

MESA PUBLIC SCHOOLS



2012-2013 Substitute Teacher Handbook



MESA
PUBLIC SCHOOLS

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2012-2013 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 51 elementary, nine junior high schools, six comprehensive high schools and 16 choice and success schools. Enrollment in the 200-square-mile district is expected to exceed 63,000 students in the 2012-13 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.

MESA PUBLIC SCHOOLS

OUR VISION

Mesa Public Schools
Unprecedented Excellence in Education



OUR MISSION

The mission of Mesa Public Schools is to develop a highly educated and productive community, one student at a time.



OUR CORE VALUES

In Mesa Public Schools, we believe...

- ...each child is important.
- ...learning is our focus.
- ...collaboration and innovation are indispensable.
- ...sound fiscal stewardship is essential.
- ...diversity increases our 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 www.ade.az.gov
Arizona Department of Public Safety.....	(602) 223-2279 www.azdps.gov
Arizona State Board of Nursing.....	(602) 889-5150 www.azbn.gov
Arizona State Retirement.....	(602) 240-2000 www.azasrs.gov
Creative Arts.....	(480) 308-7350 www.mpsaz.org/arts
Elementary P.E.	(480) 472-0250 www.mpsaz.org/elempe
Health Services.....	(480) 472-0562 www.mpsaz.org/health
Human Resources.....	(480) 472-0400 www.mpsaz.org/hr
Music Education	(480) 308-7350 www.mpsaz.org/arts/music
Payroll	(480) 472-0444 www.mpsaz.org/payroll
Professional Development.....	(480) 472-0388 www.mpsaz.org/profdev
SmartFindExpress (SFE).....	(480) 655-9009 sems.mpsaz.org
Substitute Services	
Lili Luna	(480) 472-0434
Adrian Lopez	(480) 472-0433 www.mpsaz.org/hr/sub_page



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.

REQUIREMENTS OF A SUBSTITUTE TEACHER

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. When using the internet, you would enter your access ID number (EIN) as the user ID and your pin as your password. SFE allows you to view jobs for which you are eligible.

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.



YOUR DAY IN A MPS SCHOOL

ARRIVING AT SCHOOL

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 15-17 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 15-17.

NOW YOU'RE IN CLASS

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 library and physical education classes, 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.

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 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.

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.

YOUR DAY IN A MPS SCHOOL

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.

BEFORE LEAVING FOR THE DAY

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 her 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

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

If you suspect child abuse: DO NOT INVESTIGATE. Notify the Child Abuse Team for assistance. Remember that you are mandated reporters. You do not have to establish the validity of the case. This is the sole responsibility of the authorities. Your school's Child Abuse Team is the principal, the nurse, the counselor, and/or the 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.

Electronic Information Services/Resources

Employees will use the district's Electronic Information Services/Resources (EIS) in support of education, educational research and the educational goals of the district. EIS includes databases, network services, electronic mail and any other computer-accessible source of information. Any employee who abuses or misuses EIS or fails to follow district policies, procedures and guidelines governing EIS may be denied access and may be subject to disciplinary action. The administration may review files, including electronic mail, in the district's computerized databases and to monitor EIS utilization at any time without notice or permission. Substitutes do not have any expectations of privacy in their use of EIS, nor any expectations of privacy for any communication or information sent, retrieved or stored by or on EIS or any other component of EIS. For additional information, refer to Governing Board Policy GBSA and the accompanying regulation.

POLICIES, PROCEDURES, & INFORMATION

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.**

EMERGENCY PROCEDURES

Emergencies can arise at any time and you should be prepared to handle them with a minimum of confusion. Procedures differ throughout the district, depending on whether you are serving at an elementary, junior high or high school.

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, regard all body fluids as potentially infectious. Avoid direct contact if possible, wear gloves if necessary, wash hands thoroughly and report injuries to the nurse immediately. Students are taught not to touch blood or body fluids and to seek adults for assistance.

For more information, contact the school nurse, principal or the district's Health Services Department.

At various times throughout the year, fire and other emergency drills may be conducted. Such drills are preceded by a siren or announcement over the school intercom. Each class should have a fire-drill folder with procedures specific to the classroom and location.

