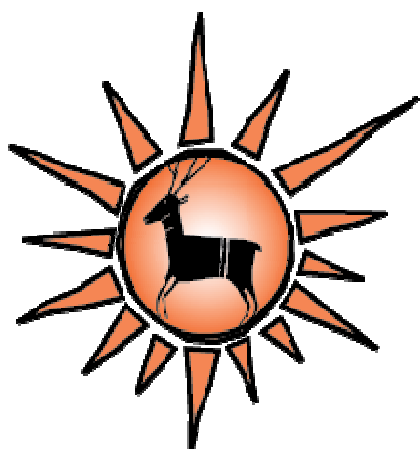


CERTIFIED SUBSTITUTE HANDBOOK



DEER VALLEY
Unified School District

DVUSD Mission Statement

The Deer Valley Unified School mission is to provide extraordinary educational opportunities to every learner.

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DISTRICT INFORMATION

Deer Valley USD
20402 N 15th Ave
Phoenix, AZ 85027
WWW.DVUSD.ORG

Main: 623-445-5000
FAX: 623-445-4980
Hours: 8:00 am – 4:30 PM

General Information/Receptionists

Frances Servis
Shirley Clark

623-445-5000

Substitute Information

Kristi Bushnell
HR Manager

623-445-5064

Kelly Lancaster
Substitute Specialist

623-445-5061

Pam O'Neill
HR Clerk/Substitute Specialist back up

623-445-5068

Payroll

Smartschoolsplus

480-839-8747

Welcome

Dear Certified Substitute,

You are appreciated and valued...

Welcome to Deer Valley Unified School District. Your services are valued and your job is to ensure the continuity of quality education happens for our students. Please review this handbook carefully, as it will help you be successful in your role with our district. Below is research that drives the district in providing the required training that all new substitutes attend:

- 300,000 substitutes in the classroom daily across the nation (about 10% of the workforce).
- Typical student spends twelve days of every school year, or approximately 144 days during 12 years of schooling, with a substitute teacher. That equates to about 1 year spent with a substitute.

This research is powerful, and implies that our substitutes are very important and must continue our students' education. In this current state of high stake testing and accountability, it is imperative that we prepare you to continue providing high quality instruction. Thank you in advance for being one of our valued substitutes.

Sincerely,

Kristi Bushnell &
Kelly Lancaster

Start & Dismiss Times

Schools	AM										
	Grades K-12			Kindergarten*			PM Kindergarten*				
	Start	Dismiss	Early Release Dismiss	Start	Dismiss	Early Release Dismiss	Start	Dismiss	Early Release Start	Early Release Dismiss	
Anthem	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Arrowhead	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Bellair	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Canyon Springs	8:15	3:00	11:35	8:15	11:00	9:45	12:15	3:00	10:05	11:35	
Constitution	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Copper Creek	8:30	3:15	11:50	8:30	11:15	10:00	12:30	3:15	10:20	11:50	
Deer Valley Middle	8:15	3:00	11:35								
Desert Mountain	8:15	3:00	11:35	8:15	11:00	9:45	12:15	3:00	10:05	11:35	
Desert Sage	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Desert Sky Middle	8:15	3:00	11:35								
Diamond Canyon	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Esperanza	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Gavilan Peak	8:15	3:00	11:35	8:15	11:00	9:45	12:15	3:00	10:05	11:35	
Greenbrier	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Highland Lakes	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Hillcrest Middle	8:15	3:00	11:35								
Las Brisas	8:00	2:45	11:20	8:00	10:45	9:30	12:00	2:45	9:50	11:20	
Legend Springs	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Mirage	8:00	2:45	11:20	8:00	10:45	9:30	12:00	2:45	9:50	11:20	
Mountain Shadows	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
New River	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Norterra Canyon	8:15	3:00	11:35	8:15	11:00	9:45	12:15	3:00	10:05	11:35	
Park Meadows	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Paseo Hills	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Sierra Verde	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Sonoran Foothills	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Stetson Hills	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Sunrise	8:15	3:00	11:35	8:15	11:00	9:45	12:15	3:00	10:05	11:35	
Sunset Ridge	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Terramar	8:15	3:00	11:35	8:15	11:00	9:45	12:15	3:00	10:05	11:35	
Village Meadows	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	
Vista Peak	9:00	3:45	12:20	9:00	11:30						
West Wing	8:45	3:30	12:05	8:45	11:30	10:15	12:45	3:30	10:35	12:05	

*-DVUSD provides free full day kindergarten. Parents still have the option of half day kindergarten.



