



Welcome to Peoria Unified School District!

Thank you for choosing Peoria! We are excited to begin another amazing school year and we are thrilled to have you as a part of our team.

Peoria Unified has always had the highest commitment to our students and they will continue to be the districts top priority. Our students deserve the best, and that is why we expect the best of you.

In this packet, you will find some expectations we have for substitute teachers and a few things you can expect of us when you walk onto one of our campuses. You will also find some resources for who to contact at the school sites, a calendar for the school year, and maps of our district.

Please know that you are appreciated, and we could not have a successful school year without each one of you. You are needed not just in the lives of our students, but in the lives of our teachers as well! You are an integral piece to keeping our staff happy and balanced. I look forward to working with you and if you have any questions please feel free to contact me via email or phone.

Thank you again for your commitment to our students and teachers and welcome to the family!

Thank you,

Kim Palombo-Dykman
Lead Human Resources Specialist
Peoria Unified School District #11
kpalombodykman@pusd11.net
(623) 486-6278



SUBSTITUTE RESPONSIBILITIES

AVAILABILITY & FLEXIBILITY: We understand that from time to time, situations prevent you from accepting assignments; however, we do appreciate you being available for a substantial number of assignments during the school year.

******There may be times when substitute teachers will be required by Human Resources or the school Administrator to change assignments. This will only be done when it is absolutely necessary to better utilize everyone's capabilities and benefit the students in the classroom. High school substitutes may also be required to cover a different classroom during the scheduled prep hour of their accepted assignment.

KEEP ESI INFORMED OF CHANGES: Changes in personal information such as new address, phone number or banking changes must be communicated with ESI at hr@esiaz.us or (480) 535-9118 as soon as possible.

SCHOOL DAY REPORT/RELEASE TIMES: You are expected to arrive at your assignment at the time stated by the automated calling system or Frontline (Aesop) online system. Arrival/departure times can also be found on the School Secretary List and should be followed unless specific arrangements are made by Human Resources or school Administrator.

******You are expected to remain at the school until the stated departure time. The time after students leave is to be used to correct papers, straighten up the classroom, perform any assigned duties and be available to the school Administrator to conference about the day if necessary. Substitutes may also be required to assist in the school offices.

CANCELLATION OF ASSIGNMENTS: If an assignment must be cancelled, the cancellation **MUST be done as soon as possible in Frontline (Aesop) System.** You may call the school site or Human Resources and leave a message regarding the cancellation however, leaving a message **IS NOT** considered as having cancelled the assignment. It is the substitute's responsibility to cancel the assignment in Frontline (Aesop).

***Excessive cancellations are cause for removal from the substitute roster.

LONG TERM ASSIGNMENTS: Should you be selected for a long term assignment, **it is your responsibility** to make sure that any previously accepted days that are in conflict with the long term assignment are canceled.

Long Term Substitutes Q&A:

Q: If I accept a long term assignment, am I responsible for writing or creating curriculum maps?

A: No, long term subs are not expected to write or create curriculum maps, but are expected to follow those provided.

Q: Am I expected to attend IEP meetings?

A: No, you would not be mandated to attend IEP meetings but will likely be asked for input in the IEP by another service provider.

Q: Am I expected to log grades in the gradebook?

A: Yes. Many long term assignments span quarterly report card times and that data needs to be captured for the students in the classroom. The extent will vary depending on grade, subject and length of assignment.

Q: Am I required to attend professional development?

A: No. Professional development is not required of long term subs, however you are welcome to attend. If you hold a valid Arizona Teaching Certificate, these hours can be used for recertification.

****Please note: You are responsible for tracking and maintaining all certificates from professional development and hours accrued for your recertification. The District will not manage those for ESI employees.**



EXPECTATIONS FOR SUBSTITUTES

STAFF DRESS CODE: Professional appearance is expected in order to support a positive educational environment.

Professional appearance should be:

- Reflective of an employee's position as a role model when representing the District.
- Conducive to the employees' tasks and/or environment.
- Clothing and apparel that is clean, modest and safe.

