
Teamwork for Excellence



P L A N O
Independent School District

Substitute Handbook

2009 – 2010

The purpose of the Plano Independent School District Substitute Handbook is to provide vital information that will help pave the way for a successful year. The information in the Substitute Handbook is an overview and is not intended to supersede district policy and/or federal or state law.

Substitutes are responsible for reading and complying with all Plano ISD policies, procedures, and guidelines contained in the Substitute Handbook. Failure to do so may result in adverse employment action up to, and including, termination and permanent removal from the Plano ISD Substitute System and may also impact future employment opportunities with the District. Substitutes are not guaranteed employment or continued employment with the Plano ISD. Questions or comments may be directed to the Human Resources Substitute Office.

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I. Substitutes General Information

A. QUALIFICATIONS

All substitute teachers must hold a minimum of a bachelor's degree and provide an official transcript conferring the degree. Based on the current needs of the district, certification may also be required. Non-certified substitute teachers may be utilized, on an as-needed basis, upon approval by the district. The district may give preference to the employment of substitute teachers who hold a valid teaching certificate. Individuals holding a foreign degree must have degree transcripts evaluated by an accredited international degree equivalency evaluator acceptable to the district and meet the current criteria for substitute teachers. All substitute paraprofessionals must provide a copy of a high school diploma or GED, or an official transcript, if applicable.

B. EMPLOYMENT

Employment of a substitute occurs according to the current needs of the Plano ISD and the qualifications of the applicant.

Individuals desiring employment as a substitute **teacher** in the Plano ISD are required to complete an on-line application for substituting. With the on-line application, official college transcripts conferring the degree and three (3) completed PISD reference forms must be submitted to the Human Resources. Background checks and fingerprinting will be completed on all substitute applicants. Substitute applicants selected for employment will be notified regarding their orientation meeting. Additional forms, completed at orientation, and appropriate processing are required before employment.

Individuals desiring employment as a substitute **paraprofessional** (classroom assistant, clerical) in the Plano ISD are required to complete an on-line application for substituting. With the completed application, a copy of a high school diploma/GED, or official college transcripts, and three (3) completed PISD reference forms must be submitted to the Human Resources. Background checks and fingerprinting will be completed on all substitute applicants. Substitute applicants selected for employment will be notified regarding their orientation meeting. Additional forms, completed at orientation, and appropriate processing are required before employment.

A substitute's social security number is required for identification in payroll and for registration in the Substitute/Employee Management System. A special substitute ID number will be used for campus requests and processing. The special ID number is the telephone number excluding the area code, the Substitute/Employee Management System will call.

Services rendered as a substitute may be creditable towards retirement provided such service is for at least 90 days in a school year. Eligible individuals are responsible for contacting the Teacher Retirement System of Texas for further information.

In order to remain active as a substitute within Plano ISD, all substitutes are expected to work at least once every school year. Substitutes that do not remain active will be required to reapply.

C. RETIRED EMPLOYEES

An employee retired from a Texas school district, currently drawing pay from TRS, may substitute as many days as desired following one complete calendar month of non-work. Substitute pay for retired Texas school district employees will be the usual and customary pay paid to substitutes in the District. For TRS purposes, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, the retiree is not a substitute for TRS purposes. Individuals are

responsible for contacting TRS to identify any ramifications, such as loss of benefits that may occur due to employment as a substitute.

D. STANDARDS OF CONDUCT

All individuals serving as a substitute for the district shall comply with all Plano ISD Board Policies, including, but not limited to, "Standards of Conduct". A printed copy of these policies is available at every campus office and the Human Resources department at the Administration Building.

They may also be accessed online, as follows:

DH (LEGAL) - [www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=DH\(LEGAL\).html](http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=DH(LEGAL).html)

DH (LOCAL) - [www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=DH\(LOCAL\).html](http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=DH(LOCAL).html)

DH (EXHIBIT) - [www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=DH\(XHIBIT\).html](http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=DH(XHIBIT).html)

As stated in Policy:

The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

The educator shall not use institutional or professional privileges for personal or partisan advantage.

The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

The educator shall not deliberately or knowingly misrepresent facts regarding a student.

The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex disability, national origin, religion, or family status.

The educator shall not engage in physical mistreatment of a student.

The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

E. DRESS CODE

All employees are required to dress in a manner that reflects a professional appearance while appropriate for the position for the employee's specific job assignment. Questions should be referred to the campus administrator.

All employees shall observe modesty, appropriateness and neatness in clothing and personal appearance. Substitutes are professionals and should dress and behave accordingly.

An employee is not appropriately dressed if the employee is a disrupting influence in class or school because of the mode of dress. Substitutes shall be expected to serve as models for students in their dress.

The district shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear. The district has the right to ask substitutes to leave the campus or change their attire if it is of such nature that it provokes unfavorable comment.

F. PROHIBITED ITEMS ON SCHOOL DISTRICT PROPERTY

Smoking or using tobacco products on district premises, in district vehicles or school-related activities is prohibited. Possession or use of illegal drugs and/or alcoholic beverages is prohibited.

G. TECHNOLOGY USAGE

Generally, substitutes do not have access to the district's technology, with the exception of some long-term positions. When using the district's technology, substitutes are required to comply with the district's Acceptable Use Guidelines.



In particular, use of technology for personal reasons, (e.g., e-mail, word-processing, Internet) is not permitted. Please note that attempts to use the district's technology for personal reasons may result in removal from the Substitute System.

A copy of the Acceptable Use Guidelines is provided at the time of hiring. A printed copy of these guidelines is available at every campus office and the Human Resources department at the Administration Building. They may also be accessed online at <http://k-12.pisd.edu/aug.htm>.

H. SUBSTITUTE EVALUATION REPORTS

The regular teacher may complete an evaluation report (pg. 41) of a substitute's performance and submit it to the principal/campus administrator's office.

The principal/campus administrator will be responsible for evaluating the overall performance of the substitute. The principal/campus administrator may use the report submitted by the regular teacher to assist in the evaluation or he/she may choose to complete a separate evaluation.

The principal/campus administrator may complete an evaluation report (pg. 41) on any substitute that does an outstanding job and submit it to the substitute office requesting to place the substitute on their school's "preferred list".

An evaluation report must be completed and sent to the substitute office on any substitute the campus does not want to return. The substitute is then placed on that particular school's "do not call" list.

Substitutes who receive three (3) negative evaluation reports, for any reason, within a year or five (5) within a five-year period will be removed from the substitute system.

I. SUBSTITUTE REPORT

Substitutes who wish to report information related to an assignment may do so by submitting a written report (pg. 42) to the principal/campus administrator. A copy may also be sent by the substitute to the substitute office for placement in the substitute's personnel file.

J. REMOVAL FROM THE SUBSTITUTE SYSTEM

Failure to comply with district policies, the guidelines established in the substitute handbook, and/or the expectations of the substitute's supervisor may result in adverse employment action against the substitute including, but not limited to, termination and/or removal from the district substitute system.

Other actions that may result in removal from the substitute system are:

- Unsatisfactory performance as noted in a substitute evaluation report submitted by a principal/campus administrator, as stated above.
- Any single incident determined by the district to be inappropriate in carrying out the substitute's responsibilities
- Multiple cancellations by the substitute on the day of the assigned jobs.

K. SUBSTITUTE PAY RATES

PROFESSIONAL

Cumulative days worked during the current school year – **various positions**

Days	Teacher
1-30	\$ 81.00 / day
31-90	\$ 85.00 / day
91 +	\$ 95.00 / day

Cumulative days worked sequentially – single assignment – **filled position**

Days	Teacher
1-10	\$ 81.00 / day
11-30	\$ 85.00 / day
31 +	\$228.30 / day

Cumulative days worked sequentially – single assignment – **vacant unfilled position**

Days	Teacher
1-10	\$ 81.00 / day
11 +	\$228.30 / day

PARAPROFESSIONAL

Cumulative days worked during the current school year – **various positions**

Days	Paraprofessional
1-30	\$ 7.25 / hour
31-90	\$ 7.88 / hour
91 +	\$ 8.75 / hour

Cumulative days worked sequentially – single assignment – **filled position**

Days	Paraprofessional
1-10	\$ 7.25 / hour
11-30	\$ 7.88 / hour
31 +	\$ 9.78 / hour

Cumulative days worked sequentially – single assignment – **vacant unfilled position**

Days	Paraprofessional
1-10	\$ 7.25 / hour
11 +	\$ 9.78 / hour

Example: Substitutes for teachers are currently paid \$81.00 per day. In addition, once a substitute has worked thirty days their rate of pay would increase for future days to \$85.00. Finally, any substitute working ninety days would be paid for additional days worked at \$95.00.

Pay rate is based on the position worked. Teacher jobs are paid at teacher rates. Paraprofessional jobs are paid at the paraprofessional rates. Substitutes should stay the entire day if expecting to be compensated for the entire day. The daily rate may be adjusted if you show up late or leave early during an assignment.

