

# *AUSTIN INDEPENDENT SCHOOL DISTRICT*

## **Substitute Handbook 2015-2016**



**Substitute Office**  
1111 West Sixth Street, Building D-130  
Austin, TX 78703  
(512) 414-2611



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**AUSTIN INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**OFFICERS**

Ms. Gina Hinojosa, PRESIDENT, AT-LARGE POSITION 8  
Ms. Amber Elenz, VICE PRESIDENT, TRUSTEE DISTRICT 5  
Mr. Jayme Mathias, SECRETARY, TRUSTEE DISTRICT 2

**MEMBERS**

Mr. Edmund T. Gordon, TRUSTEE DISTRICT 1  
Mr. Ann Teich, TRUSTEE DISTRICT 3  
Ms. Julie Cowan, TRUSTEE DISTRICT 4  
Mr. Paul Saldana, TRUSTEE DISTRICT 6  
Mr. Robert Schneider, TRUSTEE DISTRICT 7  
Ms. Kendall Pace, AT-LARGE POSITION 9

**AUSTIN ISD ADMINISTRATION**

Paul Cruz, Ed.D..... SUPERINTENDENT  
Michael Houser.....CHIEF HUMAN CAPITAL OFFICER

**HUMAN RESOURCES**

Dora Fabelo, Ph.D .....EXECUTIVE DIRECTOR  
Rosena Garcia .....DIRECTOR OF HR SERVICES  
Kristen Hilsabeck .....DIRECTOR RECRUITING & STAFFING  
Tamey Williams.....ADMINISTRATIVE COORDINATOR  
Raquel Martinez..... SUBSTITUTE SERVICES COORDINATOR  
Yari Gonzalez. ...APPLICATIONS & ELEMENTARY SUBSTITUTE SPECIALIST  
Hannah Alvarez .....SECONDARY/CLERICAL SUBSTITUTE SPECIALIST  
Amy Vasquez.....HR TECH II, PROFESSIONAL & SUBSTITUTE SPECIALIST  
Vacant .....RECEPTIONIST/SUBSTITUTE SPECIALIST

**SUBSTITUTE OFFICE CONTACT INFORMATION**

Office Hours: 7:45 AM-4:45 PM

**Substitute Office**

Main Line.....(512) 414-2611  
Aesop.....(800) 942-3767  
Fax.....(512) 414-4999  
Email.....subs@austinisd.org  
AISD Substitute Website: <http://www.austinisd.org/hc/substitutes>

Aesop: [www.aesoponline.com](http://www.aesoponline.com)

**Raquel Martinez**

Substitute Services Coordinator

Email.....raquel.e.martinez@austinisd.org

**Yari Gonzalez**

Elementary Substitute Specialist

Email.....yari.gonzalez@austinisd.org

**Hannah Alvarez**

Secondary Substitute Specialist

Email.....hannah.alvarez@austinisd.org

**Amy Vasquez**

Records Specialists

Email.....amy.vasquez@austinisd.org

**Carlos Ruiz**

Receptionist / Substitute Specialist

Email.....subs@austinisd.org

**HUMAN RESOURCES**

Professional Human Resources.....(512) 414-1721

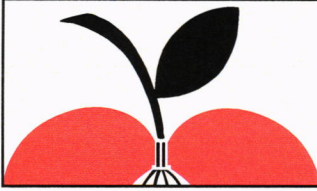
Classified Human Resources.....(512) 414-1714

**OTHER HELPFUL NUMBERS**

Teacher Retirement System.....(800) 223-8778

Region XIII.....(512) 919-5313

Texas Education Agency.....(512) 936-8400



# Austin Independent School District

## 2015-2016 School Calendar

### Six & Nine-Week Reporting Periods



**August 2015**  
 10-13 New Teacher Orientation  
 18-19 Staff Development  
 20-21 Planning & Prep  
 24 First Day of Classes

**September 2015**  
 7 Student & Staff Holiday - Labor Day

**October 2015**  
 12 Student Holiday - Elem. Parent Conference;  
 Secondary Staff Development

**November 2015**  
 11 Student Holiday - Staff Development  
 25-27 Thanksgiving Holiday

**December 2015**  
 19 Winter Break Begins

**January 2016**  
 4 Student Holiday - Staff Development  
 5 Classes Resume  
 18 Student & Staff Holiday  
 Martin Luther King, Jr. Day

**February 2016**  
 15 Student Holiday - Elem. Parent Conference;  
 Secondary Staff Development  
 1st Bad Weather Makeup Day

**March 2016**  
 14-18 Spring Break  
 25 Student & Staff Holiday

**May 2016**  
 27 Student Holiday - Staff Development  
 2nd Bad Weather Makeup Day  
 30 Student & Staff Holiday - Memorial Day

**June 2016**  
 2 Last Day of Classes  
 3 Planning & Prep

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
July 2015							January 2016								
			①	②	3	4						1	2		
5	6	7	8	9	⑩	11	3	4	5	6	7	8	9		
12	13	14	15	16	⑬	18	10	11	12	13	14	15	16		
19	20	21	22	23	⑭	25	17	18	19	20	21	22	23		
26	27	28	29	30	⑮		24	25	26	27	28	29	30		
							31								
August 2015							February 2016								
						1		1	2	3	4	5	6		
2	3	4	5	6	⑦	8	7	8	9	10	11	12	13		
9	⑩	⑪	⑫	⑬	⑭	15	14	⑮+	16	17	18	19	20		
16	17	⑱	⑲	⑳	㉑	22	21	22	23	24	25	26	27		
23	㉒	25	26	27	28	29	28	29							
30	31														
September 2015							March 2016								
			1	2	3	4	5			1	2	3	4	5	
6	7	8	9	10	11	12	6	7	8	9	10	11	12		
13	14	15	16	17	18	19	13	14	15	16	17	18	19		
20	21	22	23	24	25	26	20	21	22	23	24	25	26		
27	28	29	30				27	28	29	30	31				
October 2015							April 2016								
					1	2	3						1	2	
4	5	6	7	8	9	10	3	4	5	6	7	8	9		
11	⑫	13	14	15	16	17	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	17	18	19	20	21	22	23		
25	26	27	28	29	30	31	24	25	26	27	28	29	30		
November 2015							May 2016								
1	2	3	4	5	6	7	1	2	3	4	5	6	7		
8	9	10	⑪	12	13	14	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	22	23	24	25	26	27+	28		
29	30						29	30	31						
December 2015							June 2016								
			1	2	3	4	5					1	2	3	4
6	7	8	9	10	11	12	5	6	7	8	9	⑩	11		
13	14	15	16	17	18	19	12	13	14	15	16	⑬	18		
20	21	22	23	24	25	26	19	20	21	22	23	⑭	25		
27	28	29	30	31			26	27	28	29	30				

**Legend**

<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: black; margin-right: 5px;"></span> Student/Staff Holiday</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: gray; margin-right: 5px;"></span> Staff Development/ Student Holiday</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> Student Holiday - Elem. Parent Conference Secondary Staff Development</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: black; margin-right: 5px;"></span> New Teacher Orientation</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> District Closed</li> </ul>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> Planning &amp; Prep/ Student Holiday</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; border-radius: 50%; margin-right: 5px;"></span> First / Last Day of Classes</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> Bad Weather Make-up Day</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> 9-Weeks</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-right: 5px;"></span> 6-Weeks</li> </ul>
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Austin Independent School District  
 1111 W. Sixth St., Austin, TX 78703  
 512-414-1700 www.austinisd.org

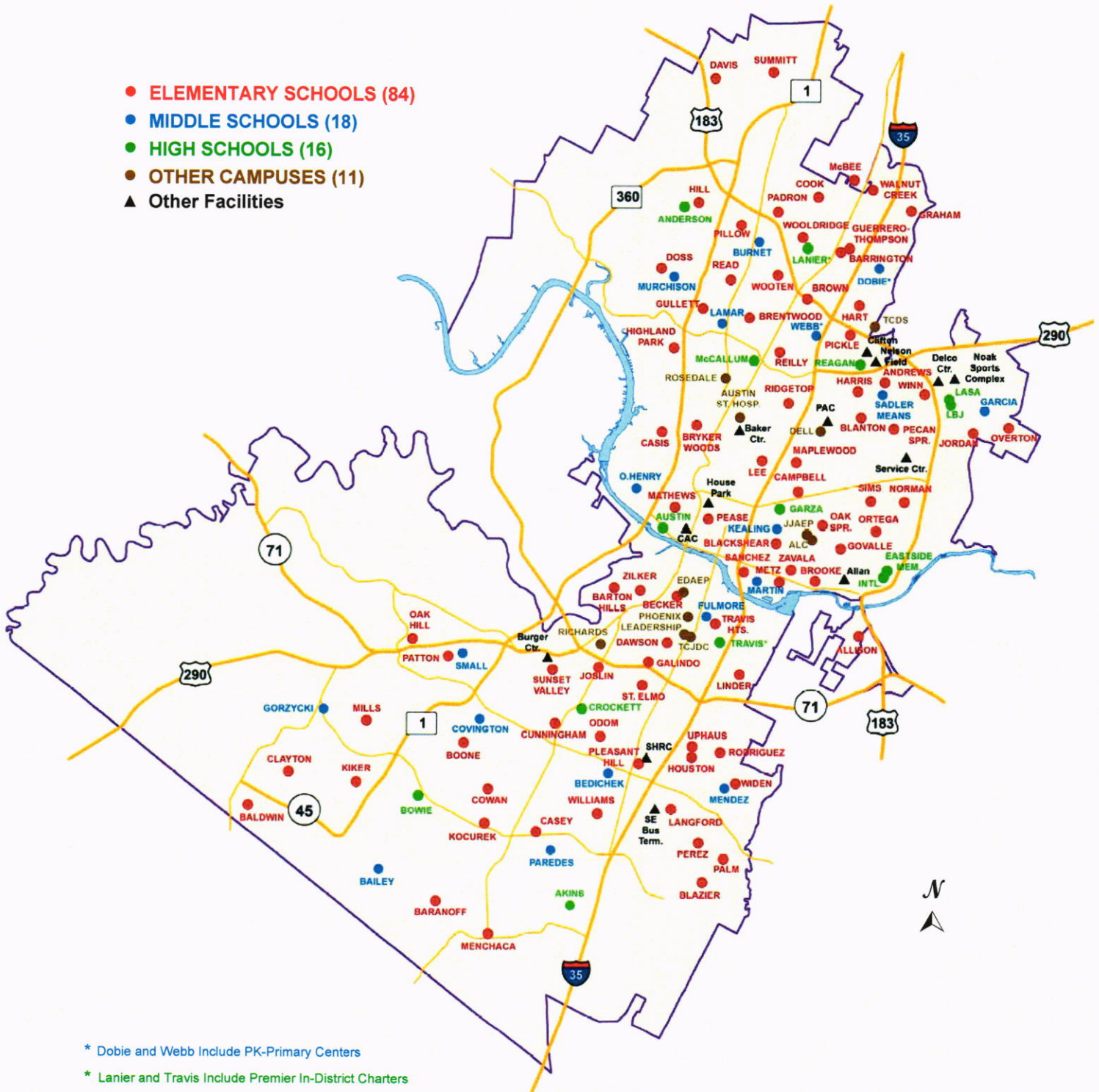
Approved by the AISD Board of Trustees 12/15/14

For more information about important District dates and events, and religious holidays which may affect student attendance, please check our website [www.austinisd.org](http://www.austinisd.org)



# AUSTIN INDEPENDENT SCHOOL DISTRICT Facility Locations, 2014-2015

- **ELEMENTARY SCHOOLS (84)**
- **MIDDLE SCHOOLS (18)**
- **HIGH SCHOOLS (16)**
- **OTHER CAMPUSES (11)**
- ▲ **Other Facilities**



\* Dobie and Webb Include PK-Primary Centers

\* Lanier and Travis Include Premier In-District Charters



# **General Information**

## HIGH SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>AKINS HIGH SCHOOL</b>                      10701 South First Street, 78748                      <b>841-9900</b>                      Principal: Brandi Hosack</p> <p>Travel I-35 south; take exit 225 toward FM-1626 / Onion Creek Parkway; stay straight on S I-35 access road and turn right onto FM 1626 E.; turn right onto South First Street and continue to the school at 10701 South First Street.</p>	9-12	8:30 – 4:30
<p><b>ANDERSON HIGH SCHOOL</b>                      8403 Mesa Drive, 78759                                      <b>414-2538</b>                      Principal: Donna Houser</p> <p>Enter MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Anderson Lane / Spicewood Springs Road exit. Take Spicewood Springs Road (right from 183 / left from Lady Bird Lake); continue to follow Spicewood Springs Road until you reach Mesa Drive; turn right onto Mesa Drive. The school is on your right at 8403 Mesa Drive.</p>	9-12	8:30 – 4:30
<p><b>AUSTIN HIGH SCHOOL</b>                      1715 West Cesar Chavez, 78703                              <b>414-2505</b>                      Principal: Sandy Compian</p> <p>Enter MoPac / TX-1 Loop take the 5<sup>th</sup> street / 1<sup>st</sup> Street exit. Take 1<sup>st</sup> Street ramp. Merge onto 1<sup>st</sup> Street / Cesar Chavez and continue to the school at 1715 West Cesar Chavez.</p>	9-12	8:30 – 4:30
<p><b>BOWIE HIGH SCHOOL</b>                      4103 Slaughter Lane West, 78749                              <b>414-5247</b>                      Principal: Stephen Kane</p> <p>Take MoPac / TX-1 Loop South (south of Lady Bird Lake); stay on MoPac until you reach Slaughter Lane. Turn left on Slaughter Lane West. The school is on your right at 4103 Slaughter Lane West.</p>	9-12	8:15 – 4:45
<p><b>CROCKETT HIGH SCHOOL</b>                      5601 Manchaca Road, 78745                                      <b>414-2532</b>                      Principal: Craig Shapiro</p> <p>Take I-35 or MoPac (south of Lady Bird Lake / north of Slaughter) to Ben White Blvd. / Loop 360. Manchaca Road is between I-35 and MoPac. Coming from MoPac take the Lamar Exit and stay on the access road until you reach Manchaca Road – turn right. Coming from I-35 take the 290 exit and stay on the access road until you reach Manchaca Road – turn left. Travel Manchaca Road until you reach the school at 5601 Manchaca Road.</p>	9-12	8:15 – 4:15

## HIGH SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>EASTSIDE MEMORIAL HIGH SCHOOL</b>                      1012 Arthur Stiles Road, 78721                      <b>414-5810</b>                      Principal: Bryan Miller</p>	9-12	8:30 – 4:30
<p><b>INTERNATIONAL HIGH SCHOOL</b>                      Principal: Susan Galvan                                      <b>414-6601</b></p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); if traveling south take the 8<sup>th</sup> street exit and go east on 7<sup>th</sup> street. If traveling north, take the 6<sup>th</sup> street exit and stay on the access road until you get to 7<sup>th</sup> street and turn right. Stay on 7<sup>th</sup> street until you reach Shady Lane; turn left on Shady Lane until you reach Bolm Rd. Turn right onto Bolm Rd. then left on Gardner Rd. Turn right on Mayhall Dr., which becomes Arthur Stiles Road. The school is at 1012 Arthur Stiles Road.</p>	9-10	8:30 – 4:30
<p><b>GARZA INDEPENDENCE HIGH SCHOOL</b>                      1600 Chicon Street, 78702                                      <b>414-8600</b>                      Principal: Linda Webb</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the Martin Luther King Blvd. E. exit; left from 183 / right from Lady Bird Lake); travel MLK Blvd until you reach Chicon St. and turn right onto Chicon. The school is at 1600 Chicon Street.</p>	11-12	8:00 – 4:00
<p><b>JOHNSON (LBJ) HIGH SCHOOL</b>                      7309 Lazy Creek Drive, 78724                                      <b>414-2543</b>                      Principal: Sheila Henry</p> <p><b>LASA</b>                      Principal: Stacia Crescenzi</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the US-290 E. exit going towards Houston; merge onto US-290 and continue east until you reach Springdale Road; turn right onto Springdale Road and continue until you reach Pecan Brook Dr.; turn left onto Pecan Brook Dr. and continue until you reach Lazy Creek Dr.; turn right onto Lazy Creek. The school is at 7309 Lazy Creek Drive.</p>	9-12	7:30 – 3:45
<p><b>LANIER HIGH SCHOOL</b>                      1201 Peyton Gin Road West, 78758                                      <b>414-2514</b>                      Principal: Ryan Hopkins</p> <p>Travel I-35 or MoPac (south of Parmer / north of Lady Bird Lake); take the 183 exit and merge onto 183 – Lanier High School is between I-35 and MoPac; take the Ohlen Rd exit from 183 – going North; Ohlen Rd becomes Peyton Gin Rd. The school is at 1201 Peyton Gin Rd.</p>	9-12	8:30 – 4:30

