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www.mpsaz.org

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SmartFindExpress — (480) 655-9009

SmartFindExpress — https://sems.mpsaz.org or www.mpsaz.org
click Employees and SmartFindExpress

FAX — (480) 472-0483
Mesa Public Schools is committed to providing unprecedented excellence in education. We believe in holding all students to high academic expectations and providing the resources and support to ensure that each student is equipped with the skills, attitudes and values necessary for success in life. Our outstanding staff members are dedicated to providing the best educational programs and support services.

Mesa Public Schools has 82 schools—51 elementary, nine junior high schools, six comprehensive high schools and 16 choice and success schools. Enrollment in the 200-square-mile district is expected to exceed 63,000 students in the 2012-13 school year.

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

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

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

Welcome to Mesa Public Schools.

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

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

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

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

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

Mesa Public Schools
An Equal Opportunity Organization
Our Vision
Mesa Public Schools
Unprecedented Excellence in Education

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

Our Core Values
In Mesa Public Schools, we believe…
…each child is important.
…learning is our focus.
…collaboration and innovation are indispensable.
…sound fiscal stewardship is essential.
…diversity increases our opportunities.
…success is expected and celebrated.
Professional Responsibilities of a Substitute Teacher

The substitute teacher/nurse is responsible for:

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

Arizona Department of Public Safety ........................................ (602) 223-2279  
www.azdps.gov

Arizona State Board of Nursing ................................................ (602) 889-5150  
www.azbn.gov

Arizona State Retirement .......................................................... (602) 240-2000  
www.azasrs.gov

Creative Arts ............................................................................. (480) 308-7350  
www.mpsaz.org/arts

Elementary P.E. ........................................................................ (480) 472-0250  
www.mpsaz.org/elempe

Health Services ......................................................................... (480) 472-0562  
www.mpsaz.org/health

Human Resources..................................................................... (480) 472-0400  
www.mpsaz.org/hr

Music Education ....................................................................... (480) 308-7350  
www.mpsaz.org/arts/music

Payroll ...................................................................................... (480) 472-0444  
www.mpsaz.org/payroll

Professional Development ......................................................... (480) 472-0388  
www.mpsaz.org/profdev

SmartFindExpress (SFE) .......................................................... (480) 655-9009  
sems.mpsaz.org

Substitute Services
Lili Luna ........................................................................... (480) 472-0434
Adrian Lopez .................................................................... (480) 472-0433  
www.mpsaz.org/hr/sub_page
There are five general requirements for substituting in this district.

1. **You must maintain a valid Arizona teaching or substitute certificate.** For information on certificate requirements, contact the Arizona Department of Education, Teacher Certification.

2. **For nurses,** you must have a valid Arizona nursing license. For information on requirements for nursing certification, contact the Arizona State Board of Nursing.

3. **You must maintain a valid Arizona fingerprint clearance card.** Fingerprint Clearance Cards issued after January 2008 must be Arizona IVP fingerprint clearance card.

4. **You must have attended the two hour orientation for new substitutes.**

5. **You must register with the automated calling system, SmartFindExpress, to activate your profile and call record.**

6. **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 Statues and Administration Code and the Arizona Department of Education, substitute teachers are subject to the following limitations.

   - **A person holding only a substitute certificate** shall be limited to teach 120 days in the same school each school year.

   - **If a person subbing in a vacant position and they are not highly qualified,** they shall be limited to 120 days in that assignment.

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

   If at anytime during the school year you are unable to accept assignments for a period of six weeks or longer, you must notify Substitute Services. This is in addition to updating your unavailable dates in SmartFindExpress.
Mesa Public Schools uses an automated system, SmartFindExpress (SFE), to assign substitutes.

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

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

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

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

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

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

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

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

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

You should be on duty at the designated school at least 30 minutes prior to the first class. Schools start between 7:45 and 9:05 a.m., but you will be informed of the specific time when called. The school starting and ending times are listed on pages 15-17 of this handbook.

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

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

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

If you have any questions, the principal and school secretary will be pleased to help you. They are listed in this directory on pages 15-17.

