

Substitute
TEACHER'S
HANDBOOK
2006-2007



MESA
PUBLIC SCHOOLS

MESA

PUBLIC SCHOOLS

There's no better place to learn

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Welcome

to Mesa Unified School District

In October 1995, the Mesa Unified School District was presented the C.S. Robinson Award for outstanding "Substitute Teacher Programs: Scope & Implementation Procedures" by the American Association of School Personnel Administrators.

There are 72 schools in the Mesa Unified School District — 56 elementaries, 13 junior high schools, six high schools. The district also offers a wide variety of alternative programs in various parts of the community including Basic Schools, Montessori, Arts-Integrated, and Alternative Junior and Senior High Schools. Enrollment in the 200-square-mile district is expected to exceed 74,000 in the 2006-2007 school year.

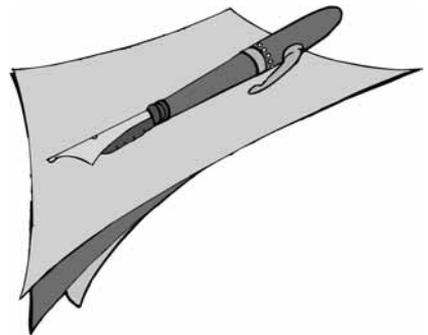
Mesa schools are nationally known for their innovative programs coupled with a solid foundation in the teaching of basic skills. Mesa is proud of a unified approach to education involving teachers, parents, students and community members. Active parent groups, rigorous graduation requirements, alternative programs, Standards-Based Learning and Guidelines for Student Behavior for all grade levels are only a few examples of Mesa's efforts to keep pace with community needs.

A Curriculum Services Center, at 549 N. Stapley Drive, is available to regular teachers and substitutes alike. Here, teachers may take advantage of a wide variety of resource materials, as well as attend many workshops designed to

sharpen skills and assist teachers to meet the varying needs of Mesa's children. Hours for the Center are 8 a.m. to 5 p.m. Monday through Friday.

Our students are a continual source of pride. They demonstrate high levels of achievement in a variety of areas, including academic and athletic competitions, standardized achievement tests, and over \$44 million in scholarship offers annually.

All Mesa schools are committed to teaching the basic skills of reading, language arts and math. Providing the kind of schooling Mesa citizens want for our young people also means stressing achievement in social studies, science and the arts.

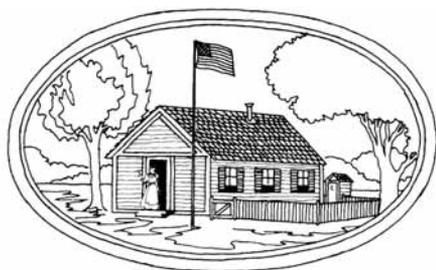


All this happens in schools where administrators and teachers believe in the importance of discipline, self-confidence and a positive and safe school climate for maximized learning.

The standards are high in this district, and we are constantly involved in the pursuit of excellence in our educational programs. 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 the Mesa Unified School District.



In the beginning

Mesa Unified School District uses an automated Substitute Employee Management System (SEMS) to assign substitutes. The teachers/nurses enter absences into the system via phone or the internet, which create job orders or assignment requests for each absence. SEMS processes the jobs through a computerized database and, at defined calling times, calls the best qualified substitutes to fill the assignments.

As a substitute, you must be registered with the system and trained

how to use the SEMS for your benefit. The substitute office is located in the Human Resources Department at 63 E. Main St., 2nd Floor.

There are four general requirements for substituting in this district. You must have a valid Arizona teaching certificate or a substitute certificate, a personal identification number (pin) to access the SEMS, a touch-tone telephone and your own transportation.

The Arizona teaching certificate allows you to substitute teach an unlimited number of days each year. A substitute certificate limits you to **120 substitute days per year in the same classroom**. For information on requirements for both certificates, contact the Arizona State Board of Education, Teacher Certification, 1535 W. Jefferson Street, Phoenix, AZ 85007, www.ade.az.gov. Phone (602) 542-4367. For information on requirements for nursing certification, contact the Arizona State Board of Nursing, 4747 N. 7th St., Suite 200, Phoenix, AZ 85014. Phone (602) 889-5150.

Upon applying as a substitute in Mesa Public Schools, you must present your certificate to the Substitute Services Office in the Human Resources Department. In addition, you will be asked to complete an application form, provide a copy of your college transcripts and measles immunization records, and fill out various other forms. After the paperwork is completed, you will be trained on how to use the SEMS and register with the system. Reference checks and background investigations are conducted on each applicant. Providing your qualifications meet the standards and the teaching needs of the district, your name will be placed on the active substitute list.