Special Education/Bilingual Substitute/Professional Licensed Nurse Compensation
PISD Training is Required for Special Education and Bilingual Substitute

PROFESSIONAL

Cumulative days worked during the current school year – **various positions**

Days	Teacher
1 – 30	\$ 103.00 / day
31 – 90	\$ 107.00 / day
91 +	\$ 117.00 / day

Cumulative days worked sequentially – single assignment – **filled position**

Days	Teacher
1 – 10	\$ 103.00 / day
11 – 30	\$ 107.00 / day
31 +	\$228.30 / day

Cumulative days worked sequentially – **single assignment, unfilled position**

Days	Teacher
1 – 10	\$ 103.00 / day
11 +	\$228.30 / day

PARAPROFESSIONAL

Cumulative days worked annually – **any assignment**

Days	Paraprofessional
1 – 30	\$ 10.00 / hour
31 – 90	\$ 10.50 / hour
91 +	\$ 11.50 / hour

Cumulative days worked sequentially – **single assignment, filled position**

Days	Paraprofessional
1 – 10	\$ 10.00 / hour
11 – 30	\$ 10.50 / hour
31 +	\$ 12.53 / hour

Cumulative days worked sequentially – **single assignment, unfilled position**

Days	Paraprofessional
1 – 10	\$ 10.00 / hour
11 +	\$ 12.53 / hour

To be eligible for the higher rate of pay a substitute must have successfully completed the scheduled special education and/or bilingual unit training designed for substitutes. Additionally, to receive the higher substitute rate, the person must actually be substituting in a designated Plano ISD special education or bilingual job assignment, respectively. This training does not need to be repeated annually.

L. PAYROLL SCHEDULE

It is the responsibility of the substitute to keep a personal record of each job number and dates worked at each building. If there are discrepancies in the amount of the check and the number of days worked, the substitute should contact the office manager of the school in which he/she worked during that pay period to be sure the number of days worked has been correctly reported. It is the substitute's responsibility to review his/her paycheck for any discrepancies in the amount of the check or number of days worked. **All questions pertaining to substitute paychecks are to be addressed, first to the school campuses, then to the payroll office at (469) 752-8056.** Please handle problems in this order.

2009 – 2010 PAY SCHEDULE FOR SUBSTITUTES

REPORTING PERIOD	PAYROLL CUT-OFF	PAYDATE
June 15 – June 26, 2009	June 26, 2009	July 9, 2009 *Summer Hours
June 29 – July 10, 2009	July 10, 2009	July 23, 2009 *Summer Hours
July 13 – July 24, 2009	July 4, 2009	August 7, 2009
July 27 – August 7, 2009	August 7, 2009	August 21, 2009
August 10 – August 21, 2009	August 21, 2009	September 4, 2009
August 24 – September 4, 2009	September 4, 2009	September 18, 2009
September 7 – September 18, 2009	September 18, 2009	October 2, 2009
September 21 – October 2, 2009	October 2, 2009	October 15, 2009
October 5 – October 15, 2009	October 15, 2009	October 30, 2009
October 19 – October 30, 2009	October 30, 2009	November 13, 2009
November 2 – November 13, 2009	November 13, 2009	November 24, 2009
November 16 – November 27, 2009	November 27, 2009	December 11, 2009
November 30 – December 11, 2009	December 11, 2009	December 24, 2009
December 14 – December 24, 2009	December 24, 2009	January 8, 2010
December 28 – January 8, 2010	January 8, 2010	January 22, 2010
January 11 – January 22, 2010	January 22, 2010	February 5, 2010
January 25 – February 5, 2010	February 5, 2010	February 19, 2010
February 8 – February 19, 2010	February 19, 2010	March 5, 2010
February 22 – March 5, 2010	March 5, 2010	March 19, 2010
March 8 – March 19, 2010	March 19, 2010	April 1, 2010
March 22 – April 1, 2010	April 1, 2010	April 16, 2010
April 5 – April 16, 2010	April 16, 2010	April 30, 2010
April 19 – April 30, 2010	April 30, 2010	May 14, 2010
May 3 – May 14, 2010	May 14, 2010	May 28, 2010
May 17 – May 28, 2010	May 28, 2010	June 11, 2010
May 31 – June 12, 2010	June 12, 2010	June 24, 2010 *Summer Hours
June 14 – June 25, 2010	June 25, 2010	July 8, 2010 *Summer Hours

Cash pay card and direct deposit statements are mailed to the substitute's home address on the day prior to each pay date. *Substitute checks may not be picked up in the payroll office.*

*** Please note that pay dates before a holiday may not include the last week worked of the payroll reporting period and cut off, prior to the holiday, and will be included in the next pay cycle.** This includes winter break, and may include other times that a holiday starts immediately following a pay date.

M. INCLEMENT WEATHER

The following information is provided to help substitutes understand how the district determines whether or not to hold school or delay opening school on bad weather days and the notification procedures which are in place. Please note that student and staff safety is our first priority. The decision to call off school is a very important one and is made only after thorough consideration.

Assume that school will open as usual.

Check with one of the following sources of information to obtain accurate information:

Major television stations including KDFW - Channel 4; KXAS - Channel 5; WFAA- Channel 8; KTVT - Channel 11, UPN 21; KDAF- WB33, News - Channel 33; and Channel 99, Time Warner Cable (PISD Station).

Major radio stations including KERA (90.1); KRLD (1080 AM); KVIL (103.7 FM); and WBAP (820 AM).

By 6:00 a.m., a voice mail recording at each school will announce if school is closed.

By approximately 6:00 a.m., at the district's main number, (469) 752-8100, a voice mail recording will announce whether school is closed or delayed.

Inclement weather that may exist in this area includes:

Tornados

Thunderstorms and high winds

Flash floods

Heavy snow or ice storms

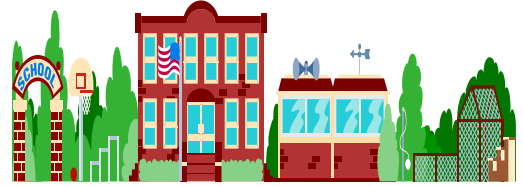
Heat wave, ozone alert, and drought

Substitutes who are assigned job assignments on school days that have been cancelled due to inclement weather, **will not be paid**. Substitutes on long-term assignments will continue their daily count, **but will not be paid**.

II. Plano ISD General Information

A. DISTRICT'S SIZE AND GROWTH

As one of the largest districts in Texas, the Plano Independent School District offers a well-rounded progressive educational program for its students. The district operates 69 schools for a student population of approximately 54,000.



Plano ISD serves the residents of approximately 100 square miles in southwest Collin County. This area includes Plano, northern portions of cities of Dallas and Richardson, the city of Parker and parts of Allen and Murphy.

B. GRADE ALIGNMENTS

The Plano school system is structured as a five-phase educational experience, with lower grade levels feeding into one of three senior high schools.

Level	Grade	# of Campuses	Hours
► Elementary			
Early Childhood	Pre-K	3	<ul style="list-style-type: none"> • Beaty, Isaacs & Pearson 8:15 a.m. -11:00 a.m. 12:30 p.m. -3:15 p.m. • Harrington 8:00 a.m. -10:45 a.m. 12:15 p.m. -3:00 p.m.
Head Start Program			(Housed at Meadows Elementary) 8:15 a.m. - 1:45 p.m.
Elementary Schools	K-5	44	7:45 a.m. - 2:45 p.m.
► Secondary			
Middle Schools	6-8	12	8:30 a.m. - 3:30 p.m.
High Schools	9-10	5	9:00 a.m. - 4:15 p.m.
Senior High Schools	11-12	3	9:00 a.m. - 4:15 p.m. Zero Hour Classes at Sr. High begins at 8:00 a.m.
Special Programs Centers	K-5	1	7:45 a.m. – 2:45 p.m.
	6-8		8:30 a.m. – 3:30 p.m.
	9-12	1	8:30 a.m. – 3:45 p.m.
Total		69	

NOTE: Substitute hours may be different from student hours. Substitutes are required to meet the specific hours for the job assigned.

SPECIFIC BEGINNING AND ENDING HOURS FOR THE JOB ARE STATED ON THE AUTOMATED CALL OUT SYSTEM WHEN THE POSITION IS OFFERED AND ACCEPTED.

C. SCHOOL FACILITIES

Plano ISD's schools feature award-winning architecture, state-of-the-art technology, and well-maintained grounds.

Students attend modern, attractive air-conditioned schools complete with cafeterias, media centers and physical education facilities. Flexible classroom arrangements made possible by an open area concept and the use of fold-away walls allow teachers to work with various class sizes to provide individual and/or small group instruction.

D. ACCREDITATION

The Texas Education Agency accredits the Plano Independent School District, and the Southern Association of Colleges and Schools also accredits Plano's three senior high schools. Continued state accreditation involves periodic re-evaluation and self-study by the district staff, students and local citizens.

E. THE SCHOOL BOARD AND SUPERINTENDENT

The Board of Trustees consists of seven board members elected to serve, without compensation, for overlapping terms of three years each. Elections are conducted annually in May. While candidates run for specific places, they do not represent specific geographical areas; rather, each represents PISD at large. Following the annual election, the Board elects a president, vice-president and secretary to serve for one-year terms.

Operating within the legal parameters of the state and federal constitutions, statutes, courts, and administrative agencies, the Board is charged with the responsibility of providing the finest educational program possible for the students in the district. School trustees make all final decisions regarding school district priorities, policies, personnel, textbooks, expenditures, and growth management.

