Substitute
Teacher's
Handbook
2006-2007

Welcome to MPS!

MESA
Public Schools
Welcome to the Mesa Unified School District
In the beginning
Your phone rings
Arriving at school
Now you're in class
Smile
Classroom activities
Releasing a student
Discipline
Emergency procedures
Child Abuse Reporting
Before leaving for the day
Directory of schools
Elementary Schools
Junior Highs
High Schools
Alternative Programs
Map of the district
General employment information
Salary
Evaluation
Inservice
Insurance
Federal Withholding Tax
Social Security
Assignment
Professional Ethics
Confidentiality, Responsibilities, Understanding, Questions
Pay Schedule
Evaluation of Substitute Teacher
Substitute Feedback Form (Elementary)
Substitute Feedback Form (Secondary)
2006-2007 School-Year calendar
2006-2007 School-Year calendar (Longfellow Elementary)
Personal Work Record
Mission Statement
Table of Contents
Welcome to the Mesa Unified School District
In the beginning
Your phone rings
Arriving at school
Now you're in class
Smile
Classroom activities
Releasing a student
Discipline
Emergency procedures
Child Abuse Reporting
Before leaving for the day
Directory of schools
Elementary Schools
Junior Highs
High Schools
Alternative Programs
Map of the district
General employment information
Salary
Evaluation
Inservice
Insurance
Federal Withholding Tax
Social Security
Assignment
Professional Ethics
Confidentiality, Responsibilities, Understanding, Questions
Pay Schedule
Evaluation of Substitute Teacher
Substitute Feedback Form (Elementary)
Substitute Feedback Form (Secondary)
2006-2007 School-Year calendar
2006-2007 School-Year calendar (Longfellow Elementary)
Personal Work Record
Mission Statement
In October 1995, the Mesa Unified School District was presented the C.S. Robinson Award for outstanding “Substitute Teacher Programs: Scope & Implementation Procedures” by the American Association of School Personnel Administrators.

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

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

A Curriculum Services Center, at 549 N. Stapley Drive, is available to regular teachers and substitutes alike. Here, teachers may take advantage of a wide variety of resource materials, as well as attend many workshops designed to sharpen skills and assist teachers to meet the varying needs of Mesa’s children. Hours for the Center are 8 a.m. to 5 p.m. Monday through Friday.

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

All Mesa schools are committed to teaching the basic skills of reading, language arts and math. Providing the kind of schooling Mesa citizens want for our young people also means stressing achievement in social studies, science and the arts.
All this happens in schools where administrators and teachers believe in the importance of discipline, self-confidence and a positive and safe school climate for maximized learning.

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

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

Welcome to the Mesa Unified School District.

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

As a substitute, you must be registered with the system and trained how to use the SEMS for your benefit. The substitute office is located in the Human Resources Department at 63 E. Main St., 2nd Floor.

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

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

Upon applying as a substitute in Mesa Public Schools, you must present your certificate to the Substitute Services Office in the Human Resources Department. In addition, you will be asked to complete an application form, provide a copy of your college transcripts and measles immunization records, and fill out various other forms. After the paperwork is completed, you will be trained on how to use the SEMS and register with the system. Reference checks and background investigations are conducted on each applicant. Providing your qualifications meet the standards and the teaching needs of the district, your name will be placed on the active substitute list.
Employment of any individual as a substitute is solely at the discretion of the District. Placement of an individual on the substitute list does not assure employment. Once called as a substitute for a day or partial day, the individual has no expectation of continued employment. The individual has no right to notice or hearing in connection with the District’s decision not to call or to no longer call the individual as a substitute.

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

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

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

Your phone rings...

The Substitute Employee Management System (SEMS) activates when the teacher/nurse either calls the system or enters an absence on the Internet using WebCenter. This call creates a job number/order for each absence. SEMS searches its listings and finds the appropriate substitute for the job. During the morning and evening calling period, SEMS places a call to the substitutes to match absences with the best-qualified subs.

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

You can also search for available jobs using the Internet (WebCenter). When using WebCenter, you would enter your user id number (the last seven digits of your permanent phone number) and your pin. WebCenter allows you to view jobs for which you are eligible.

