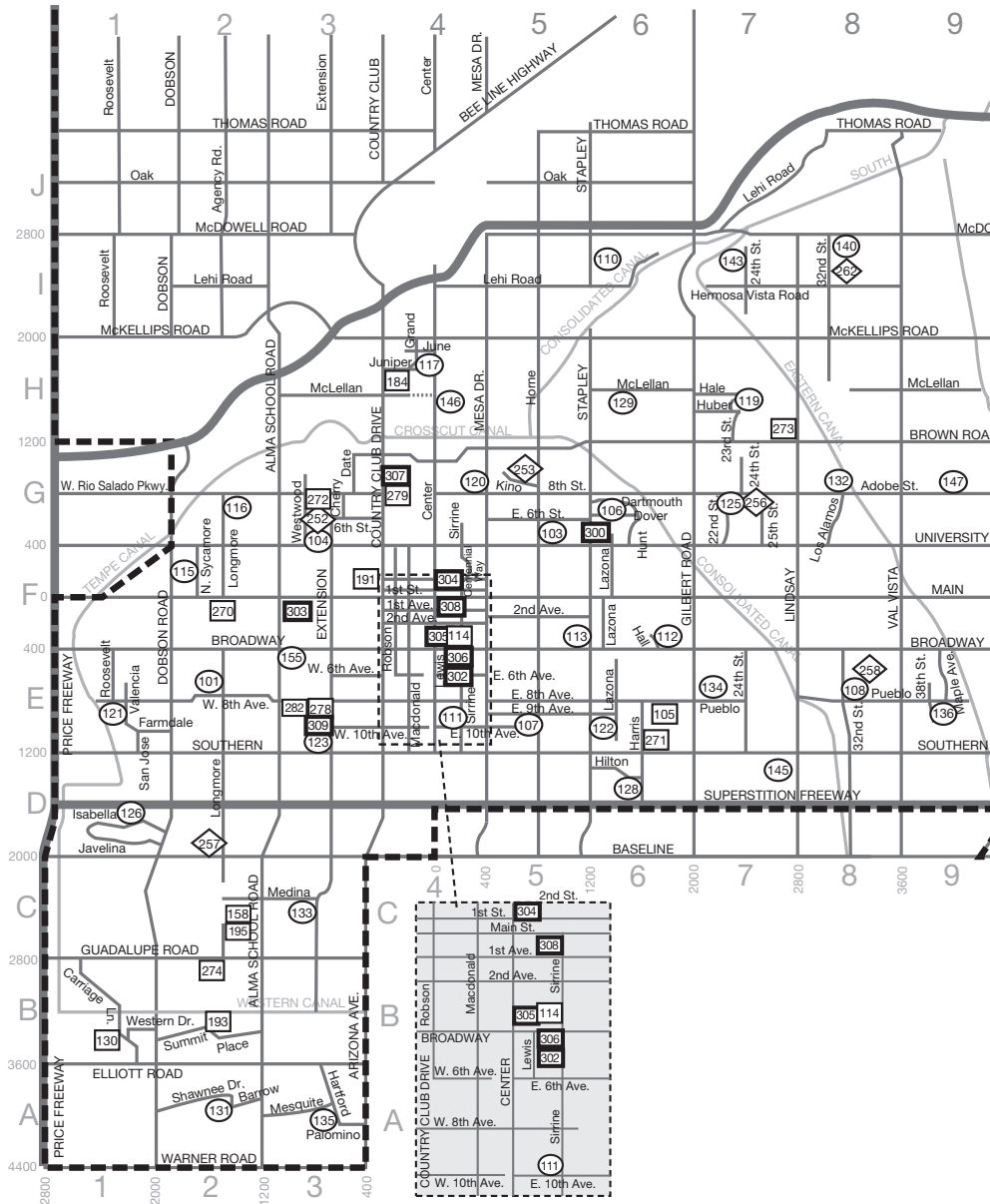


## QUESTIONS

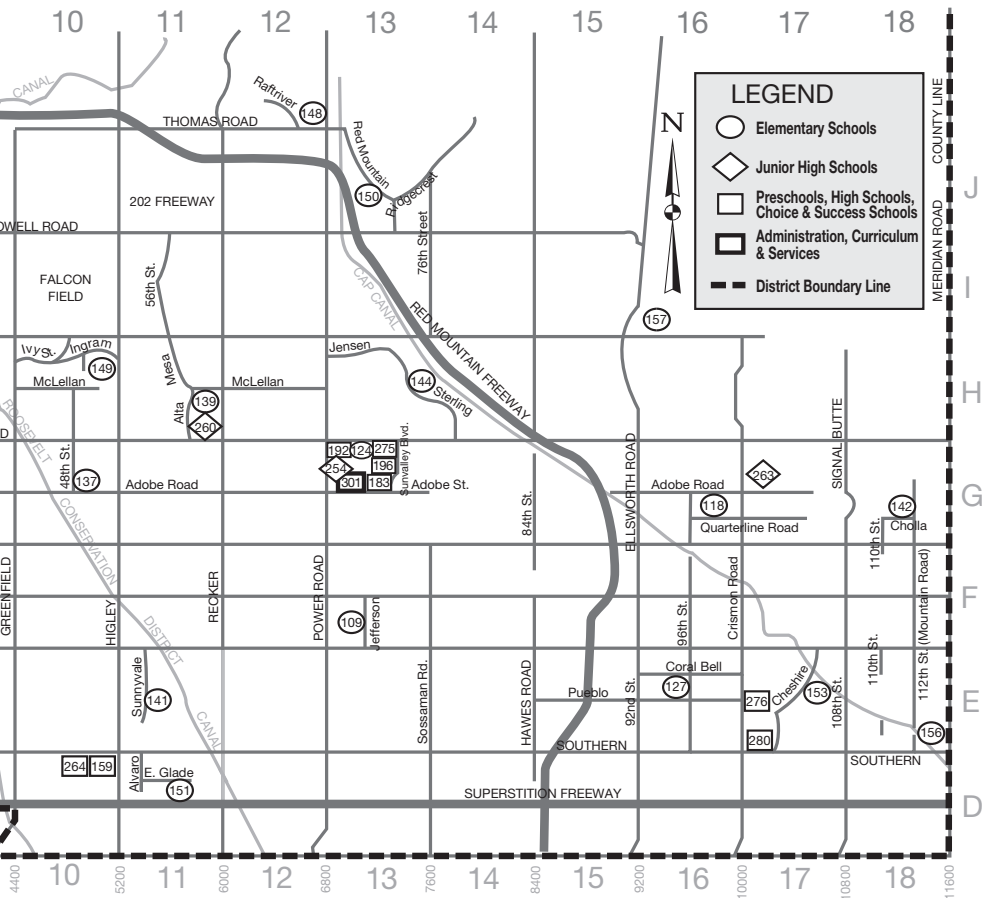
*If you have a question on any aspect of your work with Mesa Public Schools, please call Substitute Services.*

# mesa DISTRICT MAP

PUBLIC SCHOOLS REVISED JULY 2013



*There's no better place to learn*



**ADMINISTRATION, CURRICULUM, & SERVICE CENTERS**

Administrative Services Center, 63 E. Main Street .....	308(F4)
Curriculum Services Center, 549 N. Stapley Drive .....	300(G6)
<i>Curriculum and Instruction Center, Resource Centers, Transportation</i>	
Community Education, 546 N. Stapley Drive .....	300(G5)
Operations, 555 S. Lewis .....	302(E4)
<i>Building Maintenance, Construction, Custodial, Grounds, Operations, Typewriter Repair</i>	
Food and Nutrition, 143 S. Alma School Road .....	303(F3)
Materiel Distribution Center, 143 S. Alma School Road .....	303(F3)
<i>Book Depository, Mailroom, Property Management</i>	
Printing and Publishing, 255 S. Center Street .....	305(F4)
Student Services Center, 1025 N. Country Club Drive .....	307(G4)
Transportation,	
Stapley Satellite, 549 N. Stapley Drive .....	300(G6)
Broadway Satellite, 109 E. Broadway Road .....	306(E4)
Fremont Satellite, 837 N. Power Road .....	301(G13)

