

2016-2017 Substitute Teacher Handbook



www.mpsaz.org/hr/subs/



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2016-2017 SUBSTITUTE TEACHER HANDBOOK

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

Mesa Public Schools has 82 schools: 50 elementary, 9 junior high schools, 6 comprehensive high schools and 16 choice and success schools. Enrollment in the 200-square-mile district is expected to exceed 63,000 students in the 2016-17 school year.

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

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

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

Welcome to Mesa Public Schools

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

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

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

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

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



Our vision...

Unprecedented Excellence in Education

Our mission...

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

Our core values...

At Mesa Public Schools

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



Professional Responsibilities of a Substitute Teacher

The substitute teacher/nurse is responsible for:

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



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GENERAL CONTACT INFORMATION

Arizona Department of Education.....	(602) 542-4367 www.azed.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

WITHIN MESA PUBLIC SCHOOLS

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) 498-6558 https://mps.eschoolsolutions.com

Substitute Services

Linda Flath	(480) 472-0434
Michelle Garcia.....	(480) 472-0433 www.mpsaz.org/hr/subs



Welcome to Mesa Public Schools

A large, light gray sunburst graphic with many rays emanating from a central point, 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 orientation for new substitutes.
- You must register with the automated calling system, *SmartFindExpress*, 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.

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

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

SMARTFINDEXPRESS OVERVIEW

SMARTFINDEXPRESS OVERVIEW

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

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

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

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



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

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

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

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

Should you be unable to report for work when expected, call SFE (480) 498-6558 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 20-22 of this handbook.**

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

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

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

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

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

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

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

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.

YOUR DAY IN A MPS SCHOOL

SURVIVAL KIT IDEAS

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

Personal Items - FOR YOUR USE ONLY

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

Activity Materials

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

Everyday Stuff

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

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 them know where you have left your Substitute Feedback to Teacher report for the regular teacher.

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

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

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



POLICIES, PROCEDURES, & INFORMATION

ASSIGNMENT

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

BADGES

Badges are printed on an annual basis, with the school year for which the badge is valid. Substitutes are required to wear their MPS substitute badge in plain view when they are on school property. In the event a substitute loses their badge, they must complete and sign a badge replacement form to request a new badge. The first lost badge is replaced at a fee of \$5.00 and the second is replaced at a fee of \$20.00. The fee is deducted through payroll deduction.

CELL PHONE USE

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

CHILD ABUSE REPORTING

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

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

CLASSROOM MANAGEMENT

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

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

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

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

POLICIES, PROCEDURES, & INFORMATION

DRESS CODE

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

DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

EMERGENCY AND SAFETY PROCEDURES

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

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

Evacuation Protocol

1. The follow protocol shall be followed by every school site to ensure a unified response in the event of an emergency.

POLICIES, PROCEDURES, & INFORMATION

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

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

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

When a drill is announced you should:

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

Controlled Releases

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

POLICIES, PROCEDURES, & INFORMATION

Lock-Down Protocol

1. The following protocol shall be followed by every school site to ensure a unified response from law enforcement and emergency personnel.
2. Administrators are encouraged to develop specific site based protocols, approved by the Director of School Safety and Security. Site based protocols should deal with variables that would be site specific, such as building layout, accessibility, etc, and should not conflict with this protocol.
3. When announcing a lock-down, the standard terminology that shall be used is, “We are going into a modified lock-down” or “We are going into a full lock-down.” The purpose of this standard terminology is to prevent confusion for teachers/staff that are new or visiting from other schools.
4. Each classroom should have an Emergency Folder by the exit door and should include emergency procedures and rosters. Rosters should be updated quarterly. Go-kits/orange buckets should be readily available and the contents updated. A list of the contents are found on the Security website.
5. Exterior doors should be locked when room is empty at all times, including routine day to day operations. This will prevent an intruder from gaining access to multiple classrooms through adjoining doors.
6. Notification of a lock-down must be made immediately to Security Dispatch and your Area Assistant Superintendent.
7. Reunification plans should be made for controlled evacuation of schools for either modified and/or full lock-downs in the event the lock-down goes past dismissal times. This should be coordinated with law enforcement and/or the Office of School Safety and Security.
8. For substitute teachers, develop a packet for each classroom. The packet shall include a checklist and keys for their classroom.
9. For controlled releases during a lock-down, see “Evacuation Protocol.”
10. Law Enforcement or the Office of School Safety and Security will conduct random drills without notice.
11. Frequency of Drills – At least 1 per semester within the first two weeks of the start of classes (It is highly recommended that you practice a lock-down drill for ten minutes prior to the mandated monthly fire drills).
 - The Office of School Safety and Security shall be notified prior to each drill.
 - Record of lock-down drills will be kept by District Security. The form shall be filled out by the school/site or a member of the Office of School Safety and Security.

