

Substitute Teacher Handbook

Mingus Union High School



Excellent Instruction - Every Day

Mingus Union High School

1801 E. Fir Street

Cottonwood, AZ 86326

928-634-7531

<https://www.mingusunion.com>

Substitute Teacher Information

Mingus Union High School

Welcome and thank you for substitute teaching at Mingus Union High School. We appreciate your commitment to keep our students involved in their course curriculum when the regular teacher is absent.

In order to make sure your day and the students' day is most effective we have put together some guidelines generated by teachers and administration:

1. Please **follow the lesson plans** created by the teacher and the **classroom rules and procedures**. The teachers appreciate it when their plans are followed and the daily learning goals are met.
 - a. If there are no lesson plans, please contact the front office. Sometimes the teacher is out unexpectedly and there are "emergency plans" available.
 - b. Sometimes the teacher will need you to access resources on the computer. Please let us know if you need assistance with technology.
2. Be sure to get a **Student Handbook** for reference to the school rules and bell schedules.
3. Be aware of our **Fire Drill procedures**. Review evacuation routes and procedures before classes start.
4. **Take attendance**. Please leave a note for the teacher regarding absences and tardiness, and be sure to turn in to the Attendance Office.
5. **Walk around!** Interact with the students during the class period! By walking around you will keep discipline problems to a minimum. If you sit and read a book, students will use that as an invitation to act out and misbehave.
6. **Leave a note**. This is the most important communication you can make to the teacher. By leaving a note, the teacher can follow up on any problems, praise, what worked, what didn't work.

YOU are IMPORTANT to our school mission - how can we best support you?

Table of Contents

Introduction & Welcome	3
Disclaimer	3
School Information	4-8
School Calendar	9
Bell Schedule	10
Phone List	11-12
Teacher Assignments, Prep periods, Room #	13
Code of Conduct	14
Student Dress Code Policy	15
Cell Phone Policy	16
Hallway Behavior	17
Fire Emergency Procedure	17-20

Introduction and Welcome

Welcome to the Mingus Union High School District. As a substitute teacher, you are a valuable member of the educational team. We appreciate your willingness to provide service to our students and teachers in your role as substitute. The information contained in this handbook is designed to assist you in performing your duties.

The role of a substitute teacher has evolved from being a day-to-day coverage person to one who provides quality instruction classes every day. You are an invaluable component of student learning and achievement. You are held to the same high standards as permanently assigned teachers.

The better prepared, organized and able to carry out the requirements and demands of being a substitute teacher, the greater the possibility of the substitute to be an effective facilitator in the learning process. Therefore, it is required that those who are interested in becoming substitute teachers attend training and receive support. You are encouraged to submit all your suggestions, as new ideas and new ways of doing these things are necessary if education is to continually progress.

Mingus Union High School Mission Statement

Our mission every day is to provide viable opportunities for all members of the Mingus Union High School learning community to constructively contribute, achieve, and succeed in an ever-changing, increasingly complex and culturally diverse society; to serve and work cooperatively within their communities; and to become lifelong learners.

Disclaimer

The material covered within this document is offered as a method of acquainting you with, and/or as a method of disseminating information to you regarding the subject matter presented. And as such, the material contained herein is not intended to either enlarge or diminish any Board policy, procedure or negotiated agreement; and is, therefore, superseded by such policy, procedure or agreement. Any information contained in this document is subject to unilateral revision, change or elimination from time to time and without notice. No information contained in this document shall be viewed as an offer, expressed or implied, or a guarantee of any employment, or condition of employment of any duration.

School Information

District Administration Office 928-478-7943

Mr. Eric Harmon, Superintendent
Brandi Bateman, Executive Assistant to the Superintendent
Kirk Waddle, Business Manager
Debbie Lynch, Payroll/Personnel Specialist
Eunice Bailey, Bookstore Manager

High School Office 928-634-7531

Jennifer Chilton, Principal
Bridget Hillman, Principal's Secretary
Allen Mitchell, Assistant Principal/Athletic Director
Genie Gee, Student Outreach Specialist
Suzan Knight, Athletics Secretary
Alicia Stamper, Attendance Secretary

