

# 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.*



## **DISTRICT INFORMATION**

Deer Valley Unified School District  
20402 N 15<sup>th</sup> Ave  
Phoenix, AZ 85027

Hours: 8:00am – 4:30pm  
Main: 623-445-500  
FAX: 623-445-5082

[www.dvusd.org](http://www.dvusd.org)

### **General Information/Receptionists**

623-445-5000

### **Substitute Information**

Kristi Bushnell  
HR Manager

[Kristi.Bushnell@dvusd.org](mailto:Kristi.Bushnell@dvusd.org)  
623-445-5064

Sara Stevens  
HR-Substitute Specialist  
Hours: 6:30am – 3pm

[Sara.Stevens@dvusd.org](mailto:Sara.Stevens@dvusd.org)  
623-445-5061

**Payroll for ESI**  
[payroll@esiaz.us](mailto:payroll@esiaz.us)

480-719-3271  
[hr@esiaz.us](mailto:hr@esiaz.us)

**Dear Certified Substitute,**

**You are appreciated and valued...**

Welcome to Deer Valley Unified School District. Our district serves students who live in and near our 367 square mile boundary, located in Phoenix, Glendale, Peoria, Anthem, New River, Cave Creek and unincorporated areas of Maricopa County. We have sixteen (16) K-6 Elementary Schools, fifteen (15) K-8 Schools, three (3) Middle Schools, five (5) High Schools, one (1) K-12 Online Academy, one (1) Pathways Program for afterschool learning and one (1) Alternative Campus. We also have thirty-seven (37) Preschools.

Your services are valued and your job is to ensure the continuity of quality education happens for our students. We ask that you adhere to the same policies and guidelines as our faculty. Please review this handbook carefully, as it will help you be successful in your role with our district.

## **CORE VALUES**

**Respect:** We treat each other with dignity.

**Accountability:** We fulfill our commitments.

**Integrity:** We are honest and ethical.

**Student Driven:** We put students first.

**Excellence:** We strive to be extraordinary.



Deer Valley Unified School District uses Frontline Education Absence Management system. You can access their web address 24 hours a day at [app.frontlineeducation.com](http://app.frontlineeducation.com) or by Phone 1-800-942-3767. PLEASE NOTE THAT FRONTLINE HAS AN 800 NUMBER.

**UNDERSTANDING CALL PERIODS:** When Will Frontline Call Substitutes?

Frontline places calls in the mornings and evenings Sunday through Thursday. On Friday, Frontline places calls in the morning for that day's absences but will not call out in the evening. On Saturdays, Frontline does not place any phone calls. On Sundays, Frontline calls only in the evening for Monday absences. The system will not leave a message and if you miss a call you will be unable to retrieve it.

**Morning and Evening Call Periods:**

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

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

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holidays
Morning	Sunday 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 a job has been canceled.** 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. It is your responsibility to cancel an assignment in Frontline as soon as possible. Leaving a message is NOT considered canceling the job assignment. **Excessive cancellations are cause for removal from the substitute system for DVUSD.**

**Report to your assignment at least 20 minutes prior to the start time of the job.** This allows you the time to familiarize yourself with the classroom and the learning activities planned for that day.

**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.

## **EXPECTATIONS AND RESPONSIBILITIES:**

### **Substitute Dress Code:**

You are a role model for our students. Substitutes are expected to dress professionally. Athletic clothing should not be worn unless teaching physical education or supervising specific physical education related activities. Clothing is to be clean, modest and safe.

Substitutes are expected to dress and groom for their position. Standardized guidelines have been developed to ensure all ESI employees meet (or exceed) high expectations required to positively represent the site, district and educational profession. We serve as role models in the community and our dress should reflect this.

During work hours or when representing Deer Valley Unified, you are expected to present a clean, neat and tasteful appearance. As Substitutes, our commitment to excellence should be reflected in our appearance. A “professional casual” style is appropriate to Substitutes. However, please understand that the key word is “professional.” Consult your ESI employer if you have questions as to what constitutes appropriate appearance.

### **ALL CLOTHING**

Clothing will fit the work environment rather than distract from it. Substitutes will dress so they may be easily distinguished from students. Clothing will be coordinated, tailored, modest, clean and well pressed

Any clothing that exposes cleavage, midriff and any undergarment is not allowed. At no time will inappropriate writing or symbols that are obscene and/or advocate racial, ethnic, sexual, or religious discrimination be allowed on a Substitute’s clothing. Clothing which is suggestive, such as fitting and/or revealing, is not allowed.

### **APPROPRIATE APPAREL**

#### **PANTS**

Hemmed pants, slacks and capris are acceptable. Clothing may not be faded, torn, nor frayed.

#### **DENIM PANTS**

Denim may be worn on Friday’s, Spirit Days or non-student days only. Hemmed denim pants are acceptable and must fit the criteria found under “Pants.” Dark washed denim is preferred. Denim pants must be paired with a professional shirt or blouse. Denim jackets and dresses are acceptable.