As a substitute, you may register for teaching on certain days of the week only and/or in certain grades or schools. SEMS allows you to specify schools where you prefer to work and to indicate your availability in half-day increments, by day of the week. You can modify your profile, which includes callback number, period of unavailability and daily availability by phone or through WebCenter.
Take notice that if you accept any verbal requests for a pre-arranged job from a teacher-friend, a regular teacher or anyone other than the Substitute Employee Management System, which assigns a job number for each absence, you must call SEMS or log on to WebCenter to review your assignment and receive the job number. Without the job number you cannot be authorized officially to be placed on the payroll.

Should you be unable to report for work when expected, the Substitute Services Office should be called immediately (480) 472-0433. The information needed includes: the job number, the name of the absent teacher, the school to which you have been assigned and the date and start time.

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

**Arriving at school**

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

**You should be on duty at the designated school at least 30 minutes prior to the first class.** Most schools begin between 8:00 and 8:30 a.m., but you will be informed of the specific time when called. **The school starting and ending times are listed on pages 10-13 of this handbook.** Upon your arrival at the school, check in with the principal’s secretary.

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

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

If you have any questions, the principal and school secretary will be pleased to help you. They are listed in this directory on pages 10-13.

**Now you’re in class**

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

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

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

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

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

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

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

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

In most classes there will be a lesson plan for the day to which you will be expected to adhere. However, it is not always possible for adequate plans to have been made by the regular teacher ahead of time. In these instances, you will need to use individual ingenuity and resourcefulness to plan the day’s activities.

The development of your own teaching “survival kit” will serve you well during your career as a substitute. This kit should include activities in which you can involve the students when your day doesn’t go according to plan. When the audio video does not work, the library is too full for your students, or you need a few minutes just to get your bearings, your “survival kit” will be a welcome tool.

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

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

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

Classroom Activities

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

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

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

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

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

**Releasing a student**

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

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

**Discipline**

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

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

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

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

**Emergency Procedures**

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

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

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

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

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

When such a drill is announced you should:

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

Child Abuse Reporting

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

Before leaving for the day

All Mesa teachers, including substitutes, work an EIGHT-HOUR DAY inclusive of lunch. The arrival and departure times for teachers vary from school to school, and you will be expected to observe the rules of the district and the school at which you are substituting regarding the length of your day. On a normally scheduled school day, your work day will begin at least 30 minutes before class starts and end at least 30 minutes after students are released.

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

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

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

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

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

Substitute teacher assignments are automatically terminated at the end of the school day unless otherwise notified.
Elementary K-6

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

101 Adams (E2) .................................................. 472-4360
738 S. Longmore, 85202-1999 .............................. 7:55-2:25
Principal, Devon L. Isherwood
Secretary, Patti Miller

102 Alma (C2) .................................................... 472-3902
1313 W. Medina, 85202-6699 .............................. 8:30-3:00
Principal, Lou Satterlie
Secretary, Pamela Yee

156 Brinton (E18) .............................................. 472-4081
11455 E. Sunland Ave ........................................................ 7:55-2:25
Principal, Susan Meade
Secretary, Rita Chavarria

149 Bush (H10) .................................................. 472-8500
4925 E. Ingram, 85205-3314..................................... 8:30-3:00
Principal, Brian Corte
Secretary, LeeAnne Floyd

133 Crismon (C3) ............................................... 472-4070
825 W. Medina, 85210-7189 ..................................... 8:25-3:00
Principal, Michael Switzer
Secretary, Jan Glover

103 Edison (G5) .................................................. 472-5278
545 N. Horne, 85203-7124 ....................................... 7:55-2:25
Principal, Howard Paley
Secretary, Donna Reining

120 Eisenhower (G4) .......................................... 472-5251
848 N. Mesa Drive, 85210-4399 ................................. 7:55-2:25
Principal, Patricia Estes
Secretary, Irma Pisano

104 Emerson (G3) ............................................... 472-4740
940 W. University, 85201-5597 .............................. 8:25-3:00
Principal, Brenda Hacker
Secretary, Rebecca Dutton

147 Entz (G9) .................................................... 472-7302
4132 E. Adobe, 85205-5114 ..................................... 8:30-3:00
Principal, David Finley
Secretary, Nancy Radisch

144 Falcon Hill (H13) .......................................... 472-8600
1645 N. Sterling, 85207-2903 .............................. 7:55-2:25
Principal, Lynn David
Secretary, Ann Chaffee