Guidance Office 928-649-4402

Cindy Forsythe, Counselor A-F
Cynthia Harakaly, Counselor G-N
Kristy Meyers, Counselor O-Z
Shelly Kitchen, Yavapai-Apache Liaison
Gretchen Wesbrock, GEAR Up Coordinator
Brandy Rogers, Secretary/Scholarships
Dale Williams, Data Processor
Dee Belzer, Registrar

Governing Board

Mrs. Anita Glazar, President
Dr. Rob Williams, Clerk
Mr. James Ledbetter, Member
Mr. Anthony Lozano, Member

School Day

Students: 8:40 am - 3:20 pm
Teachers and Substitute Teachers: 8:00 am - 4:00 pm

Substitute Teacher General Information

✓ Check into the Main Office

- Go to the High School office sign in, and pick up:
 - Time Sheet (or verify time sheet)
 - Teacher's daily schedule
 - Class roster
 - Key

✓ Check the Assigned Classroom

- Locate the lesson plans, seating chart, fire drill instructions and duty schedule. These things should be in every classroom.
- Be resourceful, but if keys do not work or you cannot locate lesson plans, etc. the sub caller/secretary (Bridget Hillman ext. 1386) can help.

✓ Check the Schedule

- You will, of course, refer to this throughout the day, but take a few minutes to get a general picture of what lies ahead.
- Refer to the Bell Schedule for information regarding when classes begin and end. If you have difficulty understanding the schedule, check with a neighboring teacher or call the front office.

✓ Check the Lesson Plans

- Please **follow the lesson plans** created by the teacher along with **classroom rules and procedures**. The teachers appreciate it when the plans are followed and the daily goals are met and learning continues.
 - If there are **no plans, please contact the front office**. Sometimes the teacher is out unexpectedly and will have "emergency plans" for your usage.
 - Occasionally, the teacher will leave **resources on their computers** or other technology. Please let us know if you need help with basic technology knowledge.
 - **Introduce yourself!** Write your name on the board so students can address you properly.
 - **Take attendance.** Leave a note to teachers regarding absences and tardiness. Attendance needs to be taken with in the first 10 minutes

- of class and sent to Alicia Stamper in attendance. You may elect to send a student with a pass to the attendance office for this task.
- **Walk around!** Interact with the students during the class period! By walking around you will keep discipline problems to a minimum.
 - Be sure to refer to the **Student Handbook** for reference to the school rules.
 - Be aware of our **Emergency Plan** for fire or lockdown. Look at the **emergency route** before classes start.
 - **Leave a note.** This is the most important communication you can make to the teacher. By leaving a note, the teacher can follow up on any problems, praise, what worked, what didn't work.

Other Information

Professional Attire

- Teachers and staff members shall dress in a clean, neat, modest and professional manner. We should appear professionally dressed while allowing comfort and mobility needed to serve our students to the best of our ability. Some general guidelines:
 - Avoid low cut or excessively tight clothing
 - Avoid sleeveless.
 - Wear comfortable shoes.

Discipline

- Discipline is based on a mutual respect and understanding between teacher and student. The teacher understands the student's problems and the student understands what the teacher expects of him/her and responds appropriately.
- Substitute Teacher Success Tips:
 - Be prompt
 - Introduce yourself and your classroom expectations
 - Be patient
 - Be honest
 - Have a sense of humor (be appropriate)
 - Be enthusiastic
 - Have a specific learning objective

- Be FAIR, FIRM, and FRIENDLY
- When problems do arise and the substitute is unable to solve them, he or she should refer them to the principal or assistant principal. **Substitutes must not use physical discipline of any sort.**

Accidents

- Call the front office immediately!
 - Bridget Hillman:ext. 1386
 - Brandi Bateman:ext. 1306
 - Suzan Knight:ext. 1455
 - Allen Mitchell:ext. 1471
 - Genie Gee:ext. 1415

Evaluation

Please provide feedback on the Aesop website.

Compensation

Substitutes are paid at a rate of \$90/day.

If a substitute is assigned to a long term position, the pay is \$90 for the first 10 days and \$183.78 starting on the 11th day. The long term position must be in the same class, for the same teacher.

Substitute Teacher Requirements

MUSHD substitutes are required to have a current Arizona Department of Public Safety fingerprint clearance card and valid state substitute or regular teaching certificate. If either your fingerprint clearance card or your teaching/substitute certificate expires during the school year, you will not be able to continue to substitute past the expiration date. It is your responsibility to provide MUHSD with a current copy of your fingerprint clearance card and teaching/substitute certificate.

