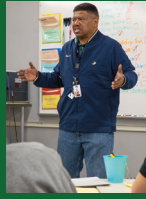


# 2023-2024 Guest Teacher Handbook



[www.mpsaz.org/hr/subs/resources-for-sub/](http://www.mpsaz.org/hr/subs/resources-for-sub/)



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# **2023-2024 GUEST 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 60,000 students in the 2023-24 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 guest 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 guest teacher 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 guest teacher is solely at the discretion of the District. Placement of an individual on the guest teacher list does not assure employment. Once called as a guest teacher 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 guest teacher.**

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



## **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 Guest Teacher*

The guest 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.



# TABLE OF CONTENTS

Guest Teacher Handbook . . . . .	i
Welcome to Mesa Public Schools . . . . .	ii
Mission Statement . . . . .	iii
Professional Responsibilities of a Guest Teacher . . . . .	iv
Table of Contents . . . . .	v
General Contact Information . . . . .	vi
Requirements of a Guest Teacher/Nurse . . . . .	1
SmartFindExpress Overview . . . . .	2
Your Day in a MPS School . . . . .	3-7
Policies, Procedures & Information . . . . .	8-21
District Map . . . . .	22-23
Directory of Schools	
Preschools . . . . .	24-25
Elementary Schools . . . . .	24-25
Junior High Schools . . . . .	26
High Schools . . . . .	26
Choice and Success Schools . . . . .	26
Pay Schedule . . . . .	27
Feedback of Guest Teacher . . . . .	28
Substitute Feedback to Teacher (Elementary) . . . . .	29
Substitute Feedback to Teacher (Secondary) . . . . .	28-29
2023-2024 School-Year Calendar . . . . .	32-33
Personal Work Record . . . . .	34-Inside Back Cover

# GENERAL CONTACT INFORMATION

Arizona Department of Education . . . . .	(602) 542-4367 <a href="http://www.azed.gov">www.azed.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>
SmartFind <i>Express</i> (SFE) . . . . .	(480) 498-6558 <a href="https://mps.eschoolsolutions.com">https://mps.eschoolsolutions.com</a>
<b>Substitute Services</b>	
Abby Vickers . . . . .	(480) 472-0434
Sarah Scarpone . . . . .	(480) 472-0433
<a href="http://www.mpsaz.org/hr/subs/resources-for-sub/">www.mpsaz.org/hr/subs/resources-for-sub/</a>	



# Welcome to Mesa Public Schools



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## REQUIREMENTS OF A GUEST TEACHER/NURSE

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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 complete the orientation for new guest teachers.
- You must register with the automated calling system, SmartFindExpress, to activate your profile and call record.
- You must accept a reasonable number of guest teaching assignments each year.

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

**If at anytime during the school year you are unable to accept assignments for a period of 30 days 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 guest teachers.

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

SmartFindExpress activates when the teacher/nurse notifies the system of their absence. A job number is created for each absence. SFE searches its listings and finds the appropriate guest teacher for the job. During the morning and evening calling period, SFE places a call to guest teachers to match absences with the best-qualified individual.



You, the guest teacher, enter your pin (only pin number is required, chosen when you register into the system) on the keypad of a tone-generating phone when the system calls you. 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 jobs online or by using the SmartFindExpress mobile app. You can access SmartFindExpress online at <https://mps.schoolsolutions.com>. You will enter the same access ID and PIN as you do over the phone. At the time of your first web sign-in, you will be asked to create an alphanumeric password unique to the website. You must register by phone before logging in to the website. SFE only allows you to view jobs that match your profile.

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 4:00 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 guest teacher, 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 guest teacher, 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.

If you accept any verbal requests, you must verify with SFE by phone, app, or website that the assignment is on your calendar. If the assignment is not on your calendar, you are not officially assigned to the job and payroll will not be generated for the assignment. If you accept a same day assignment, please contact the campus prior to traveling to their site to verify a substitute is still needed. **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) 498-6558 immediately to cancel your assignment. You can also cancel via the internet. **For same-day cancellations, you MUST also call the campus to notify the office staff of your cancellation.**

**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. If your assignment is canceled, you may be issued half-day inconvenience pay only if no other assignments are available throughout the district.

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# YOUR DAY IN A MPS SCHOOL

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## ARRIVING AT SCHOOL

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Veteran guest 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 campus and checking in with the front office at the start time listed in the assignment. **The school starting and ending times are listed on pages 22-24 of this handbook.**

**Upon your arrival at campus, check-in with the front office, and be sure to sign-in to create a record of your arrival.**

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.

If you have any questions, the principal and school secretary will be pleased to help you. School contact information is listed on pages 22-24 of this directory.

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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 guest teacher. 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.

# YOUR DAY IN A MPS SCHOOL

SMILE :)

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 guest 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 guest teacher. 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 guest teacher 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 assignment 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 guest teaching 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.

# YOUR DAY IN A MPS SCHOOL

## SURVIVAL KIT IDEAS

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, refit 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**

# YOUR DAY IN A MPS SCHOOL

## CLASSROOM ACTIVITIES

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.

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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# YOUR DAY IN A MPS SCHOOL

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## BEFORE LEAVING FOR THE DAY

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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. You are expected to arrive on campus at the start time listed within the SmartFind assignment and depart campus at the end time listed within the SmartFind assignment. In the event that you arrive late or leave early, the assignment times will be updated. Arriving before the start time listed within the SmartFind assignment does not result in a start time change.

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.

