

MESA PUBLIC SCHOOLS



2011-2012 Substitute Teacher Handbook



MESA
PUBLIC SCHOOLS

MESA

PUBLIC SCHOOLS

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click Employees and *SmartFindExpress*

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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.



GENERAL CONTACT INFORMATION

Arizona Department of Education.....	(602) 542-4367 www.ade.az.gov
Arizona Department of Public Safety	(602) 223-2279 www.azdps.gov
Arizona State Board of Nursing.....	(602) 889-5150 www.azbn.gov
Arizona State Retirement.....	(602) 240-2000 www.azasrs.gov
Creative Arts.....	(480) 308-7350 www.mpsaz.org/arts
Elementary P.E.....	(480) 472-0250 www.mpsaz.org/elempe
Health Services.....	(480) 472-0562 www.mpsaz.org/health
Human Resources	(480) 472-0400 www.mpsaz.org/hr
Music Education	(480) 308-7350 www.mpsaz.org/arts/music
Payroll	(480) 472-0444 www.mpsaz.org/payroll
Professional Development	(480) 472-0388 www.mpsaz.org/profdev
SmartfindExpress (SFE).....	(480) 655-9009 sems.mpsaz.org

Substitute Services

Sudstitute Services Assistant.....	(480) 472-0434
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A large, light-colored sunburst graphic with many thin rays emanating from a central point at the bottom, filling the upper half of the page.

Welcome to Mesa Public Schools

There are 84 schools in the Mesa Unified School District — 56 elementaries, 12 junior high schools, six high schools and 10 focus schools. This includes a wide variety of alternative programs in various parts of the community including Basic Schools, Montessori, Arts-Integrated, plus focus schools for Junior and Senior High Schools. Enrollment in the 200-square-mile district is expected to exceed 62,000 in the 2011-2012 school year.

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

Our students are a continual source of pride. They demonstrate high levels of achievement in a variety of areas, including academic and athletic

competitions, standardized achievement tests, and over \$73 million in scholarship offers annually.

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

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

The standards are high in this district, and we are constantly involved in the pursuit of excellence in our educational programs. Adhering to the same high standards as regular teachers, our substitute teachers are considered an important part of the educational program. They contribute much to the children of this community.

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

Welcome to Mesa Public Schools.

REQUIREMENTS OF A SUBSTITUTE TEACHER

There are five general requirements for substituting in this district.

- You must have a valid Arizona teaching certificate or substitute certificate
For nurses, you must have a valid Arizona nursing license.
- You must have a valid Arizona fingerprint clearance card.
- You must attend the two hour orientation for new substitutes.
- You must register with the system *SmartFindExpress*.
- You must accept a reasonable number of substitute assignments each year.
- You must have a favorable background check.

The Arizona teaching certificate allows you to substitute teach an unlimited number of days each year. A substitute certificate limits you to **120 substitute days per year in the same school**. We advise you to keep a personal record of the number of days you teach each year. (See pages 27-29)

Reference checks and background investigations are conducted on each applicant. Providing your qualifications

meet the standards and the teaching needs of the district, your name will be placed on the active substitute list.

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

If at anytime during your employment as a substitute teacher you are unable to accept assignments for a period of six weeks or longer, you **must** notify Substitute Services. This is in addition to making yourself unavailable in *SmartFindExpress*.

For information on requirements for both certificates, contact the Arizona Department of Education, Teacher Certification.

For information on requirements for nursing certification, contact the Arizona State Board of Nursing.



SMARTFINDEXPRESS OVERVIEW

SMARTFINDEXPRESS OVERVIEW

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

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

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

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

You can also search for available jobs using the internet. When using the internet, you would enter your access ID number (EIN) and your pin. SFE allows you to view jobs for which you are eligible.



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

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

Should you be unable to report for work when expected, call SFE (480) 655-9009 immediately to cancel your assignment. You can also cancel via the internet.

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

YOUR DAY IN A MPS SCHOOL

ARRIVING AT SCHOOL

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

You should be on duty at the designated school at least 30 minutes prior to the first class. Schools begin between 7:45 and 9:05 a.m., but you will be informed of the specific time when called. **The school starting and ending times are listed on pages 15-18 of this handbook.**

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

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

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

If you have any questions, the principal and school secretary will be pleased to help you. They are listed in this directory on pages 15-18.

NOW YOU'RE IN CLASS

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

There are many things you are going to need and should be looking for: **lesson plans, accurate seating charts, schedules for library and physical education classes, lists of students who may study in various groups, lists of student helpers together with their assigned duties, recess schedule, discipline procedures, special seating for assemblies, fire drill and civil defense instructions, instructions to follow in case of accident or illness of pupils.** This information will be found in a folder especially prepared by the teacher for the substitute. The school secretary will inform you where this folder can be found.