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

POLICIES, PROCEDURES, & INFORMATION

Full Lock-Down Procedures

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

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

Modified Lock-Down

(Neighborhood Problem)

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

POLICIES, PROCEDURES, & INFORMATION

SAFETY AND HEALTH

HIV and Other Communicable Diseases

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

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

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

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

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

EQUAL OPPORTUNITY

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

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.

POLICIES, PROCEDURES, & INFORMATION

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.**

LETTER OF ASSURANCE

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

PAYCHECKS

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

POLICIES, PROCEDURES, & INFORMATION

Paystubs and W-2's are accessible online at the new iVisions Employee Self Service Web Portal: <https://ivisions.mpsaz.org/iVisions>.

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.

PROFESSIONALISM

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.

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.

PROFESSIONAL DEVELOPMENT

MPS offers some classes for substitute teachers. Currently, active substitute teachers are welcome to participate at no cost. Class information is sent via the MPS Sub Newsfeed.

RATE OF PAY

Substitute teachers will be on a tiered salary scheduled based on days worked. The base rate for substitute teachers will begin at \$90 a day. For every 45 days worked, substitutes will see an additional \$5 a day increase.

POLICIES, PROCEDURES, & INFORMATION

Substitute teachers will begin on tier 1 at the beginning of each school year.

<u>TIER</u>	<u>DAYS WORKED</u>	<u>FULL DAY DAILY RATE</u>
1	.5 to 45 days	\$90
2	45.5 to 90 days	\$95
3	90.5 to 135 days	\$100
4	135.5 or more	\$105

Assignments 4 1/2 hours and less are considered a half day and will be paid at half the daily rate. All rates are contingent on available funding and subject to change

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. Examples of professional boundary violations include:

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

POLICIES, PROCEDURES, & INFORMATION

STUDENT RECORDS

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

It is essential that, as a 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.

TECHNOLOGY USE

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

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

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

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

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

TOBACCO PRODUCTS

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

UNSATISFACTORY JOB PERFORMANCE

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. Human Resources will determine if the substitute will remain in the call rotation for the remaining schools.

POLICIES, PROCEDURES, & INFORMATION

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.