125 Field (G7) .................................................. 472-9803
2325 E. Adove, 85213-6799 .............................. 8:30-3:00
Principal, Susan Johnston
Secretary, Barb Butzen

105 Franklin East (E6) ...................................... 472-6430
1753 E. 8th Ave., 85204-3699 .............................. 8:10-2:40
Principal, B. Gayle Householder
Secretary, Sheila Hesting

152 Franklin Northeast (G13) ......................... 472-9333
7038-1 E. Adove, 85207-4600 ............................. 8:30-3:00
Principal, Michael Heidenblut
Secretary, Sharon Porter

154 Franklin South (D10) .............................. 472-2200
5005 E. Southern, 85206-6920 .............................. 8:10-2:40
Principal, Gale Ernst
Secretary, Barbara Anderson

114 Franklin West (F4) ...................................... 472-5431
236 S. Sirrine, 85210-1689 .............................. 8:30-3:00
Principal, Donna Schaffer
Secretary, Trixie Urias

138 Frost (B2) .................................................. 472-3500
1560 W. Summit Pl., Chandler 85224-1203 ......... 7:55-2:25
Principal, Timothy A. Moe
Secretary, Melissa Bennett

155 Guerrero (E2) .............................................. 472-9200
463 S. Alma School Rd., 85210-1014 ......... 8:30-3:00
Principal, Corin Monroe
Secretary, Kathe Smithson

119 Hale (H7) .................................................. 472-7400
1425 N. 23rd St., 85213-4099 .............................. 7:55-2:25
Principal, Susan Marshall
Secretary, Pam Nordick

106 Hawthorne (G6) .......................................... 472-7510
630 N. Hunt, 85203-6533 .................................. 7:55-2:25
Principal, Scott Cumberledge
Secretary, Donna Bayer

143 Hermosa Vista (I7) .................................... 472-7551
2626 N. 24th St., 85213-1435 .............................. 8:30-3:00
Principal, Julie Hibbard
Secretary, Stacy Murphy

132 Highland (G8) ............................................. 472-7608
3042 E. Adove, 85213-6920 .............................. 8:30-3:00
Principal, Susan M. Rollins
Secretary, Therese Sarnak

107 Holmes (E5) .............................................. 472-5556
948 S. Horne, 85204-4122 .............................. 7:50-2:25
Principal, Darlene Johnson
Secretary, Wendy Wallace

108 Irving (E8) .................................................. 472-1700
3220 E. Pueblo, 85204-4099 .............................. 7:50-2:25
Principal, Brenda Petties
Secretary, Linda Lopez
127 Stevenson (E16) ...........................................472-9000
638 S. 96th St., 85208-3099 .................................8:30-3:00
Principal, Aaron Kaczmarek
Secretary, Sue Goodwin

118 Taft (G16) ..............................................472-9085
9800 E. Quarterline, 85207-6228 ............................8:30-3:00
Principal, Russ Heath
Secretary, Jeanette DeStilo

126 Washington (D1) .......................................472-4120
2260 W. Isabella Ave., 85202-5599 ...........................7:55-2:25
Principal, Susan Powell
Secretary, Vickie Reichenbacher

115 Webster (F2) ..........................................472-4860
202 N. Sycamore, 85201-6150 .................................8:30-3:00
Principal, Virginia Emmons
Secretary, Marie Doughty

117 Whitman (H4) ..........................................472-5055
1829 N. Grand, 85201-1706 .................................7:55-2:25
Principal, Andrea Erickson
Secretary, Linda Myers

116 Whittier (G2) ...........................................472-4930
733 N. Longmore, 85201-4599 .................................8:00-2:45
Principal, Charles Starkey
Secretary, Ruby Martinez

151 Wilson (D11) ..................472-9249
5619 E. Glade, 85206-2900 .................................8:30-3:00
Principal, John Nesbitt
Secretary, Peggy Rodemeyer

157 Zaharis (I16) ..................308-7200
9410 E. McKellips Rd., 85207-5099 ...........................7:55-2:25
Principal, Michael Oliver
Secretary, Nancy Austin

253 Kino (G5) .............................................472-2401
848 N. Horne, 85203-4898 .................................8:55-3:25
Principal, Allen Flax
Secretary, Lourdes Maldonado