Start & Dismiss Times - HIGH SCHOOLS

High Schools	Start	Dismiss	Early Release	Late Start
Barry Goldwater HS	7:35	2:17	11:00	10:45
Boulder Creek HS	7:30	2:12	11:00	10:45
Deer Valley HS	7:30	2:12	11:00	10:45
Mountain Ridge HS	7:30	2:12	11:00	10:45
Sandra Day O'Connor HS	7:35	2:17	11:00	10:45
Vista Peak	9:00	3:45	12:20	

High School teachers have a prep-period built into their schedule, you may be asked to cover for another class during this time. Please be flexible.





LearningCenter™

for Absence Management (Formerly Aesop)

AESOP INFORMATION:

Deer Valley Unified School District uses AESOP sub system. You can access their web address 24 hours a day at www.aesoponline.com or by Phone 1-800-942-3767 **PLEASE NOTE THAT AESOP IS AN 800 NUMBER.**

AESOP is best used as a WEB-BASED system. Teachers can post their absence up to one year in advance, substitute can pick up the job 120 days in advance online.

UNDERSTANDING CALL PERIODS: WHEN WILL AESOP CALL SUBSTITUTES?

Aesop places calls in the morning and the evening Sunday through Thursday. On Friday, Aesop places calls in the morning for that day’s absences but will not call out in the evening. On Saturday; Aesop does not place any phone calls. On Sunday, Aesop calls only in the evening for Monday morning absences.

MORNING AND EVENING CALL PERIODS:

Morning Call Period 5:30 am – 12:00 Noon

Evening Call Period 5:00 pm – 10:00 pm

Aesop splits each day into two call periods: the Morning Call Period and the Evening Call Period. During the Morning Call Period, Aesop will only call substitutes regarding same day jobs. During the Evening Call Period, Aesop will call Substitues regarding jobs beginning in the next two days.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holidays
Morning	none	Monday only	Tuesday only	Wednesday only	Thursday only	Friday only	Saturday none	Holiday none
Evening	Call for Monday & Tuesday jobs only	Call for Tuesday & Wednesday jobs only	Call for Wednesday & Thursday jobs only	Call for Thursday & Friday jobs only	Call for Friday jobs only	None	None	5:00 - 10:00

Do not rely on the automated system 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.

Canceling your job. Canceling a job within 24 hours, will block you from accepting another job for that day. Make sure to cancel your job in Aesop, and notify the school secretary that you will not be in. Do not leave a message for the substitute specialist at the district office.

Report to your assignment at least 20 minutes prior to the start time of the job. The time to determine half or full day pay is based on the scheduled school day not the substitute’s arrival or end time to the school day. This allows you the time to familiarize yourself with the classroom and the learning activities planned for that day.

RULES AND RESPONSIBILITIES:

Upon your arrival, check in with the front office to sign in and obtain the keys to the classroom, please note that not all schools will give out keys. You should be informed of any special activities occurring that day which will affect the usual class schedule. Information concerning the method of reporting student absences and tardies, a schedule of classes, general school procedures as well as emergency procedure, and a map of the campus should be included in a folder. In addition, a duty schedule (if applicable) and emergency procedures will be provided for you at check-in. The teacher's lesson plans may be provided at check-in or may be located on the teacher's desk when you report to the classroom. If you accept a particular assignment, and they decide to move you to another classroom upon arrival, please be flexible. This is only due to an emergency. Please note that elementary schools may have extra duty jobs and High Schools may require you to sub in a different classroom during prep periods.



You report to class...

The materials needed for your day as a guest teacher should be found on the teacher's desk. Lesson plans, seating charts, a schedule for the day and other information pertinent to your assignment should be readily available. Review the materials before the students arrive. If you can't find a seating chart, make your own.

This is important because it will assist you in calling the students by name, and help you to prevent problems from arising.

If plans are not readily available, please check with the grade level or department teachers first to see if they can help. If not, then, **contact the school office**. The principal /assistant principal and the office staff are there to help you make the day a productive one for your students.