## HIGH SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>LIBERAL ARTS &amp; SCIENCE ACADEMY @ LBJ</b>                      7309 Lazy Creek Drive, 78724                      <b>414-2589</b>                      Principal: Stacia Crescenzi</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the US-290 E. exit going towards Houston; merge onto US-290 and continue east until you reach Springdale Road; turn right onto Springdale Road and continue until you reach Pecan Brook Dr.; turn left onto Pecan Brook Dr. and continue until you reach Lazy Creek Dr.; turn right onto Lazy Creek. The school is at 7309 Lazy Creek Drive.</p>	9-12	7:30 – 3:45
<p><b>McCALLUM HIGH SCHOOL</b>                      5600 Sunshine Drive, 78756                      <b>414-2519</b>                      Principal: Mike Garrison</p> <p>Travel MoPac (south from 183 / north of Lady Bird Lake); take the RM-2222 / Northland Drive exit (left from 183 / right from Lady Bird Lake); stay on RM 2222 / Koenig Ln. turn slight right on Sunshine Drive just before you reach Lamar Blvd. The school is at 5600 Sunshine Drive.</p>	9-12	8:30 – 4:30
<p><b>REAGAN HIGH SCHOOL</b>                      7104 Berkman Drive, 78752                      <b>414-2523</b>                      Principal: Anabel Garza</p> <p>Travel I-35 (south from 183 / north of Lady Bird Lake); take the US-290 E. exit towards Houston; take the Berkman Dr. exit and turn left onto Berkman Drive. The school is on your right at 7104 Berkman Drive and visible from US 290.</p>	9-12	8:30 – 4:30
<p><b>TRAVIS HIGH SCHOOL</b>                      1211 East Oltorf Street, 78704                      <b>414-2527</b>                      Principal: Ty Davidson</p> <p>Travel I-35 (south from 183 / north of Ben White Blvd.); take exit 232A toward Oltorf Street / Live Oak; stay on the access road and turn onto Oltorf Street E. (right from 183 / left from Ben White Blvd.). The school is at 1211 East Oltorf Street.</p>	9-12	8:30 – 4:30

## MIDDLE SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>BAILEY MIDDLE SCHOOL</b>                      4020 Lost Oasis Hollow, 78739                      <b>414-4990</b>                      Principal: John Rocha</p> <p>Take MoPac / TX-1 Loop South (south of Lady Bird Lake); stay on MoPac until you reach Slaughter Lane. Turn left on Slaughter Lane West. Turn right on Brodie Lane then right on Green Emerald Terrace. Turn right on Lost Oasis Hollow and the school is at 4020 Lost Oasis Hollow.</p>	6-8	7:45 – 3:45
<p><b>BEDICHEK MIDDLE SCHOOL</b>                      6800 Bill Hughes Road, 78745                      <b>414-3265</b>                      Principal: Dan Diehl</p> <p>Travel I-35 south (south of Ben White Blvd.); exit 228 toward William Cannon Drive; stay on the access road and turn right onto E. William Cannon Drive; continue until you reach Bill Hughes Road and turn left (just before South 1<sup>st</sup> Street). The school is at 6800 Bill Hughes Road.</p>	6-8	7:45 – 3:45
<p><b>BURNET MIDDLE SCHOOL</b>                      8401 Hathaway Drive, 78757                      <b>414-3225</b>                      Principal: Dora Molina</p> <p>Travel MoPac (south of 183 / north of Lady Bird Lake); take the Anderson Lane / Spicewood Springs Road exit; turn onto W. Anderson Lane going east; continue until you get to Burnet Road; turn left on Burnet Road until you reach Doris Drive. Turn right on Doris Drive and then left onto Hathaway Drive. The school is at 8401 Hathaway Drive.</p>	6-8	7:45 – 3:45
<p><b>COVINGTON MIDDLE SCHOOL</b>                      3700 Convict Hill Road, 78749                      <b>414-3276</b>                      Principal: Shannon Sellstrom</p> <p>Take MoPac / Tx-1 Loop South (south of Lady Bird Lake); stay on MoPac until you reach William Cannon Drive, then turn left; continue on William Cannon Dr. until you reach Brodie Lane; turn right on Brodie Lane and then right onto Convict Hill Road. The school is at 3700 Convict Hill Road.</p>	6-8	7:45 – 3:45
<p><b>DOBIE MIDDLE SCHOOL</b>                      1200 Rundberg Lane, 78753                      <b>414-3270</b>                      Principal: Leslie Dusing</p> <p>Travel I-35 north (north of 183); take exit 241 toward Rutherford Lane / Rundberg Lane. Stay on the access road, and then turn slight right onto E. Rundberg Lane. The school is at 1200 East Rundberg Lane.</p>	6-8	8:00 – 4:00

## MIDDLE SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>FULMORE MIDDLE SCHOOL</b>                      201 E. Mary Street, 78704 <span style="float: right;"><b>414-3207</b></span>                      Principal: Lisa Alexandra Bush</p> <p>Travel I-35 (north of Ben White Blvd. / south of Lady Bird Lake); take the Oltorf Street exit going west. Continue to South Congress Ave., and then turn right staying on South Congress Ave. until you reach E. Mary Street. Turn right at Mary Street and the school is at 201 E. Mary Street.</p>	6-8	7:45 – 3:45
<p><b>GORZYCKI MIDDLE SCHOOL</b>                      7412 W. Slaughter Lane, 78749 <span style="float: right;"><b>841-8600</b></span>                      Principal: Dr. Cathryn Mitchell</p> <p>Take MoPac / TX-1 Loop South (south of Lady Bird Lake); stay on MoPac until you reach Slaughter Lane. Turn right on W. Slaughter Lane. The school is on your right at 7412 W. Slaughter Lane.</p>	6-8	7:45 – 3:45
<p><b>KEALING MIDDLE SCHOOL</b>                      1607 Pennsylvania Avenue, 78702 <span style="float: right;"><b>414-3214</b></span>                      Principal: Robin Lowe</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the E. 12<sup>th</sup> Street exit going east on 12<sup>th</sup> street. Turn right on Comal Street and then left on Pennsylvania Avenue. The school is at 1607 Pennsylvania Avenue.</p>	6-8	7:00 – 3:00
<p><b>LAMAR MIDDLE SCHOOL</b>                      6201 Wynona Avenue, 78757 <span style="float: right;"><b>414-3217</b></span>                      Principal: George Llewellyn</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the RM-2222 / Northland Drive exit – going east. Stay on RR 2222 East and then turn left onto Wynona Avenue (just before Burnet Road). The school is at 6201 Wynona Avenue.</p>	6-8	8:00 – 4:00
<p><b>MARTIN MIDDLE SCHOOL</b>                      1601 Haskell Street, 78702 <span style="float: right;"><b>414-3243</b></span>                      Principal: Leticia Vega</p> <p>Take IH-35; Exit Cesar Chavez St. and travel east on Cesar Chavez until you reach Comal St. Make a right on Comal St and travel until you hit Haskell St. The school is located on the corner of Comal and Haskell at 1601 Haskell Street.</p>	6-8	7:45 – 3:45
<p><b>MENDEZ MIDDLE SCHOOL</b>                      5106 Village Square Drive <span style="float: right;"><b>414-3284</b></span>                      Principal: Ron Gonzales</p> <p>Travel I-35 (south of Ben White Blvd. / north of William Cannon); take the 230A exit (Stassney Lane); stay on the access road, then go east on E. Stassney Lane. Turn right onto S. Pleasant Valley Road and then left onto Village Square Drive. The school is at 5106 Village Square Drive.</p>	6-8	7:30 – 3:30

## MIDDLE SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>MURCHISON MIDDLE SCHOOL</b>                      3700 North Hills Drive, 78731                      <b>414-3254</b>                      Principal: Sammilu Harrison (Interim)</p> <p>Take MoPac / TX -1 Loop (south of 183 / north of Lady Bird Lake); take the Far West Blvd. exit. Travel west on Far West Blvd until you get to Hart Lane. Turn left onto Hart Lane and then right onto North Hills Drive. The school is at 3700 North Hills Drive.</p>	6-8	7:45 – 3:45
<p><b>O.HENRY MIDDLE SCHOOL</b>                      2610 West 10<sup>th</sup> Street, 78703                      <b>414-3229</b>                      Principal: Peter Price</p> <p>Take MoPac / TX-1 Loop (south of 183 /north of Lady Bird Lake); take the Lake Austin Blvd. exit. Go west on Lake Austin Blvd. until you reach Exposition Blvd. Turn right onto Exposition Blvd. and then right onto 10<sup>th</sup> Street. The school is at 2610 West 10<sup>th</sup> Street.</p>	6-8	7:45 – 3:45
<p><b>PAREDES MIDDLE SCHOOL</b>                      10100 S. Mary Moore Searight Drive, 78748      <b>841-6800</b>                      Principal: Valerie Torres-Solis</p> <p>Travel I-35 (south of William Cannon / north of Onion Creek); take the 226B / Slaughter Lane exit. Stay on the access road until you reach Slaughter Lane. Travel west on Slaughter Lane until you reach Mary Moore Searight Drive (also the city park entrance). Turn left on Mary Moore Searight Drive. The school is at 10100 S. Mary Moore Searight Drive.</p>	6-8	7:45 – 3:45
<p><b>SMALL MIDDLE SCHOOL</b>                      4801 Monterey Oaks Blvd., 78749                      <b>841-6700</b>                      Principal: Amy Taylor</p> <p>Take MoPac / TX-1 Loop (south of Lady Bird Lake / north of William Cannon Dr.); take the US-290 W / Johnson City / TX-71 / Llano exit. Take the Industrial Oaks Blvd / Monterey Oaks Blvd. exit. Turn left onto Monterey Oaks Blvd. The school is at 4801 Monterey Oaks Blvd.</p>	6-8	7:45 – 3:45
<p><b>WEBB MIDDLE SCHOOL</b>                      601 East Saint Johns Avenue, 78752                      <b>414-3258</b>                      Principal: Raul Sanchez</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take Exit 239 toward St. Johns Avenue, stay on the access road. Turn West onto E. St. Johns Avenue; the school is at 601 E. Saint Johns Avenue.</p>	6-8	7:45 – 3:45

## ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>ALLISON ELEMENTARY SCHOOL</b>                      515 Vargas Road, 78741                      <b>414-2004</b>                      Principal: Guadalupe Velasquez</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the exit for 7<sup>th</sup> Street, go east on 7<sup>th</sup> Street until you can merge onto Bastrop Highway / US-183 South; then turn right onto Vargas Road. The school is at 515 Vargas Road.</p>	PK-6	7:30 – 3:30
<p><b>ANDREWS ELEMENTARY SCHOOL</b>                      6801 Northeast Drive, 78723                      <b>414-1770</b>                      Principal: Saleem Blevins</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); merge onto US-290 East via Exit 238B toward Houston. Take the exit toward Berkman Drive and stay on access road. Turn slight right onto Mira Loma Ln and then turn left onto Vanderbilt Lane. Turn right onto Northeast Drive and the school is at 6801 Northeast Drive.</p>	PK-5	7:00 – 3:00
<p><b>BALDWIN ELEMENTARY SCHOOL</b>                      12200 Meridian Park Blvd, 78739                      <b>841-8900</b>                      Principal: Rosa Pena</p> <p>Take MoPac / TX-1 Loop (south); the expressway turns into State HWY 45. Take the turnaround just before you reach FM 1826 to travel east on State HWY 45. Take a right onto Meridian Park Blvd. The school is at 12200 Meridian Park Blvd.</p>	PK-5	7:15 – 3:15
<p><b>BARANOFF ELEMENTARY SCHOOL</b>                      12009 Buckingham Gate Road, 78748                      <b>841-7100</b>                      Principal: Linda Purvis</p> <p>Take MoPac / TX-1 Loop (south); take the William Cannon Exit and turn left onto W. William Cannon Dr and then turn right onto Brodie Lane. Continue on Brodie Ln until you reach Gatling Gun Ln and then turn left. Make a right onto Buckingham Gate Road and the school is at 12009 Buckingham Gate Road.</p>	K-5	7:15 – 3:15
<p><b>BARRINGTON ELEMENTARY SCHOOL</b>                      400 Cooper Drive, 78753                      <b>414-2008</b>                      Principal: Gilma Sanchez</p> <p>Travel I-35 (south of Braker Lane / north of 183); take exit 241 toward Rutherford Lane / Rundberg Lane. Stay on the access road and then turn west onto E. Rundberg Lane. Turn left onto Slayton Drive and then right onto Cooper Drive. The school is at 400 Cooper Drive.</p>	PK-6	7:00 – 3:00



# ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>BARTON HILLS ELEMENTARY SCHOOL</b>                      2108 Barton Hills Drive, 78704                      414-2013                      Principal: Kati Achtermann</p> <p>Travel Mopac(south of 183 / north of Lady Bird Lake); take the 1st Street exit; turn left onto the N. Lamar Blvd. access road to travel south on N. Lamar Blvd. and then turn right onto Barton Skyway. Turn right onto Barton Hills Drive and the school is at 2108 Barton Hills Drive.</p>	K-6	7:15 – 3:15
<p><b>BECKER ELEMENTARY SCHOOL</b>                      906 West Milton, 78704                                      414-2019                      Principal: Valerie Borchers</p> <p>Take MoPac / Tx-1 Loop (south of 183 / north of Lady Bird Lake); take the 5<sup>th</sup> Street / Cesar Chavez Street exit and merge onto Cesar Chavez Street West. Turn right onto S. 1<sup>st</sup> Street. Turn right onto Monroe St W. and a left onto Bouldin Avenue. Turn right onto Milton Street W. The school is at 906 West Milton Street.</p>	PK-5	7:00 – 3:00
<p><b>BLACKSHEAR ELEMENTARY SCHOOL</b>                      1712 East 11<sup>th</sup> Street, 78702                              414-2021                      Principal: Betty Jenkins</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the exit for 7<sup>th</sup> Street and go east on 7<sup>th</sup> Street. Turn left onto Chalmers Avenue and then right onto East 11<sup>th</sup> Street. The school is at 1712 E. 11<sup>th</sup> Street.</p>	PK-5	7:00 – 3:00
<p><b>BLANTON ELEMENTARY SCHOOL</b>                      5408 Westminster Drive, 78723                              414-2026                      Principal: Alma Valdez</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take exit 237B toward 51<sup>st</sup> Street / Cameron Road and stay on the access road until you take a slight right onto 51<sup>st</sup> Street (traveling east). Turn left onto Berkman Drive and then right onto Greenbrook Parkway. Then turn right onto Westminster Drive and the school is at 5408 Westminster Drive.</p>	PK-5	7:00 – 3:00
<p><b>BLAZIER ELEMENTARY SCHOOL</b>                      8601 Vertex Blvd, 78747                                      841-8800                      Principal: Ana Leticia (Leti) Pena</p> <p>Travel I-35 (south of Lady Bird Lake); take the William Cannon exit and travel east on William Cannon. Turn right on Bluff Springs Road and then left on Nuckols Crossing Road. You will end at the school located on 8601 Vertex Blvd.</p>	PK-5	7:15 – 3:15