251 Mesa Junior (F5) ..................472-1301
828 E. Broadway, 85204-2197 ...............................8:55-3:35
Principal, Catherine McDaniel
Secretary, Judy Roberts

256 Poston (G7) ..................472-2130
2433 E. Adobe, 85213-6899 .................................9:00-3:00
Principal, Catherine Pletchette
Secretary, Patricia Pemberton

255 Powell (E3) ..................472-1020
855 W. 8th Ave., 85210-3499 .................................8:55-3:25
Principal, Nancy Roberts
Secretary, Janice Hernandez

257 Rhodes (D2) ..................472-2310
1860 S. Longmore, 85202-5799 .............................8:50-3:30
Principal, Matthew Devlin
Secretary, Bonnie Tamburrelli

260 Shepherd (H11) ..................472-1801
1407 N. Alta Mesa Dr., 85205-4424 ..........................9:00-3:35
Principal, Eileen Cahoon
Secretary, Sandra Roberson

263 Smith (G17) ..................472-4650
10100 E. Adobe Rd., 85205-5404 ............................9:00-3:35
Principal, Bruce Cox
Secretary, Coreen Wax

262 Stapley (I8) ..................472-2780
3250 E. Hermosa Vista Dr., 85213-1702 ........................9:00-3:30
Principal, Kenneth Erickson
Secretary, Phyllis Pickerel

258 Taylor (E8) ..................472-1501
705 S. 32nd St., 85204-3943 .................................8:50-3:30
Principal, Greg Fowler
Secretary, Mary Christensen

Junior High School 7-9
High School 10-12

274  Dobson (C1) ........................................472-3000
      1501 W. Guadalupe, 85202-7575 ......................7:55-2:52
      Principal, Matthew Gehrmann
      Secretary, Ruth Stamp

271  Mesa High (E6) ......................................472-5904
      1630 E. Southern, 85204-5299 .........................8:00-3:00
      Principal, Pete Lesar
      Secretary, Jan Campbell

273  Mountain View (H7) ..................................472-6901
      2700 E. Brown Rd., 85213-5399 .....................8:00-3:00
      Principal, Craig Lukerich
      Secretary, Dee Gaiser

275  Red Mountain (G13) ................................472-8080
      7301 E. Brown Rd., 85207-3803 .....................8:00-2:58
      Principal, Gerald Stlemmer
      Secretary, JoAnn Valenzuela

276  Skyline (E16) ........................................472-9408
      845 S. Crismon Rd., 85208 .............................8:00-2:55
      Principal, Holly Williams
      Secretary, Rosemary Jaderlund

272  Westwood (G3) .......................................472-4404
      945 W. 8th St., 85201-3999 ...........................8:05-3:00
      Principal, Helen Riddle
      Secretary, Brenda Backus

Alternative Programs

280  Boulder Canyon Lrng Ctr (E17) .................472-9650
      10222 E. Southern Ave., 85208 ......................8:00-2:15
      Grades 9-12
      Principal, Suzanne McCullough
      Secretary, Terri Cox

195  Eagleridge Enrichment Program ..................472-3685
      737 W. Guadalupe Rd., 85210  ...............8:00-2:15
      Grades K-9
      Head Teacher, Kathy Tolar
      Secretary, Inangean Anderson

191  Early Education Center (F3) .................308-7300
      122 N. Country Club, 85201  ......................8:00-2:30
      Preschool Specialist, Elizabeth Dormady
      Secretary, Jolene Smith

196  East Mesa Early Childhood
      Education Center (G13) ............................472-8960
      900 N. Sunvalley Blvd., 85207 .........9:15-3:15
      Special Ed Kindergarten
      Principal, Alan Quie
      Secretary, Kristy Fife

278  East Valley Academy (F2) .......................472-9350
      1727 W. Main, 85201 .................................8:05-2:35
      Grades 10-12
      Principal, Susan Scoon
      Secretary, Amy Castello

194  McKellips Learning Ctr (H4) ..................472-5650
      325 E. McKellips, 85201-1609 .................8:00-2:30
      Grades 5-8
      Principal, Greg Prather
      Secretary, Anlu Gamez