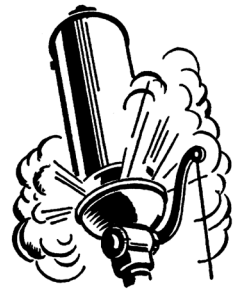
Before leaving school, you should complete the following things with the school secretary.

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 guest teacher, you will be assigned to the school where your services are most needed. In some instances, we may find it necessary to reassign a guest teacher. 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 an alternative assignment is available, and you choose not to accept the alternative assignment, no pay will be issued.** If you cannot be reassigned, you'll receive a half day's pay to make up for the inconvenience this causes you.

## BADGES

Badges are printed on an annual basis, with the school year for which the badge is valid. Guest teachers are required to wear their MPS substitute badge in plain view when they are on school property. In the event a guest teacher 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

Guest teachers 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 Department of Child Safety (DCS) 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 reporter. 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.**



# POLICIES, PROCEDURES, & INFORMATION

## CLASSROOM MANAGEMENT

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 guest teachers 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.

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.

# POLICIES, PROCEDURES, & INFORMATION

## EMERGENCY AND SAFETY PROCEDURES

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

Evacuation protocol to be updated with district information found at <https://www.mpsaz.org/security/forms/>

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

### **Safety Protocols**

Safety Protocols for Schools and District sites can be found at <https://docs.google.com/document/d/1dloKpiFckITIMKgEkGnNsCf7DxdHAMPd5PYcd8imeyM/preview>

The safety and welfare of the students and staff is a priority for the Mesa Public Schools. A comprehensive analysis of a safety protocol used by schools and the district was undertaken. The resulting evaluation document outlined the following common standards to be consistently implemented:

### **Schools**

- Classroom doors shall be locked during the school day. Teachers and staff will develop protocols for safely responding to individuals wanting to enter the classroom.
- Gates shall be locked immediately follow the start of the day. They may be reopened within 15 minutes prior to the end of the day.
- Every school will have an updated Emergency Response flipchart that follows district design/content guidelines and responds to the unique needs of each school. The flipcharts will be readily available in all classrooms and offices. Staff will be trained on the use of the flipcharts.
- Four (4) shelter-in-place (lockdown) drills will be conducted each year (1 drill within the first 2 weeks of each semester at the discretion of the principal, and one during each semester at the discretion of District Security or the police department, in coordination with the principal).
- One (1) campus evacuation drill will be conducted by each school. These drills will be reported to the district's School Safety and Security office.
- All visitors will be directed to the front office before access to campus. Appropriate protocol will be established and consistently implemented to document visitors to campus.
- Staff and MPS employees will wear district or school authorized identification cards in plain view at all times.
- At elementary schools, the electronic visitor registration program will be used to manage campus visitors.

### **District Sites**

- Secured entry protocol will be developed and implemented for all sites.
- Every department will have an updated Emergency Response flipchart that follows district design/content guidelines and responds to the unique needs of each site. The flipcharts will be readily available in all offices and work spaces. Staff will be trained on the use of the flipcharts.
- All staff will wear district-authorized identification cards in plain view at all times.

# POLICIES, PROCEDURES, & INFORMATION

## **Evacuation Protocol**

Evacuation protocol releases can be found [https://docs.google.com/document/d/1-RIY9oh-LLBKwk\\_NkxmQoC-uzxSz6EiuCyo6yh\\_Mm4I/preview](https://docs.google.com/document/d/1-RIY9oh-LLBKwk_NkxmQoC-uzxSz6EiuCyo6yh_Mm4I/preview)

1. The following 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 guest teachers, develop a packet for each classroom. The packet should include a checklist and keys for their classroom.
9. Elementary school administration shall notify parents/guardians at least 24 hours in advance that the school will be conducting an off-site evacuation drill. This notification may be done by newsletter or School Messenger. (Secondary school parent/guardian notification is optional). \*
10. In the event of a real off-site evacuation (not a drill), notification to parents will be made as soon as practical. \*
11. Frequency of Drills –
  - a. Each school site shall conduct at least one off site evacuation per year, preferably at the beginning of the year.
  - b. Record of the drills will be kept by the Office of School Safety and Security.

\* Notifications to parents only applies to “off-site” evacuations. It does not apply to fire drills.

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.

# POLICIES, PROCEDURES, & INFORMATION

## **Controlled Releases**

Controlled releases found at <https://www.mpsaz.org/security/forms/>

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. Students should never be allowed to walk away from a campus or evacuation site during a lockdown.
5. 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**

Lock down protocol can be found at <https://www.mpsaz.org/security/forms/>

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. Drills should be unannounced. This will ensure the integrity of the drill.
4. When announcing a lock-down, the standard terminology that shall be used is, “We are going into a modified lockdown” or “We are going into a full lockdown.” The purpose of this standard terminology is to prevent confusion for teachers/staff that are new or visiting from other schools.
5. 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.
6. 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.
7. Notification of a lock-down must be made immediately to Security Dispatch and your Area Assistant Superintendent.
8. Principals will communicate with parents after any real lockdown or lockdown drill as soon as practical.
9. 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 District Security.

## POLICIES, PROCEDURES, & INFORMATION

10. For guest teachers, develop a packet for each classroom. The packet shall include a checklist and keys for their classroom.
  11. For controlled releases during a lockdown, see “Evacuation Protocol.”
  12. Law Enforcement or the District Security will conduct random drills without notice.
  13. Frequency of Drills –
    - a. 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).
    - b. One additional drill will take place during each semester at the discretion of District Security and/or the police department, in coordination with the principal.
    - c. The Office of School Safety and Security shall be notified prior to each drill.
    - d. 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.
    - e. The drill must be a **full** lockdown drill.
- \* Note: The use of any cards (red, green or medical) during lockdowns have been eliminated.

