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Mesa, Arizona 85201-7422

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Substitute Services Assistant

SmartFindExpress — (480) 655-9009
SmartFindExpress — https://sems.mpsaz.org or www.mpsaz.org
click Employees and SmartFindExpress

FAX — (480) 472-0483
Professional Responsibilities of a Substitute Teacher

The substitute teacher/nurse is responsible for:

- Assuming normal duties and responsibilities of the classroom teacher/nurse.

- Reporting to the office of the principal upon arrival at the assigned school.

- Maintaining high professional standards in contacts with students, other teachers/nurses, and parents or guardians.

- Adhering to rules and regulations which pertain to a specific assignment.

- Implementing the program of the certificated classroom teacher/nurse as outlined in the list of duties.

- Adhering to the established professional working hours of the school.

- Seeking guidance in any unusual situation from appropriate school personnel.

- Reporting, in summary form, progress and activities of the day for the benefit of the regular classroom teacher/nurse.
GENERAL CONTACT INFORMATION

Arizona Department of Education ............................................ (602) 542-4367
www.ade.az.gov

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

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

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

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

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

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

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

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

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

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

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

Substitute Services

Substitute Services Assistant .................................................. (480) 472-0434
Adrian Lopez ........................................................................... (480) 472-0433
www.mpsaz.org/hr/sub_page
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There are 84 schools in the Mesa Unified School District — 56 elementaries, 12 junior high schools, six high schools and 10 focus schools. This includes a wide variety of alternative programs in various parts of the community including Basic Schools, Montessori, Arts-Integrated, plus focus schools for Junior and Senior High Schools. Enrollment in the 200-square-mile district is expected to exceed 62,000 in the 2011-2012 school year.

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

Our students are a continual source of pride. They demonstrate high levels of achievement in a variety of areas, including academic and athletic competitions, standardized achievement tests, and over $73 million in scholarship offers annually.

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

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

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

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

Welcome to Mesa Public Schools.
REQUIREMENTS OF A SUBSTITUTE TEACHER

There are five general requirements for substituting in this district.

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

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

Reference checks and background investigations are conducted on each applicant. Providing your qualifications meet the standards and the teaching needs of the district, your name will be placed on the active substitute list.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NOW YOU’RE IN CLASS

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

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

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

Of course, the amount and kind of information you will need will depend on the school at which you are substituting. The requirements are different for elementary, junior high and high schools. Your own good judgment will tell you what things you need. If you have any questions, don’t hesitate to call on the administration.
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 materials and supplies should be used with discretion. There are many instances in which the regular teacher has planned ahead for their use. All teaching materials, library materials, audio-visual aids, etc. should be properly cared for and left in an orderly fashion.

You should complete all reports required concerning attendance, lunch, rental, etc.
All money that is collected for any purpose should be turned over to the school secretary at the end of the day, along with an accurate report of who paid what…for what. No money is left in classrooms overnight in our schools.

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

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

**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.
CHILD ABUSE REPORTING

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

DISCIPLINE

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

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

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

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

RELEASING A STUDENT

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

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

EMERGENCY PROCEDURES

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

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

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

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

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

When such a drill is announced you should:
1. Remain calm.
2. Inform the students of the drill, while demanding their silence and cooperation.
3. Conduct your class to the evacuation point in an orderly manner.
4. Permit students to re-enter only upon administrative clearance.
# GENERAL EMPLOYMENT INFORMATION

## ASSIGNMENT

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

## BADGES

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

## CELL PHONE USE

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

## COMPUTER USE

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

### Electronic Information Services/Resources

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


**DRESS CODE**

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

**EQUAL OPPORTUNITY**

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

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

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

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

**EVALUATION PROCESS**

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

**Do Not Use Policy**

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

Substitutes are insured under Workers’ Compensation benefits. Any injury sustained on school property while in the normal course of duties as a substitute teacher should be reported immediately to the school nurse. This is done in order to establish a record of the injury and where to receive medical treatment. If it becomes necessary for the substitute to have medical treatment, an injury report must be completed by the nurse.