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

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

YOUR DAY IN A MPS SCHOOL

SMILE :)

When the class arrives, introduce yourself, write your name on the board and smile. Your day with the students has begun.

As a professional teacher replacing the regular teacher who is absent, you should fulfill your obligation to make the school day of value to the students. We regard you as a professional substitute teacher.

Rapport with the students should be established quickly. A pleasant, sincere, but firm approach and adherence to the established routine of the classroom will help ensure a relationship of mutual respect with the pupils. Students should be under your supervision at all times. The district expects all students to do the work assigned and to observe all the requirements of good deportment. You must accept no other standard.

You are responsible, as are regular teachers, for upholding school rules and regulations and maintaining daily attendance records. If you are in doubt about the methods of keeping this record, information may be secured from the school secretary, the department head, the nearest classroom teacher or the principal.

In most classes there will be a **lesson plan for the day to which you will be expected to adhere**. However, it is not always possible for adequate plans to have been made by the regular teacher ahead of time. In these instances, you will need to consult with other teachers in the grade level or department and be resourceful in planning the day's activities that are free of political or religious slant.

The development of your own teaching "**survival kit**" will serve you well during your career as a substitute. This kit

should include activities in which you can involve the students when your day doesn't go according to plan. When the video does not work, the library is too full for your students, or you need a few minutes just to get your bearings, your "survival kit" will be a welcome tool.

Each substitute should assume the same responsibilities and duties as the regular teacher. If the teacher whom you are replacing is responsible for extra duties, consult the school secretary for direction. If the substitution is of long duration, you should attend departmental and/or full faculty meetings, unless excused by the principal. This is one of the ways you can keep informed about recent developments in school procedures.

If you are substituting on a long term basis, you are not expected to participate in special district workshops or in-service days when children are not in school. However, you may arrange to attend such events by seeking permission from your principal.

At lunchtime, you are invited to purchase your lunch in the school cafeteria, or bring food from home, and join the rest of the faculty in the staff dining room.

CLASSROOM ACTIVITIES

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

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

YOUR DAY IN A MPS SCHOOL

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

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

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

BEFORE LEAVING FOR THE DAY

All Mesa teachers, including substitutes, work an **EIGHT-HOUR DAY** inclusive of lunch. The arrival and departure times for teachers vary from school to school, and you will be expected to observe the rules of the district and the

school at which you are substituting regarding the length of your day. On a normally scheduled school day, your work day will begin at least 30 minutes before class starts and end at least 30 minutes after students are released.

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

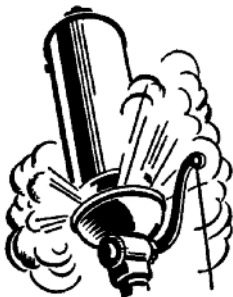
Before leaving school, you should complete the following things with the school secretary.

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

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

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

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



MPS DISTRICT PROCEDURES

CHILD ABUSE REPORTING

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

DISCIPLINE

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

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

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

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

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.

EMERGENCY PROCEDURES

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

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

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

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

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

When such a drill is announced you should:

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

GENERAL EMPLOYMENT INFORMATION

ASSIGNMENT

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

BADGES

Substitutes are required to wear their MPS substitute badge when they are on school property. In the event a substitute loses their badge, they must complete and sign a badge replacement form to request a new badge. The first lost badge is replaced at a fee of \$5.00 and the second is replaced at a fee of \$20.00. The fee is deducted through payroll deduction.

CELL PHONE USE

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

COMPUTER USE

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

Electronic Information Services/Resources

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

GENERAL EMPLOYMENT 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**.

EQUAL OPPORTUNITY

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

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

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

The Assistant Superintendent for Human Resources is the district's compliance officer with respect to Title IX (gender-based discrimination), Title VI (race, color, ethnicity and national origin-based discrimination), Title VII (race, color, religion, sex and national origin-based discrimination in the workplace),

Section 504 of the Rehabilitation Act (handicap-based discrimination) and the Americans With Disabilities Act (disability-based discrimination) regarding substitutes. If an employee feels that he or she has been discriminated against on the basis of gender, race, color, ethnicity, national origin, handicap or disability, or if an employee has questions that can't be answered at his or her school or department, the employee should contact Human Resources at 63 E. Main Street, 2nd Floor. Phone (480) 472-0412.

EVALUATION PROCESS

When a substitute completes his or her assignment, the classroom teacher is asked to complete a "feedback" form regarding the substitute's performance. The form is sent to Substitute Services where the information is entered and filed in the substitute's personnel file, which can be reviewed by the substitute at any time.

Do Not Use Policy

Based on the performance of the substitute and the feedback from the classroom teacher, the principal has the option to request not to use the substitute in the future. If a substitute is placed on a school's Do Not Use list, the substitute is no longer eligible for placement at that particular school. The substitute will remain in the call rotation for the remaining schools. However, if a substitute has been placed on six or more school's Do Not Use lists, the substitute will be moved to the second tier of the call rotation. In effect, the substitute will be called after the first tier has been exhausted resulting in less calls.