#### **SWEATPANTS**

Sweatpants, warm-ups and shorts of appropriate length are acceptable for P.E. or athletic classes.

#### **DRESSES, SKIRTS, CULLOTES AND SKORTS**

Dresses, skirts, culottes and skorts are acceptable as long as they are of a **modest** length. Modest length is considered no more than 3 inches above the knee. Dresses with spaghetti straps are not allowed.

## **BLOUSES AND SHIRTS**

Blouses and shirts may be sleeveless, long or short sleeved, with or without collars. Blouses, turtlenecks, knit tops and sweaters are appropriate. Blouses and shirts that are considered inappropriate include sheer or see-through fabric, halter tops, low-cut shirts, tank tops, and casual t-shirts. Spaghetti straps are not allowed. T-Shirts will be limited to Spirit Days or Fridays.

## **SHOES AND BOOTS**

Shoes are a part of professional dress and can help project a professional image. They will be appropriate to the dress and occasion. Safety in the job is a key criterion for shoe choice. Shoes will be clean with no visible tears, worn down heels, or holes due to excessive wear. Inappropriate shoes include the following:

- Pool/beach type shoes such as flip flops or Crocs (rubber)
- High heeled shoes/boots shall be at an appropriate height for your job requirements

## **GROOMING AND HYGIENE**

Substitutes must maintain a level of personal hygiene necessary to ensure a healthy school and work environment.

## **TATTOOS**

Tattoos will not be distracting to the learning environment. Facial tattoos are not allowed. Tattoos and brands that are inappropriate and/or advocate sexual, racial, ethnic or religious discrimination must be covered during work hours.

## **PIERCING AND GAUGES**

Piercing other than the ears and nose are not professionally appropriate and must not be worn during work hours. Small nose studs and small gauges are acceptable.

## **HAIR**

Hairstyles are expected to be in good taste. Haircuts that are extreme are considered distracting to the work environment, and therefore, considered inappropriate. Beards and mustaches are acceptable but must be clean and neatly trimmed.

### **Upon your arrival:**

Check in with the front office. Sign in and obtain the substitute folder/binder and/or keys to the classroom. Please note that not all schools will give out keys. If you are new to a school, let the secretary know so that you are given an overview of any school-specific policies. Information concerning the method of reporting student absences and tardiness, a schedule of classes, general school procedures, emergency procedures, duty schedule (if applicable) and a map of the campus should be included in the substitute folder/binder.

You should be informed of any special activities occurring that day which will affect the usual class schedule. 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. Even if you accept a particular assignment it may be decided another classroom is in more need, and you may be moved upon arrival. Please be flexible. This only occurs in 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 substitute 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, substitutes 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 substitutes to establish themselves as clear authority figures.
- **Students are to 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, substitutes should familiarize themselves with the existing classroom management plan, taking note of the rewards and consequences used by the classroom teacher. If a plan is not readily available, you should ask neighboring classrooms for help. Make sure to implement the teacher's management plan in a firm, fair, and consistent manner.
- Substitutes should have in mind positive reinforcement for good behavior and suitable consequences for unacceptable behavior as well. A firm but friendly attitude from a substitute who expects good behavior will bring out the best in students. Yelling at students is not an acceptable form of management.

### **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.*** At no time are you to touch a student in any way or administer corporal punishment.

### **Bullying Information:**

- An Arizona law requires 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.

### **Drug Free Workplace:**

- Arizona law prohibits smoking and tobacco products on school grounds. This includes parking lots, athletic fields, school vehicles, and any school sponsored events.

### **Confidentiality:**

- Please be aware information pertaining to students with special needs and 504 plans is to remain confidential. It is our policy that all information considered confidential will not be disclosed to external parties, or to employees, except on a need to know basis. If you are uncertain or have questions, please check with the school principal, department supervisor or a qualified staff member.

### **Medication:**

- If working at a school site, all personal medication must be reported to and stored in the school nurse's office. Even Aspirin or Ibuprofen. A substitute should **never** administer medication of any type to a student.

### **Releasing Students:**

- Under no circumstances should a student be released without permission of the principal or teacher. If any person outside of school staff seeks information about students, or requests permission to take a student, refer that person directly to the school office. The principal / designee will determine whether the student should be excused and will notify you of the decision.

### **Restroom Policy:**

- Each campus has a staff/adult restroom. Temporary employees should never use the student restrooms. Please check with the front office for the closest staff/adult restroom.

### **Professional Conduct:**

- Stay positive. Be respectful of all staff members, students and parents. Your attitude will set the tone for the class.
- **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.
- Sex, Politics and Religion: Your personal opinions on sex, politics and religion is not to be voiced in the classroom. Please refrain from any conversation, comments or debates unless it is a part of the curriculum or assignment in the lesson plans left by the teacher for a specific class or subject.