IN-SERVICE CLASSES

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

INSURANCE

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

LONG-TERM ASSIGNMENTS

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

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

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

NAME & OTHER CHANGES

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

The Payroll Department issues paychecks in compliance with the provisions of the Arizona Revised Statutes. Substitutes are paid one week behind. The pay period begins on Fridays and ends on Thursdays. Paychecks are distributed every two weeks. Those that do not have direct deposit will receive a live check in the mail. **Keeping accurate records yourself of where and when you work will help you keep track of the number of days you will be paid.** (See page 27). Substitutes have the responsibility to let the substitute office know if their paycheck 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.

**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.
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.
There's no better place to learn
STARTING TIMES OF SCHOOLS ARE SUBJECT TO CHANGE.
STRICTLY ADHERE TO THE TIMES GIVEN BY
SmartFind Express.

101 Adams (E2) .............................................. 472-4360
738 S. Longmores, 85202-1908 .......................... 7:45-2:15
Principal, Terri Ringland
Secretary, Patti Miller

156 Brinton (E18) ............................................ 472-4081
11455 E. Sunland Ave, 85208-7705 ..................... 7:45-2:15
Principal, Pat Estes
Secretary, Rita Chavarria

149 Bush (H10) ................................................ 472-8541
4925 E. Ingram, 85205-3314 ............................ 8:25-2:55
Principal, Tracy Olson
Secretary, LeeAnne Floyd

133 Crismon (C3) ............................................ 472-4070
825 W. Medina, 85210-7144 ............................ 8:25-2:55
Principal, Melissa Weinman
Secretary, Jan Glover

103 Edison (G5) .............................................. 472-5278
545 N. Horne, 85203-7124 ............................... 7:45-2:15
Principal, Alexander Macdonald
Secretary, Margarita Martinez

120 Eisenhower (G4) ....................................... 472-5250
848 N. Mesa Drive, 85201-4302 .......................... 7:45-2:15
Principal, Scott Cumberledge
Secretary, Amanda Ochoa

104 Emerson (G3) .......................................... 472-4740
415 N. Westwood Dr., 85201-5530 ....................... 8:25-2:55
Principal, Mark Norris
Secretary, Jolene Cottle

147 Entz (G9) .................................................. 472-7302
4132 E Adobe, 85205-5110 ............................... 8:25-2:55
Principal, David Finley
Secretary, Vicki Spetz

144 Falcon Hill (H13) ...................................... 472-8576
1645 N. Sterling, 85207-2922 ............................. 7:45-2:15
Principal, Lynn David
Secretary, Ann Chaffee

125 Field (G7) ................................................ 472-9803
2325 E. Adobe, 85213-6713 ............................ 8:25-2:55
Principal, John Nesbitt
Secretary, Barbara Butzen

158 Franklin at Alma (C2) ................................. 472-3905
1313 W. Medina, 85202-6610 ............................ 8:25-2:55
Principal, Emily Kelly
Specialist, Toni Ochoa

105 Franklin East (E6) ..................................... 472-6430
1753 E. 8th Ave., 85204-3617 ............................ 8:25-2:55
Principal, Dawn Carpenter
Secretary, Judy Hertzog

152 Franklin Northeast (G13) .......................... 472-9333
7042 E. Adobe, 85207-4600 ............................. 8:25-2:55
Principal, Jeff Abrams
Secretary, Lisa Faber

154 Franklin South (D10) ................................. 472-2240
5005 E. Southern Ave., 85206-2776 ..................... 8:25-2:55
Principal, Michael Heidenblut
Secretary, Kathe Smithson

114 Franklin West (F4) ..................................... 472-5431
236 S. Sirrine, 85210-1611 ............................... 8:25-2:55
Principal, Michael Heidenblut
Secretary, Maureen Delci