Arizona Department of Education
 1535 W. Jefferson St.
 Phoenix, Az 85007
<http://www.ade.az.gov>
 ADE - (602) 542-4367
Certification@azed.gov

Arizona Department of Public Safety
 602-223-2279
<http://www.azdps.gov>

Mingus Union High School District #4
2016-2017 School Calendar

JULY 2016 (0)

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016 (20)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016 (21)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016 (16)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016 (18)

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016 (12)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July
July 4th – Independence Day

August
August 1st – 3rd – Teacher Work Days
August 3rd – Freshman Day
August 4th – First Day of School
August 17th – Early Release

September
September 5th – Labor Day
September 14th – Early Release

October
October 10th – Columbus Day
October 10th-14th – Fall Break
October 19th – Early Release

November
November 11th – Veterans Day
November 23rd-25th – Thanksgiving Break
November 16th – Early Release

December
Dec. 19th – Jan. 2nd – Winter Break

January
January 16th – MLK Day
January 18th – Early Release

February
February 17th – Verde Valley CTE/In-service
February 20th – Presidents Day
February 15th – Early Release

March
March 13th – 17th – Spring Break
March 22nd – Early Release

April
April 14th – Spring Holiday
April 19th – Early Release

May
May 24th – Last Day of School
May 26th – Graduation
May 29th – Memorial Day
May 17th – Early Release

JANUARY 2017 (20)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017 (18)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2017 (18)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017 (19)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017 (18)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017 (0)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MUHS 2016-2017 CLASS TIME SCHEDULES

Period	Start	End	Minutes
1	8:40	9:35	55
2	9:40	10:35	55
3	10:40	11:35	60
4	11:40	12:40	60
Lunch	12:40	1:20	40
5	1:20	2:15	55
6	2:20	3:20	55

Announcements during 2nd period

Academy at Mingus			
Session	Start	End	Minutes
Morning	7:45	11:45	
			240
Afternoon	12:00	4:00	
			240

Assembly Schedule

Period	Start	End	Minutes
1	8:40	9:30	50
2	9:35	10:30	50
3	10:35	11:25	50
Assembly	11:25	11:55	30
4	12:00	12:50	50
Lunch	12:50	1:30	40
5	1:35	2:25	50
6	2:30	3:20	50

Announcements at end of 2nd period

Early Release Schedule

Period	Start	End	Minutes
1	8:40	9:20	40
2	9:25	10:05	40
3	10:10	10:50	40
4	10:55	11:35	40
Lunch	11:35	12:15	40
5	12:15	12:55	40
6	1:00	1:40	40