### **Full Lock-Down Procedures**

Full lock-down procedures can be found at <https://www.mpsaz.org/security/forms/>  
(*Inside Problem, active shooter, or neighborhood issue close to campus*)

1. Announcement of “**Full Lockdown**” 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” lockdown).
2. Teachers will keep students in their classrooms with the lights off. 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 lockdown.
10. All cell phones must be turned **off** (except staff). Place cell phones on silent mode.
11. Access Go-kits/buckets only when needed.
12. Wait for further instructions to be given by police, security or administration.

## POLICIES, PROCEDURES, & INFORMATION

13. If the fire alarm is activated, remain in lockdown 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 the lockdown is over.

### **Modified Lock-Down**

Modified lock-down can be found at <https://www.mpsaz.org/security/forms/>  
(*Neighborhood Problem*)

1. Announcement of “**Modified Lockdown**” 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 Lockdown**.
12. A public announcement will be made when modified lockdown 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.

## EQUAL OPPORTUNITY

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

## POLICIES, PROCEDURES, & INFORMATION

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 Associate Superintendent of Human and Capital 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 guest teachers. 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.

### INJURIES ON THE JOB

Guest teachers are insured under Workers' Compensation benefits. Any injury sustained on school property while in the normal course of duties as a guest 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 guest teacher to have medical treatment, **an injury report must be completed by the nurse.**

If you are an ESI employee, and have an injury at the workplace, you will need to contact ESI at 480-719-3533 or visit <https://educationalservicesinc.com/employee-forms>

### LETTER OF ASSURANCE

The Letter of Assurance is a form that is distributed via email to eligible guest teachers at the end of the school year. This form provides guest teachers reasonable assurance of continued employment for the following school year. In order to remain on the substitute list, guest teachers must have returned their form by the indicated due date. The letter of assurance does not constitute the terms of a contract of employment.

# POLICIES, PROCEDURES, & INFORMATION

## LONG-TERM ASSIGNMENTS

A guest teacher who accepts an assignment that is expected to last longer than 20 school days is eligible to receive an increased daily rate. The rate is dependent on the type of certificate held by the guest teacher.

The increased long-term rate is compensation for additional duties as a long-term guest teacher. Additional duties may include preparing lesson plans, grading, attending meetings, and after school duties. Please consult with the campus to determine required responsibilities.

### **Long-Term Sub Absence**

In the event a long-term guest teacher is absent, they must call the sub office AND the campus to notify them of their absence, as soon as possible. The district will then arrange to have the system find a sub for the sub. It is the long-term guest teacher'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 Human Resources website.

Changes may also be completed on-line using the portal found at: <https://ivisions.mpsaz.org/ivisions>





# POLICIES, PROCEDURES, & INFORMATION

## PAYCHECKS

The Payroll Department issues paychecks in compliance with the provisions of the Arizona Revised Statutes. Guest teachers are paid one week behind. The pay period begins on Fridays and ends on Thursdays. Paychecks are distributed every two weeks. **It is the guest teacher's responsibility to verify that their SmartFindExpress work calendar is accurate at all times.** The data in SmartFindExpress is pulled on Thursdays and used to generate the payroll for guest teachers. Guest teachers should notify the substitute office if their paycheck contains errors.

Paystubs and W-2's are accessible online at the new iVisions Employee Self Service Web Portal: <https://ivisions.mpsaz.org/iVisions>. Call (480) 472-0044 for iVisions assistance.

### **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.

### **Federal & State Taxes**

Each guest teacher completes a Withholding Exemptions Certificate, or W-4 form, when starting 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.

## PROFESSIONALISM

Guest teachers 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.

As a guest teacher 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.

# POLICIES, PROCEDURES, & INFORMATION

## PROFESSIONAL DEVELOPMENT

**MPS offers some classes for guest teachers. Currently, active guest teachers are welcome to participate at no cost. Information is sent via staff email as it is available.**

## RATE OF PAY

Guest teachers will be paid a daily rate. Assignments 4.5 hours and less are considered a half day and will be paid at half the daily rate. All rates are contingent on available funding and subject to change. Guest teachers with a valid substitute teaching certificate earn \$140/day or \$70/half-day. Guest teachers with a valid AZ teaching certificate earn \$170/day or \$85/half-day.

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

Assignments are considered to be long-term when they are expected to last more than 20 student school days.

Guest teachers holding only a substitute certificate shall receive \$180 a day (\$90 for half days) for the duration of the assignment. Guest teachers with a valid AZ teaching certificate shall receive \$200 a day (\$100 for half days) during the duration of the assignment. Guest nurses shall receive \$200 a day in a long-term nurse assignments or nurse vacancy.

## RELEASING A STUDENT

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.**

## SICK TIME

Beginning July 1, 2017, the District authorizes guest teachers to use accrued Earned Paid Sick Time (EPST) for 1) medical care or mental or physical illness, injury or health condition; or 2) a public health emergency; and 3) absence due to domestic violence, sexual violence, abuse or stalking, provided that the guest teacher requests the use of EPST through the iVisions portal. Requests to use EPST must be submitted through the iVisions portal prior to the absence or no later than 24 hours after the absence has occurred. Guest teachers may request to use EPST in full and half-day increments. For more information, please see District Code GBBB-R(0).