<b>ELEMENTARY SCHOOLS</b>		
<b>SCHOOL</b>	<b>GRADE</b>	<b>DUTY HOURS</b>
<b>BOONE ELEMENTARY SCHOOL</b> 8101 Croftwood Drive, 78749 <span style="float: right;"><b>414-2537</b></span> Principal: Kathleen Noack  Take MoPac / TX-1 Loop (south of Lady Bird Lake / north of Slaughter Lane); exit onto W. William Cannon Drive going east. Turn right onto Brodie Lane and then right again onto Croftwood Drive. The school is at 8101 Croftwood Drive.	PK-5	7:15 – 3:15
<b>BRENTWOOD ELEMENTARY SCHOOL</b> 6700 Arroyo Seco, 78757 <span style="float: right;"><b>414-2039</b></span> Principal: Kathy Williams-Carter  Travel I-35 (south of 183 / north of Lady Bird Lake); take the RM-2222 / Northland Drive exit going west. Keep right at the fork to go onto RR 2222 East / Koening Lane. Turn right onto Arroyo Seco and the school is at 6700 Arroyo Seco.	PK-5	7:00 – 3:00
<b>BROOKE ELEMENTARY SCHOOL</b> 3100 East 4 <sup>th</sup> Street, 78702 <span style="float: right;"><b>414-2043</b></span> Principal: Griselda Galindo-Vargas  Travel I-35 (south of 183 / north of Lady Bird Lake); take the 1 <sup>st</sup> Street exit and go east. Turn left onto Linden Street and then right onto E. 4 <sup>th</sup> Street. The school is at 3100 E. 4 <sup>th</sup> Street.	PK-5	7:15 – 3:15
<b>BROWN ELEMENTARY SCHOOL</b> 505 W. Anderson Lane, 78752 <span style="float: right;"><b>414-2047</b></span> Principal: Veronica Sharp  Travel I-35 (south of Parmer Lane and north of 290); take exit 240A toward Anderson Lane / US 183. Travel west on Anderson Lane E / 183 access road. Take the U-turn at Lamar and travel east on Anderson Lane W / 183 access road until you reach the school at 505 West Anderson Lane.	PK-6	7:15 – 3:15
<b>BRYKER WOODS ELEMENTARY SCHOOL</b> 3309 Kerbey Lane, 78703 <span style="float: right;"><b>414-2054</b></span> Principal: Jane Kronke  Take MoPac / Tx-1 Loop (south of 183 / north of Lady Bird Lake); take the 35 <sup>th</sup> street exit going east. Turn right on Jefferson Lane. Turn left on W. 33 <sup>rd</sup> Street and take another left on Kerbey Lane. The school is at 3309 Kerbey Lane.	K-6	7:15 – 3:15
<b>CAMPBELL ELEMENTARY SCHOOL</b> 2613 Rogers Avenue, 78722 <span style="float: right;"><b>414-2056</b></span> Principal: Keith Moore  Travel I-35 (south of 183 / north of Lady Bird Lake); take the Martin Luther King, Jr. Blvd. exit going east. Travel on MLK Blvd. and turn left onto Cedar Avenue and then right onto Rogers Avenue. The school is at 2613 Rogers Avenue.	PK-5	7:15 – 3:15

## ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>CASEY ELEMENTARY SCHOOL</b>            9400 Texas Oaks Drive, 78748                      <b>841-6900</b>            Principal: Jean Bahney</p> <p>Travel I-35 (south); take exit 226B toward Slaughter Lane. Stay on the access road and turn right onto Slaughter Lane. Turn right onto Texas Oaks Drive and the school is at 9400 Texas Oaks Drive.</p>	PK-5	7:15 – 3:15
<p><b>CASIS ELEMENTARY SCHOOL</b>            2710 Exposition Blvd., 78703                      <b>414-2062</b>            Principal: Samuel Tinnon</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Westover Rd. exit and go west on Westover Rd to Exposition Blvd. Turn right onto Exposition Blvd. and the school is on the left at 2710 Exposition Blvd.</p>	PK-5	7:15 – 3:15
<p><b>CLAYTON ELEMENTARY SCHOOL</b>            7525 La Crosse Avenue, 78739                      <b>841-9200</b>            Principal: Dru McGovern-Robinett</p> <p>Take MoPac / TX-1 Loop (south); turn right onto W. Slaughter Lane and then left onto Escarpment Blvd. Continue on Escarpment Blvd. until you reach La Crosse Avenue. Turn right on La Crosse Avenue. The school is at 7525 La Crosse Avenue.</p>	K-5	7:15 – 3:15
<p><b>COOK ELEMENTARY SCHOOL</b>            1511 Cripple Creek Drive, 78758                      <b>414-2510</b>            Principal: Wendy Mills</p> <p>From Mopac / Research Blvd; go south on Research Blvd. and take the Burnet Road exit and turn left onto Burnet Road / FM 1325 N. Stay on Burnet Road and turn right onto Rutland Dr. Then turn left onto Quail Valley Blvd. Turn right onto Cripple Creek Drive and the school is at 1511 Cripple Creek Drive.</p>	K-5	7:15 – 3:15
<p><b>COWAN ELEMENTARY SCHOOL</b>            2817 Kentish Drive, 78748                      <b>841-2700</b>            Principal: Deborah Warnken</p> <p>Take MoPac / TX-1 Loop: take the William Cannon Drive exit and travel east and then turn right onto Brodie Lane. Turn left onto Davis Lane, and then take a slight right onto Guidepost Trail. Turn right onto Curlew Drive and then another right onto Kentish Drive. The school is at 2817 Kentish Drive.</p>	PK-5	7:15 – 3:15

# ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>CUNNINGHAM ELEMENTARY SCHOOL</b>                      2200 Berkeley Avenue, 78745                      <b>414-2067</b>                      Principal: Amy Lloyd</p> <p>Take MoPac / TX-1 Loop (south of Lady Bird Lake / north of William Cannon); exit onto Loop 360 going east to 290 / 71; Take the Lamar / Manchaca exit. Stay on the access road through the Lamar light and take a right onto Manchaca Road / FM 2304. Continue on Manchaca Road until you get to Berkeley Avenue. Turn right onto Berkeley Avenue and the school is at 2200 Berkeley Avenue.</p>	PK-5	7:15 – 3:15
<p><b>DAVIS ELEMENTARY SCHOOL</b>                      5214 Duval Road, 78727                              <b>414-2580</b>                      Principal: Jennifer Daniels</p> <p>Take MoPac / TX-1 Loop (south of Parmer Lane / North of US 183); exit going west on Duval Road and continue on Duval Road until you reach the school at 5214 Duval Road.</p>	PK-5	7:15 – 3:15
<p><b>DAWSON ELEMENTARY SCHOOL</b>                      3001 South 1<sup>st</sup> Street, 78704                      <b>414-2070</b>                      Principal: Tania Jedele</p> <p>Travel I-35 (south of 183 / north of Ben White Blvd.); take the W. Oltorf Street exit and travel west. Continue on Oltorf until you reach South 1<sup>st</sup> Street. Turn left on South 1<sup>st</sup> Street and continue until you reach the school at 3001 South 1<sup>st</sup> Street.</p>	PK-5	7:15 – 3:15
<p><b>DOSS ELEMENTARY SCHOOL</b>                      7005 Northledge Drive, 78731                      <b>414-2365</b>                      Principal: Janna Griffin</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Far West Blvd. Exit going west. Stay on Far West Blvd. Until you reach Hart Lane and turn left. Then turn right onto N. Hills Drive and then another right onto Northledge Drive. The school is at 7005 Northledge Drive.</p>	PK-5	7:15 – 3:15
<p><b>GALINDO ELEMENTARY SCHOOL</b>                      3800 South 2<sup>nd</sup> Street, 78704                      <b>414-1756</b>                      Principal: Kate Shaum</p> <p>Travel I-35 (south of 183 / north of Ben White Blvd.); take the W. Oltorf Street exit and travel west. Continue on Oltorf until you reach South 5<sup>th</sup> Street. Turn left onto South 5<sup>th</sup> Street and then left onto Cardinal Lane. Turn right onto South 2<sup>nd</sup> Street and the school is at 3800 South 2<sup>nd</sup> Street.</p>	PK-5	7:15 – 3:15

# ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>GOVALLE ELEMENTARY SCHOOL</b>                      3601 Govalle Avenue, 78702                      <b>414-2078</b>                      Principal: Nancy Maniscalco</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the exit for 7<sup>th</sup> Street and go east. Continue on 7<sup>th</sup> street and turn left onto Springdale Road. From Springdale road turn left onto Govalle Avenue and the school is at 3601 Govalle Avenue.</p>	PK-5	7:15 – 3:15
<p><b>GRAHAM ELEMENTARY SCHOOL</b>                      11211 Tom Adams Drive, 78753                      <b>414-2395</b>                      Principal: Blaine Helwig</p> <p>Travel I-35 (south of Parmer Lane and north of 183); take the Braker Lane exit staying on the access road until you can turn east onto Braker Lane. Stay on Braker Lane until you reach Tom Adams Drive. Turn right onto Tom Adams Drive and the school is at 11211 Tom Adams Drive.</p>	PK-5	7:15 – 3:15
<p><b>GUERRERO-THOMPSON ELEMENTARY SCHOOL</b>                      102 E. Rundberg Ln, 78753                      <b>414-8400</b>                      Principal: LaKeshia Drinks</p> <p>Travel I-35 north (north of 183); take exit 241 toward Rutherford Lane / Rundberg Lane. Stay on the access road, and then turn slight right onto E. Rundberg Lane. The school is 102 E. Rundberg Lane.</p>	PK-5	7:00 – 3:00
<p><b>GULLETT ELEMENTARY SCHOOL</b>                      6310 Treadwell Blvd., 78757                      <b>414-2082</b>                      Principal: Janie Ruiz</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the RM 2222 / Northland Drive exit going east. Travel east on Northland Drive. Turn left onto Bullard Drive. Turn right onto Treadwell Blvd.; the school is at 6310 Treadwell Blvd.</p>	K-5	7:15 – 3:15
<p><b>HARRIS ELEMENTARY SCHOOL</b>                      1711 Wheless Lane, 78723                      <b>414-2085</b>                      Principal: Monica Martinez</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the US-290 east exit towards Houston. Take the Berkman Drive exit and turn right on Berkman Drive. Turn left onto Wheless Lane; the school is located at 1711 Wheless Lane.</p>	PK-5	7:00 – 3:00
<p><b>HART ELEMENTARY SCHOOL</b>                      8301 Furness Drive, 78753                      <b>841-2100</b>                      Principal: David Dean</p> <p>Traveling North on I-35; take the exit for Rutherford Lane / Rundberg Lane and take an immediate right onto Rutherford Lane. Turn left on Furness Drive and the school is located at 8301 Furness Drive.</p>	PK-5	7:15 – 3:15

## ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>HIGHLAND PARK ELEMENTARY SCHOOL</b>                      4900 Fairview Drive, 78731 <b>414-2090</b>                      Principal: Katherine Pena</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the 45th Street exit going west. West 45th Street becomes Perry Lane. Turn right onto Valley Oak Drive. Turn left on Sunny Lane and then left on Fairview Drive. The school is at 4900 Fairview Drive.</p>	K-5	7:15 – 3:15
<p><b>HILL ELEMENTARY SCHOOL</b>                      8601 Tallwood Drive, 78759 <b>414-2369</b>                      Principal: Beth Ellis</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Steck Avenue exit going west. Stay on Steck Avenue until you reach Greenslope Drive and turn right. Then turn left onto Cima Serena Drive and right onto Tallwood Drive. The school is at 8601 Tallwood Drive.</p>	PK-5	7:15 – 3:15
<p><b>HOUSTON ELEMENTARY SCHOOL</b>                      5409 Ponciana Drive, 78744 <b>414-2517</b>                      Principal: Elia Diaz-Camarillo</p> <p>Travel I-35 (south of Lady Bird Lake / north of W. Slaughter); Take the Stassney Lane exit and travel east on Stassney Lane. Then turn left onto Conestoga Trail and left again onto Ponciana Drive. The school is at 5409 Ponciana Drive.</p>	PK-5	7:15 – 3:15
<p><b>JORDAN ELEMENTARY SCHOOL</b>                      6711 Johnny Morris Road, 78724 <b>414-2578</b>                      Principal: Diana Vallejo</p> <p>Traveling on Hwy 183 / Ed Bluestein (south of Hwy 290 and north of Lady Bird Lake); turn east onto Loyola Lane. Turn left onto Johnny Morris Road. The school is located at 6711 Johnny Morris Road.</p>	PK-5	7:00 – 3:00
<p><b>JOSLIN ELEMENTARY SCHOOL</b>                      4500 Manchaca Road, 78745 <b>414-2094</b>                      Principal: Jennifer Pace</p> <p>Take MoPac / TX-1 Loop (south of Lady Bird Lake / north of William Cannon Dr.); exit onto Loop 360 going south and exit onto Lamar / Ben White Blvd. access road, going east. Stay on the access road through the Lamar light and turn right onto Manchaca Road. The school is located at 4500 Manchaca Road.</p>	PK-5	7:15 – 3:15
<p><b>KIKER ELEMENTARY SCHOOL</b>                      5913 La Crosse Avenue, 78739 <b>414-2584</b>                      Principal: Lori Schneider</p> <p>Take MoPac / TX-1 Loop (south); turn right onto W. Slaughter Lane and then left onto Escarpment Blvd. Continue on Escarpment Blvd. until you reach La Crosse Avenue. The school is at 5913 La Crosse Avenue.</p>	K-5	7:15 – 3:15

## ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>KOCUREK ELEMENTARY SCHOOL</b>                      9800 Curlew Drive, 78748                      <b>414-2547</b>                      Principal: Heather Scholl</p> <p>Take MoPac / TX-1 Loop (south); turn left onto W. Slaughter Ln and stay on W. Slaughter Lane until you reach Curlew Drive. Turn left onto Curlew Drive and the school is at 9800 Curlew Drive.</p>	PK-5	7:00 – 3:00
<p><b>LANGFORD ELEMENTARY SCHOOL</b>                      2206 Blue Meadow Drive, 78744                      <b>414-1765</b>                      Principal: Dounna Poth</p> <p>Travel I-35 (south of Lady Bird Lake / north of Slaughter Lane); take the E. William Cannon Drive exit going east. Turn right onto Bluff Springs Road and then turn left onto Blue Meadow Drive. The school is at 2206 Blue Meadow Drive.</p>	PK-5	7:15 – 3:15
<p><b>LEE ELEMENTARY SCHOOL</b>                      3308 Hampton Road, 78705                      <b>414-2098</b>                      Principal: John Hewlett</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the E. 32<sup>nd</sup> Street exit going west. Turn right onto Hampton Road. The school is at 3308 Hampton Road.</p>	K-6	7:15 – 3:15
<p><b>LINDER ELEMENTARY SCHOOL</b>                      2800 Metcalfe Road, 78741                      <b>414-2398</b>                      Principal: Beverly Odom</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the Oltorf St. / Live Oak exit. Stay on the access road and then travel east on E. Oltorf Street. Turn slight right onto Burleson Road and then another slight right onto Metcalfe Road. The school is at 2800 Metcalfe Road.</p>	PK-5	7:00 – 3:00
<p><b>MAPLEWOOD ELEMENTARY SCHOOL</b>                      3808 Maplewood Avenue, 78722                      <b>414-4402</b>                      Principal: Vicki Jacobson</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the 38 ½ Street Exit and travel east. Turn left onto Maplewood Avenue and the school is at 3808 Maplewood Avenue.</p>	PK-6	7:15 – 3:15
<p><b>MATHEWS ELEMENTARY SCHOOL</b>                      906 West Lynn Street, 78703                      <b>414-4406</b>                      Principal: Grace Brewster</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); exit onto 5<sup>th</sup> Street going east. Turn left onto West Lynn Street. The school is at 906 West Lynn Street.</p>	PK-6	7:15 – 3:15

## ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>McBEE ELEMENTARY SCHOOL</b>                      1001 West Braker Lane, 78758                      <b>841-2500</b>                      Principal: Maggie De La Rosa</p> <p>Travel I-35 (south of Parmer Lane / north of 183); take the Braker Lane exit going west. The school is at 1001 West Braker Lane.</p>	K-5	7:30 – 3:30
<p><b>MENCHACA ELEMENTARY SCHOOL</b>                      12120 Manchaca Road, 78748                      <b>414-2333</b>                      Principal: Eliza Loyola</p> <p>Travel I-35 (south); take exit 225 toward FM-1626 / Onion Creek Parkway. Stay on the service road and then turn right onto FM1626 E. Turn right onto Manchaca Road / FM 2304. The school is at 12120 Manchaca Road.</p>	PK-5	7:15 – 3:15
<p><b>METZ ELEMENTARY SCHOOL</b>                      84 Robert T. Martinez, Jr. Street, 78702                      <b>414-4408</b>                      Principal: Martha Castillo</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the Cesar Chavez St E / 1<sup>st</sup> Street exit going east. Stay on Cesar Chavez St. E. and then take a right onto Robert T. Martinez Jr. St. The school is at 84 Robert T. Martinez Jr. Street.</p>	PK-5	7:15 – 3:15
<p><b>MILLS ELEMENTARY SCHOOL</b>                      6201 Davis Lane, 78749                      <b>841-2400</b>                      Principal: Lalla Beachum</p> <p>Take MoPac / TX-1 Loop (south); exit onto W. Slaughter Lane and continue until you reach Escarpment Blvd. Turn right onto Escarpment Blvd. The school is located on the corner of Davis Lane and Escarpment at 6201 Davis Lane.</p>	PK-5	7:15 – 3:15
<p><b>NORMAN ELEMENTARY SCHOOL</b>                      4001 Tannehill Lane, 78721                      <b>414-2347</b>                      Principal: Floretta Andrews</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); exit onto Martin Luther King Jr. Blvd., going east. Turn right onto Webberville Rd. / Tannehill Lane. Then turn left onto Tannehill Lane. The school is located at 4001 Tannehill Lane.</p>	PK-5	7:00 – 3:00
<p><b>OAK HILL ELEMENTARY SCHOOL</b>                      6101 Patton Ranch Road, 78735                      <b>414-2336</b>                      Principal: Cathryn Mitchell</p> <p>Take MoPac / TX-1 Loop (south of Lady Bird Lake / north of W. Slaughter Lane); exit on US-290 W / Johnson City / Tx-71 going west. Turn right onto Patton Ranch Road. The school is located at 6101 Patton Ranch Road.</p>	PK-5	7:15 – 3:15



# ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>OAK SPRINGS ELEMENTARY SCHOOL</b>            3601 Webberville Road, 78702                      <b>414-4413</b>            Principal: Monica Woods</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the exit that gives access to 7th Street. Travel east on 7th street and then turn left onto Pedernales Street. Pedernales Street becomes Webberville Road. The school is at 3601 Webberville Road.</p>	PK-5	7:00 – 3:00
<p><b>ODOM ELEMENTARY SCHOOL</b>            1010 Turtle Creek Blvd., 78745                      <b>414-2388</b>            Principal: Sondra McWilliams</p> <p>Travel I-35 (south of Lady Bird Lake / north of W. Slaughter); Take the Stassney Lane exit and travel west on Stassney Lane. Stay on Stassney Lane until you reach Emerald Forest Drive. Turn left onto Emerald Forest Drive, and then turn left again onto Turtle Creek Blvd. The school is at 1010 Turtle Creek Blvd.</p>	PK-5	7:30 – 3:30
<p><b>ORTEGA ELEMENTARY SCHOOL</b>            1135 Garland Avenue, 78721                      <b>414-4417</b>            Principal: Jennifer Stephens</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); exit Martin Luther King Jr. Blvd. and travel east. Turn right onto Airport Blvd. / TX-111 loop and then left onto Oak Springs Drive. Turn left onto Springdale Road and then right onto Ledesma Rd. Make final right turn onto Garland Avenue and the school is at 1135 Garland Avenue.</p>	PK-5	7:30 – 3:30
<p><b>OVERTON ELEMENTARY SCHOOL</b>            7201 Colony Loop Drive, 78724                      <b>841-9300</b>            Principal: Courtney Colvin</p> <p>Traveling on Hwy 183 / Ed Bluestein (south of Hwy 290 and north of Lady Bird Lake); turn east onto Loyola Lane. Turn left on Colony Loop Drive and the school is located at 7201 Colony Loop Drive.</p>	PK-5	7:15 – 3:15
<p><b>PADRON ELEMENTARY SCHOOL</b>    <b>841-9600</b>            2011 West Rundberg Lane            Principal: Rafael Soriano</p> <p>Travel I-35 (north of 183); take the Rundberg Ln exit. Turn left onto Rundberg Ln. The school is at 2011 West Rundberg Lane.</p>	PK- 5	7:15 – 3:15
<p><b>PALM ELEMENTARY SCHOOL</b>            7601 Dixie Drive, 78744                      <b>414-2545</b>            Principal: Rhoda Coleman</p> <p>Travel I-35 (south of Lady Bird Lake / north of W. Slaughter Lane); take the E. William Cannon Drive exit and travel east. Turn right onto Dixie Drive. The school is at 7601 Dixie Drive.</p>	PK-5	7:15 – 3:15
<p><b>PATTON ELEMENTARY SCHOOL</b>            6001 Westcreek Drive, 78749                      <b>414-1780</b>            Principal: Debra Price</p> <p>Take MoPac/TX – 1 Loop (south of Lady Bird Lake/north of William Cannon Drive); take the exit toward US-290 W/Johnson City/TX-71. Stay on the US-290 W access road. Make a U-turn at Old Fredricksburg road onto the US-290 E access road. Turn right onto Westcreek Drive. The school is at 6001 Westcreek Drive.</p>	PK-5	7:15 – 3:15

<b>ELEMENTARY SCHOOLS</b>		
<b>SCHOOL</b>	<b>GRADE</b>	<b>DUTY HOURS</b>
<p><b>PEASE ELEMENTARY SCHOOL</b>            1106 Rio Grande Street, 78701                      <b>414-4428</b>            Principal: Mathew Nelson</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the 15<sup>th</sup> Street / MLK exit. Travel west on 15<sup>th</sup> Street. Turn left on Rio Grande Street and the school is at 1106 Rio Grande Street.</p>	K-6	7:15 – 3:15
<p><b>PECAN SPRINGS ELEMENTARY SCHOOL</b>            3100 Rogge Lane, 78723                                <b>414-4445</b>            Principal: Elaine McKinney</p> <p>Travel I –35 (south of 183 / north of Lady Bird Lake); take the 51<sup>st</sup> Street / Cameron Road exit and travel east. Turn left onto Manor Road and then right onto Rogge Lane. The school is at 3100 Rogge Lane.</p>	PK-5	7:15 – 3:15
<p><b>PEREZ ELEMENTARY SCHOOL</b>            7500 S. Pleasant Valley Road, 78744                <b>841-9100</b>            Principal: David Kauffman</p> <p>Travel I-35 (south of Lady Bird Lake / north of Slaughter Lane); take the William Cannon Drive exit and travel east on William Cannon Drive. Turn right onto S. Pleasant Valley Road. The school is at 7500 S. Pleasant Valley Road.</p>	PK-5	7:15 – 3:15
<p><b>PICKLE ELEMENTARY SCHOOL</b>            1101 Wheatley Avenue, 78752                         <b>841-8425</b>            Principal: Lauro Davalos, Ed.D.</p> <p>Travel I-35 (south of Braker / north of 45<sup>th</sup> Street); take the 183 / Anderson Lane E. exit and travel east on Anderson Lane. Stay on Anderson Lane until you reach Providence Avenue. Turn right onto Providence Avenue and then turn left onto Wheatley Avenue. The school is at 1101 Wheatley Avenue.</p>	PK-5	7:15 – 3:15
<p><b>PILLOW ELEMENTARY SCHOOL</b>            3025 Crosscreek Drive, 78757                         <b>414-2350</b>            Principal: Tonya King</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Anderson Lane / Spicewood Springs Road exit and travel east on W. Anderson Lane. Turn left onto Rockwood Lane and then turn left onto Crosscreek Drive. The school is at 3025 Crosscreek Drive.</p>	PK-5	7:15 – 3:30
<p><b>PLEASANT HILL ELEMENTARY SCHOOL</b>            6405 Circle S Road, 78745                              <b>414-4453</b>            Principal: Sharon Stoner</p> <p>Travel I-35 (south of Lady Bird Lake / north of Slaughter Lane); take the William Cannon Drive exit and travel west on William Cannon Drive and then turn right onto Circle S Road / Circle Road S. The school is at 6405 Circle S Road.</p>	PK-5	7:15 – 3:15

# ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<b>REILLY ELEMENTARY SCHOOL</b> 405 Denson Drive, 78752 <b>414-4464</b> Principal: Dinorah Bores  Travel I-35 (south of 183 / north of Lady Bird Lake); take the W. Koenig / RR 2222 exit and travel west. Turn right onto N. Lamar Blvd. and then turn right onto Denson Drive. The school is located at 405 Denson Drive.	PK-5	7:15 – 3:15
<b>RIDGETOP ELEMENTARY SCHOOL</b> 5005 Caswell Avenue, 78751 <b>414-4469</b> Principal: Joaquin Gloria  Travel I-35 (south of 183 / north of Lady Bird Lake); take the 51st Street exit and travel west. Stay on 51st Street until you reach Caswell Avenue. Turn left onto Caswell Avenue and the school is at 5005 Caswell Avenue.	PK-5	7:15 – 3:15
<b>RODRIGUEZ ELEMENTARY SCHOOL</b> 4400 Franklin Park Drive, 78744 <b>841-7200</b> Principal: Monica Villasenor  Travel I-35 (south of Lady Bird Lake / north of Slaughter Lane); take the Stassney Lane exit and travel east on E. Stassney Lane. Turn left onto S. Pleasant Valley Road, and then turn left onto Franklin Park Drive. The school is at 4400 Franklin Park Drive.	PK-5	7:15 – 3:15
<b>ST. ELMO ELEMENTARY SCHOOL</b> 600 West Saint Elmo Road, 78745 <b>414-4477</b> Principal: Adriana Gonzales  Travel I-35 (south of Lady Bird Lake / north of William Cannon Drive); take the Ben White Blvd. exit and travel west. Take the South First Street exit and turn left onto South First Street. Turn right onto W. St. Elmo Road. The school is at 600 W. St. Elmo Road.	PK-5	7:15 – 3:15
<b>SANCHEZ ELEMENTARY SCHOOL</b> 73 San Marcos Street, 78702 <b>414-4423</b> Principal: Azucena Garcia  Travel I-35 (south of 183 / north of Lady Bird Lake); exit onto Cesar Chavez Street E. and travel east. Turn right onto San Marcos Street. The school is at 73 San Marcos Street.	PK-5	7:15 – 3:15
<b>SIMS ELEMENTARY SCHOOL</b> 1203 Springdale Road, 78721 <b>414-4488</b> Principal: Freda Mills  Travel I-35 (south of 183 / north of Lady Bird Lake); take the Martin Luther King Blvd. E exit and travel east. Turn right onto Overhill Drive and then right onto Springdale Road. The school is at 1203 Springdale Road.	PK-5	7:00 – 3:00

# ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>SUMMITT ELEMENTARY SCHOOL</b>                      12207 Brigadoon Lane, 78727                      <b>414-4484</b>                      Principal: Dedra Standish (Interim)</p> <p>Take MoPac / TX – 1 Loop (south of Parmer Lane / north of 183); exit going west onto Duval Road, then turn right onto Amherst Drive. Turn left onto Mosley Lane and then right onto Brigadoon Lane. The school is at 12207 Brigadoon Lane.</p>	PK-5	7:00 – 3:00
<p><b>SUNSET VALLEY ELEMENTARY SCHOOL</b>                      3000 Jones Road, 78745                              <b>414-2392</b>                      Principal: Kimberly Cantu-Placker</p> <p>Travel I-35 (south of Lady Bird Lake / north of William Cannon Dr.); exit Ben White Blvd. and travel west. Take the Manchaca Road exit turn left onto Manchaca Road. Turn right onto Jones Road and the school is at 3000 Jones Road.</p>	PK-5	7:15 – 3:15
<p><b>TRAVIS HEIGHTS ELEMENTARY SCHOOL</b>                      2010 Alameda Drive, 78704                          <b>414-4495</b>                      Principal: Lisa Robertson</p> <p>Travel I-35 (south of Lady Bird Lake / north of Ben White Blvd.); take the Riverside Drive exit and travel west on Riverside drive. Turn left onto Alameda Drive. Turn left to stay on Alameda Drive and the school is at 2010 Alameda Drive.</p>	PK-5	7:15 – 3:15
<p><b>WALNUT CREEK ELEMENTARY SCHOOL</b>                      401 West Braker Lane, 78753                        <b>414-4499</b>                      Principal: Paul Perez</p> <p>Travel I-35 (north of 183 / south of Parmer Lane); take the Braker Lane exit and travel west. Stay on Braker Lane and the school is at 401 W. Braker Lane.</p>	PK-6	7:15 – 3:15
<p><b>WIDEN ELEMENTARY SCHOOL</b>                      5605 Nuckols Crossing, 78744                      <b>414-2556</b>                      Principal: Kim Royal</p> <p>Travel I-35 (south of Ben White Blvd. / north of Slaughter Lane); take the Stassney Lane exit. Turn east on Stassney Lane and then right onto Nuckols Crossing Road. The school is at 5605 Nuckols Crossing Road.</p>	PK-5	7:00 – 3:00
<p><b>WILLIAMS ELEMENTARY SCHOOL</b>                      500 Mairo Street, 78748                              <b>414-2525</b>                      Principal: Vesta "Joan" Bertino</p> <p>Travel I-35 (south of Lady Bird Lake / north of Slaughter Lane); take the William Cannon Drive exit and travel west. Turn left onto S. Congress Avenue / TX-275 Loop, and then turn right onto W. Dittmar Road. Turn left onto Peaceful Hill Lane and then right onto Mairo Street. The school is at 500 Mairo Street.</p>	PK-5	7:15 – 3:15