The board of trustees generally holds two meetings per month on the first and third Tuesday of the month. The meeting on the first Tuesday is an official business meeting at which action is taken. The meeting on the third Tuesday is a work session. Exact meeting dates are available on the website at www.pisd.edu. Official business meetings are held in the first floor boardroom of the Plano ISD Administration Building, 2700 W. 15th Street and work sessions are held at the Sockwell Center, 6301 Chapel Hill Blvd.

Dr. Douglas Otto, Superintendent of Schools, is a professional educator appointed by the School Board. He is responsible for the administration and operation of the school district.

F. DISTRICT'S SPECIAL PROGRAMS

Plano ISD provides many opportunities for all students, with a variety of programs and activities. The Plano Academic and Creative Education (PACE) program is designed to develop the potential of students who are academically gifted and talented. Plano schools operate special education programs to aid students who have difficulties caused by a learning disorder and/or language disability, mental retardation, emotional disturbance or a speech/physical handicap. Plano schools have a strong parent volunteer partnership with our students on various campuses. Plano ISD offers a variety of activities that are recognized locally as well as nationally, such as athletics and fine arts.

**PLANO ISD SCHOOL CALENDAR
2009-2010**

(Revised May 27, 2009)

Early Childhood Hours:

Beatty, Isaacs & Pearson: 8:15-11:00 a.m. – 12:30-3:15 p.m.
Harrington Chinese PreK: 8:00-10:45 a.m. – 12:15-3:00 p.m.
Head Start: 8:15 a.m. – 1:45 p.m.

Elementary Hours: 7:45 a.m. – 2:45 p.m.
Middle School Hours: 8:30 a.m. – 3:30 p.m.
High School & Sr. High: 9:00 a.m. – 4:15 p.m.

August 24 (Monday)	First Day of Classes
September 7 (Monday)	Labor Day (Student/Teacher Holiday)
■ September 23 (Wednesday)	Elementary Early Release (Teacher Professional Development)
◆ October 15 (Thursday)	Elementary Early Release (Teacher Record Keeping)
October 16 (Friday)	Parent/Teacher Conference Day (Student Holiday)
■ November 11 (Wednesday)	Elementary Early Release (Teacher Professional Development)
November 25 - 27	Thanksgiving Holiday (Student /Teacher Holiday)
◆ December 18 (Friday)	Last Day for Students Elementary Early Release (Teacher Record Keeping)
December 21 - January 1	Winter Break (Student/Teacher Holiday)
January 4 (Monday)	Teacher Work Day (Student Holiday)
January 5 (Tuesday)	Classes Resume (Students)
January 18 (Monday)	Martin Luther King, Jr.'s Birthday (Student/Teacher Holiday)
February 15 (Monday)	Professional Development Day (Student Holiday)
■ February 24 (Wednesday)	Elementary Early Release (Teacher Professional Development)
◆ March 12 (Friday)	Elementary Early Release (Teacher Record Keeping)
March 15 - 19	Spring Break (Student/Teacher Holiday)
April 2 (Friday)	Student/Teacher Holiday
■ May 12 (Wednesday)	Elementary Early Release (Teacher Professional Development)
May 31 (Monday)	Memorial Day (Student/Teacher Holiday)
◆ June 3 (Thursday)	Last Day of Classes for Students, Elementary Early Release (Teacher Record Keeping)

Early Release Legend

Dismissal
12:00 p.m.
dismissal for
Elementary
Grades K-5

Early Childhood Schools' Schedule

- A.M. session will not meet
- ◆ P.M. session will not meet

Dismissal time specific to each campus.

(Semester exam dates and times TBA.)

	First Bad Weather Day – June 4	Second Bad Weather Day – June 7		
ELEMENTARY	End of First Grading Period	October 15	38 days	
	End of Second Grading Period	December 18	<u>42 days</u>	
	TOTAL DAYS		80 days	
	End of Third Grading Period	March 12	47 days	
End of Fourth Grading Period	June 3	<u>52 days</u>		
TOTAL DAYS		99 days		
SECONDARY	End of First Grading Period	October 1	28 days	
	End of Second Grading Period	November 5	24 days	
	End of Third Grading Period	December 18	<u>28 days</u>	
	TOTAL DAYS		80 days	
	End of Fourth Grading Period	February 18	31 days	
	End of Fifth Grading Period	April 15	34 days	
End of Sixth Grading Period	June 3	<u>34 days</u>		
TOTAL DAYS		99 days		

III. Substitute Duties and Responsibilities

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHER / ASSISTANT

Goal: To enable each child to pursue his/her education as smoothly and completely as possible in the absence of the regular teacher.

A. GENERAL

The substitute teacher / assistant is expected to be attentive and on duty **the entire day**, as defined for each campus, facility, and/or position and to perform the duties, both curricular and extra-curricular, of the regular teacher or teacher assistant. The substitute will preserve the regular routine and follow the lesson plans left by the regular teacher, unless otherwise instructed by the team leader or campus administrator. Substitutes will never leave students unattended.

Due to the needs of a campus, a substitute may be asked to work a different assignment than the one that he/she was originally assigned.

A substitute, serving as a long-term substitute, assumes the role and responsibilities of the regular teacher. These duties may include, but are not limited to, planning lessons, attending team meetings, entering grades, conducting parent conferences, etc.

All multi-day assignments are at-will. **A campus reserves the right to end any multi-day substituting assignment, including long-term assignments, at any time with or without cause if the campus determines the removal is in the District's best interest.**

The substitute teacher or assistant will not receive money from children unless instructed to do so by the building principal. If money is collected, the substitute teacher will deposit it with the school secretary before leaving the building. *Substitute teachers or assistants will not lend pupils money for any purpose.*

The substitute teacher or assistant will not leave the building during the day without notifying the team leader or office secretary and complying with the district policy regarding signing out during the day.

A short summary of the day's activities will be prepared and left for the regular teacher.

Use of personal items such as a book, newspaper, cell phone, or other personal electronic devices while supervising students is prohibited. *Children need full-time supervision.*

Cell phones and personal electronic devices must be off during the day.

Substitutes should not bring any outside materials to class for the lessons. The teacher will provide all information and materials necessary to conduct the lessons.

Substitutes should be cautious in accepting assignments that are beyond their realm of qualification; such as, accepting a Spanish bilingual assignment when substitute cannot speak or understand Spanish.

Arriving late to the campus or PISD facility without first securing permission from the office manager/principal may result in removal from the job assignment.

Substitutes who are assigned on school days that have been cancelled due to unforeseen conditions, **will not be paid.**

B. PROFESSIONAL ETHICS

As previously stated, all individuals serving as a substitute for the district shall comply with all Plano ISD Board Policies, including but not limited to "Standards of Conduct". DH (LEGAL), DH (LOCAL), and DH (EXHIBIT)

A substitute shall be subject to all duties of a regular classroom teacher or assistant. The school exists for the students. The first obligation of the teacher and assistant is to the students.

The substitute must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act).

The substitute will use extra caution in expressing personal opinions and reactions about any subject.

Under no circumstances will a substitute criticize a teacher or a student in the presence of other teachers, assistants, volunteers, or students.

The substitute must avoid comparing one school with another or comparing the children on one campus with those on another campus.

The substitute will be prompt and professional in making and keeping his/her agreement to work.

It is not appropriate for substitutes to provide students with personal information nor receive personal information from students. This may result in removal from the substitute system. This includes but is not limited to e-mail, web site, phone number, address, as well as personal materials such as photos and videos.

Questions, comments and/or complaints, should be directed to the principal/campus administrator.

C. STUDENT SCHOOL DAY HOURS

Substitute hours may be different from student hours. (You may refer to the chart on page 16 to check for school hours).

SPECIFIC BEGINNING AND ENDING HOURS FOR THE JOB ARE STATED ON THE AUTOMATED CALL OUT SYSTEM WHEN THE POSITION IS OFFERED AND ACCEPTED.

D. SUBSTITUTE PROCEDURES

- Sign in at the front office and record the job number you received from the substitute system.
- **Wear the current substitute badge while at work at all times.** Each campus reserves the right to ask a substitute to leave if they do not come with a valid ID badge. If a badge is damaged, it may be returned for a replacement at no cost. There is a \$10.00 charge for a replacement badge if lost.
- Arrive on time to get organized and prepared for class.
- Always meet with other team members whenever possible. Usually they will provide pertinent information or offer assistance to you during the day. They can discuss with you any extra responsibilities such as lunch, playground, etc.
- Review lesson plans and the daily schedule of activities. If lesson plans are not available, notify the team leader or another member of the team (if team leader is not available).

- Greet the students as they enter the room.
- Introduce yourself and explain that the teacher is absent. You are not at liberty to discuss the reason for the teacher's absence.
- Check the roll and handle other routine matters (lunch count, before or after school duties, etc.).
- Begin lesson plans as quickly as possible.
- Move among students while they are working. Let them understand that they are expected to finish their work. For filler activities, see team leader or other staff members.
- Help students check their own work if possible.
- Use free time to check some of the work (e.g. math or spelling tests). Simply check answers right or wrong.
- Leave collected papers on the teacher's desk. Attach a note if some are missing and include an explanation regarding why the papers are missing.
- Indicate which lesson plans have been completed. Make a note of plans that have not been completed.
- Make a note of anything unusual that may have happened.
- Be sure the classroom is left in the same condition as was found at the beginning of the day.

E. STUDENT ILLNESS OR ACCIDENTS

If a child becomes ill while at school or has an accident, the child should be sent to the nurse/campus administrator's office. In the case of a serious illness, accident or injury, do not move student; send for the school nurse or administrator immediately.

