

# 2020-21 Substitute Teacher Handbook



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



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# **2020-2021 SUBSTITUTE TEACHER HANDBOOK**

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

Mesa Public Schools has 82 schools: 50 elementary, 9 junior high schools, 6 comprehensive high schools and 17 choice and success schools. Enrollment in the 200-square-mile district is expected to exceed 63,000 students in the 2020-21 school year.

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

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

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

# *Welcome to Mesa Public Schools*

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

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

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

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

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



## **Our vision...**

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Unprecedented Excellence in Education

## **Our mission...**

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

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

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At Mesa Public Schools

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



## *Professional Responsibilities of a Substitute Teacher*

The substitute teacher/nurse is responsible for:

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



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# GENERAL CONTACT INFORMATION

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

## WITHIN MESA PUBLIC SCHOOLS

Creative Arts . . . . .	(480) 308-7350
	<a href="http://www.mpsaz.org/arts">www.mpsaz.org/arts</a>
Elementary P.E. . . . .	(480) 472-0250
	<a href="http://www.mpsaz.org/elempe">www.mpsaz.org/elempe</a>
Health Services . . . . .	(480) 472-0562
	<a href="http://www.mpsaz.org/health">www.mpsaz.org/health</a>
Human Resources . . . . .	(480) 472-0400
	<a href="http://www.mpsaz.org/hr">www.mpsaz.org/hr</a>
Music Education . . . . .	(480) 308-7350
	<a href="http://www.mpsaz.org/arts/music">www.mpsaz.org/arts/music</a>
Payroll . . . . .	(480) 472-0444
	<a href="http://www.mpsaz.org/payroll">www.mpsaz.org/payroll</a>
Professional Development . . . . .	(480) 472-0388
	<a href="http://www.mpsaz.org/profdev">www.mpsaz.org/profdev</a>
SmartFindExpress (SFE) . . . . .	(480) 498-6558
	<a href="https://mps.eschoolsolutions.com">https://mps.eschoolsolutions.com</a>
<b>Substitute Services</b>	
Jennifer Taunton . . . . .	(480) 472-0434
Sarah Scarpone . . . . .	(480) 472-0433
	<a href="http://www.mpsaz.org/hr/subs/resources-for-sub/">www.mpsaz.org/hr/subs/resources-for-sub/</a>

# Welcome to Mesa Public Schools

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

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## REQUIREMENTS OF A SUBSTITUTE TEACHER

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There are five general requirements for substituting in this district.

- You must maintain a valid Arizona teaching or substitute certificate. For information on certificate requirements, contact the Arizona Department of Education, Teacher Certification.
- For nurses, you must have a valid Arizona nursing license. For information on requirements for nursing certification, contact the Arizona State Board of Nursing.
- You must maintain a valid Arizona fingerprint clearance card. Fingerprint Clearance Cards issued after January 2008 must be Arizona IVP fingerprint clearance card.
- You must complete 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 30 days or longer, you must notify Substitute Services. This is in addition to updating your unavailable dates in SmartFindExpress.**

# SMARTFINDEXPRESS OVERVIEW

## SMARTFINDEXPRESS OVERVIEW

Mesa Public Schools uses an automated system, SmartFindExpress (SFE), to assign 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 pin (only pin number is required, 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 jobs online or by using the SmartFindExpress mobile app. You can access SmartFindExpress online at <https://mps.schoolsolutions.com>. You will enter the same access ID and PIN as you do over the phone. 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 4:00 p.m. until 10:30 p.m. on weekdays. The system will continue to call on weekends for future assignments from 12:00 p.m. until 10:00 p.m. As a 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. **For same-day cancellations, you MUST also call the campus to notify the office staff of your cancellation.**

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

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# YOUR DAY IN A MPS SCHOOL

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## ARRIVING AT SCHOOL

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

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

**Upon your arrival at 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. School contact information is listed on pages 22-24 of this directory.

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## NOW YOU'RE IN CLASS

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

There are many things you are going to need and should be looking for: **lesson plans, accurate seating charts, schedules for specials, lists of students who may study in various groups, lists of student helpers together with their assigned duties, recess schedule, discipline procedures, special seating for assemblies, fire drill and civil defense instructions, instructions to follow in case of accident or illness of pupils.** This information will be found in a folder especially prepared by the teacher for the 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, refit it with what is necessary, and have it by the door or in the car ready for the next day.