GENERAL EMPLOYMENT 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.

IN-SERVICE CLASSES

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

INSURANCE

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

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).

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.

Depending on the length of the long-term assignment, the sub may be expected to prepare lesson plans.

NAME & OTHER CHANGES

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

GENERAL EMPLOYMENT 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. 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 27). Substitutes have the responsibility to let the substitute office know if their paycheck has errors. If there are any questions or concerns, contact Substitute Services.

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

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

Arizona State Retirement

As an Arizona State Retirement System (ASRS) employer, MPS is

required by law to track eligibility for membership in the ASRS. Once an employee meets the eligibility threshold, both the employee and the employer are required to make contributions to the ASRS. The amount of the contribution is determined each fiscal year. The employee and employer contribution will occur on each paycheck.

Eligibility is based upon the number hours worked and the number of weeks worked in a fiscal year. Any employee who works 20 hours a week for 20 weeks during a fiscal year or has the expectation of working such time is required to make contributions and begin active membership in the ASRS.

Federal & State Taxes

Each substitute completes a Withholding Exemptions Certificate, or W-4 form, when stating 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.

RATE OF PAY

Substitute teachers are paid \$85.00 per day for a full day, substitute nurses are paid \$130.00 per day for a full day, contingent on available funding and subject to change. A work assignment that requires 4 1/2 hours or less is considered a half day's work.

GENERAL EMPLOYMENT INFORMATION

TOBACCO PRODUCTS

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

WEAPONS

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

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

WORKPLACE HARASSMENT

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

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

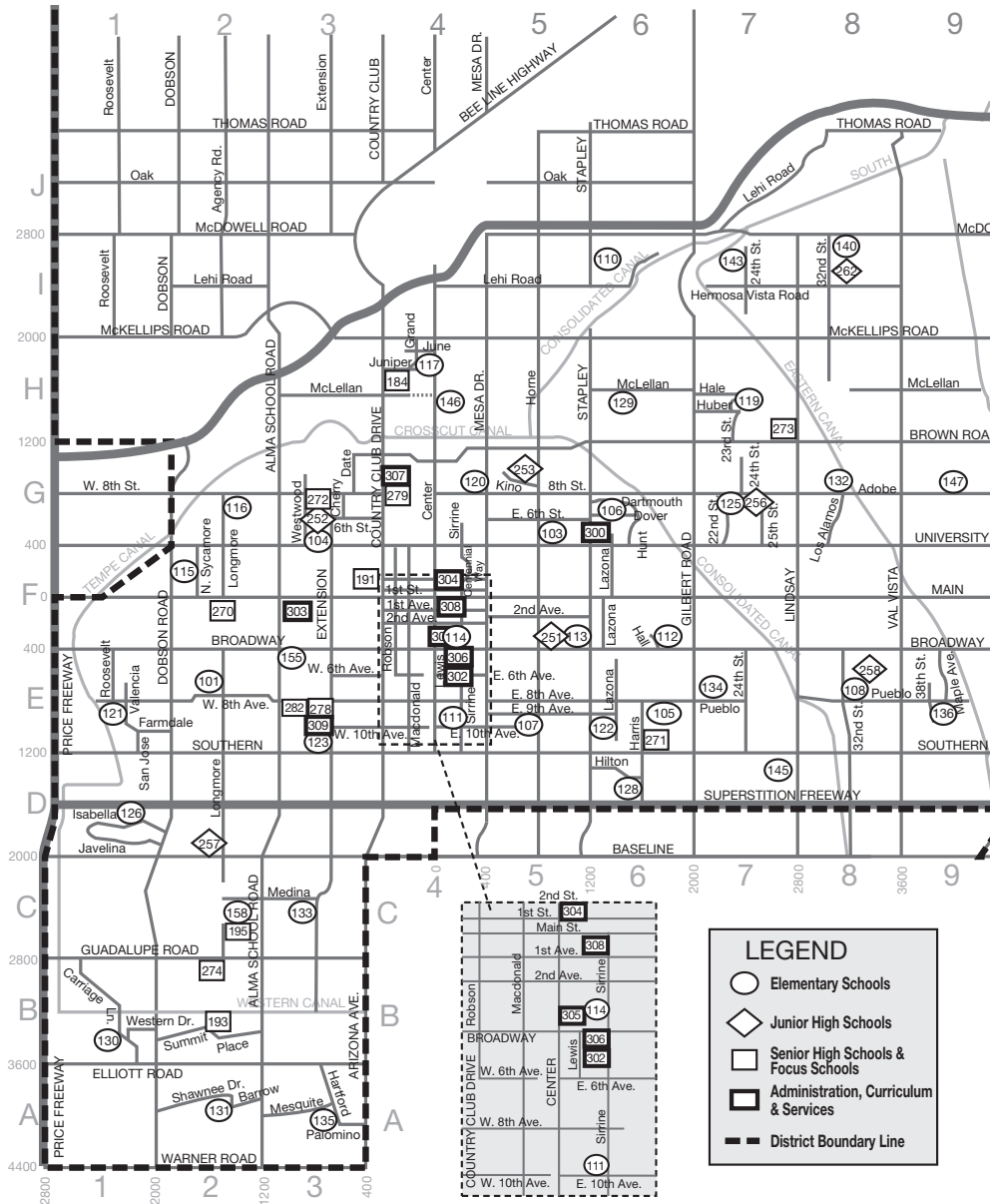
Any report of workplace harassment will be treated in a confidential manner to the extent possible. Any employee who is aware of workplace harassment must report such behavior. Please refer to Governing Board Policies GBCX and JFD for more information.