Sex, Politics and/or Religion: Classrooms are not the place to voice your personal opinions on sex, politics or religion. Please refrain from any conversation, comments or debates regarding sex, politics or religion unless it is a part of the curriculum or assignment in the lesson plans left by the teacher for a specific class or subject.

Electronic Devices/Technology: Cell phones along with any other personal electronic devices are to remain off or silent during the school day and should only be used in case of emergency.

Lesson Plans: Please follow the lesson plans provided to the best of your ability.

Attitude: Stay positive. We expect you to be respectful of all staff, students and parents. Remember, your attitude will set the tone for the class so please stay positive and refrain from the use of sarcasm.

Avoid a power struggle: Some classrooms/students may be challenging but remember to be patient, remain calm, stay positive and, if necessary, follow the teacher's behavior and discipline protocol.

Confidentiality: Please be aware of students with special needs and 504 plans, things pertaining to this are to remain in confidence.



School Secretary List

Alta Loma

Le Anna Pier
623-412-4581
LPier@pusd11.net
7:30am-3:20pm

Apache

Barb Troyky
623-412-4883
BTroyky@pusd11.net
7:30am-3:20pm

Canyon

Kendra London
623-412-5058
KLondon@pusd11.net
8:10am-4:00pm

Cheyenne

Yvette Labenske
623-487-5100
YLabenske@pusd11.net
7:30am-3:20pm

Copperwood

Shannan Belter
623-412-4657
SBelter@pusd11.net
7:30am-3:20pm

Cotton Boll

Kris Lapinski
623-412-4706
KLapinski@pusd11.net
7:30am-3:20pm

Country Meadows

Debbie Corsino
623-412-5203
DCorsino@pusd11.net
8:10am-4:00pm

Coyote Hills

Andrea Flint
623-412-5228
AFlint@pusd11.net
7:30am-3:20pm

Desert Harbor

Debbie Rademaker
623-486-6205
DRademaker@pusd11.net
7:30am-3:20pm

Desert Palms

Annette Navarro
623-412-4606
AnNavarro@pusd11.net
7:30am-3:20pm

Desert Valley

Peggy Brown
623-412-4756
PBrown@pusd11.net
8:10am-4:00pm

Foothills

Anitra Bryant
623-412-4632
ABryant@pusd11.net
7:30am-3:20pm

Frontier

Deb Jackson
623-412-4906
DJackson@pusd11.net
7:30am-3:20pm

Heritage

Adriana Ronquillo
623-412-4532
ARonquillo@pusd11.net
7:30am-3:20pm

Ira A Murphy

Michelle Schlink
623-412-4481
MSchlink@pusd11.net
7:30am-3:20pm

Kachina

Blanca Gamon
623-412-4506
BGamon@pusd11.net
7:30am-3:20pm

Lake Pleasant