**STARTING TIMES OF SCHOOLS ARE  
SUBJECT TO CHANGE. STRICTLY  
ADHERE TO THE TIMES GIVEN BY**

**SmartFindExpress.**

**PRESCHOOLS**

- 130 Jordan Center for Early Education (B1) .....472-3866**  
3320 N. Carriage Lane, Chandler 85224-1104 .....7:45-2:15  
Site Administrator, Kim Freehan  
Secretary, Valinda Miller
- 196 Red Mountain Center for Early Education (G13) ..472-3975**  
950 N. Sunvalley Blvd., 85207-3801 .....9:15-3:15  
Special Ed Kindergarten  
Principal, Allen Quie  
Secretary, Nora Marcks

**ELEMENTARY K-6**

- 101 Adams (E2) .....472-4360**  
738 S. Longmore, 85202-1908 .....7:45-2:15  
Principal, Terri Ringland  
Secretary, Patti Miller
- 156 Brinton (E18) .....472-4081**  
11455 E. Sunland Ave, 85208-7705 .....7:45-2:15  
Principal, Pat Estes  
Secretary, Barbara Wheaton
- 149 Bush (H10) .....472-8541**  
4925 E. Ingram St., 85205-3314 .....8:25-2:55  
Principal, Tracy Olson  
Secretary, LeeAnne Floyd
- 133 Crismon (C3) .....472-4070**  
825 W. Medina Ave., 85210-7144 .....8:25-2:55  
Principal, Sandi Kuhn  
Secretary, Norma Lohide
- 103 Edison (G5) .....472-5278**  
545 N. Horne, 85203-7124 .....7:45-2:15  
Principal, Alexander Macdonald  
Secretary, Margarita Martinez
- 120 Eisenhower Center for Innovation (G4) .....472-5250**  
848 N. Mesa Dr., 85201-4302 .....7:45-2:15  
Principal, Tracy Yslas  
Secretary, Amanda Ochoa
- 104 Emerson (G3) .....472-4740**  
415 N. Westwood, 85201-5530 .....8:25-2:55  
Principal, Christel Swinehart-Arbogast  
Secretary, Jolene Cottle
- 147 Entz (G9) .....472-7302**  
4132 E Adobe St., 85205-5110 .....7:45-2:15  
Principal, Greg Reid  
Secretary, Vicki Spetz
- 144 Falcon Hill (H13) .....472-8576**  
1645 N. Sterling, 85207-2922 .....7:45-2:15  
Principal, Lynn David  
Secretary, Christina Judd
- 125 Field (G7) .....472-9803**  
2325 E. Adobe St., 85213-6713 .....8:25-2:55  
Principal, Scott Cumberledge  
Secretary, Barbara Butzen

- 158 Franklin at Alma (C2) .....472-3905**  
1313 W. Medina Ave., 85202-6610 .....8:25-2:55  
Principal, Emily Kelly  
Secretary, Toni Ochoa
- 159 Franklin at Brimhall (D10) .....472-2602**  
4949 E. Southern Ave., 85206-2759 .....8:25-2:55  
Principal, Jeff Abrams  
Secretary, Lisa Faber
- 105 Franklin East (E6) .....472-6430**  
1753 E. 8th Ave., 85204-3617 .....8:25-2:55  
Principal, Dawn Carpenter  
Secretary, Judy Hertzog
- 114 Franklin West (F4) .....472-5431**  
236 S. Sistine Ave., 85210-1611 .....8:25-2:55  
Principal, Michael Heidenblut  
Secretary, Karla Brinkerhoff
- 155 Guerrero (E2) .....472-9222**  
463 S. Alma School Rd., 85210-1014 .....8:25-2:55  
Principal, Brian Minarcik  
Secretary, Hope Marsh
- 119 Hale (H7) .....472-7444**  
1425 N. 23rd St., 85213-4018 .....7:45-2:15  
Principal, Colin Kelly  
Secretary, Pam Nordick
- 106 Hawthorne (G6) .....472-7510**  
630 N. Hunt Dr., 85203-6533 .....7:45-2:15  
Principal, Stephanie Montez  
Secretary, Anita Leon
- 143 Hermosa Vista (I7) .....472-7551**  
2626 N. 24th St., 85213-1435 .....8:25-2:55  
Principal, John Trezise  
Secretary, Stacy Murphy
- 132 Highland (G8) .....472-7608**  
3042 E. Adobe St., 85213-6920 .....8:25-2:55  
Principal, Susan M. Rollins  
Secretary, Theresa Horton
- 107 Holmes (E5) .....472-5556**  
948 S. Horne St., 85204-4122 .....7:45-2:15  
Principal, Heidi Williams  
Secretary, Carol Rowley
- 108 Irving (E8) .....472-1701**  
3220 E. Pueblo Ave., 85204-4028 .....7:45-2:15  
Principal, Penny Briney  
Secretary, Linda Lopez
- 140 Ishikawa (I8) .....472-7688**  
2635 N. 32nd St., 85213-1662 .....7:45-2:15  
Principal, Shelley Heath  
Secretary, Tamara Taylor
- 109 Jefferson (F13) .....472-8703**  
120 S. Jefferson Ave., 85208-1018 .....7:45-2:15  
Principal, Genessee Montes  
Secretary, Chris Hernandez
- 136 Johnson (E9) .....472-6777**  
3807 E. Pueblo Ave., 85206-1822 .....7:45-2:15  
Principal, Cara Steiner  
Secretary, Kristi O'Brien