E-Mail Addresses

NAME	ADDRESS	POSITION	NAME	ADDRESS	POSITION
Alcala	Angelica aalcala@muhs.com	Science	Logsdon	Laura llogsdon@muhs.com	English
Allred	Gary gallred@muhs.com	Maintenance	Lopez	Marylou mlopez@muhs.com	Food Service Director
Amoscato	Karen kamoscato@muhs.com	C.N.A.	Lynch	Debbie dlynch@muhs.com	Payroll
Anderson	Shannon sjohnson@muhs.com	Math	Mahendran	Uma umahendran@muhs.com	Math
Badger	Amy abadger@muhs.com	Science	Mal	Craig mal@muhs.com	Math
Bailey	Eunice ebailey@muhs.com	Bookstore	McCord	Allison amccord@muhs.com	Gear Up Assistant
Bailey	Taylor tbailey@muhs.com	SPED Aide	McIntosh	Petra pmcintosh@muhs.com	Classroom Aide
Ball	James jbali@muhs.com	Choir/Drama	McKean	Klint kmckean@muhs.com	English
Banuelos	Eric ebanuelos@muhs.com	Agriculture	Mealey	Pauline pmealey@muhs.com	Classroom Aide
Bateman	Brandi bbateman@muhs.com	District Secretary	Meyer	Andrea andrea@muhs.com	English/PE
Beery	David dbeery@muhs.com	History	Meyers	Kristy kmeyers@muhs.com	Counselor O - Z
Behlow	Calvin cbehlow@muhs.com	Social Studies	Miller	Leeza lmiller@muhs.com	Math
Belzer	Dalonda dbelzer@muhs.com	Student Records	Mitchell	Allen amitchell@muhs.com	Assistant Principal/AD
Bolsron	Erin ebolsron@muhs.com	SPED	Mitchell	Donna dmitchell@muhs.com	Transportation Secretary
Boysen	Michael michael_b@muhs.com	Sports Medicine/Ath	Montgomery	Janice jmontgomery@muhs.com	ELL Testing
Bright	Terrl tbright@muhs.com	Classroom Aide	Mount	Marianne mmount@muhs.com	Academy Aide
Bruchman	Cynthia cbruchman@muhs.com	Social Studies	Neugebauer	Jeff jneugebauer@muhs.com	Theater/Tech
Cesena	Sarah scesena@muhs.com	Spanish	Owens	Micah mowens2@muhs.com	Physical Education
Chavez	Chelsea cchavez@muhs.com	Physical Education	Puckett	Staci spuckett@muhs.com	English
Chilton	Jennifer jchilton@muhs.com	Principal	Rangel	Samuel srangel@muhs.com	Welding Aide
DeCovis	Deb ddcovis@muhs.com	ALC	Renard	Stephen srenard@muhs.com	S/GI Math
Densmore	Cade cdensmore7@muhs.com	Science	Roeller	Greg groeller@muhs.com	Shipping & Receiving
Detwiler	Beth bdetwiler@muhs.com	Art	Roethier	Loralne lroethier@muhs.com	English
DeVore	Yancey ydevore@muhs.com	Social Studies	Rogers	Brandy brogers@muhs.com	Guidance Secretary
Doerksen	Jennifer jdoerksen@muhs.com	Nurse	Rue	rue@muhs.com	Digital Media
Dorr	Ouida odorr@muhs.com	Art	Sandoval	Rueben rsandoval@muhs.com	SPED Self-Contained
Dulkoski	Stan sdulkoski@muhs.com	Band	SanGiovanni	Janice jsangiovanni@muhs.com	Classroom Aide
Elmer	Chad celmer@muhs.com	Agriculture	Scott	Chad cscott@muhs.com	S/GI Math
Epperson	Tasli tepperson@muhs.com	Art	Sealey	Christine csealey@muhs.com	SPED Secretary
Finley	Rick rfinley@muhs.com	CAD	Shandera	Dawn dshandera@muhs.com	SPED Aide
Fobair	Ralph rfobair@muhs.com	CTE Director	Smith	Carol casmith@muhs.com	Math
Forbes	Katherine kforbes@muhs.com	CEC	Stamper	Alicia astamper@muhs.com	Attendance
Forsythe	Cindy cforsythe@muhs.com	Lead Counselor A - F	Strobel	Andrea astrobel@muhs.com	English
Fradenburg	Cheryl cfradenburg@muhs.com	SPED Teacher	Tanner	Phil ptanner@muhs.com	School Psychologist/SPED
Gee	Genie ggee@muhs.com	Student Services Director	Taylor	Trecla ttaylor@muhs.com	Spanish
Gilmore	Marti milmore@muhs.com	ELL/Title 1	Teague	Jason jteague@muhs.com	Art/Online Academy
Harakaly	Cynthia charakaly@muhs.com	Counselor G - N	Thagard	Lauren lthagard@muhs.com	Math
Harmon	Eric eharmon@muhs.com	Superintendent	Uldenich	Dianne udlenich@muhs.com	Academy Coordinator
Harmon	Kim kharmon@muhs.com	SPED Aide	Ulery	Sheri sulery@muhs.com	Academy Aide
Heath	Alma aheath@muhs.com	Accounts Payable	Upton	Sandra supton@muhs.com	Science
Hillman	Bridget bhillman@muhs.com	Principal's Secretary	Ventura	Susanna sventura@muhs.com	Social Studies
Hooton	Andrew ahooton@muhs.com	Auto Tech	Waddle	Kirk kwaddle@muhs.com	Business Manager
Hutchins	Julia jhutchins@muhs.com	English	Watson	Matt mwatson@muhs.com	Resource Officer
Isola	Tony tisola@muhs.com	SPED Aide	Westbrock	Gretchen gwestbrock@muhs.com	Gear Up/class of 2018
Jones	Carrie cjones@muhs.com	SPED Aide	Westcott	Mike mwestcott@muhs.com	Science
Kitchen	Dennis denkitch@muhs.com	Math	Whitehurst	Colleen cwhitehurst@muhs.com	Science
Kitchen	Shelley sshelley@muhs.com	Native American Liaison	Williams	Daie dale@muhs.com	Data Processor
Knight	Suzan sknight@muhs.com	Activities/Athletic Sec.	Williams	Sarah sulliams@muhs.com	English
Knight	Jeff jknigh@muhs.com	Foreign Language	Wolff	Katie kwolff@muhs.com	English
Kuntz	Steve skuntz@muhs.com	Auto Aide	Young	Robert ryoung@muhs.com	Athletic Weights
Lamer	Andrew alamer@muhs.com	Welding	Yu	Aihua ayu@muhs.com	Mandarin
Lawler	Ashly alawler@muhs.com	English	Zimmer	Elayne ezimmer@muhs.com	Classroom Aide
Lisi	Terry tllisi@muhs.com	Engineering	Zimmer	Dennis dzimmer@muhs.com	IT