If the substitute is involved in an accident on campus, report it to the office manager immediately.

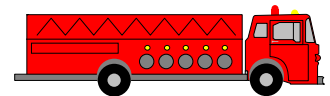
Under no circumstances should a substitute teacher administer medicine to a student. Regarding the treatment of students all substitutes must comply with Plano ISD Board Policies Health Requirements and Services: Medical Treatment. A printed copy of these guidelines is available at every campus office and the Human Resources department at the Administration Building. They may also be accessed online as follows:

FFAC (LEGAL) - [www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=FFAC\(LEGAL\).html](http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=FFAC(LEGAL).html)

FFAC (LOCAL) - [www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=FFAC\(LOCAL\).html](http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=FFAC(LOCAL).html)

F. FIRE AND EMERGENCY DRILLS

The substitute teacher should be familiar with emergency drill procedures (see fire drill and other emergency routes posted in the classroom).



G. CLASSROOM INSTRUCTION

The substitute teacher is responsible for pupils, equipment and materials assigned to his/her care.

The substitute shall make every effort to carry on the regular work of the classroom teacher and complete the lessons as planned.

The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher. (On long-term assignments, work should be graded and recorded in the proper place unless otherwise directed.)

The substitute teacher should not enter grades in the grade book.

The substitute teacher/assistant should not have physical contact with students.

The substitute teacher will not bring any personal videos or other materials to class.

The substitute teacher will not have access to students or associate with students except during class time. Being alone with students, eating lunch with students, or providing students with a pass to return to the class are examples of inappropriate situations that may result in removal from the substitute system.

In addition to the **general information** given above, the substitute teacher will comply with all Plano ISD Board Policies, all instructions given by the principal/campus administrator and any and all applicable information contained in the campus/facility handbooks.

H. CLASSROOM MANAGEMENT

The substitute should be appropriate at all times when communicating with students. Remember to speak kindly and politely when addressing students.

The substitute must never administer corporal punishment to any child. The use of corporal punishment in any form is cause for dismissal of the substitute.

The substitute is expected to maintain a level of discipline in the classroom, which is conducive to good learning. The substitute must follow the classroom, campus, and district disciplinary guidelines. The substitute teacher or assistant should never leave the classroom unattended.

If a student needs to be removed from a class, the substitute should call for assistance from the campus administration. A substitute should never physically remove a student from a classroom.

Consequences for discipline issues will be determined by campus administration. Guidelines regarding discipline issues should be addressed with the office manager or secretary at the time of signing in for the day.

Firm, fair treatment of all pupils, combined with explicit explanation and direction, will preclude many disciplinary problems.

I. EXTRA DUTIES

The substitute teacher/assistant will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher/assistant. These duties may include bus duty, lunch and hall duty, or other special assignments. Substitutes may also attend faculty or grade level meetings in place of the regular teacher.

J. CONFERENCE/PLANNING PERIOD

Usually, the substitute will follow the daily schedule of a teacher, which includes a conference or planning period. A substitute may be asked to cover/perform other duties and responsibilities as needed by the campus during the day. **Substitutes are required to assist in any capacity asked during**

the assignment, which may include working in another room during the conference or planning period.

K. USEFUL TIPS

- SMILE!
- Start the day promptly, firmly and concisely.
- Follow the general guidelines of the team/department.
- Be pleasant, but confident.
- Get the students busy at the beginning of the day – keep them busy.
- Show lots of enthusiasm.
- Remain calm and relaxed. Never “lose your cool.”
- Be firm, rather than issuing ultimatums. Give students appropriate choices.
- Compliment the classroom and inquire about things around the room.
- Communicate in a way that it is on the students’ level. Involve all students during the course of the lesson.
- Be positive! Give the students lots of praise or an appreciative smile.
- Students need constant supervision. Use of personal items such as a book, newspaper, cell phone or other personal electronic devices while supervising students is prohibited.
- Never leave the students unattended.
- Do not have physical contact with students.
- BE PATIENT!



DUTIES AND RESPONSIBILITIES OF SUBSTITUTE NURSE

GOAL: To meet the health needs of students and staff in a timely and professional manner in the absence of the regular school nurse.

A. GENERAL

- The substitute nurse is expected to assess the health needs of students and staff in a professional manner.
- The substitute nurse will be familiar with the substitute manual that is in each clinic.
- The substitute nurse will be familiar with communicable diseases and disease reporting. This will be done in collaboration with the principal and/or the coordinator for district health.
- The substitute nurse is responsible to contact a student's parent or legal guardian regarding a student's routine health concern when deemed necessary and according Plano ISD guidelines.
- It is the responsibility of the substitute nurse to become familiar with the health needs at the campus, and will be able to perform the functions of the school nurse.
- The substitute nurse will follow up with the campus nurse for any long term health issues that were brought to his/her attention and any unusual situations or emergencies that occurred while substituting.
- All clinic activity and any recommendations that are made to the student and/or parent are expected to be accurately documented per district guidelines.
- The substitute nurse is expected to maintain confidentiality of all student records, including medical records.
- Compliance with Plano ISD Board Policies FFAC (LEGAL) and FFAC (LOCAL) with regard to the treatment of students is expected.
- The substitute nurse must become familiar with, and follow, universal precautions, infection control, and emergency medical protocols
- The substitute nurse is not expected to post information on the permanent health record but will notify the campus nurse of this information.
- Unless the district has provided certification training, the substitute nurse is not expected to do scheduled school health screenings such as vision, hearing or scoliosis.
- The regular nurse, the principal or coordinator for district health may assign additional duties.

B. NURSE'S LICENSE

- The substitute nurse is responsible for keeping his/her license current with the Substitute Office.
- The substitute nurse must be current in cardiopulmonary resuscitation (CPR)/basic life support (BLS).
- The substitute nurse will complete the orientation assigned by the coordinator for district health.
- The substitute nurse will refer any question to the Benefits & Risk Management Department at (469) 752-6387.



C. SUBSTITUTE PROCEDURES

- Sign in at the front office and record the job number you received from the substitute system.
- **Wear the current substitute badge while at work at all times.** Each campus reserves the right to ask a substitute to leave if they do not come with a valid ID badge. If a badge is damaged, it may be returned for a replacement at no cost. There is a \$10.00 charge for a replacement badge if lost.



DUTIES AND RESPONSIBILITIES OF SUBSTITUTE PARAPROFESSIONAL (Clerical)

GOAL: To perform the responsibilities of receiving visitors and answering the telephone in the absence of the regular clerical staff.

A. SECURITY PROCEDURES

Check with campus administrator for specific instructions on campus security, including emergency procedures. All visitors and employees must have a picture ID badge.

Access to Campus

- After buzzer sounds, respond **“May I help you?”**
- Grant access only after positively identifying the person.
- Ask the visitor to identify himself and state his reason for entering the building.
- Ensure each visitor has an identification picture ID badge issued by the front office.
*(Each campus is equipped with the RAPTOR System which creates a picture ID badge for non-district employees.)

B. TELEPHONE PROCEDURES

Check with campus administrator for specific instructions on campus telephone procedures. Below are general procedures for handling phone calls.

Answering Calls

- Answer call within three rings and identify campus and state your name.
- When taking messages be sure to include detailed information about the call.
- Get caller’s approval before placing them on hold. If requested information is not readily available, arrange to get back to caller.

Transferring Calls

To transfer a call to an individual's phone line:

- Ask caller to hold while you transfer call.
- Press the Transfer/Conference button.
- Dial recipients’ number. Inform the recipient who is calling and why. Don’t make callers repeat their story again.
- Press the Transfer/Conference button again.
- Hang up.

To transfer a call to a voice mailbox:

- Ask caller to hold while you transfer call. Tell caller you are transferring to voice mail.
- Press the Transfer/Conference button.
- Dial 28201 (Express Messaging).
- At voice prompt, enter recipient’s mailbox number followed by #.
- Press the Transfer/Conference button again.
- Hang up. The call will be transferred to recipient’s mailbox.

C. SUBSTITUTE PROCEDURES

- Sign in at the front office and record the job number you received from the substitute system.
- **Wear the current substitute badge while at work at all times.** Each campus reserves the right to ask a substitute to leave if they do not come with a valid ID badge. If a badge is damaged, it may be returned for a replacement at no cost. There is a \$10.00 charge for a replacement badge if lost.

IV. Substitute / Employee Management System

A. DESCRIPTION

The Plano ISD uses an automated system to assign substitutes to teachers or other personnel absences. When an absence is reported, the system assigns a job number, and searches the database for **registered** available substitutes for the job. The search begins at a random point of the database every time; so all substitutes have the same opportunity to be contacted.

B. HOW TO REGISTER

After submitting an application, and completing the required paperwork at the orientation meeting, **substitutes must register in order to become active in the system.**

Registering is a one-time procedure that:

- 1) Activates the substitute’s record in the system.
- 2) Allows the substitute to make a recording of his/her name.
- 3) Assigns a Personal Identification Number (PIN) to the substitute.

Following are the step-by-step instructions to register

Please write down the information received during registration.

SUBSTITUTE ID # / User ID ___ ___ ___ ___ ___ ___ ___ (last 7 digits of phone number on your on-line application)
P I N # ___ ___ ___ ___ ___ ___ (6 digits)

NOTE: User ID and PIN does not change. Call back phone number for assignments may be changed via on-line substitute system or phone system.