Deb Southards
623-773-6578
DSouthards@pusd11.net
7:30am-3:20pm

Marshall Ranch

Azure Cuthbert
623-486-6451
ACuthbert@pusd11.net
8:10am-4:00pm

Oakwood

Marcy Watson
623-412-4731
MaWatson@pusd11.net
7:30am-3:20pm

Oasis

Lisa Bengtsson
623-412-4806
LBengtsson@pusd11.net
7:30am-3:20pm

Parkridge

Cathy Vincent
623-412-5403
CVincent@pusd11.net
8:10am-4:00pm

Paseo Verde

Terri Aranda
623-412-5080
TAranda@pusd11.net
8:10am-4:00pm

Peoria Elem

Angela Haugtvedt
623-412-4456
AnHaugtvedt@pusd11.net
7:30am-3:20pm

Peoria Traditional

Lori Cancelli
623-412-5352
LCancelli@pusd11.net
7:00am-2:50pm

Pioneer

Misty Vandenvrijhoef
623-412-4556
MVandenvrijhoef@pusd11.net
8:10am-4:00pm

Sahuaro Ranch

Renee Kotchka
623-412-4781
RYKotchka@pusd11.net
7:30am-3:20pm

Sante Fe

Toni Cota
623-486-6476
TCota@pusd11.net
7:30am-3:20pm

Sky View

Debbie Yingling
623-412-4856
DYingling@pusd11.net
7:30am-3:20pm

Sun Valley

Cathy Sherrill
623-412-4831
CSherril@pusd11.net
8:10am-4:00pm

Sundance

Charlene Ezop
623-412-4682
CEzop@pusd11.net
7:30am-3:20pm

Sunset Heights

Karen McCue
623-773-6653
KMcCue@pusd11.net
7:30am-3:20pm

Vistancia

Karen Jordan
623-773-6503
KJordan@pusd11.net
7:30am-3:20pm

Zuni Hills

Kelli Priebe
623-412-5278
KPriebe@pusd11.net
8:10am-4:00pm

High Schools → → →

Cactus

Shasta Karow
623-412-5001
SKarow@pusd11.net
6:50am-2:40pm

Centennial

Kathy Fitzgerald
623-412-4401
KFitzger@pusd11.net
6:50am-2:40pm

Ironwood

Kelly Gronewold
623-486-6401
KGronewo@pusd11.net
6:50am-2:40pm

Liberty

Kathy Fischer
623-773-6526
KaFischer@pusd11.net
6:50am-2:40pm

MET Academy

623-773-6700

Peoria Flex Academy

Melanie Young
623-412-5476
MYoung@pusd11.net
6:50am-2:40pm

Peoria High

Tara Willoby
623-486-6301
TWilloby@pusd11.net
6:50am-2:40pm

Raymond S. Kellis

Laura Goble
623-412-5426
LLGoble@pusd11.net
6:50am-2:40pm

Sunrise Mountain

Cindy Patrick
623-487-5126
CPatrick@pusd11.net
6:50am-2:40pm

School Year Calendar | 2019-20



August

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

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

February

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

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

December

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1	2	3	4	5	6	7
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22	23	24	25	26	27	28
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March