155 Guerrero (E2) ........................................... 472-9222
463 S. Alma School Rd., 85210-1014 .................... 8:25-2:55
Principal, Brian Minarick
Secretary, Kathleen Easter

119 Hale (H7) .................................................. 472-7444
1425 N. 23rd St, 85213-4018 ............................ 7:45-2:15
Principal, Susan Marshall
Secretary, Pam Nordick

106 Hawthorne (G6) ......................................... 472-7510
630 N. Hunt Dr., 85203-6533 ............................ 7:45-2:15
Principal, Stephanie Montez
Secretary, Donna Bayer

143 Hermosa Vista (I7) ..................................... 472-7551
2626 N. 24th St., 85213-1435 ........................... 8:25-2:55
Principal, Courtney Carder
Secretary, Stacy Murphy

132 Highland (G8) ........................................... 472-7608
3042 E. Adobe, 85213-6920 ............................ 8:25-2:55
Principal, Susan M. Rollins
Secretary, Theresa Horton

107 Holmes (E5) .............................................. 472-5556
948 S. Horne, 85204-4122 ............................... 7:45-2:15
Principal, Darlene Johnson
Secretary, Carol Rowley

108 Irving (E8) ................................................ 472-1701
3220 E. Pueblo, 85204-4028 ............................ 7:45-2:15
Principal, Penny Briney
Secretary, Linda Lopez