## POLICIES, PROCEDURES, & INFORMATION



### STAFF-STUDENT RELATIONS

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. Examples of professional boundary violations include:

- Discussing with a student sexual topics that are not related to a specific curriculum.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator.
- Taking a student on an outing without obtaining prior permission of the student's parent or school administrator.
- Giving gifts of a personal nature to a specific student.
- Using phone calls, e-mails, text messaging, or special networking sites to discuss with a student a matter that does not pertain to the student's homework, class activity, school club, or other school sponsored activity.

### STUDENT RECORDS

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 guest 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.

## POLICIES, PROCEDURES, & INFORMATION



### TECHNOLOGY USE

Guest teachers should not be using the teacher's computer unless it is a part of the lesson plans. At the time a guest teacher 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-accessible information, and the devices and accounts provided for access.

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.

### TOBACCO PRODUCTS

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.

# POLICIES, PROCEDURES, & INFORMATION

## UNSATISFACTORY JOB PERFORMANCE

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

### **Do Not Use Policy**

Based on the performance of the guest teacher and the feedback from the classroom teacher, the principal has the option to request not to use the guest teacher in the future. If a guest teacher is placed on a school’s Do Not Use list, the guest teacher is no longer eligible for placement at that particular school. Human Resources will determine if the guest teacher will remain in the call rotation for the remaining schools.

**Employment of any individual as a guest teacher is solely at the discretion of the District. Placement of an individual on the guest teacher list does not assure employment. Once called as a guest teacher 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 guest teacher.**

## 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.

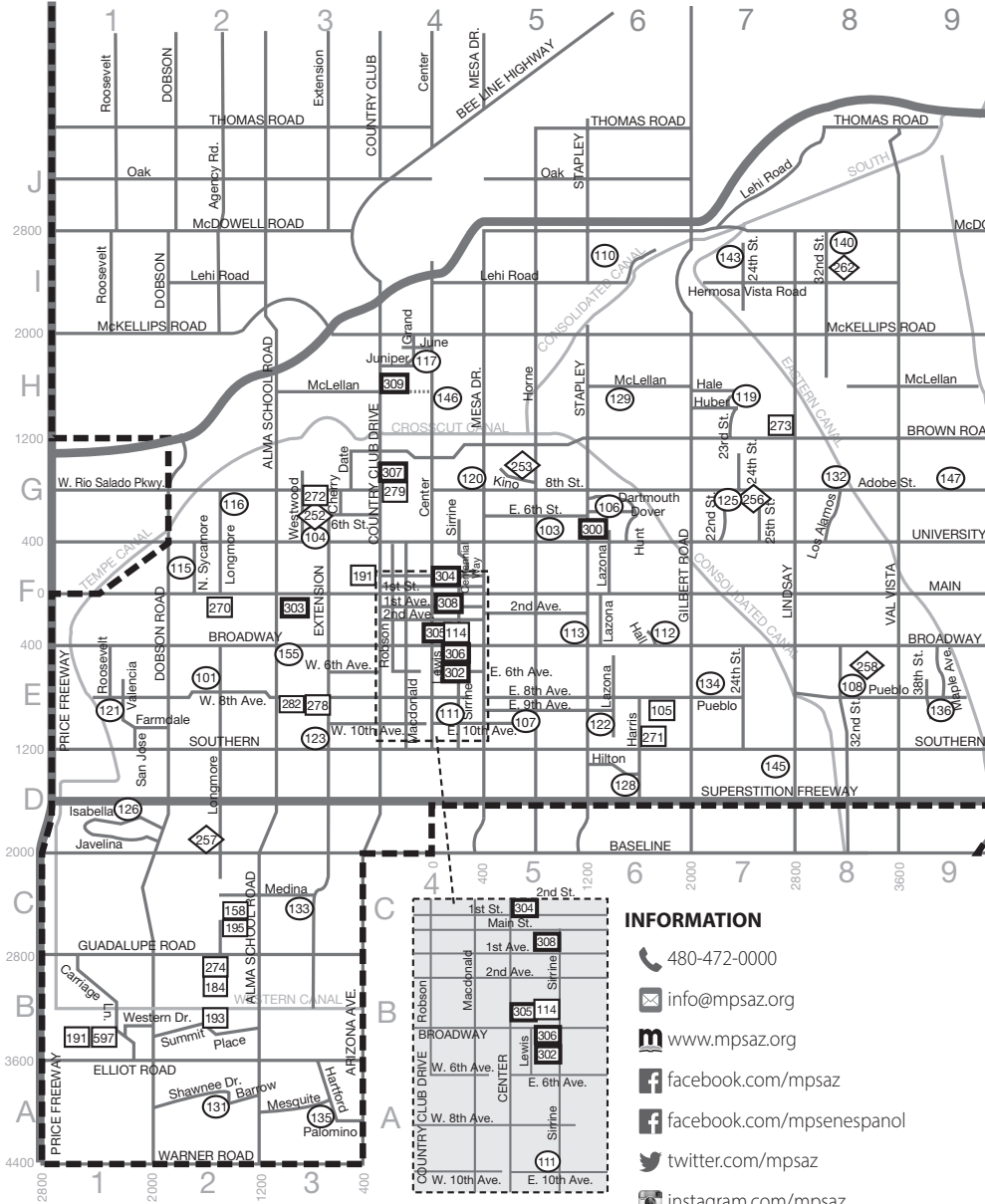
It is not a violation of policy for an employee to have a firearm in a vehicle so long as the weapon is not loaded and is in a locked container within the vehicle and the vehicle is under the sole control of the employee.