### **Communicate the Significance of Learning:**

The goal of the substitute 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 substitute 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 (this is part of your job assignment and does not qualify for extra duty pay). 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.

Return to the front office and sign out. Return the substitute folder/binder and room keys at this time. Your report to the regular teacher regarding lesson plans or student problems should be included. Check with the school secretary for anything that still needs to be finished.

## **INCIDENT REPORTS:**

Incident Reports will be completed at the school level, the campus will do their best to contact the substitute, to discuss the incident report. The principal may decide to remove the substitute if he/she feels the substitute is not a good fit for their school. All incident reports must be sent to the Substitute Specialist and ESI.

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. ESI will notify the substitute that they have been removed from Deer Valley School District's substitute list.

## **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

A Substitute is not a permanent position with a set schedule. Substitutes are "at will" employees and their assignments are based on the needs of the district and **not guaranteed**. The school district is not under obligation to guarantee any job assignments to a substitute.

If you have verbally accepted a job, you must log-in to Frontline and verify that it has been entered in the system. It is your responsibility, as a substitute, to verify jobs before arriving at the campus. If the absence is not placed properly and another substitute accepts the job, the substitute in the system is the only one authorized to stay and work the assignment and be paid for the assignment.

If you have been mistakenly assigned to a job where a substitute is not needed or required, we will make every effort to assign you to an equivalent assignment for that day. If we cannot find another assignment you will be compensated for a half-day pay. However, you will be required to stay at the school for that half-day and assist with any duties that the administration assigns you, including filling and/or copying.

## **CERTIFIED PAY RATE:**

Substitute teachers are paid \$130 per full day (over 4.0 hours). Substitutes do not get extra duty pay. You are paid either a full day rate of pay or a half day rate of pay. Half day pay (4.0 hours or less) is \$65.00.

The FULL DAY rate of pay is \$130 per day. A full day is over 4.0 hours.

The HALF DAY rate of pay is \$65 per day. A half day is 4.0 hours or less.

## **Long-Term Positions:**

You do **not** need to be highly qualified in the position to take a long term. HR and the school principal will determine if you are a good candidate for the position. However, it is a Federal Elementary and Secondary Education Act, that schools must notify parents when a teacher/substitute does not meet the requirements as an appropriately certified educator.

Long term pay starts at \$130 per day for the first 20 days. On the 21st consecutive day in the same position the rate of pay increases to \$175 per day for FULL DAY and \$87.50 per day for a HALF DAY. \*Paraprofessional positions do **not** qualify for the long-term rate of pay.\*

Absences during the first 20 days break the continuity of service and the count begins again. Absences occurring after the 20<sup>th</sup> day are unpaid, however pay does not decrease and the 20-day count does not begin again.

Nurses: Nurse Rate of Pay is \$175/day for a full day, over 4.0 hours. Half day is \$87.50/day for 4.0 hours even or less.

DVUSD Retirees: If a substitute meets the DVUSD Retiree requirements, they receive a different rate of pay. Reach out to Substitute's Specialist with questions.

If you are selected for a long term position, computer, GroupWise, Google, Canvas, and PowerSchool access will be requested by the school secretary. If a laptop is needed, the school site will be responsible for getting permission and issuing a laptop. All substitutes that are granted access are required to follow the Deer Valley Unified School District's guidelines. A copy of the DVUSD Electronic Information Service User Agreement is available for review on request.

### **SICK LEAVE:**

You will need to contact ESI with any questions regarding sick leave or other benefits.

### **PAY QUESTIONS:**

If you have concerns about your paycheck, you will need to contact ESI. ESI is your employer and will contact DVUSD if they need clarification.

### **CERTIFICATION MATERIALS:**

#### **Certificate and Fingerprint Card**

ESI will notify you regarding your expiration dates. However, it is the sole responsibility of the substitute to keep track of their expiration dates on their Substitute Certificate and IVP Fingerprint Card. If your documents expire, you will no longer be able to sub in a classroom.

#### **Arizona Department of Education ~ Law R7-2-614**

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

#### **Keep ESI informed of any changes**

Changes in personal information such as your address, phone number, banking or tax information must be communicated with ESI at [hr@esiaz.us](mailto:hr@esiaz.us) or (480) 719-3271.

## **RENEWING FOR THE NEXT SCHOOL YEAR:**

Substitutes working in DVUSD must fulfill the required 10 days substituting if they wish to continue the following year. Check Web Alerts on Frontline Absence Management for renewal dates.

At the end of each school year certified substitutes will be contacted by ESI to let them know that they can be assured of continued employment with ESI as a substitute employee for the next school year, if they wish. ESI will provide the district an updated active list.

The district will post a Web Alert on Frontline Absence Management System with information on how to renew your badge with DVUSD. It is **YOUR** responsibility to come into the District Office to renew your badge and complete your renewal paperwork. **Failure to do so will serve as notification to DVUSD that you no longer wish to continue as a substitute teacher.**

Updated 12/08/2023