www.mingusunion.com

Mingus Union High School Staff Directory

1801 East Fir Street, Cottonwood 86326

928-634-7531



Counselors

Class of 2018 =Wesbrock ext 1318
Native American Liaison
S. Kitchen ext 1381

Counselors

A - F = Forsythe ext 1464
G - N = Harakaly ext 1416
O - Z = Meyers ext 1404

Attendance = 639-0744

	Phone Ext.	Room		Phone Ext.	Room		Phone Ext.	Room
District Office - 634-8901			Attendance	1512		Fradenburg, Cheryl	1108	108
Harmon, Eric - Superintendent	8640		Bookstore	1304		Gilmore, Marti	4409	409
Bateman, Brandi - Superintendent's Secretary	1306		Cafeteria	1670		Hooton, Andrew	1123	123
Waddle, Kirk - Business Manger	2941		District Office	1306		Hutchins, Julia	1107	107
Heath, Alma - Acct. Payable	1625		Food Service	1447		Kitchen, Dennis	4413	413
Lynch, Debbie - Payroll	1665		Guidance	1402		Knight, Jeff	1104	104
Bailey, Eunice - Bookstore	1304		Human Resources	1306		Lamer, Andrew	1122	122
Lopez, Marylou - Nutrition Services	1447		IT	1470		Lawler, Ashly	1115	115
Fobair, Ralph - VACTE	1426		Library	1319		Lisi, Terry	1102	102
Allred, Gary - Plant Forman	5380		Mailroom	6480		Logsdon, Laura	1116	116
Zimmer, Dennis - IT	1470		Media Center	1501		Mahendran, Uma	2201	201
Transportation - 634-0614			Nurse	4441		Mai, Craig	4411	411
Mitchell, Donna - Transportation	5614		Principal	1430		McKean, Clint	1118	118
Earl, Michael	5615		Resource Officer	1421		Meyer, Andrea	1117	117
High School Office - 634-7531			Scholarships	1402		Miller, Leeza	2203	203
Chilton, Jennifer - Principal	1430		SIG Lab	3302	302	Neugebauer, Jeff	1143	143
Mitchell, Allen - Asst. Principal & AD	1471		Special Services	4415	415/416	Owens, Micah	1478	Gym
Gee, Genie - Intervention Specialist	1415		SPED Lab	1398	114	Puckett, Staci	1106	106
Hillman, Bridget - Principal's Secretary	1386		Superintendent	8640		Renard, Stephen	2022	202B
Knight, Suzan - Athletic Secretary	1455		Transportation	5614		Roethler, Loraine	1111	111
Watson, Matt - Resource Officer	1421		Teachers			Rue	4410	410
Stamper, Alicia - Attendance	1512		Alcala, Angelica	4424	424	Sandoval, Rneben	4405	405
Special Programs - 649-4406			Anderson, Shannon	2212	212	Scott, Chad	112	1112
Christine Sealey - SPED Office	4415	415/416	Badger, Amy	2206	206	Smith, Carol	2021	202A
Tanner, Phil - School Psychologist	4416		Ball, James	1142	142	Strobel, Andrea	1109	109
Montgomery, Janice - ELL	2211	211	Bannelos, Eric	1124	124/125	Taylor, Trecia	1103	103
Guidance - 649-4402			Beery, David	4404	404	Teague, Jason	2209	209
Belzer, Dee - Registrar	1403		Behlow, Calvin	4401	401	Thagard, Lauren	1113	113
McCord, Allison - Gear Up Assistant	1319	Library	Boisrond, Erin	4407	407	Uidenich, Dianne	6446	Academy
Forsythe, Cindy - Counselor A-F	1464		Boysen, Mike	1443	SPMED	Upite, Sandra	4422	422
Harakaly, Cynthia - Counselor G-N	1416		Bruchman, Cynthia	4402	402	Ventura, Susanna	4406	406
Kitchen, Shelley-Native American Liaison	1381		Cesena, Sarah	4412	412	Westcott, Mike	4426	426
Meyers, Kristy - Counselor O -Z	1404		Chavez, Chelsea	1473	Gym	Whitehurst, Colleen	4421	421
Rogers, Brandy - Guidance Secretary	1402		DeCovis, Deb	1144	144	Williams, Sarah	1101	101
Doerksen, Jennifer - Nurse	4441		Densmore, Cade	4414	414	Wolff, Katie	1105	105
Wesbrock, Gretchen - Gear Up /Class of 2018	1318	Library	Detwiler, Beth	2205	205	Young, Bob	1475	Weight
Williams, Dale - Data Processor	1401		DeVore, Yancey	4403	403	Yu, Aihua	1110	110
Departments			Dorr, Oouida	2210	210			
Accounts Payable	1625		Dulkoski, Stanley	3303	303	Fax Numbers		
ALC	1144	144	Elmer, Chad	1121	121	District Office Fax	649-	4399
ASDB	1439	211	Epperson, Tasili	2229	209	Guidance Office Fax	634-	0546
Athletics	1455		Finley, Rick	1145	145	High School Office Fax	639-	4236
Athletic Director	1471		Forbes, Katherine	3301	301	Transportation Office Fax	649-	4389