## 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.

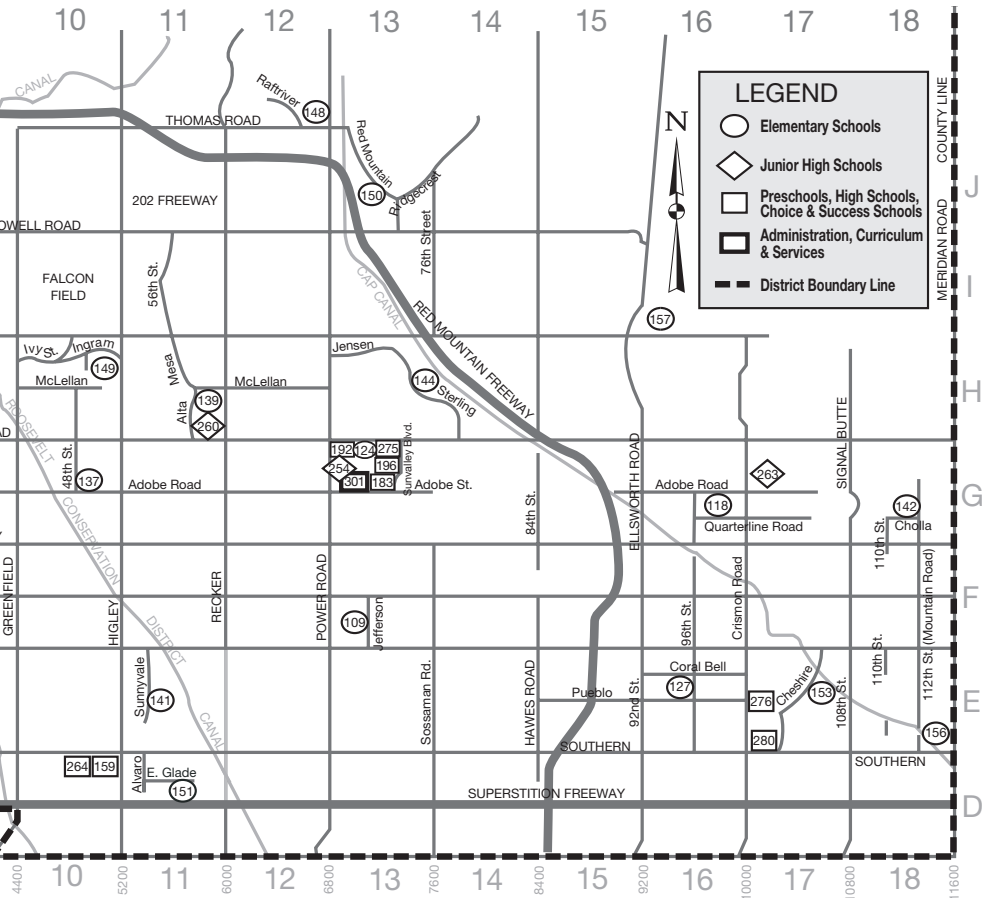
Any employee who causes workplace harassment on district property or while acting as a member of the school community will be subject to disciplinary action, which may include dismissal.

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.



**INFORMATION**

- 480-472-0000
- [info@mpsaz.org](mailto:info@mpsaz.org)
- [www.mpsaz.org](http://www.mpsaz.org)
- [facebook.com/mpsaz](https://facebook.com/mpsaz)
- [facebook.com/mpsenespanol](https://facebook.com/mpsenespanol)
- [twitter.com/mpsaz](https://twitter.com/mpsaz)
- [instagram.com/mpsaz](https://instagram.com/mpsaz)
- [instagram.com/mpsenespanol](https://instagram.com/mpsenespanol)
- [youtube.com/mpsaztv](https://youtube.com/mpsaztv)



**DISTRICT FACILITIES**

<b>Administrative Services Center</b>	
63 E. Main St.....	308(F4)
<b>Community Education &amp; Outreach Center</b>	
1731 N. Country Club Dr.....	309(H3)
<b>Mesa Youth Creative Agency</b>	
155 N. Center St.....	304(F4)
<b>Curriculum Services Center</b>	
549 N. Stapley Dr.....	300(G6)
<b>Food and Nutrition</b>	
143 S. Alma School Rd.....	303(F3)
<b>Matériel Distribution Center</b>	
143 S. Alma School Rd.....	303(F3)
<b>Operations</b>	
555 S. Lewis .....	302(E4)

<b>Printing and Publishing</b>	
255 S. Center St.....	305(F4)

<b>Student Services Center</b>	
1025 N. Country Club Dr.....	307(G4)

<b>Transportation</b>	
Broadway Satellite,	
109 E. Broadway Rd. ....	306(E4)
Fremont Satellite,	
7038 E. Adobe .....	301(G13)
Stapley Satellite,	
549 N. Stapley Dr. ....	300(G6)

<b>TECHNICAL EDUCATION DISTRICT</b>	
East Valley Institute of Technology (EVIT)...	270(F2)