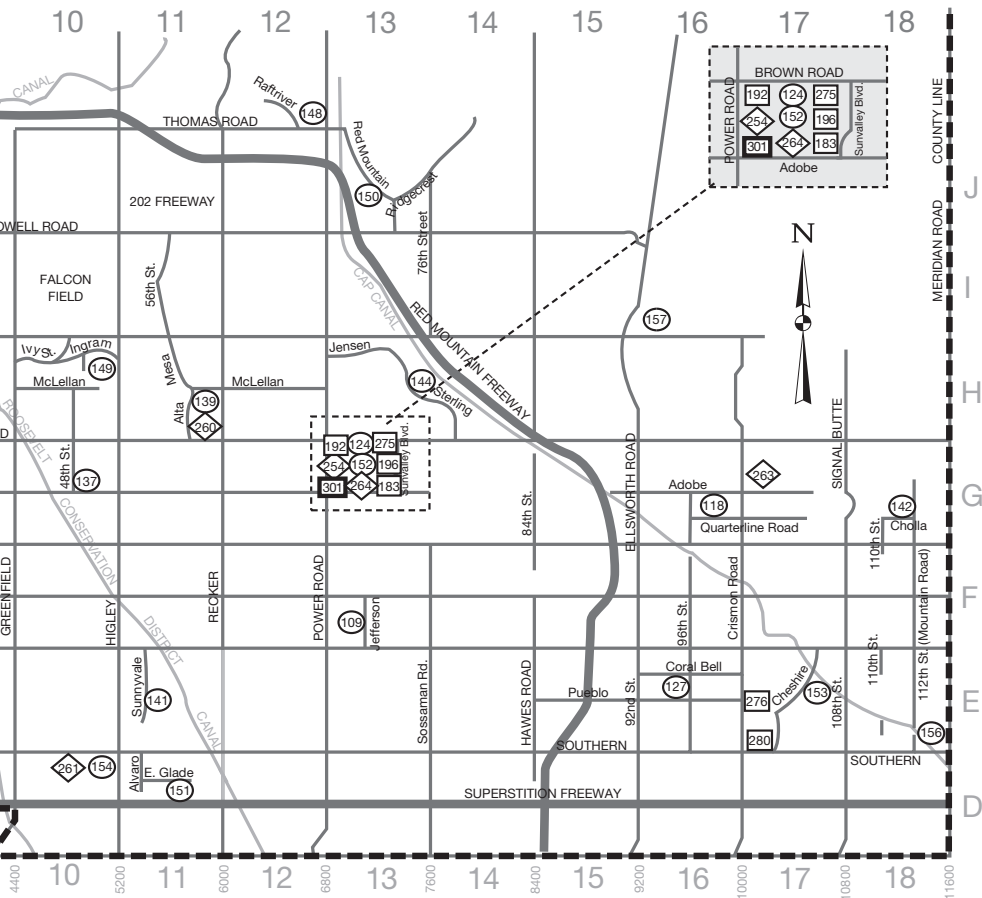
MESA DISTRICT MA

PUBLIC SCHOOLS

REVISED JULY 2011



There's no better place to learn



ADMINISTRATION, CURRICULUM, & SERVICE CENTERS

Administrative Services Center, 63 E. Main Street	308(F4)
Curriculum Services Center, 549 N. Stapley Drive	300(G6)
<i>Curriculum and Instruction Center, Resource Centers, Transportation</i>	
Community Education, 546 N. Stapley Drive	300(G5)
Operations, 555 S. Lewis	302(E4)
<i>Building Maintenance, Construction, Custodial, Grounds, Operations, Typewriter Repair</i>	
Food and Nutrition, 143 S. Alma School Road	303(F3)
Materiel Distribution Center, 143 S. Alma School Road	303(F3)
<i>Book Depository, Mailroom, Property Management</i>	
Printing and Publishing, 255 S. Center Street	305(F4)
Student Services Center, 1025 N. Country Club Drive	307(G4)
Transportation,	
Stapley Satellite, 549 N. Stapley Drive	300(G6)
Broadway Satellite, 109 E. Broadway Road	306(E4)
Fremont Satellite, 837 N. Power Road.....	301(G13)

ELEMENTARY K-6

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

SmartFindExpress.