NOW YOU'RE IN CLASS

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

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

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

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

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.
ASSIGNMENT

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

BADGES

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

CELL PHONE USE

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

CHILD ABUSE REPORTING

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

COMPUTER USE

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

Electronic Information Services/Resources

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

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

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

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

### DRESS CODE

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

### EMERGENCY PROCEDURES

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

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

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

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

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

When such a drill is announced you should:

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

EQUAL OPPORTUNITY

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

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

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

The Assistant Superintendent for Human Resources is the district’s compliance officer with respect to Title IX (gender-based discrimination), Title VI (race, color, ethnicity and national origin-based discrimination), Title VII (race, color, religion, sex and national origin-based discrimination in the workplace), Section 504 of the Rehabilitation Act (handicap-based discrimination) and the Americans With Disabilities Act (disability-based discrimination) regarding substitutes. If an employee feels that he or she has been discriminated against on the basis of gender, race, color, ethnicity, national origin, handicap or disability, or if an employee has questions that can’t be answered at his or her school or department, the employee should contact Human Resources at 63 E. Main Street, 2nd Floor. Phone (480) 472-0412.

EVALUATION PROCESS

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

Do Not Use Policy

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

INJURIES ON THE JOB

Substitutes are insured under Workers’ Compensation benefits. Any injury sustained on school property while in the normal course of duties as a substitute teacher should be reported immediately to the school nurse. This is done in order to establish a record of the injury and where to receive medical treatment. If it becomes necessary for the substitute to have medical treatment, an injury report must be completed by the nurse.
MPS offers in-service classes for substitute teachers. Currently, active substitute teachers are welcome to participate at no cost. The In-Service schedule is posted on the substitute website at the beginning of each semester. Contact the Professional Development Department at (480) 472-0388 for more information.

**INSURANCE**

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

**LETTER OF ASSURANCE**

The Letter of Assurance is a form that is mailed out to eligible substitutes and at the end of the school year. This form provides substitutes reasonable assurance of continued employment for the following school year. In order to remain on the substitute list, substitutes must have returned their form by the last day of school.

**LONG-TERM ASSIGNMENTS**

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

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

**Long-Term Sub Absence**

In the event a long-term sub is absent, the absence will need to be called into the substitute office. The district will then arrange to have the system find a sub for the sub. It is the long-term substitute's responsibility to notify the school when they are absent.

**NAME & OTHER CHANGES**

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

**PAYCHECS**

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 as errors. If there are any questions or concerns, contact Substitute Services.

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

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

**Arizona State Retirement**

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

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

**Federal & State Taxes**

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

**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.

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

Long-Term Rate of Pay
Substitute teachers holding only a substitute certificate shall receive $130 a day ($65 for half days) beginning the 21st day in a long-term assignment. Substitute teachers holding a teaching certificate shall receive $167 a day ($83.50 for half days) beginning the 21st day in a long-term assignment. Substitute nurses shall receive $167 a day in a long-term nurse assignments. Long-term assignments replacing the health assistant will remain at $130 a day.

RELEASING A STUDENT
If a person seeks information about a child, or permission to take the child from the room, refer that person directly to the principal. The principal will determine whether or not the child should be excused and will notify you of the decision.

UNDER NO CIRCUMSTANCES SHOULD A CHILD BE RELEASED WITHOUT PERMISSION OF THE PRINCIPAL.

STAFF-STUDENT RELATIONS
When exercising general supervision over the conduct of students, employees will treat students with dignity and respect. Employees also must observe and maintain professional boundaries between themselves and students. Please refer to Governing Board Policy GBH for more information.
TOBACCO PRODUCTS

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

WEAPONS

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

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

WORKPLACE HARASSMENT

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

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

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

QUESTIONS

*If you have a question on any aspect of your work with Mesa Public Schools, please call Substitute Services.*
There’s no better place to learn
**STARTING TIMES OF SCHOOLS ARE SUBJECT TO CHANGE. STRICTLY ADHERE TO THE TIMES GIVEN BY SmartFindExpress.**