When such a drill is announced you should:

1. Remain calm.
2. Inform the students of the drill, while demanding their silence and cooperation.
3. Conduct your class to the evacuation point in an orderly manner.
4. Permit students to re-enter only upon administrative clearance.

POLICIES, PROCEDURES, & INFORMATION

EQUAL OPPORTUNITY

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.

EVALUATION PROCESS

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.

INJURIES ON THE JOB

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.

POLICIES, PROCEDURES, & INFORMATION

IN-SERVICE CLASSES

MPS offers in-service classes for substitute teachers. Currently, active substitute teachers are welcome to participate at no cost. The In-Service schedule is posted on the substitute website at the beginning of each semester. Contact the Professional Development Department at (480) 472-0388 for more information.

INSURANCE

The district provides liability insurance coverage for all employees. However, many substitute teachers prefer to supplement this protection with their own private insurance coverage for liability.

LETTER OF ASSURANCE

The Letter of Assurance is a form that is mailed out 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.

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, 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**

POLICIES, PROCEDURES, & INFORMATION

yourself of where and when you work will help you keep track of the number of days you will be paid. (See page 27). 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.

Once you receive pay from MPS you will need to register to view your pay-stubs online at <https://mps-eo.mpsaz.org/>. You must use your MPS Employee Identification Number (EIN), not your phone number, to register and log in to view your pay-stubs and W-2. If you have a newer badge, you can find your EIN under your picture. Otherwise, contact either Payroll or Sub Services to get your EIN. Once you have registered, you can log in by entering your EIN as your "User name". Click to "logout" when you are finished. If you have problems registering or if you forget your password, contact the Payroll Department.

Many banks, credit unions and savings and loan associations now offer direct deposit of paychecks to checking or savings accounts. Contact the Payroll Departments for details.

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 substitute 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.

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.

POLICIES, PROCEDURES, & INFORMATION

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.

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.

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. Please refer to Governing Board Policy GBH for more information.

POLICIES, PROCEDURES, & INFORMATION

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 is permitted only in the designated areas of district facilities that are not located on school grounds.

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.