### Personal Items - FOR YOUR USE ONLY

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

### Activity Materials

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

### Everyday Stuff

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

# YOUR DAY IN A MPS SCHOOL

## CLASSROOM ACTIVITIES

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

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

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

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

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



# YOUR DAY IN A MPS SCHOOL

## BEFORE LEAVING FOR THE DAY

The arrival and departure times for teachers vary from school to school, and you will be expected to observe the rules of the district and the school at which you are substituting regarding the length of your day. You are expected to arrive on campus at the start time listed within the SmartFind assignment and depart campus at the end time listed within the SmartFind assignment. In the event that you arrive late or leave early, the assignment times will be updated. Arriving before the start time listed within the SmartFind assignment does not result in a start time change.

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

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

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

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

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

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



# POLICIES, PROCEDURES, & INFORMATION

## ASSIGNMENT

As a MPS 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 an alternative assignment is available, and you choose not to accept the alternative assignment, no pay will be issued. If you cannot be reassigned, you'll receive a half day's pay to make up for the inconvenience this causes you.

## BADGES

Badges are printed on an annual basis, with the school year for which the badge is valid. 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 reporter. If you suspect child abuse: DO NOT INVESTIGATE. You do not have to establish the validity of the case. This is the sole responsibility of the authorities. The Child Abuse Team is the principal, nurse, counselor and/or psychologist.**

# POLICIES, PROCEDURES, & INFORMATION

## CLASSROOM MANAGEMENT

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

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

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

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

## DRESS CODE

Stringent dress regulations for 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.

# POLICIES, PROCEDURES, & INFORMATION

## EMERGENCY AND SAFETY PROCEDURES

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

Evacuation protocol to be updated with district information found at [http://www.mpsaz.org/security/files/emergency\\_management\\_protocols\\_19-20.pdf](http://www.mpsaz.org/security/files/emergency_management_protocols_19-20.pdf)

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

### **Safety Protocols**

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

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

### **Schools**

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

### **District Sites**

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

# POLICIES, PROCEDURES, & INFORMATION

## **Evacuation Protocol**

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

1. The following protocol shall be followed by every school site to ensure a unified response in the event of an emergency.
2. Administrators are encouraged to develop specific site based protocols, in consultation with the District Security Director. Site based protocols should deal with variables that would be site specific, such as building layout, accessibility, and neighborhood resources. These “site based” protocols should not conflict with this protocol.
3. Site-based evacuation plans should include a primary and at least one secondary route in the event a hazard exists in the primary route. Plans should also include split evacuation routes in the event a hazard exists in the middle of school grounds.
4. Each classroom should have an Emergency Folder by the exit door and should include an exit map showing primary and secondary evacuation routes.
5. Exterior doors should be locked when room is emptied.
6. Accountability plans should be developed for easy attendance at the safe zone.
7. Reunification plans should be made in the event the evacuation goes past dismissal times.
8. For substitute teachers, develop a packet for each classroom. The packet should include a checklist and keys for their classroom.
9. Elementary school administration shall notify parents/guardians at least 24 hours in advance that the school will be conducting an off-site evacuation drill. This notification may be done by newsletter or School Messenger. (Secondary school parent/guardian notification is optional). \*
10. In the event of a real off-site evacuation (not a drill), notification to parents will be made as soon as practical. \*
11. Frequency of Drills –
  - a. Each school site shall conduct at least one off site evacuation per year, preferably at the beginning of the year.
  - b. Record of the drills will be kept by the Office of School Safety and Security.

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

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

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

When a drill is announced you should:

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

# POLICIES, PROCEDURES, & INFORMATION

## **Controlled Releases**

Controlled releases found at [https://docs.google.com/document/d/1-RIY9oh-LLBKwk-NkxmQoC-uzxSz6EiuCyo6yh\\_Mm4I/preview](https://docs.google.com/document/d/1-RIY9oh-LLBKwk-NkxmQoC-uzxSz6EiuCyo6yh_Mm4I/preview)

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

## **Lock-Down Protocol**

Lock down protocol can be found at <https://docs.google.com/document/d/1fyFHIQkrNFMcg8MbmJEZz-h1xokd-4k6CqPhV5Ks2I8/preview>