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

## SmartFindExpress.

**KU** *Preschool programs also offered at  
select elementary and high schools.*

### ELEMENTARY GRADES PRE-K-6

- 101 Adams ..... 480-472-4300**  
E2 738 S. Longmore, 85202-1908 **KU**  
Principal, Stephanie Douglas Montez
- 156 Brinton ..... 480-472-4075**  
E18 11455 E. Sunland Ave., 85208-7705  
Principal, Doreen Brindley
- 149 Bush ..... 480-472-8500**  
H10 4925 E. Ingram St., 85205-3314 **KU**  
Principal, Tracy Olson
- 133 Crismon ..... 480-472-4000**  
C3 825 W. Medina Ave., 85210-7144 **KU**  
Principal, Michelle Mowery
- 103 Edison ..... 480-472-5300**  
G5 545 N. Horne, 85203-7124 **KU**  
Principal, Alex Macdonald
- 120 Eisenhower Center  
for Innovation..... 480-472-5200**  
G4 848 N. Mesa Dr., 85201-4302 **KU**  
Principal, Robert Meldau
- 104 Emerson ..... 480-472-4700**  
G3 415 N. Westwood, 85201-5530 **KU**  
Principal, Danielle Kidd
- 147 Entz ..... 480-472-7300**  
G9 4132 E. Adobe St., 85205-5110 **KU**  
Principal, Gerard Hernandez
- 144 Falcon Hill ..... 480-472-8600**  
H13 1645 N. Sterling St., 85207-2922 **KU**  
Principal, Christine Quick
- 125 Field ..... 480-472-9800**  
G7 2325 E. Adobe St., 85213-6713  
Principal, Michelle Hall
- 155 Guerrero ..... 480-472-9200**  
E3 463 S. Alma School Rd., 85210-1014  
**KU**  
Principal, Brian Minarcik
- 119 Hale ..... 480-472-7400**  
H7 1425 N. 23<sup>rd</sup> St., 85213-4018  
Principal, David Shill
- 143 Hermosa Vista..... 480-472-7550**  
I7 2626 N. 24<sup>th</sup> St., 85213-1435 **KU**  
Principal, Heather Horne
- 132 Highland Arts ..... 480-472-7600**  
G8 3042 E. Adobe St., 85213-6920  
Principal, Joshua Buckley
- 107 Holmes ..... 480-472-5600**  
E5 948 S. Horne, 85204-4122 **KU**  
Principal, Heidi Williams
- 106 Hughes ..... 480-472-7500**  
G6 630 N. Hunt Dr., 85203-6533 **KU**  
Principal, Rebecca Ramirez
- 108 Irving..... 480-472-1700**  
E8 3220 E. Pueblo Ave., 85204-4028 **KU**  
Principal, Kelly Moreno-Sampson
- 140 Ishikawa ..... 480-472-7700**  
I8 2635 N. 32<sup>nd</sup> St., 85213-1662  
Principal, Shelley Heath
- 109 Jefferson ..... 480-472-8700**  
F13 120 S. Jefferson Ave., 85208-1018 **KU**  
Principal, Christopher Brunst
- 136 Johnson..... 480-472-6800**  
E9 3807 E. Pueblo Ave., 85206-1822 **KU**  
Principal, Omar Tabb
- 128 Keller ..... 480-472-6200**  
D6 1445 E. Hilton Ave., 85204-5938 **KU**  
Principal, Christel Arbogast
- 146 Kerr Center for  
Agriscience ..... 480-472-5100**  
H4 125 E. McLellan Rd., 85201-2339  
Principal, Amy Breitenbucher
- 150 Las Sendas ..... 480-472-8750**  
J13 3120 N. Red Mountain, 85207-1068  
Principal, Aaron Kaczmarek
- 110 Lehi..... 480-472-5500**  
I6 2555 N. Stapley Dr., 85203-1127 **KU**  
Principal, Teja Alleyne
- 111 Lincoln ..... 480-472-6400**  
E4 930 S. Serrine, 85210-3736 **KU**  
Principal, Emmy Driscoll
- 122 Lindbergh ..... 480-472-6300**  
E6 930 S. Lazona Dr., 85204-4337 **KU**  
Principal, Erik Hedrick
- 112 Longfellow..... 480-472-6550**  
F6 345 S. Hall, 85204-2409 **KU**  
Principal, Cynthia Modjeski



**113 Lowell** ..... **480-472-1400**  
 F5 920 E. Broadway Rd., 85204-2107  
 Principal, Genisha Wright

**129 MacArthur** ..... **480-472-7800**  
 H6 1435 E. McLellan Rd., 85203-3840  
 Principal, Mark Norris

**141 Madison** ..... **480-472-8800**  
 E11 849 S. Sunnyvale, 85206-2921  
 Principal, Sharon Webster

**139 Mendoza** ..... **480-472-2000**  
 H11 5831 E. McLellan Rd., 85205-3550  
 Principal, Brent Gardner

**137 O'Connor** ..... **480-472-7850**  
 G10 4840 E. Adobe Rd., 85205-5391 **KU**  
 Principal, Dr. Susan Tinich

**153 Patterson** ..... **480-472-9700**  
 E17 615 S. Cheshire, 85208-7152 **KU**  
 Principal, Nonie Sundve

**131 Pomeroy** ..... **480-472-3700**  
 A2 1507 W. Shawnee Dr.  
 Chandler, 85224-2259  
 Principal, Jen Field

**145 Porter** ..... **480-472-6700**  
 D7 1350 S. Lindsay Rd., 85204-6229 **KU**  
 Principal, Kathy Ray

**148 Red Mountain  
 Ranch** ..... **480-472-7900**  
 K12 6650 E. Raftriver, 85215-9771 **KU**  
 Principal, Jaclyn Bycott