<b>128 Keller (D6)</b> .....	<b>472-6171</b>	<b>145 Porter (D7)</b> .....	<b>472-6677</b>
1445 E. Hilton Ave., 85204-5938.....	7:45-2:15	1350 S. Lindsay Rd., 85204-6229.....	7:45-2:15
	Principal, Monica Torres		Principal, Paula Warren
	Secretary, Lizett Segura		Secretary, Nita Muth
<b>146 Kerr (H4)</b> .....	<b>472-5101</b>	<b>148 Red Mountain Ranch (K12)</b> .....	<b>472-7901</b>
125 E. McLellan Rd., 85201-2339.....	7:45-2:15	6650 E. Raftriver St., 85215-9771 .....	8:25-2:55
	Principal, Thea Hansen		Principal, Joyce Cook
	Secretary, Debbie Lopez		Secretary, Terri Cooper
<b>150 Las Sendas (J13)</b> .....	<b>472-8731</b>	<b>123 Redbird (E3)</b> .....	<b>472-1210</b>
3120 N. Red Mountain Rd., 85207-1068.....	7:45-2:15	1020 S. Extension Rd., 85210-3498 .....	8:25-2:55
	Principal, Aaron Kaczmarek		Principal, Nicolas Parker
	Secretary, Lauri Astel		Secretary, Gina Marriott
<b>110 Lehi (I6)</b> .....	<b>472-5504</b>	<b>134 Robson (E7)</b> .....	<b>472-6655</b>
2555 N. Stapley Dr., 85203-1127.....	7:40-2:45	2122 E. Pueblo Ave., 85204-3704.....	8:25-2:55
	Principal, Darlene Johnson		Principal, Lou Perdoni
	Secretary, Denise Gee		Secretary, Gloria Ottens
<b>111 Lincoln (E4)</b> .....	<b>472-6397</b>	<b>121 Roosevelt (E1)</b> .....	<b>472-4205</b>
930 S. Serrine, 85210-3736.....	8:25-2:55	828 S. Valencia St., 85202-2824 .....	7:45-2:15
	Principal, Alicia Berzins		Principal, Darlene Shumway
	Secretary, Patricia Montoya		Secretary, Gina Kiser
<b>122 Lindbergh (E6)</b> .....	<b>472-6323</b>	<b>124 Salk (G13)</b> .....	<b>472-8402</b>
930 S. Lazona Dr., 85204-4337 .....	7:45-2:15	7029 E. Brown Rd., 85207-3707 .....	7:45-2:15
	Principal, Sally Norton		Principal, Vicki Hester
	Secretary, Lila Lopez		Secretary, Pam Bloomer
<b>112 Longfellow (F6)</b> .....	<b>472-6526</b>	<b>135 Serrine (A3)</b> .....	<b>472-3601</b>
345 S. Hall, 85204-2409.....	8:25-2:55	591 N. Mesquite St., Chandler 85225-2114 .....	7:45-2:15
	Principal, David Christensen		Principal, Renee Parker
	Secretary, Ofelia Oharriz-Martinez		Secretary, Maureen Delci