101 Adams (E2)472-4360 738 S. Longmore, 85202-19087:45-2:15 Principal, Terri Ringland Secretary, Patti Miller	158 Franklin at Alma (C2)472-3905 1313 W. Medina, 85202-66108:25-2:55 Principal, Emily Kelly Specialist, Toni Ochoa
156 Brinton (E18)472-4081 11455 E. Sunland Ave, 85208-77057:45-2:15 Principal, Pat Estes Secretary, Rita Chavarria	105 Franklin East (E6)472-6430 1753 E. 8th Ave., 85204-36178:25-2:55 Principal, Dawn Carpenter Secretary, Judy Hertzog
149 Bush (H10)472-8541 4925 E. Ingram, 85205-33148:25-2:55 Principal, Tracy Olson Secretary, LeeAnne Floyd	152 Franklin Northeast (G13)472-9333 7042 E. Adobe, 85207-46008:25-2:55 Principal, Jeff Abrams Secretary, Lisa Faber
133 Crismon (C3)472-4070 825 W. Medina, 85210-71448:25-2:55 Principal, Melissa Weinman Secretary, Jan Glover	154 Franklin South (D10)472-2240 5005 E. Southern Ave., 85206-27768:25-2:55 Principal, Michael Heidenblut Secretary, Kathie Smithson
103 Edison (G5)472-5278 545 N. Horne, 85203-71247:45-2:15 Principal, Alexander Macdonald Secretary, Margarita Martinez	114 Franklin West (F4)472-5431 236 S. Serrine, 85210-16118:25-2:55 Principal, Emily Kelly Secretary, Maureen Delci
120 Eisenhower (G4)472-5250 848 N. Mesa Drive, 85201-43027:45-2:15 Principal, Scott Cumberledge Secretary, Amanda Ochoa	155 Guerrero (E2)472-9222 463 S. Alma School Rd., 85210-10148:25-2:55 Principal, Brian Minarcik Secretary, Kathleen Easter
104 Emerson (G3)472-4740 415 N. Westwood Dr., 85201-55308:25-2:55 Principal, Mark Norris Secretary, Jolene Cottle	119 Hale (H7)472-7444 1425 N. 23rd St., 85213-40187:45-2:15 Principal, Susan Marshall Secretary, Pam Nordick
147 Entz (G9)472-7302 4132 E Adobe, 85205-51108:25-2:55 Principal, David Finley Secretary, Vicki Spetz	106 Hawthorne (G6)472-7510 630 N. Hunt Dr., 85203-65337:45-2:15 Principal, Stephanie Montez Secretary, Donna Bayer
144 Falcon Hill (H13)472-8576 1645 N. Sterling, 85207-29227:45-2:15 Principal, Lynn David Secretary, Ann Chaffee	143 Hermosa Vista (I7)472-7551 2626 N. 24th St., 85213-14358:25-2:55 Principal, Courtney Carder Secretary, Stacy Murphy
125 Field (G7)472-9803 2325 E. Adobe, 85213-67138:25-2:55 Principal, John Nesbitt Secretary, Barbara Butzen	132 Highland (G8)472-7608 3042 E. Adobe, 85213-69208:25-2:55 Principal, Susan M. Rollins Secretary, Theresa Horton
	107 Holmes (E5)472-5556 948 S. Horne, 85204-41227:45-2:15 Principal, Darlene Johnson Secretary, Carol Rowley
	108 Irving (E8)472-1701 3220 E. Pueblo, 85204-40287:45-2:15 Principal, Penny Briney Secretary, Linda Lopez
	140 Ishikawa (I8)472-7688 2635 N. 32nd St., 85213-16627:45-2:15 Principal, Shelley Heath Secretary, Bonnie Trasamar