184  Mesa Vista High (H4) ............................472-5351
      1731 N. Country Club Dr., 85201 .................8:00-2:15
      Grades 9-12
      Principal, Patrick Siner
      Secretary, Cheryl Carlín

181  Power Learning Center (G13) ..................472-8990
      7038-2 E. Adobe, 85210  .........................8:00-2:30
      Grades 5-8
      Principal, Judith Russo
      Secretary, Deborah Shindledecker

183  SHARP (G13) ......................................472-8960
      (School Home Adjustment Reinforcement Prog.)
      7302 E. Adobe 85207 ...............................8:00-2:00
      Grade 1- Age 22
      Principal, Gregg Baumgarten
      Secretary, Pamela Buckles

190  Sunridge Learning Center (B3) ...............472-3568
      737 W. Guadalupe, 85210 ..........................7:55-2:25
      Montessori K-6
      Administrator, Bev Potter
      Secretary, Robin Gipper

182  TAPP (F4) ........................................472-6850
      (for expectant mothers)
      1727 W. Main St., 85201 .......................8:05-2:35
      Chair, Joe Martinez

282  Crossroads
      535 S. Lewis St, 85201 ...........................7:30-3:00
      Coordinator, Edna McCree-Weekly

Community Education Department
472-7250
MESA PUBLIC SCHOOLS

DISTRICT MAP

REVISED AUGUST 2004

There’s no better place to learn
ADMINISTRATION, CURRICULUM, & SERVICE CENTERS

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

**SALARY**

Substitute teachers and nurses are paid $90.00 per day. After a substitute replaces the same teacher or nurse continuously for more than 20 consecutive teaching days, on a long-term assignment, the substitute is eligible for a daily pay increase based upon the type of certificate held. It is the **responsibility of the substitute to inform the Substitute Services Office of any changes regarding the type(s) of certificates held** (i.e., substitute certificate changed to teaching certificate).

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

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

A work assignment that requires 4 1/2 hours or less is considered a half day’s work.

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

**EVALUATION**

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

**IN-SERVICE CLASSES**

The Mesa Unified School District offers a wide range of in-service classes for the staff. Currently, active substitute teachers are welcome to participate. Contact the Professional Development Department. Call **(480) 472-0388** for more information.

**INSURANCE**

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

**FEDERAL WITHHOLDING TAX**

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

**SOCIAL SECURITY**

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

**RETIREMENT**

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

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

Retirement contributions will be withheld from your earnings with MPS if you have met the requirements for active...
ASRS membership with another employer. If you are a contributing ASRS member through another employer, you must notify the Substitute Services office immediately.

INJURIES ON THE JOB
Substitutes are insured under Workers’ Compensation Benefits. Any injury sustained on school property while in the normal course of duties as a substitute teacher should be reported immediately to the school nurse. This is done in order to establish a record of the injury and where to receive medical treatment.

If it becomes necessary for the substitute to have medical treatment, an injury report must be completed by the nurse.

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

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

DRESS CODE
Stringent dress regulations for employees of the Mesa Unified School District have not been written by the administration or the Governing Board. It is felt that professional adults know without being told how to dress neatly and appropriately for the working day.

Keep in mind that students will react to the model you present. More formal dress will usually help establish a mood of respect and discipline among the students. Shorts, mini-skirts and jeans are not recommended.

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

Assistant Superintendent Dr. Janice Ramirez is the district’s compliance officer with respect to Title IX (gender-based discrimination), Title VI (race, color, ethnicity and national origin-based discrimination), Title VII (race, color, religion, sex and national origin-based discrimination in the workplace), Section 504 of the Rehabilitation Act (handicap-based discrimination) and the Americans With Disabilities Act (disability-based discrimination) regarding employees. Dr. Ramirez can be contacted at 63 E. Main Street, #101. Phone (480) 472-0412.

ASSIGNMENT
As a Mesa Public Schools substitute, you will be assigned to the school where your services are most needed. In some instances, we may find it necessary to reassign a substitute. Should this become necessary when you are working for us, we’ll let you know.