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June

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October

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January

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April

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July

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Federal Holiday/No School

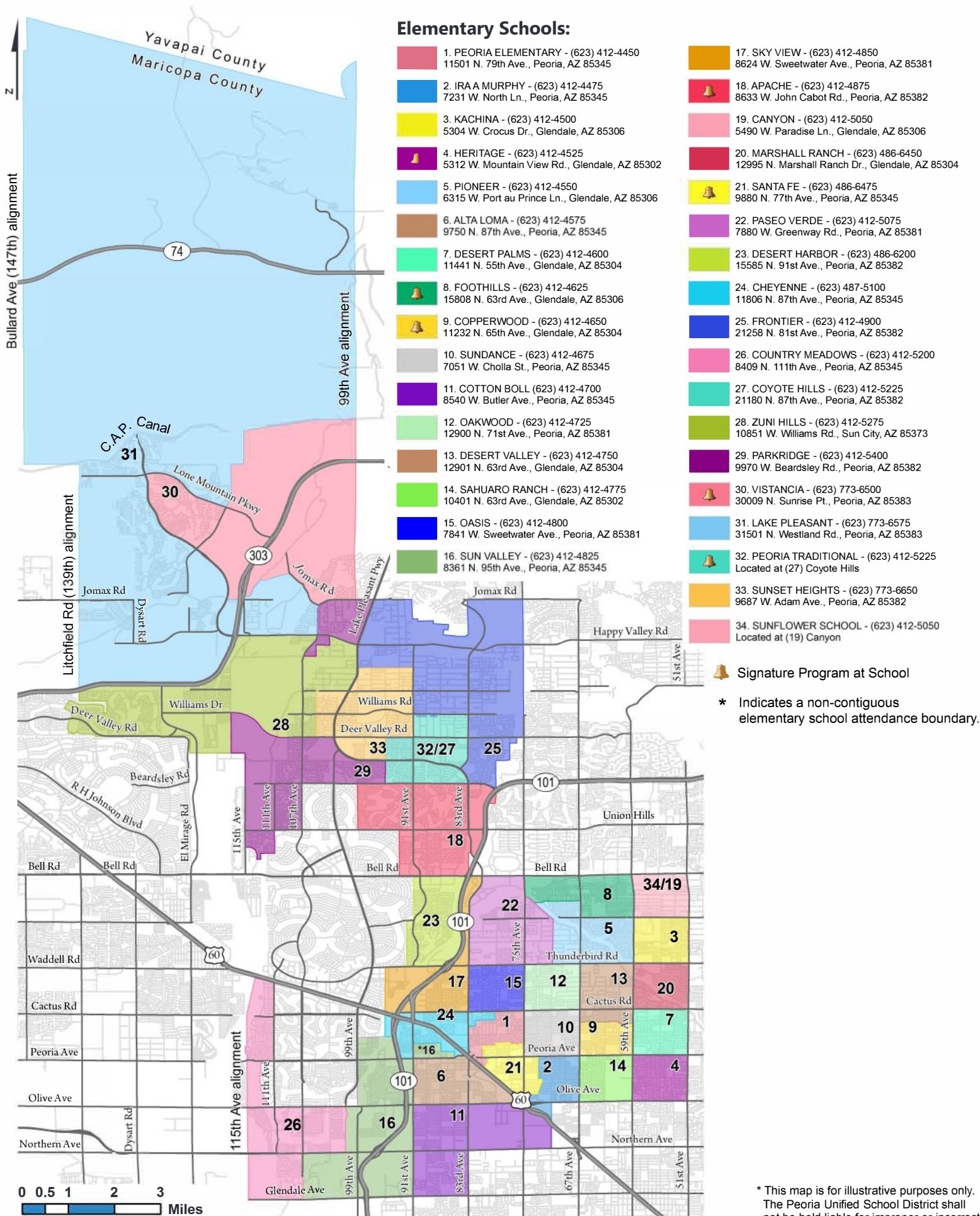
Sept. 2	Labor Day
Oct. 14	Indigenous Peoples' Day
Nov. 11	Veterans Day
Nov. 28	Thanksgiving Day
Dec. 25	Christmas
Jan. 1	New Year's Day
Jan. 20	ML King, Jr. Day
Feb. 17	Presidents' Day
May 25	Memorial Day
July 3	Independence Day
(observed)	

	Federal Holiday/No School
	Teacher Work Day/No School
	First Day of Semester
	Last Day of Semester
	*Parent/Teacher Conferences
	April Break/No School