## ELEMENTARY SCHOOLS

SCHOOL	GRADE	DUTY HOURS
<p><b>WINN ELEMENTARY SCHOOL</b>                      3500 Susquehanna Lane, 78723                      <b>414-2390</b>                      Principal: Cynthia Gonzales</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the US-290 E exit toward Houston and then take the US-183 / Lampasas / Lockhart exit. Turn slight right onto US-183 S / Ed Bluestein Blvd. Take the ramp toward Manor Road and turn slight right onto Manor Road, and then right onto Susquehanna Lane. The school is at 3500 Susquehanna Lane.</p>	PK-5	7:15 – 3:15
<p><b>WOOLDRIDGE ELEMENTARY SCHOOL</b>                      1412 Norseman Terrace, 78758                      <b>414-2353</b>                      Principal: Sheri Mull</p> <p>Take MoPac / TX-1 Loop (south of Parmer Lane / north of Lady Bird Lake); exit onto US-183 and travel south. Take the Ohlen Road exit. Turn left onto Ohlen Road. Ohlen Road becomes Peyton Gin Road. Turn left onto Hunters Trace and turn right onto Norseman Terrace. The school is at 1412 Norseman Terrace.</p>	K-5	7:30 – 3:30
<p><b>WOOTEN ELEMENTARY SCHOOL</b>                      1406 Dale Drive, 78757                                      <b>414-2315</b>                      Principal: Angelo San Segundo</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Anderson Lane / Spicewood Springs Road exit. Travel east on W. Anderson Lane. Continue to follow W. Anderson Lane and turn left onto Lazy Lane. Then turn left onto Dale Drive and the school is at 1406 Dale Drive.</p>	PK-5	7:00 – 3:00
<p><b>ZAVALA ELEMENTARY SCHOOL</b>                      310 Robert T. Martinez Jr. Street, 78702                      <b>414-2318</b>                      Principal: Sean Fox</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the Cesar Chavez St. / 1st Street exit and travel east on Cesar Chavez Street. Turn left onto Robert T. Martinez Jr. Street and the school is at 310 Robert T. Martinez Jr. Street.</p>	PK-6	7:15 – 3:15
<p><b>ZILKER ELEMENTARY SCHOOL</b>                      1900 Bluebonnet Lane, 78704                                      <b>414-2327</b>                      Principal: Randy Thomson</p> <p>Take MoPac / TX-1 Loop (south of Cesar Chavez St. / north of Loop 360); take the Barton Springs Road exit to the east. Turn right onto North Lamar Blvd., and then right onto Hether Street. Turn right onto Bluebonnet Lane and the school is at 1900 Bluebonnet Lane.</p>	PK-6	7:15 – 3:15

# SPECIAL CENTERS

NAME	GRADE	DUTY HOURS
<p><b>ALC (ALTERNATIVE LEARNING CENTER)</b>            901 Neal Street, 78702                      <b>414-2554</b>            Asst. Principal: Linda Clark</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); exit 234C 6<sup>th</sup> – 12<sup>th</sup> Streets, stay on access road until you reach 7<sup>th</sup> Street. Go east on 7<sup>th</sup> street until you reach Pedernales Street and turn left. Pedernales Street becomes Webberville Road. Turn left onto Neal St. The school is at 901 Neal Street.</p> <ul style="list-style-type: none"> <li>• <b>Gardner Betts-Travis County Juvenile Detention Ctr</b>                2515 South Congress, 78704                      854-5695</li> <li>• <b>Leadership Academy / Day School</b>                2515 South Congress, 78704                      854-7066 x6376</li> <li>• <b>Phoenix Academy of Austin</b>                400 West Live Oak, 78704                      440-0613 x4721</li> <li>• <b>Seton Shoal Creek</b>                3501 Mills Avenue, 78731                      324-2000 x11549</li> <li>• <b>Travis County Day Treatment Program</b>                8011 B Cameron Road, 78754                      650-2100</li> </ul>	6-12	8:30 – 3:30
<p><b>ANN RICHARDS SCHOOL FOR YOUNG WOMEN LEADERS</b>            2206 Prather Lane, 78704                      <b>414-3236</b>            HS Principal: Jeanne Goka-Dubose            MS Principal: Texanna Turner</p> <p>Take Mopac (south of Lady Bird Lake / north of Ben White Blvd.); exit onto Loop 360 going east. Take the South Lamar Blvd. exit and travel until you reach Manchaca Rd / FM 2304. Turn left on Manchaca Road and then left onto Prather Lane. The school is at 2206 Prather Lane.</p>	6-10	8:45 – 4:45
<p><b>AUSTIN STATE HOSPITAL</b>            904 West 45<sup>th</sup> Street, Building #638, 78751                      <b>414-8802</b></p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the 45<sup>th</sup> Street exit and go east. The State Hospital located at 904 West 45<sup>th</sup> Street, Building #638.</p>	PK-12	Time Varies
<p><b>BERTHA SADLER MEANS YWLA</b>            6401 North Hampton Drive, 78723                      <b>414-3234</b>            Principal: Ivette Savina</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); take the US-290 E exit toward Houston. Stay on US-290 until you reach the Berkman Dr. exit, stay on the access road and take a right onto Mira Loma Lane. Turn left onto Vanderbilt Lane and then right onto Northeast Drive. Turn right onto N. Hampton Drive and the school is at 6401 North Hampton Drive.</p>	6-8	7:45 – 3:45
<p><b>CLIFTON CDC (CAREER DEVELOPMENT CENTER)</b>            1519 Coronado Hills Drive, 78752                      <b>414-3614</b>            Principal: David A. Dishner</p> <p>Travel I-35 (south of 183 / north of Lady Bird Lake); exit US-290 E. / Exit 238B toward Houston. Take the exit toward Berkman Drive and turn left. Then turn right onto Coronado Hills Drive – the school is at 1519 Coronado Hills Drive.</p>	10-12+	8:00 – 4:00

## SPECIAL CENTERS

NAME	GRADE	DUTY HOURS
<p><b>DOBIE PRE-KINDERGARTEN CENTER</b>      <b>414-9010</b>                      1200 E. Rundberg Ln.                      Austin, TX 78753</p> <p>Travel 1-35 (north of Lady Bird Lake, north of 183), exit Rundberg Ln. Turn right on Rundberg Ln and the school is located at 1200 E. Rundberg Ln.</p>	PK	7:30-3:30
<p><b>GUS GARCIA YMLA</b>                      7414 Johnny Morris Road, 78724      <b>841-9400</b>                      Principal: Sterlin McGruder</p> <p>Travel I-35 (north of Lady Bird Lake, south of 183); take the 290 E. exit towards Houston. Turn right on Johnny Morris Road and the school is located at 7414 Johnny Morris Road.</p>	6-8	7:45 – 3:45
<p><b>READ PRE-K CENTER</b>                      2608 Richcreek Drive, 78757      <b>414-9400</b>                      Principal: Ami Cortes</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the Anderson Lane / Spicewood Spring Road exit. Travel west on W. Anderson Lane. Turn right on Burnet Road and then turn right on Richcreek Drive. The school is located at 2608 Richcreek Drive.</p>	PK	7:30 – 3:30
<p><b>ROSEDALE</b>                      2117 W. 49<sup>th</sup> Street, 78756      <b>414-3617</b>                      Principal: Elizabeth Dickey</p> <p>Take MoPac / TX-1 Loop (south of 183 / north of Lady Bird Lake); take the 45th Street exit and travel east on 45th Street. Turn left onto Burnet Road and then turn left onto 49th Street. The school is at 2117 West 49th Street.</p>	PK-12+	8:30 – 4:30
<p><b>UPHAUS CHILDHOOD CENTER</b>                      5200 Freidrich Lane, 78744      <b>414-5520</b>                      Principal: Janice Hammonds</p> <p>Travel I-35 to E. Stassney Lane; travel North bound frontage road; take 1<sup>st</sup> right onto Terri Road; turn right onto Freidrich Lane. The school is located at 5200 Freidrich Lane.</p>	PK-K	7:30 -- 3:30

**Please note that the duty hours listed are for reference ONLY. Always follow the assignment duty hours reported in Aesop.**

## GENERAL INFORMATION

*A substitute fills in for an employee on leave or for an approved vacancy.*

### Substitute Activity

**The Substitute Services Office of the Human Resources Department is responsible for the Official Substitute List.**

Principals may recommend substitutes for the list, but employment is through the Office of Human Resources. A list of substitutes is established annually through Aesop. Those persons who return a signed letter of reasonable assurance at the end of the school year and completed 10 days within the semester will automatically be placed back in Aesop for the following year. If the letter of reasonable assurance is not returned by the due date, then you will be required to complete the necessary paperwork to activate your substitute status.

It is difficult to give substitutes any estimate of how often they will be called. It will depend a great deal on factors such as the substitute's preparation and qualifications compared to the district, time of year, and success of each substitute when assigned.

All substitutes are directed to solicit substitute assignments. This may be done by making physical contact with campuses, distribution of flyers or business cards expressing interest in working at a particular site(s).

We anticipate all substitutes to work as frequently as possible and at all locations. However, **substitutes must work a minimum of 10 days / semester to remain on the active Substitute list**. The number of days worked each semester will be evaluated and a substitute may be removed from the Substitute list if they have not met the minimum requirement.

***Substitute Teachers and Classified Substitutes are required to call Aesop (1.800.942.3767) or access Aesop online, [www.aesoponline.com](http://www.aesoponline.com), to obtain assignments.***

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### Calling Information

The most efficient way to accept job assignments is to go online to [www.aesoponline.com](http://www.aesoponline.com). You are encouraged to go online as often as possible and accept available job assignments. Aesop, a computerized calling system, will call you when your services are needed. Each time you accept an assignment you will be given a confirmation number. Only persons on the district approved substitute list will be eligible to serve as substitutes.

The phone number to call the Aesop system is 1-800-942-3767. You are automatically defaulted into the system as being available all five days of the week, Monday through Friday. If you need to change this schedule, you must access Aesop to change the days of the week and/or times you are available. Please allow at least two days a week to substitute!



## **Cancellations, No Shows, Tardiness, and Inappropriate Job Shopping**

A substitute may **not cancel** a job once any part of the job has begun or within an hour before the start time of the job. Please notify the school immediately if you are unable to complete the assignment and leave a message with the Substitute Office at **512-414-2611**. If you must cancel an assignment, please do so as early as possible to allow Aesop to call other substitutes. Substitutes who cancel out of a previously accepted assignment will be blocked from accepting a new assignment for 24 hours during the same day of the cancelled assignment.

By your request to be placed on the Aesop system, you accept a commitment to teach when you are called. Frequent cancellation of assignments, inappropriate job shopping (*accepting positions, holding them for a period of time, and cancelling out of the job or accepting another position at a different location*), frequent tardiness, and No Shows will be monitored and may result in reprimand and / or termination.

**Substitutes are expected to accept as many substitute jobs as possible.**

Substitute teachers are ALWAYS expected to behave in a professional manner. Part of being professional is arriving on time to an assignment that has been accepted or communicating with a campus contact when there is a concern!

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## **Notice of Change of Personal Information**

Substitutes must notify the Substitute Services Office **in writing** of any change in name, address, telephone, or level of education. A form has been provided in the appendix that you may complete and fax to **414-4999** or you may e-mail the office at [subs@austinisd.org](mailto:subs@austinisd.org). You may also log into the AISD Cloud to change your personal contact information.

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## **Substitute Photo ID Badges**

A current ID badge **must** be worn at all times while on a campus or site. Your EIN (Employee Identification Number) is printed on your badge. Please identify yourself in all correspondence using your employee ID number. Do not use your social security number. Should you misplace or lose your ID badge, notify Austin ISD Police and a new one will be provided.

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## **Statement of Employment**

Substitute employees shall serve at will, are not employed for any specified length of time, and have no property right in their employment. There is **NO** assurance that work will be available or offered. The district is currently reviewing the Affordable Care Act and how it will affect substitutes.

The Austin Independent School District is an equal opportunity employer. It is the policy of Austin ISD not to discriminate on the basis of race, color, national origin, sex, handicap or age in its employment practice as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

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## **Unemployment Compensation**

According to the Texas Unemployment Compensation Act, Section 3(f)(2), substitute teachers are not eligible for unemployment compensation during the summer months between school terms. Letters of reasonable assurance are provided for substitutes returning to substitute in the following school year.

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## **Substituting after Retirement**

Retired district employees may file an application to substitute and if approved by the Human Resources Office, may substitute as often as allowed by TRS.

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## **Hours of Duty**

The substitute teacher is expected to be on duty the entire school day and to perform all duties of the regular teacher and other duties as assigned. The workday is up to 4 hours and 45 minutes for a half-day or 8 hours for a full day. Time worked less than or equal to 4 hours and 45 minutes is considered a half-day for pay purposes. Time worked greater than or equal to 4 hours and 46 minutes is considered a full day for pay purposes. Substitutes are given approximately 30 minutes for lunch. Usually there is not enough time for you to leave the campus to purchase lunch. We encourage you to take your lunch or money to purchase items from the cafeteria or vending machines.

**All substitutes are required to assist in various capacities when requested, even during the absent teacher's planning period or after students have departed the school. Substitutes are expected to remain for the full assignment hours as detailed in the accepted job and should not request early release.**

When listening to an assignment in Aesop, please listen to the **special instructions** for any specific directives, such as, reporting to more than one campus. Half-day assignments begin or end at or near 11:30 am for elementary assignments, and begin or end at approximately noon for secondary assignments. The pay for working ½ day is half of the daily rate.

**Substitutes are subject to reassignment upon reporting to a site or anytime during the day.**

Refusal to work the mandated number of hours or refusal to accept the reassignment will be considered cause for termination.

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## Substitute Report - Certification of Days Worked

At the beginning of each teaching assignment, the substitute **MUST** report to the school office and check in. Failure to sign in could result in delay of payment for that day. **Do not sign in and sign out upon check-in.**

All Substitute Teachers are **REQUIRED** to check with the office at the conclusion of a teaching assignment. Substitute Teachers and Classified Substitutes are expected to be available and remain on duty until the **end** of the duty day. Substitutes are not to leave when students are dismissed.

A "Daily Job Log" form is provided in the appendix (C-1), to assist in tracking the jobs worked. Be sure to compare this log to what is posted on the paystub. Each Substitute Teacher and Classified Substitute must keep track of days worked. **The Substitute Office is not responsible for reporting your days worked to you.**

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### Pay Day

Substitutes are paid once a month on the last working day of the month. All substitute employees must enroll in one of two payment options; **direct deposit** or **pay card**. The necessary enrollment forms may be downloaded from the AISD website under Human Resources, the AISD Substitute Website, or you may pick up forms in the Finance Office A370. Austin ISD will no longer provide paper check stubs. All employee check stubs are available online via the AISD Cloud. All substitutes must review and may print a check stub from the AISD Cloud. Please see page **A37** on how to access an AISD computer.

A comparison should be made between the dates listed on your job log with dates listed on the pay stub to ensure proper payment for days worked. **Monthly paychecks correspond to the days worked within a payroll period, not to the month (see page A31).** If a day of pay is missing, please contact the school. To ensure proper payment for work completed, **ALWAYS** have a confirmation number for the days and hours worked. Substitute pay is based on information entered in Aesop. **It is your responsibility to verify that the correct job number applies to actual days worked at a specific site.**

### Rate of Pay

#### Substitute Teacher

A substitute teacher working in a regular classroom will receive the following pay:

	<u>Base Rate</u>
60 or more college hours	\$75.00/day
Degreed (Bachelor, Master or Doctorate)	\$80.00/day
Texas Certified Teacher	\$85.00/day

#### Incremental Pay

31-60 days of service add \$20/day to the base rate listed above

61 or more days of service add \$40/day to the base rate listed above

Half-day assignments count as a day of service towards the incremental pay bonus. The school year runs from July 1 – June 30 and your days of service do not carry over to the new school year. Each school year, returning substitutes start with zero “days worked” and return to their base rate of pay.