We hope you will not be assigned mistakenly where there is no vacancy. If you arrive at a school where there is no assignment, please call Substitute Services immediately. If you cannot be reassigned, you’ll receive a half day’s pay to make up for the inconvenience this causes you.
CONFIDENTIALITY

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

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

RESPONSIBILITIES

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

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

UNDERSTANDING

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

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

QUESTIONS

If you have a question on any aspect of your work with Mesa Unified School District, please don’t hesitate to call Substitute Services.
# 2006-2007 Pay Schedule

**FOR SUBSTITUTE TEACHERS**

<table>
<thead>
<tr>
<th>If You Work Between:</th>
<th>You Will Be Paid On:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 20 - August 3</td>
<td>August 17</td>
</tr>
<tr>
<td>August 4 - August 17</td>
<td>August 31</td>
</tr>
<tr>
<td>August 18 - August 31</td>
<td>September 14</td>
</tr>
<tr>
<td>September 1 - September 14</td>
<td>September 28</td>
</tr>
<tr>
<td>September 15 - September 28</td>
<td>October 11</td>
</tr>
<tr>
<td>September 29 - October 12</td>
<td>October 26</td>
</tr>
<tr>
<td>October 13 - October 26</td>
<td>November 9</td>
</tr>
<tr>
<td>October 27 - November 9</td>
<td>November 22</td>
</tr>
<tr>
<td>November 10 - November 23</td>
<td>December 7</td>
</tr>
<tr>
<td>November 24 - December 7</td>
<td>December 21</td>
</tr>
<tr>
<td>December 8 - December 21</td>
<td>January 4</td>
</tr>
<tr>
<td>December 22 - January 4</td>
<td>January 18</td>
</tr>
<tr>
<td>January 5 - January 18</td>
<td>February 1</td>
</tr>
<tr>
<td>January 19 - February 1</td>
<td>February 15</td>
</tr>
<tr>
<td>February 2 - February 15</td>
<td>March 1</td>
</tr>
<tr>
<td>February 16 - March 1</td>
<td>March 15</td>
</tr>
<tr>
<td>March 2 - March 15</td>
<td>March 29</td>
</tr>
<tr>
<td>March 16 - March 29</td>
<td>April 12</td>
</tr>
<tr>
<td>March 30 - April 12</td>
<td>April 26</td>
</tr>
<tr>
<td>April 13 - April 26</td>
<td>May 10</td>
</tr>
<tr>
<td>April 27 - May 10</td>
<td>May 24</td>
</tr>
<tr>
<td>May 11 - May 24</td>
<td>June 7</td>
</tr>
<tr>
<td>May 25 - June 8</td>
<td>June 21</td>
</tr>
</tbody>
</table>
MESA PUBLIC SCHOOLS
EVALUATION OF SUBSTITUTE TEACHER

Name of Substitute ___________________________ Date ________________
School ___________________________ Grade/Subject ____________________

PART ONE: TEACHER ASSESSMENT

1. Did the substitute effectively follow your lesson plan? Yes ____ No ____
2. Did the substitute utilize effective classroom management skills? Yes ____ No ____
3. Rate the overall effectiveness of the substitute:
   Superior Above Average Average Weak
   1  2  3  4
4. Would you like this substitute in the future? Yes ____ No ____
5. Comments: ___________________________

______________________________
Teacher's Signature

PART TWO: PRINCIPAL ASSESSMENT

1. Would you like this substitute for this teacher in the future? Yes ____ No ____
2. Would you like this substitute for your school in the future? Yes ____ No ____
3. Did you observe the substitute during the day? Yes ____ No ____
4. Did you communicate with the substitute during the day? Yes ____ No ____
5. Comments: ___________________________

______________________________
Principal's Signature
MESA PUBLIC SCHOOLS
SUBSTITUTE FEEDBACK TO TEACHER
ELEMENTARY LEVEL

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

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

1. Were lesson plans available? ☐ YES ☐ NO
   Comments: ____________________________________________________________

2. Substitute’s departure from lesson plans:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Student behavior:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. List of absent students:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

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

Optional information to teacher:

6. What I liked best about this classroom was:
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

7. My job would have been easier if:
   ____________________________________________________________
   ____________________________________________________________

8. Comments:
   ____________________________________________________________
   ____________________________________________________________

Substitute ____________________________ Date ____________________________

91-30-35 W (Rev. 5/98)
**MESA PUBLIC SCHOOLS**

**SUBSTITUTE FEEDBACK FORM—SECONDARY LEVEL**

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

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

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

   If no, please comment:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

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

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

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

   The work completed by the students may be found:
   ________________________________________________________________
   ________________________________________________________________