<b>113 Lowell (F5)</b> .....	<b>472-1480</b>	<b>142 Sousa (G18)</b> .....	<b>472-8892</b>
920 E. Broadway Rd., 85204-2107 .....	7:45-2:15	616 N. Mountain Rd., 85207-2303.....	7:45-2:15
	Principal, Doreen Herrick		Principal, Elizabeth Mullavey
	Secretary, Monica Rosero		Secretary, Chris Ginty
<b>129 MacArthur (H6)</b> .....	<b>472-7806</b>	<b>127 Stevenson (E16)</b> .....	<b>472-9025</b>
1435 E. McLellan Rd., 85203-3840.....	8:25-2:55	638 S. 96th St., 85208-2480.....	8:25-2:55
	Principal, Mark Norris		Principal, Kathy Ray
	Secretary, Christina Camarena		Secretary, Rita Glandon
<b>141 Madison (E10)</b> .....	<b>472-8861</b>	<b>118 Taft (G16)</b> .....	<b>472-9085</b>
849 S. Sunnyvale Rd., 85206-2921 .....	7:45-2:15	9800 E. Quarterline Rd., 85207-6228 .....	8:25-2:55
	Principal, Sharon Webster		Principal, Russ Heath
	Secretary, Pat Hall		Secretary, Jodi Thompson
<b>139 Mendoza (H11)</b> .....	<b>472-1952</b>	<b>126 Washington (D1)</b> .....	<b>472-4120</b>
5831 E. McLellan Rd., 85205-3550.....	8:25-2:55	2260 W. Isabella Ave., 85202-5516 .....	7:45-2:15
	Principal, Kent Ashton		Principal, Michele Grimaldi
	Secretary, Jennifer Pavey		Secretary, Clara Arvayo
<b>137 O'Connor (G10)</b> .....	<b>472-7877</b>	<b>115 Webster (F2)</b> .....	<b>472-4860</b>
4840 E. Adobe Rd., 85205-5391 .....	7:45-2:15	202 N. Sycamore Ave., 85201-6150.....	8:25-2:55
	Principal, Scott Eshman		Principal, Chuck Burger
	Secretary, Carolyn Henan		Secretary, Marie Doughty
<b>153 Patterson (E17)</b> .....	<b>472-9797</b>	<b>117 Whitman (H4)</b> .....	<b>472-5055</b>
615 S. Cheshire, 85208-7152.....	8:25-2:55	1829 N. Grand, 85201-1706 .....	7:45-2:15
	Principal, Maxine Sullivan		Principal, Andrea Erickson
	Secretary, Erica Anderson		Secretary, Gera Lopez
<b>131 Pomeroy (A2)</b> .....	<b>472-3752</b>	<b>116 Whittier (G2)</b> .....	<b>472-4930</b>
1507 W. Shawnee Dr., Chandler, 85224-2259.....	7:45-2:15	733 N. Longmore Ave., 85201-4525 .....	7:45-2:15
	Principal, James Driscoll		Principal, Charles Starkey
	Secretary, Susan Walker		Secretary, Evelyn Caho