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### **Classified / Clerical Substitute**

Classified positions: teacher assistant, office staff, security guard, one adult assigned to one student, ISS monitor, or any position that does NOT involve working in place of the teacher.

	<u>Base Rate</u>	
High School Diploma or GED		\$70.00/day
	<u>Incremental Pay</u>	
31-60 days of service add \$10/day to the base rate		
61 or more days of service add \$20/day to the base rate		

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### **Friday Bonus Pay**

All substitutes will receive an additional \$5.00 / Friday for working on Fridays with the exception of Administrative, Non-teaching Professional, and Classified Retiree Substitutes.

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### **Substitute Teacher VS Classified Substitute**

Substitute teachers and classified substitutes are paid at two different rates, so you should accept assignments in the area that you are qualified. However, a substitute teacher may substitute on a limited basis in a classified position with a pay adjustment.

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### **Long-Term Substitute Teachers**

A long-term assignment is defined as working in the same teaching position where the substitute teacher is considered the teacher of record and works a minimum of 20 consecutive days without a break in service. Long term assignments may include duties such as grading papers, attending staff meetings after school hours, bus duty, lunch duty or additional classroom supervision at the request of the campus principal/administrator. The substitute teacher in the long term assignment is expected to fulfill all assigned duties. Once the 20-day consecutive minimum is reached in a payroll period, a \$20/day increase will be paid retroactively to the first day of the assignment. The increase remains in force for the duration of the long-term assignment. When working in a long-term assignment, be sure to remind the campus substitute coordinator to fax the long-term paperwork to the Substitute Office by the payroll deadline to avoid late payment. A lump sum payment will be at the bottom of the pay stub listed as LT Pay. A break in service will constitute the long term assignment to start at day 1 upon return to the assignment.

**Classified assignments do not receive long-term pay.**

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## 125 Day Rule

If a substitute teacher works a **MINIMUM of 125 days of substituting during the current year, upon his/her return the following year**, they would return at Increment 1 beginning on the first day of service. For example: Substitute teacher Jones is degreed and earned a base rate of \$80/day and worked 125 days during the 2012-2013 school year. For 2013-2014, she would start with a daily rate of \$100 (\$80 + \$20) **through day 60**. On the **sixty-first** day, Ms. Jones will receive \$120 per day for the remainder of the school year.

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## Pay Rate Clarifications

Please note that **any** error resulting in an overpayment must be deducted in future checks. This might occur when an assignment is incorrectly reported to Aesop and the error is discovered after payroll has been processed.

**IT IS YOUR RESPONSIBILITY TO MAINTAIN AN ACCURATE RECORD OF JOBS WORKED AND CHECK THEM AGAINST YOUR PAYSTUB LOCATED ON THE AUSTIN ISD CLOUD.**  
(See Computer Usage, page **A37**)

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## Questions?

All questions pertaining to substituting or substitute pay issues should be directed to the Substitute Office at 512-414-2611. If voicemail answers the call, please leave a message. Several attempts are made to return all messages within 24 hours. The more detailed the message the more quickly we can research the issue and respond with an answer to your query.

Don't hesitate to email the Substitute Office at [subs@austinisd.org](mailto:subs@austinisd.org) with any questions. Whether communicating with a phone call or an e-mail, always include your name, employee ID number and phone number along with your question or concern.

AUSTIN INDEPENDENT SCHOOL DISTRICT  
**SUBSTITUTE – PAYROLL SCHEDULE**  
 July 2015 to June 2016

MONTH	BEGIN DATE	END DATE	SUB OFFICE DUE TO PAYROLL	PAY DATE
JULY 2015	6/8/2015	7/10/2015	7/15/2015	7/31/2015
AUGUST 2015	7/13/2015	8/14/2015	8/18/2015	8/31/2015
SEPTEMBER 2015	8/17/2015	9/18/2015	9/22/2015	9/30/2015
OCTOBER 2015	9/21/2015	10/16/2015	10/20/2015	10/30/2015
NOVEMBER 2015	10/19/2015	11/13/2015	11/17/2015	11/30/2015
DECEMBER 2015	11/16/2015	12/4/2015	12/8/2015	12/17/2015
JANUARY 2016	12/7/2015	1/15/2016	1/20/2016	1/29/2016
FEBRUARY 2016	1/18/2016	2/12/2016	2/16/2016	2/29/2016
MARCH 2016	2/15/2016	3/18/2016	3/22/2016	3/31/2016
APRIL 2016	3/21/2016	4/15/2016	4/19/2016	4/29/2016
MAY 2016	4/18/2016	5/20/2016	5/24/2016	5/31/2016
JUNE 2016	5/23/2016	6/17/2016	6/21/2016	6/30/2016

\*Pay schedule subject to change with little notice.

When paychecks are received, a comparison should be made between the dates listed on your job log with dates listed on the pay stub to ensure proper payment for days worked. **Monthly paychecks correspond to the days worked within a payroll period, not to the month.**

**\*\*Long-Term Pay MUST be submitted BY the Due to Payroll date**

## Change in Pay Qualifications/Educational Status

It is the substitute's responsibility to notify the substitute office of any change in educational level. An **official** transcript with the degree conferred must be provided to the Substitute Office. Pay increases due to change in level of education or becoming Texas certified are not retroactive, but will become **effective upon the date the Substitute Office physically receives the appropriate document.**

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## Extra Help or Temporary/Hourly Employment

Sometimes a school or office has a need for **extra help called a temporary/hourly employee (temp/hrly)**. The school may utilize either a substitute or another individual who is not on the Sub List to assist as extra help by contacting Professional HR or Classified HR (*depending upon the type of position needed*) to set up the employee's Workforce profile for processing time, attendance, and payment.

In either case, **extra help (temp/hrly) is always paid from the school budget.**

Examples of extra help assignments include: tutoring, small group instruction, one-on-one teacher assistant, binder collation, data entry, STAAR preparation, material inventory, etc.

- If a school or department selects a **current Substitute** to work in an extra help capacity, this **is not** reported or tracked via the Aesop system, but rather through the supplemental pay process, **WorkForce**, for time and attendance.
- **When a Sub is providing extra help, the Sub is considered to be working on a temp/hourly basis - NOT in the capacity of a Sub.** Therefore:
  - Working in an extra help assignment **does not** apply toward incremental pay for working as a Sub. *Incremental pay is a type of incentive pay designed to encourage substitutes to fill in for absent employees that are reported and tracked via the Aesop system.*
  - Working in an extra help assignment **does not** count towards substitute "days worked" within a school year.
- The hourly rate of pay for extra help is normally the Sub's **base daily rate** divided by 8 hours.
- It is important to monitor total hours worked at all locations during the week. Substitutes should not work more than 40 hours in a week.

**Please address any questions regarding extra help or temp/hrly rates of pay directly to the hiring Human Resources Office prior to accepting offered assignments. The schools do not have the authority to establish rates of pay or override rates that are established by Human Resources.**

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## **School-Based Substitute Teacher (a.k.a.-Permanent Substitute)**

School-based substitute teachers are substitute teachers that have committed to work on one campus and are automatically provided assignments for that campus. A substitute teacher can express interest in becoming a school-based substitute teacher at any campus throughout the school year. A recommendation must be received from the campus administrator to become a school-based substitute teacher.

Once you become a school-based substitute teacher, you will no longer receive phone calls from Aesop. It is the substitute teacher's responsibility to check his/her current jobs for the jobs that have been assigned. Also, you will no longer be able to review available jobs.

If a school-based substitute teacher is not available to work on a given day, **it is the school-based substitute teacher's responsibility to make himself / herself unavailable IN ADVANCE in the Aesop system.** This will prevent the school-based substitute teacher from automatically being placed in assignments for the day they are unavailable to work. Frequently check your assignments, including dates in the future, to eliminate possible scheduling conflicts for the campus when you need to be unavailable.

If there are no assignments on any given workday and the **school-based** substitute teacher wishes to work, he/she can call the Substitute Office at 414-2611 to determine if an assignment is available at a nearby campus.

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## **Campus Preferred Substitute List**

Campuses many times create an informal list of substitutes who have provided excellent support, service, and instruction when their teachers are away from the campus. Substitutes on this list are neither permanent nor school-based, yet are preferred by the staff to be called prior to putting jobs into the Aesop system to be filled. Substitutes are eligible to be on multiple Campus Preferred Substitute Lists throughout Austin ISD schools and maintain eligible use of the Aesop system.

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## **Highly Qualified (HQ)**

Substitutes who are Texas Certified are evaluated internally by Human Resources for HQ status as they are in high demand for long-term substitute positions. Official Degree Transcripts are required for assessing HQ status.

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## PROFESSIONAL ETHICS & CODE OF CONDUCT

The substitute teacher has a professional obligation, even though he/she is not a regular classroom teacher. Keeping this in mind, the following should be observed:

1. The school exists for the student. The first obligation of the teacher is therefore to the student.
2. The substitute teacher is on the same professional level as the classroom teacher and should remain conscientious towards responsibilities.
3. The substitute teacher should dignify his/her profession by maintaining a positive attitude of cooperation with associates, respecting the authority of those in administrative positions, and by maintaining high standards of loyalty and service.
4. Under **NO** circumstance should a substitute teacher criticize a regular teacher, administrator, or student in the presence of other teachers, students, or members of the community.
5. When serving in an assignment, the substitute teacher must remember that substituting is a position of public trust. Confidential information concerning individual students must not be disclosed.  
The substitute teacher should observe the same rules of confidentiality that professional school district personnel must observe. **DO NOT DISCUSS STUDENTS' CONDUCT, GRADES, OR ABILITIES WITH ANYONE OUTSIDE THE SCHOOL DISTRICT OR WITH UNAUTHORIZED PERSONNEL IN THE SCHOOL COMMUNITY.**
6. The substitute should use extreme caution in expressing personal reactions and opinions about what they see and hear in the classrooms of the various schools in which they teach.
7. The substitute teacher should dress appropriately for the assignment. Students DO notice what any teacher or authority figure wears to school. Attire does affect the level of respect which students will give the "teacher". The standards for appropriate dressing will change according to the grade level and possibly the assignment.

## Responsibilities of the Substitute Teacher to the Schools

### When you arrive:

- 1.) The substitute is expected to park in the faculty parking lot with a current correctly placed parking decal. Do NOT park in the visitor's designated area unless directed by campus personnel.
- 2.) Report to the main office promptly upon your arrival at the school. The substitute teacher is **required** to report at the arrival duty time outlined by individual campuses (Aesop).
- 3.) All substitutes are expected to be on time in every capacity and situation!
- 4.) It is the substitute's responsibility to sign in on the appropriate document. The campus secretary or clerk will provide assistance as needed. Do not sign in and sign out upon arrival. **You must sign out with the office at the end of the assignment.**
- 5.) Make it a point to introduce yourself to a neighboring teacher in case assistance should be needed during the day.
- 6.) Be familiar with **ALL** emergency drill procedures.

### Throughout the day:

- 1.) The substitute teacher is responsible for students, classroom, equipment, and materials assigned to his/her care.
- 2.) The teacher's grade book, all lesson plan books, seating charts, substitute folder, Teacher Editions, and attendance rolls are all valuable. Know where they are at all times and protect them. **The information contained in these documents is confidential.** The substitute teacher should follow the plans **EXACTLY** as left by the regular teacher.
- 3.) The substitute teacher should not feel that he/she is merely "baby-sitting" or holding things together while the regular classroom teacher is not present. He/she should make every attempt to preserve the regular routine of the class.
- 4.) Under **NO** circumstances should a substitute teacher take a book or newspaper to read or a craft to work on while on duty. Accessing a computer or electronic device (iPad, iPhone, cell, etc.) for personal use is strictly prohibited whether students are in the classroom or not. Students require the full attention of their substitute teacher.
- 5.) The substitute teacher is expected to be on duty the entire day and to perform the duties of the regular classroom teacher whom they are replacing. The substitute teacher should not leave the campus during the day without notifying the front office.

6.) Proper daily attendance should be taken according to the individual school's policy. Official attendance is taken at a designated time in the elementary campuses. In the secondary schools, attendance is taken each period. A separate list of student absences should be left for the regular classroom teacher. NOTE: Attendance reporting procedures may vary from one school to another.

7.) The substitute teacher is responsible for keeping an orderly classroom. Always receive and dismiss students in an orderly manner.

8.) Enforce all school and classroom rules without apology.

9.) Use discretion and caution when issuing hall, restroom, library, counselor, nurse and office passes.

10.) **UNDER NO CIRCUMSTANCES SHOULD A CLASS BE LEFT UNATTENDED.** If you must leave, ask a neighboring teacher to oversee the class or notify the office for assistance immediately.

11.) The substitute teacher should not accept money from children unless instructed to do so. If money is collected, he/she should deposit it with the appropriate main office personnel at the first available opportunity. **Do NOT leave money unattended in the classroom!!!** Substitute teachers should **NEVER** lend students money for any reason.

12.) If a substitute teacher has occasion to take up an item of value from any student, he/she is responsible for the article until it is returned to the student or turned over to the appropriate office personnel. These items should be labeled with the student's name and the teacher's name. Be sure to inform the regular teacher of the incident.

13.) The substitute teacher should call for immediate assistance in case of ANY medical emergency. NOTE: Prescribed and non-prescribed medications must be administered by the school nurse or authorized school personnel ONLY! **Substitute Teachers / Classified Substitutes are NOT authorized to give any medication to students.**

14.) All unusual requests from parents and students should be referred to the principal. Examples include requests to be dismissed early or to leave the classroom for a special activity.

15.) *Report any **INCIDENTS OR ISSUES** to the principal as soon as possible.*

**At the end of the day:**

1.) At the end of the day, the substitute teacher is **required** to leave a short summary of the day's events for the regular classroom teacher (page C3).

2.) Be sure to report to the office to sign out at the end of the day and ask if you'll be needed the next day.

## Release of Students

Any person(s) coming to the classroom for any type of information regarding a student or asking that a student be released from school **MUST** be directed to the main office. **Students are never to be released from the classroom without an official notice from the office.**

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## Accidents and Illness of Students

All accidents involving students on the school grounds, in the building, on the way to or from school, or occurring in any area while the pupil is under the supervision of the school, shall be referred to the school principal and nurse. A substitute is never allowed to administer medication (not even a cough drop). Refer all students needing medication to the school nurse or main office.

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## Collection of Money

Substitutes should not accept money from students and should never lend money to students for any reason.

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## Computer Usage

Substitute Teachers are NOT to use the computer without the expressed approval of a campus administrator. Computers should only be accessed as directed in the teacher's lesson plans and are not to be accessed for personal use other than reviewing / printing your pay stub in the AISD Cloud.

In order to access an AISD computer, you will need a username and password. (You may be asked to re-set your password once you have logged on to the computer.) If you have problems accessing an AISD computer or the AISD Cloud please contact the **AISD Help Desk at 414-8324.**

Substitute Username: E# listed on your ID Badge  
Password: E#.last four digits of the SSN, i.e (E123456.6789).

## To access the AISD Cloud:

Open a web browser and type <http://my.austinisd.org> in the address line.

All substitutes are held responsible for computer usage by the students under their charge. Close supervision is required to ensure that students access appropriate material.

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## **Use of Electronic Equipment**

Substitutes are NOT to use cameras and / or camera phones to take pictures during the school day without prior approval from school administration. The same applies to the use of cell phones and other electronic equipment such as MP3 players, laptops, iPads, iPhones, iPods, Kindles, etc.