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 or hearing in connection with the District's decision not to call or to no longer call the individual as a substitute.

Payroll checks are issued by Mesa Public Schools and mailed to your home address. Direct deposit to your checking or savings account is available. Keep in mind the substitute certificate allows you to teach for only 120 days in the same classroom. We advise you to keep a personal record of the number of days you substitute teach each year. (See pages 27-28)

If you have any questions regarding your paycheck for days worked in Mesa, contact Substitute Services. Phone (480) 472-0433 between 8:00 a.m. and 4:30 p.m.

To help us keep in contact with you, please access the system and notify the Substitute Services Office of any changes of address, telephone number or availability for work.

Your phone rings...

The Substitute Employee Management System (SEMS) activates when the teacher/nurse either calls the system or enters an absence on the Internet using WebCenter. This call creates a job number/order for each absence. SEMS searches its listings and finds the appropriate substitute for the job. During the morning and evening

calling period, SEMS places a call to the substitutes to match absences with the best-qualified subs.

You, the substitute, enter your personal identification number or pin (assigned when you register into the



system) on the keypad of a tone-generating phone. The SEMS 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 (WebCenter). When using WebCenter, you would enter your user id number (the last seven digits of your permanent phone number) and your pin. WebCenter 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. SEMS 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 WebCenter.

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 the Substitute Employee Management System, which assigns a job number for each absence, you must call SEMS or log on to WebCenter 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, the Substitute Services Office should be called immediately (480) 472-0433. The information needed includes: the job number, the name of the absent teacher, the school to which you have been assigned and the date and start time.

Do not rely on SEMS 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.

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. Most schools begin between 8:00 and 8:30 a.m., but you will be informed of the specific time when called. **The school starting and ending times are listed on pages 10-13 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 10-13.

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.

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 deportment. 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 use individual ingenuity and resourcefulness to plan the day's activities.

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 audio 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.

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. To help deter vandalism, no money is left in classrooms overnight in our schools.

Workbook material should be assigned carefully, taking into consideration the usual length of the

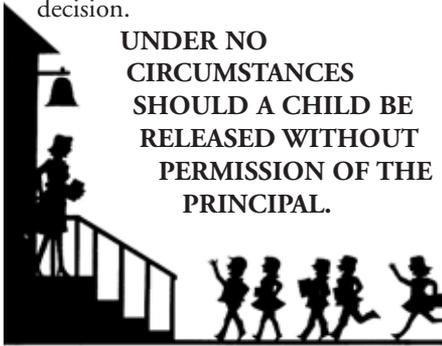
assignment by the regular teacher. If you are on a long assignment, consultation with the regular teacher should be arranged where practical and possible. The decision regarding a consultation will be made by the school principal.

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.

Releasing a student

If a person not connected with the school 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.**



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.

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.

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.



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 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 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.

Elementary K-6

STARTING TIMES OF SCHOOLS ARE SUBJECT TO CHANGE. PLEASE VERIFY TIMES WHEN ACCEPTING AN ASSIGNMENT.