WEAPONS

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

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

WORKPLACE HARASSMENT

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

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

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

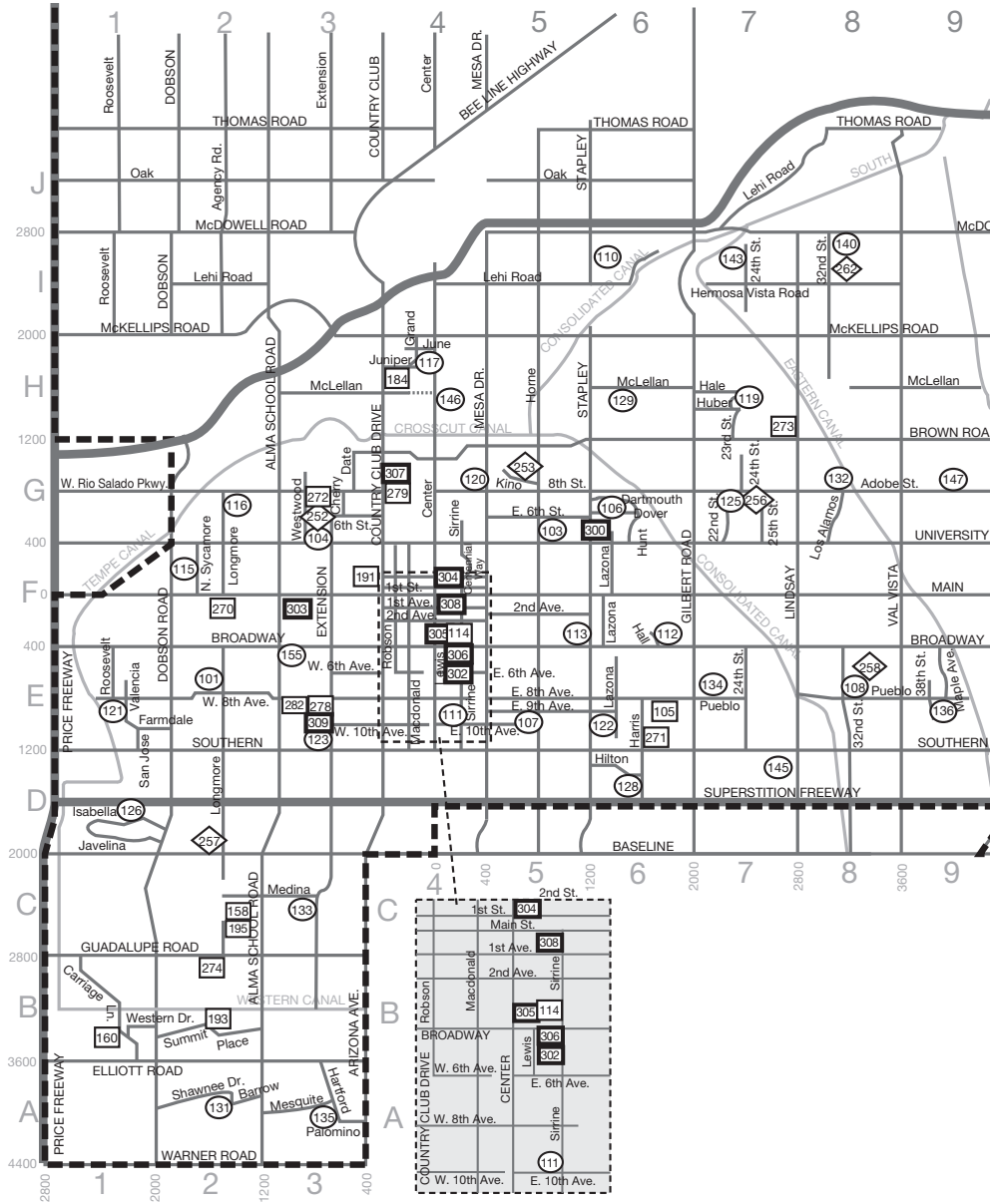


QUESTIONS

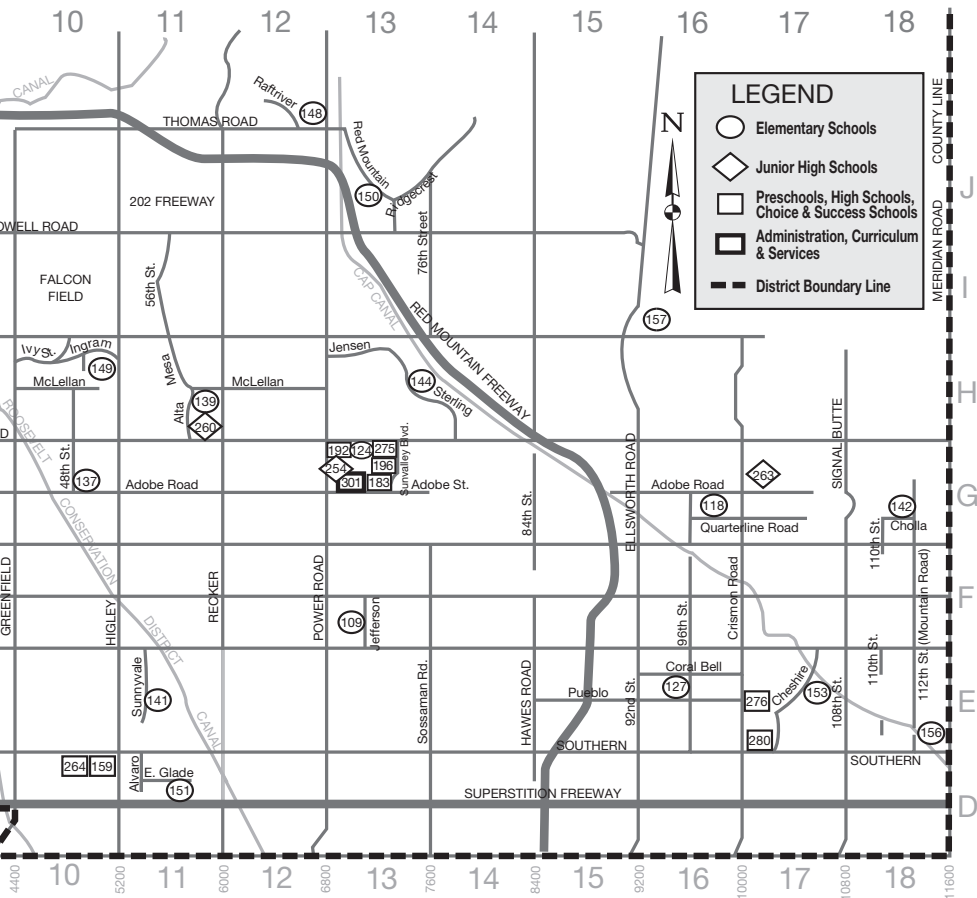
If you have a question on any aspect of your work with Mesa Public Schools, please call Substitute Services.