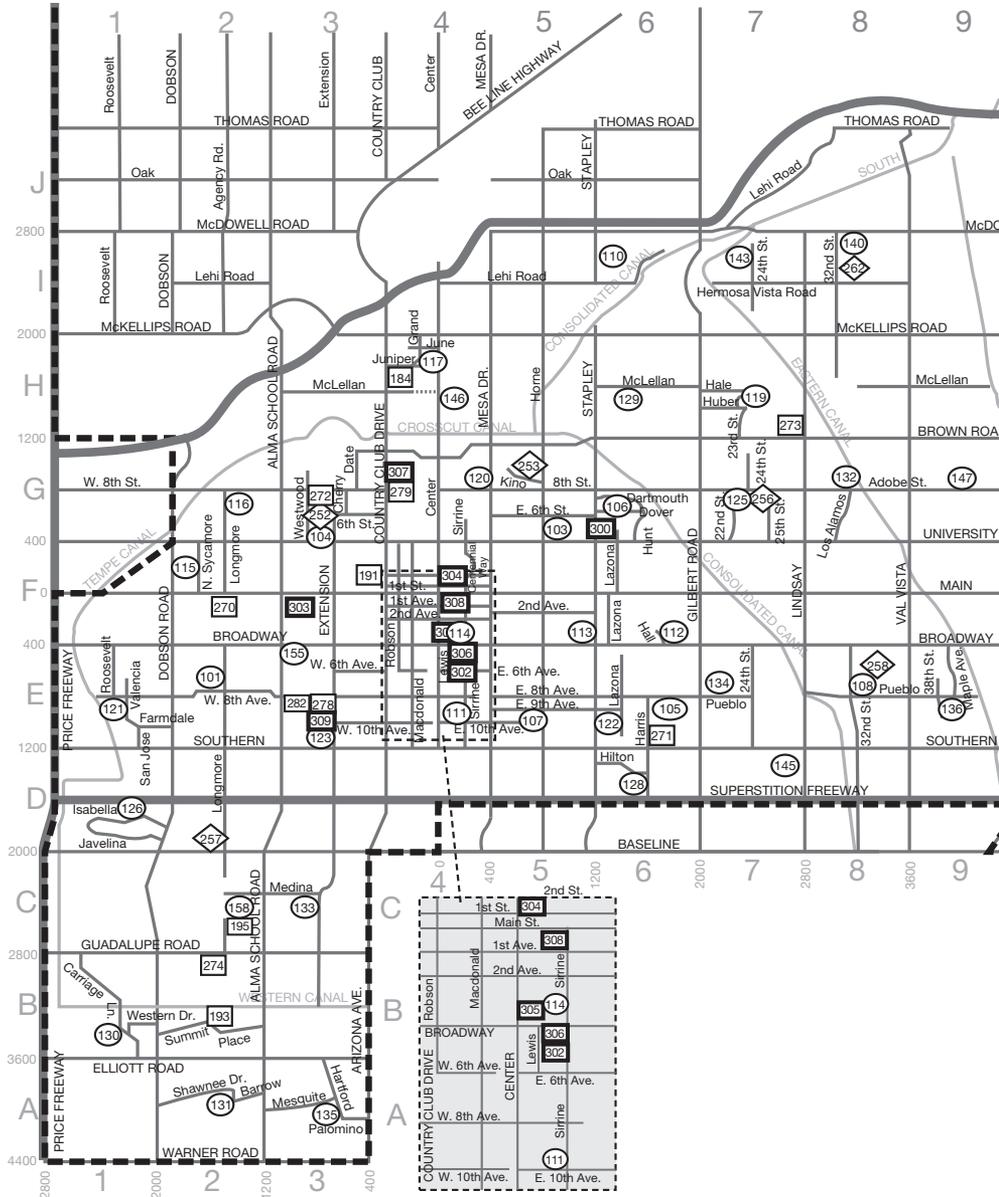
QUESTIONS

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

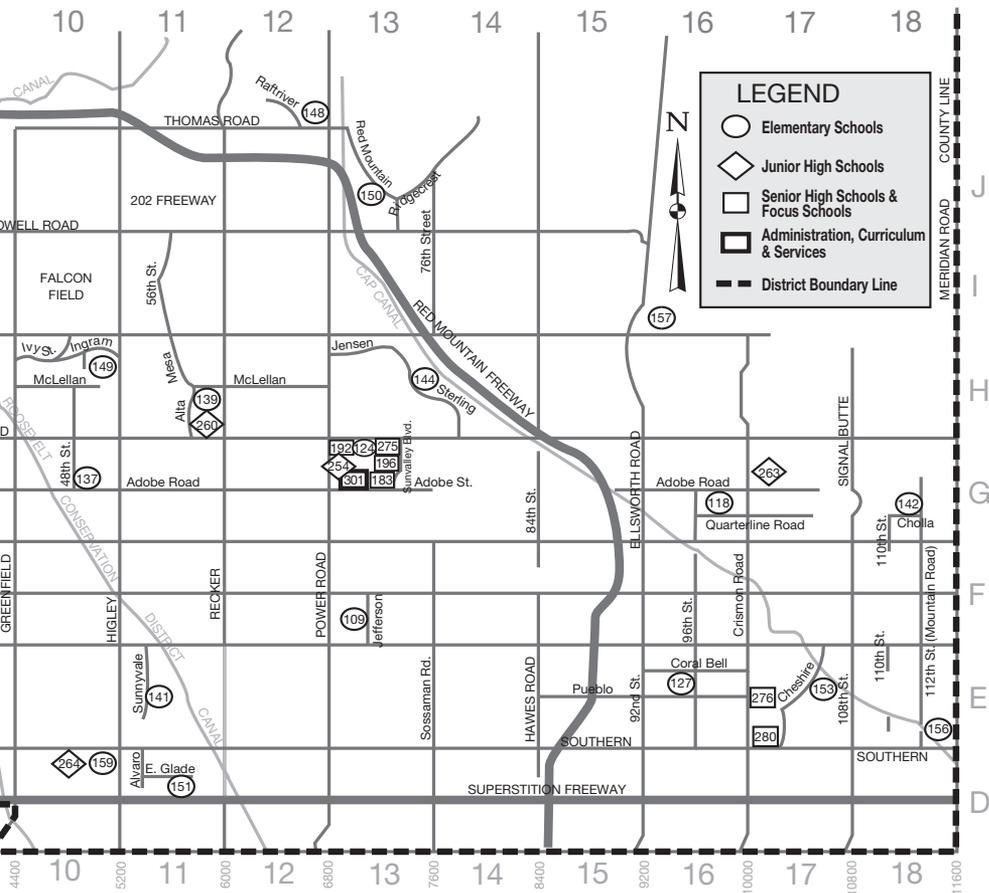
MESA DISTRICT MAP

PUBLIC SCHOOLS

REVISED AUGUST 2012



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.

ELEMENTARY K-6

101 Adams (E2)472-4360 738 S. Longmore, 85202-19087:45-2:15 Principal, Terri Ringland Secretary, Patti Miller	105 Franklin East (E6)472-6430 1753 E. 8th Ave., 85204-36178:25-2:55 Principal, Dawn Carpenter Secretary, Judy Hertzog
156 Brinton (E18)472-4081 11455 E. Sunland Ave, 85208-77057:45-2:15 Principal, Pat Estes Secretary, Rita Chavarria	114 Franklin West (F4)472-5431 236 S. Serrine, 85210-16118:25-2:55 Principal, Mike Heidenblut Secretary, Lisa Simmons
149 Bush (H10)472-8541 4925 E. Ingram, 85205-33148:25-2:55 Principal, Tracy Olson Secretary, LeeAnne Floyd	155 Guerrero (E2)472-9222 463 S. Alma School Rd., 85210-10148:25-2:55 Principal, Brian Minarcik Secretary, Hope Marsh
133 Crismon (C3)472-4070 825 W. Medina, 85210-71448:25-2:55 Principal, Melissa Weinman Secretary, Jan Glover	119 Hale (H7)472-7444 1425 N. 23rd St., 85213-40187:45-2:15 Principal, Susan Marshall Secretary, Pam Nordick
103 Edison (G5)472-5278 545 N. Horne, 85203-71247:45-2:15 Principal, Alexander Macdonald Secretary, Margarita Martinez	106 Hawthorne (G6)472-7510 630 N. Hunt Dr., 85203-65337:45-2:15 Principal, Stephanie Montez Secretary, Judy Roberts
120 Eisenhower (G4)472-5250 848 N. Mesa Drive, 85201-43027:45-2:15 Principal, Scott Cumberledge Secretary, Amanda Ochoa	143 Hermosa Vista (I7)472-7551 2626 N. 24th St., 85213-14358:25-2:55 Principal, Courtney Carder Secretary, Stacy Murphy