**ELEMENTARY K-6**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Phone Number</th>
<th>Address Details</th>
<th>Principal</th>
<th>Secretary</th>
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</thead>
<tbody>
<tr>
<td>Adams (E2)</td>
<td>472-4360</td>
<td>738 S. Longmore, 85202-1908</td>
<td>Terri Ringland</td>
<td>Patti Miller</td>
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<tr>
<td>Brinton (E18)</td>
<td>472-4081</td>
<td>11455 E. Sunland Ave, 85208-7705</td>
<td>Pat Estes</td>
<td>Rita Chavarria</td>
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<tr>
<td>Bush (H10)</td>
<td>472-8541</td>
<td>4925 E. Ingram, 85205-3314</td>
<td>Tracy Olson</td>
<td>LeeAnne Floyd</td>
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<td>Crismom (C3)</td>
<td>472-4070</td>
<td>825 W. Medina, 85210-7144</td>
<td>Melissa Weinman</td>
<td>Jan Glover</td>
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<tr>
<td>Edison (G5)</td>
<td>472-5278</td>
<td>545 N. Horne, 85203-7124</td>
<td>Alexander Macdonald</td>
<td>Margarita Martinez</td>
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<tr>
<td>Eisenhower (G4)</td>
<td>472-5250</td>
<td>848 N. Mesa Drive, 85201-4302</td>
<td>Scott Cumberledge</td>
<td>Amanda Ochoa</td>
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<td>Emerson (G3)</td>
<td>472-4740</td>
<td>415 N. Westwood Dr., 85201-5530</td>
<td>Mark Norris</td>
<td>Jolene Cortile</td>
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<tr>
<td>Entz (G9)</td>
<td>472-7302</td>
<td>4132 E Adobe, 85205-5110</td>
<td>Greg Reid</td>
<td>Vicki Spetz</td>
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<td>Falcon Hill (H13)</td>
<td>472-8576</td>
<td>1645 N. Sterling, 85207-2922</td>
<td>Lynn David</td>
<td>Christina Judd</td>
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<tr>
<td>Field (G7)</td>
<td>472-9803</td>
<td>2325 E. Adobe, 85213-6713</td>
<td>John Nesbitt</td>
<td>Barbara Butzen</td>
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<tr>
<td>Franklin at Alma (C2)</td>
<td>472-3905</td>
<td>1313 W. Medina, 85202-6610</td>
<td>Emily Kelly</td>
<td>Tony Ochoa</td>
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<tr>
<td>Franklin at Brimhall (D10)</td>
<td>472-2602</td>
<td>4949 E. Southern Ave., 85206-2759</td>
<td>Jeff Abrams</td>
<td>Lisa Faber</td>
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<tr>
<td>Franklin East (E6)</td>
<td>472-6430</td>
<td>1753 E. 8th Ave., 85204-3617</td>
<td>Dawn Carpenter</td>
<td>Judy Hertzog</td>
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<tr>
<td>Franklin West (F4)</td>
<td>472-5431</td>
<td>236 S. Sirrine, 85210-1611</td>
<td>Mike Heidenblut</td>
<td>Lisa Simmons</td>
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<td>Guerrero (E2)</td>
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<td>463 S. Alma School Rd., 85210-1014</td>
<td>Brian Minarick</td>
<td>Hope Marsh</td>
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<td>Hale (H7)</td>
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<td>1425 N. 23rd St., 85213-4018</td>
<td>Susan Marshall</td>
<td>Pam Nordick</td>
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<tr>
<td>Hawthorne (G6)</td>
<td>472-7510</td>
<td>630 N. Hunt Dr., 85203-6533</td>
<td>Stephanie Montez</td>
<td>Judy Roberts</td>
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<tr>
<td>Hermosa Vista (I7)</td>
<td>472-7551</td>
<td>2626 N. 24th St., 85213-1435</td>
<td>Courtney Carder</td>
<td>Stacy Murphy</td>
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<tr>
<td>Highland (G8)</td>
<td>472-7608</td>
<td>3042 E. Adobe, 85213-6290</td>
<td>Susan M. Rollins</td>
<td>Theresa Horton</td>
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<td>Holmes (E5)</td>
<td>472-5556</td>
<td>948 S. Horne, 85204-4122</td>
<td>Darlene Johnson</td>
<td>Carol Rowley</td>
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<td>Irving (E8)</td>
<td>472-1701</td>
<td>3220 E. Pueblo, 85204-4028</td>
<td>Penny Briney</td>
<td>Linda Lopez</td>
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<td>Ishikawa (I8)</td>
<td>472-7688</td>
<td>2635 N. 32nd St., 85213-1662</td>
<td>Shelley Heath</td>
<td>Tamara Taylor</td>
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<td>Jefferson (F13)</td>
<td>472-8703</td>
<td>120 S. Jefferson, 85208-1018</td>
<td>Genesee Montes</td>
<td>Kris Hernandez</td>
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<tr>
<td>Johnson (E9)</td>
<td>472-6777</td>
<td>3807 E. Pueblo, 85206-1822</td>
<td>Cara Steiner</td>
<td>Kristi O’Brien</td>
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<tr>
<td>Jordan (B1)</td>
<td>472-3866</td>
<td>3320 N. Carriage Lane, Chandler 85224-1104</td>
<td>Jeff Hancock</td>
<td>Valinda Miller</td>
</tr>
<tr>
<td>Keller (D6)</td>
<td>472-6171</td>
<td>1445 E. Hilton, 85204-5938</td>
<td>Monica Torres</td>
<td>Lizet Segura</td>
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</table>
146 Kerr (H4) ..................................................... 125 E. McLellan, 85201-2339 .............................. 7:45-2:15
Principal, Thea Hansen
Secretary, Debbie Lopez