mesa DISTRICT MAP

PUBLIC SCHOOLS REVISED JULY 2015



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, 7038 E. Adobe	301(G13)

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

SmartFindExpress.

PRESCHOOLS

- 160 Jordan Center for Early Education (B1)472-3866**
3320 N. Carriage Lane, Chandler 85224-11047:45-2:15
Site Administrator, Kim Freehan
Secretary, Felipa Garcia
- 196 Red Mountain Center for Early Education (G13) ...472-3975**
950 N. Sunvalley Blvd., 85207-38019:15-3:15
Special Ed Kindergarten
Principal, Allen Quie
Secretary, Nora Marcks

ELEMENTARY K-6

- 101 Adams (E2)472-4360**
738 S. Longmore, 85202-19087:45-2:15
Principal, Terri Ringland
Secretary, Patti Miller
- 156 Brinton (E18)472-4081**
11455 E. Sunland Ave, 85208-77057:45-2:15
Principal, Pat Estes
Secretary, Barbara Wheaton
- 149 Bush (H10)472-8541**
4925 E. Ingram St., 85205-33148:25-2:55
Principal, Tracy Olson
Secretary, LeeAnne Floyd
- 133 Crismon (C3)472-4070**
825 W. Medina Ave., 85210-71448:25-2:55
Principal, Sandi Kuhn
Secretary, Norma Lohide
- 103 Edison (G5)472-5278**
545 N. Horne, 85203-71247:45-2:15
Principal, Alexander Macdonald
Secretary, Margarita Martinez
- 120 Eisenhower Center for Innovation (G4)472-5250**
848 N. Mesa Dr., 85201-43027:45-2:15
Principal, Robert Meldau
Secretary, Amanda Ochoa
- 104 Emerson (G3)472-4740**
415 N. Westwood, 85201-55308:25-2:55
Principal, Christel Swinehart-Arbogast
Secretary, Jolene Cottle
- 147 Entz (G9)472-7302**
4132 E Adobe St., 85205-51107:45-2:15
Principal, William Schultz
Secretary, Liz Vega
- 144 Falcon Hill (H13)472-8576**
1645 N. Sterling, 85207-29227:45-2:15
Principal, Lisa Cannon
Secretary, Christina Olson
- 125 Field (G7)472-9803**
2325 E. Adobe St., 85213-67138:25-2:55
Principal, Scott Cumberledge
Secretary, Barbara Butzen