140 Ishikawa (I8) ............................................. 472-7688
2635 N. 32nd St., 85213-1662 ........................... 7:45-2:15
Principal, Shelley Heath
Secretary, Bonnie Trasamar
<table>
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<th>Building</th>
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<td>Jefferson (F13)</td>
<td>472-8703</td>
<td>109 Jefferson, 85208-1018</td>
<td>Timothy Moe</td>
<td>Chris Hernandez</td>
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<td>Johnson (E9)</td>
<td>472-6777</td>
<td>136 Johnson, 85208-1018</td>
<td>Cara Steiner</td>
<td>Kristi O'Brien</td>
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<td>Jordan (B1)</td>
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<td>130 Jordan, 85208-1018</td>
<td>Jeff Hancock</td>
<td>Valinda Miller</td>
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<td>Keller (D6)</td>
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<td>128 Keller, 85208-1018</td>
<td>Monica Torres</td>
<td>Sue Ledward</td>
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<td>Kerr (H4)</td>
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<td>146 Kerr, 85208-1018</td>
<td>Thea Hansen</td>
<td>Vicky Fish</td>
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<td>150 Las Sendas, 85208-1018</td>
<td>Amy Kramb</td>
<td>Lauri Hessenius</td>
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<td>Lehi (I6)</td>
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<td>110 Lehi, 85208-1018</td>
<td>Jason Jacobson</td>
<td>Paulette Carpenito</td>
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<td>111 Lincoln, 85208-1018</td>
<td>Kathy Page</td>
<td>Julia Montoya</td>
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<td>Lindbergh (E6)</td>
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<td>122 Lindbergh, 85208-1018</td>
<td>Julianne O'Shea</td>
<td>Lila Hayter</td>
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<td>Longfellow (F6)</td>
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<td>112 Longfellow, 85208-1018</td>
<td>David Christensen</td>
<td>Ofelia Oharriz-Martinez</td>
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<td>113 Lowell, 85208-1018</td>
<td>Sandra Kuhn</td>
<td>Monica Rosero</td>
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<td>MacArthur (H6)</td>
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<td>129 MacArthur, 85208-1018</td>
<td>Sally Norton</td>
<td>Susan Mayfield</td>
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<td>472-8861</td>
<td>141 Madison, 85208-1018</td>
<td>Sharon Webster</td>
<td>Pat Hall</td>
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<td>Mendoza (H11)</td>
<td>472-1952</td>
<td>139 Mendoza, 85208-1018</td>
<td>Kent Ashton</td>
<td>Jennifer Pavey</td>
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<td>O'Connor (G10)</td>
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<td>137 O'Connor, 85208-1018</td>
<td>Susan Paschal</td>
<td>Carolyn Henan</td>
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<td>Patterson (E17)</td>
<td>472-9797</td>
<td>153 Patterson, 85208-1018</td>
<td>Maxine Sullivan</td>
<td>Deborah Hobby</td>
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<td>Pomeroy (A2)</td>
<td>472-3752</td>
<td>131 Pomeroy, 85208-1018</td>
<td>Dennis Harnack</td>
<td>Susan Walker</td>
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<td>Red Mountain Ranch (K12)</td>
<td>472-7901</td>
<td>148 Red Mountain Ranch, 85208-1018</td>
<td>Joyce Cook</td>
<td>Dana Eichenlaub</td>
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<td>Roosevelt (E1)</td>
<td>472-4205</td>
<td>121 Roosevelt, 85208-1018</td>
<td>Darlene Shumway</td>
<td>Gloria Ottens</td>
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<td>Salk (G13)</td>
<td>472-8402</td>
<td>124 Salk, 85208-1018</td>
<td>Karla Carlson</td>
<td>Pam Bloomer</td>
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<td>Sirrine (A3)</td>
<td>472-3601</td>
<td>135 Sirrine, 85208-1018</td>
<td>Greg Reid</td>
<td>Sandy Peters</td>
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<td>Sousa (G18)</td>
<td>472-8892</td>
<td>142 Sousa, 85208-1018</td>
<td>Elizabeth Mullavey</td>
<td>Nanette Zlotkowski</td>
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<td>Stevenson (E16)</td>
<td>472-9025</td>
<td>127 Stevenson, 85208-1018</td>
<td>Aaron Kaczmarek</td>
<td>Rita Glandon</td>
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<td>Phone</td>
<td>Grades</td>
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<td>118 Taft (G16)</td>
<td>9800 E. Quarterline Rd., 85207-6228</td>
<td>8:25-2:55</td>
<td>472-9085</td>
<td>7-8</td>
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<tr>
<td>126 Washington (D1)</td>
<td>2260 W. Isabella Ave., 85202-5516</td>
<td>7:45-2:15</td>
<td>472-4120</td>
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<tr>
<td>115 Webster (F2)</td>
<td>202 N. Sycamore, 85201-6150</td>
<td>8:25-2:55</td>
<td>472-4860</td>
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<td>117 Whitman (H4)</td>
<td>1829 N. Grand, 85201-1706</td>
<td>7:45-2:15</td>
<td>472-5055</td>
<td>7-8</td>
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<tr>
<td>116 Whittier (G2)</td>
<td>733 N. Longmore, 85201-4525</td>
<td>7:45-2:15</td>
<td>472-4930</td>
<td>7-8</td>
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<tr>
<td>151 Wilson (D11)</td>
<td>5619 E. Glade Ave., 85206-6781</td>
<td>8:25-2:55</td>
<td>472-9249</td>
<td>7-8</td>
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<tr>
<td>157 Zaharis (I16)</td>
<td>9410 E. McKellips Rd., 85207-2631</td>
<td>7:45-2:15</td>
<td>308-7241</td>
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**JUNIOR HIGH SCHOOLS**