109 Jefferson (F13)472-8703	139 Mendoza (H11)472-1952
120 S. Jefferson, 85208-10187:45-2:15	5831 E. McLellan, 85205-35508:25-2:55
Principal, Timothy Moe	Principal, Kent Ashton
Secretary, Chris Hernandez	Secretary, Jennifer Pavey
136 Johnson (E9)472-6777	137 O'Connor (G10)472-7877
3807 E. Pueblo, 85206-18227:45-2:15	4840 E. Adobe, 85205-53918:25-2:55
Principal, Cara Steiner	Principal, Susan Paschal
Secretary, Kristi O'Brien	Secretary, Carolyn Henan
130 Jordan (B1)472-3866	153 Patterson (E17)472-9797
3320 N. Carriage Lane, Chandler 85224-11047:45-2:15	615 S. Cheshire, 85208-71528:25-2:55
Principal, Jeff Hancock	Principal, Maxine Sullivan
Secretary, Valinda Miller	Secretary, Deborah Hobby
128 Keller (D6)472-6171	131 Pomeroy (A2)472-3752
1445 E. Hilton, 85204-59387:45-2:15	1507 W. Shawnee Dr., Chandler, 85224-22597:45-2:15
Principal, Monica Torres	Principal, Dennis Harnack
Secretary, Sue Ledward	Secretary, Susan Walker
146 Kerr (H4)472-5101	145 Porter (D7)472-6677
25 E. McLellan, 85201-23397:45-2:15	1350 S. Lindsay Rd., 85204-62298:25-2:55
Principal, Thea Hansen	Principal, Tony LaMantia
Secretary, Vicky Fish	Secretary, Nita Muth
150 Las Sendas (J13)472-8731	148 Red Mountain Ranch (K12)472-7901
3120 N. Red Mountain Rd., 85207-10687:45-2:15	6650 E. Rafriver, 85215-97718:25-2:55
Principal, Amy Kramb	Principal, Joyce Cook
Secretary, Lauri Hessenius	Secretary, Dana Eichenlaub
110 Lehi (I6)472-5504	123 Redbird (E3)472-1210
2555 N. Stapley Dr., 85203-11277:45-2:15	1020 S. Extension Rd., 85210-34988:25-2:55
Principal, Jason Jacobson	Principal, Nicolas Parker
Secretary, Paulette Carpenito	Secretary, Gina Marriott
111 Lincoln (E4)472-6397	134 Robson (E7)472-6655
930 S. Serrine, 85210-37368:25-2:55	2122 E. Pueblo, 85204-37048:25-2:55
Principal, Kathy Page	Principal, Lou Perdoni
Secretary, Julia Montoya	Secretary, Gloria Ottens
122 Lindbergh (E6)472-6323	121 Roosevelt (E1)472-4205
930 S. Lazona, 85204-43377:45-2:15	828 S. Valencia, 85202-28248:25-2:55
Principal, Julianne O'Shea	Principal, Darlene Shumway
Secretary, Lila Hayter	Secretary, Barbara Ringer
112 Longfellow (F6)472-6526	124 Salk (G13)472-8402
345 S. Hall, 85204-24098:25-2:55	7029 E. Brown Rd., 85207-37077:45-2:15
Principal, David Christensen	Principal, Karla Carlson
Secretary, Ofelia Oharriz-Martinez	Secretary, Pam Bloomer
113 Lowell (F5)472-1480	135 Serrine (A3)472-3601
920 E. Broadway, 85204-21077:45-2:15	591 N. Mesquite, Chandler 85225-21147:45-2:15
Principal, Sandra Kuhn	Principal, Greg Reid
Secretary, Monica Rosero	Secretary, Sandy Peters
129 MacArthur (H6)472-7806	142 Sousa (G18)472-8892
1435 E. McLellan, 85203-38408:25-2:55	616 N. Mountain Rd., 85207-23037:45-2:15
Principal, Sally Norton	Principal, Elizabeth Mullavey
Secretary, Susan Mayfield	Secretary, Nanette Zlotkowski
141 Madison (E10)472-8861	127 Stevenson (E16)472-9025
849 S. Sunnyvale, 85206-29217:45-2:15	638 S. 96th St., 85208-24808:25-2:55
Principal, Sharon Webster	Principal, Aaron Kaczmarek
Secretary, Pat Hall	Secretary, Rita Glandon

118 Taft (G16)	472-9085
9800 E. Quarterline Rd., 85207-6228	8:25-2:55
	Principal, Russ Heath Secretary, Jodi Thompson
126 Washington (D1)	472-4120
2260 W. Isabella Ave., 85202-5516	7:45-2:15
	Principal, Michele Grimaldi Secretary, Clara Arvayo
115 Webster (F2)	472-4860
202 N. Sycamore, 85201-6150	8:25-2:55
	Principal, Chuck Burger Secretary, Marie Doughty
117 Whitman (H4)	472-5055
1829 N. Grand, 85201-1706	7:45-2:15
	Principal, Andrea Erickson Secretary, Susan Stearns
116 Whittier (G2)	472-4930
733 N. Longmore, 85201-4525	7:45-2:15
	Principal, Charles Starkey Secretary, Ruby Martinez
151 Wilson (D11)	472-9249
5619 E. Glade Ave., 85206-6781	8:25-2:55
	Principal, Joshua Hancock 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