- 158 Franklin at Alma (C2)472-3905**
1313 W. Medina Ave., 85202-66108:25-2:55
Principal, Emily Kelly
Secretary, Mary Cartwright
- 159 Franklin at Brimhall (D10)472-2602**
4949 E. Southern Ave., 85206-27598:25-2:55
Principal, Jeff Abrams
Secretary, Lisa Faber
- 105 Franklin East (E6)472-6430**
1753 E. 8th Ave., 85204-36178:25-2:55
Principal, Dawn Carpenter
Secretary, Judy Hertzog
- 114 Franklin West (F4)472-5431**
236 S. Sistine Ave., 85210-16118:25-2:55
Principal, Kelly Osburn
Secretary, Karla Brinkerhoff
- 155 Guerrero (E2)472-9222**
463 S. Alma School Rd., 85210-10148:25-2:55
Principal, Brian Minarcik
Secretary, Hope Marsh
- 119 Hale (H7)472-7444**
1425 N. 23rd St., 85213-40187:45-2:15
Principal, Cindy Kemp
Secretary, Doris Jackson
- 106 Hawthorne (G6)472-7510**
630 N. Hunt Dr., 85203-65337:45-2:15
Principal, Stephanie Montez
Secretary, Anita Leon
- 143 Hermosa Vista (I7)472-7551**
2626 N. 24th St., 85213-14358:25-2:55
Principal, John Trezise
Secretary, Stacy Murphy
- 132 Highland (G8)472-7608**
3042 E. Adobe St., 85213-69208:25-2:55
Principal, Susan M. Rollins
Secretary, Theresa Horton
- 107 Holmes (E5)472-5556**
948 S. Horne St., 85204-41227:45-2:15
Principal, Heidi Williams
Secretary, Carol Rowley
- 108 Irving (E8)472-1701**
3220 E. Pueblo Ave., 85204-40287:45-2:15
Principal, Penny Briney
Secretary, Nina Allred
- 140 Ishikawa (I8)472-7688**
2635 N. 32nd St., 85213-16627:45-2:15
Principal, David Shill
Secretary, Tamara Taylor
- 109 Jefferson (F13)472-8703**
120 S. Jefferson Ave., 85208-10187:45-2:15
Principal, Genessee Montes
Secretary, Chris Hernandez
- 136 Johnson (E9)472-6777**
3807 E. Pueblo Ave., 85206-18227:45-2:15
Principal, Greg Reid
Secretary, Nan Zlotkowski