104 Emerson (G3)472-4740 415 N. Westwood Dr., 85201-55308:25-2:55 Principal, Mark Norris Secretary, Jolene Cottle	132 Highland (G8)472-7608 3042 E. Adobe, 85213-69208:25-2:55 Principal, Susan M. Rollins Secretary, Theresa Horton
147 Entz (G9)472-7302 4132 E Adobe, 85205-51107:45-2:15 Principal, Greg Reid Secretary, Vicki Spetz	107 Holmes (E5)472-5556 948 S. Horne, 85204-41227:45-2:15 Principal, Darlene Johnson Secretary, Carol Rowley
144 Falcon Hill (H13)472-8576 1645 N. Sterling, 85207-29227:45-2:15 Principal, Lynn David Secretary, Christina Judd	108 Irving (E8)472-1701 3220 E. Pueblo, 85204-40287:45-2:15 Principal, Penny Briney Secretary, Linda Lopez
125 Field (G7)472-9803 2325 E. Adobe, 85213-67138:25-2:55 Principal, John Nesbitt Secretary, Barbara Butzen	140 Ishikawa (I8)472-7688 2635 N. 32nd St., 85213-16627:45-2:15 Principal, Shelley Heath Secretary, Tamara Taylor
158 Franklin at Alma (C2)472-3905 1313 W. Medina, 85202-66108:25-2:55 Principal, Emily Kelly Secretary , Toni Ochoa	109 Jefferson (F13)472-8703 120 S. Jefferson, 85208-10187:45-2:15 Principal, Genessee Montes Secretary, Chris Hernandez
152 Franklin at Brimhall (D10)472-2602 4949 E. Southern Ave., 85206-27598:25-2:55 Principal, Jeff Abrams Secretary, Lisa Faber	136 Johnson (E9)472-6777 3807 E. Pueblo, 85206-18227:45-2:15 Principal, Cara Steiner Secretary, Kristi O'Brien
	130 Jordan (B1)472-3866 3320 N. Carriage Lane, Chandler 85224-11047:45-2:15 Principal, Jeff Hancock Secretary, Valinda Miller
	128 Keller (D6)472-6171 1445 E. Hilton, 85204-59387:45-2:15 Principal, Monica Torres Secretary, Lizett Segura