Using a touch–tone phone call the **System Phone Number (469) 752-8227**

- | | | |
|----|---|---------|
| 1. | Listen for the “additional instructions” to register as a new user | PRESS * |
| 2. | When the system plays, “Press 1 if you’re calling as a substitute” | PRESS 1 |
| 3. | Enter your Social Security Number | |
| 4. | Record your name after the tone | |
| | To record (make sure to speak clearly for the recording)..... | PRESS 1 |
| | To re-record | PRESS 9 |
| 5. | Write down your PIN in the space provided above | |
| | To review your PIN | PRESS 9 |
| | After you have written down your PIN..... | PRESS 1 |
| 6. | The system plays the phone number it will call to contact you | |
| | If the number is correct | PRESS 1 |
| | If the number is NOT correct..... | PRESS 9 |

REVIEW YOUR PIN OR RE-RECORD YOUR NAME AT ANY TIME

- Follow steps 1 through 3 above, as if you were registering as a new user
- | | |
|---------------------------------------|---------|
| To hear your PIN | PRESS 1 |
| To change the recording of name | PRESS 3 |
| To save recording | PRESS 1 |
| To re-record | PRESS 9 |

C. SYSTEM - PHONE ACCESS

The phone system calls substitutes during the following times:

	For Current Day Jobs	For Future Jobs
Weekdays (Monday - Thursday)	Starts at 5:30 a.m.	6:00 p.m. – 10:00 p.m.
Friday	Starts at 5:30 a.m.	None
Saturday	None	None
Sunday	None	6:00 p.m. – 10:00 p.m.
Holidays	None	6:00 p.m. – 10:00 p.m.



WHEN THE SYSTEM CALLS YOU (Call blocker must be disconnected)

You cannot accept a job assignment when it is a voice-mail message.

To Offer a Job

- To hear the unassigned job information..... Enter your PIN and PRESS 1
- To accept a job PRESS 1
 WAIT TO HEAR THE JOB NUMBER after accepting a job or the job will not be assigned to you
- To hear the job again PRESS 5
- To decline the job PRESS 9

To Notify of Job Cancellation

- Enter your PIN
- The system will play information regarding job that has been canceled
 - To hear the cancellation again PRESS 1
 - To hear if there are unassigned jobs to accept..... PRESS 5
 - To exit..... PRESS 9

To Make the System Wait for PIN

PRESS the STAR KEY, then PRESS 1

To set the “Do Not Disturb” option

PRESS the STAR KEY, then PRESS 3

This will stop the system from calling for a 7 hour time period only! At the end of the 7 hour time period, the phone will start calling you again.

WHEN YOU CALL THE SYSTEM



Menu Options:

- 1 to Change phone number
- 2 to Review or modify do not disturb time setting
- 3 to Listen to unassigned jobs you are entitled to hear
- 5 to Review your assignments
- 7 to Review temporary unavailability period
- 8 to Review daily availability
- 9 to Exit
- * to Retrieve your PIN

To Change the phone number the system calls

- To change the phone number the system calls
- The system plays the number it currently calls
 - To change the phone number PRESS 1
 - To keep the current phone number PRESS 9
- The system repeats the new number
 - To accept the number you entered..... PRESS 1
 - To re-enter the number PRESS 5

To review or modify Do Not Disturb time settings

- To set times PRESS 2
- To hear current do not disturb time setting PRESS 1
- To stop calls for up to 7 hours (from current time)..... PRESS *
- OR
- To stop calls for fewer than 7 hours,
 - enter the time to resume calling..... hhmm
 - (two digits for hour and two digits for minute)
- For AM PRESS 3
- For PM PRESS 7

To hear jobs available for you to accept

- To hear jobs PRESS 3
- To accept the job PRESS 1
- To listen to the job again PRESS 5
- To decline the job PRESS 5
- To hear another job..... PRESS 7

To review or cancel an assignment

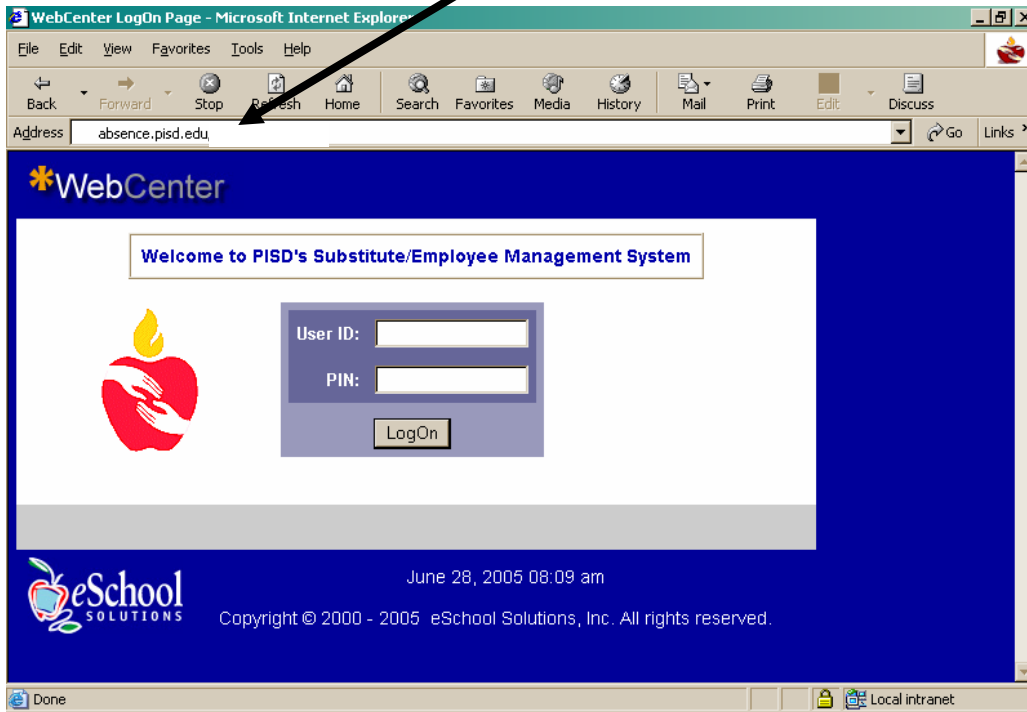
- To review or cancel jobs assigned to you PRESS 5
- To hear the information again PRESS 1
- To hear another job..... PRESS 3
- To cancel the job just played for you PRESS 5

D. SYSTEM - ONLINE ACCESS

A Personal Identification Number (PIN) is required to access the system online. To obtain a PIN, substitutes must register on the Substitute/ Employee Management System using the **phone**. For detailed information refer to the "how to register" section of this handbook

LOG ON

Open an Internet Browser, type **absence.pisd.edu** on the address bar and click on the GO button. **** do not type www ****



User ID

Key in your Substitute Id#/User ID and press tab. Only numeric information is allowed (no dashes).

PIN

Key in your PIN#, and then click on the *LogOn* button.

Refer to the "how to register" section in this handbook for detailed information on how to obtain a PIN.

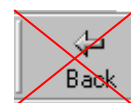
Log Off

At any time during the session, the *Log Off* button can be pressed to end the session and disconnect from the Substitute/Absence System.

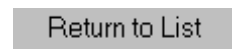
To ensure security and privacy of information, all Users should use the *LogOff* button to disconnect from the Substitute/Absence Management System.

IMPORTANT NOTE:

Do NOT use the browser's BACK button to navigate to screens



Instead, use the Navigation buttons on the bottom of each screen such as:





MODIFY PROFILE

Current information is displayed on the Profile screen

(1) Callback number

Must be entered as all numbers (no dashes or brackets) and should include the long distance indicator (if required) and area code.

(2) Daily Availability Schedule

It should be your normal schedule. If you are normally available everyday, check Monday to Friday, AM and PM.

(3) Do Not Call Until

Can be set if you want to block calls from the calling system until a certain time. Time can only be set up to 7 hours in advance.

(4) Only one temporary **Unavailability** period is stored on your profile, you may change to another date after the current unavailability dates have passed. The Month/Day/Year fields are selected by clicking on the pull down menu or pressing the Calendar Icon.

(5) Pressing the **Update** button will make the changes. Errors are displayed on the screen below the tabs. If your profile is updated, the following message will display:

Your profile has been updated successfully.

(6) Pressing the **Reset** button returns the form to the current values stored in the database, so none of the changes will take effect.

CALENDAR

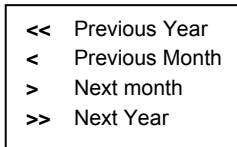


All date fields have a Calendar Icon that will display a pop up calendar window
Press the calendar icon to display the monthly calendar



Calendar buttons (arrows) allow scrolling to future or previous months and years

Click on the desired date to make selection



You can use the browser's print icon to print any screens that you are currently viewing.