1. The following protocol shall be followed by every school site to ensure a unified response from law enforcement and emergency personnel.
2. Administrators are encouraged to develop specific site based protocols, approved by the Director of School Safety and Security. Site based protocols should deal with variables that would be site specific, such as building layout, accessibility, etc, and should not conflict with this protocol.
3. Drills should be unannounced. This will ensure the integrity of the drill.
4. When announcing a lock-down, the standard terminology that shall be used is, “We are going into a modified lockdown” or “We are going into a full lockdown.” The purpose of this standard terminology is to prevent confusion for teachers/staff that are new or visiting from other schools.
5. Each classroom should have an Emergency Folder by the exit door and should include emergency procedures and rosters. Rosters should be updated quarterly. Go-kits/orange buckets should be readily available and the contents updated. A list of the contents are found on the Security website.
6. Exterior doors should be locked when room is empty at all times, including routine day-to-day operations. This will prevent an intruder from gaining access to multiple classrooms through adjoining doors.
7. Notification of a lock-down must be made immediately to Security Dispatch and your Area Assistant Superintendent.
8. Principals will communicate with parents after any real lockdown or lockdown drill as soon as practical.
9. Reunification plans should be made for controlled evacuation of schools for either

# POLICIES, PROCEDURES, & INFORMATION

modified and/or full lock-downs in the event the lock-down goes past dismissal times. This should be coordinated with law enforcement and/or District Security.

10. For substitute teachers, develop a packet for each classroom. The packet shall include a checklist and keys for their classroom.
11. For controlled releases during a lockdown, see “Evacuation Protocol.”
12. Law Enforcement or the District Security will conduct random drills without notice.
13. Frequency of Drills –
  - a. At least 1 per semester within the first two weeks of the start of classes (It is highly recommended that you practice a lock-down drill for ten minutes prior to the mandated monthly fire drills).
  - b. One additional drill will take place during each semester at the discretion of District Security and/or the police department, in coordination with the principal.
  - c. The Office of School Safety and Security shall be notified prior to each drill.
  - d. Record of lock-down drills will be kept by District Security. The form shall be filled out by the school/site or a member of the Office of School Safety and Security.
  - e. The drill must be a **full** lockdown drill.

\* Note: The use of any cards (red, green or medical) during lockdowns have been eliminated.

## **Full Lock-Down Procedures**

Full lock-down procedures can be found at <https://docs.google.com/document/d/1fyFHIQkrNFMCG8MbmJEZz-h1xokd-4k6CqPhV5Ks2I8/preview>  
*(Inside Problem, active shooter, or neighborhood issue close to campus)*

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

# POLICIES, PROCEDURES, & INFORMATION

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 lockdown until directed by Law Enforcement, due to the fact it could have been activated by a hostile.
14. A public announcement will be made when the lockdown is over.

## **Modified Lock-Down**

Modified lock-down can be found at <https://docs.google.com/document/d/1fyFHIQkrNFMCG8MbmJEZz-h1xokd-4k6CqPhV5Ks2I8/preview>

*(Neighborhood Problem)*

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

## SAFETY AND HEALTH

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

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

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

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

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

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

# POLICIES, PROCEDURES, & INFORMATION

## EQUAL OPPORTUNITY

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

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

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

The Associate Superintendent of Human and Capital Resources is the district's compliance officer with respect to Title IX (gender-based discrimination), Title VI (race, color, ethnicity and national origin-based discrimination), Title VII (race, color, religion, sex and national origin-based discrimination in the workplace), Section 504 of the Rehabilitation Act (handicap-based discrimination) and the Americans With Disabilities Act (disability-based discrimination) regarding 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.

## 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.**

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

## LETTER OF ASSURANCE

The Letter of Assurance is a form that is distributed via email to eligible 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.