**123 Redbird** ..... **480-472-1200**  
 E3 1020 S. Extension Rd., 85210-3498  
 Principal, Anica Erickson

**134 Robson** ..... **480-472-6600**  
 E7 2122 E. Pueblo Ave., 85204-3704  
 Principal, Stephanie Wilkins-Johnson

**121 Roosevelt** ..... **480-472-4200**  
 E1 828 S. Valencia, 85202-2824  
 Principal, Christine Gutierrez

**124 Salk** ..... **480-472-8400**  
 G13 7029 E. Brown Rd., 85207-3707 **KU**  
 Principal, Vicki Hester

**142 Sousa** ..... **480-472-8900**  
 G18 616 N. Mountain Rd., 85207-2303  
 Principal, Jennifer Lamanna

**127 Stevenson** ..... **480-472-9000**  
 E16 638 S. 96<sup>th</sup> St., 85208-2480 **KU**  
 Principal, Kelsey Christofferson

**118 Taft** ..... **480-472-9100**  
 G16 9800 E. Quarterline Rd., 85207-6228 **KU**  
 Principal, Kim Corbett

**126 Washington** ..... **480-472-4100**  
 D1 2260 W. Isabella Ave., 85202-5516 **KU**  
 Principal, Hollie Chang

**115 Webster** ..... **480-472-4800**  
 F2 202 N. Sycamore Ave., 85201-6150 **KU**  
 Principal, Kate Ryan

**117 Whitman** ..... **480-472-5000**  
 H4 1829 N. Grand, 85201-1706 **KU**  
 Principal, Beth Bishop

**116 Whittier** ..... **480-472-4900**  
 G2 733 N. Longmore, 85201-4525 **KU**  
 Principal, Andrea Lang Sims

**151 Wilson** ..... **480-472-9250**  
 D11 5619 E. Glade Ave., 85206-6781  
 Principal, Lara Olsen

**157 Zaharis** ..... **480-308-7200**  
 I16 9410 E. McKellips Rd., 85207-2631  
 Principal, Jen Kunz

## JUNIOR HIGH GRADES 7-8

**252 Carson** ..... **480-472-2900**  
 G3 525 N. Westwood, 85201-5527  
 Principal, Dr. Tony Elmer

**254 Fremont** ..... **480-472-8300**  
 G13 1001 N. Power Rd., 85205-5701  
 Principal, Bruce Cosseboom

**253 Kino** ..... **480-472-2400**  
 G5 848 N. Horne, 85203-4806  
 Principal, Keiko Dilbeck

**256 Poston** ..... **480-472-2100**  
 G7 2433 E. Adobe St., 85213-6803  
 Principal, Michael Rapier

**257 Rhodes** ..... **480-472-2300**  
 D2 1860 S. Longmore, 85202-5716  
 Principal, Joan Wilson

**260 Shepherd** ..... **480-472-1800**  
 H11 1407 N. Alta Mesa Dr., 85205-4424  
 Principal, Jill Benza

**263 Smith** ..... **480-472-9900**  
 G17 10100 E. Adobe Rd., 85207-5404  
 Principal, Adam Unrein

**262 Stapley** ..... **480-472-2700**  
 I8 3250 E. Hermosa Vista Dr., 85213-1702  
 Principal, James Fisher

**258 Taylor ..... 480-472-1500**  
E8 705 S. 32<sup>nd</sup> St., 85204-3943  
Principal, Gina Piraino

### HIGH SCHOOL GRADES 9-12

**274 Dobson ..... 480-472-3000**  
B2 1501 W. Guadalupe Rd., 85202-7575 **KU**  
Principal, Gabbi Buckley

**271 Mesa ..... 480-472-5900**  
E6 1630 E. Southern Ave., 85204-5220 **KU**  
Principal, Kirk Thomas

**273 Mountain View ..... 480-472-6900**  
H7 2700 E. Brown Rd., 85213-5315  
Principal, Mike Oliver

**275 Red Mountain ..... 480-472-8000**  
G13 7301 E. Brown Rd., 85207-3803 **KU**  
Principal, Steve Tannenbaum

**276 Skyline ..... 480-472-9400**  
E17 845 S. Crismon Rd., 85208-2564 **KU**  
Principal, Greg Mendez

**272 Westwood ..... 480-472-4400**  
G3 945 W. Rio Salado Pkwy., 85201-3902  
Principal, Chris Gilmore

### CHOICE SCHOOLS/PROGRAMS

**195 Eagleridge Enrichment Program (K-8) ..... 480-472-3685**  
C2 1313 W. Medina Ave., 85202-6610  
Principal, Amanda Ball

**278 East Valley Academy (9-12) ..... 480-472-9350**  
E3 855 W. 8<sup>th</sup> Ave., 85210-3410  
Principal, Dr. Justine Pilar

**158 Franklin Accelerated Academy - Jordan Campus (K-6).... 480-472-3900**  
C2 3320 N. Carriage Ln.  
Chandler, 85224-1104  
Principal, Megan Hulihee

**159 Franklin Accelerated Academy - Brimhall Campus (K-6) ... 480-472-2600**  
D10 4949 E. Southern Ave., 85206-2759 **KU**  
Principal, Jeffrey Abrams

**105 Franklin Accelerated Academy - East Campus (K-6) ..... 480-472-6500**  
E6 1753 E. 8<sup>th</sup> Ave., 85204-3617  
Principal, Kacy Baxter

