IMPORTANT REMINDERS (Some of these infractions could result in removal from our School District)

- If you have a Prep period at the start of school or at the end of school (even if it is for Music, Library or PE), please check with the office before arriving late or leaving early. Many times you can be used in another classroom. The Prep period is included in your daily hours for the School Day.

- Do not use your Cell Phone or Text Message while in the classroom with students. Even if the students are engaged in a lesson or project, your Cell Phones are not to be used in the classroom with students present.

- Please follow the Teacher’s Lesson Plans carefully. Do not spend time with other tasks unless you have completed the Lesson Plan. If you are unable to complete the Lesson Plan, leave a note for the Teacher to explain why.

- Please remember all records, reports and information regarding students in your room are to be kept in the strictest confidence. If you feel you need specific information about a student or need to share information in regard to a student or a student’s well-being, please talk to the principal.

- Please keep AESOP updated with your non-work days or days you will be subbing in other school districts. This saves the Sub Coordinator and AESOP a lot of time.

- Substitute Teachers should complete an evaluation form with every assignment. Ask the school secretary where the completed form should be left.

- Please keep up with your Arizona State Retirement Tracking Worksheet. When you reach 14 Qualifying Weeks – please send to the Substitute Office. Payroll is requiring this form from all Substitutes at the end of the year, even if you have not accumulated 14 qualifying weeks.

- Please notify the Sub Office 480-982-1110 extension 2047 if you decide to no longer sub during the course of the school year. You will need to return your substitute photo ID badge.

- Substitute Handbook access: (Go to District Web Page, www.ajusd.org, Click on “Departments”, Scroll down to “Human Resources”, Click on “Substitute Handbook and Policies”

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