101 Adams (E2)472-4360 738 S. Longmore, 85202-19997:55-2:25 Principal, Devon L. Isherwood Secretary, Patti Miller	125 Field (G7)472-9803 2325 E. Adobe, 85213-67998:30-3:00 Principal, Susan Johnston Secretary, Barb Butzen
102 Alma (C2)472-3902 1313 W. Medina, 85202-66998:30-3:00 Principal, Lou Satterlie Secretary, Pamela Yee	105 Franklin East (E6)472-6430 1753 E. 8th Ave., 85204-36998:10-2:40 Principal, B. Gayle Householder Secretary, Sheila Hesting
156 Brinton (E18)472-4081 11455 E. Sunland Ave7:55-2:25 Principal, Susan Meade Secretary, Rita Chavarria	152 Franklin Northeast (G13)472-9333 7038-1 E. Adobe, 85207-46008:30-3:00 Principal, Michael Heidenblut Secretary, Sharon Porter
149 Bush (H10)472-8500 4925 E. Ingram, 85205-33148:30-3:00 Principal, Brian Corte Secretary, LeeAnne Floyd	154 Franklin South (D10)472-2200 5005 E. Southern, 85206-69208:10-2:40 Principal, Gale Ernst Secretary, Barbara Anderson
133 Crismon (C3)472-4070 825 W. Medina, 85210-71898:25-3:00 Principal, Michael Switzer Secretary, Jan Glover	114 Franklin West (F4)472-5431 236 S. Serrine, 85210-16898:30-3:00 Principal, Donna Schaffer Secretary, Trixie Urias
103 Edison (G5)472-5278 545 N. Horne, 85203-71247:55-2:25 Principal, Howard Paley Secretary, Donna Reining	138 Frost (B2)472-3500 1560 W. Summit Pl., Chandler 85224-12037:55-2:25 Principal, Timothy A. Moe Secretary, Melissa Bennett
120 Eisenhower (G4)472-5251 848 N. Mesa Drive, 85201-43997:55-2:25 Principal, Patricia Estes Secretary, Irma Pisano	155 Guerrero (E2)472-9200 463 S. Alma School Rd., 85210-10148:30-3:00 Principal, Cort Monroe Secretary, Kathe Smithson
104 Emerson (G3)472-4740 940 W. University, 85201-55978:25-3:00 Principal, Brenda Hacker Secretary, Rebecca Dutton	119 Hale (H7)472-7400 1425 N. 23rd St., 85213-40997:55-2:25 Principal, Susan Marshall Secretary, Pam Nordick
147 Entz (G9)472-7302 4132 E Adobe, 85205-51148:30-3:00 Principal, David Finley Secretary, Nancy Radisich	106 Hawthorne (G6)472-7510 630 N. Hunt, 85203-65337:55-2:25 Principal, Scott Cumberledge Secretary, Donna Bayer
144 Falcon Hill (H13)472-8600 1645 N. Sterling, 85207-29037:55-2:25 Principal, Lynn David Secretary, Ann Chaffee	143 Hermosa Vista (I7)472-7551 2626 N. 24th St., 85213-14358:30-3:00 Principal, Julie Hibbard Secretary, Stacy Murphy
	132 Highland (G8)472-7608 3042 E. Adobe, 85213-69208:30-3:00 Principal, Susan M. Rollins Secretary, Therese Sarnak
	107 Holmes (E5)472-5556 948 S. Horne, 85204-41227:50-2:25 Principal, Darlene Johnson Secretary, Wendy Wallace
	108 Irving (E8)472-1700 3220 E. Pueblo, 85204-40997:50-2:25 Principal, Brenda Petties Secretary, Linda Lopez