AVAILABLE JOBS

(To search for a new job)

Substitutes are allowed to view and accept open jobs under the following conditions:

- Must be available to work all days and times of the job
- Substitute was specified for the job
- Classification and location of the job are valid selections on the current profile

Available Jobs

Enter a date range and then press Search

Month Day Year

Search from:

Search to:

Action	Start End	Location Classification	Employee In For S M T W Th F Sa	Instructions Requested
Details	2009/02/12 08:00am 2009/02/13 04:00pm	ARMSTRONG MIDDLE SCHOOL MUSIC INSTRUMENTAL	MITCHELL, ANNETTE L. Th F	None No
Details	2009/02/12 08:00am 2009/02/13 04:00pm	CARPENTER MIDDLE SCHOOL MUSIC INSTRUMENTAL	ALEXANDER, ALICIA A. Th F	None No

[LogOff](#) [Help About](#) [On-Line Help](#)

Available Jobs

The list of jobs may change at any time as other substitutes are accepting assignments or new jobs are being created.

(1) Pressing the **Search** button will refresh the list.

(2) Search Criteria

Enter dates in the **From** and **To** fields for the desired search period.

The current date will default in both date fields and is displayed as Month/Day/Year. The dates can be the current date or in the future. Press the Search button to display the list of available jobs.

(3) Instructions

If Instructions is marked "TELEPHONE," then after accepting the job, you should call the system to hear the voice message that was recorded by the employee. If it is marked "Text" then you will be able to view the instruction on the job.

(4) Requested

If Requested is marked "Yes," you are the requested substitute.

(5) Pressing the **Details** button displays the Job Detail Confirmation screen.



(6) Accept Job confirmation

You must press the Accept Job button and receive a job number to be assigned to the job.

Pressing the *Accept Job* button will make a final check to verify that the job has not yet been assigned. If the Calling System currently has a substitute on the line or another substitute has accepted the assignment, the job cannot be assigned to you and a message will display.

(7) The **Return to List** button returns to the list of available jobs.

The *Success* screen displays the job number. You can print this screen as verification and then press the *Continue* button to return to the *Review Assignments* screen. If the special instructions state Telephone, you should call the system to hear the instructions.

The Job assignment was successful. Please record the Job Number and have it available for your assignment, then press Continue.

Job assignment was successful. Please record the Job Number and have it available for your assignment, then press Continue.

Job Number: **892563** ← Document Job# for your records

Job Status: **Active / Call-In**

Employee: MITCHELL, ANNETTE L.

Location: ARMSTRONG MIDDLE SCHOOL

Classification: MUSIC INSTRUMENTAL

Substitute Instructions: None

Start: 2009/02/12 08:00am - 04:00pm

End: 2009/02/13 08:00am - 04:00pm

Work Schedule: Thu Fri

Assigned Substitute: ADAMS, DELISHA

Continue



REVIEW ASSIGNMENTS
(Jobs you already have – past, present, future)

You can review and print past, present, and future assignments by entering a specific date range. If the assignment has not yet started, these assignments can be canceled from the *Review Assignments* screen.

Review Assignments

Enter a date range and then press Search

Month Day Year

Search from:

Search to:

Job #	Start End	Location Classification	Employee In For S M T W Th F Sa
549214	2004/03/01 07:15am 2004/03/05 03:45pm	WYATT ELEM SPECIAL ED	ZZ TEST TEACHER M T W Th F

(1) Search Criteria

The default date is today's date and is displayed as Month/Day/Year. Select dates in the **From** and **To** fields. Dates may be a date in the present, past or the future. Press the Search button to display the list of jobs. *This may not be an accurate complete list of past jobs

(2) Pressing the **Job #** button displays the job detail screen and then gives you the option to cancel the job if so desired.

Job Number: **518166**
 Job Status: **Active / Pre-arranged**
 Employee: ZZ TEST TEACHER
 Location: WYATT ELEM
 Classification: SPECIAL ED
 Special Instructions: None
 Start: 2003/10/21 07:15 am
 End: 2003/10/21 03:45 pm
 Work Schedule: Tue
 Assigned Substitute: 7522195 CERISE, TAMMY

[LogOff](#) [Help](#)

(*) →

(4) →

(3) ←

* Note: Special instructions may be viewed on the web center or via phone.

(3) Pressing the **Cancel Assignment** button will cancel the assignment, if the job has not yet started.

A message will display to confirm the cancellation.

Assignment successfully cancelled.

(4) Pressing the **Return to List** button will return you to the review list of jobs **without** canceling the assignment.

For questions or assistance substitutes may call the **Help Desk Phone Number (469) 752-5166** or send an e-mail to **absencesupport@pisd.edu**.

V. Forms

PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE EVALUATION

Substitute's Name: _____ Substitute ID #: _____
 School/Department: _____ Subject/Grade/Position: _____
 Substitute For: _____ Date(s) of Assignment: _____

Rating Scale: **1**=Excellent **2**=Satisfactory **3**=Fair **4**=Unsatisfactory

	Rating	Comments
1) Substitute effectiveness		
2) Arriving on time		
3) Following instructions/lesson plans		
4) Leaving room/office in order		
5) Leaving summary of the day for employee		
6) Classroom management/office management		
7) Response to students/department staff		
8) Rapport with other teachers/department staff		
9) Staying to end of day		

Evaluator's Comments: (Required if any of the ratings identified above are (3) Fair or (4) Unsatisfactory)

Complete this section if applicable:

_____ Substitute's performance was excellent. Please place on our **"preferred"** list.

_____ Substitute's performance was unsatisfactory. Please place on our campus **"do not call"** list. I understand that further assistance/information may be required of me should disciplinary action be required.

Negative Evaluations: The substitute must be contacted by the campus/department regarding any negative evaluations. Please indicate how the contact was made and the date of the contact.

In Person _____ By Phone _____ By Letter _____ Date _____

Inform the substitute that he/she has 10 days to submit a written response to the campus administrator regarding the evaluation.

Principal/Campus Administrator/Supervisor Campus/Department Date

Fax form to Human Resources, ATTN: Substitute Office – ext. 28037 revised 6/08

PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE RESPONSE

Substitute's Name: _____ Date: _____

School/Department: _____ Subject/Grade/Position: _____

Substituting For _____

*Your comments are valued in helping us do a better job in assisting our substitutes.

Scale: **1** = Excellent **2** = Satisfactory **3** = Fair **4** = Unsatisfactory

a. Instructions/lesson plans available?	
b. Department support?	
c. Were needed materials readily obtainable?	
d. Were you given enough information when contacted by the Substitute Calling System?	
e. Was a seating chart left for your use? (classroom assignment only)	
f. Were you introduced to staff in the department?	
g. Did you receive assistance to help you have a successful experience?	

How much notice did you have: ____ Day of assignment ____ Prior notice

Comments:

Substitute's Signature

Date

PLEASE SUBMIT THE COMPLETED FORM TO THE SCHOOL PRINCIPAL OR DEPARTMENT MANAGER.

KEEP A COPY FOR YOUR FILES.

PLANO INDEPENDENT SCHOOL DISTRICT SUBSTITUTE RESIGNATION

This form is to notify the Plano Independent School District of my resignation from my current position as a substitute.

Effective date of resignation: _____

Social Security Number: _____

Name: _____
First
Middle
Last

Mailing Address: _____
Street
Apt. #

City
State
ZIP

Phone Number(s): () _____ () _____
Home
Work / Cell phone

Reason for resigning:

- Accepted regular employment with Plano ISD
 Identify position: _____
- Accepted employment outside of Plano ISD
 If accepting employment in another district, please indicate which district: _____
- Other
 Describe: _____

NOTE: If moving, please submit the *Name/Address Change Notification* form on page 44.

 Signature

 Printed Name

 Date

Completed form must be submitted to:
 Plano ISD – Human Resources
 Attn: Resignations
 2700 W. 15th Street, Plano TX 75075