128 Keller (D6)472-6171	145 Porter (D7)472-6677
1445 E. Hilton Ave., 85204-5938.....7:45-2:15	1350 S. Lindsay Rd., 85204-6229.....7:45-2:15
Principal, Brian Hay	Principal, Paula Warren
Secretary, Nancy Hernandez	Secretary, Nita Muth
146 Kerr (H4)472-5101	148 Red Mountain Ranch (K12)472-7901
125 E. McLellan Rd., 85201-2339.....7:45-2:15	6650 E. Raftriver St., 85215-97718:25-2:55
Principal, Thea Hansen	Principal, Sarah Collins
Secretary, Debbie Lopez	Secretary, Terri Cooper
150 Las Sendas (J13)472-8731	123 Redbird (E3)472-1210
3120 N. Red Mountain Rd., 85207-1068.....7:45-2:15	1020 S. Extension Rd., 85210-34988:25-2:55
Principal, Aaron Kaczmarek	Principal, Nicolas Parker
Secretary, Jill Bendon	Secretary, Gina Marriott
110 Lehi (I6)472-5504	134 Robson (E7)472-6655
2555 N. Stapley Dr., 85203-1127.....7:40-2:45	2122 E. Pueblo Ave., 85204-3704.....8:25-2:55
Principal, Darlene Johnson	Principal, Kent Ashton
Secretary, Denise Gee	Secretary, Gloria Ottens
111 Lincoln (E4)472-6397	121 Roosevelt (E1)472-4205
930 S. Sistine, 85210-3736.....8:25-2:55	828 S. Valencia St., 85202-28247:45-2:15
Principal, Joshua Henderson	Principal, Darlene Shumway
Secretary, Liz Ojeda	Secretary, Gina Kiser
122 Lindbergh (E6)472-6323	124 Salk (G13)472-8402
930 S. Lazona Dr., 85204-4337.....7:45-2:15	7029 E. Brown Rd., 85207-37077:45-2:15
Principal, Sally Norton	Principal, Vicki Hester
Secretary, Liz Galloway	Secretary, Pam Bloomer
112 Longfellow (F6)472-6526	135 Sistine (A3)472-3601
345 S. Hall, 85204-2409.....8:25-2:55	591 N. Mesquite St., Chandler 85225-21147:45-2:15
Principal, Monica Torres	Principal, Renee Parker
Secretary, Giddiani Parra	Secretary, Maureen Delci
113 Lowell (F5)472-1480	142 Sousa (G18)472-8892
920 E. Broadway Rd., 85204-2107.....7:45-2:15	616 N. Mountain Rd., 85207-2303.....7:45-2:15
Principal, Doreen Herrick	Principal, Jennifer Lamanna
Secretary, Monica Rosero	Secretary, Chris Ginty
129 MacArthur (H6)472-7806	127 Stevenson (E16)472-9025
1435 E. McLellan Rd., 85203-3840.....8:25-2:55	638 S. 96th St., 85208-2480.....8:25-2:55
Principal, Mark Norris	Principal, Kathy Ray
Secretary, Christina Camarena	Secretary, Rita Glandon
141 Madison (E10)472-8861	118 Taft (G16)472-9085
849 S. Sunnyvale Rd., 85206-2921.....7:45-2:15	9800 E. Quarterline Rd., 85207-62288:25-2:55
Principal, Sharon Webster	Principal, Russ Heath
Secretary, Pat Hall	Secretary, Adrian Lopez
139 Mendoza (H11)472-1952	126 Washington (D1)472-4120
5831 E. McLellan Rd., 85205-3550.....8:25-2:55	2260 W. Isabella Ave., 85202-5516.....7:45-2:15
Principal, Debra Lynch	Principal, Michele Grimaldi
Secretary, Jennifer Pavey	Secretary, Clara Arvayo
137 O'Connor (G10)472-7877	115 Webster (F2)472-4860
4840 E. Adobe Rd., 85205-53917:45-2:15	202 N. Sycamore Ave., 85201-6150.....8:25-2:55
Principal, Scott Eshman	Principal, Chuck Burger
Secretary, Carolyn Henan	Secretary, Linda Karlson
153 Patterson (E17)472-9797	117 Whitman (H4)472-5055
615 S. Cheshire, 85208-7152.....8:25-2:55	1829 N. Grand, 85201-17067:45-2:15
Principal, Maxine Sullivan	Principal, Andrea Erickson
Secretary, Erica Anderson	Secretary, Stephanie Hatley
131 Pomeroy (A2)472-3752	116 Whittier (G2)472-4930
1507 W. Shawnee Dr., Chandler, 85224-2259.....7:45-2:15	733 N. Longmore Ave., 85201-45257:45-2:15
Principal, James Driscoll	Principal, Charles Starkey
Secretary, Mary Bond	Secretary, Evelyn Caho

151 Wilson (D11)472-9249
 5619 E. Glade Ave., 85206-67817:45-2:15
 Principal, Shelley Heath
 Secretary, Peggy Rodemeyer

157 Zaharis (I16).....308-7241
 9410 E. McKellips Rd., 85207-2631.....7:45-2:15
 Principal, Mike Oliver
 Secretary, Nancy Austin

JUNIOR HIGH SCHOOLS 7-8

252 Carson (G3).....472-2910
 525 N. Westwood, 85201-55279:05-3:50
 Principal, Tony Elmer
 Secretary, Susan Fierros

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

254 Fremont (G13).....472-8282
 1001 N. Power Rd., 85205-57019:05-3:50
 Principal, Todd Roberts
 Secretary, Christina Judd

253 Kino (G5).....472-2401
 848 N. Horne, 85203-48069:05-3:50
 Principal, Keiko Dilbeck
 Secretary, Lourdes Maldonado

256 Poston (G7)472-2130
 2433 E. Adobe St., 85213-6803.....9:05-3:50
 Principal, Allen Flax
 Secretary, Patricia Freedman

257 Rhodes (D2)472-2310
 1860 S. Longmore, 85202-57169:05-3:50
 Principal, Patricia Christie
 Secretary, Dana Yursi

260 Shepherd (H11)472-1801
 1407 N. Alta Mesa Dr., 85205-44249:05-3:50
 Principal, Renea Kennedy
 Secretary, Coleen Townsend

263 Smith (G17).....472-4650
 10100 E. Adobe Rd., 85207-54049:05-3:50
 Principal, Casey Eagleburger
 Secretary, Susan Beyer

262 Stapley (I8)472-2780
 3250 E. Hermosa Vista Dr., 85213-1702.....9:05-3:50
 Principal, Kenneth Erickson
 Secretary, Barbara Chavarria