Prep Hours

Teacher	Room	Prep	Xt	Dept.	Teacher	Room	Prep	Xt	Dept.
Ball, James	142	1	1142	Choir/Drama	Alcala, Angelica	424	4	4424	Science
Boysen, Mike	SPMD	1	1443	SPMD	Cesena, Sarah	412	4	4412	Spanish
Bruchman, Cynthia	402	1	4402	History	Puckett, Staci	106	4	1106	English
Densmore, Cade	414	1	4414	Science	Renard, Stephen	202B	4	2022	Math
Forbes, Katherine	301	1	3301	CEC	Roethler, Loraine	111	4	1111	English
Knight, Jeff	104	1	1104	Spanish	Taylor, Trecia	103	4	1103	Spanish
Lawler, Ashly	115	1	1115	English	Upite, Sandra	422	4	4422	Science
Logsdon, Laura	116	1	1116	English	Wolff, Katie	105	4	1105	English
Teacher	Room	Prep	Xt	Dept.	Teacher	Room	Prep	Xt	Dept.
Detwiler, Beth	205	2	2205	Art	Anderson, Shannon	212	5	2212	Math
Kitchen, Dennis	413	2	4413	Math	Dulkoski, Stan	303	5	3303	Band
Mahendran, Uma	201	2	2201	Math	Elmer, Chad	121	5	1121	Ag
Smith, Carol	202A	2	2021	Math	Hutchins, Julia	107	5	1107	English
Teague, Jason	209	2	2209	Art/Online	Miller, Leeza	203	5	2203	Math
Westcott, Mike	426	2	4426	Science	Thagard, Lauren	113	5	1113	Math
					Young, Bob	WTR	5	1475	Weights
Teacher	Room	Prep	Xt	Dept.	Teacher	Room	Prep	Xt	Dept.
Badger, Amy	206	3	2206	Science	Beery, Dave	404	6	4404	History
Dorr, Oouida	210	3	2210	Art/SPED	Banuelos, Eric	124	6	1124	Ag
Hooton, Andrew	123	3	1123	Auto	Behlow, Calvin	406	6	4406	History
Meyer, Andrea	117	3	1117	English/PE	Boysen, Mike	SPMD	6	1443	SPMD
Neugebauer, Jeff	143	3	1143	Tech. Theater	Chavez, Chelsea	Gym	6	1473	PE
Ventura, Susanna	406	3	4406	History	DeVore, Yancey	403	6	4403	Eco/Gov
Whitehurst, Colleen	421	3	4421	Science	Gilmore, Marti	409	6	4409	SGI English/Ell
Yu, Aihua	110	3	1110	Mandarin	Lamer, Andrew	122	6	1122	Welding
					Mai, Craig	411	6	4411	Math
					McKean, Klint	118	6	1118	English
					Sandoval, Rueben	405	6	4405	SPED
					Scott, Chad	112	6	1112	SGI Math
					Williams, Sarah	101	6	1101	English