For Human Resources Use Only	
	Received
	Payroll
	Resource Center

VI. Directions to Campuses

DIRECTIONS

SCHOOL	FROM NORTH DALLAS TOLLWAY	FROM CENTRAL EXPRESSWAY (U.S. 75)
Aldridge Elementary 720 Pleasant Valley Richardson 75080 469-752-0000	Plano Parkway Exit-East to Custer South on Custer to Pleasant Valley to the school	Renner Exit-West to Custer South on Custer to Pleasant Valley to the school
Andrews Elementary 2520 Scenic Drive Plano 75025 469-752-3900	Legacy Drive Exit-East to Custer North on Custer to Scenic West on Scenic to the school	Legacy Dr. Exit-West to Custer North on Custer to Scenic West on Scenic to the school
Armstrong Middle School 3805 Timberline Plano 75074 469-752-4600	Park Blvd. Exit-East to Shiloh South on Shiloh to Timberline East on Timberline to the school	Park Blvd. Exit-East to Shiloh South on Shiloh to Timberline East on Timberline to the school
Barksdale Elementary 2424 Midway Plano 75093 469-752-0100	Park Blvd. Exit-West to Midway North on Midway to the school	Park Blvd. Exit-West to Midway North on Midway to the school
Barron Elementary 3300 Avenue P Plano, TX 75074 469-752-0200	Parker Blvd. Exit-East to Avenue P North on Avenue P to the school	Parker Rd. Exit-East to Avenue P North on Avenue P to the school
Beaty Early Childhood 1717 Nevada Drive Plano 75093 469-752-4200	Park Blvd. Exit-East to Travis South on Travis to Eldorado West on Eldorado to Nevada South on Nevada to the school	Park Blvd. Exit-West to Travis South on Travis to Eldorado West on Eldorado to Nevada South on Nevada to the school
Bethany Elementary 2418 Micarta Plano 75025 469-752-0300	Legacy Dr-East to Independence North on Independence to Micarta East on Micarta to the school	Legacy Dr-West to Custer North on Custer to Micarta West on Micarta to the school
Beverly Elementary 715 Duchness Drive Allen 75013 469-752-0400	Legacy Dr. Exit-East to Custer North on Custer to Hedgcoxe East on Hedgcoxe to Duchness Drive to the school	Legacy Dr. Exit-West to Alma North on Alma to Hedgcoxe West on Hedgcoxe to Duchness Drive to the school
Bogges Elementary 225 Glen Ridge Drive Murphy 75094 469-752-4000	Plano Parkway Exit-East to Avenue L North on Avenue L to 14 th Street (FM 544) East on 14 th Street to Heritage Parkway North on Heritage Parkway to Glen Ridge East on Glen Ridge to the school	15 th Street Exit-East to Avenue K South on Avenue K to 14 th Street (FM 544) East on 14 th Street to Heritage Parkway North on Heritage Parkway to Glen Ridge East on Glen Ridge to the school
Bowman Middle School 2501 Jupiter Plano 75074 469-752-4800	Park Blvd. Exit-East to Jupiter to the school	Park Blvd. Exit-East to Jupiter to the school
Brinker Elementary 3800 John Clark Parkway Plano 75093 469-752-0500	Parker Rd. Exit-East to Clark Parkway North on Clark Parkway to the school	Parker Rd. Exit-West to Clark Parkway North on Clark Parkway to the school
Carlisle Elementary 6525 Old Orchard Dr Plano 75023 469-752-0600	Spring Creek Exit-East to Independence North on Independence to Maumelle East on Maumelle to Old Orchard to the school	Spring Creek Exit-West to Custer North on Custer to Maumelle West on Maumelle To Old Orchard to the school

DIRECTIONS

SCHOOL	FROM NORTH DALLAS TOLLWAY	FROM CENTRAL EXPRESSWAY (U.S. 75)
Carpenter Middle School 1501 Cross Bend Plano 75023 469-752-5000	Parker Rd. Exit-East to Rainier North on Rainier to Cross Bend to the school	Parker Rd. Exit-West to Rainier North on Rainier to Cross Ben to the school
Centennial Elementary 2609 Ventura Lane Plano 75093 469-752-0700	Park Blvd. Exit-East to Ventura North on Ventura to the school	Park Blvd. Exit-West to Ventura North on Ventura to the school
Christie Elementary 3801 Rainier Plano 75023 469-752-0800	Parker Rd. Exit-East to Rainier North on Rainier to the school	Parker Rd. Exit-West to Rainier North on Rainier to the school
Clark High School 523 Spring Creek Plano 75023 469-752-7200	Spring Creek Exit-East to the school	Spring Creek Exit-West to the school
Daffron Elementary 3900 Preston Meadow Plano 75093 469-752-0900	Parker Rd Exit-East to Preston Meadow North on Preston Meadow to the school	Parker Rd. Exit-West to Preston Meadow North on Preston Meadow to the school
Davis Elementary 2701 Parkhaven Plano 75075 469-752-1000	Park Blvd. Exit-East to Roundrock North on Roundrock to Parkhaven to the school	Park Blvd. Exit-West to Roundrock North on Roundrock to Parkhaven to the school
Dooley Elementary 2425 San Gabriel Plano 75074 469-752-1100	Park Blvd. Exit-East to San Gabriel North on San Gabriel to the school	Park Blvd. Exit-East to San Gabriel North on San Gabriel to the school
Forman Elementary 3600 Timberline Plano 75074 469-752-1200	Park Blvd Exit-East to Shiloh South on Shiloh to Timberline to the school	Park Blvd. Exit-East to Shiloh South on Shiloh to Timberline to the school
Frankford Middle School 7706 Osage Plaza Parkway Dallas 75252 469-752-5200	Frankford Rd. Exit-East to Osage Plaza Pkwy South on Osage Plaza Parkway to the school	Plano Pkwy Exit-West to Coit Rd South on Coit to Osage Plaza Parkway West on Osage Plaza Parkway to the school
Gulledge Elementary 6801 Preston Meadow Plano 75024 469-752-1300	Legacy Exit-East to Preston Meadow South on Preston Meadow to the school	Legacy Exit- West to Preston Meadow South on Preston Meadow to the school
Haggar Elementary 17820 Campbell Road Plano 75252 469-752-1400	Frankford Exit-East to Campbell Rd South on Campbell to the school	Campbell Rd. Exit-West to the school
Haggard Middle School 2401 Westside Plano 75075 469-752-5400	Park Blvd. Exit-East to Westside North on Westside to Parkhaven West on Parkhaven to the school	Park Blvd Exit-West to Westside North on Westside to Parkhaven West on Parkhaven to the school
Harrington Elementary 2528 Country Place Plano 75023 469-752-1500	Park Blvd Exit-East to Country Place North on Country Place to the school	Park Blvd. Exit-West to Country Place North on Country Place to the school

DIRECTIONS

SCHOOL	FROM NORTH DALLAS TOLLWAY	FROM CENTRAL EXPRESSWAY (U.S. 75)
Haun Elementary 4500 Quincy Lane Plano 75024 469-752-1600	Legacy Drive Exit-East to Coit North on Coit to Quincy West on Quincy to the school	Legacy Drive Exit-West to Coit North on Coit to Quincy West on Quincy to the school
Head Start (@ Meadows Elem) 1600 Rigsby Plano 75074 469-752-2400	Park Blvd. Exit-East to Rigsbee South on Rigsbee to the school	Park Blvd. Exit-East to Rigsbee South on Rigsbee to the school
Hedgcoxe Elementary 7701 Prescott Plano 75025 469-752-1700	Legacy Exit-East to Red River North on Red River to Prescott to the school	Legacy Exit-West to Red River North on Red River to Prescott to the school
Hendrick Middle School 7400 Red River Plano 75025 469-752-5600	Legacy Exit-East to Red River North on Red River to the school	Legacy Exit-West to Red River North on Red River to the school
Hickey Elementary 4100 Coldwater Creek Plano 75074 469-752-4100	Parker Rd. Exit-East to Coldwater Creek East on Coldwater Creek to the school	Parker Rd. Exit-East to Coldwater Creek East on Coldwater Creek to the school
Hightower Elementary 2601 Decator Drive Plano 75093 469-752-1800	Park Blvd Exit-East to Decator North on Decator to the school	Park Blvd Exit-West to Decator North on Decator to the school
Huffman Elementary 5510 Channel Isle Plano 75093 469-752-1900	Plano Pkwy Exit-East to Winding Hollow North on Winding Hollow to Channel Isle West on Channel Isle to the school	Plano Pkwy Exit-West to Winding Hollow North on Winding Hollow to Channel Isle West on Channel Isle to the school
Hughston Elementary 2601 Cross Bend Plano 75023 469-752-2000	Parker Rd. Exit-East to Roundrock North on Roundrock to Cross Bend to the school	Parker Rd. Exit-West to Roundrock North on Roundrock to Cross Bend to the school
Hunt Elementary 1201 Oriole Drive Murphy 75094 469-752-4400	Park Exit-East Park becomes Betsy Lane North on Oriole Drive to the school	Park Exit-East Park becomes Betsy Lane North on Oriole Drive to the school
Isaacs Early Childhood School 3400 E. Parker Road Plano, TX 75074 469-752-3480	Parker Road E. Exit - East Continue to the School	Parker Road E. Exit - East Continue to the School
Jackson Elementary 1101 Jackson Plano 75075 469-752-2100	Plano Pkwy Exit-East to Woodburn Corners North on Woodburn Corners to Jomar East on Jomar to Jackson Dr. to the school	15 th St. Exit-West to Colchester South on Colchester to Jomar East on Jomar to Jackson Dr. to the school
Jasper High School 6800 Archgate Drive Plano 75024 469-752-7400	Legacy Exit-East to Archgate South on Archgate to the school	Legacy Exit-West to Archgate South on Archgate to the school
Mathews Elementary 7500 Marchman Plano 75025 469-752-2300	Legacy Exit-East to Marchman North on Marchman to the school	Legacy Exit-West to Marchman North on Marchman to the school