150 Las Sendas (J13) .......................................... 3120 N. Red Mountain Rd., 85207-1068 .......... 7:45-2:15
Principal, Aaron Kaczmarek
Secretary, Lauri Astel

110 Lehi (I6) .................................................... 2555 N. Stapley Dr., 85203-1127 ................. 7:45-2:15
Principal, Jason Jacobson
Secretary, Paulette Carpenito

111 Lincoln (E4) ............................................... 930 S. Sirrine, 85210-3736 ....................... 7:45-2:15
Principal, Kathy Page
Secretary, Paulette Carpenito

122 Lindbergh (E6) ........................................... 930 S. Lazona, 85204-4337 ....................... 7:45-2:15
Principal, Julianne O’Shea
Secretary, Lila Lopez

112 Longfellow (F6) .......................................... 345 S. Hall, 85204-2409 ......................... 8:25-2:55
Principal, David Christensen
Secretary, Ofelia Oharriz-Martinez

113 Lowell (F5) ............................................... 920 E. Broadway, 85204-2107 .................... 7:45-2:15
Principal, Sandra Kuhn
Secretary, Monica Rosero

129 MacArthur (H6) ......................................... 1435 E. McLellan, 85203-3840 ................. 8:25-2:55
Principal, Sally Norton
Secretary, Susan Mayfield

141 Madison (E10) ........................................... 849 S. Sunnyvale, 85206-2921 .................... 7:45-2:15
Principal, Sharon Webster
Secretary, Pat Hall

139 Mendoza (H11) .......................................... 5831 E. McLellan, 85205-3550 .................. 8:25-2:55
Principal, Kent Ashton
Secretary, Jennifer Pavey

137 O’Connor (G10) .......................................... 4840 E. Adobe, 85205-5391 ..................... 7:45-2:15
Principal, Scott Estman
Secretary, Carolyn Henan

153 Patterson (E17) .......................................... 615 S. Cheshire, 85208-7152 .................. 8:25-2:55
Principal, Maxine Sullivan
Secretary, Deborah Hobby

131 Pomeroy (A2) .............................................. 1507 W. Shawnee Dr., Chandler, 85224-2259 .... 7:45-2:15
Principal, Dennis Harnack
Secretary, Susan Walker

145 Porter (D7) ................................................ 1350 S. Lindsay Rd., 85204-6229 ............... 7:45-2:15
Principal, Paula Warren
Secretary, Nita Muth

148 Red Mountain Ranch (K12) ......................... 6650 E. Raftriver, 85215-9771 ................... 8:25-2:55
Principal, Joyce Cook
Secretary, Dana Eichenlaub

123 Redbird (E3) .............................................. 1020 S. Extension Rd., 85210-3498 .......... 8:25-2:55
Principal, Nicolas Parker
Secretary, Gina Marriott

134 Robson (E7) .............................................. 2122 E. Pueblo, 85204-3704 ................. 8:25-2:55
Principal, Lou Perdona
Secretary, Mary Ortega

111 Roosevelt (E1) .......................................... 828 S. Valencia, 85202-2824 ................. 8:25-2:55
Principal, Darlene Shumway
Secretary, Barbara Ringer

121 Roosevelt (E1) .......................................... 7029 E. Brown Rd., 85207-3707 ............. 7:45-2:15
Principal, Karla Carlson
Secretary, Pam Bloomer