140 Ishikawa (I8)472-7700	141 Madison (E10)472-8861
2635 N. 32nd St., 85213-16627:50-2:25	849 S. Sunnyvale, 85206-2920.....7:55-2:25
Principal, Shelly Heath	Principal, Susan Edman
Secretary, Bonnie Trasamar	Secretary, Patricia Hall
109 Jefferson (F13)472-8700	139 Mendoza (H11)472-1952
120 S. Jefferson, 85208-10997:55-2:25	5831 E. McLellan, 85205-35508:30-3:00
Principal, Daniel Sapien	Principal, Frederica Buffnire
Secretary, Gera Lopez	Secretary, Jackie Bryte
136 Johnson (E9)472-6800	137 O'Connor (G10)472-7850
3807 E. Pueblo, 85206-18227:55-2:25	4840 E. Adobe, 85205-63018:25-2:55
Principal, Tracy Yslas	Principal, Debra Green
Secretary, Kristie Hager	Secretary, Dianne Burton
130 Jordan (B1)472-3866	153 Patterson (E17)472-9700
3320 N. Carriage Lane, Chandler 85224-1104.....7:55-2:25	615 S. Cheshire, 852088:30-3:00
Principal, Mark Andrews	Principal, Jennifer Pott
Secretary, Crystal Eslinger	Secretary, Deborah Hobby
128 Keller (D6)472-6171	131 Pomeroy (A2)472-3752
1445 E. Hilton, 85204-5938.....7:55-2:25	1507 W. Shawnee Dr., Chandler, 85224-22597:55-2:25
Principal, Mario Ventura	Principal, Rene Paschal
Secretary, Sue Ledward	Secretary, Valinda Miller
146 Kerr (H4)472-5100	145 Porter (D7)472-6677
25 E. McLellan, 85201-23117:55-2:25	1350 S. Lindsay 85204-62288:30-3:00
Principal, Thea Hansen	Principal, Tony LaMantia
Secretary, Vicky Fish	Secretary, Nita Muth
150 Las Sendas (J13)472-8750	148 Red Mountain Ranch (K12)472-7900
3120 N. Red Mountain Rd., 85207-1068.....7:55-2:25	6650 E. Raft River, 85715-97718:30-3:00
Principal, Julia Kelly	Principal, Joyce Cook
Secretary, Peggy Clark	Secretary, Dana Eichenlaub
110 Lehi (I6)472-5504	123 Redbird (E3)472-1210
2555 N. Stapley, 85203-11277:55-2:25	1020 S. Extension, 85202-34987:55-2:25
Principal, Jason Jacobson	Principal, Nicolas Parker
Secretary, Paulette Carpenito	Secretary, Gina Marriott
111 Lincoln (E4)472-6400	134 Robson (E7)472-6600
930 S. Surrine, 85210-37958:30-3:00	2122 E. Pueblo, 85204-37048:30-3:00
Principal, Elizabeth Mullavey	Principal, Jane Carretta
Secretary, Lori Skinner	Secretary, Gloria Ottens
122 Lindbergh (E6)472-6323	121 Roosevelt (E1)472-4205
930 S. Lazona, 85204-43377:55-2:25	828 S. Valencia, 85202-2899.....8:30-3:00
Principal, Julianne O'Shea	Principal, Mary Ann Price
Secretary, Violeta Carniedo	Secretary, Barbara Ringer
112 Longfellow (F6)472-6550	124 Salk (G13)472-8402
345 S. Hall, 85204-2409.....8:30-3:00	7029 E. Brown Rd., 85207-37997:45-2:15
Principal, David Christensen	Principal, Karla Carlson
Secretary, Nancy Figueroa	Secretary, Pam Bloomer
113 Lowell (F5)472-1480	135 Surrine (A3)472-3601
920 E. Broadway, 85204-21987:55-2:25	591 Mesquite, Chandler 85224-24657:55-2:25
Principal, Sandra Kuhn	Principal, Willie Fort
Secretary, Monica Rosero	Secretary, Sandra Peters
129 MacArthur (H6)472-7800	142 Sousa (G18)472-8900
1435 E. McLellan, 85213-38998:25-3:00	616 N. Mountain Rd., Apache Jct. 85220-23037:55-2:25
Principal, Sue Paschal	Principal, Cristi Denler
Secretary, Susan Mayfield	Secretary, Lois Johnson

127 Stevenson (E16)472-9000 638 S. 96th St., 85208-30998:30-3:00 Principal, Aaron Kaczmarek Secretary, Sue Goodwin	253 Kino (G5)472-2401 848 N. Horne, 85203-48988:55-3:25 Principal, Allen Flax Secretary, Lourdes Maldonado
118 Taft (G16)472-9085 9800 E. Quarterline, 85207-62288:30-3:00 Principal, Russ Heath Secretary, Jeanette DeStilo	251 Mesa Junior (F5)472-1301 828 E. Broadway, 85204-21978:55-3:35 Principal, Catherine McDaniel Secretary, Judy Roberts
126 Washington (D1)472-4120 2260 W. Isabella Ave., 85202-55997:55-2:25 Principal, Susan Powell Secretary, Vickie Reichenbacher	256 Poston (G7)472-2130 2433 E. Adobe, 85213-68999:00-3:00 Principal, Catherine Pletcher Secretary, Patricia Pemberton
115 Webster (F2)472-4860 202 N. Sycamore, 85201-61508:30-3:00 Principal, Virginia Emmons Secretary, Marie Doughty	255 Powell (E3)472-1020 855 W. 8th Ave., 85210-34998:55-3:25 Principal, Nancy Roberts Secretary, Janice Hernandez
117 Whitman (H4)472-5055 1829 N. Grand, 85201-17067:55-2:25 Principal, Andrea Erickson Secretary, Linda Myers	257 Rhodes (D2)472-2310 1860 S. Longmore, 85202-57998:50-3:30 Principal, Matthew Devlin Secretary, Bonnie Tamburrelli
116 Whittier (G2)472-4930 733 N. Longmore, 85201-45998:00-2:45 Principal, Charles Starkey Secretary, Ruby Martinez	260 Shepherd (H11)472-1801 1407 N. Alta Mesa Dr., 85205-44249:00-3:35 Principal, Eileen Cahoon Secretary, Sandra Roberson
151 Wilson (D11)472-9249 5619 E. Glade, 852068:30-3:00 Principal, John Nesbitt Secretary, Peggy Rodemeyer	263 Smith (G17)472-4650 10100 E. Adobe Rd., 85205-54049:00-3:35 Principal, Bruce Cox Secretary, Coreen Wax
157 Zaharis (I16)308-7200 9410 E. McKellips Rd., 852077:55-2:25 Principal, Michael Oliver Secretary, Nancy Austin	262 Stapley (I8)472-2780 3250 E. Hermosa Vista Dr., 85213-17029:00-3:30 Principal, Kenneth Erickson Secretary, Phyllis Pickeler
Junior High School 7-9	
261 Brimhall (D10)472-2604 4949 E. Southern Ave., 85206-27598:50-3:30 Principal, Barbara Remondini Secretary, Deborah Williams	258 Taylor (E8)472-1501 705 S. 32nd St., 85204-39438:50-3:30 Principal, Greg Fowler Secretary, Mary Christensen
252 Carson (G3)472-2910 525 N. Westwood, 85201-55969:00-3:30 Principal, Robert Crispin Secretary, Eva Miller	
254 Fremont (G13)472-8282 1001 N. Power Rd., 85205-57999:00-3:30 Principal, Patricia Christie Secretary, Loraina Simmons	
259 Hendrix (B2)472-3305 1550 W. Summit Pl., Chandler 85224-12038:55-3:25 Principal, Carlos Alvarado Secretary, Jenecé Del Toro	