# POLICIES, PROCEDURES, & INFORMATION

## LONG-TERM ASSIGNMENTS

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

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

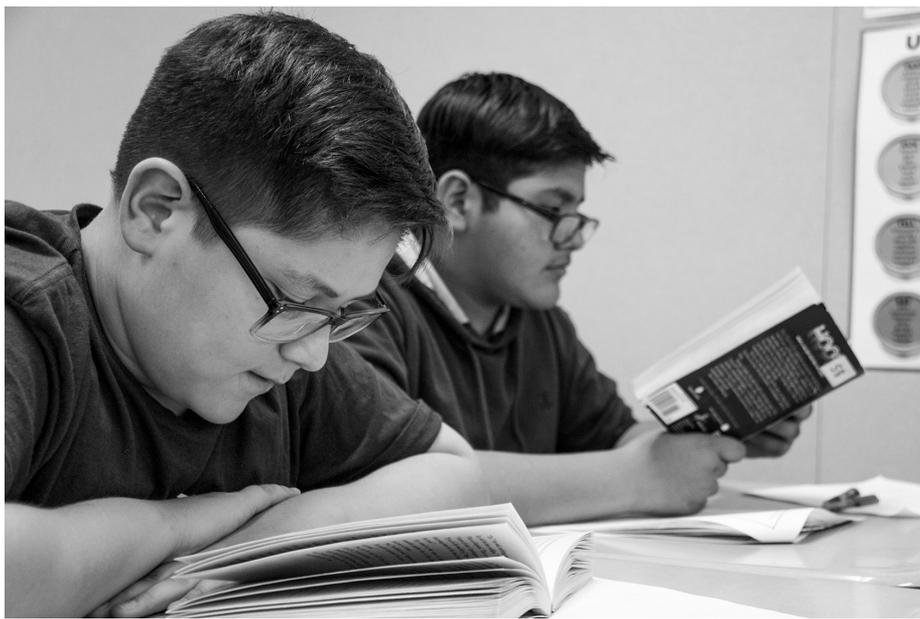
### Long-Term Sub Absence

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

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



# POLICIES, PROCEDURES, & INFORMATION

## PAYCHECKS

The Payroll Department issues paychecks in compliance with the provisions of the Arizona Revised Statutes. Substitutes are paid one week behind. The pay period begins on Fridays and ends on Thursdays. Paychecks are distributed every two weeks. It is the substitute's responsibility to verify that their SmartFind *Express* work calendar is accurate at all times. **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 32). Substitutes have the responsibility to let the substitute office know if their paycheck contains errors. If there are any questions or concerns, contact Substitute Services.

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.

# POLICIES, PROCEDURES, & INFORMATION

## 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 paid at a flat rate of **\$100 per day. Assignments 4.5 hours and less are considered a half day and will be paid at half the daily rate.** All rates are contingent on available funding and subject to change.

### **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.**

## SICK TIME

Beginning July 1, 2017, the District authorizes substitute teachers to use accrued Earned Paid Sick Time (EPST) for 1) medical care or mental or physical illness, injury or health condition; or 2) a public health emergency; and 3) absence due to domestic violence, sexual violence, abuse or stalking, provided that the substitute teacher requests the use of EPST through the iVisions portal. Requests to use EPST must be submitted through the iVisions portal prior to the absence or no later than 24 hours after the absence has occurred. Substitutes may request to use EPST in full and half-day increments. Substitutes will request the use of 4.5 hours of EPST (half-day) or 8 hours of EPST (full day). For more information, please see District Code GBBB-R(0).

## POLICIES, PROCEDURES, & INFORMATION



### STAFF-STUDENT RELATIONS

When exercising general supervision over the conduct of students, employees will treat students with dignity and respect. Employees also must observe and maintain professional boundaries between themselves and students. Examples of professional boundary violations include:

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

### STUDENT RECORDS

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

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

## POLICIES, PROCEDURES, & INFORMATION



### 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.

# POLICIES, PROCEDURES, & INFORMATION

## 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 by appointment..

### **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.

**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.

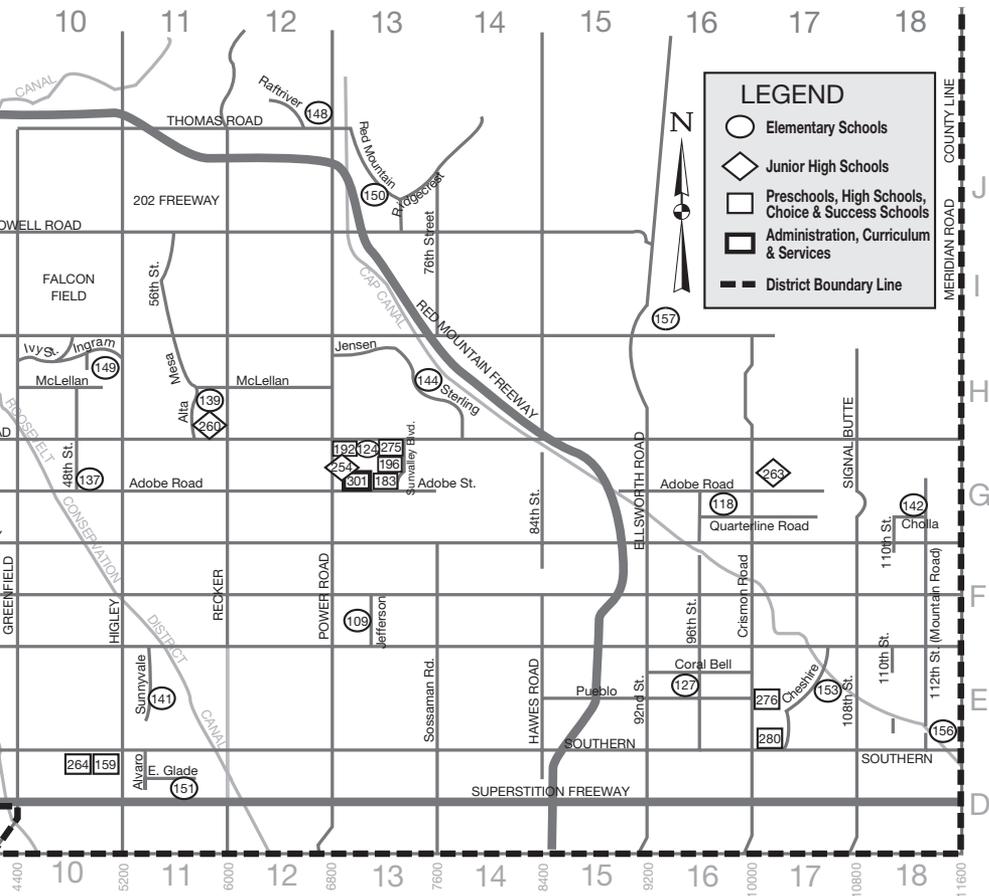
## WORKPLACE HARASSMENT

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.