135 Sirrine (A3) ............................................... 591 N. Mesquite, Chandler 85225-2114 .... 7:45-2:15
Principal, Renee Parker
Secretary, Maureen Delci

142 Sousa (G18) .............................................. 616 N. Mountain Rd., 85207-2303 ............. 7:45-2:15
Principal, Elizabeth Mullavey
Secretary, Nanette Zlotkowski

127 Stevenson (E16) ........................................ 638 S. 96th St., 85208-2480 .................. 8:25-2:55
Principal, Kathy Ray
Secretary, Rita Glandon

118 Taft (G16) .............................................. 9800 E. Quarterline Rd., 85207-6228 .... 8:25-2:55
Principal, Russ Heath
Secretary, Jodi Thompson

126 Washington (D1) ....................................... 2260 W. Isabella Ave., 85202-5516 ......... 7:45-2:15
Principal, Michele Grimaldi
Secretary, Clara Arvayo

115 Webster (F2) ............................................. 202 S. Sycamore, 85201-6150 ............... 8:25-2:55
Principal, Chuck Burger
Secretary, Marie Doughty

117 Whitman (H4) ............................................ 1829 N. Grand, 85201-1706 ............... 7:45-2:15
Principal, Andrea Erickson
Secretary, Susan Stearns

116 Whittier (G2) ............................................ 733 N. Longmore, 85201-4525 ............... 7:45-2:15
Principal, Charles Starkey
Secretary, Ruby Martinez

151 Wilson (D11) ............................................ 5619 E. Glade Ave., 85206-6781 ............. 7:45-2:15
Principal, Joshua Hancock
Secretary, Peggy Rodemeyer
## JUNIOR HIGH SCHOOLS

<table>
<thead>
<tr>
<th>School</th>
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<th>Address</th>
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<tbody>
<tr>
<td>Dobson (C1)</td>
<td>472-2910</td>
<td>525 N. Westwood, 85201-5527</td>
<td>7-8</td>
<td>Principal, Ray Chavez</td>
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<tr>
<td>Carson (G3)</td>
<td>472-2604</td>
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<td>7-8</td>
<td>Principal, Jeff Abrams</td>
<td>Secretary, Paulene Reilly</td>
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<tr>
<td>Fremont (G13)</td>
<td>472-8282</td>
<td>1001 N. Power Rd., 85205-5701</td>
<td>7-8</td>
<td>Principal, Patricia Christie</td>
<td>Secretary, Lourdes Maldonado</td>
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<td>Kino (G5)</td>
<td>472-2401</td>
<td>848 N. Horne, 85203-4806</td>
<td>7-8</td>
<td>Principal, Susan O’Brien</td>
<td>Secretary, Lori Black</td>
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<tr>
<td>Poston (G7)</td>
<td>472-2130</td>
<td>2433 E. Adobe, 85213-6803</td>
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<td>Principal, Allen Flax</td>
<td>Secretary, Patricia Pemberton</td>
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<td>Rhodes (D2)</td>
<td>472-2310</td>
<td>1860 S. Longmore, 85202-5716</td>
<td>7-8</td>
<td>Principal, Matt Devlin</td>
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<td>Shepherd (H11)</td>
<td>472-1801</td>
<td>1407 N. Alta Mesa Dr., 85205-4424</td>
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<td>Principal, Eileen Cahooon</td>
<td>Secretary, Michelle Ryan</td>
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<td>Smith (G17)</td>
<td>472-4650</td>
<td>10100 E. Adobe Rd., 85207-5404</td>
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<td>Principal, Casey Eagleburger</td>
<td>Secretary, Coreen Wax</td>
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<td>Stapley (I8)</td>
<td>472-2780</td>
<td>3250 E. Hermosa Vista Dr., 85213-1702</td>
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<td>Principal, Kenneth Erickson</td>
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<td>Taylor (E8)</td>
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<td>7-8</td>
<td>Principal, Gina Piraino</td>
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## HIGH SCHOOLS

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<td>Dobson (C1)</td>
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<td>1501 W. Guadalupe Rd., 85202-7575</td>
<td>9-12</td>
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<td>Mesa High (E6)</td>
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## CHOICE AND SUCCESS SCHOOLS