Your class arrives:

- Getting Acquainted:

Start the class decisively. Substitute teachers who greet students cheerfully, make eye contact with them, and observe students as they settle down, give the impression that they are in charge of the class. By starting the day quickly, firmly, and decisively when the bell rings, guest teachers signal students that learning has begun.

Introduce yourself, write your name on the chalkboard and smile. Take roll efficiently. This sends a clear message to students that instructional time is important. Be prepared and organized to move rapidly and accurately through the attendance. Making eye contact with each student as they respond enables guest teachers to establish themselves as clear authority figures.

Students should be under your supervision at all times. A class is **never** left unattended. If any emergency arises which necessitates your leaving the room, step to the nearest classroom and ask for assistance from your neighboring teacher, or call up to the front office. There are phones in each room.



- Management Plan:

Before class starts, guest teachers should familiarize themselves with the classroom management plan, noting the rewards and consequences used by the classroom teacher. It is a good idea to review the existing classroom management plan with students before class starts. If a management plan is not readily available, guest teachers should ask neighboring classrooms for help. Make sure to implement the teacher's management plan in a firm, fair, and consistent manner.

Guest teachers should have in mind positive reinforcement for good behavior and suitable consequences for unacceptable behavior as well. A firm but friendly attitude from a guest teacher who expects good behavior will bring out the best in students. Follow the management plan left by the teacher.

- **Corporal punishment will not be used at Deer Valley Unified School District.**

Discipline problems are less likely to surface if the students are kept busy and if you are well prepared. The principal/assistant principal is available as a resource to you if needed in case of serious discipline problems arising. ***Do not use any physical force.***



- Bullying Information:

A law in Arizona is requiring that each school site have an educational and prevention program in place in regards to bullying. All staff including substitutes are responsible to report any incident. If an incident occurs, inform administration and complete any required forms that are given to you, and submit to administration before you leave.



- Profane Language:

Profane language is never tolerated in the Deer Valley Unified School District. This includes addressing the students as being idiots, morons, stupid, or telling them to shut up.

- Provide feedback for the regular teacher.
- Do NOT take pictures of students.



- Medication:

All personal medication must be reported to the school nurse's office.

In addition a substitute teacher should never administer medication of any type to a student.



- Communicate the Significance of Learning:

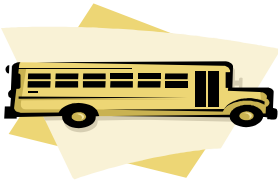
The goal of the guest teacher is to provide students with continuity in learning when the classroom teacher is absent. In order to communicate to students the significance of the day's learning, a guest teacher can demonstrate a concern for the importance of instruction by being organized and spending minimal time on routine tasks such as attendance. By being prepared with knowledge of the lesson content, materials and supplies, students will be actively involved in the learning process and engagement will be at its highest level.

Research based instructional strategies listed below will increase engagement from students and encourage a positive learning environment:

- Optimize student attention and participation by utilizing management and motivational techniques.
- Don't allow students to shuffle papers, get out materials, or do their work when directions are being given for assignments.
- Ask individual students to repeat parts of the directions.
- Implement time limits for efficient pacing
- Use icebreakers to develop relationships
- Use charts, graphics and organizers to help students frame information
- Use grouping strategies to promote collaboration in the classroom
- Provide bell work to signal class day has begun
- Utilize bell to bell instruction as each minute of the period is learning time.
- Provide feedback to students about their work. Schedule time to quickly review any independent work just completed, because systematic feedback should be provided to students about how well they have done.
- Schedule a review period to determine if students are having difficulty and need assistance. This lets students know that the work they are doing is important.

Provide information at the end of class to remind students about homework due the next day, and compliment them for academic achievements and appropriate behavior.



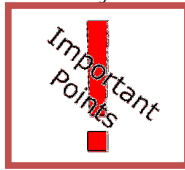


As your day ends:

Some schools have assigned duty schedules. Please make sure that you are at the correct location and fulfill the duty if you are assigned a duty. You are requested to leave the room in an orderly condition: straightening the teacher's desk, leaving collected work organized and graded (if applicable) and locking the room.

Room keys are to be turned in to the school office along with your report to the regular teacher regarding lesson plans or student problems. Check with the school secretary for anything that still needs to be finished.