**DISTRICT FACILITIES**

**Administrative Services Center,**  
63 E. Main St. .... 308(F4)

**Community Education,**  
855 W. 8<sup>th</sup> Ave. .... 309(E3)

**Creative and Performing Arts,**  
155 N. Center St. .... 304(F4)

**Curriculum Services Center,**  
549 N. Stapley Dr. .... 300(G6)

**Food and Nutrition,**  
143 S. Alma School Rd. .... 303(F3)

**Matériel Distribution Center,**  
143 S. Alma School Rd. .... 303(F3)

**Operations,**  
555 S. Lewis .... 302(E4)

**Printing and Publishing,**  
255 S. Center St. .... 305(F4)

**Student Services Center,**  
1025 N. Country Club Dr. .... 307(G4)

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

**VOCATIONAL TECHNICAL DISTRICT**  
**East Valley Institute  
of Technology (EVIT) ..... 270(F2)**

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

## SmartFind*Express*.

### Elementary Grades Pre-K-6

- 101 Adams (E2)** ..... 472-4360  
738 S. Longmore, 85202-1908  
7:30 a.m. - 2:00 p.m.
- 156 Brinton (E18)**..... 472-4081  
11455 E. Sunland Ave, 85208-7705  
7:30 a.m. - 2:00 p.m.
- 149 Bush (H10)**..... 472-8541  
4925 E. Ingram St., 85205-3314  
8:15 a.m. - 2:45 p.m.
- 133 Crismon (C3)**..... 472-4070  
825 W. Medina Ave., 85210-7144  
7:30 a.m. - 2:00 p.m.
- 103 Edison (G5)**..... 472-5278  
545 N. Horne, 85203-7124  
7:30 a.m. - 2:00 p.m.
- 120 Eisenhower Center  
for Innovation (G4)** ..... 472-5250  
848 N. Mesa Dr., 85201-4302  
7:30 a.m. - 2:00 p.m.
- 104 Emerson (G3)** ..... 472-4740  
415 N. Westwood, 85201-5530  
8:15 a.m. - 2:45 p.m.
- 147 Entz (G9)**..... 472-7302  
4132 E Adobe St., 85205-5110  
8:15 a.m. - 2:45 p.m.
- 144 Falcon Hill (H13)**..... 472-8576  
1645 N. Sterling, 85207-2922  
7:30 a.m. - 2:00 p.m.
- 125 Field (G7)** ..... 472-9803  
2325 E. Adobe St., 85213-6713  
8:15 a.m. - 2:45 p.m.
- 158 Franklin at Alma (C2)** ... 472-3905  
1313 W. Medina Ave., 85202-6610  
8:15 a.m. - 2:45 p.m.
- 159 Franklin at Brimhall (D10)**... 472-2602  
4949 E. Southern Ave., 85206-2759  
8:15 a.m. - 2:45 p.m.
- 105 Franklin East (E6)** ..... 472-6430  
1753 E. 8th Ave., 85204-3617  
8:15 a.m. - 2:45 p.m.
- 114 Franklin West (F4)** ..... 472-5431  
236 S. Sistine Ave., 85210-1611  
8:15 a.m. - 2:45 p.m.
- 155 Guerrero (E2)** ..... 472-9222  
463 S. Alma School Rd., 85210-1014  
8:15 a.m. - 2:45 p.m.
- 119 Hale (H7)** ..... 472-7444  
1425 N. 23rd St., 85213-4018  
7:30 a.m. - 2:00 p.m.
- 143 Hermosa Vista (I7)** ..... 472-7551  
2626 N. 24th St., 85213-1435  
8:15 a.m. - 2:45 p.m.
- 132 Highland (G8)**..... 472-7608  
3042 E. Adobe St., 85213-6920  
8:15 a.m. - 2:45 p.m.
- 107 Holmes (E5)**..... 472-5556  
948 S. Horne St., 85204-4122  
7:30 a.m. - 2:00 p.m.
- 106 Hughes (G6)**..... 472-7510  
630 N. Hunt Dr., 85203-6533  
7:30 a.m. - 2:00 p.m.
- 108 Irving (E8)** ..... 472-1701  
3220 E. Pueblo Ave., 85204-4028  
7:30 a.m. - 2:00 p.m.
- 140 Ishikawa (I8)** ..... 472-7688  
2635 N. 32nd St., 85213-1662  
7:30 a.m. - 2:00 p.m.
- 109 Jefferson (F13)** ..... 472-8703  
120 S. Jefferson Ave., 85208-1018  
7:30 a.m. - 2:00 p.m.
- 136 Johnson (E9)** ..... 472-6777  
3807 E. Pueblo Ave., 85206-1822  
7:30 a.m. - 2:00 p.m.
- 128 Keller (D6)**..... 472-6171  
1445 E. Hilton Ave., 85204-5938  
7:30 a.m. - 2:00 p.m.
- 146 Kerr (H4)** ..... 472-5101  
125 E. McLellan Rd., 85201-2339  
7:30 a.m. - 2:00 p.m.
- 150 Las Sendas (J13)** ..... 472-8731  
3120 N. Red Mountain Rd., 85207-1068  
7:30 a.m. - 2:00 p.m.