<b>151 Wilson (D11)</b> .....	<b>472-9249</b>	<b>271 Mesa High (E6)</b> .....	<b>472-5903</b>
5619 E. Glade Ave., 85206-6781 .....	7:45-2:15	1630 E. Southern Ave., 85204-5220 .....	8:00-3:00
	Principal, Joshua Hancock		Principal, Lisa Creaser
	Secretary, Peggy Rodemeyer		Secretary, Pam Prater
<b>157 Zaharis (I16)</b> .....	<b>308-7241</b>	<b>273 Mountain View (H7)</b> .....	<b>472-6901</b>
9410 E. McKellips Rd., 85207-2631 .....	7:45-2:15	2700 E. Brown Rd., 85213-5315 .....	8:00-3:00
	Principal, Mike Oliver		Principal, Greg Milbrandt
	Secretary, Nancy Austin		Secretary, Lori Black

## JUNIOR HIGH SCHOOLS 7-8

<b>252 Carson (G3)</b> .....	<b>472-2910</b>	<b>275 Red Mountain (G13)</b> .....	<b>472-8080</b>
525 N. Westwood, 85201-5527 .....	9:05-3:50	7301 E. Brown Rd., 85207-3803 .....	8:00-3:00
	Principal, Ray Chavez		Principal, Jared Ryan
	Secretary, Susan Fierros		Secretary, TBD
<b>264 Franklin Junior (D10)</b> .....	<b>472-2604</b>	<b>276 Skyline (E16)</b> .....	<b>472-9408</b>
4949 E. Southern Ave., 85206-2759 .....	7:45-2:30	845 S. Crismon Rd., 85208-2564 .....	8:00-3:00
	Principal, Jeff Abrams		Principal, Steve Green
	Secretary, Paulene Reilly		Secretary, Rosemary Jaderlund
<b>254 Fremont (G13)</b> .....	<b>472-8282</b>	<b>272 Westwood (G3)</b> .....	<b>472-4404</b>
1001 N. Power Rd., 85205-5701 .....	9:05-3:50	945 W. Rio Salado Pkwy, 85201-3902 .....	8:00-3:00
	Principal, Todd Roberts		Principal, Shawn Lynch
	Secretary, TBD		Secretary, Maria Main

## CHOICE AND SUCCESS SCHOOLS

<b>253 Kino (G5)</b> .....	<b>472-2401</b>	<b>282 Crossroads (E3)</b> .....	<b>308-7330</b>
848 N. Horne, 85203-4806 .....	9:05-3:50	855 W. 8th Ave., 85210-3410 .....	8:00-3:00
	Principal, Jodie Dean	Grades 7-12 .....	Principal, Tiffany Uhlik
	Secretary, Lourdes Maldonado		Secretary, Mindy Herbert
<b>256 Poston (G7)</b> .....	<b>472-2130</b>	<b>278 East Valley Academy (E3)</b> .....	<b>472-9351</b>
2433 E. Adobe St., 85213-6803 .....	9:05-3:50	855 W. 8th Ave., 85210-3410 .....	8:00-3:00
	Principal, Allen Flax	Grades 9-12 .....	Principal, Tim Keilty
	Secretary, Patricia Pemberton		Secretary, Elizabeth Galloway
<b>257 Rhodes (D2)</b> .....	<b>472-2310</b>	<b>192 Mesa Academy for Advanced Studies (H13)</b> .....	<b>308-7430</b>
1860 S. Longmore, 85202-5716 .....	9:05-3:50	6919 E. Brown Rd., 85207-3762 .....	
	Principal, Kirk Thomas	Grade 4-5 .....	7:55-2:40
	Secretary, Bonnie Tamburrelli	Grades 6-8 .....	7:55-3:42
<b>260 Shepherd (H11)</b> .....	<b>472-1801</b>		Principal, Bob Crispin
1407 N. Alta Mesa Dr., 85205-4424 .....	9:05-3:50		Secretary, Eva Miller
	Principal, Eileen Cahoon	<b>184 Riverview High (H4)</b> .....	<b>472-5351</b>
	Secretary, Coleen Townsend	1731 N. Country Club Dr., 85201-2102 .....	7:50-2:40
<b>263 Smith (G17)</b> .....	<b>472-4650</b>	Grades 7-12 .....	Principal, Raul Ruiz
10100 E. Adobe Rd., 85207-5404 .....	9:05-3:50		Secretary, Shannon Vaughan
	Principal, Casey Eagleburger	<b>183 SHARP (G13)</b> .....	<b>472-8960</b>
	Secretary, Susan Beyer	(School Home Adjustment Reinforcement Prog.)	
<b>262 Stapley (I8)</b> .....	<b>472-2780</b>	7302 E. Adobe St., 85207 .....	7:45-2:00
3250 E. Hermosa Vista Dr., 85213-1702 .....	9:05-3:50	Grade 1- Age 22 .....	Principal, Leilani Scott
	Principal, Kenneth Erickson		Secretary, Kathleen Slemmer
	Secretary, Phyllis Pickeler	<b>193 Summit Academy (B2)</b> .....	<b>472-3458</b>
<b>258 Taylor (E8)</b> .....	<b>472-1501</b>	1560 W. Summit Pl., Chandler 85224-1203 .....	9:05-3:50
705 S. 32nd St., 85204-3943 .....	9:05-3:50	Grade K-6 .....	8:00-2:30
	Principal, Gina Piraino	Grades 7-8 .....	8:00-3:50
	Secretary, Kim Raczynski		Principal, Mark Andrews
			Secretary, Christie Wood