Important points for you to remember:



1. Releasing Students

Under no circumstances should a student be released without permission of the principal. If any person outside of school staff seeks information about one of your students, or request permission to take that student out of class, refer that person directly to the school office. The principal / designee will determine whether or not the student should be excused and will notify you of the decision.

2. Professional Conduct

- You are a role model for students. Your dress and behavior should reflect an appropriate professional image.
- Smoking is prohibited. All Deer Valley School District buildings, grounds and vehicles are mandated to be smoke free.
- **Cell Phones are not to be used during instructional time for any assignment that you have accepted.**
- Complaints, suggestions or concerns should be discussed with the Principal, Substitute Specialist and/or the Human Resources Manager.
- Keep the District informed of any changes. Changes of address forms are available at the District office.
- It is the responsibility of the substitute to maintain a current IVP Fingerprint Clearance Card along with a current Arizona Teaching/Substitute Certificate. Once these have expired, you will be taken out of the substitute system, until they have been renewed.
- Substitutes hired in DVUSD must fulfill the required 10 days substituting if they wish to continue the following year.
- Substitutes will need to check the Web Alerts on Aesop, to determine which day and time they can come to the district office to renew their badge, for the next school year. Renewal starts the end of May through August.



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INCIDENT REPORTS:

Incident Reports will be completed at the school level, the school will do their best to contact the substitute, to discuss the incident report. The school principal may decide to remove the substitute if he/she fills the substitute is not a good fit for their school.

Some incident reports will require the substitute to report to the district office, to discuss the incident with the HR Manager and Substitute Specialist.

If Human Resources receives 3 incident reports, **the substitute may be terminated** from DVUSD. If an incident was deemed egregious, a substitute could be terminated for the first offense. A written letter of termination will be mailed to the substitute's home address.



SUBSTITUTE EMPLOYMENT:

Employment of any individual is solely at the discretion of the District. The individual has no right to notice of hearing in connection with the District's decision not to call, or to no longer use the individual as a substitute. Substitutes are "at will" employees and their assignments are based on the needs of the district and are not guaranteed.



CERTIFIED PAY RATE:

- 3. Substitute teachers are paid \$85.00 per day. Half day pay (3 ½ hours or less) is \$42.50.

Class time worked over 3 ½ hours, constitutes a full day’s pay.

- 4. Long Term Substitute Teachers

The assignment must be 20 consecutive days in the same classroom with no absences, to be paid as a long-term substitute. Long-term positions are paid at \$85.00 per day for the first 20 days, and then increased to the beginning teacher daily rate of \$125.00 on the 21st day. Absences during the first 20 days break the continuity of service and the count begins again. Absences occurring after the 20th day are unpaid, however pay does not decrease and the 20-day count does not begin again.

If you are selected by the Human Resources Department to hold a long term position, Internet, GroupWise and Powerschool access will be requested by the Substitute Specialist. If a laptop is needed, the school site will be responsible for getting permission and issuing a computer. All substitutes that are granted Internet access are required to sign Deer Valley’s Unified School District User Agreement Form at the time of orientation. These are kept in the personnel file of the substitute.

- 5. Arizona Department of Education ~ Law R7-2-614

A person holding a substitute certificate shall be limited teaching 120 days in the same school each school year.



- 6. Nurses

RN pay is \$85.00 per day. The assignment must be 20 consecutive days in the same school with no absences, to be paid as a long-term substitute. Long-term positions are paid at \$85.00 per day for the first 20 days, and then increased to the beginning RN daily rate of \$125.00 on the 21st day.



SICK LEAVE:

All certified substitutes will be credited with sick leave benefits which will accrue at the rate of one (1) hour per 30 hours worked with a limit of no more than 40 hours earned per fiscal year. This leave does not qualify for payment of unused sick leave. Report absence to absence@smartschoolsplus.com



CERTIFICATION MATERIALS:

Certificate and Fingerprint Card

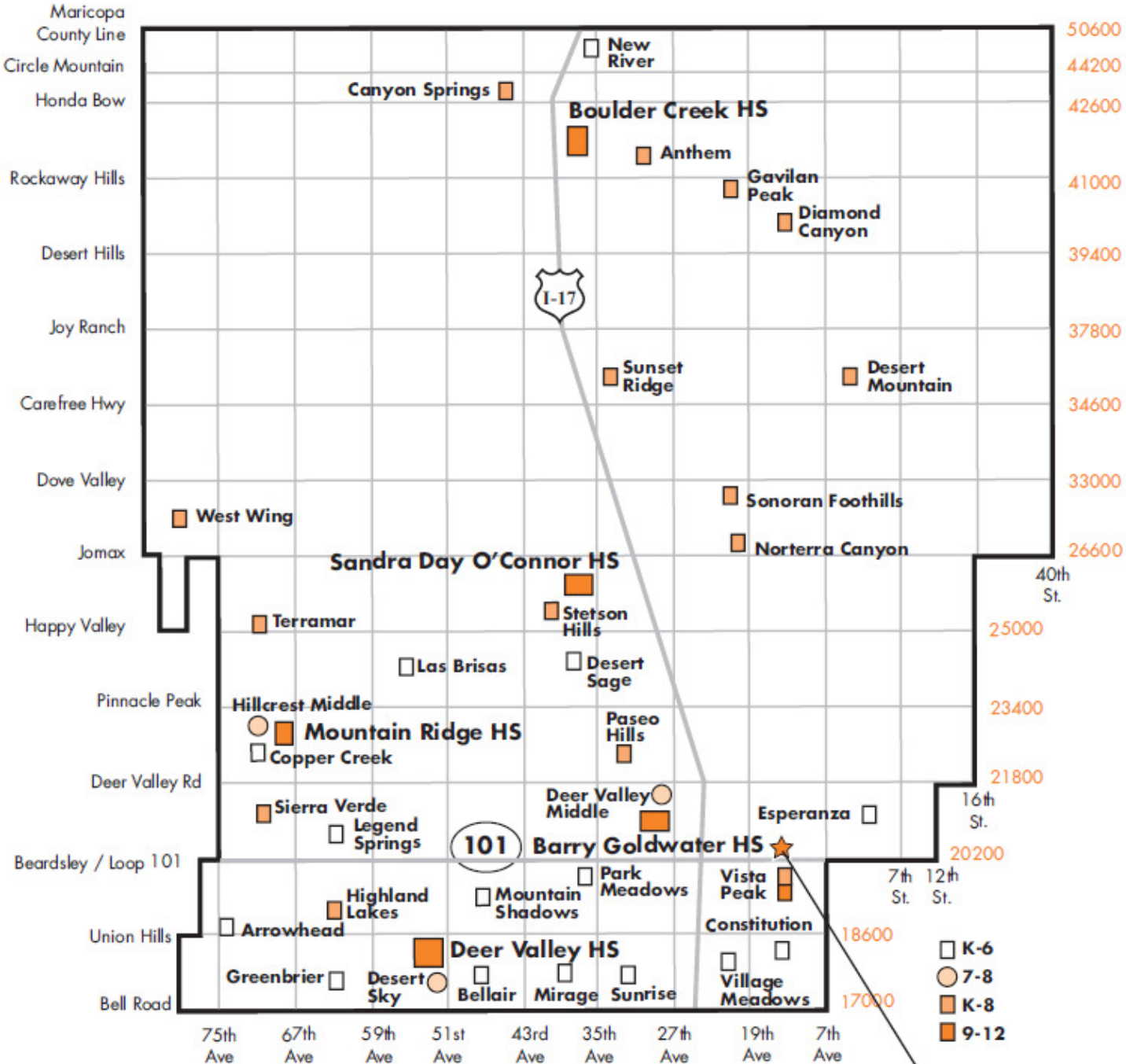
Deer Valley will do their best to notify you before your expiration dates, however it is the sole responsibility of the substitute to keep track of their expiration dates on their Substitute Certificate and Fingerprint card. Once your documents expire, you will no longer be able to sub in a classroom.



RENEWING FOR THE NEXT SCHOOL YEAR.

Each May, a letter will be emailed to each substitute's email address notifying you that the District intends to utilize your services for the upcoming school year. A list of renewal dates will be attached, it is **YOUR** responsibility to come into the District office on one of those days, to renew your badge and complete your returning paperwork. Failure to do so will serve as notification to DVUSD that you no longer wish to remain as a substitute teacher.

SCHOOL MAP



DISTRICT OFFICE

20402 North 15th Avenue
623.445.5010

revised 3.27.15 | map not to scale