Code of Conduct

No employee, while on or using school property, otherwise acting as an agent, or working in an official capacity for the District shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to property of the District or property of a member of the community or a visitor to the school when the property is located on premises controlled by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of District officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of District policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained within the policies of the Board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect the students and the District property.
- Maintain order in a manner consistent with District policies and regulations.
- Comply promptly with all orders of the Superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.
- Comply with the requirement of A.R.S. [15-515](#) by immediately reporting to the Superintendent or the administrator who is their immediate supervisor:

§ A violation of A.R.S. [13-3102](#) [possession of a deadly weapon on school grounds].

§ A violation of A.R.S. [13-3111](#) [possession of a firearm by a minor without authorization (in Maricopa and Pima Counties and where otherwise adopted by local ordinance)].

§ A violation of A.R.S. [13-3411](#) [possession, use, or intent to sell marijuana,

peyote, or dangerous or narcotic drugs, or intent to sell prescription-only drugs in a drug-free school zone (i.e., school grounds and the area within three hundred [300] feet and public property within one thousand [1,000] feet of school grounds, the area at a school bus stop, and a school bus)].

Any administrator receiving a report of a violation of A.R.S. [13-3102](#), [13-3111](#), or [13-3411](#) shall immediately report such violation to a peace officer in compliance with A.R.S. [15-515](#).

Employees of the District who violate these rules are subject to disciplinary action.

MUHS Dress Code Policy

The school dress code is being enforced to help ensure a positive and focused learning environment. Non-compliance with the dress code will always result in a mandatory change to compliant dress for the balance of the school day. Disciplinary consequences will follow disciplinary matrix included herein, beginning with lunch detention for 1st offense.

The dress code includes but **is not limited** to the following:

- ❖ Shirts, tops and blouses must be sleeved. No cleavage is to be showing at any time. Shirts **MUST** be long enough to extend **BELOW** the top of the bottom garment **AT ALL TIMES**. No bare midriff or back. Sheer tops (lace, mesh, etc.) must be worn over garments meeting dress code if undergarments are visible.
- ❖ All skirts, dresses, and skorts must be long enough to extend at least **three inches** past the fingertips when in a normal standing position. Shorts must meet or extend past the fingertips when the student is in a normal standing position, shoulders relaxed, with palms flat to the side.
- ❖ Sagging pants or clothing that might expose undergarments is prohibited.
- ❖ Anything endorsing or implying gang affiliation or the use of substances not legally available to minors; or containing ethnic or gender slurs; or having profane, violent, inhumane, or sexual connotation is not permitted. (Bandanas, hair nets, and "do-rags" are considered gang affiliation and are not permitted.)

- ❖ Any jewelry, apparel or accessory that can be used as a weapon or is made to look like a weapon is not allowed, (including but not limited to chains, belt buckles, spiked jewelry, and excessively long belts.)
- ❖ Shoes must be worn at all times. Pajamas and house slippers are expressly forbidden. "Trench coats" are not allowed on campus.
- ❖ Clothing must be in good repair. Clothing with holes or frays may not expose any part of the body that would otherwise be covered by garments within dress code parameters.
- ❖ Sunglasses and hats may not be worn in classrooms or school offices.

Cell Phone Policy

Students must have all electronic devices turned off and out of sight during class, performances, and assemblies. An electronic device is a device that is capable of emitting an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Students may have their phones turned on during lunch and passing periods. Classroom use of electronic devices **for instructional enhancement** is permitted only upon the teacher's direction.