## HIGH SCHOOLS 9-12

<b>274 Dobson (C1)</b> .....	<b>472-3051</b>	<b>280 Superstition High (E17)</b> .....	<b>472-9651</b>
1501 W. Guadalupe Rd., 85202-7575 .....	8:00-3:00	10222 E. Southern Ave., 85208-3800 .....	8:00-2:40
	Principal, Tamara Addis	Grades 7-12 .....	Principal, Lilia Gomez-Napier
	Secretary, Terrie Armstrong		Secretary, Chris Hakes

## 2014-2015 PAY SCHEDULE

<b>IF YOU WORK BETWEEN:</b>	<b>YOU WILL BE PAID ON:</b>
August 1 - August 14 .....	August 21
August 15 - August 28 .....	September 4
August 29 - September 11 .....	September 18
September 12 - September 25 .....	October 2
September 26 - October 9 .....	October 16
October 10 - October 23 .....	October 30
October 24 - November 6 .....	November 13
November 7 - November 20 .....	November 26
November 21 - December 4 .....	December 11
December 5 - December 18 .....	December 24
December 19 - January 1 .....	January 8
January 2 - January 15 .....	January 22
January 16 - January 29 .....	February 5
January 30 - February 12 .....	February 19
February 13 - February 26 .....	March 5
February 27 - March 12 .....	March 18
March 13 - March 26 .....	April 2
March 27 - April 9 .....	April 16
April 10 - April 23 .....	April 30
April 24 - May 7 .....	May 14
May 8 - May 21 .....	May 28
May 22 - June 4 .....	June 11



# FEEDBACK OF SUBSTITUTE TEACHER

Your input is a valuable key to retaining quality substitutes.

Please make sure to complete a feedback form any time you have an extraordinary substitute or any time you have a substitute whose performance is less than adequate. It is not necessary to submit multiple feedback forms on the same substitute if their performance remains consistent. Submit the completed form to Substitute Services.

NAME OF SUBSTITUTE: \_\_\_\_\_ JOB #: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

GRADE/SUBJECT: \_\_\_\_\_ DATE(S) WORKED: \_\_\_\_\_  
(MM/DD/YY)

- 1. Did the substitute effectively follow lesson plans and procedures?  Yes  No
- 2. Did the substitute effectively follow classroom procedures?  Yes  No
- 3. Did the substitute utilize effective classroom management skills?  Yes  No
- 4. Did the substitute have knowledge of subject matter?  Unknown  Yes  No
- 5. Rate the overall effectiveness of the substitute:  
 Highly Effective  Effective  Developing  Ineffective
- 6. Would you like this substitute in the future?  Yes  No

*If you select No, a reason will be required in the remarks section below.*

7. Suggestions that might improve the substitute's effort: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEACHER NAME (PLEASE PRINT)

TEACHER SIGNATURE

**Substitute teachers may request to view feedback forms at any time during their employment.**

91-30-19 W (7/12)



MESA PUBLIC SCHOOLS  
**SUBSTITUTE FEEDBACK TO TEACHER**  
**ELEMENTARY LEVEL**

*Please fill out form and return to the secretary's office  
at the end of the day along with the key to the classroom.*

Substitute Name _____	Telephone No. _____
SFE Job No. _____	Date(s) _____
Teacher Name _____	School _____
Subject Area(s) Taught _____	

1. Were lesson plans available?     YES     NO

Comments:

2. Substitute's departure from lesson plans:

3. Student behavior:

4. List of absent students: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The assignments completed by the students may be found:

***Optional information to teacher:***

6. What I liked best about this classroom was:

7. My job would have been easier if:

8. Comments:

\_\_\_\_\_  
Substitute  
91-30-35 W (Rev. 7/13)

\_\_\_\_\_  
Date

MESA PUBLIC SCHOOLS  
**SUBSTITUTE FEEDBACK FORM—SECONDARY LEVEL**

*Please fill out form and return to the secretary's office at the end of the day along with the key to the classroom.*

Substitute Name _____	Telephone No. _____
SFE Job No. _____	Date(s) _____
Teacher Name _____	School _____
Subject Area(s) Taught _____	

1. Were adequate lesson plans and clear instructions provided for you by the teacher? *Please check* Yes  No

If no, please comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If applicable, was a current seating chart provided? *Please check* Yes  No

3. Were other staff members helpful to you? *Please check* Yes  No

4. For each class period taught, please list student absences, general student behavior (give specific instances of disruptive behavior) and a summary of work completed or any deviation from lesson plans. Be specific about any assignments not completed.