- 110 Lehi (I6) ..... 472-5504**  
2555 N. Stapley Dr., 85203-1127  
7:30 a.m. - 2:00 p.m.
- 111 Lincoln (E4)..... 472-6397**  
930 S. Surrine, 85210-3736  
8:15 a.m. - 2:45 p.m.
- 112 Lindbergh (E6) ..... 472-6323**  
930 S. Lazona Dr., 85204-4337  
7:30 a.m. - 2:00 p.m.
- 112 Longfellow (F6)..... 472-6526**  
345 S. Hall, 85204-2409  
8:15 a.m. - 2:45 p.m.
- 113 Lowell (F5)..... 472-1480**  
920 E. Broadway Rd., 85204-2107  
7:30 a.m. - 2:00 p.m.
- 129 MacArthur (H6) ..... 472-7806**  
1435 E. McLellan Rd., 85203-3840  
8:15 a.m. - 2:45 p.m.
- 141 Madison (E10) ..... 472-8861**  
849 S. Sunnyvale Rd., 85206-2921  
7:30 a.m. - 2:00 p.m.
- 139 Mendoza (H11) ..... 472-1952**  
5831 E. McLellan Rd., 85205-3550  
8:15 a.m. - 2:45 p.m.
- 137 O'Connor (G10)..... 472-7877**  
4840 E. Adobe Rd., 85205-5391  
7:30 a.m. - 2:00 p.m.
- 153 Patterson (E17)..... 472-9797**  
615 S. Cheshire, 85208-7152  
8:15 a.m. - 2:45 p.m.
- 131 Pomeroy (A2) ..... 472-3752**  
1507 W. Shawnee Dr.  
Chandler, 85224-2259  
7:30 a.m. - 2:00 p.m.
- 145 Porter (D7)..... 472-6677**  
1350 S. Lindsay Rd., 85204-6229  
7:30 a.m. - 2:00 p.m.
- 196 Red Mountain Center for Early  
Education (G13) ..... 472-3975**  
950 N. Sunvalley Blvd., 85207-3801  
9:00 a.m. - 12:00 p.m.  
1:00 a.m. - 4:00 p.m.
- 148 Red Mountain Ranch (K12).....  
472-7901**  
6650 E. Raffriver St., 85215-9771  
8:15 a.m. - 2:45 p.m.
- 123 Redbird (E3) ..... 472-1210**  
1020 S. Extension Rd., 85210-3498  
8:15 a.m. - 2:45 p.m.
- 134 Robson (E7) ..... 472-6655**  
2122 E. Pueblo Ave., 85204-3704  
8:15 a.m. - 2:45 p.m.
- 121 Roosevelt (E1) ..... 472-4205**  
828 S. Valencia St., 85202-2824  
7:30 a.m. - 2:00 p.m.
- 124 Salk (G13) ..... 472-8402**  
7029 E. Brown Rd., 85207-3707  
7:30 a.m. - 2:00 p.m.
- 135 Surrine (A3)..... 472-3601**  
591 N. Mesquite St., Chandler 85225-2114  
7:30 a.m. - 2:00 p.m.
- 142 Sousa (G18)..... 472-8892**  
616 N. Mountain Rd., 85207-2303  
7:30 a.m. - 2:00 p.m.
- 127 Stevenson (E16)..... 472-9025**  
638 S. 96th St., 85208-2480  
8:15 a.m. - 2:45 p.m.
- 118 Taft (G16)..... 472-9085**  
9800 E. Quarterline Rd., 85207-6228.  
8:15 a.m. - 2:45 p.m.
- 126 Washington (D1) ..... 472-4120**  
2260 W. Isabella Ave., 85202-5516  
7:30 a.m. - 2:00 p.m.
- 115 Webster (F2) ..... 472-4860**  
202 N. Sycamore Ave., 85201-6150  
8:15 a.m. - 2:45 p.m.
- 117 Whitman (H4) ..... 472-5055**  
1829 N. Grand, 85201-1706  
7:30 a.m. - 2:00 p.m.
- 116 Whittier (G2) ..... 472-4930**  
733 N. Longmore Ave., 85201-4525  
7:30 a.m. - 2:00 p.m.
- 151 Wilson (D11) ..... 472-9249**  
5619 E. Glade Ave., 85206-6781  
7:30 a.m. - 2:00 p.m.
- 157 Zaharis (I16)..... 308-7241**  
9410 E. McKellips Rd., 85207-2631  
7:30 a.m. - 2:00 p.m.

## Junior High Schools 7-8

- 252 Carson (G3)** ..... 472-2910  
525 N. Westwood, 85201-5527  
9:15 a.m. - 4:00 p.m.
- 264 Franklin Junior (D10)**... 472-2604  
4949 E. Southern Ave., 85206-2759  
7:30 a.m. - 2:15 p.m.
- 254 Fremont (G13)**..... 472-8282  
1001 N. Power Rd., 85205-5701  
9:15 a.m. - 4:00 p.m.
- 253 Kino (G5)**..... 472-2401  
848 N. Horne, 85203-4806  
9:15 a.m. - 4:00 p.m.
- 256 Poston (G7)**..... 472-2130  
2433 E. Adobe St., 85213-6803  
9:15 a.m. - 4:00 p.m.
- 257 Rhodes (D2)**..... 472-2310  
1860 S. Longmore, 85202-5716  
9:15 a.m. - 4:00 p.m.
- 260 Shepherd (H11)**..... 472-1801  
1407 N. Alta Mesa Dr., 85205-4424  
9:15 a.m. - 4:00 p.m.
- 263 Smith (G17)** ..... 472-4650  
10100 E. Adobe Rd., 85207-5404  
9:15 a.m. - 4:00 p.m.
- 262 Stapley (I8)** ..... 472-2780  
3250 E. Hermosa Vista Dr., 85213-1702  
9:15 a.m. - 4:00 p.m.
- 258 Taylor (E8)**..... 472-1501  
705 S. 32nd St., 85204-3943  
9:15 a.m. - 4:00 p.m.

## High Schools 9-12

- 274 Dobson (C1)** ..... 472-3051  
1501 W. Guadalupe Rd., 85202-7575  
8:15 a.m. - 3:15 p.m.
- 271 Mesa High (E6)**..... 472-5903  
1630 E. Southern Ave., 85204-5220  
8:15 a.m. - 3:15 p.m.
- 273 Mountain View (H7)**..... 472-6901  
2700 E. Brown Rd., 85213-5315  
8:15 a.m. - 3:15 p.m.
- 275 Red Mountain (G13)**..... 472-8080  
7301 E. Brown Rd., 85207-3803  
8:15 a.m. - 3:15 p.m.