261 Brimhall (D10)	472-2604
4949 E. Southern Ave., 85206-2759	9:05-3:50
Grades 7-8	Principal, Sarah Kiahosseini Secretary, Deborah Williams
252 Carson (G3)	472-2910
525 N. Westwood, 85201-5527	9:05-3:50
Grades 7-8	Principal, Ray Chavez Secretary, Dora Saucedo
264 Franklin Junior (G13)	472-8990
7038 E. Adobe, 85207-4600	7:45-2:30
Grades 7-8	Principal, Jeff Abrams Secretary, Paulene Reilly
254 Fremont (G13)	472-8282
1001 N. Power Rd., 85205-5701	9:05-3:50
Grades 7-8	Principal, Patricia Christie Secretary, Lori Black
253 Kino (G5)	472-2401
848 N. Horne, 85203-4806	9:05-3:50
Grades 7-8	Principal, Susan O'Brien Secretary, Lourdes Maldonado
251 Mesa Junior (F5)	472-1301
828 E. Broadway Rd., 85204-2105	9:05-3:50
Grades 7-8	Principal, Cathy McDaniel Secretary, Judy Roberts
256 Poston (G7)	472-2130
2433 E. Adobe, 85213-6803	9:05-3:50
Grades 7-8	Principal, Allen Flax Secretary, Patricia Pemberton
257 Rhodes (D2)	472-2310
1860 S. Longmore, 85202-5716	9:05-3:50
Grades 7-8	Principal, Matt Devlin Secretary, Bonnie Tamburrelli
260 Shepherd (H11)	472-1801
1407 N. Alta Mesa Dr., 85205-4424	9:05-3:50
Grades 7-8	Principal, Eileen Cahoon Secretary, Michelle Ryan
263 Smith (G17)	472-4650
10100 E. Adobe Rd., 85207-5404	9:05-3:50
Grades 7-8	Principal, Casey Eagleburger Secretary, Coreen Wax
262 Stapley (I8)	472-2780
3250 E. Hermosa Vista Dr., 85213-1702	9:05-3:50
Grades 7-8	Principal, Kenneth Erickson Secretary, Phyllis Pickercel
258 Taylor (E8)	472-1501
705 S. 32nd St., 85204-3943	9:05-3:50
Grades 7-8	Principal, Gina Piraino Secretary, Kim Raczynski

HIGH SCHOOLS

- 274 Dobson (C1)**472-3051
 1501 W. Guadalupe Rd., 85202-75758:00-3:00
 Grades 9-12
 Principal, Matt Gehrman
 Secretary, Terrie Armstrong
- 271 Mesa High (E6)**472-5903
 1630 E. Southern, 85204-52208:00-3:00
 Grades 9-12
 Principal, James Souder
 Secretary, Pam Prater
- 273 Mountain View (H7)**472-6901
 2700 E. Brown Rd., 85213-53158:00-3:00
 Grades 9-12
 Principal, Craig Luketich
 Secretary, Dee Gaiser
- 275 Red Mountain (G13)**472-8080
 7301 E. Brown Rd., 85207-38038:00-3:00
 Grades 9-12
 Principal, Gerald Slemmer
 Secretary, JoAnn Valenzuela
- 276 Skyline (E16)**472-9408
 845 S. Crismon Rd., 85208-25648:00-3:00
 Grades 9-12
 Principal, Steve Green
 Secretary, Rosemary Jaderlund
- 272 Westwood (G3)**472-4404
 945 W. 8th St., 85201-39028:00-3:00
 Grades 9-12
 Principal, Helen Riddle
 Secretary, Beverly Born

FOCUS SCHOOLS

- 282 Crossroads (E4)**308-7330
 855 W. 8th Ave., 85210-34108:00-2:30
 Grades 7-12
 Principal, Tiffany Uhlik
 Secretary, Mindy Herbert
- 195 Eagleridge Enrichment Program (B3)**472-3686
 1313 W. Medina 85202-66108:00-2:15
 Grades K-9
 Specialist, Kathy Tolar
 Secretary, Inagean Anderson
- 196 East Mesa Early Childhood Education Center (G13)**472-3975
 950 N. Sunvalley Blvd., 85207-38019:15-3:15
 Special Ed Kindergarten
 Principal, Allen Quie
 Secretary, Marlene Morrow
- 278 East Valley Academy (F2)**472-9351
 855 W. 8th Ave., 85210-34107:50-2:25
 Grades 10-12
 Principal, Tim Keilty
 Secretary, Ruth Peters
- 192 Mesa Academy for Advanced Studies (H13)**308-7430
 6919 E. Brown Rd., 85207-3762
 Grade 5-67:55-2:40
 Grades 7-97:50-3:42
 Principal, Bob Crispin
 Secretary, Eva Miller
- 184 Riverview High (H4)**472-5351
 1731 N. Country Club Dr., 85201-21028:00-2:00
 Grades 7-12
 Principal, Raul Ruiz
 Secretary, Dannette Waite
- 183 SHARP (G13)**472-8960
(School Home Adjustment Reinforcement Prog.)
 7302 E. Adobe, 852077:45-1:45
 Grade 1- Age 22
 Principal, Gregg Baumgarten
 Secretary, Kathleen Slemmer
- 193 Summit Academy (B2)**472-3458
 1560 W. Summit Pl., Chandler 85224-12039:05-3:50
 Grade K-68:00-2:30
 Grades 7-88:00-3:50
 Principal, Mark Andrews
 Secretary, Crystal Eslinger
- 280 Superstition High (E17)**472-9651
 10222 E. Southern Ave., 85208-38008:00-2:40
 Grades 7-12
 Principal, Suzanne McCullough
 Secretary, Terri Cox