DIRECTIONS

SCHOOL	FROM NORTH DALLAS TOLLWAY	FROM CENTRAL EXPRESSWAY (U.S. 75)
McCall Elementary 6601 Cloverhaven Way Plano 75074 469-752-4500	Spring Creek Exit-East to Jupiter North on Jupiter to Chaparral East on Chaparral to Cloverhaven South on Cloverhaven to the school	Spring Creek Exit-East to Jupiter North on Jupiter to Chaparral East on Chaparral to Cloverhaven South on Cloverhaven to the school
Meadows Elementary 1600 Rigsby Plano 75074 469-752-2400	Park Blvd Exit-East to Rigsbee South on Rigsbee to the school	Park Blvd Exit-East to Rigsbee South on Rigsbee to the school
Memorial Elementary 2600 Avenue R Plano 75074 469-752-2500	Park Blvd Exit-East to Avenue R North on Avenue R to the school	Park Blvd Exit-East to Avenue R North on Avenue R to the school
Mendenhall Elementary 1313 18 th St Plano 75074 469-752-2600	Park Blvd Exit-East to Avenue K South on Avenue K to 18 th St East on 18 th to the school	Park Blvd Exit-East to Avenue K South on Avenue K to 18 th St East on 18 th to the school
Miller Elementary 5651 Coventry Drive Richardson 75082 469-752-2700	Plano Pkwy Exit-East to Jupiter South on Jupiter to Renner Rd East on Renner to Carrington South on Carrington to Coventry to the school	Plano Pkwy Exit-East to Jupiter South on Jupiter to Renner Rd East on Renner to Carrington South on Carrington to Coventry to the school
Mitchell Elementary 4223 Briargrove Dallas 75287 469-752-2800	Frankford Exit-South on frontage road to Briargrove West on Briargrove to the school	Plano Pkwy Exit-West to Dallas Pkwy South on Dallas Pkwy to Briargrove West on Briargrove to the school
Murphy Middle School 620 N. Murphy Road Murphy 75094 469-752-7000	Park Blvd Exit-East to FM 2551 South on FM 2551 to the school (FM 2551 becomes Murphy Rd)	Park Blvd Exit-East to FM 2551 South on FM 2551 to the school (FM 2551 becomes Murphy Rd)
Pearson Early Childhood 4000 Eagle Pass Plano 75023 469-752-4300	Spring Creek Exit-East to Eagle Pass South on Eagle Pass to the school	Spring Creek Exit-West to Eagle Pass South on Eagle Pass to the school
Plano East Senior High School 3000 Los Rios Blvd Plano 75074 469-752-9000	Park Blvd. Exit-East to Los Rios North on Los Rios to the school	Park Blvd. Exit-East to Los Rios North on Los Rios to the school
Plano Senior High School 2200 Independence Parkway Plano 75075 469-752-9300	Park Blvd Exit-East to Independence to the school	Park Blvd Exit-West to Independence to the school
Plano West Senior High School 5601 W. Parker Rd Plano 75093 469-752-9600	Parker Rd Exit-East to the school	Parker Rd Exit-West to the school
Razor Elementary 945 Hedgcoxe Plano 75025 469-752-2900	Legacy Exit-East to Alma North on Alma to Hedgcoxe East on Hedgcoxe to the school	Legacy Exit-West to Alma North on Alma to Hedgcoxe East on Hedgcoxe to the school

DIRECTIONS

SCHOOL	FROM NORTH DALLAS TOLLWAY	FROM CENTRAL EXPRESSWAY (U.S. 75)
Renner Middle School 5701 Parker Road Plano 75093 469-752-5800	Parker Rd. Exit-East to the school	Parker Rd. Exit-West to the school
Rice Middle School 8500 Gifford Plano 75025 469-752-6000	Legacy Exit-East to Independence North on Independence to Russell Creek West on Russell Creek to Gifford North on Gifford to the school	Legacy Exit-West to Independence North on Independence to Russell Creek West on Russell Creek to Gifford North on Gifford to the school
Robinson Middle School 6701 Preston Meadow Plano 75024 469-752-6200	Spring Creek Exit-East to Preston Meadow North on Preston Meadow to the school	Spring Creek Exit-West to Preston Meadow North on Preston Meadow to the school
Rose Haggar Elementary	See Haggar Elementary	See Haggar Elementary
Saigling Elementary 3600 Matterhorn Richardson 75075 469-752-3000	Park Blvd Exit-East to Coit North on Coit to Matterhorn East on Matterhorn to the school	Park Blvd. Exit-West to Independence North on Independence to Parkhaven then West on Parkhaven to Mission Ridge to the school
Schell Elementary 5301 E Renner Rd Richardson, TX 469-752-6600	George Bush Turnpike East to Renner Road East on Renner Road to Brand Road Left on Brand Road to the school	Renner Road Exit East on Renner Road to Brand Road Turn left on Brand Road to the school
Schimelpfenig Middle School 2400 Maumelle Plano 75023 469-752-6400	Spring Creek Exit-East to Independence North on Independence to Maumelle East on Maumelle to the school	Spring Creek Exit-West to Custer North on Custer to Maumelle West on Maumelle to the school
Shepard Elementary 1000 Wilson Plano 75075 469-752-3100	Plano Pkwy Exit-to Custer North on Custer to Grandview West on Grandview to Wilson Dr. North to the school	15 th St. Exit-West to Custer South on Custer to Grandview West on Grandview to Wilson Dr. North to the school
Shepton High School 5505 Plano Parkway Plano 75093 469-752-7600	Plano Parkway Exit-East to the school	Plano Parkway Exit-West to the school
Sigler Elementary 1400 Janwood Plano 75075 469-752-3200	Plano Parkway Exit-East to Alma North on Alma to Janwood West on Janwood to the school	15 th St. Exit-West to Alma South on Alma to Janwood West on Janwood to the school
Skaggs Elementary 3201 Russell Creek Plano 75025 469-752-3300	Legacy Exit-East to Independence North on Independence to Russell Creek West on Russell Creek to the school	Legacy Exit-West to Independence North on Independence to Russell Creek West on Russell Creek to the school
Special Programs Center (K-8) Bird Education Center 1300 19 th Street Plano 75074 469-752-2200	Park Exit-East to K Avenue South on K Avenue to 19 th Street East on 19 th Street to the school	Park Exit-East to K Avenue South on K Avenue to 19 th Street East on 19 th Street to the school

DIRECTIONS

SCHOOL	FROM NORTH DALLAS TOLLWAY	FROM CENTRAL EXPRESSWAY (U.S. 75)
Special Programs Center (9-12) Guinn Center 2221 Legacy Drive Plano 75023 469-752-6900	Legacy Drive Exit-East to Custer to the school	Legacy Drive Exit-West to Custer to the school
Stinson Elementary 4201 Greenfield Drive Richardson 75082 469-752-3400	Plano Parkway Exit-East to 75 South on 75 to Renner Road East on Renner to North Star South on North Star for ½ mile Turn right on Greenfield to the school	75 to Renner Road East on Renner to North Star South on North Star for ½ mile Turn right on Greenfield to the school
Thomas Elementary 6537 Blue Ridge Trail Plano 75023 469-752-3500	Spring Creek Exit-East to Blue Ridge Trail North on blue Ridge Trail to the school	Spring Creek Exit-West to Blue Ridge Trail North on blue Ridge Trail to the school
Vines High School 1401 Highedge Plano 75075 469-752-7800	Plano Parkway Exit-East to Independence North on Independence to 15 th St East on 15 th Street to the school	15 th St. Exit-West to the school
Weatherford Elementary 2941 Mollimar Drive Plano 75075 469-752-3600	Plano Parkway Exit-East to Independence North on Independence to Mollimar West on Mollimar to the the school	15 th St. Exit-West to Independence North on Independence to Mollimar West on Mollimar to the the school
Wells Elementary 3427 Mission Ridge Plano 75023 469-752-3700	Parker Road Exit-East to Mission Ridge North on Mission Ridge to the school	Parker Road Exit-West to Mission Ridge North on Mission Ridge to the school
Williams High School 1717 17 th Street Plano 75074 469-752-8300	Park Blvd. Exit-East to Avenue P South on Avenue P to 17 th St to the school	Park Blvd. Exit-East to Avenue P South on Avenue P to 17 th St to the school
Wilson Middle School 1001 Custer Plano 75075 469-752-6700	Plano Parkway Exit-East to Custer North on Custer to the school	15 th St. Exit-West to Custer South on Custer to the school
Wyatt Elementary 8900 Coit Road Plano 75025 469-752-3800	Legacy Exit-East to Coit North on Coit to the school	Legacy Exit-West to Coit North on Coit to the school

DIRECTIONS

Administration & Other Sites	FROM NORTH DALLAS TOLLWAY	FROM CENTRAL EXPRESSWAY (U.S. 75)
Administration Building 2700 W. 15 th Street Plano 75075 469-752-8100	Plano Parkway Exit-East to Independence North on Independence to 15 th St East on 15 th St to the building	15 th St. Exit-West West on 15 th St. to the building
Cox Building 1517 Avenue H Plano 75074 469-752-5382	Plano Parkway Exit-East to 75 North on Service Rd to 15 th East on 15 th St. to Avenue H North on Avenue H to the building	15 th St. Exit East on 15 th St. to Avenue H North on Avenue H to the building
Employee Child Care Center 3901 Pebble Creek Court Plano 75023 469-752-6162	Spring Creek Exit – East to Spring Creek/Coit South on Coit to Pebble Creek Court	Spring Creek Exit – West to Spring Creek/Coit South on Coit to Pebble Creek Court
Hollifield Science Learning Center 3100 Shiloh Road Plano 75074 469-752-1190	Park Exit-East to Shiloh North on Shiloh to the center	Park Exit-East to Shiloh North on Shiloh to the center
Shiloh Center 3540 East 14 th Street Plano 75074 469-752-8700	Plano Parkway Exit-East to Shiloh North on Shiloh to 14 th Street West on 14 th St-Shiloh - Center will be on left	Plano Pkwy Exit-East to Shiloh North on Shiloh to 14 th Street West on 14 th St-Shiloh - Center will be on left
Sockwell Center 6301 Chapel Hill Blvd. Plano 75093 469-752-4750	Park Exit-North on Chapel Hill West on Chapel Hill to the center	Park Exit-West to Parkwood Blvd. Parkwood Blvd North to Chapel Hill West on Chapel Hill to the center

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