High School 10-12

274 **Dobson (C1)**472-3000
1501 W. Guadalupe, 85202-75757:55-2:52

Principal, Matthew Gehrman
Secretary, Ruth Stamp

271 **Mesa High (E6)**472-5904
1630 E. Southern, 85204-52998:00-3:00

Principal, Pete Lesar
Secretary, Jan Campbell

273 **Mountain View (H7)**472-6901
2700 E. Brown Rd., 85213-53998:00-3:00

Principal, Craig Luketich
Secretary, Dee Gaiser

275 **Red Mountain (G13)**472-8080
7301 E. Brown Rd., 85207-38038:00-2:58

Principal, Gerald Slemmer
Secretary, JoAnn Valenzuela

276 **Skyline (E16)**472-9408
845 S. Crismon Rd., 852088:00-2:55

Principal, Holly Williams
Secretary, Rosemary Jaderlund

272 **Westwood (G3)**472-4404
945 W. 8th St., 85201-39998:05-3:00

Principal, Helen Riddle
Secretary, Brenda Backus

Alternative Programs

280 **Boulder Canyon Lrng Ctr (E17)**472-9650
10222 E. Southern Ave., 852088:00-2:15

Grades 9-12
Principal, Suzanne McCullough
Secretary, Terri Cox

195 **Eagleridge Enrichment Program**472-3685
737 W. Guadalupe Rd., 852108:00-2:15

Grades K-9
Head Teacher, Kathy Tolar
Secretary, Inagean Anderson

191 **Early Education Center (F3)**308-7300
122 N. Country Club, 852018:00-2:30

Preschool Specialist, Elizabeth Dormady
Secretary, Jolene Smith

196 **East Mesa Early Childhood
Education Center (G13)**472-8960
900 N. Sunvalley Blvd., 852079:15-3:15

Special Ed Kindergarten
Principal, Alan Quie
Secretary, Kristy Fife

278 **East Valley Academy (F2)**472-9350
1727 W. Main, 852018:05-2:35

Grades 10-12
Principal, Susan Scoon
Secretary, Amy Castillo

194 **McKellips Learning Ctr.(H4)**472-5650
325 E. McKellips, 85201-16098:00-2:30

Grades 5-8
Principal, Greg Prather
Secretary, Anilu Gamez

184 **Mesa Vista High (H4)**472-5351
1731 N. Country Club Dr., 852018:00-2:15

Grades 9-12
Principal, Patrick Siner
Secretary, Cheryl Carlin

181 **Power Learning Center (G13)**472-8990
7038-2 E. Adobe, 852108:00-2:30

Grades 5-8
Principal, Judith Russo
Secretary, Deborah Shindledecker

183 **SHARP (G13)**472-8960
(School Home Adjustment Reinforcement Prog.)