PROFESSIONAL ETHICS

CONFIDENTIALITY

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

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

RESPONSIBILITIES

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

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

UNDERSTANDING

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

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

QUESTIONS

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

2011-2012 PAY SCHEDULE

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

MESA PUBLIC SCHOOLS
FEEDBACK OF SUBSTITUTE TEACHER

Your feedback is needed for excellent and/or poor performances.

NAME OF SUBSTITUTE: _____ JOB #: _____

SCHOOL: _____

GRADE/SUBJECT: _____ DATE(S) WORKED: _____

1. Did the substitute effectively follow lesson plans and procedures? Yes No
2. Did the substitute utilize effective classroom management skills? Yes No
3. Did the substitute have knowledge of subject matter? Unknown Yes No
4. Rate the overall effectiveness of the substitute:
 Excellent Above Average Average Weak
5. Would you like this substitute in the future? Yes No

6. Remarks: _____

TEACHER NAME (PLEASE PRINT)

TEACHER SIGNATURE

PRINCIPAL RECOMMENDATION IS OPTIONAL

Complete this section only for new PREFERRED list or DO NOT USE list request.

Principal Recommendation:

- Please add this substitute to my school's **PREFERRED** list.
- Please add this substitute to my school's **DO NOT USE** list (*must state reason*).

PRINCIPAL SIGNATURE

91-30-19 W (7/11)

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

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

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

1. Were lesson plans available? YES NO

Comments:

2. Substitute's departure from lesson plans:

3. Student behavior:

4. List of absent students: _____

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

Optional information to teacher:

6. What I liked best about this classroom was:

7. My job would have been easier if:

8. Comments:

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

Date

MESA PUBLIC SCHOOLS
SUBSTITUTE FEEDBACK FORM—SECONDARY LEVEL

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

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

1. Were adequate lesson plans and clear instructions provided for you by the teacher? *Please check* Yes No
If no, please comment: _____

2. If applicable, was a current seating chart provided? *Please check* Yes No
3. Were other staff members helpful to you? *Please check* Yes No
4. For each class period taught, please list student absences, general student behavior (give specific instances of disruptive behavior) and a summary of work completed or any deviation from lesson plans. Be specific about any assignments not completed.

The work completed by the students may be found: _____

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

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 1

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 2

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 3

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 4

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 5

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 6

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

5. My job would have been easier if _____

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

2011-2012 SCHOOL YEAR CALENDAR

AUGUST 2011						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 First day of classes	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5 Labor Day, No School	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2011						
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 Grading period ends	Semester break, No School			
Semester break, No School						

JANUARY 2012						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
Semester break, No School		School resumes				
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Civil Rights Day, No School	24	25	26	27	28
29	30	31				

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

MAY 2012						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Last Day of Classes Grading period ends Graduation	25 School-based staff workday	26
27	28	29	30	31		
Memorial Day						

2011-2012 SCHOOL YEAR CALENDAR

OCTOBER 2011						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	October break, No School				Grading period ends	14
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

NOVEMBER 2011						
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	
20	21	22	23	Thanksgiving Vacation, No School		26
27	28	29	30			

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

MARCH 2012						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	Grading period ends				16	17
18	Spring break, No School					24
25	26	27	28	29	30	31

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

JULY 2012						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	Independence Day		17	18	19	20
22	23	24	25	26	27	28
29	30	31				

PERSONAL WORK RECORD

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

PERSONAL WORK RECORD

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

PERSONAL WORK RECORD

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

MESA PUBLIC SCHOOLS

OUR VISION

Mesa Public Schools
Unprecedented Excellence in Education



OUR MISSION

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



OUR CORE VALUES

In Mesa Public Schools, we believe...

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

The Mission of the
HUMAN RESOURCES DEPARTMENT

*is to provide quality service in all
personnel operations with*

INTEGRITY

RESPONSIVENESS

SENSITIVITY

*to our employees and diverse community
to fulfill the district's pledge to*

“Teach Them Well”

MESA
PUBLIC SCHOOLS