- 276 Skyline (E16)** ..... 472-9408  
845 S. Crismon Rd., 85208-2564  
8:15 a.m. - 3:15 p.m.
- 272 Westwood (G3)** ..... 472-4404  
945 W. Rio Salado Pkwy, 85201-3902  
8:15 a.m. - 3:15 p.m.

## Choice and Success Schools

- 282 Crossroads (E3)** ..... 308-7330  
855 W. 8th Ave., 85210-3410  
8:15 a.m. - 3:15 p.m. .... Grades 7-12
- 278 East Valley Academy (E3)**... 472-9351  
855 W. 8th Ave., 85210-3410  
8:15 a.m. - 3:15 p.m. .... Grades 9-12
- 192 Mesa Academy for  
Advanced Studies (H13)** 308-7430  
6919 E. Brown Rd., 85207-3762  
8:00 a.m. - 2:45 p.m. .... Grades 4-5  
8:00 a.m. - 3:45 p.m. .... Grades 6-8
- 160 Mesa Center for Success at  
Jordan (B1)**..... 472-3866  
3320 N. Carriage Lane  
Chandler 85224-1104  
7:15 a.m. - 2:00 p.m.
- 184 Riverview High (H4)** ..... 472-5351  
1731 N. Country Club Dr., 85201-2102  
8:15 a.m. - 3:15 p.m. .... Grades 7-12
- 183 SHARP (G13)**..... 472-8960  
**(School Home Adjustment  
Reinforcement Prog.)**  
7302 E. Adobe St., 85207  
7:15 a.m. - 2:00 p.m. ... Grade 1-Age 22
- 193 Summit Academy (B2)** .. 472-3458  
1560 W. Summit Pl.,  
Chandler 85224-1203  
8:15 a.m. - 2:45 p.m. .... Grade K-6  
9:15 a.m. - 4:00 p.m. .... Grades 7-8  
8:15 a.m. - 4:00 p.m. .... Grades 7-8 (IB)
- 280 Superstition High (E17)**... 472-9651  
10222 E. Southern Ave., 85208-3800  
8:15 a.m. - 3:15 p.m. .... Grades 7-12

## 2020-2021 PAY SCHEDULE

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

\*\* Non-Thursday Pay Date



# 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 FORM—SECONDARY LEVEL**

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

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

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

If no, please comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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

**PERIOD 1**

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

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

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

**PERIOD 2**

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

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

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

**PERIOD 3**

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

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

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

**PERIOD 4**

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

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

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

**PERIOD 5**

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

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

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

**PERIOD 6**

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

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

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

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

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

# 2020-2021 SCHOOL YEAR - 1<sup>ST</sup> SEMESTER

## August 2020

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

## September 2020

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

## October 2020

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

### August 2020

4..... First Day of Classes

### September 2020

2..... Labor Day, No School

### October 2020

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

5-9..... **October Break,  
No School**

12..... School Resumes

19..... College Fair at Mesa High School

### November 2020

5..... Election Day

11..... **Veterans Day, No School**

25-27..... **Thanksgiving Vacation, No School**

### December 2020

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

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

21-Jan 1..... **Winter Break Begins, No School**

### January 2021

4..... School Resumes, Second Semester Begins

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

25..... Kindergarten Registration Begins

27..... Kindergarten Evening Registration

## November 2020

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

## December 2020

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

## January 2021

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

# 2020-2021 SCHOOL YEAR - 2<sup>nd</sup> SEMESTER

## February 2021

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

## March 2021

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

## April 2021

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

### February 2021

15..... **Presidents Day, No School**

### March 2021

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

8-12..... **Spring Break, No School**

15..... School resumes

### April 2021

2..... **Spring Holiday, No School**

### May 2021

3-7..... Teacher Appreciation Week

4..... Teacher Day

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

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

31..... Memorial Day

### June 2021

KidzCamp

Summer Fun Days

### July 2021

KidzCamp

4..... Independence Day

### August 2021

3..... First Day of Classes

## May 2021

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

## June 2021

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

## July 2021

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













## **Our vision...**

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Unprecedented Excellence in Education

## **Our mission...**

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

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

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At Mesa Public Schools

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