146 Kerr (H4)472-5101	148 Red Mountain Ranch (K12)472-7901
125 E. McLellan, 85201-23397:45-2:15	6650 E. Rafriver, 85215-97718:25-2:55
Principal, Thea Hansen	Principal, Joyce Cook
Secretary, Debbie Lopez	Secretary, Dana Eichenlaub
150 Las Sendas (J13)472-8731	123 Redbird (E3)472-1210
3120 N. Red Mountain Rd., 85207-10687:45-2:15	1020 S. Extension Rd., 85210-34988:25-2:55
Principal, Aaron Kaczmarek	Principal, Nicolas Parker
Secretary, Lauri Astel	Secretary, Gina Marriott
110 Lehi (I6)472-5504	134 Robson (E7)472-6655
2555 N. Stapley Dr., 85203-11277:45-2:15	2122 E. Pueblo, 85204-37048:25-2:55
Principal, Jason Jacobson	Principal, Lou Perdoni
Secretary, Paulette Carpenito	Secretary, Gloria Ottens
111 Lincoln (E4)472-6397	121 Roosevelt (E1)472-4205
930 S. Serrine, 85210-37368:25-2:55	828 S. Valencia, 85202-28248:25-2:55
Principal, Kathy Page	Principal, Darlene Shumway
Secretary, Julia Montoya	Secretary, Barbara Ringer
122 Lindbergh (E6)472-6323	124 Salk (G13)472-8402
930 S. Lazona, 85204-43377:45-2:15	7029 E. Brown Rd., 85207-37077:45-2:15
Principal, Julianne O'Shea	Principal, Karla Carlson
Secretary, Lila Lopez	Secretary, Pam Bloomer
112 Longfellow (F6)472-6526	135 Serrine (A3)472-3601
345 S. Hall, 85204-24098:25-2:55	591 N. Mesquite, Chandler 85225-21147:45-2:15
Principal, David Christensen	Principal, Renee Parker
Secretary, Ofelia Oharriz-Martinez	Secretary, Maureen Delci
113 Lowell (F5)472-1480	142 Sousa (G18)472-8892
920 E. Broadway, 85204-21077:45-2:15	616 N. Mountain Rd., 85207-23037:45-2:15
Principal, Sandra Kuhn	Principal, Elizabeth Mullavey
Secretary, Monica Rosero	Secretary, Nanette Zlotkowski
129 MacArthur (H6)472-7806	127 Stevenson (E16)472-9025
1435 E. McLellan, 85203-38408:25-2:55	638 S. 96th St., 85208-24808:25-2:55
Principal, Sally Norton	Principal, Kathy Ray
Secretary, Susan Mayfield	Secretary, Rita Glandon
141 Madison (E10)472-8861	118 Taft (G16)472-9085
849 S. Sunnyvale, 85206-29217:45-2:15	9800 E. Quarterline Rd., 85207-62288:25-2:55
Principal, Sharon Webster	Principal, Russ Heath
Secretary, Pat Hall	Secretary, Jodi Thompson
139 Mendoza (H11)472-1952	126 Washington (D1)472-4120
5831 E. McLellan, 85205-35508:25-2:55	2260 W. Isabella Ave., 85202-55167:45-2:15
Principal, Kent Ashton	Principal, Michele Grimaldi
Secretary, Jennifer Pavey	Secretary, Clara Arvayo
137 O'Connor (G10)472-7877	115 Webster (F2)472-4860
4840 E. Adobe, 85205-53917:45-2:15	202 N. Sycamore, 85201-61508:25-2:55
Principal, Scott Eshman	Principal, Chuck Burger
Secretary, Carolyn Henan	Secretary, Marie Doughty
153 Patterson (E17)472-9797	117 Whitman (H4)472-5055
615 S. Cheshire, 85208-71528:25-2:55	1829 N. Grand, 85201-17067:45-2:15
Principal, Maxine Sullivan	Principal, Andrea Erickson
Secretary, Deborah Hobby	Secretary, Susan Stearns
131 Pomeroy (A2)472-3752	116 Whittier (G2)472-4930
1507 W. Shawnee Dr., Chandler, 85224-22597:45-2:15	733 N. Longmore, 85201-45257:45-2:15
Principal, Dennis Harnack	Principal, Charles Starkey
Secretary, Susan Walker	Secretary, Ruby Martinez
145 Porter (D7)472-6677	151 Wilson (D11)472-9249
1350 S. Lindsay Rd., 85204-62297:45-2:15	5619 E. Glade Ave., 85206-67817:45-2:15
Principal, Paula Warren	Principal, Joshua Hancock
Secretary, Nita Muth	Secretary, Peggy Rodemeyer

