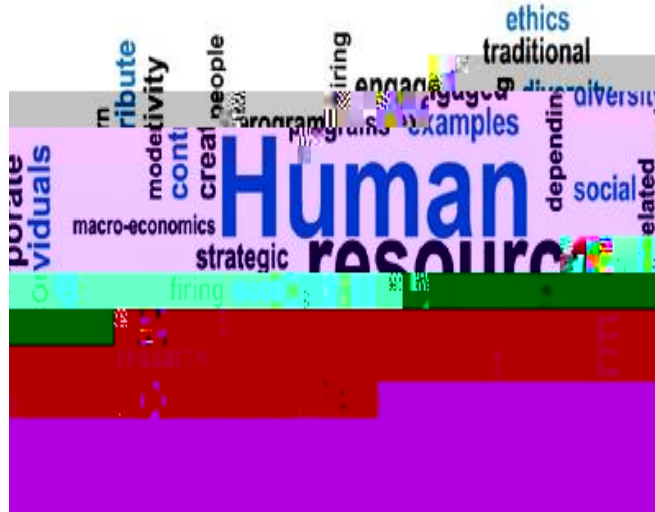


CLASSIFIED SUBSTITUTE HANDBOOK



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 15th Ave
Phoenix, AZ 85027

Main: 623-445-5000
FAX: 623-445-5082
Hours: 8:00am – 4:30pm
www.dvusd.org

General Information/Receptionists

623-445-5000

Substitute Information

Kristi Bushnell
HR Manager

kristi.bushmell@dvusd.org

623-445-5064

Keillynée Méndez
Substitute Specialist
Hours: 6:30am – 3pm

keillynee.mendez@dvusd.org

623-445-5061

Payroll

Payroll Specialist

623-445-5025

Dear Classified 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 that the continuity of quality education happens for our students. As a classified employee, there are district policies and procedures that you need to be awa-3(ur6pFs892 reW*n)8(p)-3(p)4(s)-3(.)4(h)-3(eo)4(b)-3(i)7(s)-3(t)7(o)4(ensu



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 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 Saturday; Frontline does not place any phone calls. On Sunday, Frontline calls only in the evening for Monday morning 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 your assignment and plans for that day.

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.

Profane Language:

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

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.

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.

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.

Professional Conduct:

You are a guest on campus and a role model for students. Your dress and behavior should reflect an appropriate professional image.

Stay positive. Be respectful of all staff members, students and parents. Your attitude will set the tone for the day.

Smoking is prohibited. All Deer Valley Unified 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 School Secretary, Principal, Substitute Specialist and/or the Human Resources Manager.

Sex, Politics and/or Religion: Your personal opinions on sex, politics or religion are not to be voiced on campus. Please refrain from any conversation, comments or debates.

Do not take pictures of students.

Keep the District informed of any changes. Change of Address forms are available at the District Office. If you are injured while on duty you must notify your supervisor immediately.