7302 E. Adobe 852078:00-2:00
Grade 1- Age 22
Principal, Gregg Baumgarten
Secretary, Pamela Buckles

190 **Sunridge Learning Center (B3)**472-3568
737 W. Guadalupe, 852107:55-2:25

Montessori K-6
Administrator, Bev Potter
Secretary, Robin Gipper

182 **TAPP (F4)**472-6850
(for expectant mothers)

1727 W. Main St., 852018:05-2:35
Chair, Joe Martinez

282 **Crossroads**
535 S. Lewis St. 852017:30-3:00

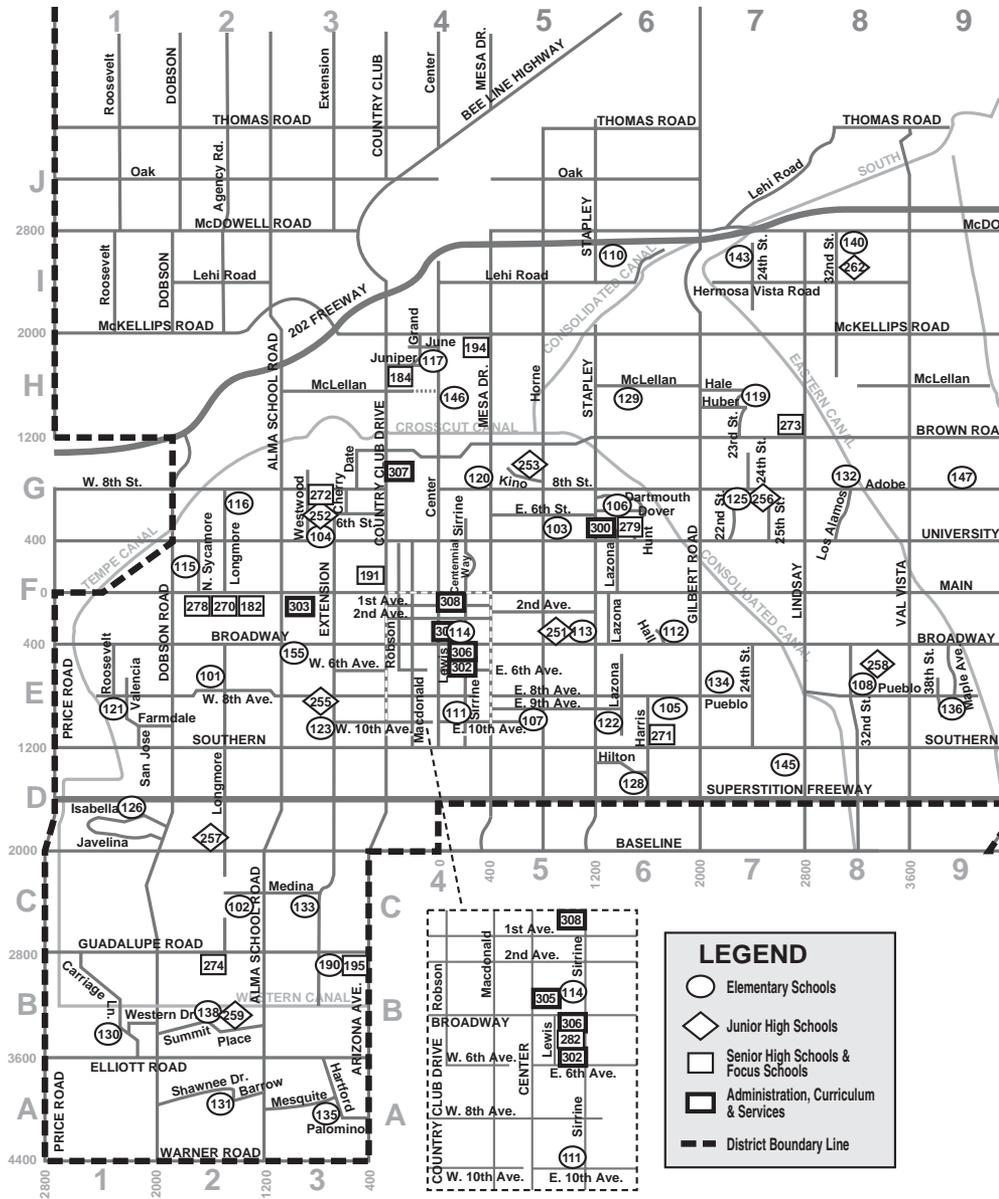
Coordinator, Edna McCree-Weekly

Community Education Department
472-7250

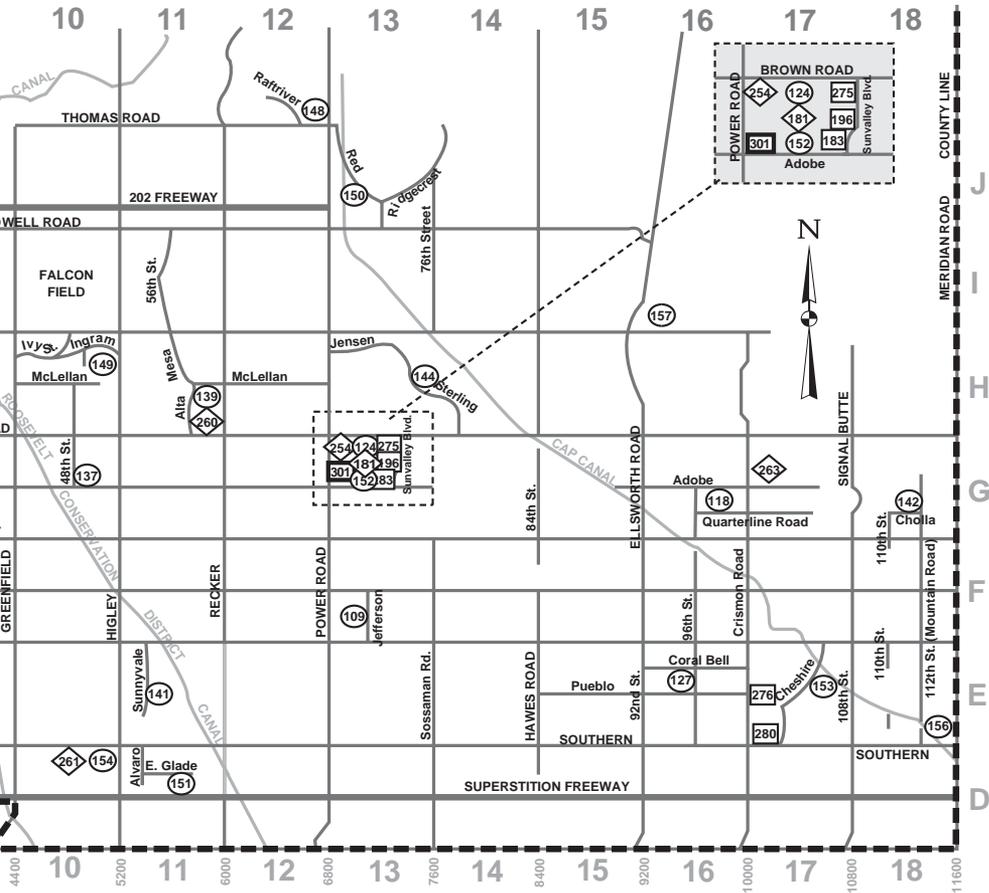
MESA DISTRICT MAP

PUBLIC SCHOOLS

REVISED AUGUST 2004



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)
Material 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)

General employment information

SALARY

Substitute teachers and nurses are paid \$90.00 per day. 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 the Substitute Services Office of any changes regarding the type(s) of certificates held** (*i.e.*, substitute certificate changed to teaching certificate).

The payroll report of the time a substitute teacher works is submitted on the Friday two weeks preceding payday. The checks are issued on the subsequent payday. Consequently, it may take as long as 30 days after a particular assignment for a substitute to receive his or her paycheck. This delay is due to the method of payroll reporting and the temporary status of the substitute teacher.

Keeping accurate records yourself of where and when you work will help you keep track of salary items. (See page 27)