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## **Dress and Grooming Code**

Substitutes should use good taste in the selection of clothes, makeup and hair styles worn when substituting. No apparel, dress or grooming that is or may become potentially disruptive to the classroom atmosphere or has or may have an adverse impact on the educational process will be permitted. Substitutes are expected to exhibit exemplary grooming where cleanliness and appearance are concerned. Women will be expected to wear appropriate dresses or blouses and slacks or skirts. The choice of school wear should reflect professional judgment and maturity. Men will be expected to wear a shirt and nice slacks (no holes), or other appropriate attire. Substitutes engaged in physical education, shop courses, etc. may choose to wear appropriate attire for those assignments. (Please see page B9 for additional information regarding the Dress Code Policy)

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## **Security of Personal Belongings**

When working in our schools as a substitute, you may or may not have access to any type of locked cabinet or desk. Therefore, you are encouraged to leave any items of value locked in the trunk of your car or at home. Please take only what you need to substitute: keys, money for the cafeteria or vending machines, pencils, pens, paper, tissues, etc.

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## **Parking Decal**

Parking Decals are distributed upon request in D130. Place decals on the rearview mirror to be easily located by campus security or police.

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## **Renewal Process for Returning Substitutes**

Each April, a reasonable assurance notification will be e-mailed to all current substitutes. Those interested in returning for the following school year must submit this form electronically in the AISD Cloud in order to be renewed. If you do not complete the electronic process by the deadline, you will be purged from the system and may be required to re-apply for substitute employment.

Updated materials and new Substitute Handbooks are available online within the AISD Substitute Webpage. ID Badges for active substitutes must be created at the Austin ISD Police Department with presentation of a valid Photo ID.

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## **Substitute Request for Removal / Resignation**

A Resignation Form is provided in the appendix (C5), which may be faxed to the Substitute Office at **414-4999**. This form can be used to submit a resignation. Active substitutes who resign for any reason must reapply as a new applicant and follow the hiring process. Substitutes who accept other positions and/or are not actively accepting substitute jobs are considered as resigned.

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## **Exclusion Procedures**

Administrators have the right to exclude any substitute teacher or classified substitute from their campus for any reason. If this happens, the Substitute Office will normally notify the substitute of the exclusion by email. In some cases, the Substitute Office may notify the substitute by telephone.

Substitutes may provide a written response to an exclusion. However, the Substitute Office cannot overturn an exclusion.

Three exclusions may lead to automatic removal from the District substitute roster and should be considered a termination of employment. *Policy DC (Reg)*

In addition, Austin ISD reserves the right to remove any substitute from the District substitute roster, at any time and for any reason, without prior notification.

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## **Summer School Opportunities**

If you are interested in working as a substitute during summer school, you must make contact with those summer school programs. Substitutes are typically paid \$10.00 / hour for work during summer school and you are paid on the summer school payroll, not through the Substitute Office. Aesop is not used during summer school and the days that you work are not counted towards your substitute days worked for the school year.

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## Things to Remember:

- ❖ It is the substitute's responsibility to notify the substitute office of any change in educational level. An **official** transcript with the degree conferred must be provided to the Substitute Office. Pay increases due to change in level of education or becoming Texas certified are not retroactive, but will become **effective upon the date the Substitute Office physically receives the appropriate document.**
- ❖ Please notify the Substitute Office immediately of an address change. Notification must be made in **writing** by e-mail, fax or using the form provided in the appendix and submitting it to the Substitute Office.
- ❖ Substitutes are paid on a monthly basis.
- ❖ Paychecks are submitted through DIRECT DEPOSIT.
- ❖ In the event that the Substitute Salary structure is totally revised, **ALL** substitutes would begin on the new salary structure.
- ❖ It is the Substitute Teacher's responsibility to be aware of the type of job that has been accepted (*Classified position versus Teaching*). A good rule of thumb is: if there's another adult in the room, and they are the Teacher, then you are the teacher assistant. Other classified positions are listed on page **A29**.
- ❖ **It is the Substitute's responsibility to be aware of whether the accepted work is as a substitute or for extra help (temp/hrly).**
- ❖ All substitute positions have a corresponding Job#.
- ❖ Substitutes are responsible for recording Job #s accepted and recording hours worked for each job.
- ❖ **SUBSTITUTES FILL IN FOR EMPLOYEES ON LEAVE OR FOR AN APPROVED VACANCY ONLY.**
- ❖ Remember to ask, "What's my Job#?"
- ❖ Be sure to check your paystub and personal job log each payroll cycle for proper payment.
- ❖ Contact the CSC (Campus Substitute Coordinator) for job and/or payroll corrections.

## Aesop General Information

After you have submitted all required documents, attended an orientation, and have been selected to become a substitute, you will receive an email notification from Aesop and be eligible to begin receiving assignments. **Please call 1.800.942.3767 or log onto <http://www.aesoponline.com> to accept substitute positions.**

- Your **Login ID** is two zeros followed by your 6 digits of your E#. (i.e. 00111111)
- **PIN:** Aesop will assign your PIN (password) in your welcome email. You may change your PIN from the random 5 digit PIN provided to some other numeric password by replacing your PIN on the personal information page in Aesop. If you change your password, you are responsible for maintaining the new password. If you forget your password, a request in writing to the Substitute Office will be required in order to reset your password
- **Availability:** You are automatically defaulted into the system as being available all five days of the week, Monday through Friday. If you need to change this schedule, you must access Aesop to change the days of the week and/or times you are available. Please allow at least two days a week to substitute!
- **Date Range:** Aesop **will** call and email you if your job has been cancelled.
- **Callout Times:** The substitute may be called by Aesop during the day:  
M-Sun 5:00 am – 10:00 pm

**ALWAYS call the school first when accepting an assignment within an hour of the start time.**

Substitutes can call Aesop at any time during the day or night, 24/7, to review available jobs, cancel a job or change availability to work.

A substitute may **not cancel** a job once any part of the job has begun or within an hour before the start time of the job. Please notify the school immediately if you are unable to complete the assignment and leave a message with the Substitute Office at **414-2611**. If you must cancel an assignment, please do so as early as possible to allow Aesop to call other substitutes.

- **Prearranged Substitutes:** A substitute may be “prearranged” for an assignment.
- **“Prearranged”** means that the substitute has made a verbal commitment to accept a particular assignment; Aesop will **not** call the substitute in this instance, but the job will be heard under current assignments in order to verify the job and to retrieve the job number. **The substitute with the confirmation number should be the one who has the job.**

[https://www.aesoponline.com/manuals/IVR%20Map%20\(Substitute\).pdf](https://www.aesoponline.com/manuals/IVR%20Map%20(Substitute).pdf)



# **District Policies & Procedures**

## **VISION**

AISD will be nationally recognized as an outstanding school district, instilling a passion for life-long learning in all students.

## **MISSION**

In partnership with parents and our community, AISD exists to provide a comprehensive educational experience that is high quality, challenging, and inspires all students to make a positive contribution to society.

## **CORE VALUES**

- Focus on Children
- Excellence
- Integrity
- Equity
- Respect
- Health and Safety

## **GOALS**

Goal 1: All students will perform at or above grade level.

Goal 2: Achievement gaps among all student groups will be eliminated.

Goal 3: All students will graduate ready for college, career, and life in a globally competitive economy.

Goal 4: All schools will meet or exceed state accountability standards, and the district will meet federal standards and exceed state standards.

## **STRATEGIES**

- Provide a high-quality, well-rounded educational experience to all students that is rigorous, culturally relevant, healthful, and engaging.
- Build strong relationships with students, families, and the community to increase trust and shared responsibility.
- Ensure that every classroom has a high-quality, effective educator, supported by high-quality, effective administrators and support staff.
- Align resources to accomplish priorities within a balanced budget.

**A complete Set of District Governance policies as well as information related to Board meetings and Agendas can be found on the AISD web at [www.austinisd.org](http://www.austinisd.org).**

**Substitute**

A substitute is available to work in place of a regular employee when that employee is out on leave or in a vacancy while that vacancy is in the process of being filled.

Qualifications for working as a substitute in Austin ISD will be maintained by the Office of Human Resources.

Rates of pay for substitutes are established by the Board of Trustees.

**Employment Status of Substitutes**

1. An individual who has been approved for inclusion on the substitute list has no expressed or implied right to any particular assignment at any time.
2. Any individual who has been approved for inclusion on the substitute list serves at the will of the district and has no expressed or implied right to continued employment with the district.
3. At any time and without prior notice, the district may, at its sole discretion, elect to stop utilizing the services of any individual on the substitute list.

**Termination of Classified/At-Will Employees**

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. *DCD (LOCAL)*

**Salary Credit on the Teacher/Professional Salary Scale for Service as a Substitute Teacher:**

Employees who were fully certified while gaining creditable work experience as a substitute teacher in a public school district may be able to apply this experience for salary placement credit on the teacher/professional salary scale. Employees must typically make a special request to the school district to research any experience as a substitute and include that information on a service record. Typically, a substitute must work from 85 to 90 days, depending on the year, in order to receive credit.

## **Employee Conduct**

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### **Criminal History**

Austin ISD will conduct background and criminal history checks in compliance with Senate Bill 9 prior to employment and reserves the right to randomly request criminal history reports throughout the employment period. All employees certified through the State Board of Educator Certification (SBEC) must have a national background check, regardless of hire date, effective January 1, 2008. All non-certified employees with a hire date of January 1, 2008, or after must have a national background check prior to employment.

Title 19 of the Texas Administrative Code, Section 249.14 requires school districts to notify the State Board for Educator Certification (SBEC) of any reported criminal history of a school district applicant or employee who holds a certificate issued by SBEC. A reported criminal history includes arrests, indictments, prosecutions, convictions or other dispositions (such as a probation or deferred adjudication) by the criminal justice system.

### **Employee Conduct**

Employees, as well as students and volunteers who work in AISD, are expected to maintain high standards of conduct and behavior.

A core value of the Austin Independent School District is respect for the individual. It is a goal of the district to foster and model this core value. The Austin Independent School District believes that a valuable element of education is the development of respect for all individuals, regardless of race, color, creed, national origin, age, gender, sexual orientation, disability, or other personal attributes.

This policy establishes a district-wide code of conduct intended to provide a safe educational and work environment, where each individual is treated with respect. No person shall engage in any verbal or physical conduct which would tend to cause disruption of the educational setting, school activity, or work environment, or would harass, threaten, attack, injure, or intimidate any other person. All persons on school district property or attending any school district activity shall be treated with respect.

Any substantial violation of the district's code of conduct will be dealt with appropriately.

Professional educators in the district are subject to the provisions of the *Code of Ethics and Standard Practices for Texas Educators*. (DH EXHIBIT)

### **Disciplinary Action**

Disciplinary action, including the immediate physical removal of an employee from his or her work site, will follow thoughtful consideration of an employee's violation or misbehavior and its impact on the school/District.

**Code Of Ethics And Standard Practices For Texas Educators**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. *19 TAC 247.1*

**I. Professional Ethical Conduct, Practices and Performance**

The Texas educator shall maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

- Standard 1.1      The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the District, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- Standard 1.2      The educator shall not knowingly misappropriate, divert or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3      The educator shall not submit fraudulent requests for reimbursement, expenses or pay.
- Standard 1.4      The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5      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.
- Standard 1.6      The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7      The educator shall comply with state regulations, written local school board policies and other applicable state and federal laws.
- Standard 1.8      The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

- Standard 1.9 The educator shall not make threats of violence against District employees, Board members, students, or parents of students.
- Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for sub-sequent employment.
- Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

**II. Ethical Conduct Toward Professional Colleagues**

- Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional or citizenship rights and responsibilities.
- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
- Standard 2.6 The educator shall not use coercive means of promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

**III. Ethical Conduct Toward Students**

- Standard 2.7 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

## **Employee Conduct**

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- Standard 3.4. 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, gender, disability, national origin, religion, family status, or sexual orientation.
- Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, e-mail, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is in-appropriate include, but are not limited to:
- a. The nature, purpose, timing, and amount of the communication;
  - b. The subject matter of the communication;
  - c. Whether the communication was made openly or the educator attempted to conceal the communication;
  - d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - e. Whether the communication was sexually explicit; and
  - f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student. *19 TAC 247.2*

## **Employee Conduct**



### **Courtesy**

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators." {See DH (EXHIBIT)}

### **Safety Requirements**

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

### **Tobacco Use**

The Board shall prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property. Students are prohibited from possessing tobacco products at a school-related or school-sanctioned activity on or off school property. School personnel shall enforce these policies on school property. Education Code 38.006 {See DH and GKA (LEGAL)}

### **Alcohol and Drugs**

The Board shall prohibit the use of alcoholic beverages at school-related or school-sanctioned activities on or off school property. Education Code 38.007(a)

The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements. [See DH] The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions. [See DI(EXHIBIT)]

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.



### **Drug-Free Workplace Requirements**

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. ({See policies at DH and DHE}) 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within ten days of receiving such notice-from the employee or any other source the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a) (1) (D), (E)

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

{This notice complies with notice requirements imposed by the Federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.21}.

### **Report of Drug Offenses**

A teacher, administrator, or other District employee is not liable in civil damages for reporting to a school administrator or governmental authority, in the exercise of professional judgment within the scope of the teacher's, administrator's, or employee's duties, a student whom the teacher suspects of using, passing, or selling, on school property any of the following substances:

1. Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act.
2. A dangerous drug, as defined by the Texas Dangerous Drug Act.
3. An abusable glue or aerosol paint, as defined by Health and Safety Code Chapter 485, or a volatile chemical, if the substance is used or sold for the purpose of inhaling its fumes or vapors.
4. An alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.  
Education Code 37.016

### **Searches and Alcohol and Drug Testing**

Noninvestigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on district premises or worksites or used in district business. (See Policy DHE)

Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

### **Arrests and Convictions**

An employee shall provide written notification to the office of employee relations in human resources within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, and any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school- sponsored activity; or
4. Crimes involving moral turpitude, which include:
  - a. Dishonesty; fraud; deceit; theft, misrepresentation;
  - b. Deliberate violence
  - c. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
  - d. Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - e. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct; or
  - f. Acts constituting abuse or neglect under the Texas Family Code.

### **Dress Code**

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

#### **Staff: General Guidelines**

1. Dresses and all outer garments shall fit properly and be of an acceptable length.
2. Halters, tank tops, see-through garments, or clothing with revealing, provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
3. If shirttails are made to be worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt or suspenders shall be worn.
4. No hats, caps or any other head coverings shall be worn inside the building.
5. Hair must be clean, neatly trimmed and well-groomed.
6. Beards and mustaches shall be allowed if they are neatly trimmed.
7. Footwear shall exclude flip-flops and slippers.

## **Employee Conduct**

8. Clothing that reveals undergarments shall not be worn.
9. Hemlines for skirts and dresses should be long enough not to be distracting.
10. Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.
11. Jeans may be worn on days designated by the principal or supervisor, designated spirit days, and teacher in-service days.
12. All administrative staff are expected to dress in a professional manner. Male administrative staff are encouraged to wear shirts and ties.
13. Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire. Ties are encouraged and may be required by the principal. Acceptable alternatives for shirt and tie are shirt and pullover sweater or turtleneck sweater and sport coat.
14. Jewelry shall not be worn in a visible pierced area other than the ear.

### **Exceptions to Guidelines**

The following exceptions apply to these guidelines:

1. Physical education staff may choose to wear appropriate attire, approved by the administration, during the physical education instructional period.
2. Instructors in shop courses may wear aprons, smocks, or overalls during the instructional period.
3. Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors in the handbooks for those positions.
4. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.

### **Harassment**

Employees shall not engage in harassment motivated by race, color, religion, national origin, disability, or age and directed toward students or District employees. A substantiated charge of harassment against a student or employee shall result in disciplinary action.

The term “harassment” includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual’s race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint to the Employee Relations Coordinator at 414-1481.

### **Harassment** (continued)

An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor. Any allegations of harassment of students or employees shall be investigated and addressed.