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

HIGH SCHOOLS 9-12

274 Dobson (C1).....472-3051
 1501 W. Guadalupe Rd., 85202-75758:00-3:00
 Principal, Tamara Addis
 Secretary, Terrie Armstrong

271 Mesa High (E6)472-5903
 1630 E. Southern Ave., 85204-52208:00-3:00
 Principal, Kirk Thomas
 Secretary, Susanne Knapp

273 Mountain View (H7)472-6901
 2700 E. Brown Rd., 85213-53158:00-3:00
 Principal, Greg Milbrandt
 Secretary, Lori Black

275 Red Mountain (G13)472-8080
 7301 E. Brown Rd., 85207-38038:00-3:00
 Principal, Jared Ryan
 Secretary, Tammy Palmer

276 Skyline (E16)472-9408
 845 S. Crismon Rd., 85208-25648:00-3:00
 Principal, Tom Brennan
 Secretary, Rosemary Jaderlund

272 Westwood (G3).....472-4404
 945 W. Rio Salado Pkwy, 85201-39028:00-3:00
 Principal, Shawn Lynch
 Secretary, Maria Main

CHOICE AND SUCCESS SCHOOLS

282 Crossroads (E3).....308-7330
 855 W. 8th Ave., 85210-34108:00-3:00
 Grades 7-12 Principal, Pat Goolsby

278 East Valley Academy (E3)472-9351
 855 W. 8th Ave., 85210-34108:00-3:00
 Grades 9-12 Principal, Pat Goolsby
 Secretary, Dinorah Favela

192 Mesa Academy for Advanced Studies (H13).....308-7430
 6919 E. Brown Rd., 85207-3762
 Grade 4-57:55-2:40
 Grades 6-8.....7:55-3:42
 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, Greg Mendez
 Secretary, Shannon Vaughan

183 SHARP (G13).....472-8960
(School Home Adjustment Reinforcement Prog.)
 7302 E. Adobe St., 852077:45-2:00
 Grade 1- Age 22 Director, Leilani Scott
 Secretary, Tracy Ryan

193 Summit Academy (B2).....472-3458
 1560 W. Summit Pl., Chandler 85224-1203
 Grade K-68:00-2:30
 Grades 7-8.....8:00-3:50
 Principal, Mark Andrews
 Secretary, Christie Wood

280 Superstition High (E17)472-9651
 10222 E. Southern Ave., 85208-38008:00-2:40
 Grades 7-12 Principal, Lilia Gomez
 Secretary, Rayna Herrera

2016-2017 PAY SCHEDULE

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



FEEDBACK OF SUBSTITUTE TEACHER

Your input is a valuable key to retaining quality substitutes.

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

NAME OF SUBSTITUTE: _____ JOB #: _____

SCHOOL: _____

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

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

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

8. Remarks: _____

TEACHER NAME (PLEASE PRINT)

TEACHER SIGNATURE

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

91-30-19 W (7/12)

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

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

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

1. Were lesson plans available? YES NO

Comments:

2. Substitute's departure from lesson plans:

3. Student behavior:

4. List of absent students: _____

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

Optional information to teacher:

6. What I liked best about this classroom was:

7. My job would have been easier if:

8. Comments:

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

Date

MESA PUBLIC SCHOOLS
SUBSTITUTE FEEDBACK FORM—SECONDARY LEVEL

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

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

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

If no, please comment: _____

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

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

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

The work completed by the students may be found: _____

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. _____

2016-2017 SCHOOL YEAR CALENDAR

AUGUST 2016						
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			

SEPTEMBER 2016						
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	

DECEMBER 2016						
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

JANUARY 2017						
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				

APRIL 2017						
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

MAY 2017						
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			

2016-2017 SCHOOL YEAR CALENDAR

OCTOBER 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	October break, No School				Grading period ends	
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

NOVEMBER 2016						
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
20	21	22	23	Thanksgiving Vacation, No School		26
27	28	29	30			

FEBRUARY 2017						
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	Presidents' Day, No School	21	22	23	24	25
26	27	28				

MARCH 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	Spring break, No School				Grading period ends	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2017						
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 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	Independence Day	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

PERSONAL WORK RECORD

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

NOTES

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”