157 Zaharis (I16)308-7241
 9410 E. McKellips Rd., 85207-26317:45-2:15
 Principal, Mike Oliver
 Secretary, Nancy Austin

JUNIOR HIGH SCHOOLS

252 Carson (G3)472-2910
 525 N. Westwood, 85201-55279:05-3:50
 Grades 7-8
 Principal, Ray Chavez
 Secretary, Susan Fierros

264 Franklin Junior (D10)472-2604
 4949 E. Southern Ave., 85206-27597:45-2:30
 Grades 7-8
 Principal, Jeff Abrams
 Secretary, Paulene Reilly

254 Fremont (G13)472-8282
 1001 N. Power Rd., 85205-57019:05-3:50
 Grades 7-8
 Principal, Patricia Christie
 Secretary, Lori Black

253 Kino (G5)472-2401
 848 N. Horne, 85203-48069:05-3:50
 Grades 7-8
 Principal, Susan O'Brien
 Secretary, Lourdes Maldonado

256 Poston (G7)472-2130
 2433 E. Adobe, 85213-68039:05-3:50
 Grades 7-8
 Principal, Allen Flax
 Secretary, Patricia Pemberton

257 Rhodes (D2)472-2310
 1860 S. Longmore, 85202-57169:05-3:50
 Grades 7-8
 Principal, Matt Devlin
 Secretary, Bonnie Tamburrelli

260 Shepherd (H11)472-1801
 1407 N. Alta Mesa Dr., 85205-44249:05-3:50
 Grades 7-8
 Principal, Eileen Cahoon
 Secretary, Michelle Ryan

263 Smith (G17)472-4650
 10100 E. Adobe Rd., 85207-54049:05-3:50
 Grades 7-8
 Principal, Casey Eagleburger
 Secretary, Coreen Wax

262 Stapley (I8)472-2780
 3250 E. Hermosa Vista Dr., 85213-17029:05-3:50
 Grades 7-8
 Principal, Kenneth Erickson
 Secretary, Phyllis Pickeler

258 Taylor (E8)472-1501
 705 S. 32nd St., 85204-39439:05-3:50
 Grades 7-8
 Principal, Gina Piraino
 Secretary, Kim Raczynski

HIGH SCHOOLS

274 Dobson (C1)472-3051
 1501 W. Guadalupe Rd., 85202-75758:00-3:00
 Grades 9-12
 Principal, Matt Gehrman
 Secretary, Terrie Armstrong

271 Mesa High (E6)472-5903
 1630 E. Southern, 85204-52208:00-3:00
 Grades 9-12
 Principal, James Souder
 Secretary, Pam Prater

273 Mountain View (H7)472-6901
 2700 E. Brown Rd., 85213-53158:00-3:00
 Grades 9-12
 Principal, Craig Luketich
 Secretary, Dee Gaiser