A work assignment that requires 4½ hours or less is considered a half day's work.

For answers to questions concerning paydays, feel free to contact **Substitute Services**, located in the Human Resources Department. Phone **(480) 472-0433** between 8:00 a.m. and 4:30 p.m.

EVALUATION

Substitute teachers are evaluated by the principal and the teacher by completing the Substitute Evaluation form. You also have input through the Substitute Feedback to Teacher form.

IN-SERVICE CLASSES

The Mesa Unified School District offers a wide range of in-service classes for the staff. Currently, active substitute teachers are welcome to participate. Contact the Professional Development Department. Call (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.

FEDERAL WITHHOLDING TAX

The Federal Withholding Tax is withheld from the substitute's salary according to the exemptions filed on the W-4 form. Should the number of exemptions change, the Payroll Department should be notified. Phone (480) 472-0444.

SOCIAL SECURITY

Substitute teachers are covered by Social Security and must report their Social Security number to substitute services upon making application.

RETIREMENT

A substitute does not qualify for membership in the Arizona State Retirement System, so no funds are withheld from a substitute's check for this purpose.

EXCEPTION: A substitute who works 20 hours a week for 20 weeks in a fiscal year qualifies for membership in the ASRS. Funds will be withheld from a substitute's paycheck for this purpose.