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

<table>
<thead>
<tr>
<th>School Code</th>
<th>Name</th>
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<th>Principal</th>
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<tr>
<td>274</td>
<td>Dobson (C1)</td>
<td>1501 W. Guadalupe Rd., 85202-7575</td>
<td>472-3051</td>
<td>9-12</td>
<td>Matt Gehman</td>
<td>Terrie Armstrong</td>
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<tr>
<td>271</td>
<td>Mesa High (E6)</td>
<td>1630 E. Southern, 85204-5220</td>
<td>472-5903</td>
<td>9-12</td>
<td>James Souder</td>
<td>Pam Prater</td>
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<tr>
<td>273</td>
<td>Mountain View (H7)</td>
<td>2700 E. Brown Rd., 85213-5315</td>
<td>472-6901</td>
<td>9-12</td>
<td>Craig Luketich</td>
<td>Dee Gaiser</td>
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<tr>
<td>275</td>
<td>Red Mountain (G13)</td>
<td>7301 E. Brown Rd., 85207-3803</td>
<td>472-8080</td>
<td>9-12</td>
<td>Gerald Slemmer</td>
<td>JoAnn Valenzuela</td>
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<td>276</td>
<td>Skyline (E16)</td>
<td>845 S. Crismon Rd., 85208-2564</td>
<td>472-9408</td>
<td>9-12</td>
<td>Steve Green</td>
<td>Rosemary Jaderlund</td>
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<td>272</td>
<td>Westwood (G3)</td>
<td>945 W. 8th St., 85201-3902</td>
<td>472-4404</td>
<td>9-12</td>
<td>Helen Riddle</td>
<td>Beverly Born</td>
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### FOCUS SCHOOLS

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<tr>
<td>282</td>
<td>Crossroads (E4)</td>
<td>855 W. 8th Ave., 85210-3410</td>
<td>308-7330</td>
<td>7-12</td>
<td>Tiffany Uhlik</td>
<td>Mindy Herbert</td>
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<tr>
<td>195</td>
<td>Eagleridge Enrichment Program (B3)</td>
<td>1313 W. Medina 85202-6610</td>
<td>472-3686</td>
<td>K-9</td>
<td>Kathy Tolar</td>
<td>Inagean Anderson</td>
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<tr>
<td>196</td>
<td>East Mesa Early Childhood Education Center (G13)</td>
<td>950 N. Sunvalley Blvd., 85207-3801</td>
<td>472-3975</td>
<td>K-12</td>
<td>Allen Quie</td>
<td>Marlene Morrow</td>
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<td>278</td>
<td>East Valley Academy (F2)</td>
<td>855 W. 8th Ave., 85210-3410</td>
<td>472-9351</td>
<td>10-12</td>
<td>Tim Keilty</td>
<td>Ruth Peters</td>
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<td>192</td>
<td>Mesa Academy for Advanced Studies (H13)</td>
<td>6919 E. Brown Rd., 85207-3762</td>
<td>308-7430</td>
<td>5-6</td>
<td>Bob Crispin</td>
<td>Gregg Baumgarten</td>
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<td>184</td>
<td>Riverview High (H4)</td>
<td>1731 N. Country Club Dr., 85201-2102</td>
<td>472-5351</td>
<td>7-12</td>
<td>Raul Ruiz</td>
<td>Dannette Waite</td>
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<td>183</td>
<td>SHARP (G13) (School Home Adjustment Reinforcement Prog.)</td>
<td>7302 E. Adobe, 85207</td>
<td>472-8960</td>
<td>1-22</td>
<td>Gregg Baumgarten</td>
<td>Kathleen Slemmer</td>
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<tr>
<td>193</td>
<td>Summit Academy (B2)</td>
<td>1560 W. Summit Pl., Chandler 85224-1203</td>
<td>472-3458</td>
<td>7-8</td>
<td>Mark Andrews</td>
<td>Crystal Eslinger</td>
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<td>280</td>
<td>Superstition High (E17)</td>
<td>10222 E. Southern Ave., 85208-3800</td>
<td>472-9651</td>
<td>7-12</td>
<td>Suzanne McCullough</td>
<td>Terri Cox</td>
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</table>
PROFESSIONAL ETHICS

CONFIDENTIALITY

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

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

RESPONSIBILITIES

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

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

UNDERSTANDING

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

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

QUESTIONS

If you have a question on any aspect of your work with Mesa Public Schools, please call Substitute Services.
<table>
<thead>
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<th>IF YOU WORK BETWEEN:</th>
<th>YOU WILL BE PAID ON:</th>
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<td>August 25</td>
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<td>September 2 - September 15</td>
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<td>September 16 - September 29</td>
<td>October 6</td>
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<td>November 3</td>
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<td>October 28 - November 10</td>
<td>November 17</td>
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<td>May 25 - June 7</td>
<td>June 14</td>
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MESA PUBLIC SCHOOLS
FEEDBACK OF SUBSTITUTE TEACHER