275 Red Mountain (G13)472-8080
 7301 E. Brown Rd., 85207-38038:00-3:00
 Grades 9-12
 Principal, Gerald Slemmer
 Secretary, JoAnn Valenzuela

276 Skyline (E16)472-9408
 845 S. Crismon Rd., 85208-25648:00-3:00
 Grades 9-12
 Principal, Steve Green
 Secretary, Rosemary Jaderlund

272 Westwood (G3)472-4404
 945 W. 8th St., 85201-39028:00-3:00
 Grades 9-12
 Principal, Timothy Richard
 Secretary, Beverly Born

CHOICE AND SUCCESS SCHOOLS

282 Crossroads (E3)308-7330
 855 W. 8th Ave., 85210-34108:00-3:00
 Grades 7-12
 Principal, Tiffany Uhlik
 Secretary, Mindy Herbert

**196 East Mesa Early Childhood
 Education Center (G13)**472-3975
 950 N. Sunvalley Blvd., 85207-38019:15-3:15
 Special Ed Kindergarten
 Principal, Allen Quie
 Secretary, Marlene Morrow

278 East Valley Academy (E3)472-9351
 855 W. 8th Ave., 85210-34108:00-3:00
 Grades 9-12
 Principal, Tim Keilty
 Secretary, Christine Hakes

192 Mesa Academy for Advanced Studies (H13)308-7430
 6919 E. Brown Rd., 85207-3762
 Grade 4-57:55-2:40
 Grades 6-87:55-3:42
 Principal, Bob Crispin
 Secretary, Eva Miller

184 Riverview High (H4)472-5351
 1731 N. Country Club Dr., 85201-21027:50-2:40
 Grades 7-12
 Principal, Raul Ruiz
 Secretary, Dannette Waite

183 SHARP (G13)472-8960
(School Home Adjustment Reinforcement Prog.)
 7302 E. Adobe, 852077:45-1:45
 Grade 1- Age 22
 Principal, Leilani Scott
 Secretary, Kathleen Slemmer

193 Summit Academy (B2)472-3458
 1560 W. Summit Pl., Chandler 85224-12039:05-3:50
 Grade K-68:00-2:30
 Grades 7-88:00-3:50
 Principal, Mark Andrews
 Secretary, Christie Eslinger

280 Superstition High (E17)472-9651
 10222 E. Southern Ave., 85208-38008:00-2:40
 Grades 7-12
 Principal, Suzanne McCullough
 Secretary, Terri Cox

2012-2013 PAY SCHEDULE

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

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. _____
SEMS 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. 5/98)

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. _____
SEMS 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. _____

2012-2013 SCHOOL YEAR CALENDAR

AUGUST 2012						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 First day of classes	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2012						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3 Labor Day, No School	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

DECEMBER 2012						
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
23/30	24/31	25	26	27	28	29
Semester break, No School						

JANUARY 2013						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
Semester break, No School						
6	7	8	9	10	11	12
School resumes						
13	14	15	16	17	18	19
20	21 Civil Rights Day, No School	22	23	24	25	26
27	28	29	30	31		

APRIL 2013						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5 April Break, No School	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 2013						
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 Last Day of Classes Grading period ends Graduation	24 School-based staff workday	25
26	27	28	29	30	31	
Memorial Day						

2012-2013 SCHOOL YEAR CALENDAR

OCTOBER 2012							
SUN	MON	TUES	WED	THUR	FRI	SAT	
	1	2	3	4	5	6	
					Grading period ends		
7	October break, No School						13
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

NOVEMBER 2012						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	Veterans' Day, No School					
18	19	20	21	Thanksgiving Vacation, No School		24
25	26	27	28	29	30	

FEBRUARY 2013						
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
	Presidents' Day, No School					
24	25	26	27	28		

MARCH 2013							
SUN	MON	TUES	WED	THUR	FRI	SAT	
					1	2	
3	4	5	6	7	8	9	
			Grading period ends				
10	Spring break, No School						16
17	18	19	20	21	22	23	
24/31	25	26	27	28	29	30	

JUNE 2013						
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
23/30	24	25	26	27	28	29

JULY 2013						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
	Independence Day					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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”

MESA

PUBLIC SCHOOLS