Consequences for violating the restriction on electronic devices include confiscation of the device, to be returned to parents/guardians **only at the end of the student's school day** from the High School Office. Repeated offenses would carry with them detention, parent conference, and suspension.

Hallway Behavior Expectations:

Hallway etiquette and behavior that respects the rights of others is required. All students and staff have the right to an unobstructed, safe passage through clean hallways. Hallways are to be treated as passageways as a first priority. To meet this expectation, the following rules are in place.

- ◆ Students may not sit in hallways leaning up against lockers.

- ◆ Students may not sit with legs outstretched.
- ◆ Students may not stand in a group that obstructs the hallway.
- ◆ Students may not be in the auditorium seating areas, stairwells, or pass-through corners. For safety, students may not sit on the auditorium walls and rails.
- ◆ Students may not eat or drink in the hallways. Food transported through hallways must be sealed and placed in backpack. Water is always encouraged.

Fire Emergency Procedure

BEFORE THE DRILL:

- Print out a copy of your roster
- Check the fire evacuation map in your room to determine your
 - ✓ Evacuation route
 - ✓ Evacuation area number (i.e. AREA VI or AREA II)
 - ✓ Check below to determine your evacuation supervisor's name.

WHEN THE ALARM SOUNDS:

- Remind students of your specific evacuation location (where you are supposed to go), the need for silence and the requirement that everyone in the class stays together.
- Turn off lights
- Lock your doors - take the print out of your roster with you. (A locked door indicates to the person clearing the bldg. that the room is cleared of students.)
- Proceed to your evacuation location.
- Keep students together and quiet.
- Take roll and send it to your area supervisor. (S/he will be wearing a MUHS safety vest or hat)
- Area supervisors will not solicit your attendance: **you must send it over to them**
- Either mark "All present" or circle names of students unaccounted for. Please note if they were out on a pass, in library or office.

Who is my area Supervisor?

<u>Area</u>	<u>Supervisor</u>
1. East Parking Lot - Admin	Suzan Knight & Bridget Hillman
2. Behind Tennis Courts 5 & 6	Genie Gee & Alicia Stamper
3. Behind Tennis Courts 3 & 4	Cynthia Harakaly & Cindy Forsythe
4. West Side of Baseball Field	Kristy Meyers & Gretchen Wesbrock
5. Back of Stadium	Mike Boysen & Bob Young
6. Stadium/Track/Transportation	Greg Roeller & Donna Mitchell
7. Academy Building	Dianne Uidenich & Mingus Academy
8. East Parking Lot - District	Eunice Bailey & ALC

Incident Commander - Allen Mitchell

Backup - Jennifer Chilton

Fire Emergency Procedures

Bldg. Supervisors

<u>Clear Bldgs.</u>	<u>Building Supervisor</u>	<u>Backup</u>
East 100	Alma Heath	Bridget Hillman
West 100	Cindy Forsythe	Cynthia Harakaly
200-300	Gretchen Wesbrock	Jennifer Chilton
Upper 400	Kirk Waddle	Kristy Meyers
Lower 400	Allen Mitchell	Genie Gee
Sports Med.	Mike Boysen	Bob Young
Academy Bldg.	Dianne Uidenich	Academy Staff
Stadium/Transport	Greg Roeller	Donna Mitchell
District Offices	Eunice Bailey	ALC

Sequence

- Grab Go Folder
- Clear Areas - check for lights out and doors locked. Mark areas not secured. Be sure to report to incident commander afterwards.
- Incident commander will call on the radio "Clear Areas Please"
- Respond, (for example) "East 100" or "Academy Building Clear"

- When that sequence is finished incident commander will call for attendance.
- Area Supervisors Check for Teacher's attendance.
- Mark who has reported and follow up afterward with incident commander teachers who did not have a roster, or who did not report to the correct area
- Incident commander will call on the radio "Area Supervisors Report Attendance Please"
- Respond, "Area one missing two students reported to be in Library, G. I. Joe and Susie Q"
- Area Supervisor for Library area should then check for G. I. Joe and Susie Q
- After all areas are clear incident commander will call all clear and the office will make an announcement AND ring the bell
- If radio communications are disrupted use cell phones.