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

- Student Absences:
  ________________________________________________________________
  ________________________________________________________________

- Student Behavior Comments:
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________

- Lesson Comments:
  ________________________________________________________________
  ________________________________________________________________

**PERIOD 1**

- Student Absences:
  ________________________________________________________________
  ________________________________________________________________

- Student Behavior Comments:
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________

- Lesson Comments:
  ________________________________________________________________
  ________________________________________________________________

**PERIOD 2**

- Student Absences:
  ________________________________________________________________
  ________________________________________________________________

- Student Behavior Comments:
  ________________________________________________________________
  ________________________________________________________________
  ________________________________________________________________

- Lesson Comments:
  ________________________________________________________________
  ________________________________________________________________
PERIOD 3
Student Absences: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Student Behavior Comments: ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Lesson Comments: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PERIOD 4
Student Absences: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Student Behavior Comments: ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Lesson Comments: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PERIOD 5
Student Absences: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Student Behavior Comments: ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Lesson Comments: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PERIOD 6
Student Absences: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Student Behavior Comments: ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Lesson Comments: ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. My job would have been easier if ____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. Suggestions that might improve our efforts to assist the substitute teachers.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
### 2006-2007 School Year Calendar

#### AUGUST 2006

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SEPTEMBER 2006

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td></td>
<td></td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td></td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

#### DECEMBER 2006

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

#### JANUARY 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### APRIL 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MAY 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2006-2007 School Year Calendar

#### OCTOBER 2006

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>October break, No School</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td>Grading period ends</td>
<td>22</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NOVEMBER 2006

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td></td>
<td>18</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Thanksgiving Vacation, No School</td>
<td></td>
</tr>
</tbody>
</table>

#### DECEMBER 2006

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
</tbody>
</table>

#### JANUARY 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>

#### FEBRUARY 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MARCH 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>Spring break, No School</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

#### APRIL 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>Independence Day</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td>31</td>
</tr>
</tbody>
</table>

#### MAY 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

#### JUNE 2007

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Modified Year Round Schedule

## LONGFELLOW ELEMENTARY

**2006-2007**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2006</td>
<td>Registration Begins</td>
</tr>
<tr>
<td>July 20-21, 24-25</td>
<td>Teachers Return/InService</td>
</tr>
<tr>
<td>July 26</td>
<td>First Day of School</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day—No School</td>
</tr>
<tr>
<td>September 29</td>
<td>End of 1st Quarter</td>
</tr>
<tr>
<td>October 2-13</td>
<td>Fall Intersession</td>
</tr>
<tr>
<td>October 16</td>
<td>Return to School</td>
</tr>
<tr>
<td>November 10</td>
<td>Veterans’ Day—No school</td>
</tr>
<tr>
<td>November 23-24</td>
<td>Thanksgiving Break—No school</td>
</tr>
<tr>
<td>December 19</td>
<td>End of 2nd Quarter</td>
</tr>
<tr>
<td>December 20</td>
<td>Students Holiday/Staff Workday</td>
</tr>
<tr>
<td>December 21-January 2</td>
<td>Winter Break—No School</td>
</tr>
<tr>
<td>January 3, 2007</td>
<td>Return to School</td>
</tr>
<tr>
<td>January 15</td>
<td>MLK/Civil Rights Day—No School</td>
</tr>
<tr>
<td>February 19</td>
<td>Presidents’ Day—No School</td>
</tr>
<tr>
<td>March 2</td>
<td>End of 3rd Quarter—Early Release</td>
</tr>
<tr>
<td>March 5-16</td>
<td>Spring Intersession—No School</td>
</tr>
<tr>
<td>March 19</td>
<td>Return to School</td>
</tr>
<tr>
<td>April 6</td>
<td>April Break—No School</td>
</tr>
<tr>
<td>May 24</td>
<td>End of 4th Quarter/Last Day of School</td>
</tr>
<tr>
<td>May 25</td>
<td>Student Holiday/Staff Workday</td>
</tr>
</tbody>
</table>
Mesa Public Schools…
there’s no better place to learn!

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

This mission is supported by a collective commitment to:

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