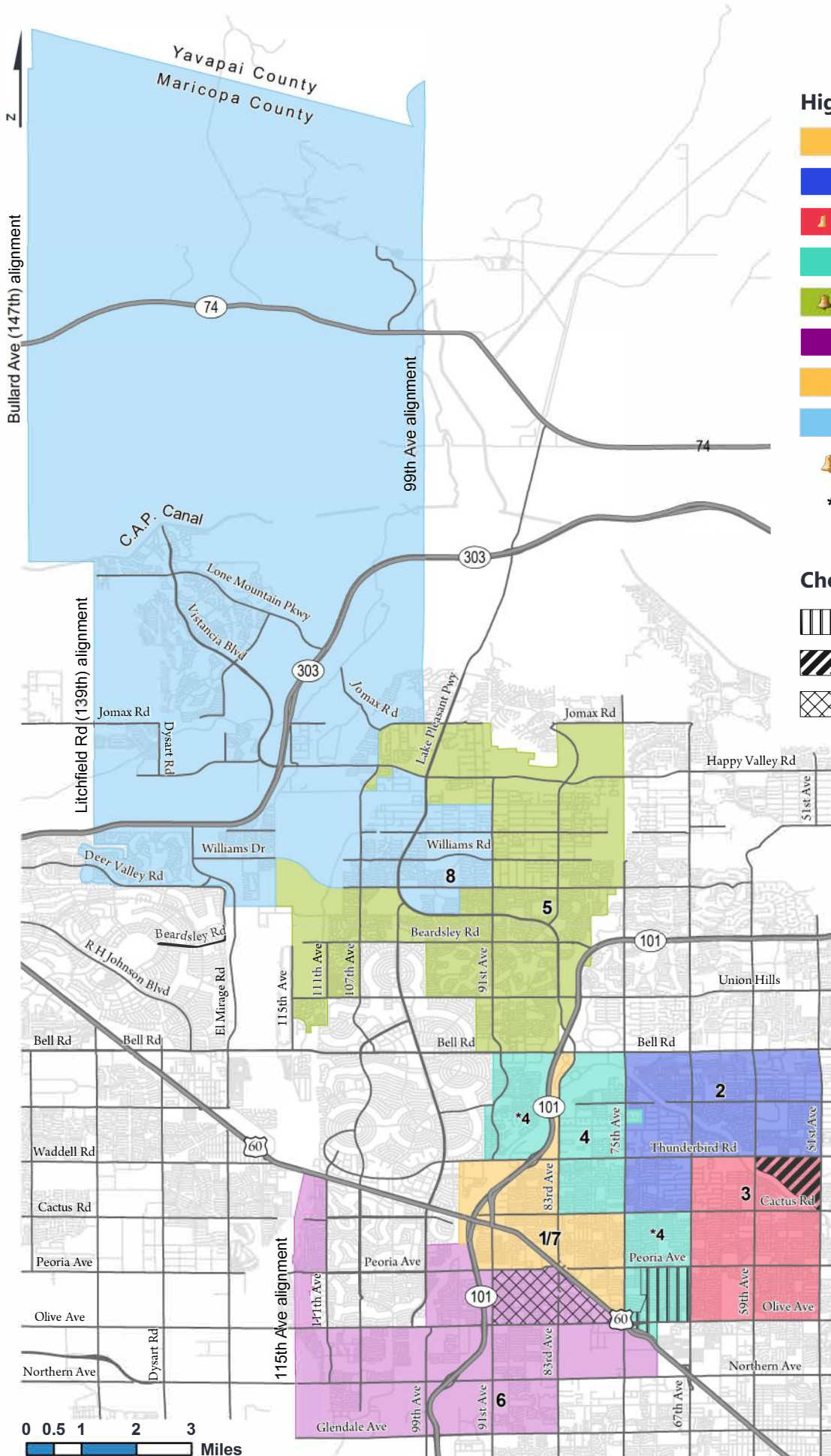
First Semester	89 days
Second Semester	91 days
Total	180 days
*Progress report days are used as place holders and are subject to change.	



Peoria Unified School District No.11 Elementary School Boundaries '19 -'20



Peoria Unified School District No.11 High School Boundaries '19 - '20



High Schools:

1. PEORIA HIGH SCHOOL - (623) 412-6300
11200 N. 83rd Ave., Peoria, AZ 85345
2. CACTUS HIGH SCHOOL - (623) 412-5000
6330 W. Greenway Rd., Glendale, AZ 85306
3. IRONWOOD HIGH SCHOOL - (623) 486-6400
6051 W. Sweetwater Ave., Glendale, AZ 85304
4. CENTENNIAL HIGH SCHOOL - (623) 412-4400
14388 N. 79th Ave., Peoria, AZ 85381
5. SUNRISE MOUNTAIN HIGH SCHOOL - (623) 487-5125
21200 N. 83d Ave., Peoria, AZ 85382
6. RAYMOND S KELLIS HIGH SCHOOL - (623) 412-5425
8990 W. Orangewood Ave., Glendale, AZ 85305
7. PEORIA FLEX ACADEMY - (623) 412-5475
Located at (1) Peoria High School
8. LIBERTY HIGH SCHOOL - (623) 773-6525
9621 W. Speckled Gecko Dr., Peoria, AZ 85383



Signature Program at School

* Indicates a non-contiguous elementary school attendance boundary.

Choice Areas:



CENTENNIAL or PEORIA H.S.



CACTUS or IRONWOOD



PEORIA H.S. or RAYMOND S KELLIS

* This map is for illustrative purposes only. The Peoria Unified School District shall not be held liable for improper or incorrect use of the data.

WORK LOG

DAY	DATE	CONF NUMBER	SCHOOL	TEACHER
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