**114 Franklin Accelerated Academy - Downtown Campus (K-6) ..... 480-472-5400**  
F4 236 S. Serrine, 85210-1611  
Principal, Tamara Merritt

**264 Franklin Junior (7-8) ... 480-472-2600**  
D10 4949 E. Southern Ave., 85206-2759  
Principal, Jeffrey Abrams

**192 Mesa Academy for Advanced Studies (4-8)..... 480-308-7400**  
G13 6919 E. Brown Rd., 85207-3762  
Principal, Nikki Wilfert

**279 Mesa Digital Learning Program (4-12) ..... 480-472-7285**  
G4 1025 N. Country Club Dr., 85201-3307  
Director, Jennifer Echols

**597 Mesa Virtual Campus (4-12) ..... 480-308-6000**  
C2 1313 W. Medina Ave., 85202-6610  
Principal, Catherine Beaudoin

**135 Serrine Montessori Center (K-6)..... 480-308-6000**  
A3 591 W. Mesquite St.,  
Chandler, 85225-2114  
Principal, Andrea Erickson

**193 Summit Academy (K-8) ..... 480-472-3500**  
B2 1560 W. Summit Pl.  
Chandler, 85224-1203  
Principal, Michael Deignan

### SUCCESS SCHOOLS/PROGRAMS

**282 Crossroads (7-12) .... 480-472-9350**  
E3 855 W. 8<sup>th</sup> Ave., 85210-3410  
Principal, Dr. Justine Pilar

**191 Mesa Center for Success ..... 480-472-3800**  
E3 855 W. 8<sup>th</sup> Ave., 85210-3410  
Principal, Krista Rowley

**184 Riverview (7-12) ..... 480-472-5350**  
B2 1501 W. Guadalupe Rd., 85202-7575  
Administrator, Justin Firehawk

**183 SHARP ..... 480-472-8960**  
G13 7302 E. Adobe Rd., 85207-4702  
Principal, Heather Jones

**280 Superstition (7-12) .. 480-472-9650**  
E17 10222 E. Southern Ave., 85208-3800  
Administrator, Joseph Brissette

## 2023-2024 PAY SCHEDULE

PAY PERIOD	IF YOU WORK BETWEEN:	YOU WILL BE PAID ON:
27 .....	June 23-June 30 .....	July 6
1 .....	July 1-July 6 .....	July 13
2 .....	July 7-July 20 .....	July 27
3 .....	July 21-August 3 .....	August 10
4 .....	August 4-August 17 .....	August 24
5 .....	August 18-August 31 .....	September 7
6 .....	September 1-September 14 .....	September 21
7 .....	September 15-September 28 .....	October 5
8 .....	September 29-October 12 .....	October 19
9 .....	October 13-October 26 .....	November 2
10 .....	October 27-November 9 .....	November 16
11 .....	November 10-November 23 .....	November 30
12 .....	November 24-December 7 .....	December 14
13 .....	December 8-December 21 .....	December 28
14 .....	December 22-January 4 .....	January 11
15 .....	January 5-January 18 .....	January 25
16 .....	January 19-February 1 .....	February 8
17 .....	February 2-February 15 .....	February 22
18 .....	February 16-February 29 .....	March 7
19 .....	March 1-March 14 .....	March 21
20 .....	March 15-March 28 .....	April 4
21 .....	March 29-April 11 .....	April 18
22 .....	April 12-April 25 .....	May 2
23 .....	April 26-May 09 .....	May 16
24 .....	May 10-May 23 .....	May 30
25 .....	May 24-June 6 .....	June 13
26 .....	June 7-June 20 .....	June 27
27 .....	June 21-June 30 .....	July 3



# 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

\_\_\_\_\_  
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: \_\_\_\_\_

---

**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. \_\_\_\_\_

# 2023-2024 SCHOOL YEAR - 1<sup>st</sup> SEMESTER

## August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September 2023

S	M	T	W	T	F	S
					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

## October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August 2023

3..... First Day of Classes

### September 2023

4..... **Labor Day, No School**

### October 2023

6..... End of First Grading Period,  
Early Release

9-13..... **October Break, No School**

16..... Professional learning day for staff,  
no school for students

17..... College Fair

### November 2023

7..... Election Day

10..... **Veterans Day, No School**

22-24..... **Thanksgiving Break, No School**

### December 2023

15..... Early Release for High School Students Only

21..... Second Grading Period Ends, Early Release

22-29..... **Winter Break, No School**

### January 2024

1-5..... **Winter Break, No School**

8..... Professional learning day for staff,  
no school for students

9..... School Resumes, Second Semester Begins

15..... **MLK Civil Rights Day, No School**

22..... Kindergarten Registration Begins

26..... Kindergarten Evening Registration

## November 2023

S	M	T	W	T	F	S
			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		

## December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

## January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



# 2023-2024 SCHOOL YEAR - 2<sup>nd</sup> SEMESTER

## February 2024

S	M	T	W	T	F	S
				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		

## March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

## April 2024

S	M	T	W	T	F	S
	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				

## February 2024

19..... **Presidents Day, No School**

## March 2024

15.....End of Third Grading Period, Early Release

18-22..... **Spring Break, No School**

25..... School resumes

29..... **Spring Holiday, No School**

## April 2024

## May 2024

6-10..... Teacher Appreciation Week

7..... Teacher Day

23..... Last Day of Classes, High School Graduation

27..... **Memorial Day**

## June 2024

KidzCamp

Summer Fun Days

## July 2024

KidzCamp

4..... **Independence Day**

## May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29

## July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			













## **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