The work completed by the students may be found: \_\_\_\_\_

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**HOMEROOM** (*Not necessarily prior to period 1. Please check with school secretary for actual homeroom time.*)

Student Absences: \_\_\_\_\_

Student Behavior Comments: \_\_\_\_\_

Lesson Comments: \_\_\_\_\_

**PERIOD 1**

Student Absences: \_\_\_\_\_

Student Behavior Comments: \_\_\_\_\_

Lesson Comments: \_\_\_\_\_

**PERIOD 2**

Student Absences: \_\_\_\_\_

Student Behavior Comments: \_\_\_\_\_

Lesson Comments: \_\_\_\_\_

**PERIOD 3**

Student Absences: \_\_\_\_\_

Student Behavior Comments: \_\_\_\_\_

Lesson Comments: \_\_\_\_\_

**PERIOD 4**

Student Absences: \_\_\_\_\_

Student Behavior Comments: \_\_\_\_\_

Lesson Comments: \_\_\_\_\_

**PERIOD 5**

Student Absences: \_\_\_\_\_

Student Behavior Comments: \_\_\_\_\_

Lesson Comments: \_\_\_\_\_

**PERIOD 6**

Student Absences: \_\_\_\_\_

Student Behavior Comments: \_\_\_\_\_

Lesson Comments: \_\_\_\_\_

5. My job would have been easier if \_\_\_\_\_

6. Suggestions that might improve our efforts to assist the substitute teachers. \_\_\_\_\_

# 2014-2015 SCHOOL YEAR CALENDAR

AUGUST 2014						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13 First day of classes	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

SEPTEMBER 2014						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1 Labor Day, No School	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2014						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Grading period ends	27
28	29	30	31	Semester break, No School		
	Semester break, No School					

JANUARY 2015						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
				Semester break, No School		
4	5	6	7	8	9	10
	School resumes					
11	12	13	14	15	16	17
18	19 Civil Rights Day, No School	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2015						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3 April Break, No School	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2015						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Last Day of Classes Grading period ends Graduation	22 School- based staff workday	23
24/31	25	26	27	28	29	30
	Memorial Day					

# 2014-2015 SCHOOL YEAR CALENDAR

<b>OCTOBER 2014</b>						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
					Grading period ends	
5	6	7	8	9	10	11
	October break, No School					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>NOVEMBER 2014</b>						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
		Veterans' Day, No School				
16	17	18	19	20	21	22
23/30	24	25	26	Thanksgiving Vacation, No School		29

<b>FEBRUARY 2015</b>						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	Presidents' Day, No School					
22	23	24	25	26	27	28

<b>MARCH 2015</b>						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
			Grading period ends			
15	16	17	18	19	20	21
	Spring break, No School					
22	23	24	25	26	27	28
29	30	31				

<b>JUNE 2015</b>						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<b>JULY 2015</b>						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
					Independence Day	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# PERSONAL WORK RECORD

DATE	1/2 or F DAY	SCHOOL	JOB NUMBER	DATE	1/2 or F DAY	SCHOOL	JOB NUMBER

# PERSONAL WORK RECORD

DATE	1/2 or F DAY	SCHOOL	JOB NUMBER	DATE	1/2 or F DAY	SCHOOL	JOB NUMBER

## PERSONAL WORK RECORD

DATE	1/2 or F DAY	SCHOOL	JOB NUMBER	DATE	1/2 or F DAY	SCHOOL	JOB NUMBER



# PERSONAL WORK RECORD

DATE	1/2 or F DAY	SCHOOL	JOB NUMBER	DATE	1/2 or F DAY	SCHOOL	JOB NUMBER





*The Mission of the*  
**HUMAN RESOURCES DEPARTMENT**

*is to provide quality service in all  
personnel operations with*

**INTEGRITY**

**RESPONSIVENESS**

**SENSITIVITY**

*to our employees and diverse community  
to fulfill the district's pledge to*

***“Teach Them Well”***