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

NAME OF SUBSTITUTE: _________________________________________  JOB #: ____________________________________

SCHOOL: ____________________________________________________________________________________________

GRADE/SUBJECT: _____________________________________  DATE(S) WORKED: __________________________________

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

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

__________________________________________________ __________________________________________________
TEACHER NAME (PLEASE PRINT)  TEACHER SIGNATURE

PRINCIPAL RECOMMENDATION IS OPTIONAL
Complete this section only for new PREFERRED list or DO NOT USE list request.

Principal Recommendation:

□ Please add this substitute to my school’s PREFERRED list.

□ Please add this substitute to my school’s DO NOT USE list (must state reason).

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

___________________________________________
PRINCIPAL SIGNATURE
91-30-19 W (7/11)
MESA PUBLIC SCHOOLS
SUBSTITUTE FEEDBACK TO TEACHER
ELEMENTARY LEVEL

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

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

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

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

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

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

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

   HOMEROOM (Not necessarily prior to period 1. Please check with school secretary for actual homeroom time.)
   Student Absences: ______________________________________________________________________________
   Student Behavior Comments: ______________________________________________________________________________
   ______________________________________________________________________________
   Lesson Comments: ______________________________________________________________________________
   ______________________________________________________________________________

   PERIOD 1
   Student Absences: ______________________________________________________________________________
   Student Behavior Comments: ______________________________________________________________________________
   ______________________________________________________________________________
   Lesson Comments: ______________________________________________________________________________
   ______________________________________________________________________________

   PERIOD 2
   Student Absences: ______________________________________________________________________________
   Student Behavior Comments: ______________________________________________________________________________
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   Lesson Comments: ______________________________________________________________________________
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PERIOD 3
Student Absences: ____________________________________________

Student Behavior Comments: ___________________________________
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PERIOD 4
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PERIOD 5
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Student Behavior 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 ___________________________________,
__________________________________________________________________________,
__________________________________________________________________________.

6. Suggestions that might improve our efforts to assist the substitute teachers. _________________________________
__________________________________________________________________________
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91-30-81 W (Rev. 5/98)
### 2011-2012 SCHOOL YEAR CALENDAR

#### AUGUST 2011

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- **First day of classes**

#### SEPTEMBER 2011

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- **Labor Day, No School**

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- **Grading period ends**

#### JANUARY 2012

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- **Semester break, No School**
- **School resumes**

#### APRIL 2012

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- **April Break, No School**

#### MAY 2012

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- **Last Day of Classes**
- **Graduation**
- **School-based staff working**

#### Graduation: May 2012

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- **Memorial Day**
2011-2012 SCHOOL YEAR CALENDAR

OCTOBER 2011

NOVEMBER 2011

DECEMBER 2011

JANUARY 2012

FEBRUARY 2012

MARCH 2012

APRIL 2012

MAY 2012

JUNE 2012

JULY 2012

Grading period ends
Independence Day

Grading period ends

Spring break, No School

Veterans’ Day, No School

Thanksgiving Vacation, No School

Independence Day

Grading period ends

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Our Vision
Mesa Public Schools
Unprecedented Excellence in Education

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

Our Core Values
In Mesa Public Schools, we believe…
…each child is important.
…learning is our focus.
…collaboration and innovation are indispensable.
…sound fiscal stewardship is essential.
…diversity increases our opportunities.
…success is expected and celebrated.
The Mission of the Human Resources Department

is to provide quality service in all personnel operations with

Integrity
Responsiveness
Sensitivity

to our employees and diverse community
to fulfill the district’s pledge to

“Teach Them Well”

MESA
Public Schools