Retirement contributions will be withheld from your earnings with MPS if you have met the requirements for active

ASRS membership with another employer. If you are a contributing ASRS member through another employer, you must notify the Substitute Services office immediately.

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.

CONTRACT TEACHING

Each year a number of qualified substitutes are selected for full-time teacher employment. The substitutes selected are those who best meet the requirements of the Mesa Unified School District. If you are interested in a full-time position, visit our Human Resources Office or our website www.mpsaz.org.

RECORD OF MEASLES IMMUNIZATION

Substitutes in our district are required by the Governing Board policy to provide us with a record of measles immunizations.

DRESS CODE

Stringent dress regulations for employees of the Mesa Unified School District 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**.

EQUAL OPPORTUNITY

It is the policy of the district to provide equal opportunity in employment regardless of national origin, race, religion, age, sex, handicap/disability, color, marital status or any other legally protected status.

Assistant Superintendent Dr. Janice Ramirez 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) re-garding employees. Dr. Ramirez can be contacted at 63 E. Main Street, #101. Phone (480) 472-0412.

ASSIGNMENT

As a Mesa Public Schools 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.

Professional Ethics

CONFIDENTIALITY

All school records and reports should be handled with care. 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 are careful **not** to divulge any confidential information which has been received from contact with principal(s), students, parents and other teachers/staff in the profession.

RESPONSIBILITIES

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

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

UNDERSTANDING

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

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

QUESTIONS

If you have a question on any aspect of your work with Mesa Unified School District, please don't hesitate to call Substitute Services.

2006-2007 Pay Schedule

FOR SUBSTITUTE TEACHERS

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

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

Date

91-30-35 W (Rev. 5/98)

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. _____

2006-2007 School Year Calendar

AUGUST 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 First day of classes	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4 Labor Day, No School	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 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 / 31	25	26	27 Grading period ends	28 Semester break, No School	29	30
Semester break, No School						

JANUARY 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
	Semester break, No School		School resumes			
7	8	9	10	11	12	13
14	15 Civil Rights Day, No School	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6 April Break, No School	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 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Last Day of Classes Grading period ends Graduation	25 School- based staff workday	26
27	28	29	30	31		

2006-2007 School Year Calendar

OCTOBER 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2006						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2007						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Modified Year Round Schedule

LONGFELLOW ELEMENTARY 2006-2007

July 2006	Registration Begins
July 20-21, 24-25	Teachers Return/InService
July 26	First Day of School
September 4	Labor Day—No School
September 29	End of 1 st Quarter
October 2-13	Fall Intersession
October 16	Return to School
November 10	Veterans' Day—No school
November 23-24	Thanksgiving Break—No school
December 19	End of 2 nd Quarter
December 20	Students Holiday/Staff Workday
December 21-January 2	Winter Break—No School
January 3, 2007	Return to School
January 15	MLK/Civil Rights Day—No School
February 19	Presidents' Day—No School
March 2	End of 3 rd Quarter—Early Release
March 5-16	Spring Intersession—No School
March 19	Return to School
April 6	April Break—No School
May 24	End of 4 th Quarter/Last Day of School
May 25	Student Holiday/Staff Workday

MISSION STATEMENT

MESA PUBLIC SCHOOLS... *there's no better place to learn!*

As one of America's outstanding school districts, our primary mission is to provide opportunities for students to learn as they prepare for life in an informational age. Students have access to comprehensive educational programs in which they are taught to become productive and successful. Basic skills and the ability to acquire knowledge are emphasized. Students are encouraged to develop a respect for themselves and others, and to become responsible citizens fully capable of exercising their right to self-determination in a free society.

This mission is supported by a collective commitment to:

- ♥ Teach the basic skills in reading, mathematics, writing, speech, studying and problem solving.
- ♥ Develop higher-level thinking and problem-solving skills through learning experiences in science, social studies and literature.
- ♥ Help students learn to express themselves creatively and appreciate the fine arts throughout their lives.
- ♥ Teach skills and attitudes which encourage proper physical development, activity and wellness.
- ♥ Assist students in understanding and appreciating their own heritage, as well as people of different cultural, social and ethnic groups.
- ♥ Offer courses in which students may learn a trade or skill for future employment.
- ♥ Provide programs for students with special needs.
- ♥ Attract, retain and recognize skilled and concerned educators and support staff.
- ♥ Exercise fiscal responsibility while planning for a future of growth and change.
- ♥ Maintain quality, safe facilities in which students learn, and where expectations and consequences for performance and behavior are clearly defined.

MESA
PUBLIC SCHOOLS