Oral complaints shall be reduced to writing to assist in the District's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

The District shall not retaliate against an employee who in good faith reports perceived harassment.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Employees shall not engage in sexual harassment of other employees, volunteers or students. Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefits.

An employee who believes that he/she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title VII Coordinator for employee complaints in accordance with the procedures in the District's employee complaint policy (DGBA Local).

The employee complaining of harassment is not required to present the matter to the person who is the subject of the complaint; nor shall sexual harassment complaints be dismissed because they are not filed within the timelines.

Allegations of sexual harassment or sexual abuse of students by employees will be reported to parents and investigated. Information about sexual misconduct involving students that may be considered abuse or neglect shall be reported to the proper authorities (Local Police Department and Child Protective Services). All district employees must recognize and respect the rights of students, as established by local, state and federal law.

**Accidents Involving Students or School Personnel**

**What do you do?**

These are the suggested steps you should follow when a student or school employee has an accident or is injured.

For minor, but significant accidents or injuries:

- Administer first aid by school nurse, *Quick Care* chart, or utilizing trained staff members.
- Inform parent. School nurse will advise on home care or referral to a doctor.
- Fill out student/personnel accident report.
- Apply first aid and life-sustaining techniques utilizing school nurse and other trained persons on staff.
- If *life threatening*, call 911 (adult accompanies student). Otherwise, the AISD Police (414-1703) will notify area superintendent and others as needed.
- Call parent or guardian immediately, or, if necessary, a sibling, neighbor, or relative.
- Fill out student/personnel accident report.  
(Employee accident – Workman’s Compensation Claim)

**What about accidents that occur going to and from school?**

- If EMS is *not* on the way, these are actions to consider:  
If life threatening, call **911**. Otherwise, call AISD Police, 414-1703; they, in turn will notify the Area Superintendent/Service Facilitation Team/Health Services as needed. Notify parents, spouse, or closest relative or neighbor.
- If EMS is on the way, consider:  
If not reached earlier, continue to try to notify parents, spouse, or closest relative or neighbor. If parents, spouse, or closest relatives are unavailable, discuss situation with an associate at the place of employment of the parent, guardian, spouse or closest relative.
- Fill out student/personnel accident report.  
(Employee accident – Workman’s Compensation Claim)

Before taking students on a bus or auto trip away from the school, be certain that you follow the District’s procedures regarding Parental Approval and, where applicable, personal vehicle use and driver requirements. If you have any questions regarding field trips and student transportation, consult with the General Counsel’s office at 414-1706.

### Job Safety

The district desires a safe and healthy work environment for all employees and students.

Each campus has a designated "Campus Safety Coordinator."

Important resources on each campus include the *School Safety and Emergency Resource Manual*, the *Emergency Procedures Chart*, *AISD Employee Safety Manuals*, and the *Quick Care Chart*. All employees should have access to these items.

### Accidents and Accident Prevention

All employees are responsible for helping to prevent accidents. You can help protect yourself on the job by learning the safest way to perform your job duties. If you do not think you know the safest way to do part of your job, ask your supervisor.

Keep the following suggestions in mind:

- Be aware of your surroundings. Correct unsafe acts and conditions that you know about. If you cannot correct an unsafe situation by yourself, talk to your supervisor about it.
- Concentrate on doing your job safely.
- Report dangerous or hazardous areas such as broken windows, slippery floors, or defective equipment.
- Handle all chemicals safely. (Refer to **Materials Safety Data Sheet** [MSDS])
- Use the proper prescribed personal protection equipment required to complete each job safely. (See MSDS or operating manual)
- Read instructions before using equipment or operating machinery.
- Know the emergency numbers in the district and observe district policy regarding emergency procedures. (See **Emergency Procedures** flip chart located on your campus.)

The *AISD Employee Safety Manuals* available on each campus describe such specific topics as "Lifting and Handling Techniques," "Electrical Safety," "Ladder Safety," "Slip/Fall Prevention," "Driver Safety," "Emergency Procedures," "Bloodborne Pathogen Safety," "Basic First-Aid Procedures," and "Portable Fire Extinguishers."

Specific manuals relating to particular job environments are available for administrative/instructional, food service, maintenance, custodial, and transportation employees.

**Accidents and Accident Prevention** (continued)

For immediate care required in case of accident or injury, see the AISD Health Service *Quick Care* reference for school personnel. More detailed information is given in the Emergency Procedures guide for AISD employees. This guide also provides information regarding crises, disaster, and violence on campus.

The AISD Office of Risk Management regularly issues information about on-and off-the-job safety. If you have questions regarding safety or risk management, speak with your campus safety coordinator, faculty, administrator, or call the AISD Office of Risk Management, 414-1746.

**Bloodborne Pathogen Safety**

For your own protection when you give first aid to a person who is ill or injured, remember all bodily fluids should be considered infectious.

General guidelines to follow include:

***Avoid contact.***

- Allow the injured party to tend to his/her own injury, if possible.
- Allow him/her to dispose of contaminated material appropriately.
- Do not eat, drink, or apply cosmetics/lip balm in areas that might be exposed to blood or other potentially infectious materials (OPIM).
- Do not store food or drink anywhere blood or OPIM are present.
- Use a mouthpiece, resuscitation bag, pocket mask, or other ventilation device when giving rescue breathing.

***Protect yourself.***

- Wear latex gloves when in contact with blood or OPIM.
- Pick up items that could puncture gloves with tongs, forceps, or brush & dustpan.
- If exposure to human bite is a possibility, wear long sleeves or other protective clothing.

***Clean up afterward.***

- Wash hands with water and soap, dry with single-use towels or hot-air drying machine after contact with blood or OPIM.
- If unable to wash your hands immediately, clean them with an antiseptic towelette or hand cleaner.
- Sanitize areas exposed to blood or OPIM with a bleach/water mixture.

***Report any exposure to your supervisor.***



## **Safety and Security**

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Welcome, AISD Subs!

School campuses are complex communities where students, teachers and other staff spend the majority of their time together in the educational process. This rich environment must be a secure and safe place in which to work.

There are safety procedures in place that cover emergency situations; from intruders on campus to hazardous conditions outside school grounds. Regular Drills are conducted at every school as a way to practice for any emergency.

Staff and students are asked to be diligent at all times and watch for things out of the ordinary. If something or someone just doesn't seem right tell school officials. Everyone has an important role regarding safety at school. It is up to each individual on each campus to take charge and act quickly in an emergency. Being alert, having a game plan, and practicing the drills will bring peace of mind, and help provide for a positive learning experience.

The following flyer is a general overview of the four emergency response functions that all AISD staff members, including substitutes, are required to know and drill as well as a list of Do's and Don'ts for school access control. These actions are meant to be a guideline and staff are asked to be flexible and react according to situational needs. If you have any safety or security concerns please feel free to contact either campus staff or your AISD Emergency Management Team at any time.

Thank you for making safety and security a priority!

# Safety and Security

AISD Police Dept. 512-414-1703



## ✓ DO

**DO** challenge and escort unauthorized visitors directly to office or call office for assistance.

**DO** keep your classroom door closed and locked at all times (occupied or unoccupied).

**DO** wear your AISD badge in a visible location at all times while on campus.

**DO** report any suspicious activity you see on campus.

**DO** keep campus keys on your person at all times.

**DO** keep cell phones charged.

**DO** keep egress pathways clear.

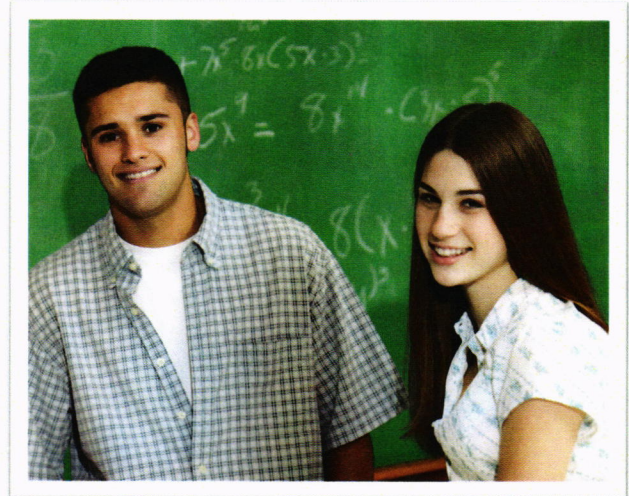
**DO** close & lock doors/windows at the end of the day.

**DO** lock your computer when you step away.

**DO** know your campus (e.g., location of AEDs).

**DO** know campus emergency procedures.

**DO** dial 9-1-1 for emergencies.



## ⊘ DON'T

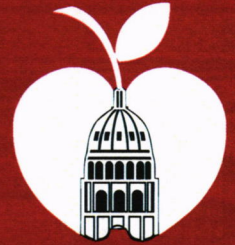
**Don't** allow visitors to piggyback into any campus buildings.

**Don't** allow students to open doors for visitors.

**Don't** prop doors open.

# Critical Incident Actions and Best Practices

AISD Police Dept. 512-414-1703



*The safety and security of our students and staff members is a top priority at Austin ISD. The best way to prepare for a critical incident, is to equip yourself with knowledge on AISD critical incident protocols. The following summary of response actions and Dos and Don'ts will enable you to do just that.*



## Lock Downs

- Conducted for intruder or violence on campus.
- Lockdown should take no longer than 30 seconds to complete.
- Warning to lock down is given typically via PA.
- Enter nearest room.
- Do a quick visual sweep of the area in front of door.
- Close and lock room door(s) and window(s). Barricade if possible.
- Cover door window and exterior windows by any means necessary.
- Turn off all lights.
- Silence cell phones (do not turn them off).
- Spread students out around the room but away from the door.
- Wait for official notice to end the lockdown.
- If outdoors during a lockdown, run away and hide.



## Evacuations

- Conducted for fire, bomb threat, or gas leak
- Evacuation should take no longer than 3 minutes to complete.
- Locate evacuation map for the assigned class room and identify exterior rally point. If map is unavailable, contact the front office.
- Ensure evacuation routes and rally points are clear of hazards (e.g., suspicious packages or persons) prior to evacuating.
- Take various exit pathways to reach rally points.
- Do not amass all employees, students, and visitors in one location.



## Reverse Evacuation

- Conducted for violence in the vicinity of the campus.
- Reverse Evacuation should take no longer than 3 minutes to complete.
- Warning sent (typically using PA system).
- Move all employees, students, and visitors into nearest building (main building, portable, or annex).
- Close and lock all exterior doors.
- Check interior of building to ensure no unauthorized visitors are present.
- Operations can continue as normal inside the building however there is no movement between building and no one enters or exits for any reason.



## Shelter-in-Place

- Conducted for inclement weather or HAZMAT release
- Shelter-in-place should take no more than 3 minutes to complete.
- Locate Shelter-In-Place map for assigned classroom. If map is unavailable, contact front office.
- If sheltering-in-place due to inclement weather (e.g., tornadoes, hail, etc.) enter interior windowless areas of a hardened building, sit down, bring knees to chest, and place arms overhead.
- If sheltering-in-place due to hazardous materials spill, turn off HVAC/AC and seal from exterior.

**Reporting Child Abuse or Child Neglect**

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting suspected abuse or neglect to law enforcement or Child Protective Services. Additionally, any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report of suspected child abuse or neglect within 48 hours of learning the facts giving rise to the suspicion. Reporting your suspicion to a school counselor, principal or another staff member does not satisfy your responsibility under the Texas Family Code. Therefore, you may not delegate this duty to report to another coworker or employee, but certainly you may ask for assistance in making the report. While the District cannot require you to report your suspicion first to a school administrator, you are encouraged to inform your principal or supervisor after the report is made so that steps may be taken to ensure your safety and the safety of the child while awaiting intervention from the Child Protective Services or law enforcement investigator.

**Confidentiality of Report: Good Faith Reporting**

State law requires that the identity of the person making the report of suspected child abuse or neglect be kept confidential. A person who in good faith makes a report or assists in the investigation of reported child abuse or neglect is immune from civil or criminal liability. Failing to report, however, is a Class B misdemeanor under Texas law. An employee is required to cooperate fully and not interfere with an investigation of reported child abuse or neglect.

**Reporting the Abuse or Neglect**

If the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child (including school employees), the report must be made to Child Protective Services at 1-800-252-5400 or on the Web at <https://www.txabusehotline.org>.

All other reports of suspected abuse or neglect not involving a person with care, custody or welfare of the child can be made to Child Protective Services or a law enforcement agency:

Austin Police Department 9-1-1  
Austin ISD Police Department (512) 414-1703

**Student Discipline**

The district seeks to provide all students with a quality educational program in an atmosphere which encourages learning and is free of disruption. The Board adopts a ***Student Code of Conduct*** (See Policy FO-LEGAL) that is distributed at the beginning of each school year to students, parents, teachers, and administrators. All employees are expected to follow the guidelines as described in the Student Code of Conduct.

**Police: Who to Call?**

Anytime a criminal violation is suspected, the AISD Campus Police should be called at 414-1703. If a life-threatening situation occurs, the school should immediately call 911.

**A complete Set of District Governance policies as well as information related to Board meetings and Agendas can be found on the AISD web at [www.austinisd.org](http://www.austinisd.org).**

# **Appendix**

### Daily Job Log

Date	Job #	School	Absent Employee's Name	Position	Full day	½ Day

**SUBSTITUTE TEACHER / CLASSIFIED SUBSTITUTE EXCLUSION FORM**

Please exclude the following substitute from my campus. Fax to **414-4999** immediately.

Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Substitute: \_\_\_\_\_ Sub. E #: \_\_\_\_\_

**What date did the administrator discuss the Exclusion with the Sub?** \_\_\_\_\_

- a. Lack of classroom management
- b. Inappropriate appearance (describe)
- c. Does not follow lesson plans
- d. Inappropriate language (describe)
- e. Inappropriate behavior (describe)
- f. Frequent tardiness
- g. No show
- h. Too many cancellations
- i. Incompatibility with staff (explain)
- j. Complaints from students/parents
- k. Other (please explain)

Please write a brief narrative describing / explaining the reason for the exclusion.  
**(blank forms will not be accepted):**

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Name of Teacher/Grade/Subject: \_\_\_\_\_

Campus exclusion                      OR                       Teacher exclusion only

**Administrator's Signature:** \_\_\_\_\_



## Substitute Teacher Report

Substitute: \_\_\_\_\_

ID No.: \_\_\_\_\_

Phone # / E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Substituted for: \_\_\_\_\_

School: \_\_\_\_\_

Notes regarding lesson plans:

I also taught:

Notes regarding behavior:

Terrific helpers:

Students who were absent:

Messages for the permanent teacher:

## AISD Substitute Office Change of Personal Information

Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code

Previous Phone Number: \_\_\_\_\_ (      )

### **New Information**

Name Change: \_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code

New Phone Number: \_\_\_\_\_ (      )

Effective Date: \_\_\_\_\_

You may fax this form to: **512-414-4999** scan and email to [\*\*subs@austinisd.org\*\*](mailto:subs@austinisd.org)

or Mail to: AISD Substitute Services Office  
1111 West 6<sup>th</sup> St., Suite D-130  
Austin, TX. 78703

## AISD Substitute Office Resignation Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Reason for resigning: \_\_\_\_\_

\_\_\_\_\_

Effective Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

Forwarding Phone Number: \_\_\_\_\_ (      ) \_\_\_\_\_

You may fax this form to: **512-414-4999** or scan and email to [subs@austinisd.org](mailto:subs@austinisd.org)

or Mail to: AISD Substitute Services Office  
1111 West 6<sup>th</sup> St., Suite D-130  
Austin, TX. 78703

## NOTES