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<td>Crossroads (E3)</td>
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<td>Principal, Tiffany Uhlik</td>
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<td>East Mesa Early Childhood Education Center (G13)</td>
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<td>950 N. Sunvalley Blvd., 85207-3801</td>
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<td>Principal, Allen Queie</td>
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<tr>
<td>East Valley Academy (E3)</td>
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<td>Principal, Tim Keity</td>
<td>Secretary, Christine Hakes</td>
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<tr>
<td>Mesa Academy for Advanced Studies (H13)</td>
<td>308-7430</td>
<td>6919 E. Brown Rd., 85207-3762</td>
<td>4-5</td>
<td>Principal, Leilani Scott</td>
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<td>Riverview High (H4)</td>
<td>472-5351</td>
<td>1731 N. Country Club Dr., 85201-2102</td>
<td>7-12</td>
<td>Principal, Raul Ruiz</td>
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<tr>
<td>SHARP (G13)</td>
<td>472-8960</td>
<td>(School Home Adjustment Reinforcement Prog.)</td>
<td>1-12</td>
<td>Principal, Leilani Scott</td>
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<tr>
<td>Summit Academy (B2)</td>
<td>472-3458</td>
<td>1560 W. Summit Pl., Chandler 85224-1203</td>
<td>8-12</td>
<td>Principal, Mark Andrews</td>
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<tr>
<td>Superstition High (E17)</td>
<td>472-9651</td>
<td>10222 E. Southern Ave., 85208-3800</td>
<td>7-12</td>
<td>Principal, Suzanne McCullough</td>
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# 2012-2013 Pay Schedule

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<td>August 17 - August 30</td>
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<td>May 10 - May 23</td>
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<td>May 24 - June 6</td>
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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:

   _______________________________________________________________________________________________

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

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<th>Substitute Name</th>
<th>Telephone No.</th>
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<tr>
<td>SEMS Job No.</td>
<td>Date(s)</td>
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<tr>
<td>Teacher Name</td>
<td>School</td>
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<tr>
<td>Subject Area(s) Taught</td>
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</table>

1. Were lesson plans available? [ ] YES [ ] NO

   Comments:

2. Substitute’s departure from lesson plans:

3. Student behavior:

4. List of absent students:

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

   Optional information to teacher:

6. What I liked best about this classroom was:

7. My job would have been easier if:

8. Comments:

   __________________________________
   __________________________________

   Substitute Date

91-30-35 W (Rev. 5/98)
MESA PUBLIC SCHOOLS
SUBSTITUTE FEEDBACK FORM—SECONDARY LEVEL

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

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<td>Subject Area(s) Taught</td>
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1. Were adequate lesson plans and clear instructions provided for you by the teacher?  
   Please check  Yes ☐  No ☐
   If no, please comment:____________________________________________________________________________
   ________________________________________________________________________________________________
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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:_____________________________________________________________________________
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   Student Behavior Comments:____________________________________________________________________
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   Lesson Comments:_____________________________________________________________________________
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**PERIOD 1**

   Student Absences:_____________________________________________________________________________
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   Student Behavior Comments:____________________________________________________________________
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   Lesson Comments:_____________________________________________________________________________
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**PERIOD 2**

   Student Absences:_____________________________________________________________________________
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   Student Behavior Comments:____________________________________________________________________
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   Lesson Comments:_____________________________________________________________________________
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Substitute Name ____________________________________________ Telephone No. _____________________
SEMS Job No. ____________________________________________ Date(s)___________________________
Teacher Name ____________________________________________ School ___________________________
Subject Area(s) Taught ___________________________________________________________________________
PERIOD 3
Student Absences: ____________________________________________________________

Student Behavior Comments: _________________________________________________
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Lesson Comments: ___________________________________________________________
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PERIOD 4
Student Absences: ____________________________________________________________

Student Behavior Comments: _________________________________________________
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Lesson Comments: ___________________________________________________________
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PERIOD 5
Student Absences: ____________________________________________________________

Student Behavior Comments: _________________________________________________
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Lesson Comments: ___________________________________________________________
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PERIOD 6
Student Absences: ____________________________________________________________

Student Behavior Comments: _________________________________________________
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Lesson Comments: ___________________________________________________________
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5. My job would have been easier if ____________________________________________
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6. Suggestions that might improve our efforts to assist the substitute teachers. 
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91-30-81 W (Rev. 5/98)
### PERSONAL WORK RECORD

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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